बिड संख्या/Bid Number: GEM/2026/B/8092742

दिनांक /Dated: 21-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	11-11-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	12-11-2026 17:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Railways
विभाग का नाम/Department Name	Indian Railways
संगठन का नाम/Organisation Name	South East Central Railway
कार्यालय का नाम/Office Name	Hq New General Manager Secr
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :sourabh.chandra@gov.in Buyer Email id: sheikh.yusuf@gov.in
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - SUV; 2000 km x 320 hours; Outstation
अनुबंध अवधि /Contract Period	2 Year(s) 1 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	1 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Annual Turnover *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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	1369108
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	27390

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। 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।/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.

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

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

PFA/SECR/BILASPUR
HQ NEW GENERAL MANAGER SECR, Indian Railways, South East Central Railway, Ministry of Railways (Pfa/secr/bilaspur)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. 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. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
2. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the 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. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
3. 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.
4. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Fleet of owned vehicles with service provider, (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):1

Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):1

Minimum years (up to 5 years) of experience in related field:1

Number (upto 100%) of vehicles demanded should have been provided in a single contract to a government agency in the past three years:1

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

Geographic Presence in States:CHHATTISGARH vehicle movement can be in any of SECR jurisdiction

Monthly Basis Cab & Taxi Hiring Services - SUV; 2000 Km X 320 Hours; Outstation (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	SUV
Type of car (Please select at least 3 options)	Mahindra Bolero Neo , Maruti Suzuki Grand Vitara , Hyundai Venue , Tata Safari , Mahindra XUV 3XO , Mahindra Thar Roxx , Mahindra Scorpio Classic , Toyota Urban Cruiser Hyryder , Skoda Kushaq , Nissan Tekton
Usage Variant	2000 km x 320 hours
Type of Service	Outstation
Year of Vehicle Model	2024 , 2025 , 2026
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	Non-A/C
Area of Operation	Plains
Fuel Type	Any
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Pratyush Mishra	490025,Electric Loco Shed, Bhilai Marshalling Yard, Bhilai, Chhattisgarh 490025	1	• Duration in Months for which service is required : 24

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

1. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Vehicle is required for DMM/ELS/BIA at Electric Loco Shed, Bhilai Marshalling Yard, Bhilai, (C. G .) Pin-490025

SPECIAL CONDITIONS:

1. The Vehicle should be made available 08:00 AM to 08:00 PM for official use or as per requirement. (In e mergency situations and during inspection like night foot plate inspections etc., driver should available for working beyond duty hours), Vehicle movement can be within the jurisdiction of SECR or as per Officer's re quirement (The vehicle will mostly run in Chhattisgarh state, however the same can be taken out of the sta te, if needed).

2. In case of any conflict between GeM standard tender condition and special condition added by buyer, s pecial condition added by buyer will prevail over standard GeM condition.

3. Payment terms/Invoice creation by service provider:

(i) Calculation of Running charges for invoice creation: Total Monthly package charges quoted by bi dder as per GeM contract - Rs.X

A). Monthly Basic Charge ("A") =	0.55 * X
B). Monthly Running Charge ("B") =	0.45 * X
C). Running Charges Per KM ("C") =	B/sanctioned km

ii. Monthly invoice bill = Rs. [A + C * (Actual km run in a month as per log book)]

iii. Consignee shall ensure that the bill raised by service provider is as per the ATC. Necessary pen alty and deductions shall be deducted before approval of invoice in GeM. In other cases, invoice shall be s ummarily rejected.

iv. Subsequent to invoice approval, online payment shall be made to service provider.

v. Incase of excess KMs movement over the package Kilometers in a month, running charges for excess Kilometers shall be same as per the running charges for package.

vi. At the end of every calendar month, the contractor shall submit his bills in duplicate along with Xerox copy of Log Book of relevant period within ten days of the end of each calendar month to the controlling officer of the particular department (SR.DEE/TRS/BIA), who in turn shall verify and forward the bills to Sr. DFM/Raipur along with penalty statement, if any. Payment will be arranged by cheque or by EFT at the discretion of the Railway administration.

vii. Bill payment shall only be done after submission of proof of salary paid to driver through bank account that too not lower than the minimum wages [applicable as per the latest rate circulated vide Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C), New Delhi for Skilled category of worker] along with proof for payment of EPF and ESI benefit to drivers, if applicable.

viii. The service provider shall comply with all rules & regulations issued by state/central government from time to time, applicable to this contract. The wages should be entered into Govt. of India SHRAMIK KALYAN PORTAL. It shall be responsibility of the contractor. PBG will be released only after compliance of wages in SHRAMIK KALYAN PORTAL by contractor.

ix. The service provider shall ensure compliance of all applicable labour laws (labour codes) including but not restricted to Payment of Minimum Wages, EPF and ESIC laws etc. as applicable for this contract:

a) All necessary compliance documents to be submitted with monthly bills.

b) Timely payment of wages for the driver (within 7 days of month, irrespective of billing status.)

c) Letter of Appointment of the Labourer by the service provider as per Annexure – 1 (copy of same to be submitted to user department).

d) Issuance of wage slips to the contract labourer as per Annexure – 2 (copy of same to be submitted to user department)

4. price variation clause (PVC) is not applicable to the tender.

