



Letter No.: JSLPS/CTR/Procurement/02/2019-20

Date:07/06/2019

Tender Call Notice on Limited Tendering Method

Sealed tender are invited from registered travel agencies for **providing different types of vehicle on daily hiring basis and Monthly for local and out-station tours for JSLPS DMMU Chatra** and its different BMMU offices situated in Lawalog, Tandwa, Partappur & Mahyurhand, Kunda, Chatra Sadar, and Itkhor, Simaria initially for a period of Eleven month. The detailed terms and conditions and prescribed formats for submission of tender are available in the website of JSLPS e.g. [www.jslps.org](http://www.jslps.org) which can be downloaded for use. Interested travel agencies may submit their tender in sealed cover super-scribing as "Tender for Hiring of Travel Agencies for 2019-20" to the undersigned on before **15.30 hours of 24<sup>th</sup> June , 2019.**

SD/

District Program Manager

Copy to: - Website & notice board of JSLPS for display



District Mission Management Unit, Chatra

**TERMS AND CONDITIONS**

Background: - Jharkhand State Livelihood Promotion Society (JSLPS) under the aegis of Rural Development Department, Government of Jharkhand is an autonomous Society registered under the Society Registration Act, 1860. JSLPS's mandate is to promote livelihoods amongst disadvantaged communities across the state to reduce the poverty.

JSLPS has been designated by the Government of Jharkhand to design and implement the NRLM, NRETEP, , DDUGKY and other Projects of Ministry of Rural Development, Government of India in the State. In this backdrop the Society requires the services of a Travel Agency for providing travel related services i.e. providing of Hiring of Vehicles on monthly basis, local & Outstation travel.

**Objectives: - Selection of Travel Agency for providing travel related quality services.**

**A. Scope of Work :-**

1. Provide vehicles like Bolero, Scorpio and Bus (both A.C. & non A.C.) on daily basis for local and outstation tours as and when required on hiring basis.

**B. Key requirements :-**

1. A travel agency with a valid GST number.
2. Having Experience of minimum two years in the similar field.
3. Agency should provide vehicle at any moment of time as and when demand would be raised by the society.
4. The driver of the vehicles should have valid driving license not less than 2 years, Should not be rude and Careless behaviour, Knowledge of safety and security, free from any alcoholic-narcotics addiction and will not have any past accident history or any pending legal issue against the driver.
5. The Travel Agency should have its own operation office at Chatra, , Huntarganj ,mayurhand, , Lawlong and Tandwa.
6. Copies of the order received from different govt. agencies/semi govt. agencies during last three years if any
7. The travel agency shall ensure that the vehicles provided will be free from all types of Govt. levies e.g. Regd. Free, Valid permit, Road Tax, Insurance, Pollution Control Certificate and if any applicable statutory obligation.
8. The Agency can submit their organizational format placed at **Annexure – I**
9. The Agency debarred/blacklisted from JSLPS or any other organization shall not be taken into consideration.
10. All the pages of the Tender documents shall be signed by the travel agency.

**C. Other Conditions:-**

1. JSLPS will pay only the Hire charges of the Vehicles used by the office on daily basis and payment will be made on per day basis as per the price quoted by the Bidder.
2. The Fuel Cost will be reimbursed as per the Prevailing Market Rate based on Kilometres covered during the travel period.
3. The travel agencies will bear all the costs towards POL, driver's payment, driver food, Vehicle & Driver's insurance & its day to day maintenance cost etc
4. In case of tour vehicle, the agencies will pay the toll/entry taxes or parking charges etc. and that will be reimbursed by JSLPS DMMU chatra on Production of original bills.



District Mission Management Unit, Chatra

5. The Travel agencies should submit their price as per the format attached at Annexure-II for Local & Outstation travel.
6. The Vehicles can be used in all working days and holidays in case of urgency.
7. Normal working hours of daily vehicles will be from 8.00 AM to 8.00 PM and may be more in certain exceptional cases. Night halting charges would be applicable in case Vehicle is used after 9.00 PM.
8. The agency shall be fully responsible, in case of any damage of vehicle and third party occurred during the travel period.
9. In case of Local & Outstation travel, KM coverage will be started from the travel agency office and will be closed at the door step of the officers/guests, who will use the vehicle.
10. Each Bidder shall submit only one quotation & alternative or conditional offer shall not be accepted and the tender will be rejected summarily.
13. Tenders received after the stipulated date and time or through email/fax shall not be accepted.
14. The Tender shall remain valid for a period not less than **45 days** from the last date specified in the Tender.
15. If required, the DMMU will empanel one or two agencies, which will cater the requirement in case of bulk booking or non-availability of sufficient vehicles with any empanelled/selected agencies.
16. The Order will be placed with the lowest responsive bidder to supply the vehicles on hiring basis.
17. If the travel agencies did not execute the order or violate the terms and conditions, the firm will be blacklisted from this organization.
18. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
19. Any legal dispute arising out of this are subject to the jurisdiction of the court located at Chatra only.
20. The tender shall be opened in JSLPS **DMMU Chatra office 16.15 Hours** of the last date of submission as mentioned in the advertisement in presence of the bidder (s).
21. Notwithstanding, anything contained as above JSLPS reserves the right to accept or reject any or all bid (s) and cancel the bidding process at any time without assigning any reasons for such act to the bidders.



