

# **Jharkhand State Livelihoods Promotion Society**

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

3<sup>rd</sup> Floor, Shantideep Tower, Radium Road, Ranchi-834001

Phone No. 0651-2360142, 2360038

Email – [jslps.ranchi@gmail.com](mailto:jslps.ranchi@gmail.com), Website – [www.jslps.org](http://www.jslps.org)

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No: 778/Ranchi

Date: 27/06/2018

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

Sealed tenders are invited from registered travel agencies for providing different types of vehicle required for local and out-station tours for JSLPS and its different district offices initially for a period of one year. The detailed term & conditions and prescribed formats for submission of the tender is available in the website of JSLPS e.g. [www.jslps.org](http://www.jslps.org), which can be downloaded for use. Interested agencies may submit their tender in a sealed cover super-scribing as “**Tender for hiring of Travel Agency for the FY 2018-19**” to the undersigned on or before 15.30 hours of 23<sup>rd</sup> July, 2018.

Sd/

**Chief Executive Officer**

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

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## **1) 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. proving of hiring vehicles on monthly basis, local & outstation travel. Presently, 5 vehicles required on monthly basis and for tour vehicles depend upon the movement of the staff to different districts/blocks etc..

## **2) Objective: - Selection of Travel Agency for providing travel related services.**

### **A) Scope of Work:-**

1. Provide good quality of vehicles like Indigo, Bolero, Scorpio, Innova, Tata Sumo, Xylo (both A.C & non-A.C) on monthly as well as for local and out station tours on hiring basis.
2. All the cost shall be borne by the travel agency including driver, POL( Petrol, Oil & lubricants) & maintenance etc. and JSLPS will pay the monthly charges and reimburse the PoL cost.
3. The vehicles should be supplied to JSLPS as per the terms and condition of the supply order.

### **B) Key requirements:-**

1. The travel agency should have valid GST registration number.
2. Having experience of minimum three years in the relevant field.
3. Agency should have minimum 6-10 nos. of similar types of vehicles in its own possess either in the name of the agency or in the name of the proprietor.
4. The driver of the vehicles should have valid driving license not less than 2 years, and 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 Ranchi.
6. Copies of the order received from different govt. agencies during last three years if any.
7. EMD amounting to Rs. 50,000.00 in shape of Demand Draft in the name Chief Executive Officer, JSLPS should be accompany in the tender document and same will be refund to the bidder after finalization of the tender process without any interest.
8. 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 any other applicable statutory obligation.
9. If any travel agency have been blacklisted/debarred from JSLPS or any organizations after January, 2014 to till the date of submission of the tender, their quotation shall not be taken into consideration.
10. The Agency can submit their organizational profiles as per the format placed at **Annexure-I.**

### C) Other Conditions:

1. JSLPS will pay the travel charges based on kilometer/day basis as per the price quoted by the bidder.
2. In case of local travel, the minimum hours per day will be treated as 12 hours from the time of reporting, if the vehicles run more than 12 hours in a day, additional payment will be paid to the travel agency on proportionate basis and if the local tour is less than 6 hours in a day, 80% of the total hiring charges per day will be paid to the travel agency, which is excluding of fuel charges.
3. In case of long tour/travel outside of Ranchi district, JSLPS will pay detention charges Rs.200.00 per night halt and Rs. 350.00 as night halt charges, which is exclusive meant for the drivers boarding and lodging. The above charges will be made at the time of submission of bills by the travel agencies.
4. Payment towards local & out station travel will be made only on KM coverage during the travel, which is inclusive of POL.
5. The travel agencies will bear all the costs towards POL, driver's payment, vehicle & Driver's insurance & its day-to-day maintenance cost etc.
6. Toll/entry taxes or parking charges etc. paid during the travel shall be reimbursed by JSLPS on production of original bills.
7. **A pre-bid meeting will be held on 9<sup>th</sup> July,2018 at 3.30 PM** in the conference hall of JSLPS office to clarify the doubts of the travel agency. All the potential travel agencies may attend the above meeting to clarify their doubts, if any.
8. The travel agencies should submit their price as per the format attached at **Annexure-II**.
9. Travel within Ranchi or its nearby town will be treated as local travel and in case mileage cover exceeds beyond 200 KM per day, it will be treated as long tour and payment will be made accordingly. During tour to different districts, if the vehicle will run less than 200 KM in a day, that day will be treated as local tour and payment will be made accordingly including night halt and detention charges.
10. In case of break down, the agency will provide a substitute vehicle of same or equivalent make.
11. The agency shall be fully responsible, in case of any damage of vehicle and/or third party occurred during the travel period.
12. Kilometer coverage will be started from the travel agency office (e.g. from Ranchi as mentioned in the tender) and will be closed at the door step of the officers/guests, who will use the vehicle.
13. Each bidder shall submit only one quotation & alternative or conditional offer shall not be accepted and the tender will be rejected.
14. Tenders received after the stipulated date and time or through email/fax shall not be taken into consideration.
15. The tender shall be remained valid for a period not less than **45 days** from the last date specified in the tender.
16. The order will be placed with the lowest responsive bidder to supply the vehicles and may be empanel another 1-2 travel agencies, if they agreed term and conditions accepted by the L1 agency.
17. The selected bidder will furnish performance security of **Rs.1.50 lakhs** before executing the orders and the performance security may be forfeited in case of violating the terms and conditions.
18. The duration of the contract will be initially for a period of one year and may be extended for further period maximum upto three years based on performance and requirement of the project. If the travel agencies did not execute the order or violate the terms and conditions, the firm will be blacklisted from this organization for a period of three years.

