



# Jharkhand State Livelihood Promotion Society

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

State Office: - 3<sup>rd</sup> Floor, FFP Building, HEC Dhurwa, Ranchi, Jharkhand 834004

District Office: - Suhagi Complex(2<sup>nd</sup> Floor),Dunduria,Lohardaga Road  
Gumla, 835207, Phone No. 06524-221012



Letter No.:- JSLPS/DMMU GUMLA/PROCUREMENT/33

Dated:-02.05.2018

## **NOTICE INVITING TENDER ON LIMITED TENDER METHOD**

Sealed tenders are invited from registered travel agencies for providing different types of vehicle on monthly/daily hiring basis and for local and out-station tours for JSLPS DMMU Gumla and its different BMMU offices 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 e.g. [www.jslps.in](http://www.jslps.in), which can be downloaded for use. Interested travel agencies may submit their tender in a sealed cover super-scribing as "Tender for Hiring of Travel Agencies" to the undersigned on or before 15.30 hours of 22<sup>nd</sup> May'2018.

Sd/-  
District Programme Manager  
Gumla

**Copy to the Notice Board/website of JSLPS for display.**

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**Scope of the work:** Jharkhand State Livelihood Promotion Society (JSLPS) is an autonomous body registered under Society Registration Act, 1872 and work under Rural Development Department, Govt. of Jharkhand. The Organization has been setup to lead National Rural Livelihood Mission (NRLM) as well as various program of Government with the objective of Poverty eradication, Spreading Livelihood to Unreachable Class. **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 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 etc (both A.C & Non-A.C) on monthly as well as For local and out station tours as and when required on hiring basis.

## **Key requirement for the Bidder:**

1. A reputed travel agency with a valid service tax registration number/GST Number or Vehicle Owner.
2. Having experience of minimum one years in the similar 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, 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 operational office at Gumla or nearby District.
6. Copies of the order received from different govt. agencies/semi govt. agencies during last three years if any.
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.
9. The agencies debarred/blacklisted from JSLPS or any other organization shall not be taken into consideration.
10. All the pages of the tender documents shall be signed by the travel agency

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## TERMS AND 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 per day rent basis as per the price quoted by the bidders.
2. 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.
3. The travel agencies will bear all the costs towards POL, driver's payment, driver fooding 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 DMMU Gumla on production of original bills.
5. The travel agencies should submit their price as per the format attached at PACKAGE- I for Monthly Basis, PACKAGE-II daily basis, PACKAGE- III for Buses.
6. The monthly vehicles can be used in all working days and holidays in case of urgency.
7. The night hold charge on per day basis vehicle will be payable only if user of vehicle stay with vehicle.
8. 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. But not extra cost will be given.
9. JSLPS will hire the monthly vehicles on the basis of their 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. In case of local and outstation travel, KM coverage will be started from the travel agency office (e.g. from Ranchi as mentioned in the tender) and will be closed at the 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.
14. Tenders received after the stipulated date and time or through email/fax shall not be accepted.
15. The tender shall be remained valid for a period not less than 45 days from the last date specified in the tender.
16. If required, the DMMU will empanel one or two agencies, who will cater the requirement in case of bulk booking or non-availability of sufficient vehicles with any empanelled/selected agency.
17. The order will be placed Package wise with the lowest responsive bidder to supply the vehicles on hiring basis.
18. The order for supply of 'vehicle per day basis' will be made only against e-mail or vehicle requisition slip.
19. The payment will be made only after submission of bill & signed duty slip with place of visit.



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20. If the travel agencies did not execute the order or violate the terms and conditions, the firm will be blacklisted from this organization.
21. 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.
22. Any legal disputes arising out of this are subject to the jurisdiction of the court located at Gumla only.
23. The tenders shall be opened in JSLPS DMMU Gumla Office at 16.00 hours of the last date of submission as mentioned in the advertisement in presence of the bidder(s).
24. 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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**PACKAGE- I**

Annexure - ii

<b>PRICE FORMAT FOR HIRING OF MONTHLY VEHICLES</b>				
Sl. No.	Types of Vehicles	Vehicle charges per Month(Rs.)	KM per one Liter Fuel.	Taxes (mention in %)
1.	Bolero (AC)		10 Km	
2.	Bolero, (Non AC)		11 Km	
3.	TATA SUMO (AC)		10 Km	
4.	TATA SUMO (NON AC)		11 Km	

We agree to provide the hiring of vehicles on monthly 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 Gumla 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: ...../...../2018

(Seal of the Travel Agency)

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PACKAGE- 2

Annexure - iii

<b>PRICE FORMAT FOR HIRING OF VEHICLES ON PER DAY BASIS</b>					
Sl. No.	Types of Vehicles	Vehicle charges per Month(Rs.)	KM per one Liter Fuel.	Night Hold charges (per night)	Taxes (mention in %)
1	Indigo (AC)		10 Km	200	
2	Indigo (Non AC)		12 Km	200	
3	Bolero (AC)		10 Km	200	
4	Bolero, (Non AC)		11 Km	200	
5	Tata Sumo ( AC)		10 km	200	
6	Tata Sumo (Non AC)		11 km	200	
7	Mahindra sawari		10 km		
8	Tata winger		10 Km		
9	Tata Magic		12 km		

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 Gumla 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: ...../...../2018

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**PACKAGE- 3**

Annexure - iv

<b>PRICE FORMAT FOR HIRING OF BUS ON PER DAY BASIS</b>				
Sl. No.	Types of Vehicles	Vehicle charges per Month(Rs.)	KM per one Liter Fuel.	Taxes (mention in %)
1.	40 Seater bus (luxury with push back)		4 Km	
2.	60 Seater bus (non luxury)		3 Km	

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 Gumla 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: ...../...../2018

(Seal of the Travel Agency)

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Annexure - iv

S.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 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.	Service Taxes Deposited Till	
16.	Turnover during last three years as per Audit , if any	

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



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झारखण्ड सरकार

Business Address

Name:.....

Ph. /Mob. No. ....

Email id:.....

Service Tax No.....

Date: ...../...../2018

(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:

To

The District Program Manager

Jharkhand State Livelihood Promotion Society

District Mission Management Unit Gumla

Sub: - Submission of Tender for supply of monthly and tour vehicles & Buses.

Ref: You are 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 buses 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)