



State Bank Institute of Leadership (SBIL), Kolkata

PLOT NO II F/2, STREET NO. 329,
ACTION AREA III, NEWTOWN,
KOLKATA 700 160

Tender Notice for

EMPANELMENT OF TOUR OPERATOR FOR ARRANGING TOUR TO SUNDERBANS (WEST BENGAL) UNDER TRANSITION TO RETIREMENT (TTR) PROGRAMME OF SBIL KOLKATA FOR RETIRED/RETIRING EXECUTIVES OF SBI

Tender reference No: SBIL/2026-27/03 dated 25.05.2026

LINK: <https://sbi.bank.in/web/sbi-in-the-news/procurement-news>

Last Date of submission of tender: 15.06.2026 **up to 17:00 Hrs**

Name of the bidder M/s.....

Tender ID	Circle	Start Date	End Date	Bid Opening Date	Tender Caption / Name / Subject
SBIL/2026-27/03 dated 25.05.2026	STU, Corporate Centre	25.05.2026 10.00 AM	15.06.2026 05.00 PM	Technical Bid- 17.06.2026 03.00 PM Financial Bid- 25.06.2026 at 3.00 P.M	EMPANELMENT OF TOUR OPERATOR FOR ARRANGING TOUR TO SUNDERBANS (WEST BENGAL) UNDER TRANSITION TO RETIREMENT (TTR) PROGRAMME OF SBIL KOLKATA FOR RETIRED /RETIRING EXECUTIVES OF SBI

**STATE BANK INSTITUTE OF LEADERSHIP, STREET NO. 329, PLOT NO II F/2,
ACTION AREA III, NEWTOWN, KOLKATA 700160**

Phone No. 033-29861217, e-mail: agmadmin.sbil@sbi.co.in /
dgmadmin.sbil@sbi.co.in

State Bank Institute of Leadership (SBIL), an Apex Training Institute of State Bank of India invites Tender from Tour Operators from Kolkata

EMPANELMENT OF TOUR OPERATOR FOR ARRANGING TOUR TO SUNDERBANS (WEST BENGAL) UNDER TRANSITION TO RETIREMENT (TTR) PROGRAMME OF SBIL KOLKATA FOR RETIRED/RETIRING EXECUTIVES OF SBI.

The application form, details of eligibility criteria etc. can be downloaded from the Bank's web-site <https://sbi.bank.in> under "Procurement News". Corrigendum, if any, shall be displayed on the aforesaid Bank's web-site only. Bank reserves the right to reject any or all the proposals without assigning any reasons thereof. Bank will not be liable for the postal or any other delay and the offer(s) not received within the stipulated timeframe will be rejected summarily.

Last date of submission of Tender: 15.06.2026 up to 5.00 PM

**Place: Kolkata
Date:25.05.2026**

**AGM (Administration)
SBIL, Kolkata**

1.NOTICE INVITING TENDER

EMPANELMENT OF TOUR OPERATOR FOR ARRANGING TOUR TO SUNDERBANS (WEST BENGAL) UNDER TRANSITION TO RETIREMENT (TTR) PROGRAMME OF SBIL KOLKATA FOR RETIRED/RETIRING EXECUTIVES OF SBI

1.	NAME OF WORK	Arranging Tour under Transition to Retirement (TTR) Programme of SBIL Kolkata to Sunderbans for Retired/Retiring Executives of SBI.
2.	EARNEST MONEY DEPOSIT(EMD)	₹ 1,00,000 (Rupees One Lac Only) in the form of Demand Draft issued by any Scheduled Bank drawn in favour of “ State Bank Institute of Leadership ” payable at Kolkata. (EMD will be refunded to all except the successful bidder. Tender Documents not accompanied by the EMD and Tender Processing Fee will be rejected). (*)
3.	SECURITY DEPOSIT.	₹ 5,00,000/- (Rupees Five Lac only) in the form of a Performance Bank Guarantee (PBG) issued by any Nationalised/ Scheduled Commercial Bank in India (other than State Bank of India) favouring “ State Bank Institute of Leadership ” as per format provided by the Bank.
4.	TENDER PROCESSING FEE (TPF)	₹ 5,000/- (Rupees Five Thousand only - Non-Refundable) in the form of Banker’s Cheque / Demand Draft issued by any nationalised / scheduled Bank favouring “ State Bank Institute of Leadership ” payable at Kolkata. (*)
5.	DATE FOR AVAILABILITY OF TENDER DOCUMENT ON THE WEB SITE	From 25.05.2026 to 15.06.2026 which can be downloaded from Bank’s website https://sbi.bank.in under “Procurement News”.
6.	ADDRESS AT WHICH THE TENDERS ARE TO BE SUBMITTED	Assistant General Manager (Administration), State Bank Institute of Leadership, Ashoka Bhawan (Admin Block), 2 nd Floor, Plot No. II F/2, Street No. 329, Newtown Action Area III, Rajarhat, Kolkata 700 160 West Bengal
7.	LAST DATE & TIME OF RECEIPT OF TENDERS	15.06.2026 up to 5.00 PM
8.	PRE-BID MEETING	03.06.2026 at 3.00 PM

		State Bank Institute of Leadership, Ashoka Bhawan (Admin Block), 2 nd Floor, Plot No. II F/2, Street No. 329, Newtown Action Area III, Rajarhat, Kolkata 700160 West Bengal
9.	DATE AND TIME OF OPENING TECHNICAL BID	17.06.2026 at 3.00 PM.
10.	PLACE OF OPENING TECHNICAL BID	State Bank Institute of Leadership, Ashoka Bhawan (Admin Block), 2 nd Floor, Plot No. II F/2, Street No. 329, Newtown Action Area III, Rajarhat, Kolkata 700160.
11.	DATE AND TIME OF OPENING FINANCIAL BID	25.06.2026 at 3.00 PM.
12.	COMMENCEMENT OF WORK	From 1st week of July 2026 (Tentative)
13.	PENALTY	As per terms and conditions of the Tender Document
14.	INSURANCE	As per Tender Document
15.	WORKING SCHEDULE	In consultation with SBIL, Kolkata.
16.	CONTACT PERSON	Shri R. Badruddin Assistant General Manager(Administration) State Bank Institute of Leadership, Newtown, Kolkata Email-agmadmin.sbil@sbi.co.in Mobile-7596809057

(*) (For MSME bidder in possession of proper certificate issued by the appropriate authority, provisions of EMD and Tender Processing Fees will be governed by the applicable GOI orders)

IN CASE THE DATE OF OPENING OF TENDERS IS DECLARED AS A HOLIDAY, THE TENDERS WILL BE OPENED ON THE NEXT WORKING DAY AT THE SAME TIME.

