

## Jharkhand State Livelihood Promotion Society

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



**District Mission Management Unit, Koderma**  
Add.:- DC Campus, 2<sup>nd</sup> Floor, Sanyukt Krishi Bhawan)  
Email Id.:- [koderma.dmmu@gmail.com](mailto:koderma.dmmu@gmail.com)



Letter No: JSLPS/DMMU/Koderma/134

Date :08/07/2019

### **Tender Call Notice On Limited Tendering Method**

Sealed tenders are invited from registered travel agencies for providing different types of vehicle on monthly hiring basis and for local and out-station tours for JSLPS DMMU Koderma 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.org](http://www.jslps.org), 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 for 2019-20”** to the undersigned on or before **15.30 hours of 23<sup>rd</sup> July 2019**

Sd/  
District Program Manager

Copy to the Notice Board of DMMU/BMMU Office & JSLPS Site

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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. providing of hiring vehicles on monthly basis, local & outstation travel.

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

### **Scope of Work:-**

1. Provide vehicles like Bolero, Tata Sumo etc. ( Both A.C & Non-A.C), Buses on monthly as well as for local and out station tours as and when required on hiring basis.

### **B. Key requirements:-**

1. A travel agency with a valid GST Registration number.
2. 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
3. Trade License would be compulsory.
4. 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.
5. The Agency can submit their organizational profiles as per the format placed at **Annexure-V.**
6. The agencies debarred / blacklisted from JSLPS or any other organization shall not be taken into consideration.
7. All the pages of the tender documents shall be seal & signed by the travel agency.

### **C. Other 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 & out station travel.

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Head Office: **JHARKHAND STATE LIVELIHOOD PROMOTION SOCIETY** (Rural Development  
Department,  
Govt. Of Jharkhand)

3<sup>rd</sup> Floor, Shantideep Tower, Radium Road, RANCHI-834001  
Phone: 0651-2360142, E-mail: [jslps.ranchi@gmail.com](mailto:jslps.ranchi@gmail.com), Website: [www.jslps.org](http://www.jslps.org)

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3. The travel agencies will bear all the costs towards 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 pay the toll/entry taxes or parking charges etc. and that will be reimbursed by JSLPS DMMU Koderma on production of original bills.
5. The travel agencies should submit their price as per the format attached at **Annexure-I for Monthly Vehicle, Annexure-II, Annexure III, Annexure IV for tour vehicles & for buses.**
6. The monthly vehicles can be used in all working days and holidays in case of urgency.
7. 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 no extra cost will be given.
8. JSLPS will hire the monthly vehicles based on the requirement.
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 offices of respected JSLPS DMMU & BMMU office (e.g. KODERMA DMMU OFFICE, & CONCERNED BMMU OFFICES ) and will be closed at the door step of the officers/guests, who will use the vehicle.**
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. If required, the DMMU will empanel of 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 in L-1 rate.
16. The Night hold charges will be payable of Rs.300/- on outstation tour.
17. The Registration of Vehicle should not be more than 18 months.(In Case Of Monthly Vehicle).
18. If the travel agencies did not execute the order or violate the terms and conditions, the firm will be blacklisted from this organization.
19. Any effort by a bidder to influence the purchaser in its decision on bide valuation 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 Koderma only.

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21. The tenders shall be opened in JSLPS DMMU Koderma 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.
23. All attached document must be signed by vendor

### **Issue of Purchase Order.**

- (1) Evaluation & Supply Order will be made on particular vehicle type. The vendor may be Fill one or more package with Annexure V.

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Package 1		Annexure I		
PRICE FORMAT FOR HIRING OF VEHICLES ON MONTHLY BASIS FOR DMMU KODERMA				
Sl. No.	Type of Vehicle	Vehicle Charge Per Month (Rs.)	Average Per Litre Fuel AC / Non-AC	Taxes (Mention in %age)
1	Bolero Model - SLX & Above		10	
<i>OR</i>				
2	Scorpio		10	

We agree to provide the hiring 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 Koderma 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.

Mr.....

*(Name Of The Proprietor)*

M/S.....

