



SAI/LNCPE/HOV TENDER /2022-23

Dated: 08.04.2022

TENDER NOTICE

SUB: - HIRING OF COMMERCIAL VEHICLE –(CONTRACT CARRIAGES)

Sealed and competitive item rate tenders are invited in two bid system from reputed registered agencies/Travels/Tour operators for hiring commercial vehicles for the use of this Office. The tenders should consist of Technical bid and Financial bid separately. The financial bid and other documents should be in the prescribed form indicating the rate quoted. The tenders should be uploaded on CPP Portal and hard copy to reach the office of the Principal, SAI-LNCPE, Karyavattom.P.O, Thiruvananthapuram, along with an **EMD of Rs.20,000/** as DD drawn in favour of Principal, LNCPE and payable at Trivandrum. on or before **5pm on 28.04.2022** The tender form can be downloaded from the college website www.lncpe.gov.in, www.sportsauthorityofindia.nic.in, and www.eprocure.gov.in/eprocure/app. A pre-bid meeting will be conducted online at **3pm on 19.04.2022** The Zoom ID will be shared in the website.

TERMS AND CONDITIONS:

1. The effective date of contract will be 01.06.2022 to one year.
2. In the case of vehicles hired on daily basis the vehicle should be made available at SAI, LNCPE, Kariyavattom Trivandrum or at other places as and when required.
3. The rate for hiring vehicle **for long trip (outstation trip) shall be calculated initially for 8hrs/80km and further on extra hours/extra km which is higher.** This is also applicable to the trips which continue for more than a day. ie, If the trip continued for the next day, the second day shall be considered as in continuation of the first day and the charges shall be calculated on the basis of above. **The night halt period shall not be considered for “extra hours”**
4. **The rate quoted shall be inclusive of all taxes, wages of driver, drivers bata, fuels, lubricants etc. for all vehicles hired on daily basis and exclusive of toll charges. The drivers bata will be counted in case of night halt only.**
5. In the case of Rent a Car,
 - a. The College will provide the driver and fuel & lubricants.
 - b. It shall be responsibility of the agency to undertake minor repairs consequent to wear and tear, regular servicing, tyre changing, statutory tests etc. at their own cost.
6. **The quantity mentioned in the schedule of requirement is only approximate figure based on the past contract. The actual requirement may vary +/- 25% of the qty mentioned in the schedule of requirement. Hence the rates may be quoted accordingly.**
7. **The Contract shall be awarded to the responsive Bidder(s) who is lowest in each item of vehicles in case of daily rent vehicles as well as Monthly rent vehicles (all the items will be considered as single unit) and meeting the laid down Qualification Criteria in the Bid document.**
8. **The vehicles shall not be older than 5 years.**
9. **Incomplete and or conditional bids are liable to be rejected.**
10. **The bidders those who are black listed by SAI-LNCPE in the last two years are not eligible to participate in the tender.**
11. **Bidders should submit non-blacklist certificate on non-judicial stamp paper of Rs.200/- that they are not deregistered / debarred / banned / blacklisted by any Govt. authorities (Central/State/PSU at any point of time)**
12. **A Registered Office of the bidder should be in Trivandrum or in the radius of 20 KM of Kariyavattom.**
13. **Turnover Criteria – Average yearly turn for last 3 financial should be equal to or more than 15 lakhs.**

14. **Work Completion Certificate for the last 3 years from minimum 2 reputed firms.**
15. The vehicles provided should be technically sound and satisfactory to the authorities.
16. Request for advance payment will not be admitted. The payment will be made on monthly basis through RTGS/ NEFT/PFMS after successful completion of services which should be certified by the competent authority.
17. Income Tax will be deducted from the bills at source as per rules.
18. **The vehicles should have the permit to operate in Kerala, Tamil Nadu and Pondicherry.**
19. In case the vehicle supplied by the agency develops any technical problem / breakdown at any stage (irrespective of the reason) the agency shall immediately arrange alternative arrangement by providing substitute vehicle promptly.
20. The successful bidder will have to remit **5% of the tender value as performance security in the form of DD/Bank Guarantee** in the prescribed format within three days from the date of receipt of the work order.
21. **An agreement on stamp paper worth Rs.200/-** in the prescribed format has to be executed by the successful bidder with the Principal agreeing to all the terms and conditions stipulated in this regard after remitting the performance guarantee.
22. As regards the interpretation of the terms and conditions given above, the decision of the Principal will be final and binding on both the parties.
23. **The contract executed shall also be liable to be terminated in case of violation of any of the clauses stipulated above during the time of contract without giving any notice or time.**
24. **The successful bidder also has to provide any other vehicle that may be required by LNCPE on a reasonable Govt.rate as and when called for.**
25. In case of vehicle hired on daily basis, the vehicle should be made available at SAI-LNCPE, Kariyavattom, Trivandrum or other place of duty as directed by the Officer Incharge. The running km of the vehicle hired will be counted only from SAI-LNCPE campus or from other place where the vehicle has been directed to report for duty by the Officer Incharge. **In other words the Km ran by the vehicle from the garage to the starting place of duty shall not be counted for the calculation of hire charges.**
26. **The rates for extra Km and extra Hrs will be taken only when the vehicle run beyond one of the parameter in the category 3hrs/30km or 8rs/80km. In case the vehicle is operated beyond the limit of both the parameters of 3hrs/30km in terms of KM & Hours it will be counted in the next slab of 8hrs/80km for calculation of hire charges.**
27. The agency/agencies taking part in this bid shall produce copies of all relevant documents pertaining to their vehicles as per M.V Act justifying road worthiness and the license of driver/drivers together with the bids and **the successful agency /agencies shall produce them in original for verification before work orders are issued.**
28. The Principal LNCPE reserves the right to reject any or all the bids or accept any bid without assigning any reason thereof.

