



TAMILNADU TOURISM DEVELOPMENT CORPORATION

(A Govt. of Tamilnadu Undertaking)

TOURS | HOTELS | BOATHOUSES | EVENTS & FAIRS

APPLICATION FOR APPOINTMENT AS SELLING AGENT

FOR TIRUPATHI TOUR PACKAGES

(This application is not valid for any other Tour Packages and Hotels operated by TTDC)

1	Name of Travel Agency			
2	Registered Address			
3	Mobile		Telephone	
	E-Mail		Website	
4	Type of Agency	<input checked="" type="checkbox"/> (Tick)	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership
			<input type="checkbox"/> Pvt. Ltd	
5	GST Number		PAN Number	
	Other Registrations	(If any)		
	Date of Commencement			
	Annual Turnover	(Last 3 Years)	₹ FY 20__ to 20__	₹ FY 20__ to 20__
			₹ FY 20__ to 20__	₹ FY 20__ to 20__
6	Name of the Representative			
	Designation of the Representative			
	Qualification		Experience	

Tamil Nadu Tourism Complex, No.2, Wallajah Road, Triplicane, Chennai - 600002

1800 425 311 11

www.ttdconline.com

ttdconline | ttdcofficial

List of Documents Attached

MANDATORY DOCUMENTS

- ☐ DD- Rs 10,000 (Refundable Security Deposit)
- ☐ GST Registration copy
- ☐ Other Registrations (if any) - MSME/IATO/TAAI/IATA/Other State Tourism etc
- ☐ PAN Card copy
- ☐ IT / Bank statement (Last 2 Years)
- ☐ Number of Staffs with designation

OPTIONAL / ADD-ON DOCUMENTS

- ☐ List of Tourist Vehicles owned (If any)
- ☐ List of Branch offices (If any)
- ☐ Credential Letter from any reputed Travel Agent
- ☐ Police verification certificate
- ☐ Any other certifications / Documents

1. _____
2. _____
3. _____
4. _____

ACKNOWLEDGEMENT

I have read the terms & conditons in detail and agree to abide by the same to execute agreement with TTDC as authorised selling agent

Signature of Applicant

(with Official Seal)

For Official Use Only

Application Number

Application Received Date

SIGNATURE

☐ ACCEPTED

☐ REJECTED

Manager - Tours

SIGNATURE

☐ ACCEPTED

☐ REJECTED

General Manager - TTDC

SIGNATURE

☐ ACCEPTED

☐ REJECTED

Managing Director - TTDC



Terms & Conditions

- 1 The selling agent shall sell the Tirupathi Tour packages (other than the Tirupathi Tour operated from Chennai) of Tamil Nadu Tourism Development Corporation on commission basis.
- 2 **Eligibility:** A travel agent from Tamil Nadu (except Chennai) is eligible to apply for “Authorised selling agent-Tirupathi Tour Packages” only if satisfies the basic documents as listed
 1. GST Registration,
 2. PAN Card
 3. Current Account
- 3 **Security Deposit:** The selling agent should remit a security Deposit of Rs.10,000/- (Rupees Ten Thousand Only) in the form of DD in favour of TTDC Ltd, Chennai. This deposit is interest free and will be refunded to the agent on the termination of agency.
- 4 The rates and other terms and conditions such as cancellation rules, etc. governing the agency will be intimated to the selling agent from time to time.
- 5 TTDC reserves the right to reject any applications which does not fulfil all or any condition without assigning any reason whatsoever
- 6 TTDC reserves right to select / appoint any required number of agents irrespective of location and region.
- 7 The Corporation will provide the publicity materials like tariff cards, Brochures, posters, etc. to the selling agent then and there. The agent agrees to promote the sale of tickets on his own and also act as Marketing and Advertising agent for which the cost shall be borne by the agent alone in connection with the measures for enhancing and optimizing the sale of tickets.
- 8 The agent can display as “TTDC’s Authorized Selling Agent-Tirupathi Tour Packages” on their promotional materials and can display the Certificate issued by TTDC at all their premises.
- 9 **Validity:** The agreement will be valid for a period of 3 Years. On the expiry of 3 Years, the agreement will be renewed on mutual consent. The renewal is at the discretion of TTDC and the agency cannot claim renewal as a matter of right.
- 10 **Booking procedure:**
 - The selling agent will be provided with an online login credentials for booking the Tirupathi Tour Packages through the TTDC official booking website.
 - Tour packages must be booked atleast 7 Days before the commencement of the Tour
 - The selling agent should remit the money due to TTDC after deducting the applicable commission to conform the booking.



Terms & Conditions



11 Commission:

- For every sale, the selling agent will be paid a commission after deducting the tax as below.

Up to 10 Tickets on the same day	Rs. 100 per ticket
Above 10 Tickets on the same day	Rs. 200 per ticket
Above 1000 Tickets on same month	Rs. 300 per ticket

- No commission is payable to the agent for cancelled bookings and no other discounts are applicable for bookings made by the selling agent.

12 Cancellation by agent:

- The cancellation rules policy will be intimated to the selling agent at the time of appointment.
- No cancellation/Preponement/Postponement is applicable within 7 Days of the commencement of the tour.
- In case of cancellation, the agent shall arrange the refund to the tourist and claim reimbursement from the corporation.

13 Cancellation by TTDC:

TTDC shall have the right to cancel/postpone the booking without notice under extra-ordinary circumstances and the agent will not have the right to claim damage or compensation. However, the advance collected on account of the booking will be refunded in such condition.

14 Termination: Both parties have the liberty to terminate the agreement at any time by giving one month notice in writing or email to the official email id without assigning any reason whatsoever.

15 The selling agent shall maintain proper account for the sale effected and money received.

16 Any changes in the information of the Selling Agent such as Address, Email, Bank account etc. is to be communicated officially through Email / Letter.

17 The Corporation shall have the right to add or delete any condition at any point of time.

18 If any dispute arises in respect of interpretation of any clause of the agreement, the decision of the agreement, the decision of the Managing Director, TTDC shall be final and he/she shall be the sole appoint the sole Arbitrator. The legal jurisdiction of any dispute will be at Chennai.