



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5762849  
Dated/दिनांक : 02-01-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	13-01-2025 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	13-01-2025 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Economic Affairs
Organisation Name/संगठन का नाम	Security Printing And Minting Corporation Of India Limited (spmci)
Office Name/कार्यालय का नाम	Janpath
क्रेता ईमेल/Buyer Email	con12.spmcils.dl@gembuyer.in
Item Category/मद केटेगरी	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; as per bid; Local , Monthly Basis Cab & Taxi Hiring Services - Sedan; as per bid; Local , Monthly Basis Cab & Taxi Hiring Services - Premium SUV; as per bid; Local
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	32 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	1 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

<b>Bid Details/बिड विवरण</b>	
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (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
<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	No
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Single Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	7821695
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है</b>	Yes
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

#### **EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	Indusind bank
EMD Amount/ईएमडी राशि	156450

#### **ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	Indusind bank
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

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

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

**Beneficiary/लाभार्थी :**

janpath, Department of Economic Affairs, Security Printing and Minting Corporation of India Limited (SPMCIL),  
Ministry of Finance  
(Spmcil)

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM\\_No.1\\_4\\_2021\\_PPD\\_dated\\_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. 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.
7. 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.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

Financial Bid Format for hiring of vehicles - [1735558562.xlsx](#)

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

**Scope of Work:**[1735618577.pdf](#)

**Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; As Per Bid; Local ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Volkswagen Vento , Toyota Corolla , Skoda Rapid
Usage Variant	as per bid
Type of Service	Local
Year of Vehicle Model	2022 or newer
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Petrol
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle(s)	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle(s)	Additional Requirement/अतिरिक्त आवश्यकता
1	Naresh Kumar	110001,16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi	1	<ul style="list-style-type: none"> <li>Duration in Months : 12</li> </ul>

### Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; As Per Bid; Local ( 3 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna
Usage Variant	as per bid
Type of Service	Local
Year of Vehicle Model	2022 or newer
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Petrol
<b>Addon(s)/एडऑन</b>	

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle(s)	Additional Requirement/अतिरिक्त आवश्यकता
1	Naresh Kumar	110001,16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi	3	<ul style="list-style-type: none"> <li>Duration in Months : 12</li> </ul>

### Monthly Basis Cab & Taxi Hiring Services - Sedan; As Per Bid; Local ( 5 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Hyundai Xcent
Usage Variant	as per bid
Type of Service	Local
Year of Vehicle Model	2022 or newer
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Petrol
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle(s)	Additional Requirement/अतिरिक्त आवश्यकता
1	Naresh Kumar	110001,16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi	5	<ul style="list-style-type: none"> <li>Duration in Months : 12</li> </ul>

**Monthly Basis Cab & Taxi Hiring Services - Premium SUV; As Per Bid; Local ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Vehicle Type	Premium SUV
Type of car (Please select at least 3 options)	Toyota Innova , Honda CR-V , Toyota Innova Crysta
Usage Variant	as per bid
Type of Service	Local
Year of Vehicle Model	2022 or newer
Km Travelled	Upto 25,000 Kms

Specification	Values
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Petrol
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle(s)	Additional Requirement/अतिरिक्त आवश्यकता
1	Naresh Kumar	110001,16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi	1	<ul style="list-style-type: none"> <li>Duration in Months : 12</li> </ul>

**Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; As Per Bid; Local ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna
Usage Variant	as per bid
Type of Service	Local
Year of Vehicle Model	2022 or newer
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Petrol
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle(s)	Additional Requirement/अतिरिक्त आवश्यकता
1	Naresh Kumar	110001,16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi	1	<ul style="list-style-type: none"><li>Duration in Months : 12</li></ul>

**Monthly Basis Cab & Taxi Hiring Services - Sedan; As Per Bid; Local ( 1 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Hyundai Xcent
Usage Variant	as per bid
Type of Service	Local
Year of Vehicle Model	2022 or newer
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Petrol
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़****Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle(s)	Additional Requirement/अतिरिक्त आवश्यकता
1	Naresh Kumar	110001,16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi	1	<ul style="list-style-type: none"><li>Duration in Months : 12</li></ul>



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

### **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. Forms of EMD and PBG**

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

Security Printing and Minting Corporation of India Limited  
payable at  
New Delhi

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.

