

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	06-03-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	06-03-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (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	Nadt Aministration
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - Premium 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)	12 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
वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience	Yes Complete
वर्षों के अनुभव के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Years Of Experience	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No

बिड विवरण/Bid Details	
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	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	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

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	12

(a). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

DDO/AO, NADT, Nagpur
NADT Administration, Department of Revenue, Central Board of Direct Taxes (CBDT), Ministry of Finance
(Ddo/ao)

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 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.
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 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. 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.
7. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

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):3

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

Minimum years (up to 5 years) of experience in related field:3

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

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

Geographic Presence in States:Nagpur

Rate Per Km for Extra Usage in excess of chosen package as per the Vehicle Type selected. In case of bunch bid buyer must indicate extra KM rate for every Vehicle Type that is bunched::As per standard condition

Rate Per Hour (Inclusive of GST) for Extra Usage in excess of chosen packageAs per standard condition

Monthly Basis Cab & Taxi Hiring Services - Premium SUV; 2000 Km X 320 Hours; Outstation 24*7 (11)

तकनीकी विशिष्टियाँ /Technical Specifications

वि व र ण / S p e c i f i c a t i o n	मूल्य/ Values
कोर / Core	
V e h i c l e T y p e	Premium SUV

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Maruti Suzuki WagonR , Maruti Suzuki Celerio , Maruti Suzuki Swift , Honda Amaze , Maruti Suzuki Dzire , Hyundai Xcent , Maruti Suzuki Ciaz , Honda City , Hyundai Verna , Maruti Suzuki Ertiga , Mahindra XUV 500 , Toyota Innova , Toyota Fortuner , Jeep Compass , Toyota Camry , Mercedes Benz E Class , Audi A4 , Mercedes Benz GLC , BMW X3 , Audi Q5 , Hyundai i10 , Hyundai i20 , Tata Tiago , Datsun Go , Tata Bolt , Hyundai Santro , Tata Tigor , Ford Aspire , Volkswagen Ameo , Tata Zest , Nissan Sunny , Toyota Etios , Volkswagen Vento , Toyota Corolla , Skoda Rapid , Maruti Suzuki Vitara Brezza , Maruti Suzuki XL6 , Ford Ecosport , Hyundai Creta , Renault Duster , Mahindra TUV300 , Mahindra XUV300 , Ford Endeavour , Tata Hexa , Tata Harrier , Honda CR-V , BMW 3 Series , Skoda Octavia , Skoda Superb , Lexus ES , Jaguar XE , Volvo S 90 , Honda Accord , Jeep Grand Cherokee , Land Rover Discovery Sport , Jaguar F Pace , Volvo XC 60 , Mitsubishi Montero , Mahindra Scorpio , Mahindra Bolero Camper , Tata Xenon , Mahindra Imperio , Isuzu Dmax , Toyota Innova Crysta , Mahindra Bolero , Tata Xenon Yodha , Isuzu S-Cab , Isuzu V-Cross , Isuzu Hilander , Mahindra Bolero Maxitruck , Ashok Leyland Dost , Mahindra Scorpio Getaway , Tata Xenon XT , Mahindra Marazzo , Tata Sumo , KIA Carens , KIA Seltos , Maruti Suzuki Eeco , Force Trax Cruiser , Mahindra Bolero Neo , Mahindra Xylo , Renault Lodgy , Renault Triber , Mahindra Thar , Maruti Suzuki Jimny , Hyundai Aura , Maruti Invicto , Toyota Hycross , Maruti Suzuki Tour S , Toyota Rumion , Mercedes Benz S Class , Tata X Prest CNG , Tata XPres Petrol , Tata XPres CNG

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2000 km x 320 hours

वि व र ण / S p e c i f i c a t i o n	<p style="text-align: center;">मूल्य/ Values</p>
T y p e o f S e r v i c e	Local , Outstation , Local 24*7 , Outstation 24*7
Y e a r o f V e h i c l e M o d e l	2023 , 2024 , 2025
K m T r a v e l e d	Upto 50,000 Kms

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मूल्य/ Values

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एडऑन /Addon(s)

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/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	Birendra Kumar Choudhary	440030,NATIONAL ACADEMY OF DIRECT TAXES CHHINDWARA ROAD	11	<ul style="list-style-type: none">Duration in Months for which service is required : 12

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

1. **Generic**

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

2. **Generic**

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

ADMIN BUILDING
NATIONAL ACADEMY OF DIRECT TAXES
PAGALKHANA SQUARE
CHHINDWARA ROAD
NAGPUR

3. **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.