5. While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

6. Without prejudice to Buyer’s right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a 14 days written notice to the Seller, if:

(i) The Seller fails to comply with any material term of the Contract.

(ii) The Seller informs Buyer of its inability to deliver the Material(s)/Service or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.

(iii) The Seller fails to deliver the Material(s)/Service or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s)/Service promptly.

(iv) The Seller becomes bankrupt or goes into liquidation.

(v) The Seller makes a general assignment for the benefit of creditors.

(vi) A receiver is appointed for any substantial property owned by the Seller.

(vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.

7. Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid.

8. ELIGIBILITY conditions in addition to GeM conditions:

i) AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located withi

n the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED (i.e. MSE certificate, UDM, Udyam, Gumasta, GST certificate, PAN card of firm, Kirayanama etc). Self Declaration / will not be considered. The firm must submit a document, otherwise their offer will be summarily rejected.

ii) Vehicle should be registered in the name of Tenderer and should not sublet any part of the contract. H owever, the Tenderer can have Lease Agreement with the owner of the vehicle/cab aggregator on non-judi cial stamp paper for the tenure of the contract, which should be submitted along with the bid. The Tendere r is required to submit the Vehicle registration details along with supporting documents of the vehicle fulfill ing the category, specifications etc. otherwise their offer will be summarily rejected.

iii) The vehicle supplied should be registered with TAXI/MAXI/CAB/Transport Permit. Bids of other than co mmercial vehicles should be summarily rejected.

iv) It should have “Valid Fitness certificate/commercial license” (Permit for Commercial Vehicle shall cover all States in S.E.C. Railway jurisdiction or as considered necessary by the Department/ Division/ Unit callin g the tender from appropriate Regional Road Transport Authority of the concerned State Govt./Union Territ ory), valid insurance and should meet requirements of pollution standard etc. as per provisions of Motor Ve hicle Act and fulfill any other statutory obligations as applicable including all safety approved accessories/ equipment fitted to the vehicle. Driver should possess a valid driving license, Aadhar Card on his name an d employee identification card issued by the Contractor at all times. Consignee will ensure compliance of t his condition.

v) The vehicle proposed to be offered on hire should be in good condition and n ot more than 2 years old, on the date of opening of tender excluding the year of tender opening (i.e. if tender opening date is 01-11-2026 then vehicle registered on from 01-01-2024 up to 01-11-2026 will be eligible).

vi) Work Experience ELIGIBILITY: As per GeM bid. Similar services means Hiring of Vehicle (Any categ ory).

9. Duration of the service contract may be extended up to 6 months beyond the initial contract duration (s ubject to satisfactory performance and mutual consent).

10. PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salar ies / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer along with all st atutory levies/duties.

11. OPTION CLAUSE: The Purchaser reserves the right to increase the quantity (number of months of oper ation) to be ordered up to 25 percent at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity (number of months of opera tion) during the currency of the contract at the contracted rates. Bidders are bound to accept the orders ac cordingly.

12. **Performance Guarantee (PG):** Successful Bidder can submit the Performance Security @5% in the f orm of FDR/Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). FDR/DD sh ould be made in favour of FA&CAO/ SECR/Bilaspur payable at SBI payable at SBI at address: Office of the DMM/ELS/BIA, CHARODA PIN-490025 DIST.-DURG, (C.G.). After award of contract, Successful Bidder can up load scanned copy of the FDR/DD in place of PBG and has to ensure delivery of hard copy to the original F DR/DD to the User within 30 days of award of contract. A penal interest of 15% per annum shall b e charge d for the delay submission of Performance Security beyond 30 days and up to 90 days. In case the contract or fails to submit the requisite Performance Security even after 90 days from the date of issue of LOA/contr act, the contract shall be terminated duly forfeiting EMD and other dues, if any payable against the contrac t.

13. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any respo nsibility in this regard. GST reimbursement will be as per actuals or as per applicable rates (whichever is lo wer), subject to the maximum of quoted GST %.

