

## **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 : 26th September 2024 to 5th October 2024

##### (a) Camps

- (i) 3N/4D – In and around Shimla for classes IV & V.
- (ii) 4N/5D – In and around Mussoorie / Manali for classes VI and VII

##### (b) Treks

For classes VIII to XII for durations 5N/6D , 6N/7D , and 7N/8D

Preferred destinations include:

- (i) KEDARKANTHA
- (ii) HARKIDOON
- (iii) DODITAL
- (iv) NAG TIBBA
- (v) CHOPTA CHANDERSHILA
- (vi) KUARI PASS
- (vii) DAYARA BUGYAL
- (viii) HEMKUND SAHIB
- (ix) TRIUND
- (x) JALORI PASS
- (xi) BASHLEO PASS
- (xii) BEAS KUND
- (xiii) HAMPTA PASS
- (xiv) BHRIGU LAKE
- (xv) KHEERGANGA
- (xvi) PATALSU PEAK

#### 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.
- (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 & 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.
  - (i) Cost Inclusions : Travel, all transfers , food, stay, and refreshments.
  - (j) 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 Rs 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 regularly halt for toilet facilities.
  - (r) Decision Making: Sole prerogative of the Teacher in charge.
  - (s) Substance Prohibition: No liquor or intoxicants allowed.
  - (t) Behavioural Issues: Report any misbehaviour 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 bid should be in sealed envelopes and marked accordingly as ‘Technical Bid’ and ‘commercial bid’ respectively. Commercial bid of Tenders/Agents/Companies meeting Technical Criteria will only 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).

(d) Commercial Bid should include :

- (i) Commercial quotes for each camp/trek.
- (ii) Earnest money for each trek / camp @ Rs 5000 to be deposited by the way of a **demand draft** in favour of **PRINCIPAL YPS PATIALA**

**OR**

**By online mode**

**A/C Name - PRINCIPAL YPS PATIALA**

**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 alongwith 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.

(8) No payments for students opting out 10 days before departure. Payments within 10 days of departure will be as per actuals on bill/receipt production.

(9) Submission Methods:

- (a) By Hand: Deposit sealed quotations in the Quotation Box at the school.
- (b) By Courier: Address to:

**The Director  
Yadavindra Public School  
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: 15 days within the publishing of the tenders in the newspaper.

Director  
YPS Patiala

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

Signature

Company's Contact No. with seal

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