

No.RIG/ADMN/665/01/2025
EMBASSY OF INDIA
RIGA

NOTICE: EMPANELMENT OF TOUR/TRAVEL AGENCIES AS AUTHORISED TRAVEL AGENTS FOR BOOKING OF AIR TICKETS

Embassy of India, Riga invites Expression of Interest from reputed travel agencies for empanelment as its authorized travel agents/agencies for booking of domestic/international air tickets.

2. Travel agencies are requested to submit their expression of interest alongwith following mandatory documents: (I) company profile, (II) company registration certificate, (III) tax certificate, (IV) IATA certificate, (V) proof of no litigation against the company.
3. Terms and conditions for offering services to the Embassy of India, Riga will be as follows:
 - I. The company should provide a dedicated English speaking contact person who will deal with the requests of the Embassy. The language of correspondence between the agency and the Embassy would normally be in English.
 - II. Agency should be capable of making itinerary of travel which is the most cost effective as well as the best suitable to the traveller. The Agency should be able to provide service on holidays /beyond working hours in cases of urgency.
4. For any clarification/information, Embassy of India may be contacted at hoc.riga@mea.gov.in and admnr.riga@mea.gov.in.
5. Expression of Interest for empanelment may be submitted by email to accts1@mea.gov.in and admnr.riga@mea.gov.in or by post addressed to Head of Chancery, Embassy of India, Riga, Ganību Dambis 10A, LV-1045, Riga, Latvia in sealed envelope superscribed "Application for empanelment of travel agents for booking of air tickets for the Embassy of India". **Last date of application is 30th September 2025.**

29th August 2025