4. **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.

5. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

6. **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

DRAWING AND DISBURSING OFFICER

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.

7. 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

DRAWING AND DISBURSING

payable at

STATE BANK OF INDIA

. 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.

8. 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.

9. Service & Support

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

10. Service & Support

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

11. Service & Support

The Service Provider is required to have at least 30 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

12. Service & Support

The Service Provider must own 30% of the bid quantity of vehicles in Service Provider's name or in the name of the proprietor / partner of the Service Provider. Necessary documents relating to proof of ownership will be uploaded by the bidder for verification of the buyer. Such Service Provider owned vehicles will be part of the fleet to be deployed by the Service Provider in case he gets the contract against this bid.

13. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

TENDER NOTICE FOR HIRING
OF VEHICLES (PETROL/DIESEL
VECHILE) for 1 Year (12
Months)

Category	No. of Vehicles required	Usage
PSUV/SUV or Higher Petrol/Diesel Car Desired: Ertiga/Kia Carens	11 (Eleven) (1 Innova Crysta, 1 Kia Carens Car and 9 Ertiga Car)	To be used upto 30/31 days, subject to maximum of 2000 Kms. in a month <u>LOCAL AND OUTSTATION BOTH.</u>

Vehicle should not be older than 3 years i.e. after 2023, 2024, 2025 or similar model of vehicles are required.

Bid Submission:

Bids shall be submitted online only on Gem Portal: Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- Bidders can access Tender documents on the GEM Portal, fill them with all relevant information and submit the completed Tender document into electronic Tender on Gem Portal.
- Tenders and supporting documents shall be uploaded through e-procurement portal. Hard copy of the Tender documents shall not be accepted. If required bidders may have to submit hard copy documents when required.
- Bidders should ensure that the documents being uploaded by him are legible, and wherever possible scanned copy of the original document should be uploaded instead of Xerox copy.
 1. Bidder must have submitted GST Declaration with SAC Code.
 2. Bidder must have submitted Similar Experience for last 3 years in central government.
 3. The bidder is required to provide the documentary evidences in support of his claim of work experience. A certificate along with documentary evidences must be attached.
 4. No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.
 5. Registration of GST and proof of payment of GST 3B Challan for last 3 months from Nov. 2025 to Jan. 2026 will be required to be submitted.
 6. The vendors should not have been blacklisted by any State or Central Government Department or on gem portal in last 5 years. A certificate regarding not black listed on letter head is must be attached.
 7. The service provider should be a proprietorship/ partnership/ registered firm/ company and the Vendor's registered office should be in Nagpur City only.
 8. Bidder must possess and present following: -

S.No	Technical Parameter
1	Name, Address (In Nagpur City) and Telephone no. of Service provider

2	Details of the regular 3 drivers as per Annexure E & Undertaking
3	Details of the 3 fleet of vehicles as per Annexure F & undertaking
4	Experience details as per Annexure G
5	ITR for last 03 Assessment Years for the A.Y. 2023-24 to A.Y. 2025-26
6	Valid GST Registration & PAN
7	ISO 9001 Certificate
8	Letter regarding Toll Charges & other expenses including & excluding on bidder's letter head.
9	C.A. Certificate with Audited balance sheet for last 03 years for the year ending as on 31.03.2023, 31.03.2024 and 31.03.2025.
10	Undertaking to indemnify the department against all damages /charges
11	All pages of the tender document must be signed by the bidders, in token of his / their understanding / acceptance.
12	Certificate regarding not black listed on letter head in the last 5 years
13	Certificate regarding applicability of ESIC rules as per section 9 (iii) of ESIC Act, 1948 for any one of last 3 years.