19. 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.
20. Any legal disputes arising out of this are subject to the jurisdiction of the court located at Ranchi only.
21. The bidder should have annual average turnover in last three FY (2014-15, 2015-16, 2016-17) **20 lakhs**.
22. The tenders shall be opened in JSLPS Office at 16.00 hours of the last date of submission as mentioned in the advertisement in presence of the bidder(s).
23. 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 thereof.

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## Annexure-II

PRICE FORMAT FOR HIRING OF TOUR VEHICLES					
Sl. No.	Types of Vehicles	Local Tours (within 200 KM per day)		Out Station Tours with fuel and lubricant	Taxes (Mention in %)
		Vehicle Charge per day (Rs.) (12 hours)	KM per one liter fuel	Rate per KM (Rs.)	
1	Indigo (AC)		10		
2	Indigo (Non AC)		12		
3	Scorpio (AC)		08		
4	Scorpio (Non AC)		10		
5	Innova (AC)		08		
6	Innova (Non AC)		10		
7	Bolero (AC)		08		
8	Bolero (Non AC)		10		
9	Tata Sumo (AC)		10		
10	Tata Sumo (Non AC)		12		
11	Xylo (AC)		08		
12	Xylo (Non-AC)		10		
13	Bus				

We agree to provide the hiring vehicles for local and out-station tours (within 2-3years old vehicles) 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: ...../06/2018

(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	Registration No./GST No	
6	PAN No. of Agency or Proprietor	
9	No.of Vehicle Supply (Monthly only)	
10	Approx. Bill amount 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 financial years as per Audit , if any	2014-15: Rs. .... 2015-16: Rs. .... 2016-17:Rs. .... Total Rs.:
16	NB: Please enclosed all the relevant documents like Previous order copies, GST Registration No. , Audit Certificate 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: ...../07/2018**

(Seal of the Travel Agency)

(On the letter head of Travel Agency)

(Draft letter for submission of tender, which may be customized by the agency)

Ref No. ....

Dated:.....July, 2018

To

The Chief Executive Officer  
Jharkhand State Livelihood Promotion Society  
3rd Floor, FFP Building, HEC Campus  
Dhurwa, Ranchi

**Sub:- Submission of Tender for providing tour vehicles.**

**Ref:- Your tender No. .... Dated ...../06/2018**

Dear Sir,

With reference to the subject cited above, I am to submit herewith the most competitive price for providing 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**.
- c) EMD amounting to Rs. 50,000.00 in shape of Demand Draft bearing No. \_\_\_\_\_ dated \_\_\_\_/07/2018 in favour of Chief Executive Officer, JSLPS.

Yours Sincerely,

(Mr. .... (Name of the Proprietor)  
M/s ..... (Name of the Travel Agency)  
(Seal of the travel agency)