



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2024/B/5054777

Dated/दिनांक : 15-06-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	06-07-2024 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	06-07-2024 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Communications
Department Name/विभाग का नाम	Department Of Telecommunications (dot)
Organisation Name/संगठन का नाम	Ntiprit
Office Name/कार्यालय का नाम	National Telecommunications Institute Ghaziabad
Item Category/मद केटेगरी	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 1500 km x 220 hours; Outstation
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	20 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
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) *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 Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड 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	4656000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	93120

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	26

(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 :

AO Cash TEC

National Telecommunications Institute Ghaziabad, Department of Telecommunications (DOT), NTIPRIT, Ministry of Communications

(Ao Cash Tec Payable At New Delhi)

Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. 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 will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid 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 product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

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

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Geographic Presence in States:Delhi NCR

Scope of Work:[1718428159.pdf](#)

Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 1500 Km X 220 Hours; Outstation (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 , Volkswagen Vento , Toyota Corolla , Skoda Rapid
Usage Variant	1500 km x 220 hours
Type of Service	Outstation
Year of Vehicle Model	2021 , 2022 , 2023 , 2024
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
Addon(s)/एडऑन	
Outstation night charges applicable	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle(s)	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle(s)	Additional Requirement/अतिरिक्त आवश्यकता
1	Suresh Chandra Maddhesiya	201002,National Telecommunications Institute for Policy Research, Innovation and Training Admin Building, ALTTC Campus Govt of India Enclave, Ghaziabad-201002	4	<ul style="list-style-type: none"> Estimated number of outstation nights per month per vehicle : 1 Duration in Months : 24

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

1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- i. EMD, if not exempted, to be deposited in form of Fixed Deposit/Demand Draft/Pay Order in favour of **AO (Cash) TEC payable at New Delhi** and details like Name of Bidder, Address of Bidder and EMD in connection with **“Monthly Basis Cab & Taxi Hiring Services”** must be mentioned at the back. The same may be deposited by registered post or in person to **ADG (A & MM), Room No 705, NTIPRIT Campus, Ghaziabad-201002** before the last participation date of the bid. The **scanned copy of the EMD is required to be uploaded on GeM portal as proof of depositing EMD. Failure to furnish EMD** (if Not Exempted) to ADG (A & MM), Room No 705, NTIPRIT Campus, Ghaziabad-201002 before the last date/time of bid submission **will result in rejection of the bid.**
- ii. The Service Provider/contractor should be Delhi/NCR based or should have an office in Delhi/NCR.
- iii. The firm participating in the bid should have **at least 1 Commercial Prime Sedan type** vehicle registered in the name of the firm/**service provider/contractor**. Relevant proofs like RC copy, permit etc. to be submitted.
- iv. Vehicle shall normally be required on working days (Five days a week). However, if required, these services shall also be provided during Saturdays, Sundays or any kind of holidays/closed days.
- v. The vehicle provided should be of 2021, 2022, 2023 or 2024 model strictly.
- vi. The vehicle should be neat and clean with a provision of towel cover on all seats of vehicle.
- vii. Driver should be properly dressed.
- viii. The services shall be provided 24x7 basis. The duty hours shall be normally 10 hours daily.
- ix. Outstation Night charges will be paid if the duty hours end between 10:30 PM and 6:00 am.
- x. Extra duty hour charges and Extra Km charges will be paid if exceed the monthly package limits of contract as per terms and conditions mentioned in the GeM SLAs.

- xi. Vehicles may be suspended/surrendered by giving 15 days' notice period.
- xii. Bill Payments shall be done on calendar month basis.
- xiii. **Extension of the contract** period/quantity/value:
 - a. During the contract period, the Buyer reserves the right to extend the contract period for one year at the same contracted rates, terms and conditions
 - b. During the contract period at the contracted rates, terms and conditions, the Buyer reserves the right to increase or decrease the quantity of vehicles or contract value up to 50%. This shall also be applicable for extended period of contract, if any.
- xiv. **Documents to be submitted:**
 - a. All Technical bid documents to be submitted as requested in Annexure-I of this ATC (Technical Evaluation and eligibility Criteria).
 - b. The bidders to submit the signed copy of Annexure-I also.
 - c. **Failure to furnish any of the requested documents, certificates etc, may result in rejection of the bid.**

ANNEXURE-I

Technical Evaluation and Eligibility Criteria

Name of the Firm/ Company:

Sr. No.	Qualification Criteria	Supporting Documents	Document uploaded (Yes/No/ N/A)	Remarks
1	EMD (Except Exempted cases) for the required amount as specified in the bid documents	Scanned copy as a proof of EMD.		
2	Registration certificate of relevant category, in case of Micro & Small Enterprise (MSE)/ Startup	Copy of Registration certificate of relevant category.		
3	Registration certificate of at least 1 (one) Commercial Prime Sedan(s) - registered in the name of the service provider/contractor/bidder/ Firm	Copy of Registration certificate, permit etc. of at least 1 (One) Commercial Prime Sedan(s) - registered in the name of the service provider/ contractor /bidder /Firm		

4	The Service Provider/ contractor should be Delhi/NCR based or should have an office in Delhi/ NCR.	Enclose evidence in support of address like Certificate of Incorporation /GST Registration/ Telephone bill/ Electricity bill/ rent agreement etc. showing present address.		
5	<p>Years of Past Experience (Except Exempted cases): The bidder must have successfully executed/ Completed similar Services (Taxi/Cab/Bus/Traveler etc.) 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) to any Central / State Govt Organization / PSU / Public Listed Company:</p> <p>(i) Three similar completed services each costing not less than the amount equal to 40% (forty percent) of the estimated cost;</p> <p>OR</p> <p>(ii) Two similar Completed services each costing not less than the amount equal to 50% (fifty percent) of the estimated cost;</p> <p>OR</p> <p>(iii) One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.</p>	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.		

6	Turnover (Except Exempted cases): The Service provider / Bidder Should Furnish Proof of Average Annual Turn Over which should not be less than Rs. 20 Lakh for the last three Financial Year's i.e. 2020-21, 2021-22 & 2022-23	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 criterion.		
	(i) FY 2020-21:			
	(ii) FY 2021-22:			
	(iii) FY 2022-23:			
7	Undertaking	Form-I		

Date:
Signatures of bidder

Si

or

Place:
Authorized to sign the bid

Officer auth

Documents on behalf of the bidder

[Name of the Service provider/Bidder and seal of company]

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Form - I

UNDERTAKING

TO WHOMSOEVER IT MAY CONCERN

This is to certify that I/We have understood all the terms & conditions of the tender and abides by it. Further, I/We declare;

- a) that no criminal case or insolvency proceedings is pending against the Service provider/Bidder and no Employee or Officer or Partner or Director of the Service provider/Bidder has been convicted of any criminal offence or offence involving moral turpitude, as per the laws of India.
- b) that none of the near relatives of the Service provider/Bidder or its Promoters or Directors or its Employees is working in the NTIPRIT.
- c) I/We undertake that my/our firm is never been blacklisted by any Govt./PSU/Reputed Pvt. Institution/Organization.

Date:
Signatures of bidder

or

Place:
Authorized to sign the bid

Officer authorized

Documents on behalf of the bidder

[Name of the Service provider/Bidder and seal of company]

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2. Buyer Added Bid Specific Scope Of Work(SOW)

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

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. 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.

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

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

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

---Thank You/धन्यवाद---