

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	17-03-2026 10:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	17-03-2026 10:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	150 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Communications
विभाग का नाम/Department Name	Department Of Telecommunications (dot)
संगठन का नाम/Organisation Name	Bharat Sanchar Nigam Limited Portal(bsnl)
कार्यालय का नाम/Office Name	Oo Cgmt Bsnl Kerala Circle Trivandrum
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - Sedan; 1200 Km; Local , Monthly Basis Cab & Taxi Hiring Services - MUV; 1200 Km; 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)	10 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	1 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
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	3
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	6192000
मूल्यांकन पद्धति/Evaluation Method	Item 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

एडवाइजरी बैंक/Advisory Bank	State Bank of India
Schedule 1 ईएमडी राशि/EMD Amount (In INR)	8064
Schedule 2 ईएमडी राशि/EMD Amount (In INR)	62208
Schedule 3 ईएमडी राशि/EMD Amount (In INR)	53568

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).

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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कैटेगरी 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). The EMD Amount will be applicable for each schedule/group selected during Bid creation.

(c). 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 :

AO Cash
O/o GMT ,BSNL,Malappuram
(Ao Cash)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance

Yes

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. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
4. 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.
5. 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

Minimum years (up to 5 years) of experience in related field:1

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

Geographic Presence in States:Kerala

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::75% OF THE PER KM RATE DERIVED FROM THE QUOTED AMOUNT

Rate Per Hour (Inclusive of GST) for Extra Usage in excess of chosen package 200/- PER HOUR. FOR NIGHT HALT THE RATE IS FIXED AS Rs 350/-PER INSTANCE (23:00 Hrs TO 05:00 Hr)

मूल्यांकन विधि(मदवार मूल्यांकन विधि) / Evaluation Method (Item Wise Evaluation Method)

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

मूल्यांकन अनुसूचियां / Evaluation Schedules	अनुमानित मूल्य / Estimated Value	वस्तु/श्रेणी / Item/Category	मात्रा / Quantity
Schedule 1	403200	Monthly Basis Cab & Taxi Hiring Services - Sedan; 1200 Km; Local	Number of Vehicles Required : 1
Schedule 2	3110400	Monthly Basis Cab & Taxi Hiring Services - Sedan; 1200 Km; Local	Number of Vehicles Required : 8
Schedule 3	2678400	Monthly Basis Cab & Taxi Hiring Services - Muv; 1200 Km; Local	Number of Vehicles Required : 6

Monthly Basis Cab & Taxi Hiring Services - Sedan; 1200 Km; Local (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Hyundai Xcent , Tata Tigor , Ford Aspire , Volkswagen Ameo , Tata Zest , Nissan Sunny , Toyota Etios
Usage Variant	1200 Km
Type of Service	Local
Year of Vehicle Model	2022 or latest
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Any
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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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	Ashraf E K	676505,O/o GMT BSNI DPO Road Malappuram	1	<ul style="list-style-type: none"> Duration in Months for which service is required : 12

Monthly Basis Cab & Taxi Hiring Services - Sedan; 1200 Km; Local (8)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	

विवरण/ Specification	मूल्य/ Values
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Hyundai Xcent , Tata Tigor , Ford Aspire , Volkswagen Ameo , Tata Zest , Nissan Sunny , Toyota Etios
Usage Variant	1200 Km
Type of Service	Local
Year of Vehicle Model	2022 or latest
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	Non-A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Any
एडऑन /Addons	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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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	Ashraf E K	676505,O/o GMT BSNI DPO Road Malappuram	8	<ul style="list-style-type: none"> Duration in Months for which service is required : 12

Monthly Basis Cab & Taxi Hiring Services - MUV; 1200 Km; Local (6)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	MUV

विवरण/ Specification	मूल्य/ Values
Type of car (Please select at least 3 options)	Mahindra Bolero Camper , Tata Xenon , Mahindra Imperio , Isuzu Dmax , Tata Xenon Yodha , Isuzu S-Cab , Isuzu V-Cross , Isuzu Hilander , Mahindra Bolero Maxitruck , Ashok Leyland Dost , Mahindra Scorpio Getaway , Tata Xenon XT , Maruti Suzuki Eeco , Force Trax Cruiser
Usage Variant	1200 Km
Type of Service	Local
Year of Vehicle Model	2022 or latest
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	Non-A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Any
एडऑन /Addons	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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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	Ashraf E K	676505,O/o GMT BSNI DPO Road Malappuram	6	<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**

Products supplied shall be nontoxic and harmless to health. In the case of toxic materials, Material Safety Data Sheet may be furnished along with the material.

