

Jharkhand State Livelihoods Promotion Society

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

Near Vivekanand Chowk , Shahpur, Palamu-802010

Website – www.jslps.org

No: DMMU-Pal/252

Date: 08/01/2019

Tender Call Notice on Limited Tender Method

Sealed tenders are invited from registered travel agencies or Local Vehicle owner for providing Bolero/Sumo/Scorpio for local and out-station tours on Monthly basis for JSLPS-DMMU Palamu office for a period of one year. Interested agencies or Owner may submit their tender in a sealed cover super-scribing as “**Tender for Hiring of Bolero/Sumo/Scorpio on monthly basis for DMMU Palamu**” to the undersigned on or before 15.30 hours of **22nd January'2018**.

Sd/

District Program Manager

Copy to: Notice board of JSLPS-DMMU Office& Website of JSLPS for display

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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 or Local Vehicle owner for providing travel related services i.e. proving of hiring vehicles for local & outstation travel on monthly basis & daily basis etc.

Objective: - Selection of Travel Agency or Vehicle owner for providing travel related quality services.

A. Scope of Work:-

1. Provide vehicles like Bolero, Tata Sumo (A.C), and Scorpio on monthly basis for local and out station tours.
2. The DMMU Palamu requires one full time monthly Vehicle for office use includes local as well as outstation tour.

B. Key requirements:-

1. A reputed travel agency with a valid GST registration number but it is optional to Vehicle owner.
2. The vehicle must be tip-top condition during the service time.
3. Agency or Vehicle owner should have minimum 1nos. 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 or Vehicle owners should have its own operation office at Palamu.
6. The vehicle should not be older more than 2 years effective from the date of issue of this tender.
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.**

C. Other Conditions:

1. JSLPS will pay on monthly basis as per the vehicle used for DMMU respectively as per the price quoted by the bidders.
2. The normal office hour of Monthly vehicle from 09.00 AM to 08.00 PM but in some case it may be extended as per requirement, however could be used for out station travel.
3. The fuel cost will be reimbursed as per the prevailing market price based on mileage covered during travel period on actual running KM inclusive POL.

4. The travel agencies or Vehicle owner will bear all the costs towards POL, driver's payment, vehicle & Driver's insurance & its day-to-day maintenance cost etc.
5. The agencies or vehicle owner will pay the toll/entry taxes or parking charges etc. and that will be reimbursed by JSLPS on production of original bills.
6. The travel agencies or owner should submit their price as per the format attached at Annexure-II for monthly vehicles.
7. In case of break down, the agency or owner will provide a substitute vehicle of same or equivalent make.
8. The agency or owner shall be fully responsible, in case of any damage of vehicle and/or third party occurred during the travel period.
9. 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.
10. Each bidder shall submit only one quotation & alternative or conditional offer shall not be accepted and such type of bid will be rejected.
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. The order will be placed with the lowest responsive bidder to supply the vehicles on monthly basis.
14. If the travel agencies or owner did not execute the order or violate the terms and conditions, the firm will be blacklisted from this organization.
15. Any effort by a bidder to influence the hirer in its decision on bid evaluation or placement of work order may result in rejection of the bidder's offer.
16. Any legal disputes arising out of this are subject to the jurisdiction of the court located at Palamu only.
17. The Bid 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).
18. 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-I

Organizational Profile of the Travel Agencies or Vehicle Owner.		
Sl. No.	Particulars	Compliance
1	Name of the Travel Agencies or Owner	
2	Registered Office (Complete Address with Tel./Mob. No. and Email ID)	
3	Name of the Proprietor/Partners etc.	
4	Year of Registration (mandatory for Travel Agency)	
5	GST Registration No. (Mandatory for Travel Agency)	
6	PAN No. of Agency or Proprietor	
7	Name of the Govt. or any other Institutions to whom vehicle supplied earlier on monthly basis (mandatory for Travel Agency)	
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) (mandatory for Travel agency)	
14	Year and Period of Supply (Tour)	
15	Service Taxes Deposited Till	
16	Turnover during last three years as per Audit , if any	
17	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 or Owner
Business Address**

Name :
Ph. /Mob. No. :
Email id:
GST No.:
Date:

(Seal of the Travel Agency)

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Annexure-II

PRICE FORMAT FOR HIRING OF MONTHLY VEHICLE				
Sl. No	Types of Vehicles	Monthly Charges (excluding Tax)	Mileage/ Liter	NIGHT HOLDING CHARGES (Applicable for Outstation Tour)
1	Bolero (AC)/ Scorpio (AC)/ Tata Sumo (AC)		10 KM	Rs.300/ Night

We agree to provide the hiring vehicles for local and out-station tours (within 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 or Owner

Business Address

Name:

Ph. /Mob. No. :

Email id:

GST No:

Date:

(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
Near Vivekanand Chowk , Shahpur,
Palamu - 802010

Sub:- Submission of Tender for supply of vehicle on monthly basis.

Ref: Your tender No. _____ Dated:08/01/2019

Dear Sir/Madam

With reference to the subject cited above, I am to submit herewith the most competitive tender for providing vehicle or 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.**

Yours Sincerely,

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

M/s(name of the Travel Agency)

(Seal of the travel agency)