SCOPE OF WORK

Subject: Office of the Accountant General, Jharkhand, Ranchi, Indian Audit and Accounts Department under the C&AG invites tenders through Government e-Marketplace (GeM) from reputed, experienced, and financially sound Firms/Agencies to provide Four Nos. of rental taxis on monthly basis.

SCOPE OF WORK: Office of the Accountant General (Audit), Jharkhand, Ranchi intends to hire Four Diesel commercial AC - vehicle (Hyundai Verna/Maruti Ciaz/Honda City) on monthly basis, initially for a period of one year for movement of its Group Officer(s) to and fro Office and across Jharkhand to the State Govt's various offices at District/Block/GP level. The estimate running of the vehicle is upto 2000 kms per month for 24x7.





Bid Number/बोली क्रमांक (बिड संख्या): GEM/2023/B/2980552 Dated/दिनांक : 19-01-2023

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण			
Bid End Date/Time/बिड बंद होने की तारीख/समय 09-02-2023 18:00:00			
Bid Opening Date/Time/बिंड खुलने की			
तारीख/समय	09-02-2023 18:30:00		
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)		
Ministry/State Name/मंत्रालय/राज्य का नाम	Comptroller And Auditor General (cag) Of India		
Department Name/विभाग का नाम	Indian Audit And Accounts Department		
Organisation Name/संगठन का नाम	N/a		
Office Name/कार्यालय का नाम	Jharkhand/ranchi		
ltem Category/मद केटेगरी	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 km x 320 hours; Local 24*7		
Contract Period	1 Year(s)		
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	30 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	Yes		
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover	Yes		
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover	Yes		
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (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/बिंड से रिवर्स नीलामी सक्रिय किया	No		

Bid Details/बिड विवरण		
Type of Bid/बिंड का प्रकार	Two Packet Bid	
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days	
Estimated Bid Value/अनुमानित बिड मूल्य	2600000	
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation	
Financial Document Indicating Price Breakup Required	Yes	

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाईजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	78000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank	State Bank of India
ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)	6.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

- (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 :

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

Splitting/विभाजन

Bid splitting not applied.

MII Compliance

MII Compliance	Yes

MSE Purchase Preference/एमएसर्ड खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	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):4

Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):4

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 1 year to

government agencies:3

Geographic Presence in States: Jharkhand

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 package N.A.

Scope of Work:<u>1673520363.pdf</u>

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

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

Total Minimum Passing Technical Marks: 100

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue	
30-01-2023 15:00:00	Room No. 323, O/o the Accountant General (Audit), Jharkhand, Doranda, Ranchi	

Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 Km X 320 Hours; Local 24*7 (4)

Technical Specifications/तकनीकी विशिष्टियाँ

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 x 320 hours	
Type of Service	Local 24*7	
Year of Vehicle Model	2022 , 2021 , 2020	
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	

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle(s)	Additional Requirement
1	Ravi Prakash Sinha	834002,0/o THE ACCOUNTANT GENERAL (AUDIT), JHARKHAND, DORANDA, RANCHI.	4	Estimated number of outstation nights per month per vehicle: 7 Duration in Months: 12

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

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

- 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.

4. 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.

5. 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.

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. 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.

8. 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 by the competent authority (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 kilometres (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 kilometres 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 kilometres payment shall be made @10/km for extra kilometres (after taking into account carried forward kilometre 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. The bidder shall also provide at least one bottle of mineral water every day on outstation.
- 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). Failure to do so will attract penalty of Rs. 1000/- per day.
- 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 o 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. Service provider will undertake and ensure that the information acquired because of contract services pertaining to O/o the Accountant General (Audit), Jharkhand, Ranchi will strictly be treated as confidential and will not be disclosed to anybody without the specific written permission/authorisation from Dy. Accountant General (Admn) if any situation arise.
- 28. MSME bidders are exempted from submission of EMD amount for which documentary evidence are required.

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.

9. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

10. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

11. 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.

12. 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.

13. 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.

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 <u>General Terms and Conditions/सामान्य नियम और शर्त</u>, conditions stipulated in Bid and <u>Service Level Agreement</u> specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्ते 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---