Annexure-E

Details of Regular Drivers

(Minimum 3 drivers details required)

S. No.	Driver Name	Licence Number	Issuing Authority	Issue Date	Valid Upto	Private/ commercial
1						
2						
3						

Annexure-F
Details of Current fleet of vehicles

(Minimum 3 vehicles details required. Also legible copy of RC, Insurance & PUC to be attached)

S. No.	Registration Number	Owned/Leased/Hired	Make and Model	Manufacturing date	Insurance Number & Validity date	PUC Number and validity date
1						
2						
3						

Annexure-G Experience Details

(Copy of completion certificates to be attached)

S. No.	Name of hirer	Hiring Period	Number of vehicles supplied	Completion certificate date
1				
2				
3				

Note by Bidder:

TERMS AND CONDITIONS OF THE CONTRACT

- Period of Contract-** The vehicle is proposed to be hired for a period of 1 (one) year and further extendable for a period of one year depending upon the satisfactory performance of the vendor and the discretion of NADT.
- Termination of Contract** -The "Hirer" has an option to terminate the contract by giving a notice of 30 days in writing without any compensation t

to the "Vendor". The Vendor can also terminate the contract by giving a notice of 60 days in writing.

3. The vendor should quote the hire charges per month inclusive of service charges and other Govt. levies for 2000 kilometres (reckoned from place of reporting to the place of release) and 360 hours (reckoned from time of reporting to the time of release) usage of vehicle per month.
4. **Set off Conditions-** The excess kilometres/balance unutilized kilometres and extra hours vis-à-vis contracted limits per month will be carried forward for setting off in subsequent months during the year and the payment Per KM for the net excess kilometres after setting off of unutilised kms and adjusting the penal kilometres, if any, over the entire year of the contract will be made at the last month of the contract period.
5. Also, rate per kilometre for additional kilometre over and above 2000 kilometres in a month and rate per hour to be charged over and above 360 hours in a month should be mentioned separately.
6. Vehicle deployed should be in the name of Vendor/Firm/Company. Relevant proof should be provided.
7. The Vendor will be required to furnish to NADT, on or before the date of formal signing of the contract, vehicle-wise certified copies of RC Books, Insurance Policy of the vehicle being supplied, latest challan of road tax payment, photograph of the drivers with their permanent and present address, mobile no. and copies of the driving license of the drivers, an "Affidavit" that they do not have any criminal record. The name, address and contact no. /Mobile no. of the Owner/Manager who shall always be available will be required to be furnished.
8. The Vendor shall ensure the road worthiness of the vehicle, neat and clean condition of the vehicle with good upholstery, interiors, deodorants, white Turkish towel & napkin and regularly polished exteriors 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 relevant papers related to the vehicles including proper insurance papers of the vehicles should be available /kept in the vehicle.

9. The vehicles would remain at the disposal of NADT for all 7 days in a week during the entire contract period. The vehicles should not be used by the contractor or driver for any other organization or individual during the entire contract period.
10. The duty hours of the drivers will depend upon the operational requirements of NADT. Although normal duty hours shall be flexible for the period ranging from 08.00 AM to 08.00 PM daily, the vendor will have to provide 360 duty hours of driving per month per vehicle.
11. The vehicles can be called for reporting at any time (24x7). The driver of the vehicle must possess/hold a valid commercial driving license and should be qualified (minimum 10th Pass) (copy of proof should be submitted on or before commencement of this agreement) and should possess experience of driving the vehicle for minimum 5 years. He must follow all traffic rules and attend the duties as and when such duties are assigned by this office.
12. The selected vendor shall provide dedicated drivers of proven antecedents and any change in drivers should be made only in exceptional circumstances. The vendor will provide certificate of satisfaction regarding identity, character/Police Verification Certificate and antecedents of the drivers.
13. The driver shall possess at all times a smart mobile phone in working condition with two-way communication. The charges for the mobile connection or mobile set shall not be met by NADT. 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 responsibilities shall be met by the Vendor. The NADT will not entertain any claim whatsoever in this regard.
14. In the case of emergency at night or on the holidays or, if the driver of vehicle provided by the vendor will not be available in the NADT Campus, the hired vehicles will be used by the NADT by deputing skilled drivers with valid driving licence to fulfil the urgent requirement of the NADT.
15. In case of any mishap /accident, all claims and liabilities arising out

of it shall be met by the vendor, including any damage/theft to the vehicle. The hirer will not entertain any claims in this regard including any liability under Motor Vehicle Act or the Indian Penal code or under any applicable law for the time being in force. If the designated vehicle is /are not provided due to some mishap /accident or confiscation of vehicle by any authority, then the vendor will be required to provide a replacement vehicle of equivalent or better make with immediate effect. In case of his failure to do so, penalty clause 'b' for non-reporting will be applicable.

16. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event, NADT shall have full rights to terminate the contract with immediate effect in addition to levy of penalties.
17. The hirer shall not be responsible for any damages whatsoever to public/private property and or any other third person due to any accident arising of and in course of deployment of the vehicles of the Vendor with the Hirer. The Vendor shall be solely responsible for any claims by any third party and or employee of the Hirer travelling in the vehicle for any injuries caused by the driver whether by accident or otherwise.
18. The driver will be entitled to one holiday on a weekly basis depending upon the convenience of the officer/hirer. The driver however, shall not claim the holiday as a matter of right on any specific day. The duty hours of the drivers will depend upon the operational requirements of the NADT.
19. The driver(s) of the Vendor shall not be considered to be the employees of the hirer for any purpose. The hirer will not be responsible for any injury sustained by the drivers of the Vendor during the performance of their duties and also any damages or any compensation due to any dispute between the Vendor and its / their drivers.
20. The contracting Company/ Firm/ Agency will be required to submit certificate regarding applicability of ESIC rules as per section 9(iii) of ESIC Act, 1948 for any one of last 3 years. It should ensure to pay minimum wages as applicable to this class of workers under the Minimum Wages Act

, PF, ESI Act etc. The proof of payments of PF/ESI challans minimum last 3 months from the Nov., 2025 to Jan., 2026 must be attached.

21. The contracting Company/ Firm/ Agency should be registered under the ESI & Provident Funds Acts and other relevant statutory enactment dealing with employment of labour including new labour codes. All existing statutory regulations of both the State as well as the Central Government shall be adhered to by the vendor only. Any failure to comply with any of the above regulation or any deficiency will render this contract liable for immediate termination without any prior notice.
22. The vendor is responsible for payment of monthly salary including PF and ESIC etc to their employees as applicable to them under Law. The Vendor should ensure that salaries are paid on time every month.
23. The Vendor shall bear all taxes, rates, charges, levies or claims whatsoever as may be imposed by the State/Central Government or any local body or any other authority. The NADT will not take any responsibility in this regards.
24. During the rainy season, the vendor should provide an umbrella (big size) to the driver to be retained in the vehicle. All vehicles shall be equipped with emergency medical kit and a fire extinguisher.
25. The driver should be provided two sets of uniform with NADT logo and black shoes. The drivers shall wear uniform as directed by this office. The expenses of uniform will be borne by vendor. The vendor has to ensure that the drivers observe proper etiquette and protocol while performing their duty. He shall be neatly dressed, should wear uniform with polished shoes and be well spoken.
26. Without proper authorization from controlling officer, the driver should not take away the vehicle. The driver shall be bound to carry out the instructions of the NADT as well as of the Officers to whom the vehicle is assigned. The driver on duty should also carry a play card of National Academy of Direct Taxes, Nagpur.

27. Vehicles supplied by the vendor may be deployed outside Nagpur jurisdiction also on requirement basis. In case, the hirer uses the vehicles for travel to a destination outside the state of Maharashtra, any road tax/toll actually paid to an authority outside the state of Maharashtra will be reimbursed upon satisfactory verified proof of the payment of such tax/toll by the vendor.
28. The liability on account of fuel, driver's salary/allowances/perquisites and all expenses relating to the vehicles would solely and wholly be on account of the vendor and NADT shall not bear any liability apart from the hiring charges.
29. The vendor should quote the maximum cost of Rs. 50,000/- (excluding taxes) for hiring of one vehicle for one month as per the Ministry of Finance OM dated 11.02.2019. As per aforesaid OM, the cost ceiling will be applicable for hiring operational vehicles/staff car and DoR subject to the condition that the vehicles will be hired from the lowest bidder.
30. The financial bid will be opened for lowest bidder on the basis of total price quoted by the bidders in the bid on GeM portal and the L1 will be marked on the total price only. However, it is liberty to the bidders to quote the price of vehicles separately.