SBIL KOLKATA RESERVES THE RIGHT TO ACCEPT/REJECT ANY/ALL TENDER WITHOUT ASSIGNING ANY REASON.

AGM(Administration)
SBIL, Kolkata

2. TENDER SCHEDULE

Availability of Tender document In Bank's web site:	25.05.2026 to 15.06.2026.
Pre-Bid Meeting:	Pre- Bid Meeting on 03.06.2026 at 3.00 PM at 2nd Floor, State Bank Institute of Leadership, Ashoka Bhawan (Admin Block), Plot No. III F/2, Street No. 329, Newtown Action Area III, Rajarhat, Kolkata 700160.
Date and time for submission of tender:	15.06.2026 up to 5.00 PM.
Date and time of opening of Technical Bid:	17.06.2026 at 3.00 PM.
Date and time of opening Financial Bid:	25.06.2026 at 3.00 PM.
Address for Communication:	The Assistant General Manager(Administration) State Bank Institute of Leadership, Ashoka Bhawan (Admin Block), Plot No. II F/2, Street No. 329, Newtown Action Area III, Rajarhat, Kolkata 700160

AGM(Administration),
SBIL, Kolkata

3. ELIGIBILITY CRITERIA

State Bank Institute of Leadership (SBIL), Kolkata, an Apex Training Institute of State Bank of India intends to select Tour Operator for arranging Tour under Transition to Retirement Programme (TTR) Programme to “Sunderbans”(West Bengal) from SBIL, Kolkata, from reputed licensed organizations having sound financial capacity, required experience / expertise, for rendering the above services subject to their complying or agreeing to comply with the following terms and conditions.

SI	Criteria	Terms & Conditions
1	Constitution	(i) Public Ltd. Company/ Private Ltd. Company/ Registered Partnership firm/ Sole Proprietorship Firm. (ii) The Company/ Firm must have its Registered Office in Kolkata.
2	Experience	The bidder should have minimum 5 years of experience (as on 30.04.2026) of having successfully conducted similar tour programme and should have necessary resources for handling such events.
3	Financials	Minimum aggregate annual turnover of ₹ 1.00 crore for last 3 years i.e, as on 31st March 2023, 2024 and 2025. If Audited figures of FY 2026 are available then the annual turnover will be as on 31st March 2024, 2025 and 2026)
4	Statutory Requirements	The bidder must be registered under GST Act and must have its GST Registration Number (copy to be submitted)
5	Other Eligibility Criteria	<ul style="list-style-type: none">• The bidder should have preferably operated as a “Tour operator” with experience of arranging tours for large groups.• Relevant documentary evidence in support of its credentials will be required under this clause. Non-disclosure of relevant information or furnishing of incorrect information / documents will result in disqualification of the application.• The Base price for this Tender is ₹ 6.00 lacs and any Selected bidder/ Vendor quoting

		below this rate in the financial bid will be treated as disqualified from the Tendering process.
6	Other Conditions	<ul style="list-style-type: none"> • The bidder shall not have the right to participate in the Financial bidding merely on satisfying the above eligibility criteria or on being found suitable to apply for tender documents. Financial bids will be opened only after scoring of minimum qualifying marks in Technical Bidding. • The bidder must not have been prosecuted or suffered any penalty for violation of any labour laws by any Labour Authority / Statutory Authority / Court of Law. • The bidder should not be a sub-Selected bidder/ Vendor to any other entity or person nor has at any time sub-let the tour/ contract awarded to the bidder to any other person. • The bidder should not have formed / be part of any cartel at any time for processing any contract including the present tender. • SBIL will not be responsible in any manner for the postal delay/loss/non-receipt of tender application/documents or non-availability of access to Bank's website. • SBIL reserves the right to reject all or any of the bids without assigning any reason therefor.

4. SCOPE OF WORK/SERVICE

Broad Scope of Work/ Service

- The scope of services includes transportation, food, lodging and hospitality services with a Tour guide for explaining the significance of places and hospitality assistance for a memorable and pleasant experience for 2 days & 1 night stay at Sunderbans.
- Travel arrangement by Air conditioned 40 seater Luxury Intercity Bus ("Volvo", Model 9400) from SBIL Kolkata to Gadkhali (For boarding on Cruise) and from there to Resort at Sunderbans by Airconditioned Yacht boat (owned by the Resort) and back to SBIL Kolkata by same route and mode of transportation.
- Stay arrangements for 2 days/ 1 Night at a Premier Resort located at Sunderban National Park, West Bengal.
- Arrangement of hygienic and delicious food & beverages for Breakfast, Lunch, Dinner, High Tea and snacks at Resort and Refreshment during the journey.
- Arrangement of Sightseeing of Forest by airconditioned Yacht Boat and Leisure activities in the resort.
- The details of Snacks on board /Cruise, Breakfast, Lunch, Dinner, High Tea are furnished in Appendix-A

The detailed scope of work/service will be as under:

1st Day Schedule

1. The officials with their spouses (15 officials x 2 = 30 persons) along with 1 support staff from SBIL i.e 31 persons (hereinafter referred as Guests) will depart from SBIL, Kolkata at 8.30 AM in the morning for Sunderbans after breakfast at SBIL, Kolkata.
2. Tour Operator to provide 40 seater Luxury Intercity Bus ("Volvo", Model 9400, 14.50 meters in length) for taking the above mentioned Guests to Sunderbans and back to SBIL Kolkata.
3. Tour operator to arrange for one Guide, who should travel to Sunderbans on the same Bus/ Yacht and explain the various details regarding the locations during the

sightseeing and the Journey. The boarding and lodging of Guide will be arranged by the Tour Operator.

