



The Fifteenth TANA Conference
(Cobo Center, Detroit, MI, July 1st to 3rd, 2005)
P. O. Box 1290, Novi, MI 48376-1290
(Tax ID: 36-3060732) <http://www.tana.org>



Request for Proposal

Travel Services

March 31, 2005

The 15th TANA Conference will be held in Detroit, MI, USA from July 1st to July 3rd, 2005. Several guests & artists from India will be required to travel to USA for this occasion. This document provides guidelines/requirements to bid for travel arrangements by the travel service providers. In addition to international travel, there will be requests for domestic travel also.

1. The guests from India will be traveling from Hyderabad, India to Detroit, Michigan, USA.
2. The guests will also travel in the US after the conference. For this travel, the travel service provider shall provide "Visit USA or VUSA" type of tickets with 3-5 destinations.
3. The travel service provider shall provide assistance in securing passports and visas if needed.
4. The travel service provider should be able to extend credit to TANA for at least two months after TANA conference.
5. The TANA guests/artists from India will travel on dates from June 26th to July 15th. Generally the guests/artists will come to Detroit on June 29th – 30th and leave from US on July 15.
6. The exact names of the guests/artists will be provided around June 15th, 2005. However, the service provider should offer the maximum possible discounts without these names and alternate methods so that TANA can benefit from the early commitment for maximum number of tickets without knowing who got the visitor visa.
7. The service provider also should quote open date versus closed date if there are economical benefits.
8. The number of visitors from India would be 55. Among them, about 50 persons require economy class tickets and rest of them require first class tickets. The quote should spell out cost of the first class and economy tickets.
9. The quote also separates Air India and other airlines prices for all types of tickets. Air India, being Indian carrier, provides additional discounts to persons traveling from India. If Travel service provider finds other alternate solutions which offer better prices, they should clearly identify them in their quote.
10. The Travel Service Provider should be flexible to change ticket dates and other items on travel itinerary.
11. The sealed proposals must be received prior to April 21, 2005 via certified mail or overnight mail couriers.

Prasad Boppana
Secretary, The 15th TANA Conference
1934 Knoll Ct., Troy, Michigan 48098

12. Your proposal must include a plan for last minute contingencies and their price impact on the conference.
13. Your proposal must include the airline carriers that you intend to use and you must be a direct vendor to those airlines.
14. Your proposal must include a declaration to offer full service and assistance in both India and US.
15. For further details, please contact Prasad Vellanki at (248) 822 - 0009.