

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	09-03-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	09-03-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (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 Excise And Customs (cbec)
कार्यालय का नाम/Office Name	Cgst Audit Thane
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - Sedan; NA; Local , Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; NA; Local , Monthly Basis Cab & Taxi Hiring Services - Premium SUV; NA; Local
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)	25 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 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	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
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
अनुमानित बिड मूल्य /Estimated Bid Value	6804000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	15

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

लाभार्थी /Beneficiary :

PAO

Cgst Audit Thane, Department of Revenue, Central Board of Excise and Customs (CBEC), Ministry of Finance
(Pao, Mumbai East, Cbic)

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. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as

defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. 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.

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

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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
26-02-2026 12:00:00	Conference Hall, 3rd Floor CGST Bhavan, Accel House, Road No. 22, Wagle Industrial Estate Thane West- 400604

Monthly Basis Cab & Taxi Hiring Services - Sedan; NA; Local (11)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Dzire , Hyundai Xcent , Maruti Suzuki Ciaz , Honda City
Usage Variant	NA
Type of Service	Local
Year of Vehicle Model	2024 , na
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Any

विवरण/ Specification	मूल्य/ Values
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajashree Raghuveer Shenoy	400604,4th Floor, GST Bhavan, Accel House, Plot No. A-125 & A-126, Wagle Industrial Estate, Road No. 22, MIDC, Thane West	11	<ul style="list-style-type: none"> Duration in Months for which service is required : 12

Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; NA; Local (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna
Usage Variant	NA
Type of Service	Local
Year of Vehicle Model	2024 , na
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Any
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajashree Raghuvveer Shenoy	400604,4th Floor, GST Bhavan, Accel House, Plot No. A-125 & A-126, Wagle Industrial Estate, Road No. 22, MIDC, Thane West	1	<ul style="list-style-type: none"> Duration in Months for which service is required : 12

Monthly Basis Cab & Taxi Hiring Services - Premium SUV; NA; Local (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Premium SUV
Type of car (Please select at least 3 options)	Ford Endeavour , Tata Harrier , Toyota Innova Crysta
Usage Variant	NA
Type of Service	Local
Year of Vehicle Model	2024 , na
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Any
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajashree Raghuvveer Shenoy	400604,4th Floor, GST Bhavan, Accel House, Plot No. A-125 & A-126, Wagle Industrial Estate, Road No. 22, MIDC, Thane West	1	<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. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Bid Specific Terms and Conditions

1. On behalf of the President of India, office of the Commissioner of CGST and C.Ex, Audit Thane, Mumbai Zone invites the bids under two bid system (Technical Bid and Financial Bid) on GeM (Government e-Marketplace) Portal for hiring of a) Eleven (11) A-2 segment (small size) Sedan Operational Vehicles, b) One (01) A-3 Segment (mid-size) Premium Sedan Operational Vehicles c) One (01) A-3 Segment (mid-size) Premium Sedan Staff Car along with drivers on monthly hire basis for a period of one year from the commencement of the contract.
2. Bids are invited from the established service providers based in Mumbai Region (Mumbai, Thane, Bhiwandi and Raigad), having at least 3 years of experience in such services in Government/PSU/Other Autonomous Bodies and at least a turnover of Rs. 25, 00, 000/- in each of the last three financial years i.e 2022-23, 2023-24 and 2024-25 for supplying of vehicles on contract basis subject to the following terms and conditions.

S.No	Type of Vehicle	Mode of Vehicle Operation	No. of Vehicles required	Terms and Conditions of use	Cost of Ceiling (Including Taxes)
1.	A3-Segment Premium Sedan Car (Mid Size) like City, Verano, Ciaz etc	Staff Car	1	Journey 2500 Kms in a month (30/31 days per month)	Limit/Cap of Rs. 52,500/- per vehicle per month.
2.	A3-Segment Premium Sedan Car (Mid Size) like City, Verano, Ciaz etc	Operational Vehicle	1	Journey 2000 Kms in a month (20/25 days per month)	Limit/Cap of Rs. 52,500/- per vehicle per month.
3.	A2-Segment Sedan Car (Small Size) like Dzire, Xcent, Amaze etc	Operational Vehicle	11	Journey 2000 Kms in a month (20/25 days per month)	Limit/Cap of Rs. 42,000/- per vehicle per month.

Although the bidders under MSME/Startup India category are exempted from the past experience and turnover criteria and accordingly proof for the exemption of the same must be attached instead of Experience Certificate and Turnover Certificate as mentioned at point 13 below.

4. The Bidder shall quote the total lump sum amount for 12 months of Service including all the taxes. While quoting the amount, the bidder must make sure that the quoted amount is well within the above prescribed limits. Any mischievous act like quoting very low or very high may lead to the disqualification of the bid, blacklisting of the bidder and further judicial action against the bidder.