3. Arrangement for packaged Mineral Water Bottle (Bisleri/Kinley/Bailey), Refreshments (Cashew, Almonds, Biscuits, Bhujia/ Chips) to be served as per "**Appendix- A**" to the Guests during the journey or enroute stopover preferably near "Malancha" for Bio-break and light refreshments like Tea/ Coffee/ Samosa/Pakora/Sandwiches.
- 4.
5. Arrangement for stay of the Guests to be made in a Premiere Resort at Sunderban in a **Superior/ Deluxe** Double occupancy room (one room for every official and his/her spouse). If the official is not accompanied with his / her spouse, he/she will be occupying the room on a single basis. Support officials (1) to be provided one Superior Double occupancy room. Lunch to be served at Resort from 1.30-2.30 PM as per **Appendix-A**
6. Leisure activities in the evening at the Resort from 7.00 PM to 8.30 PM.
7. Dinner at the Resort from 8.00 PM to 10.00 PM. Thereafter the guest will retire in their room for the night.

2nd Day Schedule

1. Breakfast at Resort between 7.00 AM to 8.00 AM.
2. Departure for River Cruise around 8.30 AM. Snacks/ light refreshments/ coconut water at around 10.30 AM for all the Guests on board the cruise.
4. Lunch to be served between 1.30 PM-2.30 PM at resort
5. Guests will start from Sunderbans for return journey to SBIL Kolkata by 4PM with a stopover preferably near "Malancha" for Bio-break and light refreshments like Tea/ Coffee/ Samosa/Pakora/Sandwiches.
6. Guests will be dropped at SBIL, Kolkata by 9.00 PM

5.SUBMISSION OF TENDER

The Tender documents are to be downloaded from Bank's website "<https://sbi.bank.in>" under "Procurement News". **No fee is payable for the Tender Documents. Tender documents will be available on the Bank's website ("<https://sbi.bank.in>" under "Procurement News) up to 15.06.2026.**

The bidder has to submit the various documents in Envelopes as under:

(A) Envelope One (Technical Bid)

The sealed envelope should be super-scribed with the word "**TECHNICAL BID FOR ARRANGING TOUR TO SUNDERBANS UNDER "TRANSITION TO RETIREMENT" PROGRAMME (TTR) FOR RETIRED/RETIRING EXECUTIVES OF SBI**". Technical Bid should have the name of the firm/Company on the envelope. The envelope should contain the following documents/papers:

- (i) Application Form cum Undertaking as per **Annexure-I**
- (ii) Bio-Data of the Partners/Directors/ Proprietor as per **Annexure-II**
- (iii) Past experience, order value with supported documents as per **Annexure-III**
- (iv) Details of Tours conducted/ in hand as per **Annexure-IV**
- (v) Details of the Resort as per **Annexure-V**
- (vi) Declaration of Near relatives of SBI Employees as per **Annexure-VI**
- (vii) Audited Balance Sheet as at 31.03.2023,31.03.2024 & 31.03.2025. If Audited Balance sheet as at 31.03.2026 is available then Balance sheet as at 31.03.2024,31.03.2025 & 31.03.2026 need to be submitted.
- (viii) Certificate of Incorporation, Memorandum & Articles of Association in case the Tour Operator is a Company.
- (ix) Certificate of Registration under GST
- (x) Certificate of Registration under West Bengal Shops & Establishment Act
- (xi) Income Tax Assessment copies for the last three financial years ending (31.03.2023,31.03.2024 and 31.03.2025) or (31.03.2024,31.03.2025 & 31.03.2026)
- (xii) Earnest Money Deposit of ₹1,00,000/- (Rupees One Lac only) and Tender Processing Fee of ₹ 5,000/- (Rupees Five Thousand only) by way of two separate Demand Drafts in favour of 'State Bank Institute of Leadership drawn on any branch of State Bank of India in Kolkata.

(B) Envelope Two (Financial Bid)

The sealed envelope should be super-scribed with the word “**FINANCIAL BID FOR ARRANGING TOUR TO SUNDERBANS UNDER TRANSITION TO RETIREMENT PROGRAMME (TTR) FOR RETIRED/ RETIRING EXECUTIVES OF SBI**”. The names of the firm/Company must be written on the envelope. The envelope should have the following documents.

“Financial Bid as per Annexure-VII”

(C) Envelope Three

(i) The third sealed envelope should contain both the above envelopes, i.e “Sealed Envelope 1 for Technical Bid” and “Sealed Envelope 2 for Financial Bid” and super-scribed as Tender documents “**FOR ARRANGING TOUR TO SUNDERBANS UNDER TRANSITION TO RETIREMENT PROGRAMME (TTR) FOR RETIRED/RETIRING EXECUTIVES OF SBI**” The names of the firm/Company must be written on the envelope.

(ii) Envelope Three will be opened first and thereafter the Envelope One, containing Technical Bid will be opened **on 17.06.2026 at 3.00 p.m. at SBIL, 2nd Floor, Plot No. II, F/2, Street No. 329, Newtown Action Area III, Rajarhat, Kolkata 700160** in presence of Bidders / authorized representatives of the bidders who choose to be present thereat. No separate notice will be given by SBIL in this regard. However, in the event of any change in the schedule the same will be informed to the bidders only through email. For this purpose, Email address as provided by the bidders in the application form will be used. The authorized representatives should bring necessary authority letters under an official letter head of the tenderers conferring full and comprehensive authority to deal with all matters relating to the tenders. If the date of Tender opening happens to be a holiday, the Tender will be opened on the next working day at the stipulated time and place.

(iii) The Technical Bid will be opened first on 17.06.2026 and evaluated as per **Appendix-B**. The selection criteria will be on the basis of marks secured in various parameters as per the **Appendix - B**. The bidder has to secure minimum 70% (35 out of 50) to be eligible for the next stage that is for opening of Financial Bid.

(iv) Financial Bids of those Selected bidder/ Vendors will be opened on 25.06.2026 who qualify in the technical bids (where the minimum score is 70%). Only such bidders who

qualify in the Technical Bid will be intimated by e-mail and they or their representative may remain present at the time of opening of the Financial Bid. The authorized representatives should bring necessary authority letters under an official letter head of the tenderers conferring full and comprehensive authority to deal with all matters relating to the tenders.

(v) The Technical Bid will be of 50 marks and Financial Bid will be of 50 marks. The final scoring will be arrived at by adding Technical score secured by the bidder (out of 50) and the Financial bid score secured by the bidder (out of 50) as per Appendix-D. The bidder scoring highest total mark will be selected for the job.

