



Letter No: JSLPS/DMMU-DEOGHAR/PRO/48/2018-19

Date:- 22-01-2019

## Notice Inviting Tender Under Limited Tendering Method

Sealed tenders are invited from travel agencies for providing four wheeler vehicle with **Commercial Registration Number** on monthly hiring basis for local and out-station tour of JSLPS-DEOGHAR for a period of one year. The detailed term & conditions and prescribed formats for submission of tender are available in the Notice Board of JSLPS-DEOGHAR 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 Monthly Vehicle**" to the undersigned on or before 15.30 hours of **07<sup>th</sup> of February '2019**.



Sd/-

DISTRICT PROGRAM MANAGER

### **Address for submission of Bid:**

DISTRICT PROGRAM MANAGER  
Jharkhand State Livelihood Promotion Society  
DMMU, DEOGHAR, Mascot Bhawan, Salonatar  
Opposite SBI Training Centre, Barmasia Road  
Dist- Deoghar, Jharkhand,  
Pin Code-814112

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



**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 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 as well as daily 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 with **Commercial Registration Number** on monthly hiring basis for local and out station tours.

**B. Key requirements:-**

1. A reputed travel agency/vehicle owner should have **Commercial Registration Number of Vehicle**.
2. A reputed travel agency/Vehicle owner may be submitting the bid (as per Annexure-I & II) along with valid **Vehicle Registration Certificate and Vehicle Insurance Paper**.
3. Agency/Vehicle owner should have minimum 1-2 nos. of similar type of vehicle in its own possess.
4. Vehicle should not be older **more than 2 years** effective from the date of issue of this tender.
5. Having experience of minimum two year in the similar field.
6. The driver of the vehicles should have valid driving license not less than 2 years, should not be rude and careless behaviour, 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
7. The Travel Agency should have its own operation office at **DEOGHAR or nearby District** .
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 if any applicable statutory obligation.
9. The Vehicle must be in tip- top condition during travel time.
10. 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 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.

3. In case of long tour JSLPS will pay Rs. 300.00 as night halt charges during out station tour, which is exclusive, meant for the drivers boarding and lodging.
4. The fuel cost will be reimbursed as per the prevailing market price based on mileage covered during travel period during the travel, which is inclusive of POL.
5. The travel agencies will bear all the costs towards the POL, driver's payment, vehicle & Driver's insurance & its day-to-day maintenance cost etc.
6. The travel agencies should submit their price as per the format attached at **Annexure- II**.
7. The monthly vehicles can be used in all working days and holidays in case of urgency.
8. The normal working hours of monthly vehicles will be from 8 am to 8.00 pm and may be used at any time during 24 Hrs.
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 DMMU/BMMU office accordingly as per the use of vehicle and will be closed at the door step of the officers/guests, who will use the vehicle. However there is no garage in DMMU hence genuine stationed parking KM would be considered.
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. The order will be placed with the lowest responsive bidder to supply the vehicles as prescribed.
16. If the travel agencies did not execute the order or violate the terms and conditions, the firm will be blacklisted from this organization.
17. If the agency performance is satisfactory then contract may be renew for another **2(Two)** year with same term and condition.
18. 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.
19. The tenders shall be opened in JSLPS **DEOGHAR** Office at 16.00 hours of the last date of submission as mentioned in the advertisement in presence of the bidder(s).
20. 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.
21. Any legal disputes arising out of this are subject to the jurisdiction of the court located at **DEOGHAR** only.

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**Annexure-I****(In the letter of the firm)**

<b>Organizational Profile of the Travel Agencies.</b>		
<b>Sl. No.</b>	<b>Particulars</b>	<b>Compliance</b>
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, if any	
5	GST Registration No., if any	
6	PAN No. of Agency or Proprietor	
7	Name of the Govt. or any other Institutions to whom vehicle supplied earlier on monthly basis, if any	
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.	

NB: Please enclose 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, If any.....**

**Date: .....**

**(Seal of the Travel Agency)**

(In the letter of the firm)

**PACKAGE-I**

<b>PRICE FORMAT FOR HIRING OF MONTHLY VEHICLES</b>				
<b>Sl. No.</b>	<b>Types of Vehicles</b>	<b>Vehicle charges per Month excluding taxes (Rs.)</b>	<b>Mileage- KM per one litter Fuel.(Fixed for AC or Non AC KM)</b>	<b>Taxes/GST (mention in %)</b>
1	Mahindra Bolero(AC)/ TATA SUMO(AC)/Mahindra Scorpio(AC)/equivalent Four Wheeler		10	

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/Owner**

**Business Address**

**Name:.....**

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

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

**GST/Service Tax No, If any.....**

**Date: .....**

**(Seal of the Travel Agency)**