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1. **Termination of Contract** - The "Hirer" has an option to terminate the contract by giving a notice of 30 days in writing without any compensation to the "Vendor". The Vendor can also terminate the contract by giving a notice of 30 days in writing.
2. The vendor should quote the hire charges per month inclusive of service charges and other Govt. levies for 2000 kilometres (reckoned from place of reporting to the place of release) and 360 hours (reckoned from time of reporting to the time of release) usage of vehicle per month.

TERMS OF PAYMENT

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3. The vehicles will be hired on calendar month basis. The billing will be on monthly basis and the bills shall be submitted through GeM and the copy of the same shall be submitted to the hirer in triplicate along with the annexure as prescribed by the Hirer on a working day, latest by the 5th of the succeeding month. The billing shall be based on log book entries for the month, signed by the user and submitted by the Vendor in duplicate, along with the monthly bill.
4. A daily record indicating time and mileage for each vehicle on duty shall be maintained by the Vendor in a log book as per the proforma approved by the hirer. It shall be the duty of the driver to obtain the signature of the officer to whom the vehicle has been assigned. Failure to do so may result in non-payment of the hired charges for that day. Erasures and overwriting in the log book will not be taken into account unless countersigned by the officer/hirer. For all intents and purposes, the logbook will be the property of the hirer.
5. Deduction of tax at source (TDS) and GST as applicable shall be made by the hirer from every payment made under this contract.
6. In addition to the above, parking charges and toll tax shall also be reimbursed over and above the quoted charges, provided the Vendor attaches satisfactory verified proof of payment of such charges with the relevant monthly bill.

Performance Security

7. Within seven days of the agreement entered, the successful vendor shall submit a Performance Security equivalent to 3% of the value of the annual contract.
8. The performance security has to be either in form of Account Payee Demand Draft in favour of "ZAO, CBDT, Nagpur" payable at Nagpur or in form of Fixed Deposit Receipt (FDRs) from a commercial bank or in form of Bank Guarantee from a commercial bank.

9. The performance security so furnished should remain valid for a period up to 60 days beyond the completion of all contractual obligations of the vendor.
10. The vendor will be blacklisted by the Academy in case of breach /noncompliance of term and conditions of the contract.
11. Penalty provisions are as under;

a	Violation of point no. 9 of terms and conditions of agreement	Rs. 2,000/- per instance
b	Non reporting/Late reporting/Misconduct or not obeying the directions/instructions of the officer or refused to work as directed	Rs. 1,500/- per instance
c	Poor maintenance of the vehicle	Rs. 1000/- per instance
d	Stoppage of vehicle due to insufficient fuel	Rs. 1000/- per instance
e	Breach of any of the terms and conditions mentioned in the tender documents	Rs. 1000/- per instance
f	Change of driver without prior intimation	Rs. 500/- per instance
g	Non-compliance with dress code prescribed by NADT	Rs. 500/- per instance
h	Unsafe/rash driving, etc.	Rs. 500/- per instance

14. **Buyer Added Bid Specific Scope Of Work(SOW)**

Text Clause(s)

**TENDER NOTICE FOR HIRING
OF VEHICLES (PETROL/DIESEL
VECHILE) for 1 Year (12
Months)**

Category	No. of Vehicles required	Usage
PSUV/SUV or Higher Petrol/Diesel Car Desired: Ertiga/Kia Carens	11 (Eleven) (1 Innova Crysta, 1 Kia Carens Car and 9 Ertiga Car)	To be used upto 30/31 days, subject to maximum of 2000 Kms. in a month <u>LOCAL AND OUTSTATION BOTH.</u>

Vehicle should not be older than 3 years i.e. after 2023, 2024, 2025 or similar model of vehicles are required.

Bid Submission:

Bids shall be submitted online only on Gem Portal: Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- Bidders can access Tender documents on the GEM Portal, fill them with all relevant information and submit the completed Tender document into electronic Tender on Gem Portal.
- Tenders and supporting documents shall be uploaded through e-procurement portal. Hard copy of the Tender documents shall not be accepted. If required bidders may have to submit hard copy documents when required.
- Bidders should ensure that the documents being uploaded by him are legible, and wherever possible scanned copy of the original document should be uploaded instead of Xerox copy.
 1. Bidder must have submitted GST Declaration with SAC Code.
 2. Bidder must have submitted Similar Experience for last 3 years in central government.
 3. The bidder is required to provide the documentary evidences in support of his claim of work experience. A certificate along with documentary evidences must be attached.
 4. No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.
 5. Registration of GST and proof of payment of GST 3B Challan for last 3 months from Nov. 2025 to Jan. 2026 will be required to be submitted.
 6. The vendors should not have been blacklisted by any State or Central Government Department or on gem portal in last 5 years. A certificate regarding not black listed on letter head is must be attached.
 7. The service provider should be a proprietorship/ partnership/ registered firm/ company and the Vendor's registered office should be in Nagpur City only.
 8. Bidder must possess and present following: -

