

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	08-07-2025 15:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	08-07-2025 15:30:00
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 Finance
विभाग का नाम / Department Name	Department Of Economic Affairs
संगठन का नाम / Organisation Name	Security Printing And Minting Corporation Of India Limited (spmci)
कार्यालय का नाम / Office Name	Janpath
क्रेता ईमेल / Buyer Email	buyer89.spmcils.mh@gembuyer.in
वस्तु श्रेणी / Item Category	Custom Bid for Services - Rate Contract for Hiring of Vehicles
समान श्रेणी / Similar Category	<ul style="list-style-type: none"> <li>Monthly Basis Cab &amp; Taxi Hiring Services</li> </ul>
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	14 Lakh (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
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes   Complete

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों 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?	No
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	7 Days
अनुमानित बिड मूल्य /Estimated Bid Value	3408000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	Indusind bank
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	15

(a) 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.

#### लाभार्थी /Beneficiary :

CHIEF GENERAL MANAGER

### विभाजन/Splitting

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

### एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. 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.
6. 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.
7. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to 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 the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

9. 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.

10. 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.

11. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

**एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :**

Price Breakup - [1748497768.xlsx](#)

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

**Scope of Work:**[1748492817.pdf](#)

**Payment Terms:**[1748492825.pdf](#)

**GEM Availability Report ( GAR):**[1748492848.pdf](#)

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**[1748492866.pdf](#)

**Custom Bid For Services - Rate Contract For Hiring Of Vehicles ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Rate Contract for Hiring of Vehicles
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>एडऑन /Addon(s)</b>	

## अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
1	Ravi Shankar Kushwaha	422101,India Security Press, Nashik Road Nashik , Maharashtra	1	N/A

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

#### 1. Generic

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

#### 2. 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

INDIA SECURITY PRESS, NASHIK 422101 - A UNIT OF SPMCIL  
payable at  
NASHIK

. 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.

#### 3. 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

INDIA SECURITY PRESS, NASHIK 422101 A UNIT OF SPMCIL  
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.

#### 4. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

#### 5. Buyer Added Bid Specific ATC

**A. Qualification/ Eligibility Criteria**

**1. Experience and past performance:** The bidder should have experience of having successfully completed similar kind of services for the value at least Rs.13,63,200/- Thirteen Lakh Sixty-Three Thousand Two Hundred only in any one of the last five years ending on '31.03.2024'.

*Note: Start-ups and Micro and small Enterprises are exempted from Experience and Past Performance criteria. In case any bidder is seeking exemption from Experience and Past Performance criteria, the supporting documents to prove his eligibility for exemption must be submitted for evaluation.*

**2. Capability:**The bidder has to provide the undertaking that "We M/s. <Name of the firm> have the Capability to supply of the tendered item".

**3. Financial standing:**

**(a) Average Annual Turnover:** Average Annual financial Turnover of the Bidder during last three financial years i.e. 2021-2022, 2022-2023 and 2023-2024 should be at least Rs. 13,63,200/- Thirteen Lakh Sixty-Three Thousand Two Hundred as per annual report audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/Cost Accountant in India.

i) The net worth of the Bidder should not be negative on '31.03.2024' and also

ii) Should not have eroded by more than 30% in the last three years, ending on 31.03.2024.

**Note:** i) To ascertain these criteria net worth of initial and last financial year should be compared.

ii) For MSEs and Start-ups (registered for the tendered item) all financial criteria shall be exempted. However, its capacity and capability may be verified (if necessary) by the respective unit as per the standard format included below

**4. Applicability in Special Cases**

- a) **For Existing successful Past Suppliers:** In case the bidder (manufacturer or principal or authorized representative) who is a successful past supplier of 'The Product' in at least one of the recent past three procurements, who do not meet any or more of requirements above, would also be considered to be qualified in view of their proven credentials, for the maximum quantity supplied by him in such recent past. (This clause is not applicable for Security Items as notified by Government of India from time to time.)
- b) **Start-up Enterprises:** Requirements of prior experience and turnover would be relaxed for Start-up enterprises as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), subject to their meeting the quality and technical specifications. Such Start-ups may be either MSE or otherwise.

