

**ELIGIBILITY CRITERIA FOR AGENTS TO BE QUALIFIED TO APPLY FOR
NEPAL AIRLINES ONLINE GENERAL SALES AGENT (PASSENGER) IN
KINGDOM OF SAUDI ARABIA**

S.N	Criteria	Required Documents
1.	All documents/business proposal submitted by the applicant should bear signature of authorized person with company stamp (seal). Company registration and other related documents which are in local languages should be translated into English language and certified by notary public.	Must submit otherwise disqualified
2.	The agent should be registered with the concerned government authority and authorized by the local authority of Kingdom of Saudi Arabia for running Travel Agency.	Must submit the copies of documents indicating the constitution of legal status, registration docs, place of registration and principal of business otherwise disqualified.
3.	The agent should undertake the responsibility of providing financial guarantee and any contractual obligation on behalf of airlines to the local authorities against ticket stock guarantee to be given to Nepal Airlines, if needed, in the event of flight operation by Nepal Airlines to any point in Kingdom of Saudi Arabia. If the ticket stock value exceeds this financial guarantee, the agent will provide the additional separate Bank guarantee to Airlines which must be counter guarantee by Nepalese 'A' Class commercial Bank.	Must submit the copy of certified Declaration Statement otherwise disqualified.
4.	The agent should not be the GSA of any airlines operating online/offline to Nepal directly or via other countries from Kingdom of Saudi Arabia.	Must submit the copy of certified Declaration Statement otherwise disqualified.
5.	The agent's owner/directors/shareholders/promoters should have not been involved in default/ bankruptcy proceedings or had a financial interest or a position of management in a defaulted IATA or GSA agency or any other firm/Company.	Must submit the copy of certified Declaration Statement otherwise disqualified.
6.	The agent should provide a business plan for five years for operating Nepal Airlines flights to Kingdom of Saudi Arabia segregating business from different potential cities having market of that country.	Must submit the copy of Business Plan and an estimated financial projection for five years. The business plan should consist the following minimum requirements otherwise disqualified. <ol style="list-style-type: none"> 1. Forecast of pax annually. 2. Revenue forecast 3. Publicity Scheme 4. Marketing Strategy to promote RA business.
7.	The agent should commit for not representing any other Nepalese airlines in Kingdom of Saudi Arabia in future.	Must submit copy of certified Declaration Statement otherwise disqualified.
8.	In the event of flight operation in Kingdom of Saudi	Must submit the copy of certified

	Arabia , the agent should provide well set and furnished office space at prime location preferably on ground floor and easily accessible to general public of at least 200 sq. feet area “free of charge” for Nepal Airlines representative and two qualified staff with ability of selling international air transportation and one administration account staff with ability of handling accounting matters at its own cost to handle flight operating to different cities where Nepal Airlines operates flights.	Declaration Statement otherwise disqualified.
9.	The agent should have provision of efficient operation of suitable enquiry, reservation and booking offices managed by sufficient staff, displaying the identification of Nepal Airlines clearly visible to the general public and adequately equipped for the sale of transportation over the counter or by email, telephone and other means.	Must attach photographs of present exterior and interior of offices, otherwise disqualified.
10.	Representation/liaison with Civil Aviation, Airport Authorities, IATA BSP, Tax Authorities, Government agencies and other concerned offices on behalf of Nepal Airlines.	Must submit the copy of certified Declaration Statement, otherwise disqualified.
11.	The agent should have minimum paid up capital / investment required under local laws of existing country, as per audited financial statement. Capital Structure (Equity + Reserve) and liquidity position (current ratio and liquidity ratio) will be evaluated.	Must submit the calculation with certification otherwise disqualified.
12.	The agent’s owners/directors/shareholders/promoters should not have any legal disputes earlier with Nepal Airlines.	Must submit copy of certified Declaration Statement otherwise disqualified
13.	The agent’s owner/directors/promoters should have not been involved in any Airlines business.	Must submit copy of certified Declaration Statement otherwise disqualified
14.	The agent’s owner/directors/promoters should not have business interest with Nepal Airlines other than sales of passenger ticket and cargo.	Must submit copy of certified Declaration Statement otherwise disqualified
15.	The agent should commit to recruit at least one Nepalese national or fluent Nepalese language speaking counter staff at the head office or should operate tele-center with Nepali speaking staff.	Must submit the copy of certified Declaration Statement.
16.	The agent should have good and amicable relation with the local government agencies.	Must submit the copy of Statement and attached copy of appreciation certificates, if any.
17.	The agent should provide the commitment for target on revenue passenger seat factor in percentage forecast	Must submit the copy of certified Declaration Statement.

