



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/4767890  
Dated/दिनांक : 12-03-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	27-03-2024 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	27-03-2024 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Revenue
Organisation Name/संगठन का नाम	Central Board Of Excise And Customs (cbec)
Office Name/कार्यालय का नाम	Delhi
Item Category/मद केटेगरी	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 km x 320 hours; Local , Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 km x 320 hours; Local , Monthly Basis Cab & Taxi Hiring Services - Sedan; 2000 km x 320 hours; Local
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	50 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

**Bid Details/बिड विवरण**

<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	4680000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है</b>	Yes

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	93600

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	15

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

PAO  
NACIN ZTI DELHI NACIN COMPLEX SECTOR 29 FARIDABAD HARYANA 121008  
(Pao Cbec)

## Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

## MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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## MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.  
[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated

cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Fleet of owned vehicles with service provider, (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):15**

**Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):9**

**Minimum years (up to 5 years) of experience in related field:3**

**Number (upto 100%) of vehicles demanded should have been provided in a single contract to a government agency in the past three years:9**

**Number (up to 100%) of vehicles demanded should have been provided in the past 1 year to government agencies:9**

**Geographic Presence in States:WITHIN RADIUS (VICINITY) OF 25 KILOMETER FROM SECTOR 29 FARIDABAD HARYANA**

**Rate Per Km for Extra Usage in excess of chosen package as per the Vehicle Type selected. In case of bunch bid buyer must indicate extra KM rate for every Vehicle Type that is bunched::NA**

**Rate Per Hour (Inclusive of GST) for Extra Usage in excess of chosen packageNA**

**Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 Km X 320 Hours; Local ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna
Usage Variant	2500 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2021
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Petrol
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle(s)	Additional Requirement/अतिरिक्त आवश्यकता
1	Ajit Kumar	121008,NACIN Complex, Sector 29	1	• Duration in Months : 12

**Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 Km X 320 Hours; Local ( 4 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna
Usage Variant	2000 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2021
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Petrol
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़****Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle(s)	Additional Requirement/अतिरिक्त आवश्यकता
1	Ajit Kumar	121008,NACIN Complex, Sector 29	4	• Duration in Months : 12

**Monthly Basis Cab & Taxi Hiring Services - Sedan; 2000 Km X 320 Hours; Local ( 4 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Hyundai Xcent
Usage Variant	2000 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2021
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	CNG
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़****Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle(s)	Additional Requirement/अतिरिक्त आवश्यकता
1	Ajit Kumar	121008,NACIN Complex, Sector 29	4	<ul style="list-style-type: none"><li>Duration in Months : 12</li></ul>

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें****1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

**2. Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 3. **Past Project Experience**

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

### 4. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

PAO CBEC

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

### 5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

PAO CBEC  
payable at  
DELHI

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

### 6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

### 7. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

### 8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

## **TENDER NOTICE FOR HIRING OF VEHICLES**

On behalf of the President of India, National Academy of Customs, Indirect Taxes & Narcotics (NACIN), Zonal Training Institute, Sector-29, Faridabad-121008, invites Bids from reputed parties/agencies suppl

ing vehicles with drivers on monthly hiring basis for official use of National Academy of Customs, Indirect Taxes & Narcotics (NACIN), Zonal Training Institute for its office at NACIN Complex, Sector-29, Faridabad, Haryana-121008. Interested parties / agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids online as given in the instructions for online bid submission.

The said bid is invited on the double bid system, namely technical and financial bid. Only those bids found technically qualified will be eligible for financial evaluation. Furthermore, all the annexures of technical bid shall be complete in all respects. Non submission of required documents / incomplete bids, shall not be entertained and would be disqualified.

Details of the tender notice is also available on the CBIC/ NACIN website: [www.cbic.gov.in](http://www.cbic.gov.in) and [www.nacin.gov.in](http://www.nacin.gov.in).