**5. Bidder firm shall submit the copy of PAN & GST Registration Certificate.**

**6. Other Eligibility requirements for the Bidders:**

a. **Blacklisting:** The bidder firm <Name of Firm> should submit declaration that the firm has not been blacklisted/ debarred by any Central or State Government/ government agency / Public Sector Unit/ Reputed organization.

c. **Agree to withdraw all deviations:** The declaration that "We <Name of Firm> agree to withdraw all the deviations, if any, unconditionally and accept all the terms and conditions of the tender document including the Scope of Work, Service Level Agreement and Payment Terms".

**7. NOTE:**

- i. All experience, past performance and capacity/ capability related/ data should be certified by the authorized signatory of the bidder firm.
- ii. Decision on Finalization of tender will be taken based on the documents submitted along with the tender. All documents must be submitted as per tender requirement failing which offers will be liable for rejection.
- iii. All the pages submitted are to be sealed & signed by Authorized Signatory failing which tender shall be treated as unresponsive.

**B. Delivery Schedule.**

**1. Contract period:** Contract shall commence from the date mentioned in GeM Contract/Purchase Order for a period of One (01) Year. Vehicles shall be provided With Driver and With Fuel On "As and When required" basis per requirement mentioned below:-

**2. Type of vehicle shall be provided during the contract period is as under:**

**Type of Vehicles Required: - AC as per requirements on 'As and When required' basis.**

1. AC Sedan or Equivalent For 80 KM 8 Hours A Day Basis and Extra Hours
2. AC Sedan or Equivalent For 180 KM 12 Hours A Day Basis and Extra Hours
3. AC Sedan or Equivalent For 300 KM 24 Hours A Day Basis
4. AC SUV or Equivalent For 80 KM 8 Hours A Day Basis and Extra Hours
5. AC SUV or Equivalent For 180 KM 12 Hours A Day Basis and Extra Hours
6. AC SUV or Equivalent For 300 KM 24 Hours A Day Basis
7. AC INNOVA CRSYTA or Equivalent For 80 KM 8 Hours A Day Basis and Extra Hours
8. AC INNOVA CRSYTA or Equivalent For 180 KM 12 Hours A Day Basis and Extra Hours
9. AC INNOVA CRSYTA or Equivalent For 300 KM 24 Hours A Day Basis
10. AC TEMPO TRAVALER or Equivalent For 200 KM 12 Hours A Day Basis and Extra Hours
11. AC TEMPO TRAVALER or Equivalent For 300 KM 24 Hours A Day Basis
12. Pickup/Drop at Mumbai AirPort by AC Sedan or Equivalent
13. Pickup/Drop at Shirdi AirPort by AC Sedan or Equivalent
14. Pickup/Drop at Ozar AirPort by AC Sedan or Equivalent.
15. Pickup/Drop at Mumbai AirPort by AC SUV or Equivalent.
16. Pickup/Drop at Shirdi AirPort by AC SUV or Equivalent.
17. Pickup/Drop at Ozar AirPort by AC SUV or Equivalent.
18. Pickup/Drop at Mumbai AirPort by Innova Crysta or Equivalent.
19. Pickup/Drop at Shirdi AirPort by Innova Crysta or Equivalent.
20. Pickup/Drop at Ozar AirPort by Innova Crysta or Equivalent.

**3. Option Clause:** The purchaser reserve the right to increase the ordered quantity by 25% in terms of period and value of contract at any time, till last date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period.

**4. Taxes and Duties:-**Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods/Services to SPMCIL. If the tenderer fails to include taxes and duties as per law of the land in the tender, no claim thereof will be considered by purchaser at a later stage.

