



TELANGANA STATE TOURISM DEVELOPMENT CORPORATE LIMITED
(A State Government Undertaken)

**APPLICATION FOR APPOINTMENT AS AUTHORISED
BOOKING AGENT OF APTDC AND IATA/IATO/TAAI/
AIRLINES/IRCTC/OTHER STATE TOURISM CORPNS/
MEMBER OF STATE TRAVEL/TOUR OPERATOR AND
GENERAL SALES AGENT.**

Photograph

1. Name of the Travel Agency: _____
2. Type of Agency: _____
(Proprietorship/Partnership/Pvt. Ltd)
3. Name of the Representative: _____
(Proprietor/MD/Managing Partner etc.)
4. Address for Correspondence: _____
(Complete address with PIN)
5. Registered Address: _____
(Complete address with PIN)
6. Whether an existing Agent/Operator : _____
**(IATO/TAAI/IATA/Airlines/APSRTC/ IRCTC/ Other State Tourism
Corporations/Members of State Travel/Tour Operator) (Encl copy of proof)**
7. Details of Infrastructure Facilities:
 - a. Owned/Leased Office Premises: _____
 - b. Telephone & Fax No's: 1. _____
2. _____
8. Whether the agent hold any own fleet :
9. Remarks / Any other Information: _____

Agent's Signature, Name, Designation & Date with office seal



PRE-REQUISITES

Registered firm i.e. Proprietorship firm / Partnership firm / Private Limited Company.

Neatly furnished office with minimum of 200sft carpet area.

Telephone and Fax facility

Computer with internet facility

Bank account in the name of firm

Membership certificate of IATO/TAAI/IATA/Airlines/APSRTC/IRCTC/Other State Tourism Corporations/Member of State Travel/Tour Operator)

Copies of the documents required

1. **Copy of the firm registration certificate / Trade license**
2. **Copy of the PAN Card, Office photographs (Inside & Outside Post card size – 2 & Requisition Letter from the Applicant**
3. **Copies of the office & residence address proof**
4. **Registered copy of Professional Tax with Commercial Tax Department; Government of India.**
5. **Proof of bank account in the name of firm**
6. **2 Nos Passport photographs of the applicant**

General Terms & Conditions:

1. a. The agent has deposited an amount of **Rs.5,000/- vide (1) M.R.No. _____ dt: _____ Rs. _____/- (Rs. _____ Only)** towards Security Deposit, which does not carry any interest. This Security Deposit is refundable after the expiry of the agreement after deducting any amount due from the agent to the Corporation. For generating PNRs, requisite amount to be topped-up for operating and generating PNRs.
- b. The agent has deposited an amount of **Rs.999/- vide (1) M.R.No. _____ dt: _____ Rs. _____/- (Rs. _____ Only)** towards non-refundable security deposit for providing Userid and Password and extendable based on performance with an administrative fees of Rs.500/-. For generating PNRs, requisite amount to be topped-up for operating and generating PNRs.

The agent will be required to enter into agreement initially **for a period of 3 years**, which is renewable for a further period of one year depending upon the satisfactory performance.

The performance of the agent will be reviewed after one-year.

The agent shall book tickets in advance for all services of corporation as per the working instructions issued by corporation from time to time.

S.No.	Revenue	Quantum of commission payable on Transportation	Quantum of commission payable on Accommodation	Remarks
1.	Transportation	10%	-	-
2.	Accommodation slab (On turnover for the financial year i.e., 1 st April to 31 st March):- a. Rs.1.00 lakh to 5.00 Lakhs b. Rs.5.00 Lakhs to 7.50 Lakhs c. Rs.7.50 Lakhs and above	-	15% 20% 30%	On basic room tariff

On all other facilities, such as boating, Sound and Light show, Conference/Banquet Halls, 10% fixed slab of commission structure would be entertained and no commission would be allowed on catering as a policy.

In case of cancellation, the same has to be informed by fax and on receiving the confirmation of the said cancellation; the agent shall arrange the refund to the tourist and claim reimbursement from corporation.

The Corporation can appoint more number of agents either in the same area where this agent has been carrying on this activity or any other area for the purpose of promoting tourism business.



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The agent shall carry on the business of sale of tickets by Telephone reservations and home delivery of such reserved tickets for which an additional amount of Rs.10/- per ticket could be collected from the tourist.

The agent shall not sublet or appoint sub agent for carrying out this activity and the agent alone shall have to attend this work with his own employees or representatives appointed by him.

The agent shall provide all necessary equipments for selling tickets at his own cost.

The agent shall maintain requisite registers and forms as prescribed by the corporation from time to time.

The corporation will be at liberty to take action to forfeit the security deposit and terminate the agency /agreement if the agent commits breach of any of the condition of the agreement.

If the agent or his representative or employees indulge in fraudulent practices such as black marketing of tickets, creating artificial scarcity, a penalty of Rs.200/- to 1000/- would be levied by the corporation depending upon the gravity of the fraudulent action besides termination of the agreement

This agreement is liable for termination on either side by issue of one-month notice to the other side after one year.

The agent agrees to promote the sale of tickets on his own and also act as Marketing and Advertising agent for which the cost shall be borne by the agent alone in connection with the measures for enhancing and optimizing the sale of tickets.

For further details & clarifications in this regard please contact:

**General Manager (Marketing),
Marketing Division,
Telangana State Tourism Development Corporation
#6-3-870, 2nd Floor, Balayogi Paryatak Bhavan,
Greenlands, Begumpet,
Hyderabad – 500 016
Phone: 040- 2341 2129; Fax: 2341 2128
Email: marketing@tsttdc.in**

**#6-3-870, Balayogi Paryataka Bhavan, Green Lands, Begumpet, Hyderabad – 500 016
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