5. Vehicles provided must not be older than 03 years and must be in very good condition.
6. Bidder must take print out of the Bid Document, self-attest each page of the same and upload it as the **Additional Document 1**, along with the duly filled **Technical Bid Document as per Annexure-I**, merged in a single pdf file, in technical bid as a token of reading, understanding and agreeing with all the terms and conditions laid in the document, failing to do so will be liable to the rejection of bid.
7. The Hiring of the vehicles shall be for **One year from the date mentioned in the Agreement** and may be extended, if services provided are found satisfactory. However, service provider shall have no right for continuity of his services after completion of 01 year from the date of hiring of vehicles. The hiring shall be extended at the sole discretion of the Commissioner of Central GST and Central Excise, Audit Thane, Mumbai Zone on the same terms and conditions subject to mutual consent of this office and the service provider.
8. The normal working hours will be from 8:00 am to 9:00 pm. However, occasionally the vehicles may have to report earlier or may be relieved after 9:00 pm and for the same, no extra charges will be paid by this office.
9. It will be the sole discretion of the department to use the deployed vehicles for any purpose including Sunday and Holidays, irrespective of numbers of hours.
10. If necessary, the vehicle may run more than prescribed limit of Kms in a month, which will be adjusted against carried over less utilization in Kms in previous months.
11. The vehicles deployed must be available to the department for operations every day by 8:00 am or before, as directed. In case, hired vehicles does not report on time or does not report at all, the Department would have right to hire another vehicle from the market and the cost incurred by the Department and an additional penalty of Rs.1000/- for each such incident, shall be recovered from the service provider by way of deduction from the monthly payment.
12. In case of the failure of any vehicle deployed during the journey, the Service Provider must arrange for the alternate vehicle immediately. If the Service provider is unable to do so, then the proportionate amount of deduction will be done from the monthly payment.
13. The Bidders must provide this office with Technical Bid valid GST Registration Certificate of Maharashtra Zone, PAN Card, Professional Tax Registration Certificate, Turnover Certificate and past experience certificates all merged in a single pdf file as **Additional Document 2** in the technical bid. Failing to provide any of the aforesaid documents will lead to the rejection of the bid.
14. The Service provider shall be responsible for the payment of all Government/Local Taxes/Tolls in respect of the hired vehicles.
15. The vehicles provided under the contract must be properly and comprehensively insured and should carry necessary RC (Reg. Certificate), permits/clearances, including pollution clearance certificate (PUC) from the State Transport Authority of Maharashtra.
16. The bidder must provide the details of the vehicles that it proposes to provide to this office along with the technical bid as per **Annexure-II** along with the scanned copies of all the documents mentioned at S. No. 15 above, in respect of each vehicle mentioned, all merged in a single pdf file and uploaded as **Additional Document 3**.

17. The Service provider should ensure that all the provisions relating to Motor Vehicle Act, Insurance provisions, Minimum Wages Act regarding the payment to the drivers and also the provisions of Gratuity to the drivers are strictly followed by the service provider while providing the vehicles, as all these statutory liabilities will be on account of the service provider/contractor/vehicle provider.
18. In case of any mishap/accident, all the claims arising out from shall be paid by the vehicle provider only.
19. The service provider shall ensure compliance with all labor laws in force.
20. Driver must not smoke or drink (liquor or any type of intoxication), while on duty. In case of misbehavior of the driver or failure to meet any of the agreed/accepted terms and conditions, a penalty of Rs. 2000/- per instance shall be charged from the contracted agency/service provider.
21. Records of the journey/logbook undertaken by the vehicle shall be maintained on daily basis indicating the time and mileage.
22. The Kilometers shall be calculated on the basis of Zero-based mileage starting from the office. If any vehicle does not travel upto the limit of prescribed km in any month, then the remaining km will be carried forward for the next month for the said hired vehicle.
23. All costs towards fuel, repairs, maintenance and other taxes etc, if any, shall be borne by the service provider.
24. Drivers provided with the vehicle must have minimum driving experience of 5 years and must possess a valid Driving license to drive the vehicle.
25. The service provider shall ensure that the speedometer and odometer (for measuring distance covered) of car supplied are properly sealed, so that no tampering is done with a view to inflate distance travelled. The authorized officer of the Commissionerate would carry out surprise checks of speedometer and odometer of the vehicles. If found defective, speedometer and odometer would be replaced and get fitted from authorized workshop and cost for the same will be recovered from the Service provider by the mode of deduction.
26. The service provider will be liable to pay the wages and allowances to the Driver and the Driver will be on the establishment of the service provider for all practical and legal purposes. This Department would not be responsible at all to see whether the minimum wages, as per the prevailing Acts and Rules, are being paid to the Drivers or not, and this would be a matter between the service provider and the Driver(s) and for any legal consequences department shall not be a party at all.
27. The liability of this Commissionerate shall be limited to hiring charges only. The service provider and/or driver(s) shall not be treated as Government Servant on any ground including that vehicle being used for the Government office duties.
28. The drivers provided along with the vehicles must be neatly dressed and in uniform and should also be in possession of Mobile phone and his mobile number along with the service provider's mobile number shall be made available to this office for contacting them regularly. Drivers should be well experienced and well conversant with city and its suburbs and should not have any police case pending or contemplated against them.
29. The Commissioner of Central GST and Central Excise, Audit Thane, Mumbai Zone shall have the right/discretion to terminate the agreement at any time without giving any notice, if unsatisfactory performance is found during the Contract period.
30. The Commissioner of Central GST and Central Excise, Audit Thane, Mumbai

Zone shall have rights/discretion to reduce/ increase number of vehicles provided as per the requirement by giving one (01) month notice, effecting the bill amount in the proportionate way.