14. All Hired vehicles should be equipped with prescribed emergency medical kit and a fire extinguisher as per statutory provisions.

15. The vehicle should be available on all days including holidays.

16. A Log Book for each vehicle shall be maintained by the Contractor for the hired vehicles as per format provided by the user. The KM utilized shall be entered in it on daily basis to ensure proper accountal and p ayment at the end of every month/specified period.

17. One weekly off is permitted to the driver normally on Sundays however it may be differed to some oth

er day at the discretion of the officer in charge to whom the vehicle is attached.

18. Normal working hours may be advised by user department however the vehicle shall be available for a ll 24 hours for use as and when required. The driver of the vehicle shall keep himself in contact with the off icer in charge.

19. The vehicle supplied should be neat clean and in good fettle, equipped with seatbelt functionality for r ear passengers, equipped with airbags protection (minimum 2 airbags) for driver and rear passenger. The driver must be well dressed and in white or grey or navy blue uniform and should have an identity card ap proved by the user officer (cost of Identity card to be borne by contractor). On any occasion driver failed t o wear uniform or identity card while on-duty will attract a penalty of Rs.500/- per occasion. Seats should b e covered with good quality Turkish towels. Spare sets of these Turkish towel covers must be available. Th ey should be cleaned every **15 days** or as required.

20. Mobile phone should be provided to the vehicle driver with smart handset having working Google map s etc. functionality for navigation purposes

as per gem scope of services 4.8 vehicles must include safety features such as panic button, an Anti-Lock Braking System (ABS), and speed-sensing door locks. Vehicles must include GPS navigation, Bluetooth co mpatibility, and Android Auto/Apple CarPlay integration.

21. As and when required by officer vehicle can also be utilized for travelling outstation i.e. more than 50 K m.

22. Vehicle required to be parked at officer’s residence or office premises.

23**. (A) PENAL Clause**:

In addition to clauses mentioned in GeM SLA clause No. 8 and other(s), following will apply:- Vehicle must have minimum 200 km range /20 Litres fuel available on each service providing day to avoid service interr uption. Failing to above condition will be treated as not availability of services and to be dealt as per the e xisting penalty clause available in GEM i.e. SLA clause No. 8(7) of GeM contract/Special conditions of contr act.

(B) PENALTIES FOR IRREGULARTIES:

penalties for irregularities which are not covered in the table below but mentioned in GEM Service Level Ag reement (SLA) of GeM contract/Special conditions of contract shall also be applicable as per **Deductions / LD clauses of** GEM SLA :

Sl. No.	**Description**	**Penalty**
1.	Failure/Delay to provide vehicle within due time	Rs. 1000/- per incidence.
2.	Failure to provide smartphone Mobile Phone to deployed driv er for the work.	Rs. 1000/- will be imposed per month.

3.	If vehicle is out of order or under schedule maintenance, an alternative vehicle with same specification should be made available, failing which	Rs. 1000/- (One Thousand only) per day per shift will be imposed in addition to no payment of per day hire charges for vehicle and driver.
4.	Vehicle not having sufficient fuel to go to destination	Rs. 1000/- per incidence
5.	Driver not wearing proper dress as indicated in tender	Rs. 500/- per incidence.
6.	Vehicle found in unclean, dirty and bad condition. If any doors & interior found with improper fitting and any defects in foot rest etc.	Rs. 500/- per incidence.
7.	Misbehavior by driver/ unacceptable behavior by driver or drinking/supplying alcoholic liquor etc.	Rs. 500/- (per occasion) along with Dismissal of Driver.
8.	Contractor/representative not responding to phone calls (The contractor must be in contact with the railway administration through a land line or mobile phone. Failure to establish communication with railway administration will result in attracting a penalty.)	Rs. 500/- per incident.
9.	Driver not responding to phone calls.	Rs. 500/- per incident.

10.	Non submission of police verification, medical certificate for the deployed driver	Rs.100/- per day
11.	Non-availability of vehicle documents or valid driving license with driver	Rs.500/- per day
12.	Driver not Wearing Seat Belts	Rs.500/- per incident
13.	Driver Using mobile phones or headphones/earphones while driving	Rs.500/- per incident

Note: Penalties imposed on the contractor will be deducted from his monthly bill strictly and no complaint of contractor will be entertained regarding this deduction. Repeated non-performance may lead to termination of the contract.

24. The driver of the vehicle must have NIL case of any criminal or anti-social activity. As a part of medical examination, the driver must have no history of drug use. It shall be responsibility of the contractor. The medical examination to be done either at railway hospital OR at any hospital which is on railway panel. The Service Provider would be bound by the conditions with regard to police verification of the deployed staff and their medical fitness.

25. WAIVAL OF PENALTY: Competent Authority (Sr.DEE/TRS/BIA) can waive off the penalty on proper justification given by contractor for non-compliance of any conditions of the contract.

26. The vehicle provided will meet the latest government standards for safety and pollution i.e. minimum BS-6 or Bharat Stage VI or latest applicable or any other rules/provisions as issued by state/central government.

27. The service provider shall comply with all rules & regulations issued by state/central government from time to time, applicable to this contract.

28. Year of Vehicle Model: 2024,2025, 2026 up-to-date of bid opening.

In addition to the vehicle models specified in the bid document, **Tata Sierra** and **Maruti Suzuki Victoris** are also suitable.

Air Conditioning Requirement – Non-A/C

Area of Operation - Plains

Fuel Type – Any

29. Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of FA& CAO/SECR/BSP 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 pledge. For release of EMD, 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 w ith the covering letter. Bidder has to upload scanned copy/proof of the FDR along with bid and has to ensur e delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

30. If the vehicle is to be changed during the contract period, then official communication made from cont ractor to user for approval of the same with all relevant papers is available. Any permanent change of cont ract vehicle or driver shall not be done without prior approval of the user and will be considered as breach of contract. The changed vehicle is in the same segment as specified in agreement before forwarding vehi cle bill to accounts department for internal check the above points to be invariably complied by executive department.

31. If firms don't upload any requisite certificate along with the bid, their offer will be summarily rejected.

ANNEXURE - I

Letter of appointment to employee under clause (f) of sub-section (1) of Section 6 of Occupati onal Safety, Health and Working Conditions (OSH & WC) Code, 2020

(To be issued in English or Hindi and in local language)

Format of Appointment Letter

i.	**Name of employee:**
ii.	**Date of birth:**
iii.	**Father's / Mother's name:**
iv.	**Aadhaar number *(after obtaining consent)*:**
v.	**Labour Identification Number (LIN) of the establishment:**
vi.	**Universal Account Number (UAN) and / or Insurance Number (ESIC) *(if available)*:**
vii.	**Designation:**

viii.	**Type of Employment *(Regular/Fixed-term-employment/Contractual)*:**
ix.	**Category of skill:**
x.	**Date of joining:**
xi.	**Wages/Basic/Pay and Dearness Allowance:**
xii.	**Other allowance including accommodation whichever is/are applicable:**
xiii.	**Applicability of social security [Employees' Provident Fund Organization (EPFO) and Employees' State Insurance Corporation (ESIC)] benefits:**
xiv.	**Broad Nature of duties to be performed:**
xv.	**Benefits available under chapter VI (Maternity Benefit) of Code on Social Security, 2020 *(in case of women employee)*:**
xvi.	**Any other information:**

Signature / Digital Signature

Employer

Annexure-II (Wage Slip)

Date of Issue:				
Name of the Establishment (Contractor's details):				
Address:		**Period:**		
1.	**Name of the Employee:**			
2.	**Father's/Mother's/Spouse's Name:**			
3.	**Designation:**			
4.	**UAN:**			
5.	**Bank Account Number:**			
6.	**Wage period:**			

7.	**Rate of wages payable**	**a) Basic** **b) D.A.**	**d) other allowances**
8.	**Total attendance/unit of work done:**		
9.	**Overtime wages**		
10.	**Gross wages payable**		
11.	**Total deductions**	**a) PF** **b) ESI** **c) Others**	
12.	**Net wages paid**		
Employer/Pay-in-charge signature			

All Service provider's obligations mentioned in GEM SLA shall also be applicable in this bid and are reproduced below :

Service Provider’s Obligations

1. Service Provider shall ensure that the level of service rendered is of the highest professional standard and shall ensure full compliance to the terms and conditions of the contract.

2. Vehicle Exclusivity: The hired vehicles are to be strictly for the exclusive use of the Buyer, and no sharing or personal/private use by the Service Provider is allowed.

3. The Service Provider must maintain a 24x7 emergency number and appoint a nodal officer who is available 12 hours a day, 6 days a week.

4. Service Provider shall ensure that proper inspection of vehicle has been done before deploying it to the Buyer/ Consignee location as per the contract.

5. Additional Mandatory Accessories: Vehicles must be equipped with specific accessories including clean s eat covers/white towels, a high-quality music system, a regional guide map book, a reading lamp, a tissue paper box, ambient fresheners, an umbrella, clean floor mats, sanitizers, a torch, and mandatory spares.

8. All vehicles should be always in excellent working condition (both internally and externally). The Service Provider shall ensure that the vehicles deployed by him are cleaned thoroughly both internally and externa lly, boot kept clear of dust, rubbish, oil, bad odour and any personal belongings of the driver.

9. All vehicles deployed shall arrive at designated location on time and with full or sufficient tank of fuel.

10. The vehicle deployed for duty shall at no point of time carry any person other than personnel authoriz ed by the Buyer.

11. Driver Age and Fitness: Drivers must be physically fit and aged between 21 and 60 years.

12. Driver Education and Language: Deputed drivers must have passed the 10th standard and be capable of reading and speaking English, Hindi, and a local language.

13. The drivers of the vehicles must possess a valid driver license and must have a minimum 2 years of dri ving experience.

14. The Service Provider will deploy experienced drivers knowing the routes of the areas and familiar with the localities for carrying out the services. The Service Provider shall be personally responsible for any thef t, misconduct and /or disobedience on the part of drivers so provided by him.

15. The Service Provider would be bound by the conditions with regard to police verification of the deploye d staff and their medical fitness.

16. The provider must ensure police verification for all deputed drivers is completed.

17. The Service Provider shall provide at his own cost proper uniform and badges and photo identity cards to the drivers in compliance with the Motor Transport Workers Act.

18. The drivers of the vehicles must have a working mobile number for easy contact by the User. It must al so always have an active internet connection where google maps can be accessed, to navigate the shortes t and/or fastest route possible avoiding traffic jams. The driver shall be always reachable during duty hour s.

19. In an event that, for any reason, the drivers provided change their contact number during the tenure o f the contract then Service Provider will immediately notify the Buyer of the above change.

20. the Service Provider must ensure that all necessary measures are taken by the driver to ensure User s afety by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

21. The drivers of the vehicles deployed should maintain polite & courteous behaviour towards the Buyer/ User. “Misbehaviour” which may include, but not limited to, consumption of alcohol during or prior to duty, denial of duty during service hours as defined by user, use of abusive language, theft, shall attract deducti on as per provisions of the contract.

22. The Service Provider shall not deploy or shall discontinue deploying the driver(s), if desired by the Buy er and must ensure prompt replacement of the driver(s) without any additional cost to the Buyer. The driv ers being deployed shall ordinarily be continued and should not be changed without written intimation and consultation with Buyer.

23. The Service Provider must actively manage the drivers' statutory leave and rest schedules.

24. Emergency Funds (Imprest): The Service Provider must maintain a minimum imprest amount of Rs 10, 000 to cover emergency requirements like tolls and parking fees during operations.

25. The Service Provider shall ensure that all maintenance works related to the assigned vehicle will be ca rried out in off duty hours. It shall be ensured that all electrical connections including lights (both brake an d front), horn, turn indicators and other vehicle systems shall be periodically checked and maintained by S ervice Provider to avoid any inconvenience to the Buyer.

26. A mandatory, detailed contingency plan(s) in the event of mechanical breakdown of each vehicle, for e ach area of operation shall be provided by the Service Provider. The Service Provider must offer 12-hour R oadside Assistance (RSA) covering towing, jump-starts, lockouts, and flat tyres.

27. In an event that Service Provider fails to deliver or fails to carry out tasks as per schedule due to non-delivery of vehicle, break-down, servicing and repairs of vehicles, or if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons, that will be at the Service Provider's risk and the Service Provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into, without any extra charges. Failure to do so will evoke deductions then Buyer shall have right to make necessary deductions as per the provisions mentioned in the deductions of this document.

28. All vehicles provided shall have all the necessary permits/licenses/clearances such as, but not limited to fitness certificate, PUC, full comprehensive insurance, road permit, registration certificate, as per the Motor Vehicles Act, RTO and other applicable laws and statutory bodies, for providing commercial vehicles for this service.

29. The Service Provider shall be responsible for ensuring compliance with the provisions related to Labour Law[Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act, Motor Vehicle Act, Motor Transport Workers Act, 1961etc. and any other relevant acts as applicable at present or in future during the tenure of the contract and as maybe enforced from time to time. Onus of compliance of all the applicable Laws/Acts/Rules/Guidelines/Notifications/Regulations/Orders shall rest with the Service Provider only and the Buyer will not be liable in any manner.

30. The Service Provider shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles provided to the Buyer.

31. Buyer shall not be liable for any damages whatsoever to public property and /or any third person due to an accident arising out of and in the course of deployment of Service Provider's vehicle. The Service Provider shall be solely and exclusively liable for the losses / damages caused by the driver of the Service Provider and shall indemnify the Buyer in case of any such losses / damages.

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अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.

10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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. 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.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---