



**UDHAV DAS MEHTA (BHAI JI) CENTRAL REGIONAL CENTRE**

**Gram Gora, Bishenkheri,  
Suraj Nagar, Bhopal (MP)- 462044  
Email: - [rdsaibho-mp@gov.in](mailto:rdsaibho-mp@gov.in)  
Tel: 0755-2696930, 2696811(fax)**

**LIMITED TENDER ENQUIRY FOR HIRING OF VEHICLE BY SPORTS AUTHORITY OF  
INDIA, UDHAV DAS MEHTA, CENTRAL REGIONAL CENTRE, GRAM GORA  
BISHENKHERI, BHOPAL FOR THE YEAR 2016-17**

The Sports Authority of India invites sealed bids from reputed Transporters having working experience with Govt. or Public/Private Sector Undertaking and minimum four vehicles meeting Govt. laid down norms of each category quoted for in good running condition and minimum annual turnover of Rs. Five lakh from transport business during the last 3 years successive years for award of contract for supply of vehicles as per requirement/demand from office and for the National Coaching Camps on need basis at SAI Sports Complex, Gram Gora, Bhopal.

The detailed information, terms and conditions governing the award of contract are contained in the tender documents is enclosed herewith and can be downloaded from SAI New Delhi website [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) & SAI Bhopal website [www.saicrc.in](http://www.saicrc.in)

Tender offer in the prescribed tender form along with all relevant documents sealed and completed in all respect must be submitted latest by **21<sup>st</sup> September, 2016 upto 1300 hrs** in the office of Regional Director, SAI Central Regional Centre, Gram Gora, Bhopal which will be opened on **21<sup>st</sup> September, 2016 at 1530 hrs** in the presence of the bidders or their authorized representatives.

Sports Authority of India reserves the right to accept or reject any tender without assigning any reason whatsoever.

**(Meena Bora)  
Regional Director (CC)**

**LIMITED TENDER DOCUMENT**

**FOR**

**AWARD OF CONTRACT**

**FOR**

**HIRING OF VEHICLES**

**BY**

**SPORTS AUTHORITY OF INDIA**

**UDHAV DAS MEHTA (BHAIJI) CENTRAL REGIONAL CENTRE, BHOPAL (M.P)**

**Phone no. 0755-2696930-24, Fax: 0755-2696811**



**UDHAV DAS MEHTA (BHAI JI) CENTRAL REGIONAL CENTRE**

**Gram Gora, Bishenkheri,  
Suraj Nagar, Bhopal (MP)- 462044  
Email: - [rdsaibho-mp@gov.in](mailto:rdsaibho-mp@gov.in)  
Tel: 0755-2696930, 2696811(fax)**

EMD (BID SECURITY) : Rs.10,000/- (Rupees Ten Thousand only)  
Date of submission of tender documents : 21.09.2016 upto 01:00 PM  
Date of opening of technical bids : 21.09.2016 at 03:30 PM

**LIMITED TENDER FORM**

**LIMITED TENDER ENQUIRY FOR HIRING OF VEHICLE BY SPORTS AUTHORITY OF INDIA, UDHAV DAS MEHTA, CENTRAL REGIONAL CENTRE, GRAM GORA BISHENKHERI, BHOPAL FOR THE YEAR 2016-17**

Sports Authority of India invites sealed Limited tender from reputed Transporters having working experience with Govt. or Public/Private Sector Undertaking and minimum four vehicles meeting Govt. laid down norms of each category quoted for in good running condition and minimum annual turnover of Rs. Five lakh from transport business during the last 3 years successive years for award of contract for supply of vehicles as per requirement/demand from time to time.

