



Government of Jharkhand
Urban Development and Housing Department
Directorate of Municipal Administration

Telephone: 0651&2401955. Fax: 2401182, E-mail: director.ma.goj@gmail.com

Letter No.: - 7104

Date: 24-12-2021

Tender Call Notice on Limited Tendering Method

Sealed tender is invited from registered travel agencies for **providing different types of vehicles on monthly/daily hiring basis** for local and out-station tours for Directorate of Municipal Administration, UD&HD, GoJ 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 DMA e.g., www.udhd.gov.in 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 DMA**" to the undersigned on before **15.30 hours of 03rd January 2022**.

Sd/-
Director

Copy to: - Website & notice board of Directorate of Municipal Administration, UD&HD, GoJ for display

Background: -Directorate of Municipal Administration, under the aegis of Urban & Housing Development Department, Government of Jharkhand is to promote livelihoods and Infrastructure amongst disadvantaged communities across the state to reduce the Urban Poverty.

DMA has been designated by the Government of Jharkhand to design and implement the DAY-NULM & PMAY-U Projects of Ministry of Housing and Urban Affairs, Government of India in the State. In this backdrop the Directorate requires the services of a Travel Agency for providing travel related services i.e., providing of Hiring of Vehicles on monthly/ daily basis, local & Outstation travel.

Objectives: - Selection of Travel Agency for providing tour &travel related quality services for Directorate of Municipal Administration.

A. Scope of Work: -

1. Provide vehicles like INNOVA, CIAZ, SWIFT DESIRE, BOLERO, TATA ZEST, TATA SUMO, SCORPIO (both A.C. & non A.C.) on daily/ monthly 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 and PAN in the name of travel agency.
2. Having Experience of minimum one year in the similar field. Experience certificate is required.
3. Agency should provide vehicle at any moment of time as and when demand would be raised by the Directorate of Municipal Administration.
4. The driver of the vehicles should have valid driving license for 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.
5. The Travel Agency should have its own operation office in Jharkhand.
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. Free, Valid permit, Road Tax, Insurance, Pollution Control Certificate and if any applicable statutory obligation.
8. The Agency can submit their participation in the organizational format placed at **Annexure I & Financial Bid at Annexure II**
9. The agency must submit an affidavit in respect to the following:
 - The Agency debarred/blacklisted from DMA or any other organization shall not be taken into consideration.
 - The agency must provide the monthly vehicle for not older than 2 years and in the case of daily vehicle it must be within the range of 3 to 5 years.
10. All the pages of the Tender documents shall be signed by the travel agency along with rubber stamp.
11. The technically responsive bid will only qualify for participating in the financial bid.
12. Price bid will be evaluated on the package basis separately for the monthly use and daily use.

c. Other Conditions: -

1. Directorate of Municipal Administration, UD&HD, GoJ 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 Kilometers covered during the travel period and GST will be applicable only on vehicle hiring charges.
3. 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.
4. In case of tour vehicle, the agencies will pay the toll/entry taxes or parking charges etc. and that will be reimbursed by Directorate of Municipal Administration on Production of original bills.
5. **The agency must provide the monthly vehicle having commercial number.**
6. The Travel agencies should submit their price as per the format attached at Annexure-II 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. Night halting charges would be applicable in case Vehicle is used after 9.00PM and Rs. 300.00 per night halting charges will be paid only in case of daily vehicle.
9. The agency shall be fully responsible, in case of any damage of vehicle and third party occurred during the travel period.
10. In case of Local & Outstation travel, KM coverage will be started from the travel agency office and will be closed at the door step of the travel agency office. (Garage to Garage)
11. Each Bidder shall submit only one quotation & alternative or conditional offer shall not be accepted and the tender will be rejected summarily.
12. Tenders received after the stipulated date and time or through email/fax shall not be accepted.
13. The Tender shall remain valid for a period not less than **45 days** from the last date specified in the Tender.
14. If required, the Directorate of Municipal Administration, UD&HD, GoJ. will empanel More than one 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.
15. The Order will be placed with the lowest responsive bidder to supply the vehicles on hiring basis.
16. If the travel agencies did not execute the order or violate the terms and conditions, the firm will be blacklisted from this organization.
17. 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.
18. Any legal dispute arising out of this is subject to Ranchi Jurisdiction only
19. The tender shall be opened in **Director office, Directorate of Municipal Administration, UD&HD, GoJ 1st Floor Jupmi Building ,Dhurwa-Ranchi-834004 16.00 Hours** on the last date i.e **3rd Jan 2022** of submission as mentioned in the advertisement in presence of the bidder(s).
20. Notwithstanding, anything contained as above Directorate of Municipal Administration, UD&HD, GoJ. Reserves the right to accept or reject any or all bid and cancels the bidding process at any time without assigning any reasons for such act to the bidders.

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 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	Year and Period of Supply	
13	GST Taxes Deposited Till date (For last three months)	
14	Turnover during last three years as per Audit Report/ Balance Sheet.	
15	NB: Please enclosed all the relevant documents like Previous order copies, ITR, GST, PAN,	

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

(Annexure II) PRICE FORMAT FOR HIRING OF TOUR VEHICLES– Daily Use Vehicles(Package-01)				
Sl.N O	Types of Vehicles	Vehicle		Vehicle Charges Per
1	Innova (AC)		10	
2	Scorpio (AC)– Modal S5 or Higher Model		10	
3	BOLERO(AC)– Modal SLX or Higher Modal		10	
4	TATA ZEST/ MARUTI SWIFT DESIRE (AC)		10	
5	TATA ZEST/ MARUTI SWIFT DESIRE (NON-AC)		10	
6	BOLERO/SCORPIO(AC)		10	
7	BOLERO/SCORPIO (NON-AC)		10	
8	TATA SUMO (AC)		10	
9	TATA SUMO (NON-AC)		10	
Monthly use Vehicles (Package 02)				
	Types of Vehicles	Vehicle monthly charge	Mileage/one/ Liter	KM (Exceeding 200 KM)
1	INNOVA-(AC)		10	
2	HONDA CITY (AC)		10	
3	SWIFT DESIRE (AC)		10	
4	SCORPIO (AC)		10	

We agree to provide the hiring vehicles for daily local and out-station tours (**within 3 to 5 years old vehicles and for monthly vehicle not older than 02 years**) 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 or Owner

Name:
 Ph./Mob.No.:
 Email-id:
 Service GST
 No. Date
 Seal of the travel agency

(On the letter head of Travel Agency)

Draft letter for submission of tender

Ref. No.....

Dated:

To

**The Director,
Directorate of Municipal Administration,
Urban & Housing Development Department
Government of Jharkhand.**

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

Ref: Your tender No. Dated.....

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)

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 Directorate of Municipal Administration, and also agreed that the price willremain unchanged during the period.

Signature of the Travel Agency Business

Address

Name:

Ph./Mobile: -

GST Number:

E-mail Id –