

SPECIAL CONDITIONS OF TENDER

UK Educational Tour Program – 2026

Yadavindra Public School, Patiala

Last Date of Submission of Bids: 05 April 2026, 5:00 PM

CALL FOR TENDER

For UK Educational Tour Program – 2026

Sealed **Techno-Commercial Bids** are invited from reputed and experienced travel agencies/tour operators for organizing a **10 Days / 9 Nights Educational Tour to the United Kingdom (England & Scotland)** for students of Yadavindra Public School, Patiala.

1. Scope of Work

The bidder shall organize and execute the complete educational tour, including:

- International & domestic travel arrangements
- Accommodation
- Meals
- Educational visits and sightseeing
- Visa assistance
- Insurance
- Logistics, coordination, and on-ground support

2. Submission of Bids

Bids shall be submitted in **two separate sealed envelopes**, clearly marked:

- **Envelope 1: Technical Bid (Part-I)**
- **Envelope 2: Financial Bid (Part-II)**

Both envelopes shall be sealed separately and superscribed with- “Technical Bid” / “Financial Bid”, Name of the Tender and Name and address of the firm. Both envelopes

shall be placed inside **one outer sealed envelope**. Financial Bid shall **not** be included in Technical Bid. Any deviation shall lead to **rejection of the bid**

3. Earnest Money Deposit (EMD)

An **EMD of ₹20,000/-** shall be submitted in the form of a **Demand Draft** drawn in favour of:

“Yadavindra Public School, Patiala”. Bids without EMD shall be rejected

3A. EMD Forfeiture Clause

The EMD shall be liable for forfeiture in case:

- Bid is withdrawn or modified during validity
- Bidder fails to accept Letter of Award
- Bidder fails to execute agreement
- Submission of false information/documents
- Non-compliance with tender conditions

EMD of unsuccessful bidders shall be refunded without interest.

EMD of successful bidder shall be retained till commencement of services.

PART – I : TECHNICAL BID CONDITIONS

4. Eligibility / Pre-Qualification Criteria (PQC)

The bidder must:

- Be an established travel/tour operator
- Have experience in international educational tours
- Have handled school/student groups

Documents to be submitted:

- Company profile
- Past experience (minimum 3 similar assignments)
- **Business turnover of last 2 years (with trip details)**
- **Testimonials from institutions**
- Client references

Capability Requirements:

- Visa processing capability
- International logistics handling
- Emergency response system

5. Program Requirements (Mandatory)

5.1 Educational & Sightseeing Visits

- Tower of London
- Madame Tussauds
- London Eye
- River Thames Cruise
- Natural History Museum
- Rutherford Appleton Laboratory
- Shakespeare's Globe Theatre
- Oxford University
- Warner Bros Studio / Lion King Musical
- Old Trafford Stadium
- Glasgow Science Centre
- Edinburgh Castle, Zoo, etc.

✓ Detailed day-wise itinerary must be submitted

6. Accommodation Standards

- Minimum 3-star hotels
- Twin / Triple sharing
- Maximum 3 students per room
- Strict hygiene and safety standards

7. Travel Requirements

- Economy class airfare
- Dedicated coach transport
- Airport transfers included

8. Insurance

- Mandatory travel & medical insurance including treatment in location.

9. Visa Support

- Visa to be arranged by vendor
- Complete documentation support

10. Meals

- As per itinerary
- Veg/Non-veg options

11. Accompanying Teachers

- Minimum 2 teachers (3 if >25 students)
- Cost to be borne by operator

12. Responsibility & Liability

Operator responsible for complete execution
School responsible only for student facilitation

13. Compliance Requirements

- Govt. of India rules
- International travel norms
- Forex regulations

14. Force Majeure & Global Cancellation Clause

In case of cancellation due to war, pandemic, or global disruption:

- Refund based on actual recoveries
- Documentary proof mandatory (airlines/hotels)
- No arbitrary deductions allowed

15. Documents to be Submitted

- Itinerary
- Hotel details
- Airline details
- Insurance
- Experience certificates
- Undertaking

PART – II : FINANCIAL BID CONDITIONS

16. Price Quote Format

- Cost per student
- Variation for group size

17. Price Inclusions

- Airfare
- Accommodation
- Meals

- Transport
- Entry tickets
- Insurance
- GST

18. Price Exclusions

- Visa fees
- VFS charges
- TCS
- Personal expenses

19. Payment Terms

- 30% advance
- 35% visa stage
- 25% post visa
- 10% post completion of tour

20. Cancellation Policy (Refund to Parents/Students)

- Before booking: **90% refund**
- After booking before ticketing: **75% refund**
- After ticketing: **50% refund**
- 30 days prior: **25% refund**
- 15 days prior: **10% refund**
- 48 hours prior: **No refund**

- Subject to actual recovery

21. Refund Policy

After deduction of:

- Visa fees
- Airline charges
- Hotel retention

22. Taxes

- GST included
- TCS extra

23. Contract & Legal Conditions

- **Jurisdiction: Patiala**

Arbitration Clause

The **Director, Yadavindra Public School, Mohali** shall act as the **sole arbitrator** under the Arbitration & Conciliation Act, 2015.

Decision shall be final and binding.

- Written communication mandatory
- Changes only via written addendum

24. Bid Evaluation Criteria

- Technical qualification first
- Financial bid for qualified bidders

Selection based on:

- Cost
- Itinerary quality
- Experience

25 Important Instructions

- Incomplete bids rejected
- Conditional bids rejected
- School reserves right to accept/reject

27. Issuing Authority

Headmaster

Yadavindra Public School, Patiala

ANNEXURE – I : TECHNICAL BID FORM

(Include bidder details, experience table, turnover, testimonials, declaration)

ANNEXURE – II : FINANCIAL BOQ

(Include cost per student, variation, breakup, exclusions, declaration)

ANNEXURE – I

TECHNICAL BID FORM

(To be submitted on company letterhead)

1. Bidder Details

- Name of Firm: _____
 - Registered Address: _____
 - Contact Person: _____
 - Mobile No.: _____
 - Email ID: _____
-

2. Company Profile

- Year of Establishment: _____
 - Nature of Business: _____
 - Registration Details: _____
-

3. Experience Details (Last 3 Assignments Minimum)

Sr No Name of Client/School Destination Year No. of Students Value (₹)

1

2

3

4. Business Turnover (Last 2 Years)

Year Turnover (₹) No. of Tours Handled

2024

2025

5. Testimonials

Attach copies of testimonials from schools/institutions
(Yes / No): _____

6. Capability Declaration

- Visa processing capability: Yes / No
 - International logistics capability: Yes / No
 - Emergency support system: Yes / No
-

7. Declaration

I/We hereby certify that all information provided is true and correct.

Signature: _____

Name: _____

Seal: _____

ANNEXURE – II

FINANCIAL BID (BOQ FORMAT)

(To be submitted in separate sealed envelope)

1. Cost Per Student

Particulars	Cost (₹)
Base Cost (Per Student) _____	

2. Cost Variation

Category	Cost per Student (₹)
Less than 20 Students _____	
20–30 Students _____	
Above 30 Students _____	

3. Cost Break-Up (Mandatory)

Component	Cost (₹)
Airfare	
Accommodation	
Meals	
Local Transport	
Entry Tickets	
Insurance	
Taxes (GST)	
Total	

4. Exclusions (Clearly Specify)

5. Price Validity

Valid for _____ days from date of submission

6. Declaration

- Prices are inclusive of all applicable taxes (except stated exclusions)
- Terms and conditions of tender are accepted

Signature: _____

Name: _____

Seal: _____