**V. Vehicle usage during the contract period is as under:**

Sch. No.	Type of vehicle	Duration of Service	Tentative vehicle usage in KM
1.	AC Sedan or Equivalent for 80 KM 8 Hours a Day Basis and Extra Hours	12 Months	6000 KM
2.	AC Sedan or Equivalent for 180 KM 12 Hours a Day Basis and Extra Hours	12 Months	12000 KM
3.	AC Sedan or Equivalent for 300 KM 24 Hours a Day Basis	12 Months	24000 KM
4.	AC SUV or Equivalent for 80 KM 8 Hours a Day Basis and Extra Hours	12 Months	6000 KM
5.	AC SUV or Equivalent for 180 KM 12 Hours a Day Basis and Extra Hours	12 Months	20000 KM
6.	AC SUV or Equivalent for 300 KM 24 Hours a Day Basis	12 Months	24000 KM
7.	AC INNOVA CRSYTA or Equivalent for 80 KM 8 Hours a Day Basis and Extra Hours	12 Months	16000 KM
8.	AC INNOVA CRSYTA or Equivalent for 180 KM 12 Hours a Day Basis and Extra Hours	12 Months	24000 KM
9.	AC INNOVA CRSYTA or Equivalent for 300 KM 24 Hours a Day Basis	12 Months	22000 KM

10.	AC TEMPO TRAVALER or Equivalent for 200 KM 12 Hours a Day Basis and Extra Hours	12 Months	1800 KM
11.	AC TEMPO TRAVALER or Equivalent 300 KM 24 Hours a Day Basis	12 Months	2000 KM
12.	Pickup/Drop at Mumbai AirPort by AC Sedan or Equivalent	12 Months	Destination Based
13.	Pickup/Drop at Shirdi AirPort by AC Sedan or Equivalent	12 Months	Destination Based
14.	Pickup/Drop at Ozar AirPort by AC Sedan or Equivalent	12 Months	Destination Based
15.	Pickup/Drop at Mumbai AirPort by AC SUV or Equivalent	12 Months	Destination Based
16.	Pickup/Drop at Shirdi AirPort by AC SUV or Equivalent	12 Months	Destination Based
17.	Pickup/Drop at Ozar AirPort by AC SUV or Equivalent	12 Months	Destination Based
18.	Pickup/Drop at Mumbai AirPort by Innova Crysta or Equivalent	12 Months	Destination Based
19.	Pickup/Drop at Shirdi AirPort by Innova Crysta or Equivalent	12 Months	Destination Based
20.	Pickup/Drop at Ozar AirPort by Innova Crysta or Equivalent	12 Months	Destination Based

**Note:**

(1) The above mentioned details are for reference to quote offer price on GeM

(2) Firm need to quote total price keeping in view above mentioned total usage and as per the mentioned schedule.

**C. Payment Terms:** - The payment will be made on monthly basis at actual usage as per applicable price through Bank on submission of Bills. Rate quoted by the Firm for each type of vehicle will be valid for a period of 01 year.

**Payment Condition**

1. The payment shall be made at actual usage basis as per the financial quotes submitted by the Service Provider and accepted by the Buyer.
2. No advance payment shall be made to the Service Provider.
3. The price quoted shall cover all aspects of service delivery, it shall be inclusive of all consumables required to provide the service.
4. Nonetheless, any charges borne by the Service Provider with respect to toll charges, parking fee or entry taxes shall be reimbursed on actual basis upon submission of proof of payment.

**Payment Cycle**

1. Payment shall be made once the Service Provider submits the invoice for the same as per the prescribed process flow.
2. The Buyer shall make the payment within prescribed timelines as per the payment process flow upon submission of invoice, logbook and service feedback.

**Payment Process**

1. Payment shall be made only after submission of invoices, logbook, service feedback, non-submission of the same may lead to delay/deduction in payment.
2. All the penalties/ fine/ interest (if applicable) will be settled before making the payments. Service Provider shall not have any objection on the same.
3. Payment will be made through bank transfer only, in no circumstance cash/ cheque payment will be made.
4. GST applicable as per rules.
5. The TDS, if any, will be deducted.