(vi) In the event of a tie of overall marks between two / amongst more than two bidders the following would be the order of preference for selection of the successful (L 1) bidder.

“DRAW OF LOTS”

(6) TERMS AND CONDITIONS

- (i) The Tender documents are not transferable.
- (ii) Any Consortium Agreements/Joint Ventures and MOU will not be considered for the above purpose.
- (iii) Sub-contracting shall not be permitted.
- (iv) The successful bidder should be in complete readiness to commence the tour from 1st week of July 2026. The actual date of commencement of services will be communicated by SBIL to the successful bidder in due course. The successful bidder will be intimated 7 days before commencement of services.
- (v) In case any cartel formation is suspected, SBIL reserves the right to reject any or all the Tenders with the exclusion of the rest without assigning reasons thereof.
- (vi) The Courts in Kolkata, West Bengal alone shall have the jurisdiction in respect of any or all matters relating to or connected with the Tender.
- (vii) The tenderer must obtain for himself at his own responsibility and expenses, all the information/documents including approvals, permissions, to enable them to enter into contract with the Bank. They must examine the specifications, conditions and seek whatever clarification they desire before submitting the tender documents.
- (viii) The tenderer shall also bear all expenses in connection with the preparation and submission of the tender. Omission, neglect or failure on the part of the tenderer to furnish requisite, reliable and full information on any matter affecting his tender, the contract and supply, shall not relieve the tenderer whose tender is accepted from any liability under the contract.
- (ix) If any tenderer withdraws the tender after submission or makes any modifications to the tender which are not acceptable to the Bank, the tender will be treated as having been rejected or abandoned or rescinded.
- (x) Final award of the contract will be subject to the approval of the Competent Authority.
- (xi) SBIL does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason.

6.1 SCHEDULE OF TENDERING PROCESS:

Sl. No.	Particulars	Date & Time
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1	Last date of availability of tender document on the Bank's web site.	15.06.2026 up to 5 PM.
2	Pre-Bid Meeting with prospective Bidders	03.06.2026 at 3 PM at SBIL.
3	Closing Date for submission of Tender Documents	15.06.2026 at 5 PM
4	Opening of Technical Bid	17.06.2026 at 3 PM
5	Opening of Financial Bid	25.06.2026 at 3 PM

6.2 SECURITY DEPOSIT:

(i) The L-1 bidder will submit a Performance Bank Guarantee issued by a Scheduled Commercial/ Nationalised Bank in India (other than from SBI) in favour of SBIL for ₹ 5,00,000/-(Rupees Five Lacs only) before the issue of work order. The Bank Guarantee will be valid for a period of 27 months from the date of commencement of work or such other extended period as the Bank may decide for due performance of the obligations undertaken by the successful bidder. The Bank Guarantee should be issued by any scheduled commercial Bank, other than SBI. A format for BG is attached as per **APPENDIX-C**.

The Performance Bank Guarantee is required to protect the interest of the Bank against the risk of non-performance of the successful bidder or breach of performance of the conditions of the contract which may warrant encashment of the Special Term Deposit or Invocation of the Performance Bank Guarantee. Also, if any act of the Selected bidder/ Vendor results in imposition of liquidated damage the Bank reserves the right to encash the Term Deposit/ invoke the performance BG.

6.3 CONTRACT AGREEMENT:

The Selected bidder / Vendor shall bear all the costs and expenses and Stamp duty in respect of all the Agreements that may be entered into with the Bank to give effect to this arrangement.

6.4 VALIDITY OF THE CONTRACT

The contract will be for a period of 2 years subject to review at the expiry of 1 year at the sole discretion of SBIL. The selected bidder/ Vendor shall have to extend the PBG by 12 months accordingly. However, Bank may terminate the agreement with the Selected bidder/ Vendor any time by giving 1 month's prior notice, or the Selected bidder/ Vendor may terminate the agreement by giving 3 months' prior notice to the Bank.

6.5 TERMS OF PAYMENT

The Selected bidder/ Vendor shall submit the bill to the AGM (Administration), SBIL, Kolkata for the tour undertaken within 7 days of completion of the tour for payment. No advance payment shall be made under any circumstances. The payment for the Resort and Food bill will be made as per the following terms:

- (i) In case 15 officials (with or without spouses) take the tour – Payment will be done for 30 persons.
- (ii) In case lesser number of officials (less than 15 officials and spouses) take the tour, guaranteed payment will be done for at least 12 officials plus spouses i.e, for 24 persons.
- (iii) In case more number of officials (more than 15 officials and spouses) take the tour , payment will be done for actual number of guests, i.e in case 18 officials with spouses take the tour payment will be done for 36 persons.
- (iv) In all cases no separate payment for the SBI official accompanying the guests will be made.
- (v) The bidder will submit the per unit cost (i.e., cost for one official plus spouse) which will be paid in case of extra occupancy (i.e, if more than 15 official plus spouse take the tour) or in case of lesser occupancy (i.e, if less than 15 official plus spouse take the tour).
- (vi) It is to be noted that selection of L-1 Selected bidder/ Vendor will be done on the basis of overall cost quoted for the tour only and NOT on the basis of per unit cost as defined above.

6.6 RATES

- a) The Rates quoted should be inclusive of all taxes, duties, freight, labour charge, profit & overhead etc. excluding GST and Bank shall not entertain any claim on these accounts or any other accounts afterwards.
- b) The rates quoted shall be inclusive of all the costs and charges including transportation, Guide Charges, on board snacks, Resort Charges, Forest Permit charges if any, Lunch, High Tea, River Cruise, Dinner, Breakfast and other expenses if any, for smooth conduct of the tour.

- c) The statutory dues, if any, including Income Tax, Sales Tax, or under any Local Acts, etc which are liable to be payable by the contractor under the law but not paid, shall be set-off against the bills raised by the contractor or from the security deposits.
- d) There will be no change in the quoted amount under any circumstances during the contract period.
- e) By accepting the work order from the Bank, the Selected bidder/ Vendor shall assume all responsibility to indemnify the Bank in case of any damage or loss caused to the Bank. The Bank shall be entitled to deduct the amount of such loss or damage from the amount payable to the Selected bidder/ Vendor or from the Payment due / Bank Guarantee available with the Bank.

