



भारतीय खेल प्राधिकरण  
SPORTS AUTHORITY OF INDIA  
लक्ष्मीबाई राष्ट्रीय शारीरिक शिक्षा महाविद्यालय  
**LAKSHMIBAI NATIONAL COLLEGE OF PHYSICAL EDUCATION**

पी.बी.सं. 3, कार्यावट्टम, तिरुवनंतपुरम 695581-P.B No.3, Kariavattom, Thiruvananthapuram - 695 581  
Phone: 0471-2418712, 2416886. Fax. 0471-2414771 Web: <http://www.lncpe.gov.in>, email: [sailncpe@gmail.com](mailto:sailncpe@gmail.com)



SAI/LNCPE/HOV TENDER /2023-24

Dated: 17.06.2023

**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 SAI LNCPE Kariavattom PO, Trivandrum. 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.50,000/-** as DD drawn in favour of Principal, SAI LNCPE and payable at Trivandrum on or before **5pm on 07.07.2023**. The tender form can be downloaded from the college website [www.lncpe.ac.in](http://www.lncpe.ac.in), [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in), and [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app). A pre-bid meeting will be conducted online at **3pm on 26.06.2023**. The Zoom ID will be shared in the website.

**TERMS AND CONDITIONS:**

1. The effective date of contract will be from 22.07.2023 to one year.
2. In the case of vehicles hired on daily basis the vehicle should be made available at SAI, LNCPE, Kariavattom 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 4hrs/40km 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. The technical bid should not contain any financial bid details and if any financial details are found in technical bid it will be summarily rejected.**
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.
  - c. **All vehicles must be fully insured.**
6. The quantity mentioned in the schedule of requirement is only indicative and 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 daiiy 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 3 years. The tenderer should ensure that after getting the contract the vehicle deployed by him are of latest model (not older than three years) and shall have clean seat covers/ towels, car perfume and should be in good running condition for which no extra payment would be made. Vehicles should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the**



- competent authority. Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.**
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 25 lakhs. Certificate from a Chartered Accountant should be enclosed.
  14. **Work Completion Certificate from minimum 3 reputed firms for the last 3 years**
  15. All the vehicles provided should be technically sound and satisfactory to the authorities and should be insured. The vehicles should have the permit to operate in Kerala, Tamil Nadu and Pondicherry.
  14. 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.
  15. Income Tax will be deducted from the bills at source as per rules..
  18. 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 03 days from the date of receipt of the work order. The same will be valid for 60 days beyond the contract period and will be returned without interest.
  21. **An agreement on stamp paper worth Rs.200/-** in the prescribed format has to be executed by the successful bidder with the Principal SAI LNCPE agreeing to all the terms and conditions stipulated in this regard after remitting the performance guarantee within 07 days of notification of award.
  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 or without assigning any reasons without giving any notice or time.
  24. **The Successful Bidder also has to provide any other vehicle that may be required by SAI 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. The calculation of mileage shall be from the reporting point to the reporting point and will not be calculated on garage to garage basis.**



26. **The rates for extra Km and extra Hrs will be taken only when the vehicle run beyond the limit of both the parameters in the category 4rs/40km.**
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. **All the vehicle supplied should be of commercial vehicle category except for Innova Crista - Interior with Bucket seat A/C under Rent a Car basis.**
29. **The vehicles once supplied under Rent Car basis should be changed during the contract period without approval of SAI LNCPE.**
30. The tenderer should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office. Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.
31. This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider.
32. The tenderer should ensure that after getting the contract the drivers deputed by him have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.
33. The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
34. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.
35. No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.
36. In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.
37. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
38. LPG Cylinders should not be used for running the vehicle in any case.
39. A daily record indicating time and mileage for each vehicle shall be maintained in a log - book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.
40. The Principal LNCPE reserves the right to reject any or all the bids or accept any bid without assigning any reason thereof at any time before notification award without incurring any liability.

Deputy Director



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### TECHNICAL BID

1. Name of Agency :
  2. Address of Agency :
  3. Name & Local Address of Agency with Contact No. :
  4. Name of Proprietor :
  5. License for renting Vehicle from authority concerned:
  6. PAN Card No :
  7. Contact Number :
  8. Turn over details
  9. Experience certificate, :
- (Satisfactory performance certificates from minimum three reputed organizations / establishment is required)

Place:

Dated:

Signature:

Name and address of authorized signatory

(Seal)

Mobile No-

Landline No.



