

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	17-06-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	17-06-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	45 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Railways
विभाग का नाम/Department Name	Indian Railways
संगठन का नाम/Organisation Name	Southern Railway
कार्यालय का नाम/Office Name	Southern Railway
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - SUV; 3600 Km x 480 hours; Outstation 24*7
अनुबंध अवधि /Contract Period	2 Year(s) 1 Day(s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन्ू 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

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
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	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	1378656
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	27573

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	30

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कटेगरी 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।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). 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 :

Sr.DFM/SA

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
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. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed 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 relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed 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 relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band 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.
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.

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):1

Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):1

Minimum years (up to 5 years) of experience in related field:0

Number (upto 100%) of vehicles demanded should have been provided in a single contract to a government agency in the past three years:0

Number (up to 100%) of vehicles demanded should have been provided in the past 1 year to government agencies:0

Geographic Presence in States:TAMIL NADU

Scope of Work:[1779799148.pdf](#)

Monthly Basis Cab & Taxi Hiring Services - SUV; 3600 Km X 480 Hours; Outstation 24*7 (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	SUV
Type of car (Please select at least 3 options)	Maruti Suzuki Ertiga , Mahindra XUV 500 , Toyota Innova , Mahindra Bolero , Mahindra Marazzo , Mahindra Bolero Neo
Usage Variant	3600 Km x 480 hours
Type of Service	Outstation 24*7
Year of Vehicle Model	2024 , 2025
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	Non-A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Any
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Anith Prakash V	636005,Office of the Senior Divisional Operating Manager Divisional Railway Managers Office Salem SALEM, 636005	1	<ul style="list-style-type: none"> Duration in Months for which service is required : 24

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

1. Generic

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. 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

SENIOR DIVISIONAL FINANCE MANAGER / SALEM

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. Service & Support

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

5. Service & Support

In the event where the distance travelled exceeds the monthly usage variant, amount will be paid for additional Kms as per schedule. Similarly, the unused Kms in a particular month as against the minimum guaranteed usage variant will be carried forward to the next month and additional Km if any in the next month shall be adjusted against this. However, the payment for the selected usage variant in a month will be paid every month." Further, the unused Kms in a particular month shall not be carried forward or adjusted beyond 6 months

6. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document

in support of contract execution like Third Party Inspection release note, etc. Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc.

7. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

SENIOR DIVISIONAL FINANCE MANAGER / SALEM
payable at
SALEM

. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

8. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

SENIOR DIVISIONAL FINANCE MANAGER / SALEM

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

9. **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

SENIOR DIVISIONAL FINANCE MANAGER / SALEM
payable at
SALEM

. 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.

10. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

11. **Generic**

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

12. **Service & Support**

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

13. **Buyer Added Bid Specific SLA**

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

14. **Generic**

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

SENIOR DIVISIONAL OPERATIONS MANAGER
DIVISIONAL RAILWAY MANAGERS OFFICE
Salem Division Southern Railway
SALEM
SALEM-636005
.

15. **Service & Support**

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

16. **Buyer Added Bid Specific SLA**

Text Clause(s)

Contract for hiring one Non-AC SUV vehicle for the official use of DOM/SA, Southern Railway, Salem, on all days, including Sundays and Holidays, for a period of two years (730 days), with a monthly usage limit of 3600 KM / 480 Hours.

The Vehicle shall be provided with following facilities.

1. The vehicle should have fittings of a staff car and nice interior finish and excellent Road working conditions and the vehicle must have valid authority for the same.
2. Tool box & essential spares (stand by wheel tyre, tube, and head lamp bulbs, etc.) should be made available for attending vehicle repair.
3. All expenses with regard to driver, running fuel, repair cost, salary, over time Allowances, lubricants, toll charges and any other miscellaneous expenses included on the vehicle or connected to the vehicle should be borne by the contractor.
4. The model of the offered vehicle should be year 2024, 2025 or latest and should be in good condition and good interior finish. **Copy of legal documents pertaining to ownership (RC) of vehicle, Insurance, Fitness certificate and taxi permit should be uploaded along with the tender. If these documents are not uploaded along with the tender his/her/their offer will be summarily rejected.** Also, a copy of tax and pollution control certificate should be produced on request. Vehicle with private permit will not be acceptable. The bidders should upload GST registration certificate, EPFO registration along with the bid.
5. The service provider should offer only vehicle registered in their name. In case third party vehicles are offered, then they should upload a copy lease/agreement (Valid Registration Certificate, Valid F.C for the vehicle arranged for transportation, Valid comprehensive Insurance Papers, Road permit, Emission Certificate

/or Pollution Control certificate etc., relating to the hired vehicles) for taking the vehicle on lease covering the period of contract along with a no objection certificate from the owner of the vehicle. The contractor should possess relevant certificates/documents ready at all times. Vehicle with private permit will not be acceptable.