3. **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.

4. **Generic**

WORLD BANK TERMS AND CONDITIONS: Special Terms and Conditions as defined by world bank at [click here](#) will also be applicable. APPLICABLE ONLY IN CASE OF WORLD BANK FUNDED PROJECTS.

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

Text Clause(s)

Generic

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including add-ons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

BUYER ADDED BID SPECIFIC SCOPE OF WORK ATC

1. The Bidder is required to provide commercial vehicles fully conforming to RTA/RTO regulation along with fuel, driver, proper vehicle insurance etc and carryout periodical maintenance and execute the work through their Supervisor. The work consists of Monthly Run KM Rate based on BSNL's requirement. The Bidder is required to quote for Monthly RunKM-1200 KM (including GST).The vehicles to be supplied by the Bidder should be of Model year 2022 model onwards only.

2. As per monthly requirement the vehicles will be requisitioned. The estimated number of hiring vehicles per Month is tentatively indicated below.

Schedule	REPORTING PLACE OF VEHICLE	SEDAN (4+1) A/C	SEDAN 4+1) Non A/C	MUV(6+1) Non AC
1	MALAPPURAM	1		
2	MALAPPURAM		8	
3	MALAPPURAM			6
	Total	1	8	6

3. It may vary from time to time depending on work schedule, company's policy, intensity maintenance and interruption duties and developmental activities etc.

- BSNL reserves the right to increase or decrease up to 25% of the quantity of goods and services specified in the schedule of requirements without any change in the unit price or other terms and conditions at the time of award of contract.
- BSNL also reserves the right for placement of additional order or up to 50% of the additional quantities of goods and services contained in the running tender/contract within a period of twelve months from the date of acceptance of first APO in the tender at the same rate or a rate negotiated (downwardly) with the existing vendors considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc and supplies to be obtained within in delivery period scheduled afresh.
- In exceptional situation where the requirement is of an emergent nature and it is necessary to ensure continued supplies from the existing vendors, the purchase reserves the right to place repeat order up to 100% of the quantities of goods and services contained in the running tender /contract within a period of twelve months from the date of acceptance of first APO in the tender at the same rate or a rate negotiated (downwardly) with the existing vendors considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc. Exceptional situation and emergent nature should be spelt out clearly detailing the justification as well as benefits accrued out of it and loss incurred in case this provision is not invoked and approved by the authority competent to accord administrative and financial approval for the procurement calculated on the basis of total procurement i.e. initial and proposed add-on quantity.

4. Eligibility Criteria

- a) The service provider must have minimum annual turnover of 20% of estimated cost of tender with respect to Schedule wise for which they are bidding, during any two financial years separately of the last five financial years immediately preceding the date of submission of bid.
- b) The bidder should have minimum one year experience in similar field for operating vehicle.
- c) The bidders shall submit and upload necessary document proof (self attested copy) showing that they meet the eligibility criteria and during tender process BSNL's tender inviting authority may require the bidder to produce original copy of any document submitted as scanned copy, which the bidder will have to comply with along the bid.

5. The schedule wise details of the turnover are as below.

Schedule No	Name of Schedule	Type Of Vehicle	Quantity of Vehicle	Estimate cost (For 1Year) In Rs. without GST	EMD@2% of Estimated cost	Turnover required. (20% of estimated cost)
1	MALAPPURAM	SEDAN A/C (4+1)	1 No	403200	8064	80640
2	MALAPPURAM	SEDAN Non AC(4+1)	8 Nos	3110400	62208	622080
3	MALAPPURAM	MUV Non A/C (4+1)	6 Nos	2678400	53568	535680
	Total			6192000	123840	1238400

The bidder should quote vehicle hiring cost for first 1200Km in a month (including GST), depending on the usage variants, type of vehicle, location and other parameters selected by the buyer for the vehicle model from 2022 or latest by 2025.

The rate quoted applicable up to 1200 KM in a month. For running beyond 1200KM in a month, the rate will be **75% of the per KM rate** derived from the quoted amount.

- For A/C vehicle (if applicable)**

The AC KM run for the AC vehicle will be limited up to one-third of the total KM run. The bidder should quote vehicle (A/C) hiring cost for the first 1200 KM in a month. The agreed rate will be paid up to 800 Km (A/c) and for the remaining 400 Kms 5% will be deducted on the agreed rate (Non A/c rate). For running extra KM the rate will be **75% of the per KM rate** derived from the quoted amount.