**8. Scope of Work**

- 1) Number of Trips: - The VVIPs/Guests are required to be picked up and dropped at various places like wise; Airport Drop Mu



Mumbai, Airport Pick-up Mumbai, Airport Drop Shirdi, Airport Pick-up Shirdi, etc. This will be as per the requirement of ISP/guests. It is to mention that our headquarters is situated at Nashik and the vehicles will start their itinerary generally from Nashik. In some exceptional cases, the starting point can be changed as per the requirements and that will be communicated to successful bidder while asking for providing vehicles for that particular case.

2) Monetary Ceiling Limit of Rate Contract: -The total monetary ceiling limit of this contract will be the total value of the contract. The firm has to provide service of vehicles within the prescribed monetary ceiling limit. The Travel Agency should take precaution that service shall not be provided beyond this ceiling limit. If ceiling limit got exceed or to be exceed then the Travel Agency shall inform the same officially to the ISP Nashik.

3) Tenure: - The Contract shall be for a period of 1 (one) year at the terms & conditions of the tender & may be extended further three months. Rate quoted by the Firm for each type of vehicle will be valid for a period of 01 year. However, the contract can be terminated at any time at the discretion of ISP Nashik with 1 (one) month notice.

4) Type of Vehicles Required: - AC as per requirements on 'As and When required' basis.

1. AC Sedan or Equivalent For 80 KM 8 Hours A Day Basis and Extra Hours
2. AC Sedan or Equivalent For 180 KM 12 Hours A Day Basis and Extra Hours
3. AC Sedan or Equivalent For 300 KM 24 Hours A Day Basis
4. AC SUV or Equivalent For 80 KM 8 Hours A Day Basis and Extra Hours
5. AC SUV or Equivalent For 180 KM 12 Hours A Day Basis and Extra Hours
6. AC SUV or Equivalent For 300 KM 24 Hours A Day Basis)
7. AC INNOVA CRSYTA or Equivalent For 80 KM 8 Hours A Day Basis and Extra Hours
8. AC INNOVA CRSYTA or Equivalent For 180 KM 12 Hours A Day Basis and Extra Hours
9. AC INNOVA CRSYTA or Equivalent For 300 KM 24 Hours A Day Basis)
10. AC TEMPO TRAVALER or Equivalent For 200 KM 12 Hours A Day Basis and Extra Hours
11. AC TEMPO TRAVALER or Equivalent For 300 KM 24 Hours A Day Basis
12. Pickup/Drop at Mumbai AirPort by AC Sedan or Equivalent.
13. Pickup/Drop at Shirdi AirPort by AC Sedan or Equivalent.
14. Pickup/Drop at Ozar AirPort by AC Sedan or Equivalent.
15. Pickup/Drop at Mumbai AirPort by AC SUV or Equivalent.
16. Pickup/Drop at Shirdi AirPort by AC SUV or Equivalent.
17. Pickup/Drop at Ozar AirPort by AC SUV or Equivalent.
18. Pickup/Drop at Mumbai AirPort by Innova Crysta or Equivalent.
19. Pickup/Drop at Shirdi AirPort by Innova Crysta or Equivalent.
20. Pickup/Drop at Ozar AirPort by Innova Crysta or Equivalent.

5) The vehicle should have proper Registration with Transport Authorities for commercial usage duly paid with all taxes (as required), Insurance, PUC, etc. i.e. Vehicles should have commercial road permits for respective states, Insurance, all statutory payments for both driver and vehicles etc.

6) No Detention charges will be paid in any circumstances.

7) The Agency so hired should be able to make the vehicle available as and when required/demanded at short notice over phone/e-mail/FAX failing which ISP will hire alternative vehicle at the risk and cost of the agency.

