



OFFICE OF THE PRINCIPAL
GOVT. GANDHI MEMORIAL SCIENCE COLLEGE,
CANAL ROAD, JAMMU-180001
(A Constituent College of Cluster University of Jammu)



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**TERMS AND CONDITIONS FOR EDUCATIONAL TOURS AND COLLEGE
PICNICS**

Academic Session 2026-27

The following Terms and Conditions shall govern the award and execution of the contract for Educational Tours and College Picnics of Govt. Gandhi Memorial Science College, Jammu. These conditions shall be read in conjunction with the Tender Notice and the Standard Operating Procedures (SOPs) issued by the Directorate of Colleges, Higher Education Department, Government of Jammu & Kashmir.

1. Eligibility of the Bidder

The Tour & Travel Operator/Transport Agency shall:

- Have a minimum of **five (05) years' experience** in conducting educational tours for educational institutions.
- Possess valid Registration Certificate, GST Registration, PAN and all statutory licences.
- Have sufficient infrastructure, trained personnel and financial capability to execute the assigned tour.
- Preferably have an established office in the Union Territory of Jammu & Kashmir.

2. Submission of Tender

The tender shall be submitted in a sealed envelope within **ten (10) days** from the publication of the Tender Notice. Late, conditional or incomplete tenders shall be rejected.

3. Earnest Money Deposit (EMD)

Each tender shall be accompanied by a **Call Deposit Receipt (CDR) of Rs.10,000/-** pledged in favour of the Principal, Govt. Gandhi Memorial Science College, Jammu. Tenders without the prescribed CDR shall not be considered.

4. Opening of Tenders

The tenders shall be opened on the notified date and time in the office of the Principal. In case the notified date is declared a holiday, the tenders shall be opened on the next working day.

5. Financial Bid

The bidder shall quote:

- **Per-student rates** separately for each Educational Tour route.
- **Per-bus rates** for each Picnic route, indicating the seating capacity.
- Rates shall be inclusive of transportation, boarding, lodging, meals, sightseeing, entry tickets, toll tax, parking charges, GST and all incidental expenses.
- Rates shall be based on a minimum group of **80 students**.

6. Staff-Student Ratio

The operator shall make arrangements keeping in view the minimum **staff-student ratio of 1:20** prescribed by the Directorate of Colleges.

7. Transportation

The operator shall arrange confirmed Sleeper or Three-tier AC railway reservations wherever applicable and Deluxe/Luxury buses in excellent mechanical condition.

All vehicles shall possess valid:

- Registration Certificate;
- Insurance Certificate;
- Fitness Certificate;
- Pollution Under Control (PUC) Certificate;
- Road Permit; and
- Other statutory documents prescribed under the Motor Vehicles Act.

8. Vehicle Safety

The buses provided shall:

- Be fitted with functional GPS.
- Have functional CCTV cameras wherever available.
- Carry adequate fire extinguishers and first-aid kits.
- Have properly functioning emergency exits.
- Display emergency contact numbers prominently inside the vehicle.

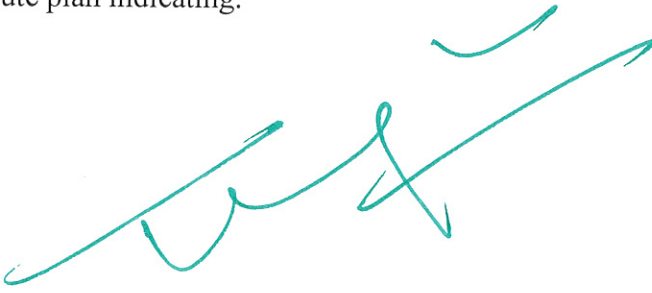
9. Driver Requirements

Drivers deployed shall:

- Hold valid commercial driving licences.
- Be medically fit.
- Be courteous, experienced and well acquainted with the proposed routes.
- Strictly observe traffic regulations and prescribed speed limits.

10. Route Planning

The operator shall prepare a detailed route plan indicating:

- Journey schedule;
 - Rest stops;
 - Emergency contact points;
 - Nearby hospitals;
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- Police stations;
- Alternate routes; and
- Daily programme.

The final itinerary shall be approved by the College Tour Committee before commencement of the tour.

11. Hotel Accommodation

Accommodation shall be arranged in clean, hygienic and secure Deluxe/Three-Star or equivalent hotels located at convenient places.

Accommodation shall ordinarily be provided on a sharing basis:

- Four students per room.

12. Meals

The operator shall provide hygienic vegetarian/non-vegetarian meals as approved by the College Tour Committee.

Any deviation from the approved menu or quality standards shall invite financial penalty.

13. Insurance

The operator shall arrange comprehensive travel/accidental insurance for all participants covering the entire duration of the tour.

14. Medical and Emergency Arrangements

The operator shall:

- Carry an adequately equipped First Aid Box.
- Arrange emergency medical assistance whenever required.
- Maintain contact details of nearby hospitals.
- Provide immediate assistance during any medical emergency.

15. Communication

The operator shall ensure uninterrupted communication with the Tour In-charge throughout the journey. The authorised representative accompanying the tour shall remain available on mobile phone at all times.

16. Sightseeing

The quoted package shall include entry tickets to all monuments, museums, parks, historical places and other approved tourist attractions included in the itinerary. No additional payment shall be collected from students.

17. Tour Itinerary

Confirmed railway tickets, hotel details, local transport arrangements and the complete itinerary shall be submitted to the Principal at least **ten (10) days** before departure.

18. Authorisation

The successful bidder shall not transfer or sublet the contract without prior written permission of the Principal. An authorised representative of the agency shall accompany the tour throughout.

19. Safety and Conduct

The operator shall ensure the safety, security and dignity of all students and accompanying staff throughout the tour, particularly female students.

The operator and its staff shall maintain discipline, courteous behaviour and professional conduct.

Consumption of alcohol or narcotic substances by any employee or representative of the operator during the tour is strictly prohibited.

20. Undertaking

The successful bidder shall furnish a separate undertaking (outside the sealed tender) accepting all the Terms and Conditions and agreeing to comply with the SOPs issued by the Directorate of Colleges.

21. Penalty and Blacklisting

Any deficiency in service, negligence, delay, violation of safety norms, misconduct or breach of any condition shall render the operator liable to financial penalty, forfeiture of security deposit, cancellation of the contract and/or blacklisting.

22. Validity of Rates

The approved rates shall remain valid for one year from the date of execution of the agreement.

23. Right of the Principal

The Principal, Govt. Gandhi Memorial Science College, Jammu, reserves the right to accept or reject any tender, wholly or partly, without assigning any reason. The decision of the competent authority shall be final and binding upon all bidders.



Prof.(Dr) Romesh Kumar Gupta

Principal