6.7 LIQUIDATED DAMAGES:

SBIL reserves its sole right and authority to define and ascertain deficiencies in services. Penal provisions for deficiencies in services rendered by the Selected bidder/ Vendor will be as follows:

- (i) On the 1st instance of any deficiency in services on the part of the Selected bidder/ Vendor and detected by the SBIL, the Selected bidder/ Vendor may be suitably warned through any acceptable mode of communication (email, letter etc.). However, depending upon the severity of the case suitable penalty may be imposed by SBIL without prejudice to the other rights and remedies including the termination of the contract.
- (ii) From next occasion of any deficiency in services on the part of the Selected bidder/ Vendor, liquidated damages of ₹10000/- (Rupees Ten Thousand) per instance may be imposed by the SBIL without prejudice to the other rights and remedies including the termination of the contract.
- (iii) In the event of recurrence of any particular deficiency in services on the part of the Selected bidder/ Vendor, liquidated damages of ₹ 20000/- (Rupees Twenty Thousand) per instance may be imposed by the SBIL without prejudice to the other rights and remedies including the termination of the contract.
- (iv) The penalty thus imposed may be recovered by SBIL from Payments due / invocation of BG held by the Bank without prejudice to their other rights and remedies including the termination of the contract.

- (v) In the unlikely event of war, law and order problems or natural disasters and special events, service commitment may get altered as per decision of the SBIL.

6.8 PERMITS, LAWS, AND REGULATIONS:

The Selected bidder/ Vendor should possess and renew, whenever warranted, for the entire duration of the contract, all licences and registrations as may be required under any law and shall be responsible to register and obtain a valid licence under Tour Operator. The Selected bidder/ Vendor shall comply with all the rules and regulations in force under the said Act and rules.

6.9 TAXES

The Selected bidder/ Vendor shall alone bear all the taxes, rates, charges, levies or claims whatsoever as may be imposed or levied by the State/Central Government(s) or any local body or authority for and in connection with rendering of the services except GST as applicable.

6.10 INSURANCE:

The selected Bidder/ Vendor shall arrange for the Group Insurance Policy for Rupees Twenty Lacs for Accidental Death/Injury of the tour members

6.11 ASSIGNMENT AND SUBLETTING:

The Selected bidder/ Vendor shall not assign or sublet the benefits of this contract to any person or entity and in the event of any violation or breach thereof, the Bank may at its discretion but without prejudice to its other rights and remedies terminate this contract forthwith.

6.12 PAYMENTS:

(i) The Selected bidder/ Vendor will submit the bills for the services rendered, at the end of each tour to the authorized officer. The payments will be made within 7 working days from the date of submission of Invoice, subject to the condition that the Selected bidder/ Vendor has cleared/paid all his dues, viz. Resort payment, Transport Payments, Taxes, levies, etc. as required to be paid/payable by him under any law for the time being in force and has produced all the related documents like copies of documents/challans evidencing payment to Transport Operator for Bus, payment made to Resort and other establishments. Payment by SBIL will be released subject to GST payment by Vendor in SBI portal is confirmed.

(ii) The Bank further reserves right to delete or reduce any item or sanction of the bills before effecting payment in case any complaints regarding quality of services, inefficient service, non-adherence to agreed quality of materials or services, without assigning any reason whatsoever and no claim will be entertained in this regard.

(iii) The rates quoted in the tender is fixed and no additional claim will be entertained during the entire contractual period.

(iv) No advance payment of any kind shall be made.

6.13 TERMINATION OF CONTRACT:

The contract shall be for a period of 2 year from the date of commencement of the contract subject to review after 1 year and subject to satisfactory performance. The contract shall otherwise be terminated on the expiry of the contract period of 2 year. The contract may also be terminated prior to expiry of the contract period at any point of time by the Bank by giving one month notice to the Selected bidder/ Vendor. The Selected bidder/ Vendor may also terminate the contract at any point of time, after giving three months prior notice to SBIL, Kolkata. If the contract is terminated as stated above the Selected bidder/ Vendor shall be entitled to the payment for the work already performed up to the date of termination.

6.14 SETTLEMENT OF DISPUTES:

(i) All questions relating to the performance of the obligations under this agreement and the quality of services and all the disputes and differences which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payment to be made in pursuance thereof shall be referred to The Assistant General Manager (Admin), State Bank Institute of Leadership, Plot No. II, F/2, Newtown Action Area III, Rajarhat, Kolkata 700160, whose decision shall be final, conclusive and binding on the Selected bidder/ Vendor.

(ii) Any indulgence, forbearance, or waiver, granted or shown or made on the part of the Bank / SBIL will not prejudice its rights under the contract.

(iii) The Courts in Kolkata City (West Bengal) alone shall have jurisdiction in respect of any matter touching this contract.

6.15 OTHER TERMS AND CONDITIONS

- (i) The Selected bidder/ Vendor should acquaint themselves with the prevailing local conditions, rules and regulations issued.
- (ii) No extra charges / increase in the rate shall be considered on any account, under any circumstances. The quoted amount shall cover for execution of the work as per the requirement of the Bank.
- (iii) In case, any permission/license or approval from any Local authorities or any other Govt. Authorities is necessary, it will be Selected bidder/ Vendor's responsibility to obtain the same at his own cost.
- (iv) The Selected bidder/ Vendor will attend all the meetings whenever called for by the Bank and the decisions taken in the meeting will be binding on the Selected bidder/ Vendor.
- (v) Bank/SBIL will not be responsible for any loss to the Selected bidder/ Vendor under any circumstances.
- (vi) It will be the Selected bidder/ Vendor's responsibility to ensure that each obligation under this contract is duly performed and observed.
- (vii) The near relatives of employee or employees of the Bank are prohibited from participation in this tender. The Selected bidder/ Vendor shall have to submit an undertaking to the effect that his/their no near relative or relatives is/are employee(s) of the Bank as per enclosed format (**Annexure-VII**)

6.16 STATUTORY AND OTHER REGULATIONS:

The Contactor shall comply with all the statutory obligations of the Government of India / State Governments / Municipal Authorities and local authorities applicable and the SBI shall not be liable for any action under the statutes applicable due to non-fulfilment of statutory obligations by the Contract. The selected Bidder/ Vendor shall fully comply with all the applicable laws, rules and regulations relating to Travel and Tour

6.17 AGREEMENT ON STAMP PAPER:

The selected Bidder/ Vendor who qualifies for the tender and gets selected will have to enter into agreement on non-Judicial Stamp paper of requisite value, within 10 days from the date of the award of the contract and all the costs with respect to the same shall be borne by the selected Bidder/ Vendor.