### **3. 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

Security Printing and Minting Corporation of India Limited

. 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

### **4. Forms of EMD and PBG**

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

Security Printing and Minting Corporation of India Limited  
payable at  
New Delhi

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.

### **5. Forms of EMD and PBG**

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

Security Printing and Minting Corporation of India Limited  
Account No.  
201000866753  
IFSC Code  
INDB0000005  
Bank Name  
IndusInd Bank  
Branch address  
Dr. Gopal Das Bhawan 28 Barakhamba Road New Delhi 110001

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.

### **6. Buyer Added Bid Specific ATC**

## **Qualification & Eligibility Criteria**

### **I. Experience & Past Performance:**

- i) The bidder should have experience of having successfully delivered passenger transportation services for the value at least Rs 32 Lakhs in any one of the last five years ending on 31.03.2024.

#### II. Capability:

- i) The bidder should own at least 4 nos. of passenger vehicles with commercial registration number plates.
- ii) The bidder should have a pre-functional office in Delhi NCR region. Necessary documentary evidence to be submitted along with tender.

#### III. Financial Standing:

- i) The average annual financial turnover of the bidder during the last three years, ending on 31.03.2024 should be at least Rs 32 Lakhs, as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/Cost Accountant in India.
- ii) The net worth of the Bidder should not be negative on 31.03.2024 and also should not have eroded by more than 30% in the last three years, ending on 31.03.2024.

#### Note:

- a) Above qualification criteria will supersede all related criteria of GeM. Bidders will be evaluated based on above criteria only.
- b) For MSEs (registered for the tendered item) and Start-ups (registered for the tendered item), "Experience & Past Performance" and "financial standing" shall be exempted. However, the capacity and capability will be verified as per the above qualification & eligibility criteria.

**ADDITIONAL TERMS & CONDITIONS** (*in case of a conflict; these conditions shall overrule any condition given in the GeM GTC or anywhere else in the GeM contract*):

- 1) The hiring of agency shall be for the period of one year (1) which can be extended for a period of another 3 months (under option clause) subject to satisfactory performance & mutual consent.
- 2) The hired vehicles on monthly/need basis should be of year 2022 make or newer.
- 3) The firm shall need to maintain a garage within 15 kilometers of SPMCIL Corporate office.
- 4) Rate quoted for hiring of vehicle on monthly basis will be for 10 hours per day duty with 2500 kilometers (and 250 Hours) per month basis. Further, rate quoted for need based vehicles will be for 80 kilometers and 08 hours per day basis.
- 5) The driver deployed should be well conversant about the Delhi NCR routes and must carry the mobile phone with him for which, no separate payment shall be made by the SPMCIL. The driver(s) should come on duty in uniform and should have valid driving license.

- 6) The agencies should abide by all statutory requirements for running the vehicle on contract. SPMCIL will have no responsibility and will in no way be liable towards taxes, fee, penalties, cost of fuel, salary to drivers, maintenance or any other charges payable except the contract price, parking charges and toll tax, if any.
- 7) The vehicle should have necessary permits from the transport Dept./concerned Authority. SPMCIL will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
- 8) The rate should be quoted inclusive of all expenses such as fuel (i.e. diesel/petrol), taxes, maintenance, repair and servicing etc.
- 9) The vehicles on hire shall be available at all time including Saturdays, Sundays and public holidays. One day compulsory rest in a week shall be allowed to driver as per convenience of the vehicle user and driver.
- 10) The agency should have enough resources to repair their cars in minimum possible time. Whenever required, they should be in a position to substitute/replace or arrange extra vehicle(s) at very short notices. In case the vehicle(s) is found not to be in working condition, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and the additional cost incurred due to hiring of another vehicle by this office will be borne by the contractor.
- 11) The air conditioners (A/C) of the vehicles deployed should have functional air conditioning.
- 12) All statutory obligations, including payment/labour laws/regulations/motor vehicle Act etc must be complied by the contractor/agency.
- 13) All legal obligations which include insurance, pollution control, road tax & other compliances shall be complied by the contractor & SPMCIL will not be responsible in this regard.
- 14) It is obligatory for the contractor that drivers are paid minimum wages according to minimum wages fixed by the Govt. of Delhi/Central Government (as applicable) from time to time. A certificate to this effect has to be furnished every month along with monthly bill.
- 15) Certificate regarding payment of EPF and ESI as applicable is to be furnished every month along with the bill by the agency.
- 16) The vehicles deployed should be registered with the concerned authority of Central/ State Govt. for the designated commercial use.
- 17) The agency/firm should provide single point of contact for all the communications related to contract and there should also be dedicated support team for contact round the clock. The firm is also required to provide the escalation matrix for the contract.
- 18) The parking charges/toll tax and state tax, wherever applicable shall be reimburse

d at actuals on submission of receipts.

