



VICTORIA INSTITUTION (COLLEGE)

78-B, ACHARYA PRAFULLA CHANDRA ROAD, KOLKATA-700 009

Phone : 91-33-2360 0046 ■ Website : www.victoriacollege.co.in

Ref. No..255/VIC/QUOTATION/26

Date...17/09/26

NOTICE INVITING SEALED QUOTATIONS

Sealed quotations are invited from reputed and experienced travel agencies/tour operators for organizing a One-day Local Educational Excursion for the Department of Botany of Victoria Institution (College).

1. Particulars of the Excursion

- **Destination:** Duttapukur
- **Tentative date:** First week of October 2026
- **Duration:** One day (Local Excursion)
- **Approximate Participants:** 60 Students, 6 Teachers, and 2 Lab Attendants (Total: 68)
- **Mode of Travel:** Chartered Bus

2. Scope of Services

The selected agency shall provide:

- Round-trip transport by comfortable chartered bus for the entire group.
- Whole day accommodation with complete facilities at a clean, safe, and suitable baganbari in Duttapukur.
- Standard quality breakfast, lunch, and evening snacks/refreshments as per approved schedule.
- Assistance during local botanical field studies and transfers.
- All applicable toll fees, parking charges, permits, and taxes.
- Basic safety protocols and emergency support during the excursion.

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.
- 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 Botany"

The quotation should contain:

- Detailed itinerary for the one-day trip.

- Item-wise and per-head cost (Inclusive of all applicable taxes).
- Details and amenities of the proposed baganbari accommodation.
- Specification and details of the chartered bus to be provided.
- Terms of payment.
- Cancellation and refund policy.
- Contact details of the agency.

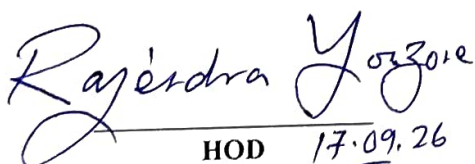
The sealed quotation must reach the Office of the Principal on or before **28.09.2026** by 2:00 PM.

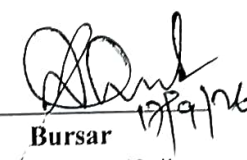
5. Selection

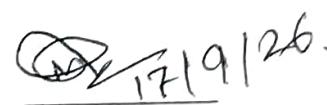
The college is not bound to accept the lowest quotation. Selection will be made on the basis of overall suitability, quality of services offered, previous experience, safety standards, and reasonableness of rates, subject to the applicable financial rules of the College and the Government of West Bengal.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


HOD 17.09.26
 Department of Botany
 Victoria Institution (College)


Bursar
 Victoria Institution (College)
Bursar
VICTORIA INSTITUTION
 (College)


Principal
 Victoria Institution (College)
Principal
VICTORIA INSTITUTION
 (College)

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