(ANNEXURE-I)

APPLICATION FORM CUM UNDERTAKING

PROFILE

1. Name of the Bidder :
2. Address
- i) Registered office :
- ii) Branch office :
- iii) Kolkata Office :
3. Name, Telephone Nos. including Mobile of contact person :
4. Constitution of the Bidder :
5. Year of Establishment :
6. Details of registration / licence no. :

Sl. No.	Licence / Registration under the Act / Authority	Registration No. / Licence No.
1	PAN	

2	GST	
3	West Bengal Shops & Establishment Act	
4	Professional Tax	
5	Registration with Ministry of Tourism, if any	

7. Name of the Proprietor/ Partners/Directors /Key Personals :
(KYC documents to be submitted for these officials)

8. Bio-data of Board of Directors/Key personnel of the Company, Details may be given in the enclosed format(Annexure-II) :

9. Amount of GST paid year-wise :
during the last 3 financial years ending on 31.03.2026

10. Name and value of major Tour Conducted during the last 3 year₹
Details may be given in the enclosed format (**Annexure 'III'**):

11. Latest Income Tax Clearance Certificate :
to be enclosed

12. Particulars of participation in competitions and awards (if any received) :

13. Annual sales / turnover of last three years :
(₹ In Lac)

Year*	Sales / Turnover
2025-23	
2023-24	
2024-25	

*2023-24,2024-25 ,2025-26 in case audited financials of 2025-26 are available.

14. Name & address of the Banker :

15. Details of facilities being enjoyed, if any :

16. Name & address of two referees :

Name of the Referee	Address of the Referee	Contact Number

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Note:

1. Please enclose separate sheets for additional information, photographs, documents and **proof of information furnished above.**
2. Application without details as mentioned in tender documents or with insufficient details shall be liable for rejection as the sole discretion of SBIL. Decision of SBIL in this regard will be final and conclusive and will be binding on all the participants.
3. All pages of the application annexures, tender documents and schedules shall be **signed by the authorized person** of the firm and shall be duly stamped.

UNDERTAKING

I/We hereby declare that the information provided above and elsewhere in this tender is true and the tender is liable for rejection if the same is found to be false or the information is found to be suppressed by me/ us. We further certify that we have gone through the tender document and we have fully understood the conditions herein. We hereby assure that we will comply with all the terms and conditions. We further certify that we are Kolkata based Company/Firm undertaking Tours and all statutory approvals/Licenses /Permits etc required for conducting Tours are available for verification

Signature of the Authorized Person with seal :

Date :

Place :

Name & address of the Company / Firm :

ANNEXURE-II

BIO-DATA OF THE PROPRIETOR/ PARTNERS/ DIRECTORS

1. Name :
2. Association with the Company / Firm since :
3. Date of Birth :
4. Professional Qualifications :
5. Professional Experience :
6. Professional Affiliation :
7. Membership in any other Organisation :

Date:

Signature with seal

Place: :
(Please enclose testimonials in support)

ANNEXURE-III

PAST EXPERIENCE, ORDER VALUE WITH SUPPORTED DOCUMENTS

(Amount in Lac)

Number of Tours conducted in the past three years		Period of contract		Type of the Tour undertaken	Value of contract	No. of persons taken for the Tour	Remarks, if any
		From	To				

(Please enclose testimonials in support)

(Additional sheets, if required may be attached)

Seal of the Company / Firm

Signature of the authorised signatory

Date: _____

Name & Designation

ANNEXURE- IV

DETAILS OF TOURS IN HAND

(Please enclose testimonials in support)

(Amt in Lac)

Number of Tours to be conducted/ in hand	Period of contract		Type of tour to be undertaken	Value of contract (in ₹)	No. of persons to be taken for the tour	Remarks, if any
	From	To				

(Additional sheets, if required may be attached)

Seal of the Company / Firm

Signature of the authorised signatory

Date: _____

Name & Designation

DETAILS OF RESORT

- 1 Name of the Resort :
- 2.Address :
- 3.Category(Star Rating if any)
- 4.Total number of Rooms in the Resort (Category Wise) :
5. Category of Rooms being offered :
- 6.Licenses Available with the Resort :Y/N
- (a)- FSSAI License
 - (b)Liquor or Bar License
 - (c)Health/Trade License
 - (d)License under shop and Establishment Act
 - (e)Approval under Catering establishment Act
 - (f)Music Clearance Permission
 - (g)License of Bakery Product
- 7.Garden/Open space :
- 8.Swimming Pool :
- 9.Bar :
- 10.Gym/SPA :

DATE:
PLACE:

SIGNATURE AND SEAL OF THE BIDDER

DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES

I/We.....S/o/D/o.....

.....Residing at.....hereby certify that none

of our relatives(s) as defined in the Tender document is/are employed in SBI as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, SBI shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

(The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son's wife (daughter- in-laws), daughter(s), husband (son-in-law), brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law) etc.

[Authorized Signatory]

Place :

Signature with seal of the Firm/Company

Name in Capital Letters:

Date:

Address:

FINANCIAL BID**A. Project Level Charges [For the group of 30 Persons]**

Sl. No.	Particulars	Amount	Remarks
1	Resort Charges	₹	
2.	Bus Charges	₹	
3.	Cruise Charges	₹	
4.	Food/Snacks Charges	₹	
5.	Any other charges (pls specify) (a) (b) (c) (d) (e) (f) (g)		
	Sub-Total	₹	
	Grand Total (SI No. 1+2+3+4+5)	₹	
Additional Information: Per unit cost (Please refer to the point No. 6.5 (v) Terms of Payment)		₹	

(Rupees _____)

Highest score in Financial Bid will be 50. The lowest bidder (L-1) will be awarded a score of 50. Score of other bidders will be proportionately reduced by the percentage by which their financial bids will exceed the lowest (L-1) bid.