19) SPMCIL reserve the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at his quoted rates

20) The billing by Agency/Firm will be done on monthly basis and to be submitted in the immediate next month to the concerned authority of SPMCIL Corporate office.

21) The vehicle should have the comprehensive insurance of vehicle, driver and passengers etc. to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the contractor and no claim whatsoever shall be borne by SPMCIL.

22) In case of any dispute of any kind and in any respect whatsoever, the decision of SPMCIL shall be final and binding.

23) Vehicles which are hired on monthly basis for CMD/Directors/CVO will be parked at their residence after duty hours, if required.

24) The contractor shall not engage any sub-contractor or transfer the contract to any other person.

25) SPMCIL reserves the right to short-close the contract between SPMCIL and the Contractor/agency with a one month notice period to contractor.

26) The tenderer, are advised to read the terms and conditions of the tender carefully and satisfy themselves about their fulfilling these conditions as also meeting the requirements of documents and other issues as mentioned in the Tender before submitting the tender.

27) The successful bidder/agency shall disclose in writing all relevant facts as to ownership of the agency and constitution of the business. If it is a proprietary concern, the name of the proprietor, if it is a firm, the names of all the partners and attested copy of partnership deed; and if it is a company, the names of all the Directors, shall be disclosed. Further, if the said proprietor/any of the partners/any of the Directors has/have substantial interest in any other agency, the said fact and the nature of the said interest shall also be disclosed. If the concerned agency has any associated concern/subsidiary/principal/holding company/holding firm, the same shall be disclosed with full particulars.

28) The terms and conditions contained herein shall form part of and shall take as if they are included in the contract agreement to be entered into between SPMCIL with the contractor.

29) The fuel (i.e. Diesel/Petrol) tank of the vehicle is to be kept full or which shall be sufficient for at least 250 Kms per day. Time consumed/mileage required for intermediate refilling shall not be taken into account.

30) The contractor shall provide a log book with every vehicle in which it shall be ensured that travel particulars such as departure time of vehicle from one point to another, time of arrival at destination, the Kms covered for the journey, etc. are entered correctly and signed by the officer traveling in the vehicle. The log book with the entries duly completed should be submitted to the Officer-in-charge along with the bill at the end of every month.

nth. In case, the signatures mentioned above are not obtained, such journey will not be counted for the purpose of payment. If during any particular trip, it is noticed that the driver has not met the time schedule given to him or that he has caused inconvenience to the passenger, penalty clauses will be invoked.

31) Submission of tender by the tenderer implies that he has read and accepts all the terms and conditions.

32) Cleaning and disinfecting the deployed vehicles to be ensured by Agency keeping in view the housekeeping & personal hygiene.

33) A certificate should be produced by the transporter from the competent authority to certify proper status/functioning of the "odometer" Kilometer reading. Meter should be completely sealed and should not be tampered. A thorough checking will be conducted from time to time and if found guilty, the SPMCIL shall have the right to cancel the contract.

34) There should be a first aid box, umbrella and air freshener spray etc. in every vehicle.

35) Vehicle shall normally ply in Delhi NCR. However, vehicle may also be sent outside NCR and no extra payment shall be considered except Toll Tax and other applicable Taxes.

36) If any of above terms & conditions is not found fulfilled during the contract, the SPMCIL reserves the right to short-close the contract (by issuance of performance-cum-termination notice) without assigning any reasons thereof by providing a hearing to the contractor, if he so desires.