The details of the Vehicles to be hired are as under:

Sr. No.	Category	No. of Vehicles required	Usage	Fuel Type
1.	Staff Vehicle [Mid-Sized vehicle - Maruti Suzuki Ertiga, Honda City or Maruti Suzuki Ciaz]	01 (one)	To be used up to 30/31 days subject to maximum of 2500 kms in a month.	Petrol/Diesel
2.	Operational Vehicles [Mid-Sized vehicles - Maruti Suzuki Ertiga, Honda City or Maruti Ciaz]	04 (four)	To be used up to 25/26 days subject to maximum of 2000 kms in a month.	Petrol/Diesel
3.	Operational Vehicles [Small-sized vehicles -Maruti Suzuki Dzire or Hyundai X-cent]	04 (four)	To be used up to 25/26 days subject to maximum of 2000 kms in a month.	CNG

- A. This office requires two categories of vehicles i.e. 'staff car' and 'operational vehicles' as per details mentioned above.
- B. The number of vehicles mentioned above is not fixed but are as per the present requirement.
- o If needed, the vendor should be able to provide more vehicles of any category mentioned above at the same rates and terms and conditions;
  - o Also, this office may surrender one or all of the vehicles, if not needed by this office.

\* In any case, the payment would be made based on the actual usage of the vehicles, irrespective of the numbers mentioned above.



## Data Sheet

Item	Description
Name of the Hirer	NACIN ZTI Delhi stationed at NACIN Complex, Sector-29, Faridabad, Haryana 121008
Tender Inviting Authority	Assistant Director (Admn.), NACIN, Faridabad
Tender Name	Hiring of Vehicles
Tender No.	01/2024-Hiring of Vehicles
Method of Selection	Open Tender
Availability of Tender Documents	On GeM portal
Date and time of Tender notice issuance	Available in Bid Document on GeM portal
Last date and time for Bid/Proposal submission (On or before)	Available in Bid Document on GeM portal
Bid Opening Time, Date & Venue	Available in Bid Document on GeM portal
Language of Bid Submission	ENGLISH
Currency	Indian Rupees (INR)
Period of Hiring	12 Months from the date of hiring of vehicle

Tender documents may be downloaded from GeM Portal.

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### Bid Submission:

Bids shall be submitted online only on GeM Portal. Tenders and supporting documents shall be uploaded through GeM Portal. The hard copy of Tender documents shall not be accepted. Bidder should ensure that the documents being uploaded by him are legible, and wherever possible scanned copies of the original document should be uploaded instead of Xerox copy. If the document is not legible, it shall not be considered, and bid is liable to be rejected.

### GENERAL TERMS AND CONDITIONS OF THE TENDER NOTICE:

- 1) The service provider should be a proprietorship/ partnership/ registered firm/ company and the vehicle(s) should be registered in Delhi/NCR only. Service provider should have a valid GST registration certificate and the service provider will be solely responsible for payment of appropriate GST.
- 2) The tenderer should be duly registered with concerned Central/state government authorities and should have a fleet of at least 15 small/mid-sized vehicles registered either in the name of firm or in the name of owner/proprietor.
- 3) The service provider should provide only vehicles registered as taxi or public transport vehicle.
- 4) The service provider should have a minimum of three-year experience (i.e. 2020-21, 2021-22 & 2022-23) of providing vehicles to any central govt. department/state govt. department/PSUs and the proof of the same should be in the form of the work completion certificate.
- 5) The service provider should have its registered office within the vicinity (radius) of 25 KM from NACIN

N complex, Sector-29, Faridabad.

