

21<sup>st</sup> April 2017

**TENDER NOTICE**

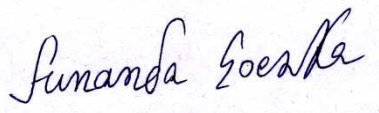
The College invites quotations for the **Annual Educational Excursion 2017** organized by the Students' Union of the College and administered by the Office Bearers of the Students' Union. Such quotations must be submitted in accordance with the following terms, conditions and requirements:

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 **Saturday, 7<sup>th</sup> October 2017 and Saturday, 18<sup>th</sup> October 2017** (both days included).
3. The Tour Plan for Excursion must include the following destinations:
  - a. Hon'ble High Court of Bombay
  - b. Hon'ble High Court of Bombay at Goa
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 number of students ranging between 70 and 100 along with maximum 5 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. The Company / Firm / Organisation / Registered Travel Agent, once selected as successful bidder and appointed subsequently, must function as per the instructions from the Office Bearers of the Students' Union.
7. The quotation must contain the exact 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 [jjcllc.kolkata@gmail.com](mailto:jjcllc.kolkata@gmail.com) from their official Email ID.
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 4<sup>th</sup> October 2017.
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 in the name of Jogesh Chandra Chaudhuri Law College Students' Union.

The quotations shall be accepted for the next 7 working days excluding the date of this notice. Last date of submitting quotations is **Monday, 28<sup>th</sup> April 2017 till 2 pm**. For any further details / queries regarding this Notice contact the College Office during the college working hours.

The Tender Box shall be opened on **Tuesday, 29<sup>th</sup> April 2017 at 8.30 am** as per due procedure and the qualifying Company / Firm / Organisation / Registered Travel Agent shall be informed thereafter and Work Order shall be issued accordingly.



**PRINCIPAL**