1. Name of the Firm : \_\_\_\_\_
2. Full Postal Address with Tel. No. & Fax No.: \_\_\_\_\_  
\_\_\_\_\_
3. Name, Address & Tel. No. of the Director/ : \_\_\_\_\_  
Proprietors & Chief Executive of the firm. \_\_\_\_\_  
Bio-Data of the Director/Proprietors, Chief \_\_\_\_\_  
Executive of the firm should also be enclosed \_\_\_\_\_  
with proof of ownership. \_\_\_\_\_
4. Registration No. of Firm (Attach copy) : \_\_\_\_\_
5. PAN Number (Attach copy) : \_\_\_\_\_
6. Details of vehicles owned : \_\_\_\_\_  
Attach copy of registration and insurance : \_\_\_\_\_
7. Detail of other major clients : \_\_\_\_\_  
(Attach documentary proof) : \_\_\_\_\_
8. Permit for commercial use (Attach copy) : \_\_\_\_\_
9. Audited P & L Balance Sheet of last three years (Attach certified copy) by CA
10. Copy of ITR for the last 3 years. : \_\_\_\_\_

## **TERMS AND CONDITIONS WITH RESPECT HIRING OF VEHICLES BY SAI**

The works “Limited Tender Enquiry for Hiring of Vehicle by SAI UDM CRC Bhopal for the year 2016-17” should be subscribed on the top left corner of envelope and also have the name and address of the Bidder. The format for submission of tender document is given at Annexure – I. The tender shall be submitted in three separate envelopes addressed to the Regional Director, SAI, Central Regional Centre, Gram Gora, Bhopal.

- a) Envelope “A” should contain the earnest money ( Bid Security) of Rs. 10,000/- (Rupees Ten thousand only) in the form of demand draft of any Nationalization bank in favour of Regional Director, SAI, Bhopal payable at Bhopal. The format for submission of EMD is given at Annexure – II.
- b) Envelope “B” should contain tender documents duly signed by the bidder on each page and all other documents to be submitted with the tender, alongwith information pertaining to the present line of business.
- c) Envelope “C” should contain the financial bid. The format for submission of financial bid is given at Annexure –A & B.

Envelope “A” will be opened first and Envelope “B” of only those bidders will be opened who have deposited required EMD. Envelope “C” i.e. financial bid of only those bidders whose documents are found in order and selected by the SAI committee will be opened. Date and time for opening of Envelope ‘C’ will be decided later on. All three envelopes should be submitted in one big cover duly sealed and be put in one big cover duly sealed and be put in the tender box kept in the office of Regional Director, Sports Authority of India, Central Regional Centre, Gram Gora, Bhopal.

1. The successful bidder has to supply the required type of vehicle (as quoted by bidder) as per the requirement/demand of SAI on a short notice at least within half an hour and in case of delay penalty could be imposed.
2. The agency should have qualified and experienced drivers having sound knowledge with valid license.
3. Offers sent by telex/fax/Email will not be opened.
4. SAI reserves the right to reject the tender of all or any party without assigning any reason.
5. Rates quoted should be inclusive of all taxes and charges except Govt. taxes payable in case of outstation visit.
6. Rates will be compared vehicle-wise and SAI may select one or more transporters.
7. Tender documents are neither transferable nor cost of tender documents is refundable under any circumstances.
8. The issuing of tender document shall not constitute that the bidders are automatically qualified.
9. TDS etc will be applicable as per rules.
10. If even after approval, information/facts submitted by the bidder are found misleading/incorrect/ false etc SAI reserves the right to disapprove the contract.
11. In case of the breach/non-fulfillments of any of condition contained in the contract, the Sports Authority of India shall be at liberty to hire the vehicle at the risk and cost of the successful bidder and the amount shall be recovered from the successful bidder along with damage from the pending bills or Security Money/