- 6) Financial bids from only those firms would be opened who qualify the technical requirements. The contract for providing vehicles will be given to the L-1 tenderer (Firm who has quoted lowest rates) who fulfils all the terms and conditions given in the tender document subject to passing of physical inspection of the fleet of cars as per description in this document as well as eligibility and skills of drivers as detailed below.
- 7) The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are willing to provide services at same rates and as per the same terms and conditions as that of L-1 (Firm who has quoted lowest rates) bidder.
- 8) This office reserves the right to revise the requirements of vehicles being hired. The number of 'staff car', 'Mid-sized & small sized' vehicles mentioned is not fixed. It is as per present requirement. If needed, the vendor should be able to provide more vehicles at the same rates, terms and conditions. This office may surrender some or all of the vehicles, if not required.
- 9) In any case, the payment would be made based on the actual usage of the vehicles, irrespective of number of vehicles mentioned above.
- 10) Vehicles running on fuel type as mentioned above only should be provided to this office. Maximum ceiling price is Rs. 50,000/- per month for staff vehicle-Mid Size (Fuel Type- Petrol/Diesel) and mid-sized operational vehicle (Fuel Type: Petrol/Diesel). Maximum ceiling price is Rs. 35,000/- per month for small-sized operational vehicle (Fuel Type: CNG). All these ceilings are exclusive of taxes.
- 11) The Bidder should ensure that after getting the contract, the vehicle deployed by him are of latest model (not older than three years counted as on 01.04.2024) 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 which should be valid during the period of deployment of vehicle. Undertaking in this regard would be required to be submitted by the Bidder along with technical bid (Annexure- A).
- 12) The vehicles shall be for exclusive use of this Office and should not be used by the Service Provider for any other purpose.
- 13) The vehicles shall be made available on all days including Saturday, Sunday & Holidays, if required.
- 14) The calculation of mileage shall be from the reporting point to the relieving point. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Office may get odometer of the vehicle checked from any authorized workshop at the cost of Service Provider.
- 15) LPG Cylinders should not be used for running the vehicle in any case.

- 16) 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.
- 17) The service provider shall provide the name & address of the drivers presently employed by him. The drivers should be well conversant with the roads and routes of Delhi/ NCR and be well versed in using Google Maps. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules. Drivers should always remain with the vehicle during the entire period of duty and should not leave the place of duty without permission from the concerned officers. Drivers shall not be changed without prior consent of the concerned officer.
- 18) The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a proper uniform (Formal trouser and shirt) & must carry a mobile phone in working condition, for which, no separate payment shall be made by this office.
- 19) The driver(s) deputed on duty should carry a valid driving license. The D/L should not have been punished or challan/s for more than two times for negligent driving. The Service Provider should also ensure that they have arrangements for establishing contact and round-the-clock service. For this purpose, they should have adequate numbers of telephones/mobiles. The undertaking in this regard would be required to be submitted by the Bidder along with a technical bid.
- 20) The Bidder should ensure that after getting the contract, the drivers deputed by him should have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license. During the period of operation, the driver should not ordinarily be changed unless desired/allowed by this office. The fast tag of the vehicle should be adequately recharged at all times while the vehicle is deployed.
- 21) The Bidder 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 Bidder along with technical bid and the vendor is solely responsible for any police records/criminal cases against their staff and vehicle. (Annexure-B)
- 22) 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. The undertaking in this regard would be required to be submitted by the Bidder along with technical bid.
- 23) There shall be no minimum mileage per day for vehicles on monthly basis, however in case any vehicle is utilized below 2000 kms/2500 Km in a month, as the case may be, balance Kms shall be carried forward and will be adjusted against extra mileage, if any, in same category of vehicle, without any extra cost to this office.
- 24) A daily record indicating time and mileage for each vehicle shall be maintained in a logbook, which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.
- 25) If any vehicle does not report for duty on any day(s) or the driver reports late or there is violation of any other provision of the tender and/or if the vehicles are not provided from the desired location, then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. The Service Provider shall also be liable for a penalty of Rs. 1000/- per day per Small Size Vehicle

and Rs. 2000/- per day per Mid-Size or staff Vehicle for each such incident besides termination of contract. Any such penalty would be deducted by this office from the monthly bill without giving any prior notice.