8) All the drivers of vehicles and other personnel accompanying the vehicles have to abide by all security norms right from entering our premises for carrying the security materials and other works, if any.

9) The vehicles should have other provisions like spare Tyre, Tool Kit, First Aid Kit, Portable Fire Extinguisher, Heavy Duty Torch, etc. for emergency purpose. And in case of any puncture of Tyre, it should be replaced within half an hour.

- 10) The firms should have adequate number of Vehicles to be provided.
- 11) Firms should have adequate number of drivers having experience of driving.
- 12) Each driver employed by the firm must have a cell-phone duly activated.
- 13) All Drivers should be competent, experienced, physically fit and having a valid professional (Commercial) driving license issued by a Competent Authority with minimum five (05) years' experience in case of light vehicle or in case having Heavy Commercial Vehicle License, he should have at least Three (03) years' experience, apart from being sober, gentle, courteous and well-behaved person with at least one year working experience in any reputed Organization. The driver should be in possession of valid driving license in Original and he should not keep the Xerox copy of license with him. The driver should be well dressed & well behaved.
- 14) Drivers should be covered by comprehensive Insurance policies for safety and security.
- 15) The transporter shall take out and keep alive valid insurance covers as per provision of the Motor Vehicles Act, 1939. The transporter shall also take out and keep alive for the vehicles riot risk insurance.
- 16) No mileage will be allowed for lunch/ tea of the driver. Driver should carry his lunch or arranged by own.
- 17) The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
- 18) Log book shall be maintained by & with the driver of vehicle & the log book may be got signed by the user and proper entry with respect to place visited, time, kilometers etc. be made indicating name and designation of the officer who have utilized the vehicle.
- 19) Firm should have valid Goods and Service Tax Registration etc. or proof of exemption.
- 20) Bidder firm shall mention the make of the vehicles to be provided.
- 21) The vehicle should report at least half an hour before starting of journey.
- 22) All road tolls and taxes, parking etc, if any, should be borne by the Travel Agency and should not be demanded from vehicle user VVIPs/Guests. However, charges for road tolls and taxes, parking etc will be reimbursed on submission of original invoices/receipts along with settlement of monthly bills.
- 23) In case of any damages/breakdown, the alternative vehicle will be provided immediately by the Travel Agency without fail.
- 24) The Vehicle should be new and maintained in good running condition, good interior & exterior in all respect and at all times must be in road worthy condition. Vehicles' all RTO Documents (insurance papers, RC, fitness, permit, PUC etc.) must be valid and vehicle should not be older than Two (02) years [from the date of award of Contract/Purchase Order]. Valid registration of vehicles to be submitted by the tenderer after award of contract.
- 25) Number of vehicles to be hired may vary as per actual requirement basis as and when required.
- 26) Payment Terms: - The payment will be made on monthly basis at actual usage as per applicable price through Bank on submission of Bills. Rate quoted by the Firm for each type of vehicle will be valid for a period of 01 year.

#### **Payment Condition**

1. The payment shall be made at actual usage basis as per the financial quotes submitted by the Service Provider and accepted by the Buyer.
2. No advance payment shall be made to the Service Provider.
3. The price quoted shall cover all aspects of service delivery, it shall be inclusive of all consumables required to provide the service.
4. Nonetheless, any charges borne by the Service Provider with respect to toll charges, parking fee or entry taxes shall be reimbursed on actual basis upon submission of proof of payment.

#### **Payment Cycle**

1. Payment shall be made once the Service Provider submits the invoice for the same as per the prescribed process flow.
2. The Buyer shall make the payment within prescribed timelines as per the payment process flow upon submission of invoice, logbook and service feedback.

#### Payment Process

1. Payment shall be made only after submission of invoices, logbook, service feedback, non-submission of the same may lead to delay/deduction in payment.

2. All the penalties/ fine/ interest (if applicable) will be settled before making the payments. Service Provider shall not have any objection on the same.