6. The service provider must be registered with the statutory bodies such as EPF, ESI and GST and comply with the provisions of the statutory acts. The validity of the registration should be current and extendable up to the end of the contract period. Documentary evidence for EPF/ESI/GST registration should be submitted along with the bid/offer.
7. The contractor shall adhere to the Labour Rules, Workmen Compensation Act, Payment of Minimum Wages Act and other Labour Legislations.
8. Payment to Drivers to be made through Bank/Cheque.
9. Necessary steps should be taken to deduct Provident Fund from the payment made to the Driver and ensure that the same is credited to their EPF account.
10. It is desirable that the service provider is registered with the registrar of firms. Firm Registration Certificate may be uploaded with the bid.
11. The bidder must have an office located at Tamil Nadu. **(Preferably at Salem)** Documentary evidence **(Both Rental Agreement and GST Registration in Tamilnadu must be available in the submitted document. If these documents are not uploaded along with the tender his/her/their offer will be summarily rejected.)** to be uploaded with the offer/bid.
12. The contractor should arrange the driver and the vehicle to report at 08.00 Hrs at Divisional office, Suramangalam, Salem on all days (365 Days / year, 24X7 availability) and the vehicle will be released according to the instruction of Divisional Operations Manager or Competent authority.
13. The contractor should be ready for arranging the vehicle with driver and sufficient fuel and for the whole day and night during emergencies and to report early if needed as per instructions. The telephone number and address of the Driver are to be furnished to the Railway Officer.
14. Sufficient cash deposit should be made available with the driver to meet the e

emergencies such as repair, breakdown, Toll charges etc; during journeys.

15. Monthly payment will be arranged only after the submission of the statement/ Proforma jointly signed by the Railway Officer, driver and the contractor.
16. The contractor should maintain the trip sheet / log book in the following format. **(Annexure-1)**
17. The driver must be well mannered, well acquainted with local and outstation area and attend the duty on time in proper and clean uniform, with name badge, valid driving license, personal and/or accident insurance policy. The vehicle should not have met with any major accident.
18. The driver of the vehicle should be sufficiently equipped to meet the breakdown of the vehicle enroute and for arranging the alternative vehicle. The expenditure for the alternative vehicle should be met out by the contractor.
19. Railway has the right to cancel the contract with 1 month notice period at no cost and without furnishing any explanation or reason.
20. The bidder should not have been blacklisted or debarred by any Central / State Government / Public Sector undertaking / Regulatory Authority of India at the time of submission of this bid:.
21. It shall also be the contractor's sole responsibility to ensure that the vehicles are always and exclusively driven by a person appropriately qualified and licensed under the Motor Vehicle Act. It shall be contractors' sole responsibility to ensure that the driver of the vehicle:
 - a) Have the necessary qualifications as laid in the Rules under the Central Motor Vehicles Act currently in force and any subsequent amendments thereto.
 - b) Are educated about the safety rules and regulations and abide by the same.
 - c) Do not smoke or light a flame while driving the vehicle.
 - d) Do not take any form of tobacco like cigarette, gutka, bidi, supari, zarda etc. during the contract period.
 - e) Intoxication is prohibited during the contract period.
 - f) Preferably have good knowledge of road routes, condition of roads etc.
 - g) Shall be in possession of all relevant original documents pertaining to the vehicle such as Insurance policy, registration book etc. at all-time while on duty.

22. The contractor shall ensure ready availability of the following items at all time in each vehicle. a) one torch in good working condition b) Spares like hose pipes , fan belts, etc. c) Spare tyre in good condition d) Tool kit with all types of tools and tackles with jack. e) Portable Fire Extinguisher. f) First Aid Box.
23. The contractor should display a printed board in front of the vehicle with bold and words "ON GOVERNMENT DUTY" while working against this contract.
24. Outstation Night charges are not applicable.
25. FDR / Performance Security should be submitted by the firm to the Buyer within 15-days of the award of the contract on GeM. The payments to the contractor shall become due only after the receipt of FDR / Performance Security by the Buyer and verification of its genuineness. No interest shall be payable upon the Performance Security / PBG or any other amounts payable by the firm to the Buyer under the Contract.
26. The drivers of the vehicles deployed should maintain polite & courteous behaviour towards the buyer/ passenger. "Misbehaviour" which may include, but not limited to, consumption of alcohol during or prior to duty, denial of duty during service hours as defined by user, use of abusive language, theft, shall attract deduction as per provisions of the contract.
27. The lowest bidder shall make available the vehicle at the place to be decided by the department for inspection if instructed by the department.
28. The movement of vehicle will normally be reckoned only from Divisional Railway Manager's Office/premises or as per the instruction of the Divisional Operations Manager or Competent authority.
29. The rate quoted by the tenderer for all the schedule items shall be inclusive of all the charges Viz. fuel, lubricants, repairs, maintenance charges, Salary, DA, EPF, ESI, Bonus, other allowances for driver, Toll charges, Entry fee and GST as mentioned in the schedule.
30. The driver should be well dressed and well-mannered and should be in possession of all relevant documents.
31. This contract shall be governed in all respects by the prevailing laws in India and Governed by General and Special conditions of contract of Indian Railways.