- 26) The service provider should provide a single contact person/ supervisor for the fleet deployed to this office. It would be the responsibility of the supervisor to keep track of the vehicles, also any instruction regarding vehicles would be communicated by this office to the supervisor through phone or WhatsApp. It would be the responsibility of the supervisor to ensure that the vehicle reaches the desired location and report to the desired officer within time.
- 27) This Office will reimburse taxes including toll tax and parking charges against production of documentary evidence. Proof of payment of appropriate GST, toll and parking charges will be required to be submitted to this office.
- 28) All expenses relating to the salary and allowances of the driver shall be borne by the Service Provider. Likewise, all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.
- 29) 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.
- 30) The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract and should not change the vehicle without prior information and approval from this office.
- 31) The service provider will comply with labour laws in force and all liabilities in this connection will be his responsibility.
- 32) The contract will be initially for a period of twelve months which may be further extended, if required, on satisfactory services on the same terms and conditions.
- 33) In case quality of service by the Service Provider is found unsatisfactory, this office may terminate the contract immediately without giving any prior notice. In case of such termination, this office will hire the services of other empaneled service providers who are willing to provide services at same rates and as per the same terms and conditions as that of L-1 (Firm who has quoted lowest rates) bidder.
- 34) The bidder has to submit a Bid Security (Earnest Money) of 2% of bid value in the form of Demand Draft/ Fixed Deposit Receipt (FDR) or Bank Guarantee from a Commercial Bank in favor of PAO, CBEC payable at Delhi along with their bids. The Bid Security should remain valid for a period of at least forty-five (45) days beyond the date of bid validity. Exemption in Bid Security (Earnest Money) will be given to MSME as per government guidelines.
- 35) On acceptance of the bid, the Service Provider has to submit Performance Security of an amount equivalent to 5% of the value of the entire period of the contract in the form of Fixed Deposit Receipt (FD

R) or Bank Guarantee from a Commercial Bank in favor of PAO, CBEC, New Delhi at the time of award of the contract. The Performance security should remain valid for a period of at least ninety days beyond the date of completion of the contract.

- 36) 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.
- 37) No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.
- 38) In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.
- 39) This Office reserves the right to request fulfilment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.
- 40) The contract can be terminated by service provider by giving an advance notice of at least 30 days.
- 41) Bidder to upload ITR for last three financial years.
- 42) The scanned copies of all the documents which have been requested in the Annexures and this tender document shall be uploaded and should be clearly visible/readable. Those documents which are not clearly visible/readable will not be taken into consideration for technical evaluation of bids. The financial bid/bids will be taken up only if the technical specifications are found satisfactory, otherwise the tender will be rejected straightway.
- 43) The bidders under MSME/Startup India category are exempted from the past experience and turnover criteria and submission of EMD (Earnest Money Deposit) and documentary proof of the same must be attached.

Encls:

Annexure-A: Technical Bid

Annexure-B: Technical Bid Undertaking

Annexure-C: Price Bid undertaking

Annexure-D: Tender Acceptance letter

Annexure-E : Experience Details

Annexure-F : Details of Regular drivers

Annexure-G : Details of current fleet of vehicles

Assistant Director (Admn.)

Copy to :

(1) Notice Board

(2) The Web Manager, NACIN Complex, Sector 29, Faridabad - 121008 for wide publicity through departmental website.

(3) The Web Master, CBIC (earlier CBEC), New Delhi with a request to upload the same on the official website.

Assistant Director (Admn.)

**Annexure 'A'**  
**TECHNICAL BID**

Qualifying criteria for Quotation  
(Documents to be attached to substantiate every information)

S. No.	Technical Parameter	Details
1	Amount of Earnest Money Deposit/Bid Security (Refundable)	Rs _____
2	Particulars of Demand Draft/Bankers' cheque/ pay Order	No.
		Date:
		Drawn No.
		Branch:
3	Name, registered address and Telephone no. of Service provider	
4	Name of the owner of Agency/firm and telephone number	
5	Details of the regular drivers as per Annexure F & Technical Bid Undertaking	Annexure F - Page no. .... Undertaking - Page no. ....

