

**REQUEST FOR PROPOSAL FOR EDUCATIONAL TOUR 2024 FOR
THE STUDENTS OF ARMY PUBLIC SCHOOL, CHANDIMANDIR**

(TENDER DATED _____ SEP 2024)

1. Sealed Tenders are invited in Two Bid Systems for the **EDUCATIONAL TOUR FOR THE STUDENTS** of Army Public School, Chandimandir Cantt. Tender for "**EDUCATIONAL TOUR**" is to be clearly written on top of the sealed envelope that contains the tender document. Sealed Tender is to be addressed to the Principal, Army Public School, Chandimandir Cantt.

2. The address and contact numbers for sending Bids or seeking clarification regarding this RFP are given below: -

(a) Bids/queries to be addressed to : The Principal,
Army Public School, Chandimandir Cantt

(b) Postal address for sending the Bids : The Principal,
Army Public School,
Sector-D, Chandimandir Cantt
District Panchkula, Haryana-134107

(c) Contact number for clarifications, if any, : 6283770104 / 9501022756
should be made by contacting the office.
Interested / eligible firms desirous of
undertaking /execution of the contract may visit
the school on any working day between 0900h
to 1300h up to three working days prior to bid
closing date.

(d) e-mail ids of contact personnel: principalapschm@yahoo.co.in

3. You are to sign with date on both the tender and terms and conditions pages and duly stamp them along with signature, name and address on all pages of the bid document(s). You are not to make any alternation or addition to any of the documents connected with the tenders.

4. Your offer is to remain valid for a minimum period of 90 days from the date of Bid opening.

5. This RFP is divided into three Parts as follows: -

(a) Part I - Contains General Information and Instructions of RFP

(b) Part II - Essential Technical Specifications (Two Pages)

(c) Part III - Financial Bid (Two Pages) and Safety Clause

6. This RFP is being issued with no financial commitment and the school reserves the right to change or vary any part thereof at any stage. The school also reserves the right to withdraw the RFP, should it become necessary at any stage.

7. The approval or rejection of tenders, rests with the School Management of Army Public School, Chandimandir Cantt who reserves the right of rejecting any tender in whole or in part without assigning any cause. The lowest tender will not necessarily be accepted.

8. Please return this letter duly signed along with the complete Tender documents.

xx sd- xx
(Mrs Suman Singh)
Principal

I / We / am / are in possession of complete set of tender documents / forms issued by you and have understood and agree to abide by the above terms and conditions as well as those contained in the contract forms. The attached tender form, duly completed and signed is submitted herewith.

Station : _____

Date : _____

Signature of Tenderer(s) _____
(Name & Address in full and Capacity)
(i.e. Proprietor/Partner/Authorised
Attorney etc.)
Contact No.

(RUBBER STAMP)

PART I – GENERAL INFORMATION

Sealed Tenders are invited for **EDUCATIONAL TOURS** for Students of Army Public School, Chandimandir Cantt, Panchkula (Haryana). Firms fulfilling the conditions and capable to undertake the project may submit bid form with the requisite documents such as GST etc. Tender is to be kept in sealed cover super scribing of “**EDUCATIONAL TOUR 2024**”

1. **Last date and time for depositing the Bids.** The last date for depositing of Tender will be on **30 AUG 2024 at 1100 hrs.** The sealed Tenders should be deposited / received by due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of depositing the Bids.** Sealed Bids should be either dropped in the Tender Box at the school or sent by registered post at the address given above so as to reach by the due date and time.
3. **Time & date for opening of Bids.** Bids will be opened on **31 Aug 2024 at 1300 hrs** and analysed by a board of Officers suitably nominated. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened at the same time or on any other day/time, as intimated by the school.
4. **Validity of Bids.** The Bids should remain valid for a period of 90 days from the last date of submission of the Bids.
5. **Past Experience.** Experience of at least **05 Years** services in providing contract to major organizations including Army, Navy or Indian Air force is to be substantiated with a certificate issued by the organization.
6. The School Management shall have the right to accept or reject tender bids without assigning any reason thereof, whatsoever.
7. **EARNEST MONEY DEPOSIT:** Bidders are requested to submit earnest money deposit for an amount of Rs. 10000/- (Rupees Ten Thousand only) along with their bids. Earnest money deposit shall be paid in favour of Army Public School Chandimandir Cantt in the form of an Account Payee Demand Draft payable at Chandimandir/Chandigarh.

Station : _____

Date : _____

Signature of Tenderer(s) _____

(Name & Address in full and Capacity)

(i.e. Proprietor/Partner/Authorised

Attorney etc.)

Contact No.