The bidders shall quote the rate of the bid for each schedule separately and during financial evaluation L1 rate quoted for that particular schedule shall be finalized for all the vehicles requested in the same schedule irrespective of sections where the vehicles are to be utilized

6. DISTRIBUTION OF QUANTITY & PLACEMENT OF ORDER

The purchaser intends to limit the number of technically and responsive 3 bidders from the list of such bidders arranged in increasing order of their evaluated prices starting from the lowest for the purpose of ordering against this tender. The distribution of the quantity shall be given in Table below

No. of Bidders to be approved (Col. 1)	Quantity allotted to the respective bidder			
	L1	L2	L3	L4
One bidder	100%	Nil	Nil	Nil
Two Bidders	60%	40%	Nil	Nil
Three Bidders	50%	30%	20%	Nil

Note 1(a): 20% of the quantity is reserved for MSE units if available.

Note 1(b): In case of tenders like for Turnkey projects etc. where it is not feasible to award the work to more than one bidder, the provisions for MSEs shall not be made.

Note 2: If no eligible MSE bidders are available then aforesaid earmarked 20% quantity shall be de-reserved & the allotted quantity for other general bidders will be restored to 100% and distribution shall be as per Table above.

Note 3: In the event of the lowest eligible MSE bidder(s) not agreeing to execute the work at de-rated price to match L-1 price, the inter-se ranking of the MSE bidders below the aforesaid bidder(s) will be recast to fill up the vacated slot(s) and the offer shall be made to the next lowest eligible MSE bidder and so on.

- (i) The ordering price of any bidder shall not exceed the lowest evaluated package price.
- (ii) The purchaser reserves the right for the placement of order of the entire tendered quantity on the bidder with the lowest evaluated price.
- (iii) In the event of L2 and so on bidders refusing to accept its package be rated to the price of L1 bidder, BSNL reserves the right to place the order for the entire quantity to the L1 bidder. It is mandatory for the L1 bidder to accept such an offer (second APO) at evaluated L-1 price and shall perform the whole contract as envisaged in the tender document.
- (iv) The additional quantity, due to non-acceptance of respective quantity by L2 and/or L3 and so on bidders, as envisaged above, shall be supplied by the L1 bidder as part of the whole contract.

7. A change of vehicle during the contract period shall be permitted with prior approval of BSNL authorities. The applicable rate will be determined based on the vehicle.

8. Service to be provided is supply on demand vehicles with licensed drivers registered as commercial vehicles on hiring basis for running within the jurisdiction of Malappuram BA. The essence of contract is to provide prompt, punctual, efficient, safe, courteous of quality, service registration, category in accordance with the tender rate.

9. Normal working Hours of vehicles are from 09:30 Hrs to 18:00Hrs on all working days of the month except Holidays. However actual duty hours / days shall be specified by actual users of vehicle. All Vehicles log books should be up to date on daily basis. It should be ensured that no date is missing from the logbook. I

f vehicle was not used on any particular day it should be clearly marked in the logbook. Overtime is eligible for duty performed on Sunday. For BSNL Holidays, OT is eligible in the normal way only. Time for calculating OT will be taken maximum up to 24Hr only and the balance time if any will be treated as duty hours on next day. For extra hour detention the rate is fixed as Rs.200/- per Hour .For night halt the rate is fixed as Rs. 350/- per instance (23:00Hrs to 05:00Hrs)

10. Counting of Distance will be from the starting point of the user and closing at the point wherever user completes his/her travel. The distance covered in each way between user delivery address and the garage/normal parking place (up and down) will be allowed on actual basis or 5KMs whichever is less. It should be ensured/ decided by controlling officer (BSNL Malappuram) of each vehicle

(i) Also, BSNL reserves the right to hire vehicles for the shortages/emergency requirements for lower models of vehicles at reduced rates in the absence of approved models as per tender conditions. The rate in this case will be less by 1.25% per year of the quoted rate of the bidder or the lowest quoted rate of the approved model whichever is lower.

11. Miscellaneous Conditions

(i) BSNL reserves right to counter offer price against price quoted by the L1 bidder.