6	Details of the vehicles as per Annexure G along with Copy of Registration Certificate (RC), Insurance and Pollution Certificate (PUC)	Annexure G - Page no ..... RC copy- Page no ..... Insurance copy - Page no ..... Pollution Certificate-Page no. ....
7	Experience details as per Annexure E (Work Completion Certificate of experience should be attached, Experience certificate would be considered for that financial year in which minimum 7 month's service has been provided)	Annexure E- Page no ..... Work Completion certificate 2020-21 Page no. .... 2021-22 Page no. .... 2022-23 Page no. ....
8	Turnover Certificate duly certified by Chartered Accountant for the financial Year 2023-22, 2022-21, 2021-20	2020-21 Page no. .... 2021-22 Page no. .... 2022-23 Page no. ....
9	Valid GST Registration & PAN	GSTIN no. .... Pan no. ....
10	Undertaking to indemnify the department against all damages/charges	Undertaking Page no.....
11	All pages of the tender document must be signed by the bidders, in token of his / their understanding / acceptance.	Signed Tender Document Page no. ....

Note:- Non-qualification in above criteria will result in disqualification of bid.

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.

Signature

Name of Authorized Signatory

**Annexure-B**  
**Technical BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_

To,

Dear Sir/Madam,

If the work of providing vehicles to your office on monthly hiring basis is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of latest model and would not be older than 3 years as on 01.04.2024.
2. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
3. Your 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 me.
4. The drivers deployed by me would have experience of minimum 3 years and should be well versed in using Google maps.
5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my 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.
6. I undertake that we have valid RC, PUC, Insurance, fitness certificate and all other required documents in respect of the vehicles being offered in this bid, as per laws in force in this context.
7. I understand that non-compliance of any condition of this tender document will result in the disqualification of my bid.

Signature

Name of Authorized Signatory

**Annexure C**  
**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_

To,

Dear Sir/Madam,

1. I/We \_\_\_\_\_ (name) \_\_\_\_\_ submit the Price Bid for \_\_\_\_\_ (Tender name/no.) \_\_\_\_\_ and related



activities envisaged in the Bid document.

2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3 I/We offer to work at the rates as indicated in the price Bid.

4 I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Signature

Name of Authorized Signatory

**Annexure-D**  
**TENDER ACCEPTANCE LETTER**  
(To be given on Company/Firm Letter Head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -  
Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_

as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Signature

Name of Authorized Signatory

**Annexure-E**  
**Experience Details**

(Copy of completion certificates to be attached)

S. No.	Name of hirer	Hiring Period	Number of vehicles supplied	Completion certificate date
1		2022-23		
2		2021-22		
3		2020-21		
Experience certificate would be considered for that financial year in which minimum 7 months' service has been provided				

**Annexure-F**  
**Details of Regular Drivers**

(Minimum 9 drivers details required)

S. No.	Driver Name	License Number	Issuing Authority	Issue Date	Valid Upto	Private/ commercial
1	-	-	-	-	-	-
2	-	-	-	-	-	-

3	-	-	-	-	-	-
4	-	-	-	-	-	-
5	-	-	-	-	-	-
6	-	-	-	-	-	-
7	-	-	-	-	-	-
8	-	-	-	-	-	-
9	-	-	-	-	-	-

**Annexure-G**  
**Details of Current fleet of vehicles**

(Minimum 15 vehicle details required. Also clear copy of RC, Insurance & PUC to be attached)

S. N o.	Registratio n Number	Owned/Leased/Hi red	Make a nd Mod el	Manufactur ing date	Insuranc e Numbe r & Validi ty date	PUC Nu mber a nd valid ity date	Commercial/Priv ate
1	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-
5	-	-	-	-	-	-	-
6	-	-	-	-	-	-	-
7	-	-	-	-	-	-	-

**Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum

issued by DPIIT in this regard.

2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---