

**ELIGIBILITY CRITERIA FOR APPLICANTS TO BE QUALIFIED TO APPLY FOR NEPAL AIRLINES ONLINE GSA (PASSENGER) IN THE KINGDOM OF SAUDI ARABIA**

<b>S.N.</b>	<b>Criteria</b>	<b>Required Documents</b>
1.	All required documents/business proposal submitted by the applicant should bear signature of authorized person with company stamp (seal). Company registration and other related documents in local languages should be translated into English language and certified by notary public/translator.	Must submit otherwise disqualified
2.	The applicant should be registered with the concern country government authority and authorized by the local authority of the country for operating Travel Agency (passenger).	Must submit the copies of documents indicating the constitution of legal status, registration documents, and place of registration and principal of business otherwise disqualified.
3.	The applicant 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 the concern country. If the ticket stock value exceeds this financial guarantee, the applicant 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 applicant should not be the GSA of any airlines operating online/offline to Nepal directly or via other countries from concern country to sell Nepal sector's tickets.	Must submit the copy of certified Declaration Statement otherwise disqualified.
5.	The applicant's owner/directors/shareholders/promoters should not be 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 applicant should provide a short-term business plan for one year, mid-term business plan for three years and long-term business plan for five years for operating Nepal Airlines flights to concern country	Must submit the copy of Business Plan and an estimated financial projection for respective periods. The business plan should consist the

	segregating business from different potential cities having market in that designated country.	following minimum requirements otherwise disqualified. <ol style="list-style-type: none"> <li>1. Forecast of pax annually.</li> <li>2. Revenue forecast</li> <li>3. Publicity Scheme</li> <li>4. Marketing Strategy to promote RA business.</li> </ol>
7.	The applicant should commit for not representing any other Nepalese airlines in the concern country in future.  A separate letter should be submitted accepting that in case of violation of this clause GSA Agreement shall be terminated automatically.	Must submit copy of certified Declaration Statement otherwise disqualified.
8.	In the event of flight operation in the concern country, the applicant 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 should provide at least two qualified with ability of selling international air transportation sales staffs including one with fluent Nepali and local language, one licensed aviation security staff (if required as per law of land), 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.	Must submit the copy of certified Declaration Statement otherwise disqualified.
9.	The applicant 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 applicant should have USD 500,000.00 (USD Five Hundred Thousand) paid-up capital or annual turnover of USD five millions in last three years.	Must submit the certified documents along with Audit Report otherwise disqualified.

12.	The applicant'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 applicant should provide the commitment for target on revenue passenger seat factor above 75 percentages annually. Committed seat factor must be based on the average fare of economy class. The applicant should commit to provide minimum bank guarantee of 75 or committed percentage of sales amount of two months arising out of average fare of economy class.	Must submit the copy of certified Declaration Statement. (Separate bank guarantee forms a part of qualified application.)
14.	The applicant who is representing other airlines as GSA, Evidence of existing GSA business verified by concerned airlines must be submitted.	Must submit the copy of certification from other Airlines of its existing GSA.
15.	The applicant should carry out business promotion/media campaign on its own cost as outlined in the applicant's business plan for Nepal Airlines. Expenses for business promotion should be minimum 5 percentage per year of overriding commission that applicant receives from Nepal Airlines.	Must submit the plan and program for business promotion/media campaign along with commitment letter.
16.	The applicant should have experience of at least five years from the date of registration with the government authority of the country for operating passenger Travel Agency, cargo business, ground handling or holiday package and should be owned by national of concern country.	Specify no. of years in travel business and submission of the documentary proof.
17.	The applicant should have at least three branches/outlets located within the concerned country.	Mention the name of branches/outlets with complete addresses and telephone number. Photographs of interior and exterior of outlet should be submitted.