(ii) The bidder with the lowest evaluated price will be considered as per clause of this ATC. However, BSNL reserves the right for placement of full tendered quantity on the lowest bidder

(iii) BSNL reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with BSNL and blacklist such bidder / bidders for a suitable period in case they fail to honor their bid without sufficient ground

(iv) Tendering authority will have the power to condone minor errors and omissions in the tender

(v) The Tender Inviting Authority, DGM(MM) BSNL, Malappuram BA reserves the right to reject any tender or all the tenders including the lowest without assigning any reason whatsoever.

(vi) Evaluation: Contract evaluation is based on schedule-wise and determination of L1 bidder will be done separately for each schedule. L1 will be decided on net cost basis

(vii) Period of contract: The period of this contract will be one year from the date of agreement However; the BSNL reserves the right to extend the contract further, in terms of six months or less, up to one year on the same rates, terms & conditions which shall be binding on the contractor.

12. General Conditions

The engagement and employment drivers and payment of **wages** to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.

1.Earnest Money Deposit(EMD)

The bidder shall furnish, as part of his bid, a bid security (EMD) for an amount as specified in the NIT. Bid Security shall be paid in the form of Crossed Demand Draft or direct bank transfer or Insurance surety bond or Bank Guarantee issued by a Nationalized/Scheduled bank only, drawn in favour of **“Accounts Officer(Cash),O/o GMT, BSNL, Malappuram BA, payable at Malappuram.**

(a) EMD/SD can also be submitted in the form of Bank Guarantee in origin

al which is issued on or after the date of NIT and should be valid for **45 days beyond the Bid validity** in the format attached (of this ATC document)

(b) The originals of bank Instruments like tender fee DD, EMD DD/BG/Insurance surety bond etc. should submit in a Sealed Envelope to “**Deputy General Manager (MM), Office of the General Manager Telecom Malappuram - 676505**” on any date before or within 5 days of bid submission end date. Failing which the tender bid (if already opened on basis of scanned copies uploaded in First electronic envelop shall be rejected). The envelope shall bear (name of the work), the tender number and the words ‘DO NOT OPEN BEFORE’ (due Date &time) and strictly through Registered post/Speed post or by Courier.

(c) EMD, if applicable, is required to be submitted (along with transaction details i.e. UTR number shall also required to be furnished in the bid document) by the bidder preferably through online payment mode as per the Bank/Beneficiary details provided.

(d) The EMD should be valid for 45 days beyond the bid validity.

(e) EMD submitted by the bidder shall be forfeited, if the bidder:

- i. With draws or modify or impairs or derogates from the bid in any respect within the period of validity of its bid; or
- ii. If it comes to notice that the information/documents furnished in its bid is false, misleading or forged; or
- iii. Fails to furnish requisite performance security/PBG within stipulated time required as per e-bid / RA conditions.

(f) Notwithstanding above, Gem SPV/ GeM Admin also reserve the right to debar such seller from GeM portal. Such debarment shall be for minimum 3 months initially on first such offence and on repeat offence, the debarment period can be increased suitably by GeM SPV / GeM Admin. In addition to the above BSNL shall have the right to blacklist the bidder as decided by BSNL. By submitting a bid on Gem, the Bidder explicitly undertakes to abide by the above clause.

2. Account details of AO CASH for online payment

Beneficiary Account Name	Accounts Officer(Gash), BSNL, Malappuram
Type of Account	Current
Beneficiary Account Number	5594010101010777
Beneficiary Bank IFSC code	UBIN0555941
Beneficiary Bank Name	UNION BANK OF INDIA
Beneficiary Bank Branch Name	MALAPPURAM
Beneficiary Bank Email Address	cbsmalappuram@unionbankofindia.com
Beneficiary Address	O/o.GMT, BSNL, Malappuram-696505
Beneficiary Email address	aocashmlp@gmail.com

The successful bidder shall submit an amount equal to 5% of Contract value as PBG in favour of Accounts Officer (Gash), BSNL, Malappuram BA" required to be submitted by the successful bidder before placing the order in the form of Bank Guarantee (in the format attached in the ATC document) of a **scheduled Bank or Nationalized Bank /State Bank guaranteed by Reserve Bank of India** or Insurance surety bond on GeM portal in the prescribed format with validity of 18months.

3.No sub-contracting is permissible by BSNL. The near relatives of all BSNL employees either directly recruited or on deputation are prohibited from participation in this tender.

