

Jharkhand State Livelihoods Promotion Society

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

3rd Floor, Shantideep Tower , Radium Road, Ranchi-834001

Phone No. 0651-2360142 - 2360038

Email – jslps.ranchi@gmail.com, Website – www.jslps.org

No: .804/Ranchi

Date: 10/05/2016

Tender Call Notice on Limited Tendering Method

Sealed tenders are invited from registered travel agencies for providing Scorpio vehicle on monthly hiring basis to JSLPS for an initially for a period of one year. The detailed term& conditions and prescribed formats for submission of tender are available in the website of JSLPS i.e. www.jslps.org, which can be downloaded for use. Interested agencies may submit their tender in a sealed cover super-scribing as “**Tender for Hiring of Monthly Vehicles for the year 2016-17**” to the undersigned on or before 15.30 hours of 25th May,2016.

Sd/

Chief Executive Officer

Copy to: Website & notice board 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 for providing travel related services i.e. proving of hiring vehicles on monthly basis, local & outstation travel. Presently, 5 vehicles required on monthly basis .

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

A. Scope of Work:-

1. Provide good quality Scorpio (both A.C & non-A.C) on monthly basis.
2. All the cost shall be borne by the travel agency including driver, POL(Petrol, Oil & lubricants) & maintenance etc. and JSLPS will pay the monthly charges and reimburse the PoL cost.
3. The vehicles should be supplied to JSLPS as per the terms and condition of the supply order.

B. Key requirements:-

1. The travel agency with a valid service tax registration number.
2. Having experience of minimum two years in the relevant 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, and 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 Ranchi.
6. Copies of the order received from different govt. agencies during last three years if any.
7. EMD amounting to Rs. 25,000.00 in shape of Demand Draft in the name Chief Executive Officer, JSLPS should be accompany in the tender document and same will be refund to the bidder after finalization of the tender process without any interest.
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 other applicable statutory obligation.
9. If any travel agency have been blacklisted/debarred from JSLPS or any organizations after December, 2013 to till the date of submission of the tender, their quotation shall not be taken into consideration.
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.
2. The fuel cost will be reimbursed as per the prevailing market price based on mileage covered during travel period.

3. The travel agencies will bear all the costs towards POL, driver's payment, vehicle & Driver's insurance & its day-to-day maintenance cost etc.
4. 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.
5. A pre-bid meeting will be held on **18th May, 2016 at 3.30 PM** in the conference hall of JSLPS office at Radium Road to clarify any doubts of the travel agency. All the potential travel agencies can attend the above meeting to clarify their doubts. Any changes made during the pre-bid meeting, the same may be floated in the website of JSLSP.
6. The travel agencies should submit their price as per the format attached at **Annexure-II**.
7. The 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 9 AM to 8.00 PM and may be more in certain exceptional cases.
9. JSLPS will hire the monthly vehicles basing on the requirement.
10. In case of break down, the agency will provide a substitute vehicle of same or equivalent make.
11. The agency shall be fully responsible, in case of any damage of vehicle and/or third party occurred during the travel period.
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 taken into consideration.
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 on monthly hiring basis. If the lowest bidder is fails to supply, offer may be given to the next lowest bidder subject to successful negotiation.
16. The selected bidder will furnish performance security of **Rs.1.00 lakh** before executing the orders and the performance security may be forfeited in case of violating the terms and conditions.
17. The duration of the contract will be initially for a period of one year and may be extended for further periods maximum upto three years based on performance and requirement of the project. If contract extended, 10% of the base price should be increased with mutually agreed terms and conditions. .
18. If the travel agencies did not execute the order or violate the terms and conditions, the firm will be blacklisted from this organization for a period of three years.
19. 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.
20. Any legal disputes arising out of this are subject to the jurisdiction of the court located at Ranchi only.
21. The tenders 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).
22. 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

PRICE FORMAT FOR HIRING OF MONTHLY VEHICLES				
Sl. No.	Types of Vehicles	Vehicle Hiring charges per Month(Rs.)	KM per one liter Fuel.	Taxes (mention in %)
1	Scorpio (AC)		08	
2	Scorpio, (Non AC)		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
Business Address

Name:.....

Ph. /Mob. No.

Email id:.....

Service Tax No......

Date:/05/2016

(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	Service Tax 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	Approx. Bill amount 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 financial years as per Audit , if any	
16	NB: Please enclosed all the relevant documents like Previous order copies, Service Tax Registration No. , Audit Certificate 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:/05/2016

(Seal of the Travel Agency)

(On the letter head of Travel Agency)

(Draft letter for submission of tender, which may be customized by the agency)

Ref No.

Dated:.....May,2016

To

The Chief Executive Officer
Jharkhand State Livelihood Promotion Society
3rd Floor, Shantideep Tower, Radium Road
Ranchi-834001

Sub:- Submission of Tender for supply of monthly vehicles to JSLPS.

Ref: Your tender No. Dated/05/2016

Dear Sir,

With reference to the subject cited above, I am to submit herewith the most competitive price for providing vehicles on monthly 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 monthly vehicles as per the prescribed format in **Annexure-II.**
- c) EMD amounting to Rs. 25,000.00 in shape of Demand Draft bearing No. _____ dated ____/05/2016 in favour of Chief Executive Officer, JSLPS.

Yours Sincerely,

(Mr.(Name of the Proprietor)
M/s(name of the Travel Agency)
(Seal of the travel agency)