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PART-II

ESSENTIAL TECHNICAL DETAILS OF ITEMS UPON SERVICES REQUIRED

TECHNICAL EVALUATION PROFORMA

Ser No	Description	Clauses as per RFP	Compliance with TE Specification whether Yes or No (Number to be Mentioned Where Applicable)	In case of Non-Compliance Deviation from TE Specification to be indicated in Unambiguous Terms
	1	2	3	4
1	Firms Name	Owner & Contractor Name		
2	Firms Details	Firm's Address, Telephone, Cell Phone No. & Fax No.		
3	PAN Details	Copy of PAN		
4	GST Details	Copy of GST No.		
5	Bank Details	Bank Ac/No and Name & address with ECS code		
6	Experience (Min. 05 years)	Bidder should have executed such projects. Supporting proof to be submitted.		

Station : _____

Date : _____

Signature of Tenderer(s) _____

(Name & Address in full and Capacity)

(i.e. Proprietor/Partner/Authorized Attorney etc.)

Contact No. _____

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PART-II
ESSENTIAL TECHNICAL DETAILS OF ITEMS UPON SERVICES REQUIRED

Requirements & technical details - The technical specifications of "EDUCATIONAL TOUR 2024 "are as under: -

SPECIFICATIONS

Ser No	Tour / Picnic To	Class	Compliance with the RTO Permit (Please tick one)	
			YES	NO
(a)	IMA & Forest Research Inst. Dehradun	X and XII		
(b)	Indian Inst of Advance Study Himachal Museum, Shimla	IX and XI		
(c)	Science City, Kapurthala Punjab	VIII		
(d)	Kalpna Chawla Museum Kurukshetra (Haryana)	VII		
(e)	Museum & Art Gallery, Air Force Museum and War Memorial Chandigarh	VI		
(f)	Chhat Bir Zoo, Zirakpur Punjab	V		
(g)	Rock Garden and Air Force Museum, Chandigarh	IV		
(h)	Chhat Bir Zoo, Zirakpur Punjab	III		

Note: - Vendor, who do not have GST Number, need not to submit the tender/quotation

Price Includes:

- (a) All Transport, Toll Taxes and Meal Charges
- (b) All types of Entry & Tickets Charges

Payment Terms:

- (a) No advance payment will be made.
- (b) Payment will be made by NEFT only after completion of the trip.

Station : _____

Date : _____

Signature of Tenderer(s) _____
(Name & Address in full and Capacity)
(i.e. Proprietor/Partner/Authorised
Attorney etc.)
Contact No.

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PART-III : FINANCIAL BID FORMAT

The Financial Bid Format is given below and Bidders are required to fill this up correctly with full details:

(QUOTE OF UNIT RATE - FOR EDUCATIONAL TOUR 2024 INCLUDES GST/TAXES, TRANSPORTATION, MEALS AND OTHER ALLIED CHARGES ETC IN ALL RESPECTS)

1. School intends to organize **One day** educational tours/picnics for Classes III to XII.
2. The following will be required for the trip: -
3. **Meals as per requirement of the trip:** -
 - Breakfast Stuff Parantha/Puri & Bhaji, Curd, Pickle, Flavoured milk, Sandwich
 - Lunch/Dinner: Paneer Dish, Dal Makhani, Mixed Veg, Chapati & Butter Naan, Rice, Salad, Papad & Pickle, Sweet Dish (Ice Cream).
 - Evening Refreshment: One Frooti Tetra Pack and Chips for all.

Sr. No	Name of the Place	Class	Breakfast	Lunch	Evening Refreshment	Rate Per Person	GST if any	Total Cost Per Person
1.	IMA & Forest Research Institute Dehradun	X and XII	Enroute Before Reaching Dehradun	At Dehradun	Enroute			
2.	Indian Institute of Advance Study and Himachal Museum, Shimla	IX and XI	Enroute Before Reaching Shimla	At Shimla	Enroute			
3.	Science City, Kapurthala (Punjab)	VIII	At Haveli	Inside Science City/ Rangala Punjab	Enroute			
4.	Kurukshetra	VII	At Kurukshetra	At Kurukshetra	Enroute			
	Kalpana Chawla Museum, Panorama Science Centre, Brahma Sarovar and Jyotisar etc							
5.	Local Chandigarh	VI	At Chandigarh	At Chandigarh	Enroute			
	Air Force Museum, Art Gallery, Natural History Museum, War Memorial at Bougainvillea Park, Rose Garden and Rock Garden etc.							
6.	Chhat Bir Zoo, Zirakpur (Punjab)	V	At Zirakpur	At Zirakpur	Enroute			
7.	Rock Garden & Air Force Museum Chandigarh	IV	At Chandigarh	At Chandigarh	Enroute			
8.	Chhat Bir Zoo Zirakpur (Punjab)	III	At Zirakpur	At Zirakpur	Enroute			