	annually.	
18.	The agent should submit with certification from other Airlines of its existing GSA about average performance of seat factor in percentage.	Must submit the copy of certification from other Airlines of its existing GSA.
19.	The agent should carry out business promotion/media campaign on its own cost as outlined in the agent's business plan for Nepal Airlines. Expenses for business promotion should be based on % of overriding commission that agent receives from Nepal Airlines.	Must submit the copy of Statement mentioning the expected % of overriding commission that will be used for business promotion/media campaign
20.	Preferences will be given to the travel agent who is representing other Airlines as GSA. Evidence of existing GSA business must be submitted	Must submit copy of evidence.
21.	The agent representing GSA of Airlines with partially or substantially owned by Government will be preferred.	Must submit copy of evidence.
22.	The agent and its associated group (pax and cargo sales) should have at least average annual turnover of USD 5 Million for past 3 financial years.	Must submit the copy of Audited Financial Statement of last 3 years with copy of Income Tax Acknowledgement.
23.	The agent should have experience of at least five years from the date of registration with the government authority of Kingdom of Saudi Arabia for running Travel agency and should be owned by national of Kingdom of Saudi Arabia.	Specify no. of years in travel business and submission of the documentary proof.
24.	The agent should have at least 05 branches/ outlets located in the prime locations of different cities of Kingdom of Saudi Arabia.	Mention the name of branches/outlets with complete addresses and telephone number.

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S.N	Criteria	Required Documents
1.	All documents/business proposal submitted by the applicant should bear signature of authorized person with company stamp (seal). Company registration and other related documents which are in local languages should be translated into English language and certified by notary public.	Must submit otherwise disqualified
2.	The agent should be registered with the concerned government authority and authorized by the local authority of Kingdom of Saudi Arabia for running Cargo Agency.	Must submit the copies of documents indicating the constitution of legal status, registration docs, place of registration and principal of business otherwise disqualified.
3.	The agent should undertake the responsibility of providing financial guarantee and any contractual obligation on behalf of airlines to the local authorities against Airway Bill guarantee to be given to Nepal Airlines, if needed, in the event of flight operation by Nepal Airlines to any point in Kingdom of Saudi Arabia. If the Airway Bill value exceeds this financial guarantee, the agent will provide the additional separate Bank guarantee to Airlines which must be counter guarantee by Nepalese 'A' Class commercial Bank.	Must submit the copy of certified Declaration Statement otherwise disqualified.
4.	The agent should not be the GSA of any airlines operating online/offline to Nepal directly or via other countries from Kingdom of Saudi Arabia.	Must submit the copy of certified Declaration Statement otherwise disqualified.
5.	The Agent's owner/directors/shareholders/promoters should have not been involved in default/ bankruptcy proceedings or had a financial interest or a position of management in a defaulted IATA or GSA agency or any other firm/Company.	Must submit the copy of certified Declaration Statement otherwise disqualified.
6.	The agent should provide a business plan for five years for operating Nepal Airlines flights to Kingdom of Saudi Arabia segregating business from different potential cities having market of that country.	Must submit the copy of Business Plan and an estimated financial projection for five years. The business plan should consist the following minimum requirements otherwise disqualified. <ol style="list-style-type: none"> 1. Forecast of cargo annually. 2. Revenue forecast 3. Publicity Scheme 4. Marketing Strategy to promote RA business.
7.	The agent should commit for not representing any other Nepalese airlines in Kingdom of Saudi Arabia in future.	Must submit copy of certified Declaration Statement otherwise disqualified.