32. Releasing of Performance Guarantee The performance guarantee submitted by the contractor for this work shall be released after physical completion of the work based on the completion certificate issued by Competent Authority. Since there is no maintenance period for this work being a service contract.
- 33. As per General Terms and Conditions on GeM 4.0 (Version 1.25) dated 14th July 2025, Clause 5 Contract(s), The Terms and Conditions stipulated in the STC and SLA shall prevail over those in the GTC, and the Terms and Conditions stipulated in the ATC shall prevail over those in the GTC and STC in case of any conflicting provisions.**
34. The standard General Conditions of Contract (GCC 2018) with all the correction slips as amended from time to time will be applicable for this contract.
35. The Contractor shall be bound to carry out the work at the agreed rates and shall not be entitled to any claim or any compensation whatsoever upto the limit of 25% variation in quantity of individual item of works.
36. In case an increase in quantity of an individual item by more than 25% of the agreement quantity is considered unavoidable, then same shall be executed at following rates
- I. Quantities operated in excess of 125% but upto 140% of the agreement quantity of the concerned item, shall be paid at 98% of the rate awarded for that item in that particular tender.
 - II. Quantities operated in excess of 140% but upto 150% of the agreement quantity of the concerned item shall be paid at 96% of the rate awarded for that item in that particular tender.
37. The Service provider shall comply with all the rules & regulations issued by State/Central Government from time to time, applicable to this contract
38. Also, on offer of contract:
- I. The vehicle shall always be stationed along with driver at Divisional Office, Southern Railway, Salem-5 and shall be ready to move in any of the Railway premises of Salem Division/Southern Railway as decided by the Divisional Operations Manager or Competent authority at short notice.
 - II. The vehicle shall be available **16 Hrs/per day** either in daytime or in night time as required by the Divisional Operations Manager. However, it should be readily available for round the clock as and when

required during emergencies. The vehicle shall be readily in good condition in all respects with an experienced driver possessing current valid license throughout the period of contract authorizing him to drive the class of the vehicle. The copies of RC book, current taxation & permit, fitness certificate, smoke emission certificate, Comprehensive Insurance for the driver and the passenger and other valid documents if any applicable in Tamil Nadu shall be made available with the driver. During emergencies, the vehicle may be needed anywhere in Division for transportation. During emergencies the vehicle enters into other State, necessary State entry permit charge shall be paid by the Contractor. The first aid box shall also be provided with necessary medicine and other operative kit such as tool box in addition to.

- a) The vehicle shall be made available with sufficient fuel as any time the vehicle is required to run upto 200 km (preferably full capacity of the tank at the commencement of journey on each day.)
- b) Contractor should submit duplicate copy of RC book, Fitness certificate, Smoke Emission Certificate, Comprehensive Insurance applicable in Tamilnadu certificates to this administration
- c) The driver should be made available with a cell phone, nearby Officer car shed, and he must be report to Officer in-charge / Officials within 10 minutes of instructions from them. The expenditure for drivers such as cell phone, boarding and lodging, salary, ID card and all allowances shall be spent by contractor /Tenderer only.
- d) If drivers fails to receive the message due to failure of mobile phone (or) due to driver is found to be in inebriated condition or due to any other reasons and fails to report to Officer in-charge/officials within specified times (48 Hours), Competent authority, Salem Division has empowered to impose the penalty per incident.
- e) Drivers and contractor valid name and cell phone No. shall be stencilled on the vehicle visibly.
- f) Routine maintenance of vehicle shall be done during rest day with prior permission from Officer in-charge.
- g) Movement or KM run of the vehicle will be reckoned from the office of Officer in-charge or from the place where it would be detained in the previous day for the purpose of Railways to various field stations or locations as required by the Officer in-charge and return back. The vehicle may be utilized for the purpose of Railways throughout the jurisdiction of Salem Division.
- h) The safety of the vehicle is the contractor responsibility.
- i) The Contractor engaged staff must wear an ID Card in the Railway premises. **(Annexure-2)**