Example- Amount quoted by L1 bidder (say) : ₹ 100

Amount quoted by L2 bidder (say) : ₹115

In this case being L1 bidder the score will be 50 marks. Whereas L2 bidder has quoted more by 15%, hence his score will be reduced by 15% that is L2 will have a score of 42.50.

B. Unit Level Charges [For one unit consisting of one Official and Spouse] (₹)

(Rupees _____)

Date:

Place:

Signature and seal of the Bidder

* The Base price for this Tender is ₹ 6.00 lacs and any Selected bidder/ Vendor quoting below this rate in the financial bid will be treated as disqualified from the Tendering process.

APPENDIX-A

Menu for Onboard Snacks & at Midway stopover for onward journey to Sunderbans

Menu Option-I	Menu Option-II
Cashew	Samosa
Almond	Pakora/ Cutlet
Bhujia/ Chips	Sandwiches
Packaged Mineral Water Bottle (Make: Bisleri / Kinley/ Bailey)	Tea Coffee

Menu of Lunch in Sunderbans at the Resort (Day-1)

- 1) One Vegetarian Soup with Bread roll and Butter, Soup stick
- 2) One Vegetable with gravy like : Karahi Paneer/ Matar Paneer/ Paneer do-Pyaza/ Paneer Masala/ Palak Paneer/ Shahi Paneer/ Malai Kofta etc.
- 3) One Seasonal Dry Vegetable like : Aloo Parwal/ Cabbage Matar/ Aloo Cauliflower etc.
- 4) Mixed Boiled vegetables
- 5) 3 Non-Vegetarian dish :
 - (a) Chicken Dish: Butter Chicken/ Kadhai Chicken/ Chicken do Piazza/ Chicken Masala,
 - (b) Fish Dish : Fish Curry/ Fish Fry.
 - (c) Mutton Dish : Mutton Rogan Josh/Mutton Kassa
- 6) One Yellow Dal
- 7) Rice/ Bread:

Rice	Assorted Breads
Plain Rice	Tava Roti (Chapati)
Veg Pulao / Peas Pulao/ Jeera Rice	Tandoori Roti / Plain Naan
Curd Rice or Lemon Rice	Missi Roti

- 8) Sambar or Rasam
- 9) Green Salad
- 10) Paapad: Grilled
- 11) Plain Curd and Raita /Dahi Bhalla / Bundi Raita.

12) Pickles

13) Dessert :

- One Sweet like Gulab Jamun/ Rasgulla/ Baked Rasgulla/Sandesh
- One Ice Cream,
- Gajar Ka Halwa/ Ras Malai/Misti Doi etc., (any one)

16) Fresh Cut fruits

Menu for High Tea on the Cruise (Day-1)

- 1) Chicken Pakora
- 2) Veg Pakora
- 3) Samosa/Cutlet/Sandwich
- 4) Tea/ Coffee

Menu of Dinner in Sunderbans at the Resort (Day-1)

- 1) One Vegetarian Soup with Bread roll and Butter, Soup stick
- 2) One Vegetable with gravy like : Karahi Paneer/ Matar Paneer/ Paneer do-Pyaza/ Paneer Masala/ Palak Paneer/ Shahi Paneer/ Malai Kofta etc.
- 3) One Seasonal Dry Vegetable like : Aloo Parwal/ Cabbage Matar/ Aloo Cauliflower etc.
- 4) Mixed Boiled vegetables
- 5) 3 types of Non-Vegetarian dish:
 - (a) Chicken Dish: Butter Chicken/ Kadhai Chicken/ Chicken do Piazza/ Chicken Masala,
 - (b) Fish Dish: Fish Curry/ Fish Fry.
 - (c) Mutton Dish: Mutton Rogan Josh/Mutton Kassa
- 6) One Yellow Dal
- 7) Rice / Breads:

Rice	Assorted Breads
Plain Rice	Tava Roti (Chapati)
Veg Pulao / Peas Pulao/ Jeera Rice	Tandoori Roti / Plain Naan
Curd Rice or Lemon Rice	Missi Roti

8) Sambar or Rasam

9) Green Salad

10) Papad: Grilled

11) Plain Curd and Raita /Dahi Bhalla / Bundi Raita.

12) Pickles

13) Dessert

- One Sweet like Gulab Jamun/ Rasgulla/ Baked Rasgulla/Sandesh
- One Ice Cream,
- Gajar Ka Halwa/ Ras Malai/Misti Doi etc., (any one)

14) Fresh Cut fruits

Menu for Breakfast in Sunderbans at the Resort (Day-2)

Main Items:

- Idly-Vada/ Masala Dosa/ Upma/ Uthappam/ Sambar, Coconut Chutney
- Veg sandwich
- Poha
- Stuffed Paratha with Curd/ Paratha-Aloo Subji / Puri Aloo Sabji
- Eggs: Full boiled/Poach (Half fried)/Omelette as per order
- Corn Flakes and Milk or Oatmeal & Milk
- White and Brown Bread (toasted in electrical toasters)
- Amul Butter & Jam, Fruits/cut Fruits (2 types)

Beverages:

- Tea (Normal / Dip), Green Tea, Lemon Tea, Masala Tea Instant Coffee,

Menu of Lunch in Sunderbans at the Resort (Day-2)

1) One Vegetarian Soup with Bread roll and Butter, Soup stick

2) One Vegetable with gravy like : Karahi Paneer/ Matar Paneer/ Paneer do-Pyaza/ Paneer Masala/ Palak Paneer/ Shahi Paneer/ Malai Kofta etc.

3) One Seasonal Dry Vegetable like : Aloo Parwal/ Cabbage Matar/ Aloo Cauliflower etc.

4) Mixed Boiled vegetables

5) 3 non-Vegetarian dish

(a) Chicken Dish: Butter Chicken/ Kadhai Chicken/ Chicken do Piaza/ Chicken Masala

(b) Fish Dish : Fish Curry/ Fish Fry

(c) Mutton Dish: Mutton Rogan Josh/Mutton Kassa

6) One Yellow Dal

7) Rice/ Breads:

Rice	Assorted Breads
Plain Rice	Tava Roti (Chapati)
Veg Pulao / Peas Pulao/ Jeera Rice	Tandoori Roti / Plain Naan
Curd Rice or Lemon Rice	Missi Roti

8) Sambar or Rasam

9) Green Salad

10) Papad: Grilled

11) Plain Curd and Raita /Dahi Bhalla / Bundi Raita.

