

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	18-03-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	18-03-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	60 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Railways
विभाग का नाम/Department Name	Indian Railways
संगठन का नाम/Organisation Name	North East Frontier Railway
कार्यालय का नाम/Office Name	North East Frontier Railway
वस्तु श्रेणी /Item Category	Custom Bid for Services - Hiring of one Diesel Operated MUV Double Cabin Model with driver for official use of SSE /SIG/ GKJ for a period of three 03 years ie 1095 Days
समान श्रेणी/Similar Category	<ul style="list-style-type: none"> <li>Vehicle Hiring Service - Per Vehicle-Day basis</li> </ul>
अनुबंध अवधि /Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	26 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *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	1717496.55
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	34350

#### 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).	42

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से

बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

**लाभार्थी /Beneficiary :**

FA & CAO/Maligaon/N.F.Railway  
North East Frontier Railway, Indian Railways, North East Frontier Railway, Ministry of Railways  
(Fa And Cao/n.f. Railway/maligaon)

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

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. 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.
5. 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.

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.

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

**Scope of Work:**[1771939409.pdf](#)

**GEM Availability Report ( GAR):**[1771939436.pdf](#)

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**[1771940732.pdf](#)

**Pre Qualification Criteria ( PQC ) etc if any required:**[1771997728.pdf](#)

**Payment Terms:**[1771997760.pdf](#)

**Penalties:**[1771997774.pdf](#)

**Introduction about the project /services being proposed for procurement using custom bid functionality:**[1772002404.pdf](#)

**Instruction To Bidder:**[1772002430.pdf](#)

**Custom Bid For Services - Hiring Of One Diesel Operated MUV Double Cabin Model With Driver For Official Use Of SSE /SIG/ GKJ For A Period Of Three 03 Years ie 1095 Days ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Hiring of one Diesel Operated MUV Double Cabin Model with driver for official use of SSE /SIG/ GKJ for a period of three 03 years ie 1095 Days
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>एडऑन /Addon(s)</b>	

**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	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Ratnesh	736123,OFFICE OF DIVISIONAL RAILWAY MANAGER ALIPURDUAR, WEST BENGAL	Project / Lumpsum Based	N/A

### 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. 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.

#### 3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

#### SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

Name of Work: Hiring of one Diesel Operated MUV (Double Cabin Model) with driver for official use of SSE/SIG/GKJ for a period of three (03) years, i.e., 1095 Days.

- 1) Special terms and conditions of the contract will prevail, if any contradiction arises against General conditions of Contract (GCC) clause.
- 2) The contractor should provide the vehicles on hiring basis to the Railway for the Number of days as mentioned in the Schedule.
- 3) The hired vehicle should preferably be **Diesel Operated MUV (Commercial Permit) Double Cabin Model** for official use of SSE/Sig/ GKJ for a period of three (03) years, i.e. 1095 Days for performing journey of Railway duty in excellent running condition to complete satisfaction of Railway Administration. (The rate shall be inclusive of all the repairs / maintenance charges, **fuel charges**, wages of Driver, road taxes, permit cost, Toll Taxes, accidental charges, incidental charges, parking charges and allied expenses of the Driver etc. which will have to be borne by the contractor). The contractor should be in position to supply the vehicles to the

Railway, immediately from the date of receipt of Letter of Acceptance. Requirement of vehicle will be as and when, which will be intimated by SSE/Sig/GKJ or his authorized representative. The vehicle should be available at required place within half an hour on getting information from concerned officer or his authorized Rly. Representatives.

