

South Eastern Railway

Office of the
Pr.Chief Personnel Officer
11, Garden Reach Road, Kolkata 700 043
Dated: 04.11.2025

NO.SER/P-HQ/Wel/HC/2025

Sub: Offer inviting quotations for Travel Agencies for Kerala Tour for organizing Holiday Camp/2025-26 of Non-Gazetted employees (Male & Female) over South Eastern Railway under the aegis of Staff Benefit Fund.

South Eastern Railway/HQ is going to organize Holiday Camp/ 2025-26 of Non-Gazetted employees of this Railway under the aegis of Staff Benefit Fund tentatively in the 1st week of January 2026.

NOTIFICATION FOR QUOTATIONS

It has been decided by the Competent Authority of S.E. Railway that a Holiday Camp -cum- Tour of Non-Gazetted employees (Male & Female)-2025-26, will be organized at Kerala in the month of January'2026 under the aegis of SBF, wherein 110 heads (approx.) comprising of Male and Female Rly.Employees including 02 Executive will participate. The duration of the entire tour will be 12 (twelve) days. Journey from Howrah to Ernakulam and back will be arranged by the Railway Authority by providing 02(two) nos. of 3AC coaches. The sight-seeing at Kerala will be conducted by the Luxury Bus. To extend the facility of good quality of food (veg & non-veg), accommodation in standard hotels and transportation by luxury bus for sight-seeing, quotations are invited from renowned and reputed Travel Agencies having Govt. Registration and credentials, who can fulfill the requirement with full responsibility. The terms & conditions including the mode of payment for this Tour should be mentioned in the Quotation by the Travel Agencies while submitting the same to this office. Moreover, they should have the updated GST clearance which are to be produced before the authority —of this Railway on demand. Quotation should be submitted indicating expenditure on per head basis (per pax) for arrangement of food, accommodation and transportation to be incurred by the Railway Authority, keeping in view the following programme and requirement.

DETAILS OF THE TOUR OF KERALA - 12 DAYS

Days	DATE	PROVISIONAL PROGRAMME DETAILS	OVER NIGHT
1st	03/01/2026	Journey starts by train No. 22877 at 14.45 hrs from Howrah	Train
2nd	04/01/2026	In Train	Train
3rd	05/01/2026	The train will reach Ernakulam at 03.30 hrs and check in to hotel.	Ernakulam
4th	06/01/2026	Sight-seeing Kochi via Athirappally - back to hotel	Ernakulam
5th	07/01/2026	Kochi to Munnar via Attukad Falls & Pothamendu and stay	Munnar
6th	08/01/2026	Munnar local sightseeing cover Medupatti Dam, Tea Museum, Kundala Dam, Top Station, Eco Point, Rajamalai Park and stay	Munnar
7th	09/01/2026	Munnar to Thekkady and visit Marshal Art, Spices Garden & Kothakoli Dance	Thekkady
8th	10/01/2026	At morning proceed for Jungle Safari via Periyar and proceed for Alleppey and stay	Alleppey
9th	11/01/2026	Alleppey to Trivandrum via Kovalam and stay	Trivandam
10th	12/01/2026	Trivandrum to Kochi by visiting Padmanabhaswami Temple, sight seeing other places and start for returning journey from Ernakulam by train No. 22878 at 23.25 hrs	Train
11th	13/01/2026	In Train	Train
12th	14/01/2026	The Train will arrive at Howrah at 14.00 hrs and tour Ends.	Kolkata

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DETAILS OF REQUIREMENTS

ARRANGEMENT OF FOOD.

- (i) Menu of food from commencing to end of journey to be provided.

1st day : From Lunch to Dinner (all the items to be supplied during train journey)

2nd day to 11th day : Morning — Bed Tea with biscuits, breakfast with tea/coffee.
Noon — Lunch,
Afternoon — Tea with biscuits, snacks
Evening — Snacks, tea/coffee
Night — Dinner

12th day : Morning — Bed Tea with biscuits, breakfast with tea/coffee.
Noon — Lunch,
Afternoon — Tea with biscuits, snacks
Evening — Snacks, tea/coffee

- (ii) All food items should be supplied fresh, tasty and palatable. Menu to be fixed on negotiation at the time of Agreement.
(iii) Only cooked food by the travel agency should be supplied in the lunch & dinner during train journey. Drinking water in sealed bottles should be provided by the Travel Agencies to each passenger at lunch & dinner during train journey.

B. TRANSPORTATION :

2/2 Luxury AC bus for journey from one place to another and also for site-seeing during the tour.

C. ACCOMMODATION :

Specious Double-bedded Rooms with attached bath and toilet to be provided for accommodation of 2 heads. Rooms should be AC at Alleppey, Kochi, Trivandrum and at Munnar & Thekkady, it may be Non-AC. It will be preferred for arranging accommodation of all Rooms of same standard in a single Hotel/Resort.

D. OTHER CONDITIONS:

- (i) A mutual agreement of the both parties i.e. South Eastern Railway and the authorized signatory of the Travel Agency will be negotiated.
(ii) All payments will be made by NEFT mode only.
(iii) Quotations must be submitted in sealed cover addressing to the following authority with all detail of Travel Agency and reached to the latest by 15.00 hrs. of 10.11.2025 Quotations will be opened in the chamber of Sr.Personnel Officer(HQ)/SER/Garden Reach at 16.00 hrs. on the same day.
(iv) Quotations received through TELEX/FAX/e-mail shall not be entertained/considered.
(v) Travel agency will be selected from the quoted agencies, based on the rates, number of sight-seeing including condition/quality of accommodation duly mentioning the name of the hotel/resort and food etc.
(vi) Address of the authority for addressing as well as submission of quotations :-

S. Chandel
04/11/2025

Secy. CSBF Committee

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Sr.Personnel Officer(HQ),
South Eastern Railway, Garden Reach,
Kolkata -700043.