VICTORIA INSTITUTION (COLLEGE)

78-B, ACHARYA PRAFULLA CHANDRA ROAD, KOLKATA-700 009
Phone : 91 33 2350 1959 ■ Fax : 91 33 2360 0046
Website : www.victoriacollege.co.in

Ref. No.....

Date: 09.10.2026

NOTICE INVITING SEALED QUOTATIONS (NISQ)

Sealed quotations are invited from reputed and experienced travel agencies/tour operators for organizing an Educational Excursion/Study Tour for the Department of Zoology of Victoria Institution (College).

1. **Particulars of the Excursion**

- **Destination:** Jaldapara
- **Tentative Dates:** First week of December
- **Duration:** Three nights
- **Approximate Number of Participants:** 09 students, 2 Faculty members, 1 NTS & 2 Guests
- **Mode of Travel:** Train

2. **Scope of Services**

The selected agency shall provide:

- Transportation for the entire tour.
- Accommodation in clean and safe hotels/ resorts (where applicable).
- Meals as per the approved itinerary.
- Local sightseeing and transfers.
- Services of an experienced tour coordinator/guide (if required).
- All applicable permits, tolls, parking charges and taxes.
- Emergency assistance during the tour.

3. **Eligibility Criteria**

The bidder must:

- Be a registered travel agency/tour operator.
- Have at least three years' experience in conducting educational excursions for schools, colleges or universities.
- Possess valid GST Registration, PAN and other statutory registrations.
- Submit copies of registration certificates along with the quotation.

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- Provide details of at least three similar assignments undertaken during the last three years.

4. **Submission of Quotation**

The quotation shall be submitted in a sealed envelope superscribed:

"Quotation for Organizing Educational Excursion – Department of Zoology"

The quotation should contain:

- Detailed itinerary.
- Item-wise and per-head cost (inclusive of all taxes).
- Category of accommodation proposed.
- Details of the vehicle(s) to be provided.
- Terms of payment.
- Cancellation and refund policy.
- Contact details of the agency.

The sealed quotation must reach the Office of the Principal on or before **14.10.26**.

5. **Selection**

The college is not bound to accept the lowest quotation. Selection will be made on the basis of overall suitability, quality of services offered, previous experience, safety standards, and reasonableness of rates, subject to the applicable financial rules of the College and Government of West Bengal. College authority will inform the selected tour operator after the process.

6. **General Conditions**

1. The College reserves the right to accept or reject any or all quotations without assigning any reason.
2. The College may cancel the process at any stage without incurring any liability.
3. The selected agency shall strictly adhere to the approved itinerary and schedule.
4. Any dispute arising out of the contract shall be subject to the jurisdiction of the courts at Kolkata.

Debjani Das Ghosh
HoD,
Department of Zoology,
Victoria Institution(College)

Head of the Department
Zoology
Victoria Institution (College)
Kolkata-700009

Priyabrata Roy
DR. PRIYABRATA ROY
Convener
Purchase Committee.

09/10/26.
Principal,
Victoria Institution (College)

Principal
VICTORIA INSTITUTION
(College)

VICTORIA INSTITUTION COLLEGE
78B, A.P.C. Road Kolkata-9