

TELANGANA STATE TOURISM DEVELOPMENT CORPORATION LIMITED

(A State Government Undertaken)

“Tourism House” 3-5-891, Himayatnagar, HYDERABAD – 500029

APPLICATION FOR APPOINTMENT OF AUTHORISED BOOKING AGENT

Registration Form

Attested Passport size Photograph of Managing Director / Managing partner / Proprietor

1. Name of the Organization.....

2. Address of the Organization.....

3. Land Line Numbers..... 4. Fax Numbers

5. Mobile No:..... 6. Alternate Mobile No

7. Email ID

8. Website:

9. Nature of the Organization (Proprietary concern, Partnership or Incorporation)

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10. Year of registration / commencement of business (with documentary Proof):

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11. Name of Proprietor/Partners/Directors, etc,

(i).....

(ii).....

(iii).....

(iv).....

12. Details of office premises (Documentary proof / Rent Agreement / Ownership Deed to be made available) - Space in sq. ft..... Location area (please tick mark the right category) commercial / residential / Reception area.....

13. Enclosed Demand Draft of Rs. 2, 000/- towards non refundable deposit for recognition / renewal does not carry any interest.

For recognition / renewal, please mention: Demand Draft No.....

Date..... Amount

Terms and Conditions:

1. Telangana State Tourism Development Corporation Limited (TSTDC Ltd) invites applications from reputed and experienced booking agent (Travel Agents/ Tour Operators) for empanelment as booking agent on fixed Travel Agency Commission (TAC) basis for Operation & Management of Domestic, Inbound tour packages for different institutions, individual groups including Hotels, Boating, Packages & Facilities of TSTDC through online on providing user credentials under prepaid system with Rs.2,000/- (Rs. Two Thousand Only) towards non-refundable deposit.
2. The approved booking agents must carry at common design Name Board brochures as approved by TSTDC with TSTDC logo and name prominently displayed in Property and it is also statutory for agency to display packages, hotels etc., of TSTDC.
3. The approved agents should do minimum sales target of Rs.1,00,000/- per year. Renewal will be done as per his/her performance for every three years
4. All cancellation and postponement should be done through online and charges are as per the TSTDC policy.
5. The TSTDC reserves the right to accept or reject any or all the Applicants without having to assign any reasons.
6. The commission is payable subject to deduction of Tax Deduction Source (TDS).
7. The agent will be paid with the following commission structure after statutory deductions (TDS etc.):
 - A. Transportation:**
 - (i) 10% commission for achieved business upto Rs.10.00 Lakhs per financial Year.
 - (ii) 12% commission for achieved business of above Rs.10.00 Lakhs per financial year
 - B. Accommodation:**
 - (i) 15% commission for achieved business upto Rs.5.00 Lakhs per financial year.
 - (ii) 20% commission for achieved business from Rs.5.00 Lakhs to Rs.7.50 Lakhs per financial year.
 - (iii) 30% commission for achieved business from Rs.7.50 Lakhs and above per financial year.
 - C. Boating, Sound & Light, Conference/Banquet Halls:**
 - (i) 10% Fixed Slab for Boating, Sound and Light Shows, Conference/Banquet Halls.
 - (ii) No Commission allowed on catering.

8. I/We.....do hereby declares that the entries made in the above form are true to the best of my/our knowledge and also we shall be found by the acts of my/our duly constituted attorney. I/We herby understand that the submission of application doesn't guarantee Empanelment as service provider of TSTDC. I/We further understand that in case of any information submitted by me/us, found to be incorrect either before or even after the empanelment, TSTDC will have the right to summarily reject the application/cancel the empanelment at anytime without assigning any reason whatsoever.

9. I hereby accept all the terms and conditions mentioned above.

Signature / Name of Proprietor/Partner/Managing Director

Place: _____ Rubber Stamp / Office Stamp
Date: _____
Enclosures: _____



- i. Pan Card in the Name of firm
- ii. Aadhar Card (Proprietor /Partner's)
- iii. Bank A/C in name of firm.
- iv. Supporting Document of the Firm Registration / Company Registration /Individual details
- v. GST Number Certificate
- vi. Applicant photographs, (Proprietor /Partner's)
- vii. Office photographs (Inside/Outside Post card size – 2 No's)
- viii. In corporation certificate copy
- ix. Rs.2,000/- D.D in favor of M/s. TSTDC Ltd, Hyderabad payable at Hyderabad. (Non-Refundable deposit)
- x. For Within State Agents: Rs.100/- Non-Judicial Stamp paper with 20 No's Green color Ledger Papers Must be submitted
- xi. For Out Station Agents: Rs.200/- D.D in favor of M/s. TSTDC Ltd, Hyderabad payable at Hyderabad. (Rs.100/- for Non-Judicial Stamp paper, and Ledger papers etc., & Postal charges) Must be submitted (Without any of the above documents it cannot be processed and no further correspondences to be made)