3. Payment will be made through bank transfer only, in no circumstance cash/ cheque payment will be made.

4. GST applicable as per rules.

5. The TDS, if any, will be deducted.

27) The Travel Agency should provide the vehicle only when demanded by the Competent Authority of ISP.

28) The rates quoted are inclusive of Petrol/Diesel charges and vehicle should be sent duly filled with petrol/diesel before reporting to ISP.

29) Any Compensation on account of accident or damage to the vehicle for death for any third party/ISP employee or injury or loss, if any, shall be borne by the contractor with no liability towards ISP.

30) The bidder shall submit the copy of the following documents before issue of the Service Order/Contract:

a. Vehicle Registration book issued by R.T.O.

b. Documents of up-to-date Road Tax.

c. Comprehensive Insurance.

d. Fitness Certificate.

e. P.U.C. Certificate.

f. Any other related documents obtained from competent authority.

31) Penalties and Fine: In case of noncompliance of the standards of the services to be provided as per this agreement, the buyer would be at liberty to levy such penalty and terminate the contract as per the conditions detailed out below:

S.No.	Nature of Default		Penalties			Remarks
			1 <sup>st</sup> Instance	2 <sup>nd</sup> Instance	3 <sup>rd</sup> Instance	
1	Non deployment  Of vehicle/driver  (no replacement provided)	Non deployment for 30 min or more, no replacement  provided up to 2 hours	Amount of  charges for  vehicle hired by  Buyer from third  party	Amount of  charges for  vehicle hired by  Buyer from third  party	Amount of charg es  for vehicle hired by  Buyer from third  party and a pena lty  of 4% of monthly  bill	After 3rd instance, the  buyer may termina te  the contract or con tinue  to impose the same penalty as imposed for  3rd instance.

2	Non deployment of vehicle/driver (replacement provided)	Non deployment for 30 min or more, replacement provided up to 2 hours	Warning	Penalty of 2% of monthly bill	Penalty of 4% of monthly bill	After 3rd instance, the buyer may terminate the contract or continue to impose
3	Breakdown of vehicle during trip (no replacement provided)	No replacement provided up to 2 hours	Amount of charges for vehicle hired by Buyer from third party	Amount of charges for vehicle hired by Buyer from third party and a penalty of 1% of monthly bill	Amount of charges for vehicle hired by Buyer from third party and a penalty of 2% of monthly bill	the buyer may terminate the contract or continue to impose the same penalty as imposed for 3rd instance.
4	Breakdown of vehicle during trip (replacement provided)	No replacement provided up to 2 hours	Warning	Amount of charges for vehicle hired by Buyer from third party	Amount of charges for vehicle hired by Buyer from third party and a penalty of 1% of monthly bill	After 3rd instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3rd instance.
5	Delay in arrival of vehicle/ driver	For 30 mins or more	Warning	Penalty of 1% of monthly bill	Penalty of 2% of monthly bill	After 3rd instance, the buyer may continue to impose the same penalty as imposed for 3rd instance.
6	Misbehavior by driver/ unacceptable behavior by driver	Any instance	Penalty of Rs. 1000	Penalty of Rs. 2000/-		After 2nd instance, the service provider will have to replace the driver

7	Driver in intoxicated state	Any instance	Penalty of Rs. 2500/-			After 1st instance, the service provider will have to replace the driver. After 2 cumulative instances, buyer may terminate the contract.
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32) In case of any dispute arising out of this agreement the courts at Nashik alone shall have the jurisdiction to adjudicate.

33) **TENURE:** The Contract shall be for a period of 1 (one) year at the terms & conditions of the tender & may be extended further three months. However, the contract can be terminated at any time at the discretion of ISP Nashik with 1 (one) month notice.