37) Evaluation method: Total Amount quoted for all the vehicles (Monthly & Need Basis) together will be taken into account for considering the overall lowest (L1) bidder. (Submission of duly filled Price Bid Format i.e. Annexure 1 is mandatory; which is related to price breakup of different vehicles to be deployed against the contract; non-submission of same along with price bid shall lead to rejection of the bid offer; the firm should ensure that the referred format should not be uploaded along with technical bid which shall also result in rejection of bid offer as the same is treated as revelation of prices in the technical bid)

38) The rates quoted shall be firm for 15 months ( i.e. 12+3 months ) from the date of award of contract i.e. no hike in prices will be allowed even if there is a change (decrease or increase) in prices of diesel and petrol. Further the Corporate Office of SPMCIL is being shifted from Jawahar Vyapar Bhavan, Janpath, New Delhi to World Trade Center, Naoroji Nagar, Delhi. No changes in rates shall be allowed on account of such change.

39) The dead mileage from garage will not be counted for daily mileage.

40) For Vehicles Hired on Monthly Basis: The computation of extra kilometers will be done on monthly basis and extra hours will be on daily basis (billed monthly) i.e. Payment for extra kilometers shall be effective after the running of 2500 Kms on each hired vehicle on monthly basis and on actual extra running Km beyond 2500 Kms and Payment for extra hours will be after deployment of vehicle beyond the regular duty of 10 Hours. Further the firm is free to quote any amount as night, extra km, extra hour charges however there will be a capping at 0.035 per-cent (for Extra Km) ; 0.3 per-cent (For Extra Hour) & 1 per-c

ent (for night charges) of the monthly charges quoted by the firm.

41) For Vehicles Hired on as and When Basis: The computation of extra kilometers and extra hours will be on daily basis (billed monthly). Further the firm is free to quote any amount as night, extra km, extra hour charges however there will be a capping at 1 per-cent (for Extra Km) ; 6 per-cent (For Extra Hour) & 25 per-cent (for night charges) of the daily charges quoted by the firm.

42) No frequent change of driver will be allowed in case of vehicles hired on monthly basis.

43) The bidder should submit an undertaking that the firm has not been blacklisted by SPMCIL Corporate Office, New Delhi/ DEA, Ministry of Finance, GOI/DoE, Ministry of Finance, Gol on the date of submission of the bid.

44) In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.

45) Vehicle shall be made available on all days including Sundays & Holidays as may be required.

46) The agency shall provide names and addresses of the drivers and police verification report along with their driving license number and copies thereof before deployment of vehicles.

47) All Conditional Tenders are liable to be rejected.

Payment Terms:

- i. The payment will be made on monthly basis within 30 days of receipt of satisfactory report of services from the user department and on production of all required documents by the service provider. The payment will be done through NEFT/RTGS mode only. TDS will be deducted as per applicable rules.
- ii. No advance payment will be made.
- iii. The firm has to submit bank details along with invoice mentioning
  - a. Beneficiary Name:
  - b. Account No:
  - c. IFSC code:
  - d. Address & Branch details:

Other Terms & Conditions:

i. Option Clause:  
Corporate Office - SPMCIL reserves the right to increase the contract period by 3 months at any time, till final completion of the contract, by giving reasonable notice even though the job done initially has been completed in full before the last date of delivery.

ii. Quantum of LD:  
If the supplier fails to perform the services within the time frame(s) incorporated in the contract, SPMCIL shall, without prejudice to other rights and remedies available to SPMCIL under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5 % per-cent of the delivered price of the delayed services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of

f the 10% of the delayed services' contract price(s). In all such cases GST would also be applicable on LD.

iii. Anti-Bribery Management System (ABMS): By participating in this tender, the suppliers/Vendors/Contractors are deemed to have undertaken that they shall not give or take, any financial or non-financial bribe, to or from anyone during the tender or during the execution of the contract thereafter and if they notice any such incident happening, they shall report it to Vigilance.

#### 7. **Buyer Added Bid Specific ATC**

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

#### 8. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Security Printing and Minting Corporation of India Limited  
payable at  
New Delhi

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

#### 9. **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

Security Printing and Minting Corporation of India Limited  
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.

#### 10. **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

Security Printing and Minting Corporation of India Limited  
Account No.  
201000866753  
IFSC Code  
INDB000000  
Bank Name  
IndusInd Bank  
Branch address  
Dr. Gopal Das Bhawan 28 Barakhamba Road New Delhi 110001

. 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.

### **Disclaimer/अस्वीकरण**

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.

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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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 कार्यवाई का आधार होगा।



---Thank You/धन्यवाद---