



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

REQUEST FOR QUOTATION (RFQ)
FOR
TOUR OPERATOR SERVICES
IN ORGANISING
19th INTERNATIONAL PROFESSIONAL
DEVELOPMENT & FELLOWSHIP
PROGRAMME – 2026
(JAPAN)

Place of Boarding- Delhi & Mumbai

27 March 2026

Introduction

The Institute of Company Secretaries of India (ICSI) is a statutory body under an Act of Parliament. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India, with its headquarters located at “ICSI House” 22 Institutional Area, Lodi Road New Delhi-110 003.

ICSI invites quotations from tour operator services for organizing the 19th International Professional Development & Fellowship Programme - 2026. The program is designed for a minimum of 40 participants and maximum of 80 participants and includes cultural exploration, corporate conferencing, and leisure activities.

Please note that ICSI is acting as the facilitator towards organizing the tour on behalf of the visiting ICSI members and their family.

SCOPE OF WORK

Places	Osaka, Hiroshima and Tokyo
Dates	Between 22 May- 5 June 2026
Duration	7 Nights & 8 Days
Hubs for Departure and Arrival	Delhi & Mumbai
Hotel	4 Star
Flight	Economy class Ticket

ICSI is organising 19th International Professional Development & Fellowship Programme - 2026 for its members and their families. ICSI Members, and their family members are the recipients of the services of the tour operator and the money collected from them would be paid to the tour operator on their behalf. Package cost covers return airfare, hotel accommodation, travel insurance, visa, taxes etc. as mentioned under the head “Package cost includes”.

The International Conference will be held in Tokyo which will be participated by the touring delegates and the invitees/ delegates from other Countries.

The number of Delegates including their accompanying spouse, children and parents is limited to 40/60/80 only. For the purpose of determining 40/60/80 numbers, accompanying children 2-12 years will be counted. Children below 2 years will not be counted for the limits as specified above.

In case, number of delegates exceeds, such further applications may be processed for registration after getting confirmation from the Tour Operator on a case-to-case basis and subject to availability.

The dates are tentative. The suitable dates can be suggested by the tour operator and finalization shall be made mutually.

From between 22 May- 5 June 2026

The Agency will have to provide the details of the following:

- Detailed Itinerary City wise
- Detail of carrier to be used like Flight, Rail/ Cruise, Coach, Car etc.
- Detail of the stay arrangement (hotels (4 star), Rooms, facilities, location of the hotel, etc
- Detail of Guided city tour
- Detail of Menu day wise (Indian) for Breakfast/Lunch/Evening Snacks/Drinking Water / Dinner, (1 Gala Dinner) Combination of Veg and Non Veg Menu. The agency may obtain the preference of menu from the participants.
- Venue of the International Conference, the arrangement of Tea or coffee cookies and ancillary requirements such as Backdrop, projector, Pen, Pad, pencil, laptop, water bottle etc.

NOTE:

- The Tour Programme should be arranged in a cost effective manner.
- Ticketing and baggage related instructions should be properly giving by the Agency to Airlines.
- Cost for Gala Dinner shall be included.
- Insurance Coverage is essential to all age group

VISA PROCEDURE

The Tour Operator will co-ordinate the visa process directly with the delegate till handing over of rendered passport to the delegates.

DOCUMENTATION CHECKLIST

The operator will provide the Visa processing Check list, FAQs and other forms/ documents etc.

ITINERARY	
	No. of Nights
Osaka	03
Hiroshima	01
Tokyo	03

Day 01 Osaka Arrival

- Arrive at Osaka
- Meet guide and transfer to hotel.
- Overnight stay at hotel.

Day 02 Osaka

- Post breakfast tour of Osaka.
- Visit Osaka Castle, Umeda Sky Observatory.
- Evening free time at Dotonbori and Shinshaibashi.
- Overnight stay at hotel.

Day 03 Osaka – Kyoto – Nara Osaka

- Post breakfast, tour of Kyoto and Nara.
- Visit Arashiyama Bamboo Grove, Kinkakuji.
- Kimono Wearing experience
- Free time at Nara Deer Park.
- Overnight stay at hotel.

Day 04 Osaka – Miyajima – Hiroshima

- Participant will handover one large luggage to hotel reception for transfer to Tokyo.
- Do pack small luggage, as luggage delivery may take 24 to 28Hrs.
- Post breakfast, check out and by surface transfer to Miyajima.
- Upon arrival, Ferry Ride and walking tour of Miyajima.
- Visit Itsukushima Shrine and Floating Torii Gate.
- Evening transfer to Hiroshima.
- Overnight stay at hotel in Hiroshima.

Day 05 Hiroshima – Tokyo

- Tour of Hiroshima Museum, Peace Park, Memorial and Atomic Bomb Dome.
- Bullet train transfer Hiroshima to Tokyo.
- Overnight stay at hotel.

Day 06 Tokyo – Mt. Fuji – Tokyo

- Post breakfast tour of Mt. Fuji & around.
- Tour of Mt. Fuji 5th station (Subject to weather condition) or Oshino Hakkai.
- Second Half tour of Owakudani valley, ropeway ride and Lake Ashi Cruise.
- Evening transfer to hotel.
- Overnight stay at hotel.

Day 07 Tokyo

- Post breakfast, city tour of Tokyo.
- Visit Meiji Shrine.
- Drive past Imperial Palace
- Asakusa Senso Ji Temple, Team Lab Planet, and Visit Meiji Shrine

- Tokyo Sky Tree (350Mtr)
- Shibuya Crossing
- Overnight stay at hotel

Day 08 Tokyo Departure

- Post breakfast, check out and transfer to airport

Please note that the itinerary sequence (Osaka → Hiroshima → Tokyo) may be modified or reversed by the tour operator depending on operational requirements.

