



Jharkhand State Livelihood Promotion Society

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

District Mission Management unit,

5-Madhusudan Mahto Path, Near Bharmlokham, Uliyan, Kadma, Jamshedpur-831005

Dist- East Singhbhum, Jharkhand, Website – www.jslps.org

Email Id : jsmps.es@gmail.com

☎ 57-2301225



Dated-23/02/2019

No: JSLPS/ES/NRLM/ADM-297

Tender Call Notice on Limited Tendering Method

Sealed tenders are invited from registered travel agencies for providing different types of vehicle on monthly/daily hiring basis and for local and out-station tours for JSLPS DMMU East Singhbhum and its different BMMU offices initially for a period of one year. The detailed terms & conditions and prescribed formats for submission of tender are available in the website of JSLPS e.g. 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 2019-20**” to the undersigned on or before 15.30 hours of **15TH MARCH'2019**.

Sd/

DISTRICT PROGRAM MANAGER



Jharkhand State Livelihood Promotion Society

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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 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 & Scorpio etc (both A.C & Non-A.C as mentioned in Annexure I) on monthly/Daily as well as for local and out station tours as and when required on hiring basis.

B. Key requirements:-

1. A travel agency Should have valid GST registration number. .
2. Having experience of minimum two years in the similar field.
3. Agency should have minimum 2-4 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 operational office at East Singhbhum or nearby 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-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 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 local travel and in case of out station tour payment will be made only on KM coverage during the travel, which is inclusive of POL.
3. The travel agencies will bear all the costs towards POL, 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 be paid the toll/entry taxes or parking charges etc. and that will be reimbursed by JSLPS DMMU East Singhbhum on production of original bills.
5. The travel agencies should submit their price as per the format attached (Annexure I)
6. The night hold charge will be Rs 300 on per day basis vehicle will be payable only if user of vehicle stay with vehicle.
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 not extra cost will be given.
8. In case of break down, the agency will provide a substitute vehicle of same or equivalent make.
9. The agency shall be fully responsible, in case of any damage of vehicle and/or third party occurred during the travel period.
10. Each bidder shall submit only one quotation & alternative or conditional offer shall not be accepted and the tender will be rejected summarily.
11. Tenders received after the stipulated date and time or through email/fax shall not be accepted.
12. The tender shall be remained valid for a period not less than **45 days** from the last date specified in the tender.
13. If required, the DMMU will empanel 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.
14. The travel agencies Should submit their Prices as per the format attached at Annexure (I)
15. 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 the term & conditions accepted by the L1 agency.
16. In Case of local & outstation travels within the District & outside the district ,Kilometre coverage will be started from the DMMU & BMMU offices depending upon the stationed i.e DMMU/BMMU from where vehicle gets booked. In Case when vehicle is Booked by officers/guest from DMMU KM will be closed at the doorstep of the officers/guest,who will use the vehicle.
17. Vehicle Should not be older than 2 to 3 years.
18. The duration of the contract will be initially for a period of one year & may be extended for further period of maximum 1 years based on performance and requirements of the project.
19. The order for supply of 'vehicle per day basis' will be made only against e-mail or vehicle requisition slip.
20. The payment will be made only after submission of bill & signed duty slip with place of visit clearly with detail.
21. If the travel agencies did not execute the order or violate the terms and conditions, the firm will be blacklisted from this organization.
22. 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.
23. Any legal disputes arising out of this are subject to the jurisdiction of the court located at East singhbhum only.
24. The tenders shall be opened in JSLPS DMMU East Singhbhum Office at 16.00 hours of the last date of submission as mentioned in the advertisement in presence of the bidder(s).

25. 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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Daily Tour Vehicles & others

Annexure-I

		PRICE FORMAT FOR HIRING OF VEHICLES ON PER DAY BASIS			
Sl. No.	Types of Vehicles	Vehicle charges per Day (Rs)	KM per one liter Fuel.	Night Hold charges (per night)	Taxes (mention in %)
1	Indigo/Zest/Dezire (AC)		10	300	
2	Indigo/Zest/Dezire (Non AC)		12	300	
3	Bolero (AC)		9	300	
4	Bolero, (Non AC)		10	300	
5	Tata Sumo (AC)		9	300	
6	Tata Sumo (Non AC)		10	300	
7	Mahindra sawari		10	-	
8	Tata winger		10	-	
9	Tata Magic		12		
10	Bus (60 Seater)		4		
11	Mahindra Pick up (Model-207)		7		

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 East Singhbhum 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:/...../2019

(Seal of Travel Agency)

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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	Registration No/GST 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 any	
16	NB: Please enclosed all the relevant documents like Previous order copies, GST 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:/...../2019

(Seal of the Travel Agency)

(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
5-Madhusudan Mahto Path, Near Bharmlikdham, Uliyan Kadma, Jamshedpur-831005
Dist-East Singhbhum, Jharkhand
Email Id-jslps.es@gmail.com
Phone No-0657-2301225

Sub:- Submission of Tender for supply of Tour vehicles & Buse & Others

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

Yours Sincerely,

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

M/s(name of the Travel Agency)

(Seal of the travel agency)