District Mission Management Unit, Chatra

Annexure I

Organizational Profile of the Travel Agencies or Vehicle Owner		
SL.No	Particulars	Compliance
1	Name of the Travel Agencies or Owner	
2	Registered Office (Complete Address with Tel./Mob. No. and Email ID)	
3	Name of the Proprietor/Partners etc	
4	Year of Registration (mandatory for Travel	
5	GST Registration No. (Mandatory for Travel Agency)	
6	PAN No. of Agency or Proprietor	
7	Name of the Govt. or any other Institutions to whom vehicle supplied earlier on monthly basis (mandatory for Travel	
8	No. of Vehicle Supply (Monthly only)	
9	Approx. Bill per Year	
10	No. of Vehicles under Travel Agency	
11	Type of Vehicles & Registration No	
12	Name of the Govt. or any other Institutions to whom vehicle supplied earlier (Tour	
13	Year and Period of Supply (Tour)	
14	Turnover during last three years as per Audit	
15	NB: Please enclosed all the relevant	

This is to certify that the above information's and figures are based on facts and records and if any deviation noticed at any point of time, the tender shall be cancelled, firm will be blacklisted form this organization and order will be cancelled.

**Signature of the Travel Agency or Owner**

**Business Address**

**Name :**

**Ph. /Mob. No. :**

**Email-id: Service**

**GST No. Date**

**Seal of the travel agency**



**Annexure -II**

<b>PRICE FORMAT FOR HIRING OF TOUR VEHICLES</b>				
<b>Sl.NO</b>	<b>Types of Vehicles</b>	<b>Vehicle Charges Per day (in Rs) (10 Hours) or (within 200</b>	<b>Mileage/one Liter</b>	<b>NIGHT HOLDING CHARGES (Applicable for Outstation Tour)</b>
	<b>Bolero (AC)</b>		<b>10 KM</b>	<b>Rs 300 Per Night</b>
	<b>Tata Sumo ( AC)</b>		<b>10 KM</b>	
	<b>Scorpio (AC)</b>		<b>10 KM</b>	
	<b>Indigo (AC)</b>		<b>12 KM</b>	

We agree to provide the hiring vehicles for local and out-station tours as per the terms and condition mentioned in the tender documents and rates mentioned above for a period of one year from the date of signing of the contract/receipt of the order from JSLPS and also agreed that the price will remain unchanged during the period.

**Signature of the Travel Agency or Owner**

**Business Address**

**Name :**

**Ph. /Mob. No. :**

**Email-id: Service**

**GST No. Date**

**Seal of the travel agency**



**Annexure -III**

<b>PRICE FORMAT FOR HIRING OF VEHICLE ON MONTHLY BASIS FOR CHATRA District</b>				
<b>Sl.NO</b>	<b>Types of Vehicles</b>	<b>Vehicle charges per month(Rs)</b>	<b>Mileage/one Liter</b>	<b>Taxes(Mention in %)</b>
	<b>Bolero (AC)</b>		<b>10 KM</b>	

We agree to provide the hiring vehicles for local and out-station tours as per the terms and condition mentioned in the tender documents and rates mentioned above for a period of one year from the date of signing of the contract/receipt of the order from JSLPS and also agreed that the price will remain unchanged during the period.

**Signature of the Travel Agency or Owner**

**Business Address**

**Name :**

**Ph. /Mob. No. :**

**Email-id: Service**

**GST No. Date**

**Seal of the travel agency**



District Mission Management Unit, Chatra

(On the letter head of Travel Agency)

Draft letter for submission of tender

Ref No. ....

Dated:.....

To

The District Program Manager

Jharkhand State Livelihood Promotion Society  
Near Civil court, Chatra

Sub:- Submission of Tender for supply of vehicle on daily basis.

Ref: Your tender No. \_\_\_\_\_

Dated:..... Dear Sir/Madam

With reference to the subject cited above, I am to submit herewith the most competitive tender for providing vehicle or vehicles for local & out station travel on hiring basis as per the terms and conditions mentioned in the tender documents.

The documents enclosed  
are;

- a) Travel Agency Profile as per the prescribed format in Annexure-I.
- b) Rate for Tour Vehicles as per the prescribed format in Annexure-II & III

Yours Sincerely,

(Mr. >.....(Name of the Proprietor)

M/s .....(name of the Travel Agency)

We agree to provide the hiring vehicles for local and out-station tours as per the terms and condition mentioned in the tender documents and rates mentioned above for a period of one year from the date of signing of the contract/receipt of the order from JSLPS DMMU Chatra, and also agreed that the price will remain unchanged during the period.

**Signature of the Travel Agency**

**Business Address**

**Name: .....**

**Ph. /Mobile:-**

**E-mail Id –**

**Date: - ...../...../2019**



Jharkhand **Aajeevika** Mission Society

(Under the aegis of Rural Development Department, Govt Of Jharkhand)



District Mission Management Unit, Chatra