S.No	Technical Parameter
1	Name, Address (In Nagpur City) and Telephone no. of Service provider
2	Details of the regular 3 drivers as per Annexure E & Undertaking
3	Details of the 3 fleet of vehicles as per Annexure F & undertaking
4	Experience details as per Annexure G
5	ITR for last 03 Assessment Years for the A.Y. 2023-24 to A.Y. 2025-26
6	Valid GST Registration & PAN

7	ISO 9001 Certificate
8	Letter regarding Toll Charges & other expenses including & excluding on bidder's letter head.
9	C.A. Certificate with Audited balance sheet for last 03 years for the year ending as on 31.03.2023, 31.03.2024 and 31.03.2025.
10	Undertaking to indemnify the department against all damages /charges
11	All pages of the tender document must be signed by the bidders, in token of his / their understanding / acceptance.
12	Certificate regarding not black listed on letter head in the last 5 years
13	Certificate regarding applicability of ESIC rules as per section 9 (iii) of ESIC Act, 1948 for any one of last 3 years.

Annexure-E

Details of Regular Drivers

(Minimum 3 drivers details required)

S. No.	Driver Name	Licence Number	Issuing Authority	Issue Date	Valid Upto	Private/ commercial
1						
2						
3						

Annexure-F

Details of Current fleet of vehicles

(Minimum 3 vehicles details required. Also legible copy of RC, Insurance & PUC to be attached)

S. No.	Registration Number	Owned/Leased/Hired	Make and Model	Manufacturing date	Insurance Number & Validity date	PUC Number and validity date
1						
2						
3						

Annexure-G Experience Details

(Copy of completion certificates to be attached)

S. No.	Name of hirer	Hiring Period	Number of vehicles supplied	Completion certificate date
1				
2				
3				

Note by Bidder:

TERMS AND CONDITIONS OF THE CONTRACT

- Period of Contract-** The vehicle is proposed to be hired for a period of 1 (one) year and further extendable for a period of one year depending upon the satisfactory performance of the vendor and the discretion of NADT.
- Termination of Contract** -The "Hirer" has an option to terminate the contract by giving a notice of 30 days in writing without any compensation to the "Vendor". The Vendor can also terminate the contract by giving a notice of 60 days in writing.
- The vendor should quote the hire charges per month inclusive of service charges and other Govt. levies for 2000 kilometres (reckoned from place of reporting to the place of release) and 360 hours (reckoned from time of reporting to the time of release) usage of vehicle per month.

4. **Set off Conditions-** The excess kilometres/balance unutilized kilometres and extra hours vis-à-vis contracted limits per month will be carried forward for setting off in subsequent months during the year and the payment Per KM for the net excess kilometres after setting off of unutilised kms and adjusting the penal kilometres, if any, over the entire year of the contract will be made at the last month of the contract period.
5. Also, rate per kilometre for additional kilometre over and above 2000 kilometres in a month and rate per hour to be charged over and above 360 hours in a month should be mentioned separately.
6. Vehicle deployed should be in the name of Vendor/Firm/Company. Relevant proof should be provided.
7. The Vendor will be required to furnish to NADT, on or before the date of formal signing of the contract, vehicle-wise certified copies of RC Books, Insurance Policy of the vehicle being supplied, latest challan of road tax payment, photograph of the drivers with their permanent and present address, mobile no. and copies of the driving license of the drivers, an "Affidavit" that they do not have any criminal record. The name, address and contact no. /Mobile no. of the Owner/Manager who shall always be available will be required to be furnished.
8. The Vendor shall ensure the road worthiness of the vehicle, neat and clean condition of the vehicle with good upholstery, interiors, deodorants, white Turkish towel & napkin and regularly polished exteriors 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 relevant papers related to the vehicles including proper insurance papers of the vehicles should be available /kept in the vehicle.
9. The vehicles would remain at the disposal of NADT for all 7 days in a week during the entire contract period. The vehicles should not be used by the contractor or driver for any other organization or individual during the entire contract period.
10. The duty hours of the drivers will depend upon the operational requirements of NADT. Although normal duty hours shall be flexible for the period ranging from 08.00 AM to 08.00 PM daily, the vendor will have to prov

ide 360 duty hours of driving per month per vehicle.