- 4) The vehicles should be in excellent running condition and the condition of vehicle should be up to the satisfaction of Railway Officer -in-Charge. The Vehicle should be BS-VI versions or latest vehicle model. The vehicle model should be at least of Year 2022 or latest.
- 5) The Contractor should submit the proof of ownership and details of vehicle, such as model of vehicle, year of purchase, driver's name, address & phone no, license No. & permanent residential address etc.
- 6) Road Permit-  
Although the vehicle is likely to be run in **Assam** but may be utilized in **West Bengal/Bihar** area for which temporary road permits are to be arranged by the Contractor at his own cost and no additional payment will be made toward road permit by the Railway.
- 7) Insurance - Necessary Insurance for the vehicle is mandatory and the cost of insurance will be borne by the contractor only.
- 8) An expert and experienced driver with valid driving license shall be provided for driving the vehicle. Driver shall keep all legal and valid documents pertaining to his license as per Motor Vehicle Act along with spare tire, required tools, Jacks, other spares, First Aid Box, mobile phone etc. in the vehicle.  
**Note:** In case of regular Driver not available or on leave, the replacement of that Driver to be provided with suitable and experienced driver by contractor without any time delay. Also, if the regular driver is engaged for long hours duties on the Railway's emergency call on the site, the other suitable driver to be arranged by the contractor only for temporary basis.
- 9) Contractor will have to maintain the vehicle at his own cost and Railway will not pay any maintenance charges. Contractor will have to make his own arrangement for garaging the vehicle.
- 10) The Contractor will bear the cost of all major / minor repairs, servicing of vehicle, driver's salary & allowance, all types of taxes, fuel charges, duties, incidental charges, penalties, toll taxes etc. as imposed by center/state/local Govt. bodies for running of vehicles. It would be contractor's responsibility to pay any damages/compensation arising out of any accident or theft of vehicle, Railway shall not reimburse any such payment made by the contractor.
- 11) In case of break down, vehicles will have to replace within 2(two) hours and if contractor fails to provide the vehicle for any day as per terms and condition above, a penalty of **Rs. 3000 per day** shall be deducted from the running bills/security deposit of the contractor.
- 12) In case any urgency/emergency if driver remains out of reach and switched off his mobile phone or not picking of his phone, **a penalty of Rs. 5000 per day** shall be deducted from the running bills/security deposit of the contractor. The emergency/urgency will be defined by the railways.
- 13) In case of requisition of the vehicle by the state Government or other authorities when the vehicle is on railway duty it shall be the liability on the part of the contractor to bear the expenses if any & get the vehicle released. In such cases the contractor shall make the stop gap arrangement by providing another vehicle within 12 hours to the concerned Railway authorities else the vehicle shall be treated as not available for on duty.
- 14) Vehicle should be duly registered in their own name. He should also possess necessary road permit, road tax clearance and current insurance coverage. He should submit copies of above documents along with the tender.
- 15) The Contractor and his driver should be available 24 hours round the clock over landline or mobile telephone.
- 16) The vehicle may stay out of GKJ and may continue for many days together. During such period, the vehicle may be required to be parked in open space. The vehicle shall remain under the custody of the driver only and the Railway shall not take any responsibility of any damage or loss to the vehicle. The Railway will not provide any accommodation for the driver of the vehicle.
- 17) The vehicle must be kept ready in the GKJ itself for 24 hours. The Driver should always be ready for movement at any time as per order of concerned Official. It is the absolute responsibility of Contractor to ensure the availability of Driver round the clock.

- 18) One day means per calendar day of 24 hrs or a part thereof, One Log Book will be maintained with the respective driver in detail as per the given format as desired by the consignee.
- 19) Kilometer means kilometer run by the vehicle as indicated by the speedometer/kilometer recorder fitted in the vehicle which should be in sound working order. Fuels, lubricating oil, gear oil, brake oil or any other consumable used for running of the vehicle have to be supplied by the contractor.
- 20) Any escalation in the price of labour, maintenance cost, road tax or any other charges towards running of the vehicle will be borne by the contractor.
- 21) Payment will be made after due verification of logbooks by the concerned authority.
- 22) The Railway shall reserve the right to utilize the vehicle as per the requirement for railway use only during any accident or breaches or any other emergency works apart from day-to-day maintenance work as per direction of the respective consignee.
- 23) The Contract may be terminated by Railway Administration by giving 7(seven) days notice if the service is not found satisfactory. Decision of the Railway Officer- In-Charge will be final in this regard.
- 24) Vehicle maintenance terms & condition: Owner of vehicle will maintain Technical/Mechanical trouble of vehicle.
- 25) Maintenance of log book: Log book will be maintained properly by the Driver of the vehicle as per instruction of user. Driver will record daily KM run in the log book and intimate the run position / KM to the user at the end of office working day.
- 26) Leave/Sick/Absent: Suitable Driver will be provided in time by the owner.
- 27) Extension of the Contract period may be reviewed by the Competent Authority if required under same terms and condition.

## 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---**