

# **Jharkhand State Livelihoods Promotion Society**

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

Old DRDA Building Ground Floor Kutchary Campus Palamu-822101

Website – [www.jslps.in](http://www.jslps.in)

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No: DMMU-PAL/485

Date: 24.11.2021

## **Tender Call Notice on Limited Tender Method**

Sealed tenders are invited from registered travel agencies/Vehicle Owner for providing 04-Wheelers, Pick Up Van and Bus for local and out-station tours on daily basis for JSLPS-DMMU Palamu and its BMMU offices respectively for a period of one year. Interested agencies/Vehicle Owner may submit their tender in a sealed cover super-scribing as “**Tender for Hiring Tour Vehicle for DMMUPalamu and BMMUs**” to the undersigned on or before 15.30 hours of **07th Dec,2021**.

Sd/

**District Program Manager**

**Copy to: Notice Board of DMMU-Palamu/BMMUs of Palamu and website of JSLPS**

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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. providing of hiring vehicles for local & outstation travel on monthly basis & daily basis etc.

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

## **A. Scope of Work:-**

1. Provide vehicles 04 Wheelers (Bolero and Scorpio), Pick up Van and Bus on daily basis for local and out station tours at DMMUPalamu and it's BMMUs.
2. The requirement of Vehicle one or more as per requirement above quoted of BMMUs.

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

1. A reputed travel agency with a valid service tax registration number/GST Number or Vehicle Owner.
2. Agency/Vehicle Owner should have minimum 1 nos. (One) of similar type of vehicle in its own possess.
3. 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 addiction and will not have any past accident history or any pending legal issue against the driver
4. The Travel Agency should have its own operation office at Palamu.(Enclosed document.
5. The vehicle should not be older more than 4 years effective from the date of issue of this tender for Tour Vehicle.
6. The Vehicle must be in tip- top condition during travel time.
7. The travel agency or Vehicle owner 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 daily basis as per the vehicle used for tour respectively as per the price quoted by the bidders.
2. In case of local travel and travel outside district up to 150 KM both side, the minimum hours per day will be treated as 10 hours. In case vehicle will be more than 10 hours in duty, proportionately day charge will be paid except Bus and Pick up Van..
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/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/ Vehicle owner will pay the toll/entry taxes or parking charges etc. and that will be reimbursed by JSLPS on submission of original bills.
6. The travel agencies/ Vehicle owner should submit their price as per the format attached at **Annexure-II** for four vehicles.
7. In case of break down, the agency/ Vehicle owner will provide a substitute vehicle of same or equivalent make without any delay.
8. The agency/ Vehicle 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.
10. Each bidder shall submit only one quotation & alternative or conditional offer shall not be accepted and the tender will be rejected summarily however bidder may quote all of the Packages or either of Package subject to document attached of owner book/ possession of vehicle.
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 daily basis as applicable as well JSLPS may empanel other responsive bidder with the same rate who participated in bid subject to lowest responsive bid.
14. If the travel agencies/ Vehicle owner do 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 of Palamu at 16.30 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 .		
Sl. No.	Particulars	Compliance
1	Name of the Travel Agencies/vehicle 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	Service Tax Registration No/GST Number. (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	

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/Owner  
Business Address**

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

(Seal of the Travel Agency)

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## Annexure-II

On the letter head of Travel Agency ( Letter Head is not mandatory for Vehicle Owner)

### Package-01

PRICE FORMAT FOR HIRING OF TOUR VEHICLES (04 Wheeler)				
Sl. No.	Types of Vehicles	Vehicle Charges Per day (in Rs) (10 Hours) within district and outside district up to 150 KM (150 KM include Both side)	Mileage/one Liter	Night Halting Charges in case of Out station Tour
1	Bolero (AC)		<b>10 KM</b>	<b>N/A</b>
2	Bolero (Non-AC)		<b>12 KM</b>	
3	Scorpio (AC)		<b>10 KM</b>	
4	Scorpio (Non AC)		<b>12 KM</b>	

### Package-02

PRICE FORMAT FOR HIRING OF TOUR VEHICLES (04 Wheeler)				
Sl. No.	Types of Vehicles	Vehicle Charges Per day 24 Hour (Outside District) more than 150 KM (both Side)	Mileage/one Liter	Night Halting Charges in case of Out station Tour
1	Bolero (AC)		<b>10 KM</b>	<b>Rs.300</b>
2	Bolero (Non-AC)		<b>12 KM</b>	<b>Rs.300</b>
3	Scorpio (AC)		<b>10 KM</b>	<b>Rs.300</b>
4	Scorpio (Non AC)		<b>12 KM</b>	<b>Rs.300</b>

### Package-03

PRICE FORMAT FOR HIRING OF TOUR VEHICLES (Bus)				
Sl. No.	Types of Vehicles	Vehicle Charges Per day (in Rs) (24 Hrs.)	Mileage/one Liter	Night Halting Charges in case of Out station Tour
1	42 Seater Luxurious Bus (Capacity 42 Seat)		<b>04 KM</b>	<b>N/A</b>

**Package-04**

<b>PRICE FORMAT FOR HIRING OF TOUR VEHICLES (Pick Up Van)</b>				
Sl. No	Types of Vehicles	Vehicle Charges Per day (in Rs) (24 Hrs) within district and outside district up to 150 KM (Both side)	Mileage/one Liter	Night Halting Charges in case of Out station Tour
1	Pick Up Van (04 Wheeler)		<b>10 KM</b>	<b>N/A</b>

**Package-05**

<b>PRICE FORMAT FOR HIRING OF TOUR VEHICLES (Pick Up Van)</b>				
Sl. No	Types of Vehicles	Vehicle Charges Per day (in Rs) (24 Hrs) outside district and more than 150 KM (Both side)	Mileage/one Liter	Night Halting Charges in case of Out station Tour
1	Pick Up Van (04 Wheeler)		<b>10 KM</b>	<b>N/A</b>

We agree to provide the hiring vehicles for local and out-station tours (within 4 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/  
Vehicle Owner**

**Business Address:**

**Name:**

**Ph. /Mob. No. :**

**Email id:**

**Date:**

(Seal of the Travel Agency)

On the letter head of Travel Agency (Letter\_Head is not mandatory for Vehicle Owner)

Draft letter for submission of tender

Ref No. ....

Dated:.....

To

District Program Manager  
Jharkhand State Livelihood Promotion Society  
Old DRDA Building Ground Floor Kutchary Campus Palamu-822101

**Sub:- Submission of Tender for supply of vehicle daily basis for DMMU Palamu and BMMUs.**

**Ref: Your tender No. 485 Dated: 24.11.2021**

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)