

Letter No: JSLPS/DMMU/SKW/PRO/ 09/2018-19

Date: 13.02.2019

**Tender Call Notice on Limited Tendering Method**

Sealed tenders are invited from travel agencies for providing different types of vehicle on monthly hiring basis and for local and out-station tours for DMMU and Block/BMMU offices for a period of one year for JSLPS Saraikela-Kharsawan. The detailed term & conditions and prescribed formats for submission of tender are available in the Notice Board of JSLPS Saraikela-Kharsawan 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 (SKL)”** to the undersigned on or before **13.30 hours of 27<sup>TH</sup> FEB 19.**

Sd/

**District Program Manager**

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



## Jharkhand State Livelihood Promotion Society

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

District Mission Management Unit

Near Kankra More, Seraikella-Tata Main Road, Dist – Seraikella-Kharsawan,  
Jharkhand-833219, Phone No.- 06597-234028



**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 along with booking of air tickets etc.

**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 monthly as well as for local and out station tours on hiring basis.

**B. Key requirements:-**

1. A reputed travel agency as well as local vendor may be submit the bid (as per **Annexure-II, III and IV**) along with GST Registration Certificate (optional for block level bidder, who will service provided at BMMU only).
2. Having experience of minimum Two year in the similar field.
3. Agency should have minimum 02-05 nos. of similar types of vehicles in its own possess. (optional for block level bidder, who will service provided at BMMU only)
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 DMMU/ BMMU of concerned District/Blocks.
6. 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.
7. The Agency can submit their organizational profiles as per the format placed at **Annexure-I**.

**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 on kilometer/day basis as per the price quoted by the bidders.
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 will be paid to the travel agency, which is excluding fuel charges.
3. In case of long tour JSLPS will pay Rs. 200.00 as night halt charges during out station tour, which is exclusive meant for the drivers boarding and lodging.



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4. 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, 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. 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.
7. The travel agencies should submit their price as per the format attached at **Annexure-II** for monthly vehicles & in **Annexure-III** for tour vehicles.
8. The monthly vehicles can be used in all working days and holidays in case of urgency.
9. The normal working hours of monthly vehicles will be from 9.00 am to 7.00 pm and may be more in certain exceptional cases.
10. JSLPS will hire the monthly vehicles basing on the requirement.
11. Travel within Saraikela-Kharsawan or its nearby town will be treated as local travel and in case mileage cover **exceeds beyond 250 KM per day**, it will be treated as long tour and payment will be made accordingly.
12. In case of break down, the agency will provide a substitute vehicle of same or equivalent make.
13. The agency shall be fully responsible, in case of any damage of vehicle and/or third party occurred during the travel period.
14. In case of local and outstation travel, KM coverage will be started from the travel agency office (e.g. from Saraikela-Kharsawan as mentioned in the tender) and will be closed at the door step of the officers/guests, who will use the vehicle **but in case of BMMU** KM coverage will be started from BMMU office not from agency office and will be closed at the door step of the officers/guests, who will use the vehicle.
15. Each bidder shall submit only one quotation & alternative or conditional offer shall not be accepted and the tender will be rejected summarily.
16. Tenders received after the stipulated date and time or through email/fax shall not be accepted.
17. The tender shall be remained valid for a period not less than **45 days** from the last date specified in the tender.
18. The order will be placed with the lowest responsive bidder to supply the vehicles on hiring basis.
19. If the travel agencies did not execute the order or violate the terms and conditions, the firm will be blacklisted from this organization.

20. 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.
21. Any legal disputes arising out of this are subject to the jurisdiction of the court located at Saraikela-Kharsawan only.
22. The tenders shall be opened in JSLPS Saraikela-Kharsawan Office at **14.00 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 for such act to the bidders.

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## Annexure-II

### PACKAGE-1

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

We agree to provide the hiring vehicles on monthly basis (within 2 years old) 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. 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:**.....

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

**Date:** .....

(Seal of the Travel Agency)



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**Annexure-III**

**PACKAGE -2**

PRICE FORMAT FOR HIRING OF TOUR VEHICLES FOR DMMU					
Sl. No.	Types of Vehicles	Local Tours (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	Scorpio (AC)		10		
2	Scorpio (Non AC)		12		
3	Bolero/Tata Somu(AC)		10		
4	Bolero/Tata Somu (Non AC)		12		
5	Bus (Non AC)50 seater				
6	Pick up Van				

We agree to provide the hiring vehicles for local and out-station tours (within 3 years 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:** .....

(Seal of the Travel Agency)



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**Annexure-IV**

**PACKAGE -3**

PRICE FORMAT FOR HIRING OF TOUR VEHICLES FOR BMMU					
Sl. No.	Types of Vehicles	Local Tours (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	Bolero/Tata Somu(AC)		10		
2	Bolero/Tata Somu (Non AC)		12		
3	Pick up Van				
4	AUTO				

We agree to provide the hiring vehicles for local and out-station tours (within 1-2 years 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: .....**

(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	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	No. of Vehicles under Travel Agency possession	
11	Type of Vehicles & Registration No.	
12	Name of the Govt. or any other Institutions to whom vehicle supplied earlier (Tour vehicles)	
13	Year and Period of Supply (Tour)	
14	Turnover during last three years as per Audit , if any	
15	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  
Saraikela-Kharsawan

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;

- Travel Agency Profile as per the prescribed format in **Annexure-I.**
- Rate for monthly vehicles as per the prescribed format in **Annexure-II.**
- Rate for Tour Vehicles as per the prescribed format in **Annexure-III.**
- Rate for Tour Vehicles as per the prescribed format in **Annexure-IV.**

Yours Sincerely,

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

M/S .....(name of the Travel Agency)

(Seal of the travel agency)