



APPLICATION FORM: S-2

APPLICATION FORM FOR ENLISTMENT OF AGENCIES
FOR RAIL & AIR TICKETING AT JADAVPUR UNIVERSITY FOR 2022-2024

1A. Name of the Firm / Business Name :

1B. Address :

2A. Name of Proprietor / Owner / Partner
to deal with :

2B. Name of the authorised person
other than at (2A) :

3. Contact Telephone No(s)

Mobile No.:

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E-mail id. :

4. Trade Licence Details of 2021-22 :
(To enclose a Xerox copy)

5. GST Registration details :

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[To enclose a xerox copy, submit the
Original, for verification later.]

5A. Copies of GST Returns:

GSTR-1 for Financial Year 2021-22 (upto February 2022)
& GSTR-3B for the month of February 2022 are to enclose:

6. IATA Membership Details:

[To enclose a xerox copy of Certificate]

7. Details of booking terminals of Airlines

Sl. No.	Airlines	Year of Recognition	Details of terminals	REMARKS

7A. . Details of booking facilities of Railway tickets, including agency registration:

8. Trained personnel in Pay Roll:

SL. NO.	Name	Age	Training Details	No. of Years Served	Remarks

9. Income Tax Return of FY 2020-21, Assessment Year 2021-22 of the Firm:

[To enclose a xerox copy, submit the original for verification later]

10. Enlistment details at Jadavpur University

In earlier Years.:

11. Credentials [Proof to Submit]: Services given to Universities/Institutes to state

SL. NO.	Name of the Company / Firm	Periods Engaged		Remarks

12. Discount to offer: [Both for national & International tickets]

SL. NO.	Air Ticketing agency	Discount on declared fares	Special Rebate	Additional Charges	Remarks

13. Visa Processing Charges:

Sl. No.	Name of Country	Time required	Charges	Remarks

14. Foreign Currency handling permissions:

Sl. No.	Items	Name of Currency	Licence / Permits	Remarks

15. Minimum credit period for Payment against ticketing:

[University is expect a minimum credit period of 30 days, actually after completion of travel]

16. Jadavpur University Money Receipt number and Date:

[for **Application fees** of Rs.1,000/- original to enclose]

I confirm that I will follow the **Rules & Regulation** already frame and to be framed for the purpose of enlistment including that of making "Security Deposit", as determined by the University.

I certify that the information furnished above is true and correct.

Date:

Place:

Full Signature of the Applicant
With Stamp of firm/ Company

Instructions :

1. All column should be filled up properly and enclosures be furnished. **Incomplete applications will be rejected.**
2. Last date of submission of form in sealed envelope at the Office of the Accounts Officer is 30th March 2022. Existing enlisted parties need also to apply.
3. Use separate sheet (in letter head) of the firm/business where necessary.
4. Application money of Rs 1,000/= payable by Demand Draft/Bankers Cheque/Pay Order drawn on favour of "**Jadavpur University**" be submitted with the form is not refundable.
5. Decision of the authority is final and binding.
6. The University reserves the right to accept or reject any application.

For Use of Committee Members for Evaluation:

DETAILS OF THE CRITERION	OBSERVATIONS	POINTS	REMARKS