12) Pickles

13) Dessert :

- One Sweet like Gulab Jamun/ Rasgulla/ Baked Rasgulla/Sandesh
- One Ice Cream,
- Gajar Ka Halwa/ Ras Malai/Misti Doi etc., (any one)
- Fresh Cut fruits

Menu for Onboard / Mid-way stopover Snacks on return journey from Sunderbans (Day-2)

Menu Option-I	Menu Option-II
Cashew	Samosa
Almond	Pakora/ Cutlet
Bhujia/ Chips	Sandwiches
Packaged Mineral Water Bottle (Make: Bisleri / Kinley/ Bailey)	Tea Coffee

EVALUATION SHEET FOR TECHNICAL BIDS/TECHNICAL PARAMETERS

Sl. No.	Parameters	Maximum Marks
1	Constitution	
	Public Ltd. Co	5
	Pvt. Ltd Co.	4
	Partnership firm/ Proprietorship	2
2	Experience in Conducting Tour	
	> = 10 Years	5
	>= 8 Years but < 10 Years	3
	>= 5 Years but < 8 Years	2
	< 5 Years	Not Eligible
3	Average Annual Turnover \$	
	>= ₹ 3 Crores	5
	>= ₹ 2.00 Crores but < ₹ 3 Crores	4
	>= ₹ 1.00 crores but < ₹ 2.00 crores	2
	>= ₹ 0.50 Crores but < ₹ 1.00 Crores	0
4	Number of Tours in hand as on date 30.04.2026	
	>=10	5
	>= 5 but <10	3
	< 5	1
5	Number of Tours conducted for Corporates. (2024-25)	
	>= 8	5
	>=5 but <8	3
6.	Bus to be provided	
	Volvo Bus 9400, 14.5 mt in length(Make-Volvo Buses India)	5
	Other similar vehicle	2
7.	Resort Location: Riverside Proximity	
	Within 500 Meter	5
	Beyond 500 Meter	2
8.	Room Type	
	Superior / Deluxe Type	5
	Other type	0
9.	AC Luxury Cruise facility at the Resort	10
	others	0
	Maximum Marks	50
	Score obtained in Technical Parameters	

\$ Average Annual Turnover as per Audited Financial Statement of FY 2025-23, 2023-24 & 2024-25 . If Audited Financial Statement of FY 2025-26 is available then Average Annual Turnover will be as per Financial Statement of FY 2023-24,2024-25, 2025-26.

(Note: All supporting Documents to be enclosed for evaluation)

BANK GUARANTEE

**The Director,
State Bank Institute of Leadership,
Ashoka Bhawan (Admin Block),
Plot No. II F/2, Street No. 329,
Newtown Action Area III, Rajarhat,
Kolkata 700 160**

(Hereinafter referred to as “State Bank Institute of Leadership, Kolkata/you”)

Whereas consequent to your request for tender dated _____ you have awarded the contract vide letter No. _____ dated _____ to M/s _____ having its Corporate Office at _____ (hereinafter referred to as “the Selected bidder/ Vendor”) to _____. Whereas as per the payment terms of the said TENDER the Selected bidder/ Vendor has to submit a Performance Bank Guarantee from any scheduled commercial Bank (other than SBI) in favour of you.

And whereas, we, _____ Bank, having our branch office at _____ (hereinafter referred to as “the Guarantor”) on the request of the Selected bidder/ Vendor hereby expressly and unreservedly undertake and Guarantee to pay to you, a sum not exceeding ₹ _____ /- (Rupees _____ only), in the event of any breach by the Selected bidder/ Vendor of the obligations under the contract , or reasons attributable to the Selected bidder/ Vendor on account of the same.

This Guarantee shall be limited to an amount not exceeding ₹ _____ /- (Rupees _____ only). You may raise a demand on us in writing stating the amount claimed under the Guarantee and on receipt of your claim in writing, without any demur, protest or contest and without any reference to the Selected bidder/ Vendor, we the Guarantor shall make the payment under this Guarantee to State Bank Institute of Leadership, Kolkata within 24 hours of receipt of written claim / demand.

We the Guarantor, further confirm that a mere letter from the State Bank Institute of Leadership, Kolkata, that there has been a breach by the Selected bidder/ Vendor of its obligations or there are sufficient reasons for invoking this Guarantee, shall without any other or further proof be final conclusive and binding on the Guarantor.

We shall not be discharged or released from this undertaking and the Guarantee by any arrangement, variation, violation between you and the Selected bidder/ Vendor, indulgence to Selected bidder/ Vendor by you with or without our consent or knowledge and this Guarantee shall be in addition to any other Guarantee or security you possess against the Selected bidder/ Vendor.

This Guarantee shall be a continuing Guarantee and shall not be discharged by any change in the constitution of the Bank, Guarantor or the Selected bidder/ Vendor. It is further

guaranteed that the payment under this Guarantee shall be made by us on receipt of your written demand as aforesaid making reference to this Guarantee.

Notwithstanding anything contained herein above, our liability under this Guarantee is restricted to ₹ _____/- (Rupees _____ only).

This Guarantee shall remain in full force and effect for a period of _____ months up to _____ unless a claim under this Guarantee is made against us within one month from that date i.e. on or before _____, all your rights under this Guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

Thereafter, our Guarantee shall be considered as null and void whether returned to ourselves or not.

Date:

For _____
(Branch and Bank)

Place:

FINAL SCORING SHEET

Name of the Firm/Company	Score as per Technical Evaluation Sheet as per APPENDIX-B (Maximum Marks -50) (i)	Score in Financial Bid as per ANNEXURE-VII Maximum Marks- 50 (ii)	Total 100 (Maximum Marks) (i+ii)

Note:

- 1. Qualifying marks in Technical Evaluation to be eligible for opening of the Financial Bid is 35/ 50.**
- 2. The lowest financial bidder will get a maximum of 50 marks.**
- 3. If the second lowest financial bidder quotes 10% more than the lowest bidder then the second lowest bidder will get 45 marks and likewise if the second lowest financial bidder quotes 20 % more than the lowest bidder then the second lowest bidder will get 40 marks under Financial Bid.**