



# **JHARKHAND STATE LIVELIHOOD PROMOTION SOCIETY**

(District Management Mission Unit, Hazaribagh)

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

C/o-Deepak Gupta, Banglore Clinic Gali, New Colony, Korrah, Hazaribagh – 825301

Contact No. 9431145800, 8789690006, Website – [www.jslps.org](http://www.jslps.org)



No: 144

Date: 12/10/18

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

Sealed tenders are invited from registered travel agencies for providing different types of vehicle on monthly hiring basis and for local and out-station tours for JSLPS DMMU Hazaribagh and its different BMMU offices initially for a period of one year. The detailed term & 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 a sealed cover super-scribing as “**Tender for Hiring of Travel Agencies for 2018-19**” to the undersigned on or before 15.30 hours of **30<sup>th</sup> October 2018**

Sd/

**District Programme Manager**

**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 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, Tata Sumo.(both A.C & non-A.C) on monthly as well as for local and out station tours as and when required on hiring basis.

**B. Key requirements:-**

1. A travel agency with a valid GST, registration number.
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 addition 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 Hazaribagh or near by 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 can submit their organizational profiles as per the format placed at **Annexure-I.**
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 only the monthly charges of the vehicles used by the office on monthly basis and in case of tour vehicles payment will be made per day rent 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, driver fooding vehicle & Driver's insurance & its day-to-day maintenance cost etc
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 DMMU Hazaribagh on production of original bills.

5. The travel agencies should submit their price as per the format attached at **Annexure-II** for monthly vehicles & in Annexure-III for tour vehicles.
6. The monthly vehicles can be used in all working days and holidays in case of urgency.
7. The normal working hours of monthly vehicles will be from 9 am to 7.00 pm and may be more in certain exceptional cases. But no extra cost will be given.
8. JSLPS will hire the monthly vehicles based on the requirement
9. In case of break down, the agency will provide a substitute vehicle of same or equivalent make.
10. The agency shall be fully responsible, in case of any damage of vehicle and/or third party occurred during the travel period.
11. In case of local and outstation travel, KM coverage will be started from the travel agency office (e.g. from Hazaribagh as mentioned in the tender) and will be closed at the door step of the officers/guests, who will use the vehicle.
12. 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 be remained valid for a period not less than **45 days** from the last date specified in the tender.
15. 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.
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 valuation 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 Hazaribagh only.
20. The tenders shall be opened in JSLPS DMMU Hazaribagh Office at 16.00 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.
22. The Night hold charges will be payable of Rs.200/- on outstation tour.
23. Monthly vehicle should have commercial number.

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**Annexure-II**

<b>PRICE FORMAT FOR HIRING OF MONTHLY VEHICLES</b>				
Sl. No.	Types of Vehicles	Vehicle charges per Month(Rs.)	KM per one liter Fuel.	Taxes (mention in %)
1	Bolero (AC)		10	
2	Bolero, (Non AC)		12	
3	TATA SUMO (AC)		10	
4	TATA SUMO (NON AC)		12	

We agree to provide the hiring vehicles on monthly 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 Hazaribagh and also agreed that the price will remain unchanged during the period. The monthly charge is inclusive of driver's salary, vehicle maintenance charges etc.

**Signature of the Travel Agency**  
**Business Address**

**Name:**.....

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

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

**GST No.**.....

**Date:** ...../...../2018

(Seal of the Travel Agency)

**Annexure-III**

<b>PRICE FORMAT FOR HIRING OF VEHICLES ON PER DAY BASIS</b>				
Sl. No.	Types of Vehicles	Vehicle charges per Day (Rs)	KM per one liter Fuel.	Taxes (mention in %)
1	Indigo (AC)		12	
2	Indigo (Non AC)		14	
3	Bolero (AC)		10	
4	Bolero, (Non AC)		12	
5	Tata Sumo ( AC)		10	
6	Tata Sumo (Non AC)		12	
7	40 Seater bus		5	
8	60 Seater bus (non luxury)		3	
9	Pickup Van		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 DMMU Hazaribagh 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**.....

**Date:** ...../...../2018

(Seal of the Travel Agency)

**Annexure-I**

<b>Organizational Profile of the Travel Agencies.</b>		
Sl. No.	Particular	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 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	Turnover during last three years as per Audit , if	
16	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 from this organization and order will be cancelled.

**Signature of the Travel Agency**

**Business Address  
Name:**

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

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

**GST No.....**

**Date: ...../.../2018**

(Seal of the Travel Agency)

(On the letter head of Travel Agency)

**Draft letter for submission of tender**

Ref No. ....

Dated:.....

To

**The District Programe Manager  
Jharkhand State Livelihood Promotion Society  
Korra Chock,Near Durga Mandir  
Hazaribagh-825301**

**Sub:- Submission of Tender for supply of monthly and tour vehicles.**

**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 as per the prescribed format in **Annexure-II.**
- c) Rate for Tour Vehicles as per the prescribed format in **Annexure-III.**

Yours Sincerely,

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

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

the travel agency)