

# Guidelines for Submission of Sealed Quotations

## 1. Eligibility of Bidders

- The travel agency must be legally registered with the concerned government authority.
- The agency should have at least 5 years of experience in arranging educational/group tours.
- Copies of registration, PAN/VAT, and tax clearance certificates must be submitted.

## 2. Scope of Services

The quotation must include:

- Transportation (Non-AC bus as specified) with valid permits and insurance
- Accommodation (room sharing basis, maximum of a 4 in a room)
- Meals (Day 1: Breakfast, lunch (Non-Veg) & dinner (Non-Veg) ; Day 2: breakfast & lunch (Non-Veg)

## 3. Safety and Security

- Vehicles must be in good condition and driven by licensed and experienced drivers.
- The agency must ensure safety measures for students during travel and stay.
- Emergency contact details must be provided.

## 4. Financial Details

- The quotation should clearly mention the **cost per person** and **total cost**.
- All applicable taxes must be included and clearly stated.

## 5. Submission of Quotation

- Quotations must be submitted in a **sealed envelope** clearly marked:  
*“Sealed Quotation for 2 Days / 1 Night Tour Arrangement For Chisapani (Grade 9) and Kulekhani (Grade 8)”*
- The envelope should be addressed to: The Principal, St. Xavier's School, Jawalakhel
- Last date and time of submission: 1 pm, January 30, 2026

## 6. Payment Terms

- Payment terms (50% advance, balance payment after the completion of the tour, mode of payment: through Account Payable Cheque)
- 10 % of the total participants should be waived 50% of the tour fees
- 1 teacher per 18 students will accompany the students, whose tour fees should be completely waived off.