

YADAVINDRA PUBLIC SCHOOL, PATIALA
Requirements and Details for Adventure Camps & Treks

Yadavindra Public School, Patiala will be organizing the following activities as detailed below:

1. Camps & Treks

Dates: 3rd Oct, 2025 to 8th Oct, 2025

For Classes IV to XII for about 900 students @ approx. 55 students per Adventure Camp and 30 students per Trek.

(a) Camps

For classes IV & V for durations 3N/4D

Preferred destinations include:

- Camp Junga
- Kufri
- Camp Chail
- Camp Sadhupul
- Mashobra
- Shogi

For classes VI & VII for durations 4N/5D

Preferred destinations include:

- Manali camp
- Beas Adventure camp
- Camp Hatu

(b) Treks

For classes VIII to XII for durations 5N/6D, 6N/7D

Preferred destinations include:

- Trek Triund
- Patalsu peak
- Chirudhar, Rajgarh
- Jibhi
- Jalore pass
- Kanatal, Mussoorie
- Dhaulhousie, Khajjiar
- Beas kund
- Naagtibba
- Hamta pass
- Har ki dun

Due to excessive rainfall, some of the above locations may become untenable in October. Hence, certain locations in the general area around the present camp or treks routed closer to Patiala may be considered on a need basis & can be offered as well.

2. Requirements

Please consider the following points while preparing the total package:

(a) Travel:

All moves by road will be conducted by deluxe buses/AC buses.

Note: No night travel permitted.

(b) Commencement:

All itineraries will start and end in Patiala.

(c) Accommodation:

(i) Name of hotels to be intimated in the quotation.

(ii) Proper tents/cottages (neat and clean, up to the standards).

- (iii) 3/4 Star Hotels (when in a city or town).
- (iv) Four students per room (Classes IV to VI).
- (v) Three students per room (Classes VII to XII).
- (vi) No more than two staff members per hotel room.

(d) Food:

- (i) Must follow the provided menu.
- (ii) Served food must be hygienic and hot.

(e) Guide & Equipment:

Authorized and trained guide services for all sight-seeing & provision of trekking gear and equipment.

(f) Entry Tickets:

All entry tickets will be covered.

(g) Security:

Adequate security for students and staff from departure to return.

(h) Staff Ratio:

One staff member per 15 students will accompany free of cost. *(plus 1 Ayah for Girls = 1:15 + 1)*

(i) Cost Inclusions:

Travel, all transfers, food, stay, and refreshments.

(j) First Aid & Emergency:

First aid and emergency evacuation plans – evacuation by helicopter for serious life-threatening injuries/sickness.

(k) Medical Insurance:

Adequate medical insurance for students and staff for the entire duration.

(l) Life/Accident Insurance:

Mandatory ₹5,00,000/- cover for each group member.

Without this, your agency will not be considered.

(m) Company Executive:

Must accompany each trek. For girl students, executives should preferably be middle-aged, married, and parents.

(n) Conduct:

Executives must interact with dignity.

(o) Itinerary Adherence:

No deviations from approved itineraries.

(p) Basic Amenities:

Must be provided throughout transit and stay.

(q) Toilet Facilities:

Transport must have or we regularly halt for toilet facilities.

(r) Decision Making:

Sole prerogative of the Teacher in charge.

(s) Substance Prohibition:

No liquor or intoxicants allowed.

(t) Behavioral Issues:

Report any misbehavior to accompanying staff.

(u) Refreshments:

Adequate bottled drinking water/snacks for the entire duration.

(v) Daylight Treks:

All mountain/hill treks to be conducted safely during daylight hours.

3. Briefing

Shortlisted companies based on itineraries and quotations will be called for a briefing before finalization. Selected tour operators must brief the staff at school.

4. Feedback

Feedback will be sought from all staff members. Negative feedback will result in financial deductions.

5. Payments

- (i) **Advance:** 50% of the total payment will be made in advance.
- (ii) **Final Payment:** Upon submission of a proper bill after the completion of the activity.
- (iii) **Note:** If the agency is private, **TDS will be deducted.** Final payment will be made after TDS deduction.

6. Submission of Quotations

- (a) Bids are invited on a techno-commercial basis.

The technical and commercial bids should be in sealed envelopes and marked accordingly as '*Technical Bid*' and '*Commercial Bid*' respectively.

Commercial bids of Tenders/Agents/Companies meeting Technical Criteria **only** will be considered.

(b) Envelopes:

Mark two envelopes as "Quotation - technical" and "Quotation - commercial".

(c) Technical Bid should include:

- (i) Company profile, references and testimonials
- (ii) Day-to-day program (detailed itinerary of camp & trek)
- (iii) Educational and team building activities if any
- (iv) Registration Certificate with the Government of India
- (v) Signed and stamped copy of these instructions
- (vi) PAN Card copy (mandatory), GSTIN number, and company type (sole proprietorship/partnership)
- (vii) star rating of hotels (if any)

(d) Commercial Bid should include:

- (i) Commercial quotes for each camp/trek
- (ii) Earnest Money for each trek/camp @ ₹10,000 to be deposited by demand draft in favour of:

PRINCIPAL YPS SCHOOL

OR

By online mode

A/C Name: PRINCIPAL YPS SCHOOL

A/C No.: 10002101901

IFSC Code: SBIN0008303

The same shall be refunded to all the vendors immediately after finalisation of the contract (except successful vendors).

Earnest money of selected/chosen operators shall be converted to a **security deposit** to be refunded along with the final payments.

- (iii) Cost breakdown (per child)
- (iv) Inclusions and exclusions
- (v) Validity of quotes
- (7) The school reserves the right to reject any quotation based on the tour operator's reputation & feedback from other schools.

9. Cancellation policy:

* 25% cancellation charges will be applied for the students dropping out less than 5 days before start of the trip.

* In case the trip is cancelled due to act of God/ Force majeure, No cancellation charges will be apply & full amount of its advance made by YPS, Patiala to vendor will be refunded to YPS, Patiala.

10. Submission Methods:

(a) **By Hand:** Deposit sealed quotations in the Quotation Box at the school Gate No.03.

(b) **By Courier:** Address to:

Headmaster
Yadavindra Public School,
Stadium Road
Post Box no. 7
Patiala (PB) 147001

(c) **Direct Submission:** Quotations handed to any staff member directly will be null and void.

(d) **Last Date:** 21st August 2025 16:00 hrs as mentioned in Newspaper tender notice.

I certify that I have read and complied with the above conditions.

Signature: _____

Company's Contact No. with seal: _____