12. The vehicle should be in a good running condition fulfilling all Govt. laid down norms for plying on road as hired vehicle preferably new Vehicle.
13. The transporter must have all the required documents of the vehicle deputed for duty.
14. The vehicle provided should be thoroughly cleaned and cushion cover should be of excellent quality.
15. In case of breakdown, alternative vehicle has to be provided immediately.
16. The driver must have valid license and in case of challan, accident etc responsibility will be that of the transporter.
17. The driver should be neatly turned out.
18. In case of failing to provide vehicle, SAI reserves the right to hire vehicle from other source and charges will be recovered from security/bill.
19. The contract will be for the period of one year from the date of Award, extendable for another year subject to satisfactory job execution.
20. The rate quoted will be valid for complete one year. The rates for second successive year will be as per Govt. norms.
21. The contract can be terminated on one month's notice from either side.
22. In case of any dispute, the jurisdiction will be the courts within territory of Bhopal.
23. Each page of the Terms and Conditions must be signed by the tenderer and same be submitted as token of acceptance.
24. In case of any dispute between the driver/employee, and successful tendered, SAI will not be responsible for any compensation in any form to such driver/employee during the currency of and/ or after the expiry of contract.
25. Conditional/incomplete Tender is liable to be rejected.
26. The successful tenderer is required to submit pre-receipted bills on monthly basis duly supported with copies of indents sent to them and Duty-Slip signed by the user of the vehicle.
27. The Earnest Money (Bid Security) will be returned to the unsuccessful bidders at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> days after the award of the contract. The Earnest Money (Bid Security) of the successful bidders will be liable to be forfeited, if he does not fulfill any of the following conditions of the contract.
  - a) Furnishing a security deposit amounting to Rs.2,00,000/- Rupees Two lac only) within seven days of the receipt of the award of letter. It may be clarified that the security deposited with SAI shall not carry any interest.
  - b) Execution of the agreement on Rs.1000/- (Rupees one thousand only) stamp Paper within 7 days of the receipt of award letter.
  - c) To undertake the work from the specified date mentioned in the award letter.
  - d) The earnest money of the successful bidders will be refunded after completion of the above-mentioned three conditions.
28. No revision will be allowed to the successful bidder during the period of the contract during the first year.
29. Sealed tenders containing relevant information should be addressed to the Regional Director, SAI, Central Regional Centre, Gram Gora, Bhopal and should bear the name and address of tender.
30. Any tender received after the specified date, time and place mentioned in the advertisement will not be entertained under any circumstances.

31. The successful bidder shall be responsible for fulfilling all the statutory provisions of all labour laws of the union and as well as of the State. The agency should be in a possession of a valid license from the Competent Licensing Authority for providing such services and will give an undertaking before starting services and thereafter with every bill that he is abiding by all the labour Acts.
32. The successful tender should give an undertaking that the staff deployed at the centre in terms of this contract at all time will be employees of the agency exclusively and they shall not be entitled to any claim of employment or permanency of job with SAI.
33. SAI reserve the right to forfeit whole or parts of the security money towards any damage/loss caused due to the negligence on the part of the bidder. Bidder may be asked to replace any items within 3 days, which is not repairable at no cost to SAI.
34. The Successful bidder shall be the sole and principle employer of all their staff and labour employed by them and shall be solely responsible for observing and complying with all employment regulations, labour laws and other terms and conditions as laid down in the this regard from time to time by the Govt.
35. These are only proposed draft terms and conditions and can be modified, changed or added at the time of finalizing, concluding and signing the agreement.
36. SAI will not be responsible in case of any injury or mis-happening of any employee of the agency and treatment if needed concluding and signing the agreement.

Certified that I/we familiarized with site and have gone through the para-wise contents of the Tender form and accept all the terms and conditions mentioned in this tender document.

Signature .....

Name ( In Block letters) .....

Designation .....

Name of the Firm .....

Dated.....

**FORMAT FOR SUBMISSION OF THE TENDER ON LETTER HEAD OF THE  
FIRM**

To,

The Regional Director  
Sports Authority of India  
Central Regional Centre,  
Gram Gora, Bhopal

**Sub : LIMITED TENDER FOR HIRING OF VEHICLE BY SAI CENTRAL CENTRE, GRAM  
GORA, BHOPAL FOR THE YEAR 2016-17.**

In response to the Tender Notice published in the.....on....., /I had down loaded tender from website [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) & [www.saicrc.in](http://www.saicrc.in) and have deposited E.M.D.

I am sending herewith my tender documents as under :-

**Envelope A** : EMD (Bid Security) in the form of demand draft No. ....  
Dated ..... For Rs., 10000/- drawn on .....

**Envelope B** : **TECHNICAL BID** : the tender documents duly signed on each page and all other documents to be submitted along with the tender.

**Envelope C** : **FINANCIAL BID** : The financial bid for supply of different type of vehicles as per requirement/demand.

The following details and supporting documents accordingly are available in Envelope "B" for evaluating eligibility etc.

1. PAN number ( copy enclosed )
2. Detail of Clients & copy of award letters be enclosed.
3. Copy of audited balance sheet for the last three years showing annual turnover from transport business.
4. Undertaking for abiding all Govt. laid down norms in respect or running of vehicles on road.
5. Undertaking for abiding all labour laws.
6. Registration no. of firm.
7. Permit for commercial use

That I/we will be responsible for all the contractual obligations including uninterrupted service, quality of work etc.

