

**Commonwealth Parliamentary Association (CPA), Maharashtra Branch
Maharashtra Legislature Secretariat, Vidhan Bhavan, Mumbai**

Empanelment of Tour Operator Companies for Domestic and International Study Tours

The Commonwealth Parliamentary Association, Maharashtra Branch, organizes domestic and international study tours/conferences for Hon.Presiding Officers and Members of the Maharashtra Legislature. Similarly, various Committees of the Maharashtra Legislature also undertake domestic study tours. These tours generally include Members from both Houses of the Legislature. Applications are invited for empanelment from experienced tour operator companies based in the Mumbai Metropolitan Region for organizing these study tours.

Eligibility Criteria:

1. The tour company must be officially registered with the Government of India / State Government.
2. The company's head office must be located in the Mumbai Metropolitan Region.
3. The company must have more than 7 years' experience in organizing international study tours.
4. At the time of submitting applications the company must have at least 5 years' experience of organizing international tours for Government Departments, Legislatures, Ministries, Autonomous Bodies or Public Sector Undertakings (PSUs).
5. The company's annual turnover must be more than Rs15 crore. Copies of audited financial statements for the last three financial years must be attached with the application.
6. As the Legislature Secretariat functions as per the prescribed government procedures, there is a possibility that the final payment may get delayed due to procedural formalities. Hence the company must have a holding capacity of more than Rs 3 crores while organizing the tour.
7. The company must not have been blacklisted by any Government organization, and no criminal proceedings of any nature should be pending against the company or its office bearers.
8. The company should have an experience in handling booking of air tickets (domestic and international), visa applications, logistical arrangements, local transport, and organizing visits to Parliamentary or Legislative Institutions abroad.

9. The empanelment shall remain valid for a period of 3 years. However, the Secretariat reserves the right to extend or curtail the said period.
10. Being enlisted on panel should not be interpreted as a guarantee of allocation of any tour work.
11. While appointing a company from the empanelled list for a specific tour, the rates offered by the said company, other offered facilities, their quality and experience shall be taken into consideration.
12. The company must submit a Self-Declaration Form declaring complaints, if any, regarding previously organized tours.
13. Since these tours usually include VVIP's like Hon'ble Presiding Officers, Hon'ble Ministers, and Hon'ble Members, the company must have the capacity to modify / alter / reschedule the tour itinerary and make necessary arrangements at short notice as per their requirements. It shall be binding on the company's representative to remain present for meetings convened at Vidhan Bhavan, Mumbai for planning of tour.
14. The representatives of the company are expected to be courteous in their behaviour with Dignitaries. In case of any unsatisfactory service or breach of conditions, the Secretariat reserves the right to remove the company from the empanelled list.

Procedure of Application:

Interested tour operator companies should submit their applications along with required valid documents in Sealed envelope on or before **Friday, 14th August, 2026** at the following address:

Address:

**Secretary-2,
Commonwealth Parliamentary Association,
Maharashtra Branch, 8th Floor,
Maharashtra Legislature Secretariat,
Vidhan Bhavan, Mumbai.**