11. The vehicles can be called for reporting at any time (24x7). The driver of the vehicle must possess/hold a valid commercial driving license and should be qualified (minimum 10th Pass) (copy of proof should be submitted on or before commencement of this agreement) and should possess experience of driving the vehicle for minimum 5 years. He must follow all traffic rules and attend the duties as and when such duties are assigned by this office.
12. The selected vendor shall provide dedicated drivers of proven antecedents and any change in drivers should be made only in exceptional circumstances. The vendor will provide certificate of satisfaction regarding identity, character/Police Verification Certificate and antecedents of the drivers.
13. The driver shall possess at all times a smart mobile phone in working condition with two-way communication. The charges for the mobile connection or mobile set shall not be met by NADT. 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 responsibilities shall be met by the Vendor. The NADT will not entertain any claim whatsoever in this regard.
14. In the case of emergency at night or on the holidays or, if the driver of vehicle provided by the vendor will not be available in the NADT Campus, the hired vehicles will be used by the NADT by deputing skilled drivers with valid driving licence to fulfil the urgent requirement of the NADT.
15. In case of any mishap /accident, all claims and liabilities arising out of it shall be met by the vendor, including any damage/theft to the vehicle. The hirer will not entertain any claims in this regard including any liability under Motor Vehicle Act or the Indian Penal code or under any applicable law for the time being in force. If the designated vehicle is /are not provided due to some mishap /accident or confiscation of vehicle by any authority, then the vendor will be required to provide a replacement vehicle of equivalent or better make with immediate effect. In case of his failure to do so, penalty clause 'b' for non-reporting will be applicable.

16. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event, NADT shall have full rights to terminate the contract with immediate effect in addition to levy of penalties.
17. The hirer shall not be responsible for any damages whatsoever to public/private property and or any other third person due to any accident arising of and in course of deployment of the vehicles of the Vendor with the Hirer. The Vendor shall be solely responsible for any claims by any third party and or employee of the Hirer travelling in the vehicle for any injuries caused by the driver whether by accident or otherwise.
18. The driver will be entitled to one holiday on a weekly basis depending upon the convenience of the officer/hirer. The driver however, shall not claim the holiday as a matter of right on any specific day. The duty hours of the drivers will depend upon the operational requirements of the NADT.
19. The driver(s) of the Vendor shall not be considered to be the employees of the hirer for any purpose. The hirer will not be responsible for any injury sustained by the drivers of the Vendor during the performance of their duties and also any damages or any compensation due to any dispute between the Vendor and its / their drivers.
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the above regulation or any deficiency will render this contract liable for immediate termination without any prior notice.

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TERMS OF PAYMENT

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4. A daily record indicating time and mileage for each vehicle on duty shall be maintained by the Vendor in a log book as per the proforma approved by the hirer. It shall be the duty of the driver to obtain the signature of the officer to whom the vehicle has been assigned. Failure to do so may result in non-payment of the hired charges for that day. Erasures and overwriting in the log book will not be taken into account unless countersigned by the officer/hirer. For all intents and purposes, the logbook will be the property of the hirer.
5. Deduction of tax at source (TDS) and GST as applicable shall be made by the hirer from every payment made under this contract.
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d	Stoppage of vehicle due to insufficient fuel	Rs. 1000/- per instance
e	Breach of any of the terms and conditions mentioned in the tender documents	Rs. 1000/- per instance
f	Change of driver without prior intimation	Rs. 500/- per instance
g	Non-compliance with dress code prescribed by NADT	Rs. 500/- per instance
h	Unsafe/rash driving, etc.	Rs. 500/- per instance

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1

bidders through a Random Algorithm executed by GeM system.

16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

All GeM Sellers/Service Providers 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 [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---