

EOI No: SAI/STC-Aizawl/Vehicle-EOI/2025-26/12

Date: 23.05.2025

**Notice Inviting EOI for Hiring of Bus**

1. Sports Authority of India, Sports Training Centre Aizawl, invites **Expression of Interest** (EOI) from the Reputed transport Service/ Tours and Travel Agencies having vehicles (owned by the agency/on lease) for daily transportation of athletes between hostel and Sports Training Centre (STC) Aizawl, with an experience of minimum 03 years in driving along hilly terrain. Interested agencies/service provider may individually submit EOIs for supplying **25 Seater** bus to **SAI STC Aizawl, Mission Vengthlang** during Office hours of the stipulated time addressed to **“The Centre Incharge, Sports Authority of India, STC Aizawl, Mission Vengthlang-796005.”**

2. Schedule of Events:

1.	Opening of Application Form Submission	27.05.2025
2.	Last Date of form submission	06.06.2025
3.	Date of Bid Opening	09.06.2025
4.	Place of Opening	SAI STC Aizawl
5.	Tender Fee	Rs. 500/-

3. Services to be provided : Hiring of 25-Seater Bus as per the **Annexure I**
4. Duration of Empanelment : 1 (One) year, extendable on satisfactory performance.
5. EOI documents may be downloaded from the SAI NERC official website <https://sainercimphal.in/> as per the time schedule mentioned above. A non-refundable application fee of **Rs. 500/-** (Rupees Five Hundred Only) is payable for the same in the form of Demand Draft / Banker's Cheque drawn in f/o “SAI SAG Aizawl Khelo India”, payable at Aizawl and hard copy to be submitted to SAI STC Aizawl, Mission Vengthlang along with the EOI document. EOI received without prescribed application fees are summarily rejected.
6. EOI's must be accompanied by ‘Security Deposit of **3% of the tender amount payable to** “SAI SAG Aizawl Khelo India.” Hard Copy to be submitted to SAI STC Aizawl, Mission Vengthlang.

**Sd/-**  
Centre Incharge  
SAI STC Aizawl

## INSTRUCTIONS TO EOI(ders)

SAI STC Aizawl would be referred in the document as the *Organization* and the individual/agencies/tours and travel participating in the EOI would be referred as *EOI(der)/bidder/applicant*.

### A. SERVICES TO BE PROVIDED

1. **Places of Service:** Provision of registered 25 – Seater Bus with licensed drivers on a **“Hire basis”** for running in the State of Mizoram.
2. **Period of contract:** Under normal circumstances the contract shall be valid for a period of 1 (one) year with an option of extension for a further period on mutual agreement based on performance.
3. **Reporting Place:** SAI STC Aizawl, Mizoram
4. **Route:** SAI Hostel to STC Aizawl and back
5. **Distance :** 2 km approx. (One way)
6. **Shift:**
  - **Monday to Friday:**

**Morning:** Between 5:00 AM and 5:30 AM (Hostel to Training Centre) – 2 Trips  
Between 8:30 AM and 9:00 AM (Training Centre to Hostel) – 2 Trips

**Evening:** Between 2:30 PM to 3:00 PM (Hostel to Training Centre) – 1 Trip  
Between 6:00 PM and 6:30 PM (Training Centre to Hostel) – 2 Trips

    - Service on Saturday, Sunday, and other public Holidays on need basis
    - Service within Mizoram during competition exposure (if needed)
    - Service to Rajiv Gandhi Stadium, Mualpui on quarterly basis for Athletes’ Assessment Test (if needed)
    - Any service required at any time will be intimated and shall be considered as notice.
7. **Special**
  - 7.1 The financial bid would be inclusive of fuel cost.
  - 7.2 The financial bid would be *inclusive of GST*.
  - 7.3 Payment of any Govt. tax or duty for plying the vehicles in Mizoram State will be liability of transporter.
  - 7.4 Parking and Toll charges, if any, may be claimed by producing the parking/Toll slips.
  - 7.5 Drivers of the hiring vehicles should be permanent till the completion of the agreement and in case of change of driver in emergency, prior intimation should be made to the Office.

### B. Cost of EOI

The EOI(ders) shall bear all costs associated with the preparation and submission of the EOI. **SAI STC Aizawl** in no case will be responsible for these costs regardless of the conduct or outcome of the process.

**C. EOI Document**

EOI consist of Technical and Financial document.

**The Technical bid** consists of:

1. Letter of Invitation
2. Instructions to EOI (ders)
3. Evaluation and Qualification Criteria
4. Technical EOI Form
5. Bidder's Profile
6. Driver's Profile
7. Experience Certificate

**The Financial Bid** consists of:

1. Schedule of Hire Charges as per the Format

**D. Amendment to EOI document**

At any time prior to the deadline for submission of proposal, the **SAI STC Aizawl** may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the EOI document by the issuance of Addendum/Amendment/Corrigendum and posting it on the Official website.

In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the **SAI STC Aizawl** may, in its sole discretion, extend the last date of submission.

