

**West Bengal Tourism Development Corporation Ltd.**  
*(A Government of West Bengal Undertaking)*  
Netaji Indoor Stadium, West Block, Kolkata - 700 021

**APPLICATION FOR THE APPOINTMENT OF SALES AGENTS**

*Please write N.A. for points, which are not applicable*

1. State the Name of the Applicant / organization
2. State the address of the applicant / organization
3. State qualifications and experience, if any, of the applicants related to travel & tourism.
4. If the applicant is an organization, state whether the organization possesses a valid trade licence, if yes, please enclose the copy of the trade license.
5. State the legal status of the organization.
6. Questions (a) to (e) are for the applicants applying on behalf of organization
  - a. How long has this office been opened for business as a Travel Agent / Tour Operator and the quantum of business transacted over the last five financial years. Please mention your experiences in the field of travel trade and enclose the copy of the credentials.

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- (b) State, if the business conducted at this office is exclusively devoted to travel trade or simultaneously other business is also conducted.
- (c) State the office area in square feet. Please submit a photograph of the office premises.
- (d) State if the staff for any other trading activity share the office.
- (e) Furnish details of telephone / fax / e-mail.

7. Selected applicants need to submit a security deposit of Rs. 15000/- (The amount may be refunded without interest on expiry / termination of the tenure as WBTDC agent) if they want to transact business on credit basis. If the monthly transaction with WBTDC exceeds Rs. 15000/- in any particular month then the security deposit needs to be increased subsequently. However if the transaction is on cash basis then no security required to be deposited.

State whether the above condition is acceptable to you.

8. The volume of business expected to be generated for WBTDC per year.

Duly filled in application form along with copies of credentials should be submitted latest by \_\_\_\_\_.

Selected applicant / Travel Agents/ Tour Operators and WBTDC would then require to execute an agreement as per the standard Performa of WBTDC.

Notes: The management of WBTDC would have exclusive right for selection / rejection of any application without assigning any reason whatsoever.

Name & Signature of the Applicant