- a. Members of a Hindu Undivided Family,
- b.They are husband and wife, father, mother son(s),
- c.The one is related to the other in the manner as son's wife (daughter in-law), Daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s)&sister's husband (brother in-law)
- d.They are husband and wife, father, mother son(s),
- e.The one is related to the other in the manner as son's wife (daughter in-law), Daughter(s) & daughter's husband (son in-law),brother(s)& brother's wife, sister(s) & sister's husband (brother-in-law)

The bidder(s) should give a certificate to the effect that none of his/her such relative is working in the units of BSNL as defined above. In case of proprietorship the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of Limited company by all Directors of the Company. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is noticed.

The BSNL will not pay any damages to the company or firm or concerned person. The company or firm or the person will also be debarred for further participation in the concerned

4.The bidder shall assign the job of driving of hired vehicles only to qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/officials as well as essential store items while running the vehicle by ensuring safe driving. The attested copy of driving license of all such drivers should be submitted during the contractual period. The BSNL shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to BSNL have to be suitably compensated by the contractor.

5.The bidder shall, when called upon to do so, place at the disposal of BSNL such number of vehicles as may be required although the number of vehicles so demanded may be more than the number of vehicles he is required to supply for the purpose of execution of the contract at same rate and terms and conditions. The number of such vehicles to be supplied extra will not be more than 25% of original schedule or requirement as in Scope of work.

6. Bidder should ensure that at the end of duty; the necessary entries are made in the logbook and signed by made in the logbook and signed by made in the logbook and signed by the users. The logbook should be produced at any time by the BSNL Officers

7.The drivers appointed by the Contractor have to lift the light weight articles/ files and distribute the same to concerned offices as directed by the Controlling Officer. No extra charge would be paid for the above work.

8.The contractor should submit the parking place of the vehicle with full address, distance from office to parking place etc.

9. Documents to be submitted by the bidder while quoting (formats are available in Buyer added bid specific ATC)

- (a) EMD/valid EMD exemption certificate
- (b) Turnover certificate with UDIN number **or** Audited financial statements With UDIN number for any two financial years from last five years
- (c) Experience certificate from authorized firms
- (d) Near relationship certificate-As per Annexure-1
- (e) Vendor information form-As per Annexure-2
- (f) Self declaration certificate for Terms and conditions-As per Annexure-3
- (g) Non Blacklisted certificate-As per Annexure-4
- (h) Vehicle details form-Annexure-5
- (i) Performa for the Bid security/EMD(If applicable)-Annexure-6
- (j) Performa for the Performance Guarantee (Applicable during APO)-Annexure-7
- (k) Performa for Agreement for Hiring vehicle (Applicable during APO)-Annexure-8
- (l) Self Attested copies of Vehicle registration certificates
- (m) Self Attested copies of Vehicle insurance certificates
- (n) Self Attested copies of vehicle permits
- (o) Attested Copy of valid PAN Card.
- (p) Attested Copy of GSTIN (if applicable)
- (q) GST Exemption Declaration(if applicable)-As per Annexure-9
- (r) Declaration on GST % and price quoting in GeM is inclusive of Tax- As per Annexure-10

2. Bill submission and payment :As per Gem Service Level Agreement

3. VIPA: BSNL has implemented Vendor Invoice Processing Automation(VIPA) through IT Solutions w.e.f. 01.07.2025. To make faster processing of the vendor invoices and minimize the human interventions and also maintaining the digital record from receiving of the invoice to the processing of the invoices by the claim officer.

Action to be taken by the vendor

- (1)** As a first step, vendors have to get themselves registered on VIPA Platform. For registration, vendors have to submit their one approved e-mail ID (max 3 per vendor) and mobile no of the contact person, on the company letterhead duly signed by authorized [signature. The mail for registration at](#)

[ong with the authorization letter for E-mail ID and mobile No is to be sent on BSNL e-mail ID bsnlvipahelp@gmail.com. Vendors invoices for processing on VIPA platform shall be accepted only from this registered E-mail ID of the vendors.](#)

(2) Vendor must obtain SAP regenerated Purchase orders (PO) from BSNL in case of existing and future supply of services. The SAP generated PO number is to be mandatorily quoted in invoices submitted on VIPA platform.

(3) It is understood, that when the Service Entry Sheet (SES) is done by BSNL in SAP for verification of the services received, the SES is sent to the vendor through E-mail on E-mail address maintained in vendor master in SAP. Vendor shall get their E-mail address maintained in vendor master in SAP verified and updated if required through the concerned circle in which services are been provided.

