

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	01-06-2026 10:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-06-2026 10:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Finance
विभाग का नाम/Department Name	Department Of Revenue
संगठन का नाम/Organisation Name	Central Board Of Direct Taxes (cbdt)
कार्यालय का नाम/Office Name	Income Tax Department
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - SUV; 2000 km x 320 hours; Outstation 24*7
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)	10 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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

**बिड विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
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**

आवश्यकता/Required	No
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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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सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. 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.

2. 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.

3. 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.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

**Fleet of owned vehicles with service provider, (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):2**

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

**Number (upto 100%) of vehicles demanded should have been provided in a single contract to a government agency in the past three years:2**

**Number (up to 100%) of vehicles demanded should have been provided in the past 1 year to government agencies:2**

**Geographic Presence in States:**Madhya Pradesh , Preference would be given to Rewa

**Scope of Work:**[1779365430.pdf](#)

## Monthly Basis Cab & Taxi Hiring Services - SUV; 2000 Km X 320 Hours; Outstation 24\*7 ( 1 )

### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Vehicle Type	SUV
Type of car (Please select at least 3 options)	Maruti Suzuki Ertiga , Mahindra XUV 500 , Toyota Innova
Usage Variant	2000 km x 320 hours
Type of Service	Outstation 24*7
Year of Vehicle Model	2021 , 2022 , 2023 , 2024 , 2025
Km Travelled	Upto 75,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	

### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Vineet Singh	482001,Aayakar Bhawan, Central Revenue Building, Napier Town, Jabalpur	1	<ul style="list-style-type: none"><li>Duration in Months for which service is required : 12</li></ul>

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

#### 1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

#### Terms and Conditions for providing Vehicle Services

1. Department requires service of one Mid-Sized vehicle for the office of Income Tax Officer-1, Rewa for official purposes and present inviting of bids from prospective parties is for such purpose.

The vehicle is proposed to be hired for an initial period of one year. The bidder/tenderer should be well established and an experienced agency/firm/individual having vehicle/ mentioned. Only Preference will be given to the vendor having vehicle registered in Rewa, Madhya Pradesh. Vehicle must not have Registration prior to the year 2021. The bidder/tenderer should not be an employee or ex-employee of the Income Tax Department. Similarly, bidder should not be a firm in which substantive interest lies with the employee or ex-employee or immediate relative of the employee or ex-employee of the Income Tax Department.

2. The vehicle selected through tender process will be used exclusively for the department for all seven days in a week. The department prohibits using of selected vehicle by the vendor for any other purposes. The vehicle is expected to ply within 2000 Km per month. The unutilized kilometers will be carried forward to the next month and this will be continued till the end of the contract period 09-June-2027 or the extended period beyond one year, as the case may be. In case, the vehicle plies more than the monthly limits as above, additional amount would be paid to the vendor as per agreed terms and conditions. The mileage of vehicle would be counted from the office of the Income Tax Officer-1, Rewa to and fro. The mileage from the vehicle provider's office or any other place to the office premises of the Income Tax Office, Rewa will not be counted under the mileage. During the office hours, the vehicle shall be parked either in the office premises or at a place as decided by the administration.

3. The hired Vehicle is expected to move anywhere in India (especially in Madhya Pradesh and Chhattisgarh). The Vehicle must have Fast Tag and the Toll Tax which will come on the way, will be paid by the vendor and for that he has to ensure that Driver will have always enough sum (Approx. Rs. 2500/-) in his custody. The Vendor should also ensure that enough fuel availability at all the time during the period of contract. At no circumstances, driver will ask money from the user of the vehicle (i.e Department Officer/Officials) by giving any reason. A penalty of Rs. 1000/- per default, will be levied in case of violation of this condition. Moreover, in case of frequent violations of the terms and conditions, the contract can be cancelled forthwith without any notice.

4. The quotes should be inclusive of all expenses such as monthly salary/ charge of drivers, repair and maintenance of vehicle, insurance, RTO related levies/duties/taxes/PUC, petrol/diesel/fuel, oil etc. Any other incidental expenses relating to vehicle including penalty, fine, recoveries etc. shall be borne by the bidder.

5. The vendor shall supply only such vehicle which is having desired safety features such as fully AC, ABS, EBD/ESC, Alloy wheels, Powered windows/Breakings/Steering etc. in the given brand/model of the company and is in good condition. The vehicle should be registered with the concerned authority of Central/State Govt. during the year and a certificate to this effect should be provided with the technical bid document. Also, the conditions prescribed in the section 66 of Motor Vehicle Act, 1988 for hiring of vehicle should be fulfilled.

6. The vendor shall ensure the road worthiness of the vehicle, ensure neat and condition of the vehicle with good upholstery, interiors and fresheners and regularly polished exterior at all times during the period of the contract. The vendor shall also ensure that the vehicle is in perfect running condition at all times during the currency of the contract. The papers related to the vehicle including proper insurance papers of the vehicle should be available/kept in the vehicle.

7. The successful bidder shall have to provide the selected type with selected registration number

of vehicle. However, in case, the successful bidder expresses his inability or fails to supply the desired vehicle so required, the EMD will be forfeited and he can be blacklisted from this department for two years.

8. In the event of the award of the contract to the bidder & prior to the execution of the contract, the vendor shall produce the vehicle in the office of the department for physical verification/inspection before the signing of the contract along with certified copies of RC book, Comprehensive insurance policy, PUC of the vehicle and receipt of road tax payment, photograph of the driver with the driver present and permanent address, mobile no. and copy of Aadhar card & driving license of the driver. The vehicle should comply with all legal obligation prescribed under various statutory laws in force 24 \* 7.

