



# Jharkhand State Livelihood Promotion Society

(State Rural Livelihood Mission, Department of Rural Development, Govt. of Jharkhand)  
DMMU, Lohardaga, 2<sup>nd</sup> floor, H/o-Bina Devi, Near Block Office, Kutchery More, Lohardaga,  
Pin Code-835302, Phone No.- 06526-222077



Letter No.JSLPS/LOHARDAGA/2018-19/311

DATE: 01.12.2018

## Tender Call Notice

Sealed tenders are invited from registered/unregistered travel agencies for providing 52/42/33 Seated Bus on daily hiring basis for local and out-station tours for JSLPS-DMMU Lohardaga and its different BMMU offices initially for a period of one year. The detailed term & conditions and prescribed in formats for submission of tender are available in JSLPS Lohardaga office. Interested travel agencies may submit their tender to the undersigned office on or before 15.30 hours of 18<sup>th</sup> December'18

Sd/

**DISTRICT PROGRAM MANAGER**

**Copy to: Notice board of JSLPS/Website of JSLPS**

**Submission Address:**

**District Program Manager,  
Jharkhand State Livelihood Promotion Society,  
2<sup>nd</sup> Floor, At LGGS Building  
Near Block More, Main road,  
Lohardaga-835302**



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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 Societies 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 bus on daily hire basis for local & outstation travel.

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

**A. Scope of Work:-**

1. Provide Bus for 52/42/32 seated for local and out station tours as and when required on daily hire basis.

**B. Key requirements:-**

1. A travel agency/reputed bus owner with a valid GST registration number (If any).
2. Having experience of minimum two years in the similar field.
3. Agency should have minimum 3-5 nos. of similar types of vehicles in its own possess.
4. The driver of the vehicles should have valid driving license not less than 2 years, should not be rude and careless behavior, 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/Bus owner should have its own operational office at Lohardaga district.
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. Fee, valid permit, Road Tax, Insurance, Pollution Control Certificate and if any applicable statutory obligation.
8. The Agency/Bus Owner can submit their organizational profiles as per the format placed at

**Annexure-II.**

9. The agencies 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 rental charge per day basis as Lump sum as per the price quoted by the bidders.
2. The travel agencies will bear all the costs towards P.O.L., driver's payment, driver fooding vehicle & Driver's insurance & its day-to-day maintenance cost etc.

3. In case of tour vehicle, the agencies will paid the toll/entry taxes or parking charges etc. and that will be reimbursed by JSLPS DMMU Lohardaga on production of original bills.
4. In case of break down, the agency will provide a substitute vehicle of same or equivalent make.
5. The agency shall be fully responsible, in case of any damage of vehicle and/or third party occurred during the travel period.
6. In case of local and outstation travel, KM coverage will be started from the travel agency office (e.g. from Lohardaga as mentioned in the tender) and will be closed at the door step of the officers/guests, who will use the vehicle.
7. Each bidder shall submit only one quotation & alternative or conditional offer shall not be accepted and the tender will be rejected summarily.
8. Tenders received after the stipulated date and time or through email/fax shall not be accepted.
9. The tender shall be remained valid for a period not less than One year from the last date specified in the tender. and may be extend for another year If required
10. If required, the DMMU will empanel of one or two agencies, who will cater the requirement in case of bulk booking or non-availability of sufficient vehicles with any empanelled/selected agency.
11. The order will be placed to the lowest responsive bidder to supply the vehicles on hiring basis.
12. The order for supply of 'vehicle per day basis' will be made only against e-mail or vehicle requisition slip.
13. The payment will be made only after submission of bill & signed duty slip with place of visit.
14. If the travel agencies did not execute the order or violate the terms and conditions, the firm will be blacklisted from this organization.
15. 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.
16. Any legal disputes arising out of this are subject to the jurisdiction of the court located at Lohardaga only.
17. The tenders shall be opened in JSLPS DMMU Lohardaga Office at 16.00 hours of the last date of submission as mentioned in the advertisement in presence of the bidder(s).
18. 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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## Annexure-1

PRICE FORMAT FOR HIRING OF BUS ON PER DAY BASIS				
Sl. No.	Types of Vehicles	Vehicle charges per Day (Rs)	Fuel charge per KM.	Taxes (mention in %)
1	52 Seated bus (Non luxury)			
2	42 Seated bus (Non luxury)			
3	33 Seated bus (Non luxury)			

We agree to provide the hiring of Bus 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 Lohardaga 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:.....

GST No.....

**Annexure-II**

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	GST Registration No.	
6	PAN No. of Agency or Proprietor	
7	Name of the Govt. or any other Institutions to whom vehicle supplied earlier on Daily 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	GST Deposited Till	
16	Turnover during last three years as per Audit, if any	
	NB: Please enclosed all the relevant documents like Previous order copies, GST Registration	

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:.....**

**GST No.....**

**Draft letter for submission of tender**

Ref No. ....

Dated:.....

To

**The District Program Manager  
Jharkhand State Livelihood Promotion Society  
2<sup>nd</sup> Floor, House of  
LGGS ,Main Road,  
Lohardaga  
Lohardaga-835302**

**Sub:- Submission of Tender for supply of 52/42/33 Seated**

**Bus.**

**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 52/42/33 Seated Bus for local & out station travel on daily 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-II.**
- b) Rate for buses as per the prescribed format in **Annexure-I.**

Yours  
Sincerely,