- j) Police verification of driver engaged in the control office vehicle submitted to Operating department.
- III. The vehicle shall be in good & smooth in working condition and must be capable of working in difficult terrains including kutcha roads viz plain, hilly, ghat etc.
- IV. In case of any failure of the vehicle owned by the contractor, the contractor shall make alternative arrangement at his own cost which will not be reimbursed as well as
 - a) In case of replacement, the failed vehicle can be moved out of Office only after the arrival of new replacement vehicle duly getting permission from Officer in-charge. The time from the vehicle off road can be accountable for failure time & penalty clause.
 - b) The replacement/Repair of vehicle shall be arranged within one hour of failure of vehicle.
- V. Failure on the part of contractor to provide vehicle with driver in good condition to attend any breakdown and maintenance will liable for termination and/or suitably penalized.
 - a) The Railway does not have any responsibility on the action of the driver.
- VI. The contractor has to make available all the kits required for maintenance of the vehicle and make his own arrangement for the accommodation of driver.
 - a) An alternative relief driver should be made available before the nominated driver goes on leave or out of station.
 - b) The repair/replacement cases should not expect more than one case in a month. For cases of repair/replacement beyond once in a month penalty as indicated in SLA will be imposed even though the period of repairs less than One hour.
 - c) Railway shall not take any responsibility in case of accident/violation of traffic rules in respect of any compensation/ claim or any charges on any account involving the vehicle on hire. The safety of the vehicle is the responsibility of contractor. The contractor should indemnify the Railways for any amount it has to pay towards damages/ compensation arising out of the contract.
 - d) Details of the drivers engaged for vehicle (name, address, driving license No., Phone) and the roster of the driver should be made available to the OS / Stores.
 - e) Frequent change of vehicle and the driver should not resorted to every now and then, as this may lead to hardship to the administration. If any change of vehicle/Driver if required should be done with prior approval of the Sr.DOM/SA or DOM/SA or Chief Controller, Salem Division, Southern Railway.
 - f) Driver nominated by the contractor should possess with valid

license for driving commercial vehicle.

- g) Duty hours for the Driver on duty should confirm to the labour law governed by the ministry of labour.
 - h) Driver should have one mobile phone with him along with the vehicle having roaming facility throughout Salem Division, as per Special conditions of Contract, so that movement of vehicle can be monitored by Railways. The driver shall confirm the vehicle movement to the Officer in-charge.
- VII. The contractor has to make his own arrangements for storing and security of the materials, proposed to be utilized by him. The Railways will take **NO RESPONSIBILITY** for the loss of contractor's materials.
- VIII. In case of theft(s) or accident(s), Railways shall not take up any responsibility or role in dealing case with police and insurance authorities. The contractor shall take responsibility in such cases.
- a) The contractor will be responsible for the safety, medical care, accommodation and other facilities of the driver who should fully license to operate the vehicle under hire.
 - b) Any fine imposed on the contractor by RTO, Commissionerate, Police or any other Govt. authority due to non-observance of Govt. rules or any other reason (of whatsoever nature it may be), shall be paid by the contractor and no compensation on his account shall be paid by the Railway or reimbursed in any way. No liability shall be accepted by the Railway for such loss sustained by the contractor.
- IX. The bill shall be raised once in a month by the contractor irrespective of the usage of vehicle through GeM.
- X. The contractor should maintain a log book in which he has to make daily entries (i.e. starting kilometre reading, ending kilometre reading, starting time and ending time every day/every trip) reason for the duty from place to place etc., and ensure that both the driver and the concerned Officer in charge/officials have signed against the particular day in the log book.
- a) The total kilometres taken into account from the point of starting to ending as per log book.
- XI. The Tenderer has to submit the copy of the following along with the tender.
- a) RC book of the vehicle clearly indicating the vehicle number, owner of the vehicle and model not older than 2024, 2025. Lease agreement between the Tenderer and owner of the vehicle, if leased, permitted carrying capacity, validity etc.

- b) Fitness certificate, Comprehensive Insurance Policy including driver and passenger.
 - c) Copy of the Driver's current HV/MV license.
- XII. Railways reserve the right to inspect the vehicle proposed to be offered on hire before finalizing the contract and also reserves the rights to disqualify the vehicle between the contract period on account of poor performance.
- XIII. The contractor is responsible for safe transporting of Railway men wherever required. Whenever it fails due to any accident (or) any natural other calamity (or) any other reasons, necessary financial compensations should be settled by contractor to victims and to Railways for materials loss.
- XIV. The vehicle is operational for a 16 Hrs and covers a distance of up to 120 kilometres in a day.

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---