*(Name Of The Travel Agency)*

**Seal Of The Travel Agency**

Head Office: JHARKHAND STATE LIVELIHOOD PROMOTION SOCIETY (Rural Development Department, Govt. Of Jharkhand)

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Package 2		Annexure II		
<b>PRICE FORMAT FOR HIRING OF VEHICLES ON PER DAY BASIS (FOR DMMU KODERMA)</b>				
Sl. No.	Type of Vehicle	Vehicle Charge Per Day (Rs.)	Average Per Litre Fuel AC / Non-AC	Taxes (Mention in %age)
1	Bolero Model - SLX & Above		10	
2	Scorpio		10	
2	Tata Sumo		10	
4	Tata Magic		10	
5	Mahendra Pick-UP		10	
6	Sawari/Winger		10	
7	30-35 Seater Bus.		5	
8	40-45 Seater Bus.		4	
9	50-55 Seater Bus.		3	

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

Mr.....

*(Name Of The Proprietor)*

M/S.....

*(Name Of The Travel Agency)*

**Seal Of The Travel Agency**

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Package 3		Annexure III		
<b>PRICE FORMAT FOR HIRING OF VEHICLES ON PER DAY BASIS (FOR BMMU MARKACHO / SATGAWAN)</b>				
Sl. No.	Type of Vehicle	Vehicle Charge Per Day (Rs.)	Average Per Litre Fuel AC / Non-AC	Taxes (Mention in %age)
1	Bolero Model - SLX & Above		10	
2	Scorpio		10	
2	Tata Sumo		10	
4	Tata Magic		10	
5	Mahendra Pick-UP		10	
6	Sawari/Winger		10	
7	30-35 Seater Bus.		5	
8	40-45 Seater Bus.		4	
9	50-55 Seater Bus.		3	

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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 BMMU Markacho/Satgawan and also agreed that the price will remain unchanged during the period.

Mr.....

*(Name Of The Proprietor)*

M/S.....

*(Name Of The Travel Agency)*

**Seal Of The Travel Agency**

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Package 4		Annexure IV		
<b>PRICE FORMAT FOR HIRING OF VEHICLES ON PER DAY BASIS (FOR BMMU JAINAGAR / DOMCHANCH / CHANDWARA / TELAIYA)</b>				
Sl. No.	Type of Vehicle	Vehicle Charge Per Day (Rs.)	Average Per Litre Fuel AC / Non-AC	Taxes (Mention in %age)
1	Bolero Model - SLX & Above		10	
2	Scorpio		10	
2	Tata Sumo		10	
4	Tata Magic		10	
5	Mahendra Pick-UP		10	
6	Sawari/Winger		10	
7	30-35 Seater Bus.		5	
8	40-45 Seater Bus.		4	
9	50-55 Seater Bus.		3	

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Email Id.:- [koderma.dmmu@gmail.com](mailto:koderma.dmmu@gmail.com)



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 BMMU Jainagar/Domchanch/Chandwara/Telaiya and also agreed that the price will remain unchanged during the period.

Mr.....

*(Name Of The Proprietor)*

M/S.....

*(Name Of The Travel Agency)*

**Seal Of The Travel Agency**

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## Annexure-V

Organizational Profile of the Travel Agencies		
Sl. No	Particular	Compliance
1	Name of the Travel Agencies	
2	Registered Office (Complete Address with Tel. No./Mobile No. and Email ID)	
3	Name of the Proprietor/Partners etc.	
4	Year Of Registration	
5	GST Registration No.	
6	PAN No. of Agency or Proprietor	

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.

Mr.....

*(Name Of The Proprietor)*

M/S.....

*(Name Of The Travel Agency)*

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Email Id.:- [koderma.dmmu@gmail.com](mailto:koderma.dmmu@gmail.com)



(On the letter head of Travel Agency)

Draft letter for submission of tender

Ref. No. ....

Dated: .....

To

The District Programme Manager  
Jharkhand State Livelihood Promotion Society  
DMMU KODERMA  
DC CAMPUS, SANYUKT KRISHI BHAWAN  
2<sup>nd</sup> FLOOR  
KODERMA, JHARKHAND

Sub:- Submission of Tender for supply of monthly and tour vehicles. 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 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-V.
- Rate for monthly vehicles as per the prescribed format in Annexure-I.
- Rate for Tour Vehicles as per the prescribed format in Annexure-II, III, IV

Yours Sincerely,

Mr.....

(Name Of The Proprietor)

M/S.....

(Name Of The Travel Agency)

Seal Of The Travel Agency