

## Jharkhand State Livelihood Promotion Society

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

### District Mission Management unit

1<sup>st</sup> Floor, Kalash Kunj, Plot No-218, Goshala Road, Dudhani

Dist- Dumka, Jharkhand

Phone No. 06434-225027, Website – [www.jslps.org](http://www.jslps.org)



Letter No: JSLPS/DMMU/DUMKA/2019-20/50

Date: 03/06/2018

### **Notice Inviting Tender on Limited Tendering Method**

Sealed tenders are invited from travel agencies having Valid **GST Registration** for providing different types of vehicle on Daily hiring basis, Monthly Basis for Local and Outstation tour, and Bus (35/45/55 Seater) for JSLPS Dumka and its different Block/BMMU offices for a period of one year. The detailed term & conditions and prescribed formats for submission of tender are available in the Notice Board of JSLPS Dumka and official website of JSLPS i.e. [www.jslps.org](http://www.jslps.org) , which can be for use. Interested agencies may submit their tender in a sealed cover super-scribing as **“Tender for Hiring of Travel Agencies for 2019-20”** to the undersigned on or before 15.30 hours of **18<sup>th</sup> of June '2019**.

Sd/-

**District Program Manager**

**Copy to the Notice Board of JSLPS-Dumka and Website i.e. [www.jslps.org](http://www.jslps.org) .**

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**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 Aajeevika Project 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 vehicles on monthly basis, local & outstation travel.

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

**A. Scope of Work:** -

1. Provide vehicles like Bolero, Scorpio and Tata Sumo (both A.C & non-A.C) on local and out station tours on **hiring basis**.
2. Provide vehicles like Scorpio A.C on **Monthly Basis** for local and out station.
3. Providing **Bus** on daily basis for local and outside tour

**B. Key requirements:** -

1. A reputed travel agency may submit the bid (as per **Package**).
2. Having experience of minimum two year in the similar field.
3. Agency should have minimum 02-03 nos. of similar types of vehicles in its own possess. (**Registration Number Required for at least two Vehicle**)
4. **Valid GST Registration.**
5. The driver of the vehicles should have valid driving license, should not be rude and careless behavior, knowledge of safety and security, free from any alcoholic- narcotics addition and will not have any past accident history or any pending legal issue against the driver
6. The Travel Agency should have its own operation office at Dumka or nearby District.
7. The travel agency shall ensure that the vehicles provided will be free from all types of Govt. levies e.g. Regd. Fee, valid permit, Road Tax, Insurance, Pollution Control Certificate and if any applicable statutory obligation.
8. The Agency can submit their organizational profiles as per the format placed at **Annexure-I**.

**C. Other Conditions:**

1. JSLPS will pay only the Hire charges of the vehicles used by the office on Daily basis and in case of tour vehicles payment will be made on kilometer/day basis as per the price quoted by the bidders.
2. The fuel cost will be reimbursed as per the prevailing market price based on mileage covered during travel period in case of monthly and local travel and in case of out station tour payment will be made only on KM coverage during the travel.
3. The travel agencies will bear all the costs towards driver's payment, vehicle & Driver's insurance & its day-to-day maintenance cost etc.

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4. In case of tour vehicle, the agencies will paid the toll/entry taxes or parking charges etc. and that will be reimbursed by JSLPS on production of original bills.
5. The travel agencies should submit their price as per the format attached at **PACKAGE-I** Monthly basis for District -Dumka, **PACKAGE- II** for daily basis for BMMU/DMMU and **PACKAGE- III** for Buses.
6. The normal working hours of Daily vehicles will be from 9.00 am to 8.00 pm and may be more in certain exceptional cases.
7. The night hold charge (Rs 250 Per day) on per day basis vehicle will be payable only if user of Vehicle stays with vehicle outside the District.
8. The agency shall be fully responsible, in case of any damage of vehicle and/or third party occurred during the travel period.
9. In case of break down, the agency will provide a substitute vehicle of same or equivalent make.
10. In case of local and outstation travel, KM coverage will be started from the place from where the Guest Pickup and will be closed at the door step of the officers/guests, who will use the vehicle.
11. Each bidder shall submit only one quotation & alternative or conditional offer shall not be accepted and the tender will be rejected summarily.
12. Tenders received after the stipulated date and time or through email/fax shall not be accepted.
13. The tender shall be remained valid for a period not less than **45 days** from the last date specified in the tender.
14. The order will be placed with the lowest responsive bidder to supply the vehicles on hiring basis.
15. In Exceptional cases JSLPS may require daily vehicle from L2/L3/L4 vendor in L1 rate if accept.
16. If the travel agencies did not execute the order or violate the terms and conditions, the firm will be blacklisted from this organization.
17. If the agency performance is satisfactory then contract may be renewed for another 1(One) year with same term and condition.
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 disputes arising out of this are subject to the jurisdiction of the court located at Dumka only.
20. The tenders shall be opened in JSLPS Dumka Office at 16.30 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

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### **PACKAGE-I**

| <b>PRICE FORMAT FOR HIRING OF VEHICLES ON MONTHLY BASIS for Dumka District</b> |                   |                                |                       |                      |
|--------------------------------------------------------------------------------|-------------------|--------------------------------|-----------------------|----------------------|
| Sl. No.                                                                        | Types of Vehicles | Local Tours/Outstation Tours   |                       | Taxes (Mention in %) |
|                                                                                |                   | Vehicle Charge per Month (Rs.) | KM per one-liter fuel |                      |
| 1                                                                              | Scorpio AC        |                                | 10                    |                      |