Deputy Director



भारतीय खेल प्राधिकरण
SPORTS AUTHORITY OF INDIA
लक्ष्मीबाई राष्ट्रीय शारीरिक शिक्षा महाविद्यालय
LAKSHMIBAI NATIONAL COLLEGE OF PHYSICAL EDUCATION
पी.बी.सं.3, , P.B No.3, कार्यावट्टम, KARIAVATTOM,
तिरुवनंतपुरम-695581 THIRUVANANTHAPURAM - 695 581



Telephone: 0471-2418712, 2416886. Fax. 0471-2414771, Web: <http://www.Incpe.gov.in>, email: saincpe@gmail.com

TECHNICAL BID

1. Name of Agency :
2. Address of Agency :
3. Name of Proprietor :
4. License for renting Vehicle from authority concerned:
5. PAN Card No :
6. Contact Number :
7. Experience certificate,:
(Satisfactory performance certificates from minimum two reputed organizations / establishment is required)

Place:

Dated:

Signature:

(Seal)

Name and address of authorized signatory

Mobile No-

Landline No.



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FINANCIAL BID - I

Rates for Hiring Vehicle on Daily basis (A/C) (INNOVA CRYSTA)

Sl	Particulars	Unit	Qty (+/- 25%)	Basic rate	Total amount
1	Minimum charge (3 hrs/ 30 Km)	Per trip	10 trip		
2	Rate for 8 hrs/ 80 Km	Per trip	50 trip		
3	Rate for extra hours per hour	Per hour	50 hrs		
4	Rate for extra Km	Per KM	3000 km		
5	Drivers Bata for night halt per night	Per night	20 halt		

FINANCIAL BID - II

Rates for hiring vehicles on monthly basis - RENT A CAR

Sl No	Description of Item	Unit	Qty	Basic Rate	Total Amount
1.	Providing light motor vehicle (Innova Crista - Interior with Bucket seat A/C) excluding driver, fuel, lubricants etc.	Per month	12 month		
2.	Providing light motor vehicle (Ertiga AC / Lodgy AC/ Honda Mobility AC / Enjoy AC / Xylo AC) excluding driver, fuel, lubricants etc.	Per month	12 month		
3.	Providing light motor vehicle (Maruti Omni Van) excluding driver, fuel, lubricants etc.	Per month	12 month		

- Price bid will be compared individual vehicle basis (item described)

Place:

Dated:

Signature:

Name :

Name and address of agency

Mobile No-

Seal of the Agency



भारतीय खेल प्राधिकरण

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No. SAI/ LNCPE/HOV/TENDER -2021

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Checklist of Documents to be submitted

Sub: Hiring of Commercial Vehicles (contract carriages)Tender 2021 reg.

Sl No.	Documents	Submitted (Yes/No)
1	Technical Bid (in the prescribed form) at ANNAXURE -1	
2	Name of agency	
3	Address of agency (Provide local office address in Trivandrum in the radius of 20KM of Kariyavattom.	
4	Name of Proprietor/Partnership/Company	
5	License for renting vehicle from authority concerned.	
6	Copy of PAN CARD	
7	Contact Number	
8	Copy of GST Registration	
9	Experience certificate - minimum two reputed organizations.	
10	Bank Account details	
11	Turnover Criteria details - Average yearly turn for last 3 financial should be equal to or more than 15 lakhs	
12	Work completion certificate for the last 3 years from minimum 2 reputed firms.	
13	EMD Details	
14	Non-blacklisted certificate on non-judicial stamp paper worth Rs.200/- that they are not deregistered / debarred / banned / blacklisted by any Govt. authorities (Central/State/PSU at any point of time)	
15	All the above documents are to be uploaded in the CPP Portal along with the technical bid. Hard copy of the tender documents along with seal and signature of the authorised signatory on all pages to be submitted to Principal, LNCPE before the last date of submission of tender	

Date:
Place

Signature of the Tenderer/bidder
with seal

**SCHEDULES OF BIDDING PROCESS WITH KEY
DETAILS**

Date of publish of RFP on e-procurement portal of CPP	09.04.2022
Start date and time of downloading of document	10.04.2022
Seeking Clarification start date	10.04.2022
Seeking Clarification end date	19.04.2022
Pre-bid meeting	3pm on 19.04.2022
Bid Submission start date	21.04.2022
Last Date and Time of uploading /submission of Bids	5pm on 28.04.2022
Bid validity	60 days
Opening of Technical bid	30.04.2022
Opening of Financial bid	to be notified later