(4) Vendor shall prepare the invoice on the basis of the SES details received from the BSNL and also prepare the Service Completion certificate (SCC) for the invoice. (Format Attached - **Annexure-8**).

(5) Vendor will submit the invoice, Service completion certificate(SCC) and other prescribed documents as per Purchase Order terms and conditions on two e-mail IDs designated by BSNL for this purpose : bsnlvipa@eyipa.com and bsnlvipa@bsnl.co.in from the registered E-mail ID of the vendor.

(6) Vendor will submit digital invoice having valid digital signatures generated against service Entry Sheet (SES) details communicated to the vendor. Invoice must contain SAP-Generated PO number.

(7) Wherever e-invoice is applicable, the invoice submitted must have valid IRN and QR code.

(8) Each E-mail shall have all three separate attachments i.e.

1. Invoice,
2. Scanned copy of SCC (Service Completion Certificate)/ POD (Proof of Delivery)
3. Scanned copies of all the other documents in a zip folder/file as per terms and conditions of Purchase Order (PO). (Scan quality of 300 DPI or higher).
4. Multiple invoices/SCC must not be clubbed in a single file/attachment.
5. There must not be any hand-written text or mark or stamp on any field/values of attachments of Invoice and SCC.
6. There must be no over-lapping of text or images. First 2 documents attached are to be in PDF format and third Attachment must be Zip file. The size of all files attached under single Mail must not exceed 30MB.
7. For each invoice a separate mail is to be sent and invoice number is to be clearly mentioned in the subject of the mail.
8. The E-mail for submission of invoice is to be sent from the registered E-mail ID of the vendor only.
9. Being an automated process, non-conformity to the above guidelines may lead to rejection of the invoices submitted for processing or delay in processing invoice

In case of any queries/doubts, kindly feel free to reach out to us on our e-mail ID: bsnlvipahelp@gmail.com.

Note to vendors:

Facilitation charges for Invoice processing will be levied in all invoices w.e.f 01.07.2025.

Invoice Value(Incl GST)	Charges(Incl GST)
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UptoRs.1,00,000/-	Nil
FromRs.100,001toRs.5,00,000	Rs.500+GST@18%=Rs.590/-
AboveRs.5,00,001toRs50,00,000 /-	Rs.1000+GST@18%=Rs.1180/-
Exceeding Rs. 50,00,000/ -	Rs.2000+GST@18%=Rs.2360/-

Exception: Not applicable for the invoices relating to NFS,4G saturation, BBNL, work for external agencies. Facilitation charges are non-refundable.

A GST compliant E-invoice will be issued from SAP by the claim officer (GST to be charged @ 18 %) in respect of the charges recovered from the invoice.

The invoice will be provided to the vendor to avail the benefit of ITC (Manually by the claim officer).

Details of Vehicle Required

Schedule1.

S.No	Malappuram - LMV AC Sedan(4+1) Vehicle locations
1	SDE NQM MANJERI

Schedule2.

S.No	MALAPPURAM- LMV Non AC Sedan(4+1)
1	SDE OP/TECH MALAPPURAM
2	AO OSP MALAPPURAM
3	JTO NW TIRUR
4	SDE EB TIRUR
5	SDE NW PNT1
6	SDE S&M MALAPPURAM
7	SDE NW MANJERI
8	SDE NW KOY1

Schedule3.

S.No	MALAPPURAM – MUV Non AC (6+1) vehicle locations
1	SDE BBM MRX
2	SDE NW PNT2
3	SDE NW KOY2
4	JTO NW WAN
5	SDE NW TIRUR
6	JTO S&M MANJERI

7. Buyer Added Bid Specific ATC

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

8. Forms of EMD and PBG

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

AO (Cash) O/o GMT BSNL Malappuram
payable at
Malappuram

. 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.

9. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of

AO (Cash) O/o GMT BSNL Malappuram
payable at
Malappuram

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

10. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

AO (Cash) O/o GMT BSNL Malappuram
Account No.
5594010101010777
IFSC Code
UBIN0555941
Bank Name
UNION BANK OF INDIA
Branch address
MALAPPURAM

. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

11. 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

Accounts Officer(Gash), BSNL, Malappuram

. 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

12. **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

Accounts Officer(Gash), BSNL, Malappuram

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.

13. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Accounts Officer(Gash), BSNL, Malappuram

Account No.
5594010101010777

IFSC Code
UBIN0555941

Bank Name
UNION BANK OF INDIA

Branch address
MALAPPURAM

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

14. **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.

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---