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  
Business Address**

**Name:**.....

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

**Email id:**.....

**Service Tax No.**.....

**Date:** .....

(Seal of the Travel Agency)

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### PACKAGE-II

| <b>PRICE FORMAT FOR HIRING OF VEHICLES ON PER DAY BASIS FOR BLOCK/DMMU</b> |                        |                                        |                       |            |                      |
|----------------------------------------------------------------------------|------------------------|----------------------------------------|-----------------------|------------|----------------------|
| LOCATION.....                                                              |                        |                                        |                       |            |                      |
| Sl. No.                                                                    | Types of Vehicles      | Local Tours/Outstation Tours (per day) |                       |            | Taxes (Mention in %) |
|                                                                            |                        | Vehicle Charge per day (Rs.)           | KM per one-liter fuel | Night Hold |                      |
| 1                                                                          | Scorpio (AC/ Non-AC)   |                                        | 10                    | 250        |                      |
| 2                                                                          | Bolero (AC/ Non-AC)    |                                        | 10                    | 250        |                      |
| 3                                                                          | Innova (AC/ Non-AC)    |                                        | 10                    | 250        |                      |
| 4                                                                          | Tata Sumo (AC/ Non-AC) |                                        | 10                    | 250        |                      |
| 5                                                                          | TATA MAGIC             |                                        | 10                    | 250        |                      |
| 6                                                                          | MAHINDRA PICK-UP       |                                        | 10                    | 250        |                      |
| 7                                                                          | Maruti Suzuki Alto 800 |                                        | 15                    | 250        |                      |
| 8                                                                          | Maruti Swift Dzire     |                                        | 15                    | 250        |                      |

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  
Business Address**

Name:.....

Ph. /Mob. No. ....

Email id:.....

Service Tax No.....

Date: .....

(Seal of the Travel Agency)

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### **PACKAGE-III**

| <b>PRICE FORMAT FOR HIRING OF BUS ON PER DAY BASIS</b> |                      |                              |                        |                      |
|--------------------------------------------------------|----------------------|------------------------------|------------------------|----------------------|
| Sl. No.                                                | Types of Vehicles    | Vehicle charges per day(Rs.) | KM per one-liter Fuel. | Taxes (mention in %) |
| 1                                                      | 52-55-Seater Seating |                              | 3                      |                      |
| 2                                                      | 45-48-Seater Seating |                              | 3                      |                      |
| 3                                                      | 35-38-Seater Seating |                              | 3                      |                      |
| 4                                                      | 45-48-Seater Sleeper |                              | 3                      |                      |
| 5                                                      | 52-55-Seater Sleeper |                              | 3                      |                      |

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  
Business Address**

Name:.....

Ph. /Mob. No. ....

Email id:.....

Service Tax No.....

**Date:** .....

(Seal of the Travel Agency)

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### Annexure-I

| Organizational Profile of the Travel Agencies. |                                                                                                              |            |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------|
| Sl. No.                                        | Particulars                                                                                                  | Compliance |
| 1                                              | Name of the Travel Agencies                                                                                  |            |
| 2                                              | Registered Office (Complete Address with Tel. /Mob. No. and Email ID)                                        |            |
| 3                                              | Name of the Proprietor/Partners etc.                                                                         |            |
| 4                                              | Year of Registration                                                                                         |            |
| 5                                              | Service Tax Registration No.                                                                                 |            |
| 6                                              | PAN No. of Agency or Proprietor                                                                              |            |
| 7                                              | Name of the Govt. or any other Institutions to whom vehicle supplied earlier on monthly basis                |            |
| 8                                              | Year and Period of Supply (Monthly)                                                                          |            |
| 9                                              | No. of Vehicle Supply (Monthly only)                                                                         |            |
| 10                                             | Approx. Bill per Year                                                                                        |            |
| 11                                             | No. of Vehicles under Travel Agency possession                                                               |            |
| 12                                             | Type of Vehicles & Registration No.                                                                          |            |
| 13                                             | Name of the Govt. or any other Institutions to whom vehicle supplied earlier (Tour vehicles)                 |            |
| 14                                             | Year and Period of Supply (Tour)                                                                             |            |
| 15                                             | Service Taxes Deposited Till                                                                                 |            |
| 16                                             | Turnover during last three years as per Audit, if any                                                        |            |
|                                                | NB: Please enclosed all the relevant documents like Previous order copies, Service Tax Registration No. etc. |            |

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  
Business Address**

**Name:**

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

**Email id:.....**

**Service Tax No.....**

**Date: .....**

(Seal of the Travel Agency)



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(On the letter head of Travel Agency)

**Draft letter for submission of tender**

Ref No. ....

Dated: ..... '2019.

To

**The District Program Manager  
Jharkhand State Livelihood Promotion Society  
Dumka**

**Sub: - Submission of Tender for supply of tour vehicles/ Buses.**

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

Dear Sir,

With reference to the subject cited above, I am to submit herewith the most competitive tender for providing vehicles on monthly, 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 Monthly Vehicles for District as per the prescribed format in **Package-I.**
- c) Rate for Daily Vehicles for BMMU/DMMU as per the prescribed format in **Package-II.**
- d) Rate for Buses as per the prescribed format in **Package-III.**

Yours Sincerely,

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

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

(Seal of the travel agency)