**34) STATUTORY REQUIREMENTS:**

i. The contractor shall have to fulfill all the statutory requirements as per the provisions of law i.e. contract Labour R & A Act 1970 & contract Labour R & A Rules 1971., Minimum wages Act 1948 applicable in ISP Nashik region excluding taxes, Payment of wages

Act 1936 and other related labour legislations etc., and shall by periodical substitution/rotation of manpower, indemnify compensation from any claims in future or due to any breach of the statutory requirements. The company, as a principal employer, shall enforce the provisions of these Acts.

ii. Payment for the labour shall be made as per Central Govt. Minimum wages notification, as in force from time to time.

iii. The contract must have a valid PROVIDENT FUND CODE & ESI CODE and copy of the same shall have to be submitted along with the tender.

iv. Note: If the above certificates are not available, the contractor must be in a position to arrange the same within 30 days on award of work order, if not complied, the work order shall be liable to cancel, no payment will be released and EMD will be forfeited.

v. It shall be the sole responsibility of the contractor to ensure safety to all his drivers.

vi. Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the

contractor. The contractor shall confirm to all the Labour Laws and shall remain solely responsible for the obligation under the relevant statutory provision. The contractor should properly maintain all necessary aid Kits under his custody and ensure that at all its employees adequately trained in administering first aid in case of emergencies.

**Clarification of Bids/Shortfall Documents:**

During the evaluation and comparison of bids, the purchaser may, at his discretion, ask the bidder for clarifications on the bid. The request for clarification shall be sought only once on GeM portal, asking the bidder to respond by a specified date/period (i.e. Seven days). If the bidder does not comply or respond by the date/period (i.e. within Seven days), his tender will be liable to be rejected.

Depending on the outcome, such bids are to be ignored or considered further. No post-bid clarification at the initiative of the bidder shall be entertained.

**Note:** While submitting the Clarification/Shortfall Document any technical difficulty occurs on GeM portal, then the bidder can submit the Clarification / Shortfall Document through e-mail (e-mail id: purchase.isp@spmcl.com).

The Procuring Entity reserves its right to, but without any obligation to do so, seek any shortfall information/ documents only in case of historical documents that pre-existed at the time of the Bid Opening, and which have not undergone change since then and does not grant any undue advantage to any bidder. As far as the submission of documents is concerned regarding qualification criteria, after submission of the bid, only related shortfall documents shall be asked for and considered.

For example, if the bidder has submitted a supply order without its completion/performance certificate, the certificate will be asked for and considered. However, no new supply order shall be asked for to qualify the bidder.

**“Anti-Bribery Management System (ABMS):** By participating in this tender, the suppliers/Vendors/ Contractors are deemed to have undertaken that they shall not give or take, any financial or non-financial bribe, to or from anyone during the tender or during the execution of the contract thereafter and if they notice any such incident happening, they shall report it to Vigilance.”

#### 9. Check List:

Sr. No.	Description	Submitted /Not Submitted
1.	Documentary evidence towards Experience as per clause ‘A.1’, mentioned under Buyer Added Bid Specific ATC	
2.	Documentary evidence towards Capability as per clause ‘A.2’, mentioned under Buyer Added Bid Specific ATC	
3.	Documentary evidence towards Financial Standing as per clause ‘A.3’, mentioned under Buyer Added Bid Specific ATC	
4.	PAN & GST Registration Certificate	
5.	Declaration of Undertaking, “Blacklisting” and “Agree to withdraw all deviations” on firm’s Letter Head as per Clause ‘A.6 (c) and (d)’ mentioned under Buyer Added Bid Specific ATC	
6.	Acceptance of the Payment Terms on firm’s Letter Head, as per Clause ‘C’ mentioned under Buyer Added Bid Specific ATC	
7.	Acceptance of Scope of Work as per bid document with sealed and signed by authorized signatory on bidders letter head.	
8.	MSE certificate/ Start up certificate if claiming for exemption against experience and turnover criteria only.	
9.	Adherence to Buyer Added ATC.	

## अस्वीकरण/Disclaimer

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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
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.
15. 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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. 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 catalogs 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 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.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

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 कार्यवाई 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---