PACKAGE COST INCLUSIONS & EXCLUSIONS

INCLUSIONS

- Accommodation for 07 nights
- Return airfare DELHI and MUMBAI
- Visa fee
- Transfer and sightseeing services according to the programme
- All Inclusive Meal Plan including wherever possible Jain meals.
- Bullet train reserved Economy class ticket from Hiroshima to Tokyo
- Baggage transfer from Osaka to Tokyo (01 Pc. Per Person)
- All taxes including GST, local tax, etc.
- Conference with basic setup & Gala Dinner (Either in Hotel/Outside hotel)
- Travel Insurance
- Service of Tour Manager
- Complimentary 2 x 500 ML water Bottles per person per day
- An English speaking Guide.
- Travel Kit (Luggage Tags, Travel Adapter Charger, Cap/Hat, T-shirt with branding, Ginnar Tea etc.)
- Entry fee monuments:
 - Osaka Castle
 - Umeda Sky Observatory
 - Kinkakuji Temple
 - Kimono wearing experience
 - Hiroshima Peace Park & Museum
 - Miyajima Ferry
 - Itsukushima Shrine
 - Team Lab Planet
 - Tokyo Sky Tree 350Mtr
 - 01 Way ropeway
 - Lake Ashi Cruise

EXCLUSIONS:

- Porter Services at Airport or at hotel
- Personal expenses
- Permissions of photo/video shooting at the museums and objects.
- Expenses of personal nature like laundry, telephone, fax, internet, beverages, snacks, (beyond what is provided within the itinerary) medical expenses etc.
- Any other services not mentioned in Price Inclusions above

DELIVERABLES

The quotation must include:

- Separate cost of flight and land for 1-40/41-60/61-80 pax
- Hotel names, address and room categories
- Airline details and flight schedules
- Cancellation and refund policies
- Payment terms

Evaluation Criteria

Quotations will be evaluated based on:

- Cost competitiveness on the basis of total cost (land cost and flight cost)
- Quality of hotels and services
- Experience in handling corporate groups
- Past client references
- The ICSI shall evaluate in detail and compare the bids which are substantially responsive. The best itinerary (Flight, Hotel, Tour) as well as price shall be taken into consideration.

RFQ Submission Guidelines

Deadline for submission: [6 April 2026]

Quotations and documents mentioned below must be submitted in sealed envelopes to:

Mr. Sanjeev Kumar Dogra
Joint Director
The Institute of Company Secretaries of India
ICSI HOUSE, 22 Institutional Area, Lodi Road
New Delhi-110003 Tel.No.011-4534 1004/1065
E-mail: sanjeev.dogra@icsi.edu

Documents:

- Signature on each page of RFQ
- Details as per Annexure-A, B, C

Terms & Conditions

- ICSI reserves the right to accept or reject any or all the tenders including the lowest without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder due to action of ICSI on behalf of the participants. Further, the conditional Bids shall not be considered and will be out rightly rejected in the very first instance.
- The Institute reserves the right to cancel/modify/amend the terms and conditions for providing Tour Operator Services without assigning any reason thereof.

- All services must comply with international travel standards and corporate hospitality norms.
- No EMD is required to be submitted along with the quote.
- Any bid received late by the ICSI after the deadline for submission of the bid may be rejected at the sole discretion of the Institute.
- ICSI may also call for further clarification on the submitted proposals.

**TO BE FILLED UP BY THE TOUR OPERATOR
FOR ICSI 19th INTERNATIONAL PROFESSIONAL DEVELOPMENT FELLOWSHIP
PROGRAMME – 2026**

Sl. No	Particulars	To be filled by the Agency
1.	Name & Address of the Tour Operator	
2.	Name and Mobile Number of Concerned official	
3.	Email -Id	
4.	Status of Tour Operator (company/LLP/partnership etc.) Attach copy of MOA &AOA/partnership deed/charter document	
5.	Bio-Data of key top official (please attach)	
6.	Audited Financial Statement for last three years duly certified by the Chartered Accountant	
7.	Tour Operator Registration No. (Attach a copy of the Registration Certificate / letter.)	
8.	Income Tax Permanent Account No. (Attach documentary Proof)	
14.	GST Registration no. (Attach documentary Proof)	
15.	Certificate from the 3 major parties (preferably government organisations) for whom corporate tours have been conducted during preceding three years (telephone no. and address may please be given)	

Signature of the Authorized Person with Seal of the Company/ Firm

Date:

Annexure-B

Land Cost (Amount in INR)

Category	No. of Pax 1-40		No. of Pax 41-60		No. of Pax 61-80	
	Delhi	Mumbai	Delhi	Mumbai	Delhi	Mumbai
Per Person on Double Occupancy basis						
Per Person on Triple Occupancy basis						
Per Person on Single Occupancy basis						
Child with bed (Between 07- less than 12 yrs.)						
Child without bed (Between 02 - less than 07 yrs.)						
Infant (Below 02 yrs.)						

Flight Cost (Amount in INR)

Category	No. of Pax 1-40		No. of Pax 41-60		No. of Pax 61-80	
	Delhi	Mumbai	Delhi	Mumbai	Delhi	Mumbai
Per Person						
Child (2-12 Years)						
Infant (Below 02 yrs.)						

Annexure-C

ACCEPTANCE CERTIFICATE

I..... (Designation)..... of (Name of the Entity)

.....

hereby accept the Terms & Conditions as mentioned in the RFQ for 19th INTERNATIONAL PROFESSIONAL DEVELOPMENT and FELLOWSHIP PROGRAMME – 2026 of ICSI.

Signature

Company Seal

DATE: