

Bid Document

Bid Details	
Bid End Date/Time	05-10-2022 18:00:00
Bid Opening Date/Time	05-10-2022 18:30:00
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Comptroller And Auditor General (cag) Of India
Department Name	Indian Audit And Accounts Department
Organisation Name	N/a
Office Name	Jharkhand/ranchi
Item Category	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 Km per Month 24X7; Local 24*7
Contract Period	5 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	20 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (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
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	3 Days
Estimated Bid Value	675000
Evaluation Method	Total value wise evaluation
Financial Document Indicating Price Breakup Required	Yes

EMD Detail

Advisory Bank	State Bank of India
---------------	---------------------

EMD Percentage(%)	2.00
EMD Amount	13500

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	7

(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.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Pay and Accounts Officer (Audit)

Pay and Accounts Officer (Audit) Office of the Principal Accountant General (A&E), Jharkhand, Ranchi
(Pay And Accounts Officer)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
-------------------------	-----

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 data sheet (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.

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 at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

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):3

Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):3

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:3

Number (up to 100%) of vehicles demanded should have been provided in the past year to government agencies:3

Geographic Presence in States:Jharkhand

Annual Turnover and Profit Requirement:Annual Turnover not less than Rupees Twenty Lakh

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::Rs. 10/Km

Rate Per Hour (Inclusive of GST) for Extra Usage in excess of chosen packageN.A.

Scope of Work:[1663676906.pdf](#)

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Upload all the documents sought for in the Bid	100	100	View file	Yes

Total Minimum Passing Technical Marks: 100

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
22-09-2022 17:00:00	Room Number 323, Office of the Accountant General, Jharkhand, Doranda, Ranchi

Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 Km Per Month 24X7; Local 24*7 (3)

Technical Specifications

Specification	Values
Core	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna
Usage Variant	2000 Km per Month 24X7
Type of Service	Local 24*7
Year of Vehicle Model	2020 , 2021 , 2022
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Diesel
Addon(s)	
Outstation night charges applicable	Yes

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Ravi Prakash Sinha	834002,O/o THE ACCOUNTANT GENERAL (AUDIT), JHARKHAND, DORANDA, RANCHI.	3	<ul style="list-style-type: none">Estimated number of outstation nights per month per vehicle : 7Duration in Months : 5

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity 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 during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Generic

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.

3. **Generic**

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

4. **Generic**

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.

5. **Generic**

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 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) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
- iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) 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.

6. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

7. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

8. **Past Project Experience**

For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
- b. Execution certificate by client with order value.
- c. Any other document in support of order execution like Third Party Inspection release note, etc.

9. **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.

10. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. **DOCUMENTARY EVIDENCE TO BE SUBMITTED.**

11. Service & Support

The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

12. Service & Support

The Service Provider must own 30% of the bid quantity of vehicles in Service Provider's name or in the name of the proprietor / partner of the Service Provider. Necessary documents relating to proof of ownership will be uploaded by the bidder for verification of the buyer. Such Service Provider owned vehicles will be part of the fleet to be deployed by the Service Provider in case he gets the contract against this bid.

13. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of Pay and Accounts Officer (Audit) payable at Ranchi.
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.

14. 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

15. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of Pay and Accounts Officer (Audit) payable at Ranchi. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

16. 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 Pay and Accounts Officer (Audit) 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.

17. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Terms and Conditions of the Contract

1. The Vehicle is required 24x7 (including Saturdays, Sundays, and Public Holidays).
2. In case of any dispute/differences/interpretation etc. whatsoever arising out of or relating to this contract, meaning operation or effect of this contract of the breach thereof, the decision of the Accountant General (Audit), Jharkhand, Ranchi shall be final and binding on both parties.
3. The contract vehicle shall bear proper monograms "on Govt of India Duty" in Hindi and English at front and rear of the vehicle or any other monogram as approved by the A.G. Office, for which no cost will be

paid.

4. The service of the vehicle shall include both local and outstation, in case vehicle is utilized for outstation tour, the night halt charges shall be paid by the buyer @200/- per night.

5. The Bidding Firm/Vendor/Agency providing vehicles through this bid should certify that the provided vehicle(s) has/have not involved in any Police case.

6. The vehicle shall be parked in office premises or as ordered (in case of outstation halt).

7. TDS will be deducted at source as per Income Tax/GST Rules as prescribed by the Govt time to time.

8. No request for escalation in rates shall be entertained for whatsoever reasons, during the currency of the contract.

9. The saving in running kilometers (in case the hired vehicle runs less than 2000 KMs in a month) by any other vehicle in a particular month, shall be adjusted against excess kilometers travelled by the said vehicle or from other hired vehicles from the same vendor in the same or other month(s) upto next two months.

10. If vehicle runs beyond fixed kilometers payment shall be made @10/km for extra kilometers (after taking into account carried forward kilometer balance, if any).

11. The toll charges and parking fee payable locally or outstation shall be reimbursed by the Buyer to the service provider on actual basis as paid by the service provider, on submission of requisite proof along with the monthly bill.

12. The driver shall be COVID-19 vaccinated and shall be accompanied with certificate thereof.

13. The Vehicle should be enabled with GPS/Vehicle Tracking Devices.

14. The vehicles should be fitted with all necessary accessories and items such as Towels, Air-Fresheners, Tissue Paper, Fire Extinguishers, First-Aid-Box should be available therein.

15. The bidding firm/agency should ensure that the drivers deployed for the operating of the vehicle should hold valid driving license, are well experienced, trained, polite and humble in nature, reasonably educated, and conversant with the city roads/routes. The driver should have complete knowledge of prevailing traffic rules/regulations and relevant security instruction about the vehicle.

16. Each driver deployed by the bidding firm agency must have a cell phone duly activated and shall promptly respond to any call from the hiring office.

17. Drivers should be well dressed and punctual in their duties and should not leave the office without prior permission of the officer using the vehicle.

18. The drivers will not be provided with food during duty hours. They should make arrangement for their own meals during duty hours.

19. The bio data of driver(s) deployed for driving the hired vehicles should be submitted to the hiring office and withdrawal/replacement of driver shall not be done without prior permission of the hiring office. In case of leave or sickness of a regular driver, replacement of driver should be made immediately giving prior information and details of the replaced driver. In case of failure the penalty clause as mentioned in para "(a)" will be applicable.

20. In the event of breakdown/servicing of the hired vehicle(s) the bidding Firm/Agency shall immediately arrange replacement of the vehicle(s).

21. The bidding Firm/Agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc., in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance all labour laws, welfare schemes applicable to the drivers deployed by them in the department.

22. The Bank Guarantee can be forfeited by order of the competent authority of hiring office in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. During the contract period or even after expiry of the contract, to cover any incorrect or excess payments made on the bills to the Firm/Agency, the Bank-Guarantee shall be retained until the final audit report on the accounts of firm's bills has been received and examined.

23. This office shall have no responsibility/liability whatsoever for any accident/damage to the Bidder's Vehicle/equipment in the transit or while engaged in the work and the Bidder will be responsible for

payment of challan (if any) charged by the Police/ Motor Vehicle Department for any offence committed by the driver.

24. The driver(s) shall be provided with logbook with the instruction to maintain it on daily basis and get it signed by the user of the vehicle.

25. The bidder should prepare and submit Bills and Logbooks (duly signed by the officer using the vehicle) on monthly basis for all the hired vehicles separately.

26. The vehicle(s) should always be filled with sufficient fuel.

27. The driver(s) should maintain integrity and secrecy.

Penalty

- (a) In case of vehicle/service provided by the concerned agency is not as per terms and conditions of the contract, it will attract penalty amounting to **Rs.1,000/- per day per vehicle**. In case of regular breach of the terms & conditions/unsatisfactory performance, the hiring office reserves the right to cancel the contract at any time without any notice and the performance security of the concerned agency will be forfeited.

The tender process of the bid can be terminated at any time without any notice at the discretion of the Department.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [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 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.

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.

---Thank You---