**E. EOI Form**

The EOI (ders) shall complete the EOI Form.

**F. EOI Price**

- i. The price quoted by the applicant shall be unconditional and shall remain fixed during entire period of contract & shall not be subject to variation on any account. An EOI submitted with an adjustable price quotation will be treated as nonresponsive and rejected.

**G. Earnest Money Deposit (EMD)**

- i. The Applicant shall furnish as part of its proposal, an EMD of 3% of the tender amount in the form of a Demand Draft / Banker's Cheque drawn in f/o "SAI SAG Aizawl Khelo India" and submitted along with EOI Document. The EMD will be returned to unsuccessful applicants within 30 (thirty) days from date of finalization of empanelment. The EMD of the selected applicant shall be returned, after finalization of empanelment. Any EOI not accompanied by the EMD amount shall be rejected as non-responsive. (Exemption of EMD under General Financial Rules (GFR) issued by the Department of Expenditure in India.)
- ii. **SAI STC Aizawl** shall not be liable to pay any interest on the Bid Security and the same shall be unconditional and interest free.
- iii. The EMD may be forfeited, if EOIder withdraws his bid during the period of bid validity specified by the bidder in the Bid form.

**H. Submission of EOIs**

- i. The EOIs should be submitted duly sealed and addressed to The Centre Incharge, **SAI STC Aizawl, Mission Vengthlang, 796005, Mizoram** and submit to the office or sent by Courier/Speed/Regd. Post which must be received on or before 18:00 hrs of due date.
- ii. Any EOI received after the due date for submission of EOI, shall be rejected. No further correspondence will be entertained in this regard.

- I.** EOI should be submitted in sealed envelopes, as detailed below and placed inside a main cover. These envelopes should contain the following;

Envelope	Marked on the cover	Contents of Envelope
First	Security Amount (EMD)	Containing Security Amount
Second	Technical Bid	Containing documents establishing the eligibility of the applicant to participate in the tender along with DD for Rs.500/- towards application fee.
Third	Financial Bid	Rates duly quoted by the EOI(ders) in the prescribed format.

On all these envelopes the name of the firm and whether “EMD” Or “Technical” Or “Financial” must be clearly mentioned and should be properly sealed (with sealing wax/packing PVC tape). These envelopes are to be placed inside an outer envelope and properly sealed (with sealing wax/Packing PVC tape). **The EOIs that are not submitted in above mentioned manner will be summarily rejected.** All envelopes (3 inner & one outer) must bear the following:-

- i. All envelopes (3 inner & one outer) must bear the full address of the tendering authority at the center of envelope and superscribe with “EOI for the supply of LMV”
- ii. All envelopes (3 inner & one outer) must bear the full name and full address of the EOI(ders) at the bottom right hand side corner of the envelope and superscribe with “EOI for the supply of LMV”.

**J. Evaluation**

- i. EOI(ders) who have submitted, EMD as per requirement shall be considered for further evaluation. Absence of EMD will lead to summary rejection of the bid. (Exemption rule apply)
- ii. **SAI STC Aizawl** shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
- iii. If there is discrepancy between words and figures the amount in words shall prevail prior to detailed evaluation. A substantially responsive EOI is one, which confirms all the terms and conditions of EOI documents without material deviation. An EOI determined as substantially non-responsive will be rejected.
- iv. **Technical Evaluation**: **SAI STC Aizawl** will evaluate only those applications if the EOI(ders) comply with all the eligibility conditions provided in the EOI document. If the bidder ensures compliance with all eligibility conditions and furnishes all documentary proof of the same, they would be considered for participation in the financial bid.
- v. **Financial Evaluation** : Financial part of the EOI shall be opened of those EOI(ders) whose qualifying bids are found successful.

For monthly hiring of vehicles, L1 bidder would be decided for each type of vehicle separately. EOI(ders) with highest number of L1 rate will be preferred service provider. In case of daily hiring of vehicles, L1 would be decided for each type of vehicle separately. EOI(ders) with highest number of L1 rate will be preferred service provider .

**K. Letter of Award (LOA)**

After financial evaluation and acceptance the of L1 rates by the applicant, **SAI STC Aizawl** will issue a Letter of Empanelment to the Respondents in writing.

## **GENERAL CONDITIONS OF EMPANELMENT**

1. Submission of EOI against this offer shall bind the bidder for the acceptance of all the conditions specified herein unless otherwise agreed by **SAI STC Aizawl**.
2. Monthly bills shall be submitted in duplicate to the authority specified in contract along with any extra charges beyond quota.
3. The drivers engaged in the vehicle should have valid driving license to operate the vehicle, issued by the Transport Authorities and other necessary certificates like Road-Tax clearance, Pollution Certificate, Valid Insurance certificates and Fitness certificates etc. should be in existence for all vehicles quoted. The drivers should have a mobile phone and should be well mannered. The driver engaged should be broadly aware of the major routes. The Vehicles on duty should be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition. The Driver engage should maintain proper dress code as issued by **SAI STC Aizawl**.
4. **Penalty Clause:** In the event of Contractor failing to execute the work at any time to the full satisfaction, the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full. If the number of break down exceeds three times in a month, a penalty of Rs. 1000/- per break down shall be imposed.
5. If on any occasion, it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/ journey, the contractor shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.
6. For each and every vehicle, the driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries should be attested from the users. The log book will have to be shown to the General Administration for verification at the time of submission of the bill in each month.
7. In case of any break down while on journey, alternative arrangement shall have to be done by the contractor failing which the vehicle will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
8. **Blacklisting/debarring:** **SAI STC Aizawl** reserves the right to cancel the empanelment letter issued and debar the firm if it is discovered that the firm had produced any false information, on the continued delivery of unsatisfactory services, insolvency of the company, or any other ethical ground as deemed fit by giving a 7 days prior written notice.

