



Jogesh Chandra Chaudhuri Law College

30, Prince Anwar Shah Road, Kolkata - 700 033 Phone : 2417-5467, 2422-4319
E-mail : jcclc.kolkata@gmail.com, Website : www.jcclawcollege.in

No.

Date

Tender Notice

The College invites quotations for holding **Annual Educational Excursion 2018**. Such quotations must be submitted in accordance with the following terms and requirements.

1. Any registered Company / Firm / Organisation / Registered Travel Agent, with due experience in the field, may submit quotation in its official letter head along with seal and authorized signature.
2. The Excursion shall be held between **Friday, 26th October 2018 and Monday, 5th November 2018** (both days included).
3. The Tour Plan for Excursion must include the following destinations:
 - a. Hon'ble High Court of Delhi
 - b. Hon'ble High Court of Uttarakhand
4. The quotation must include a Tour Plan for the Excursion specifying day to day (with approximate time) details of internal transport (excluding by the Indian Railways), details of secured and well facilitated accommodation to be availed, advisory note in selecting trains to avail the destinations and details of food to be provided.
5. The Excursion is to be held for all bonafide students of the institution along with maximum 2 Guides (Teaching and/or Non Teaching Staffs of the College).

6. The Company / Firm / Organisation / Registered Travel Agent must provide the details of persons who shall represent the same and accompany the Excursion Group.
7. The quotation must consist cover the fair of the train/trains but the same with exact fair amount should be mentioned in the quotation as an advisory note by the said Company / Firm / Organisation / Registered Travel Agent to avail the destinations as specified in Clause 3.
8. The quotation must be submitted / dropped to the 'Tender Box', kept in the custody of the College Office (at 30, Prince Anwar Shah Road, Tollygunge, Kolkata: 700033), in a sealed envelope on any working day of the college, viz. Monday to Saturday, during college working hours, 6 am to 2 pm, only.

Postal Quotations shall also be accepted. Postal quotations' is to be sent to the College Office via Registered / Speed Post addressed to the undersigned. On the sealed envelope the word 'QUOTATION FOR EXCURSION' must be specified. Postal Tenders served in private postal services shall not be accepted.

9. Quotations can also be submitted via Email. The Company / Firm / Organisation / Registered Travel Agent may submit their respective bid via email at jcclc.kolkata@gmail.com.
10. The quotation must contain the mode and break up of total payments as well as the date and amount of advance payment (if any required). Advance payment shall not be made before 20th October 2018.

11. The Company / Firm / Organisation / Registered Travel Agent must also provide a list of Educational Tours conducted by them in the quotation, along with the name and contact details of the respective educational institutions.

12. The Company / Firm / Organisation / Registered Travel Agent at the end of the excursion and on final payment must be able to provide proper numbered comprehensive bill and/or receipt of the expenditure it incurred for the excursion.

The quotations shall be accepted for the next 7 working days excluding the date of this notice. Last date of submitting quotations is **Thursday, 14th June 2018 till 2 pm**. For any further details / queries regarding this Notice contact the College Office during the college working hours.

P. Soeska
(PRINCIPAL) 6.6.18
Principal

Jagdish Chandra Choudhary Law College
10, Police Line, Old Road, Kollam