Station : _____

Date : _____

Signature of Tenderer(s) _____

(Name & Address in full and Capacity)

(i.e. Proprietor/Partner/Authorised

Attorney etc.) Contact No

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PART - III

OTHER TERMS AND CONDITIONS WITH FINANCIAL BID

1. Buffet System for breakfast/lunch/Dinner at proper Hotel / Restaurant. Details of halts be given in proposal.
2. One teacher per 15 Students not to be charged.
3. Minimum 40 students for one trip.
4. No Road side bussing and debussing of students.
5. Busses should be Semi Deluxe with proper music system.
6. Payment will be made by NEFT only after completion of the trip.
7. In case of emergency, change in trip date will be intimated and the request must be considered.
8. **Pamphlets for the Trip with consent forms which is required to be distributed to the students will be provided by the vendor.**
9. **Final dates of the Tours will be intimated after approval of the tender.**

Station : _____

Date : _____

Signature of Tenderer(s) _____

(Name & Address in full and Capacity)

(i.e. Proprietor/Partner/Authorised

Attorney etc.) Contact No

(RUBBER STAMP)

“SAFETY CLAUSE”

1. The School authorities shall not be responsible for any injury /casualty or loss of life that may take place during the course of contracted work/service and any compensation or expenditure towards treatment for such injury/casualty shall be the sole responsibility of the Service Provider.
2. It will be the sole responsibility of the service provider to pay salary and other perks to its drivers meeting all statutory obligations and complaints by any of its drivers in this regard will **NOT** be entertained by the school.
3. The Service Provider shall be responsible for complying with obligations under income tax, ESI, PF, Contract Labour Act, Wages Act, Labour Laws, etc and damages to the third party arising due to accidents.
4. All the vehicles to be provided by the successful bidder should be mechanically sound and should have decent interiors with other necessary accessories.
5. The Service Provider will ensure that the fuel tank of vehicle provided is fully filled up before sending the vehicle for duty and all drivers and co-drivers have live mobile phone connection so that they can be contacted whenever required.
6. The driver provided by the Service Provider should be well mannered, courteous and polite to students and staff of the school. He should be well acquainted with the place of trip, punctual, have valid Driving License and should have neat and clean uniform with name badge.
7. The driver should not smoke or drink while coming on duty and during journey time.
8. The rates quoted by the bidder shall be fixed for the duration of the contract and the prices should be quoted in Indian rupees. Each bidder can submit only one proposal, telex or facsimile tenders are not acceptable.
9. The Service Provider is to ensure adequate safeguards for personnel when employed on work where risk to human health/injury is involved. The Service Provider is to comply with the following conditions regarding Labour Welfare and Safety: -
 - (a) The Service Provider is to be fully conversant with the procedure for timely administration of First Aid in case of accidents. He is also to be aware of hospitals/medical units close the work site, and take immediate action in case of any accident.
 - (b) School authorities are to be informed by the Service Provider immediately in the eventuality of any accident taking place.
 - (c) Compensation to the family on account of injury of any labourer employed by the Service Provider will be the sole liability of the Service Provider.

Station : _____

Date : _____

Signature of Tenderer(s) _____
(Name & Address in full and Capacity)
(i.e. Proprietor/Partner/Authorised
Attorney etc.) Contact No

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CHECKLIST OF TENDER DOCUMENTS

The following tender documents should be attached with Tender duly signed by the bidder, failing which tender bid may be treated as rejected: -

- (a) Tender form includes Part I, II & III to be signed by the bidder wherever required with stamp and date. **Part III comprising of Financial Bid should be sealed separately.**
- (b) PAN Card photocopy duly self-attested.
- (c) A passport photograph of the signatory of the Tenderer duly self-attested.
- (d) One Cancelled Original Bill to be submitted along with the tender Form.
- (e) GST (copy to be attached)
- (f) Bank Details for RTGS/NEFT: Cancelled Bank Cheque (OR) Mandate Form issued by Bank with Bank A/c No. & Name of the A/c holder, IFSC Code No, Bank Name & Branch address, MICR Code etc.
- (g) Demand draft for EMD for an amount of Rs 10,000/- (Rs Ten Thousand only) in favour of Army Public School Chandimandir Cantt in the form of an Account Payee Demand Draft payable at Chandimandir/Chandigarh.

Station : _____

Date : _____

Signature of Tenderer(s) _____

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