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**FINANCIAL BID - I**

**1. Rates for Hiring Vehicle on Daily basis (A/C) ( SEDAN- SWIFT DEZIRE/TATA TIGOR/AMAIZE/ETIOS )**

Sl	Particulars	Unit	Qty (+/- 25%)	Basic rate	Total amount
1	Minimum charge ( 4 hrs/ 40 Km)	Per trip	50 trip		
3	Rate for extra hours per hour	Per hour	60 hrs		
4	Rate for extra Km	Per KM	2500 km		
5	Drivers Bata for night halt per night	Per night	5 halt		



**2. Rates for Hiring Vehicle on Daily basis (A/C) (ERTIGA /MARAZZO/INNOVA G4/KIA SELTOS/MARUTI XL6 /ENJOY)**

Sl	Particulars	Unit	Qty (+/- 25%)	Basic rate	Total amount
1	Minimum charge ( 4 hrs/ 40 Km)	Per trip	50 trip		
2	Rate for extra hours per hour	Per hour	60 hrs		
3	Rate for extra Km	Per KM	2200 km		
4	Drivers Bata for night halt per night	Per night	10 halt		

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

Sl	Particulars	Unit	Qty (+/- 25%)	Basic rate	Total amount
1	Minimum charge ( 4 hrs/ 40 Km)	Per trip	50 trip		
2	Rate for extra hours per hour	Per hour	60 hrs		
3	Rate for extra Km	Per KM	3000 km		
4	Drivers Bata for night halt per night	Per night	20 halt		

**4. Rates for Hiring Vehicle on Daily basis (A/C) (TEMPO TRAVELLER 17 SEATED)**

Sl	Particulars	Unit	Qty (+/- 25%)	Basic rate	Total amount
1	Minimum charge ( 4hrs/ 40 Km)	Per trip	50 trip		
2	Rate for extra hours per hour	Per hour	60 hour		
3	Rate for extra Km	Per KM	1000 km		
4	Drivers Bata for night halt per night	Per night	10 halt		

**5. Rates for Hiring Vehicle on Daily basis (A/C) (TEMPO TRAVELLER 26 SEATED)**

Sl	Particulars	Unit	Qty (+/- 25%)	Basic rate	Total amount
1	Minimum charge ( 4 hrs/ 40 Km)	Per trip	50 trip		
2	Rate for extra hours per hour	Per hour	60 hour		
3	Rate for extra Km	Per KM	1000 km		
4	Drivers Bata for night halt per night	Per night	10 halt		

**6. Rates for Hiring Vehicle on Daily basis (Mini Goods Carrier - for bringing 5 Cylinders of (500Kg.) Chlorine Gas from TCC, Eloor, Kochi to LNCPE (with Driver having explosive license), including loading and unloading charges (total for a trip))**

Sl	Details	Unit	Qty (+/- 25%)	Basic Rate	Total Amt.
1	<b>Mini Goods Carrier for bringing 5 Cylinders of (500Kg.) Chlorine Gas from TCC, Eloor, Kochi to LNCPE (with Driver having explosive license), including loading and unloading charges (total for a trip)</b>	Per trip	10 trip		

**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 <b>(Innova Crista - Interior with Bucket seat A/C)</b> excluding driver, fuel, lubricants etc.	Per month	12 month		
2.	Providing light motor vehicle <b>(Ertiga AC / Lodgy AC/ Honda Mobility AC / Enjoy AC / Xylo AC)</b> excluding driver, fuel, lubricants etc.	Per month	12 month		
3	Providing light motor vehicle <b>(Corolla Altis (A/C))</b> excluding driver, fuel, lubricants etc.	Per month	12 month		
4.	Providing light motor vehicle <b>(Maruti Eeco Van)</b> 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





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No. SAI- LNCPE/HOV/TENDER -2023

Dtd.....

**Checklist of Documents to be submitted**

Sub: Hiring of Commercial Vehicles (contract carriages)Tender 2023 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 3 reputed organizations.	
10	Bank Account details	
11	Turnover Criteria details - Average yearly turn for last 3 financial should be equal to or more than 25 lakhs	
12	Work completion certificate for the last 3 years from minimum 3 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	19.06.2023
Start date and time of downloading of document	19.06.2023
Seeking Clarification start date	19.06.2023
Seeking Clarification end date	26.06.2023
Pre-bid meeting	3pm on 26.06.2023
<b>Bid Submission start date</b>	<b>27.06.2023</b>
<b>Last Date and Time of uploading /submission of Bids</b>	<b>5pm on 07.07.2023</b>
Bid validity	90 days
Opening of Technical bid	10.07.2023
Opening of Financial bid	to be notified later