9. The vendors shall submit an attested copy of trade license (if any), Bank statement and bank account no., Bank and branch name, branch code, IFSC code and MICR code after selection as all the payments shall be made through banking channels.

10. The vehicle should be available for duty for 24 hours of each day of the month. The vehicle should not be used by the contractor or driver for any other organization or individual either during day or night during the entire contract period. The driver of the vehicle must possess valid driving license and should be qualified and experienced. He must follow all traffic rules and attend the duties as and when such duties are assigned by this office. The driver shall possess at all times a mobile phone with two-way communication in the working condition. The charges for the mobile connection or mobile set shall not be met by this office. This office shall in no way be responsible directly or indirectly for any failure on the part of the driver to observe the traffic rules or otherwise. In case of any mishap / accident all claims and responsibility shall be met by the vendor. The Department will not entertain any claim, whatsoever, in this regard. The vendor will provide certificate of satisfaction regarding identity, character and antecedents of the drivers.

11. During the currency of the contract the vendor shall not change the dedicated vehicle or the driver as initially provided unless asked by this office. If due to any unavoidable circumstance either the vehicle or the driver or both are to be replaced, the same is to be done after consent of Department. In case of break down etc. of vehicle, the same should be replaced with the similar class / type of vehicle, immediately. If the vendor withdraws the vehicle at any time for repairs or for meeting any other stipulations or otherwise without making proper alternative provision, this office shall be at liberty to hire a vehicle from market and in such a situation, the charges for such hiring shall be deducted from the dues of the vendor, in addition to the levy of penalty of Rs. 1000/- (Rs. one thousand only) per day per vehicle.

12. Department shall not be responsible for any damages whatsoever to public/private property and / or to any third person due to any accident arising out of and in the course of deployment of the vehicle.

13. Department shall pay only fixed agreed monthly charges and its liability shall be limited to this value alone. No separate payment will be made for drivers' salary, over time or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charge, insurance charge, periodic servicing, etc. and these expenditures shall be met by the vendor. Towels, Air Fresheners and others requirements which present the vehicle in good looking and running condition shall be arranged by the vendor.

14. The vendor shall raise the bill on a monthly basis and submit this office in duplicate latest by 5<sup>th</sup> day of the following month. The selected bidder is required to make the payment for at least 2-3 months, if in any case, the bills raised by the vendor is got delayed due to reason beyond the control. The vendor/driver shall maintain log book and periodically get it signed by the user/representative of Department. The bills shall be prepared on the basis of log book entries. Deduction of Tax at Source (TDS) as per applicable rates prescribed under the Income Tax Act, 1961 shall be made by this office from every payment/ credit made to the vendor.

15. During the period of the contract, no request for escalation of monthly charges will be entertained by department for whatsoever reason.

16. Department has an option to terminate the contract without assigning of any reason by giving a notice in writing of 15 days without any compensation to the vendor. However, any incidence of inappropriate behavior or disobedience of designated duty by drivers/vendor shall be viewed very seriously and may even lead to immediate termination of the contract, if needed. The vendor can also terminate the contract by giving in writing a notice of 15 days.

17. The vendor has to ensure that the drivers observe proper etiquette and protocol while performing their duty. He shall be neatly dressed and be well spoken. Without proper authorization from controlling officer, the driver should not take away the vehicle from the designated work place.

18. The bidder/vendor and driver shall be bound to carry out the instructions of the department as well as of the Officers to whom the vehicle is assigned.

19. The vehicle should be free from any third-party claims (litigation).

20. The bidder has to provide details of any pending cases in any court or any complaints/FIR's file against him or his concern in any police station.

21. This contract shall be effective from 10 June 2026 or, from the date of signing the contract as per the terms and conditions of this tender document, unless terminated earlier for violation of any of the terms and conditions mentioned here in the tender documents. This contract may be extended further, as decided by the department.

22. The bidder should not have been blacklisted or debarred by the Income Tax Department or any other Government Department and signing/subscribing to these terms and conditions is an undertaking to that effect.

23. The applicant bidder(s) and their respective officer, employees, agents and advisors shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained therein, the Department may reject an application without being liable in any manner, whatsoever, to the applicant, if it determines that the applicant has directly or indirectly or thr

ough an agent, engaged in corrupt, fraudulent, coercive, undesirable or restrictive practice in the bidding process.

24. The bidder shall abide by all the extant laws related to taxes and levies as applicable to it. It will also comply with all existing Government regulation in respect of engaging of services of drivers. All legal obligation, in respect of the vehicle i.e. Road Tax, RTO registration and permissions etc. and in respect of the driver i.e. minimum wages as per Government Regulation, EPF, ESI, Social Security etc. shall be the responsibility of the Contractor. Any penalty levied by any authority during the contract period shall be borne by the contractor.

25. The vehicle should carry/display suitable plates/card indication, vehicle on duty of Government of India, Income Tax Department, Rewa if or as instructed by the department.

26. A penalty of Rs. 500/- per day will be levied in case of unapproved change of vehicle/driver non satisfactory performance or lack of proper upkeep of vehicle or non-observance of terms and conditions prescribed above. The number of days will be calculated on the basis of period during which the default continuous or on the occasion of occurrence of the concerned events as applicable. However, in case of frequent violations of the terms and conditions, the contract can be cancelled forthwith without any notice.

**27. Preferences will be given local vendor, having their registered office within Rewa and prior experience with running/ providing the vehicle to the Central Government Office.**

28. The Income Tax Department, Rewa reserves the right to accept or reject quotations (even the lowest one) without assigning any reason at any time during the tender process. Bids received later than the stipulated date and time will not be considered under any circumstances.

## अस्वीकरण/Disclaimer

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

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and

published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.

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

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

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

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

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

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

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

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

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

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

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

---धन्यवाद/Thank You---