This is certify that I/we have studied site, read and understood all clauses of the tender in case of award of contract I/we undertake to abide by all terms and conditions mentioned in the same.

Date .....

AUTHORIZED SIGNATORY  
(NAME IN BLOCK LETTERS)  
(SEAL OF THE BIDDER)

Encl. As Above .

**FORMAT FOR SUBMISSION OF THE TENDER ON LETTER HEAD OF THE FIRM**

( TO BE SUBMITTED IN ENVELOPE “A”)

To

The Regional Director  
SAI Central Regional Centre  
Gram Gora, Bishenkheri,  
Bhopal

Sir,

**SUB: DEPOSIT OF EARNEST MONEY DEPOSIT FOR THE AWARD OF CONTRACT FOR  
HIRING OF DIFFERENT TYPES OF VEHICLES AS PER REQUIREMENT / DEMAND  
BY SAI CENTRAL REGIONAL CENTRE, GRAM GORA, BISHENKHERI, BHOPAL.**

Name of the Bidder : -----

Postal Address : -----

Tel & Fax No. : .....

Demand Draft No. : .....

& Date for EMD

Drawn on & payable at : .....

**AUTHORIZED SIGNATORY  
(NAME IN BLOCK LETTERS)  
SEAL OF THE BIDDER**

Date:.....

Encls: As above

**FINANCIAL BIDS DOCUMENTS FOR PROVIDING DIFFERENT TYPES OF VEHICLES AS PER REQUIREMENT/DEMAND TO SAI FROM TIME TO TIME**

*(TO BE SUBMITTED IN ENVELOPE "C")*

1. Name & Address of the Bidder : .....
2. Tel. No. / Fax No. & email of the Bidder : .....
3. Tender No. : .....

**RATES QUOTED PER VEHICLE SHOULD BE INCLUSIVE OF ALL TAXES & CHARGES EXCEPT GOVT TAXES PAID IN CASE OF OUTSTATION VISITS**

Sl. No.	Particular	Indica		Qualis/Innova/Tavera		Indigo/Marti Dzire	
		AC	Non AC	AC	Non AC	AC	Non AC
1	Per trip to Railway Station,						
2	Per trip to Airport						
3	To & fro lower lake & upper lake						
4	80 KM & 8 Hrs						
5	50 KM & 4 Hrs						
6	Extra KM charge						
7	Extra Hrs Charge						
8	Outstation Charge						
9	Night Halt Charge						

**Any other Terms & Conditions:**

This is certify that I / we have studied site, read and understood all clauses of the tender in case of award of contract. I / we undertake to abide by all terms and conditions mentioned in the same.

Dated:.....

(Signature & Name of the Bidder.....)

Address.....

(Seal of the Bidder)

**FINANCIAL BIDS DOCUMENTS FOR PROVIDING DIFFERENT TYPES OF VEHICLES AS PER REQUIREMENT/DEMAND TO SAI FROM TIME TO TIME**

*(TO BE SUBMITTED IN ENVELOPE "C")*

1. Name & Address of the Bidder : .....
2. Tel. No. / Fax No. & email of the Bidder : .....
3. Tender No. : .....

**RATES QUOTED PER VEHICLE SHOULD BE INCLUSIVE OF ALL TAXES & CHARGES EXCEPT GOVT. TAXES PAID IN CASE OF OUTSTATION VISITS**

Sl. No.	Particular	Mini Bus & Bus (non AC)			Luxury Bus	
		24 seater	35 seater	52 seater	AC	Non AC
1	Per trip to Railway Station,					
2	Per trip to Airport					
3	To & fro lower lake & upper lake					
4	80 KM & 8 Hrs					
5	50 KM & 4 Hrs					
6	Extra KM charge					
7	Extra Hrs Charge					
8	Outstation Charge					
9	Night Halt Charge					

**Any other Terms & Conditions:**

This is certify that I / we have studied site, read and understood all clauses of the tender in case of award of contract. I / we undertake to abide by all terms and conditions mentioned in the same.

Dated:.....

(Signature & Name of the Bidder.....  
Address.....

(Seal of the Bidder