**9. SAI STC Aizawl** may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:

- Submitted the proposal after the response deadline.
- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought Submitted more than one proposal
- Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.

**10.** The application is liable to be rejected if:

- Not in prescribed forms and not containing all required details.
- Not properly sealed and signed as per requirements.
- Received after the expiry of due date and time.
- Missing of any supporting document(s) with the Proposal.

## EVALUATION AND QUALIFICATION CRITERIA

This invitation to submit EOIs is open to those bidders who meet the following eligibility criteria. Documents to be submitted to testify eligibility are also listed:

Sl.	Eligibility Conditions	Documentary proof to be submitted
1.	Submission of EOI document price	Non-refundable fee of <b>Rs 500.00</b> (Rupees Five Hundred) only, in the form of Demand Draft /Banker's Cheque of any nationalized /schedule bank payable at Aizawl in favour of the <b>"SAI SAG Aizawl Khelo India."</b> The Demand Draft/Banker's Cheque is to be submitted along with the hard copy of the EOI at the time of submission of the EOI.
2.	Submission of EMD	EOIs must be accompanied by Earnest money deposit 3% of the tender amount only, drawn in favour of <b>"SAI SAG Aizawl Khelo India"</b> , will have to be in the form of Bank Guarantee/Bank Draft/Fixed Deposit/Term Deposit and shall have to be valid for 180 days from the date of issue of the EOI notice. (Exemption as per GFR rule)
3.	The applicant should own or have on lease sufficient vehicles.	The proof of ownership or lease holding Clear declaration that the firm will be able to supply good conditioned vehicles
4.	The applicant shall have an experience of minimum period of 03 years for similar type of contract of supplying vehicles to Govt. organization/ Private organization on monthly basis and daily basis.	Detail of experience shall attached separately Copies of certification from earlier Department/Departments.
5.	The bidder should not have ever been blacklisted by any State/Central Government Department/PSU/Agency in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practices.	Declaration of same on the Letter Head of Firm/Agency.
7.	GST Registration Certification	Applicant shall submit copy of GST Registration Certification
8.	Signing of proposal	The proposal shall be signed by the Authorized signatory in all pages with official seal. Any other information, which may be useful in the process of evaluation.

## TECHNICAL BID

**[To be submitted in a separate sealed cover on Letter Head]**

EOI No: SAI/STC-Aizawl/Vehicle-EOI/2025-26/12

DESCRIPTION: Expression of Interest for 25-seater Bus Hiring Services at SAI STC Aizawl

Sl.	PARTICULARS	
1	Name of Agency	
2	Name of the Proprietor	
3	Postal address	
4	Name of Contact person	
5	Mobile No	
6	E-Mail ID	
7	Registration Certificate (copy enclosed)	
8	PAN (Permanent Account Number) (copy enclosed)	
9	GST Registration No. (copy enclosed)	
10	Work Experience Certificate (If any)	
11	Any Other Details (MSME/NSIC/SHG)	
12	List of Bus registered in the name of the firm along with copies of RC, Insurance, and any other relevant document, if any (copy enclosed)	

I/We undertake that, I/We have carefully studied all the terms and conditions of the contract as indicated in tender document and understood the parameters of the proposed work and shall abide by them.

I/We further undertake that the information given in this tender are true and correct in all respect. If any information found false/mislead, our enplanement can be cancelled at any point of time.

Date:

Place:

\_\_\_\_\_  
Signature of bidder with date and seal

**FINANCIAL / PRICE BID**

**[To be submitted in a separate sealed cover on Letter Head]**

To,

The Centre Incharge, Sports Authority of India, STC Aizawl, Mission Vengthlang, 796005, Mizoram

Madam,

**Subject: i)** Financial Bid for EOI of 25-Seater Bus Hiring Services on “**MONTHLY BASIS**” at SAI STC Aizawl.

In response to EOI No: SAI/STC-Aizawl/Vehicle-EOI/2025-26/12 cited above, we are pleased to enclose the following as our financial bid for your kind consideration:

Sl.	Vehicle Type	Monthly rate (Per month 2000 KMs LIMIT)	
		Monthly Charges Including Drivers Salary	Extra KM Charges
1	25 – seater bus		

GST:

Other Terms:

Date:

Place:

Sign. Of Bidder with Stamp