8.	In the event of flight operation in Kingdom of Saudi Arabia, the agent should provide well set and furnished office space at prime location preferably on ground floor and easily accessible to general public of at least 200 sq. feet area “free of charge” for Nepal Airlines representative and DGR certified at least one cargo staff is mandatory and one administration account staff with ability of handling accounting matters at its own cost to handle cargo to different cities where Nepal Airlines operates flights.	Must submit the copy of certified Declaration Statement otherwise disqualified.
9.	The agent should have provision of efficient operation of suitable enquiry, reservation and booking offices managed by sufficient staff, displaying the identification of Nepal Airlines clearly visible to the general public and adequately equipped for the sale of transportation over the counter or by email, telephone and other means.	Must attach photographs of present exterior and interior of offices, otherwise disqualified.
10.	Representation/liaison with Civil Aviation, Airport Authorities, Tax Authorities, Government agencies and other concerned offices on behalf of Nepal Airlines.	Must submit the copy of certified Declaration Statement, otherwise disqualified.
11.	The agent should have minimum paid up capital / investment required under local laws of existing country, as per audited financial statement. Capital Structure (Equity + Reserve) and liquidity position (current ratio and liquidity ratio) will be evaluated.	Must submit the calculation with certification otherwise disqualified.
12.	The agent’s owners/directors/shareholders/promoters should not have any legal disputes earlier with Nepal Airlines.	Must submit copy of certified Declaration Statement otherwise disqualified
13.	The agent’s owner/directors/promoters should have not been involved in any Airlines business.	Must submit copy of certified Declaration Statement otherwise disqualified
14.	The agent’s owner/directors/promoters should not have business interest with Nepal Airlines other than sales of passenger ticket and cargo.	Must submit copy of certified Declaration Statement otherwise disqualified
15.	The agent should commit to recruit at least one Nepalese national or fluent Nepalese language speaking counter staff at the head office or should operate tele-center with Nepali speaking staff.	Must submit the copy of certified Declaration Statement.
16.	The agent should have good and amicable relation with the local government agencies.	Must submit the copy of Statement and attached copy of appreciation certificates, if any.
17.	The agent should provide the commitment for target on cargo load in ton forecast annually.	Must submit the copy of certified Declaration Statement.
18.	The agent should submit with certification from other	Must submit the copy of certification

	Airlines of its existing GSA about average performance of cargo in ton.	from other Airlines.
19.	The agent should carry out business promotion/media campaign on its own cost as outlined in the agent's business plan for Nepal Airlines. Expenses for business promotion should be based on % of overriding commission that agent receives from Nepal Airlines.	Must submit the copy of Statement mentioning the expected % of overriding commission that will be used for business promotion/media campaign
20.	Preferences will be given to the travel agent who is representing other Airlines as GSA. Evidence of existing GSA business must be submitted	Must submit the copy of evidence.
21.	The agent representing GSA of Airlines with partially or substantially owned by Government will be preferred	Must submit the copy of evidence.
22.	The agent and its associated group (pax and cargo sales) should have at least average annual turnover of USD 5 Million for past 3 financial years.	Must submit the copy of Audited Financial statement of last 3 years with copy of Income Tax Acknowledgement.
23.	The agent should have experience of at least five years from the date of registration with the government authority of Kingdom of Saudi Arabia for running Cargo Agency and should be owned by national of Kingdom of Saudi Arabia.	Specify no. of years in travel business and submission of the documentary proof.
24.	The agent should have at least 5 branches/ outlets located in the prime locations of different cities of Kingdom of Saudi Arabia.	Mention the name of branches/outlets with complete addresses and telephone number.