31. In case, the Service provider wants to withdraw the vehicle, he has to give two (2) months advance/prior notice, failing which two months charges shall be recovered/forfeited (proceeding from the date of stoppage of service by the service provider).
32. In case of change of any vehicle, prior permission shall be obtained from the Commissioner of CGST & C. Ex., Thane Audit.
33. Qualification in the Technical evaluation of the bid is subjected to the furnishing of all the documents prescribed and the physical inspection of the vehicles proposed by the bidder. PRO/other appointed officer from the CGST and Central Excise, Audit Thane Commissionerate will be nominated to physically inspect the vehicles proposed by the bidders. Vehicles of only the bidders providing full documents as prescribed will only be physically inspected. The bidders notified for the physical inspection shall make sure to make all the proposed vehicles available to the inspecting officer on the date notified for physical verification.
34. The contractor should provide all required statutory document like fitness certificate, insurance certificate etc. in every quarter to the office and **tyre s conditions and fitness all the vehicles** deployed will be physically inspected **every three months** by the PRO/Other officers appointed, from the CGST & C. Ex. Audit Thane Commissionerate and after inspection report shall be submitted to the higher authority.

35. The service provider shall submit a **Bank Guarantee of 5 % of the value of Contract** as prescribed in the bid document within 15 days of award of contract on Gem, as a guarantee to Complete the tenure of the awarded contract and same will be returned to the service provider on successful completion of the contract tenure. On failing to complete the tenure of the contract by the service provider due to termination of contract or any other reason the Security Amount will be absorbed by Central GST and Central Excise, Audit-Thane, Thane and same will not be returned to the service provider.

36. In case of failure to provide the services and fulfill the terms and conditions specified in the contract or refusal to attend the task assigned by the office, by the drivers, suitable penalties for violation of service level agreements shall be levied as indicated below.

Penalties

Sr. No.	Service Level Agreement	Base Line Performance	Penalties for breach	
			1 Instance	2 Instance
1	Log sheet Maintenance	Daily basis	1% of billed amount	1% will be charged from the order Value

2	Non attendance of work and refusal to attend office work as directed	On time	1% of billed amount	2% of billed amount
3	Failure to deliver services	Zero	3% contract value	Termination of contract

Checklist of Documents

(Failure to provide the following documents will lead to rejection of bid)

<u>S.No</u>	<u>Document Title</u>	<u>Documents to be Uploaded</u>
		(in a single merged file for each)

1.	Additional Document 1	<ul style="list-style-type: none"> • Technical Bid Document (as per Annexure - I) • Self-attested copy whole bid document
2.	Additional Document 2	<ul style="list-style-type: none"> • GST Registration of Mumbai Zone • Copy of PAN Card • Copy of Professional Tax Registration • Turnover Certificate • Past Experience Certificate
3.	Additional Document 3	<ul style="list-style-type: none"> • Details of Vehicles (as per Annexure - II) • Copy of Insurance of Vehicles • Copy of RC of Vehicles • Copy of PUC of Vehicles • Any other relevant document in r/o the Vehicles
4.	Additional Document 4	<ul style="list-style-type: none"> • MSME/Startup India Registration Certificate

Annexure - I

Technical Bid Document

1. Name, Address and Telephone Number of Service Provider :
2. Name, Address and Mobile No. of the Proprietor/Partner/Directors of the Firm :
3. GST Registration No. (of Mumbai Zone) :
4. PAN No. :
5. Total No. of Cars Owned/ in possession of the Bidder :
6. Years of Experience in the field :
7. Turnover of Last Three Financial Years
 - a. 2024-25 :
 - b. 2023-24 :
 - c. 2022-23 :
8. Whether The Bidder has read, understood and agreed With the Terms and Conditions : Yes / No
9. Details of the Vehicles willing to be provided.

Sr. No	Vehicle Make & Model	Registration No.	Month and Year of Manufacture
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

I/We hereby declare that the above-mentioned particulars are true and correct.

I/We have thoroughly examined and understood all the terms and conditions as contained in the document, and agree to abide by them.

Signature of Bidder:

Name:

Seal/Stamp:

Capacity in which Signed:

Annexure - II

-

Details of Vehicles that is to be provided to this office

-

(Should be placed with Technical Bid)

S.No	Model and Manufactur e of Vehicle	Registrat ion No	Month an d Year of Manufact ure	Chasis No.	Engine No.	Fuel Us ed
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						

Self attested copies of registration (RC Book) of above vehicles should be enclosed.

(Name and Signature of Authorized Signatory)

Seal/Stamp

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

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---