



Govt. of Jharkhand
Rural Development Department
Jharkhand State Livelihood Promotion Society



Letter No- JSLPS/RNC/PROC/159

Date- 28-09-2020

Tender Call Notice on Limited Tendering Method

Sealed tender are invited from registered travel agencies for **providing different types of vehicle on daily hiring basis** and for local and out-station tours for JSLPS DMMU Ranchi and its different 18 Block offices initially for a period of one year. The detailed terms and 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 sealed cover super-scribing as **“Tender for Hiring of Travel Agencies for 2020-21”** to the undersigned on before **15.30 hours of 12th October , 2020.**

SD/

District Program Manager

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

JSLPS DMMU RANCHI ,GROUND FLOOR ,VIKASH BHAWAN ,KUTCHERY ROAD, RANCHI -834001



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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 Society 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 NRLM, JOHAR, MKSP, DDUGKY and other Projects 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 of Vehicles on monthly basis, local & Outstation travel.

Objectives: - Selection of Travel Agency for providing travel related quality services.

A. Scope of Work :-

1. Provide vehicles like Bolero, Sumo and Bus on daily basis for local and outstation tours as and when required on hiring basis.

B. Key requirements :-

1. A travel agency with a valid GST number.
2. Having Experience of minimum two years in the similar field.
3. Agency should provide vehicle at any moment of time as and when demand would be raised by the JSLPS.
4. Vehicles shall not be older than 2yrs.
5. Travel Agency must have minimum two vehicles.
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 addiction and will not have any past accident history or any pending legal issue against the driver.
7. Reporting place or starting place of Vehicles shall be DMMU office or BMMU office.
8. Copies of the order received from different govt. agencies/semi govt. agencies during last three years if any.
9. The travel agency shall ensure that the vehicles provided will be free from all types of Govt. levies e.g. Regd. Free, Valid permit, Road Tax, Insurance, Pollution Control Certificate and if any applicable statutory obligation.
10. The Agency can submit their organizational format placed at Annex I & Financial Bid at Annexure II & III
11. The Agency debarred/blacklisted from JSLPS or any other organization shall not be taken into consideration.
12. All the pages of the Tender documents shall be signed by the travel agency.

C. Other Conditions:-

1. JSLPS will pay only the daily charges of the Vehicles used by the office on daily basis and payment will be made on per day basis as per the price quoted by the Bidder.
2. The Fuel Cost will be reimbursed as per the Prevailing Market Rate based on Kilometres covered during the travel period.



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3. Mileage shall be provided @ 10 per litre in case of four wheelers and @ 4 per litre for Bus.
4. The travel agencies will bear all the costs towards POL, driver's payment, driver food, Vehicle & Driver's insurance & its day to day maintenance cost etc
5. In case of tour vehicle, the agencies will pay the toll/entry taxes or parking charges etc. and that will be reimbursed by JSLPS DMMU Ranchi on Production of original bills.
6. The Travel agencies should submit their price as per the format attached at Annexure-II, III for Local & Outstation travel.
7. The Vehicles can be used in all working days and holidays in case of urgency.
8. Normal working hours of daily vehicles will be from 8.00 AM to 8.00 PM and may be more in certain exceptional cases.
9. Night halting charges @ Rs 300 per night would be applicable in case Vehicle is used for outstation tour.
10. Rs 4 per km extra will be paid after running 200 km.
11. The agency shall be fully responsible, in case of any damage of vehicle and third party occurred during the travel period.
12. In case of Local & Outstation travel, KM coverage will be started from the JSLPS DMMU or BMMU office and will be closed at the DMMU/BMMU office or 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 summarily.
13. Tenders received after the stipulated date and time or through email/fax shall not be accepted.
14. The Tender shall remain valid for a period not less than **45 days** from the last date specified in the Tender.
15. If required, the DMMU will empanel one or two agencies, which will cater the requirement in case of bulk booking or non-availability of sufficient vehicles with any empanelled/selected agencies in L1 rate.
16. The Order will be placed with the lowest responsive bidder to supply the vehicles on hiring basis.
17. If the travel agencies did not execute the order or violate the terms and conditions, the firm will be blacklisted from this organization.
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. Any legal dispute arising out of this are subject to the jurisdiction of the court located at Ranchi only.
20. The tender shall be opened in JSLPS DMMU Ranchi office **16.00** Hours of the last date of submission as mentioned in the advertisement in presence of the bidder (s).
21. 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	No. of Vehicle Supply (Monthly only)	
9	Approx. Bill per Year	
10	No. of Vehicles under Travel Agency	
11	Type of Vehicles & Registration No	
12	Name of the Govt. or any other Institutions to whom vehicle supplied earlier (Tour vehicles) (mandatory for Travel agency)	
13	Year and Period of Supply (Tour)	
14	GST Taxes Deposited Till	
15	Turnover during last three years as per Audit , if any	
16	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 from this organization and order will be cancelled. **Signature of the Travel Agency or Owner**

Business Address

JSLPS DMMU RANCHI ,GROUND FLOOR ,VIKASH BHAWAN ,KUTCHERY ROAD, RANCHI -834001



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(Annexure II) PRICE FORMAT FOR HIRING OF TOUR VEHICLES

Sl.NO	Types of Vehicles	Vehicle Hiring Charges Per day (in Rs) (10 Hours) or (within 200 KM)	Mileage/one/Liter	Extra Charges per km ,exceeding 200 kms	Night Halt Charges in case of out station tour
1	BOLERO(AC)		10	Rs 4 PKM	300 P.N
2	SUMO (AC)		10	Rs 4 PKM	300 P.N
3	40 SEATER BUS		4		
4	60 SEATER BUS		4		

Annexure III PRICE FORMAT FOR MONTHLY VECHICLE HIRING

Srl No	Types of Vehicles	Vehicle monthly charge	Mileage/one/Liter	Night Halt Charges in case of out station tour
1	BOLERO(AC)		10	300 PN



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(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
DMUM Office, Vikash Bhawan, Kutchery
Chowk, Ranchi-834001

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

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 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)

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 Ranchi, and also agreed that the price will remain unchanged during the period.

Signature of the Travel Agency

Business Address

Name:

Ph. /Mobile:-

E-mail Id –

GST Number

Date: -/...../2020