



Bid Number: GEM/2021/B/1662444

Dated: 10-11-2021

Bid Document

Bid Details	
Bid End Date/Time	01-12-2021 15:00:00
Bid Opening Date/Time	01-12-2021 15:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Finance
Department Name	Department Of Revenue
Organisation Name	Central Board Of Excise And Customs (cbec)
Office Name	Rangareddy Gst Commissionerate
Item Category	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 km x 320 hours; Local 24*7 , Monthly Basis Cab & Taxi Hiring Services - Sedan; 2000 km x 320 hours; Local 24*7
Contract Period	1 Year(s) 3 Month(s)
Years of Past Experience required	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Turnover	Yes
Startup Exemption for Turnover	Yes
SHG Exemption for Turnover	Yes
Document required from seller	Experience Criteria *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
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	10 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	0.50
EMD Amount	29250

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	1.00
Duration of ePBG required (Months).	15

(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.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Chief Account Officer
Rangareddy Gst Commissionerate, Department of Revenue, Central Board of Excise and Customs (CBEC),
Ministry of Finance
(D.sujata)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	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". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. 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 defined in 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 at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of

successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Geographic Presence in States:Ranga Reddy GST Commissionerate, Posnett Bhavan, Tilak Road, Ram Koti, Hyderabad

Scope of Work:[1636534212.pdf](#)

Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 Km X 320 Hours; Local 24*7 (3)

Technical Specifications

Specification	Values
Core	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna
Usage Variant	2000 km x 320 hours
Type of Service	Local 24*7
Year of Vehicle Model	2021 , 2020
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
The bidder should not have been blacklisted or debarred by any Central/ State Government/ agency of Central/ State Government/ Public Sector Undertaking/ Regulatory Authority of India at the time of submission of this bid	Yes
Area of Operation	Plains
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Machiraju Jayasree	500001,Rangareddy GST Commissionerate, Possnet Bhawan, Tilak Road, Ramkoti, Hyderabad	3	<ul style="list-style-type: none"> Duration in Months : 15

Monthly Basis Cab & Taxi Hiring Services - Sedan; 2000 Km X 320 Hours; Local 24*7 (6)

Technical Specifications

Specification	Values
Core	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Hyundai Xcent
Usage Variant	2000 km x 320 hours
Type of Service	Local 24*7
Year of Vehicle Model	2021 , 2020
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
The bidder should not have been blacklisted or debarred by any Central/ State Government/ agency of Central/ State Government/ Public Sector Undertaking/ Regulatory Authority of India at the time of submission of this bid	Yes
Area of Operation	Plains
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Machiraju Jayasree	500001,Rangareddy GST Commissionerate, Possnet Bhawan, Tilak Road, Ramkoti, Hyderabad	6	<ul style="list-style-type: none"> Duration in Months : 15

Buyer Added Bid Specific Terms and Conditions

1. 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.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample,

incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. 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.

This Bid is governed by the [General Terms and Conditions](#), conditons 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 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.

---Thank You---

Terms and conditions /Scope of the Work : -

1. It is mandatory that the successful bidder/contractor should submit the vehicle details/copies of RC Book, Insurance copies, copies of driver's driving license & Aadhaar card in two sets to the concerned vehicle in-charge.
2. The vehicle should be of latest model (not older than 1 years) and in good running condition. In case, the condition of the vehicle is not found to be satisfactory, they shall be returned for immediate replacement.
3. All the vehicles should have all necessary permits and copies of the same have to be submitted on award of contract (two sets). vehicle or driver should not have indulged in any serious accident in the past three years and a proof of the same in the form of non-claiming of insurance amount from the insurer shall be submitted
4. The vehicles should conform to the pollution norms prescribed, if any, by the State Transport Authority, Government of Talangana.
5. The firm should be capable of providing fleet of vehicles for events, delegations, meetings and conferences etc.
6. The vehicles will be used for office as staff cars for 30/31 days up to 2500 kms in a month and as operational vehicles for 20/25 days up to 2000 kms in a month.
7. The vehicles will be deemed to be at the disposal of the office of the Commissioner of Central Tax, Ranga Reddy GST Commissionerate during the period of contract and contractor shall have to make available of the vehicle on all the days of a month, seven days a week.
8. The vehicles must be available at any time of any day as desired by the department. Also, in case of breakdown of any vehicle, substitute vehicle shall be provided in time, failing which the department shall have the right to hire a vehicle from the market and cost incurred to this will be borne by the firm / service provider.
9. The liabilities of the official of this office will be limited to the hiring charges agreed in the contract.
10. The responsibility for the safety and security of the vehicles provided to department solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage / repairs caused to the vehicle during the validity of the contract.
11. The vehicle should fulfil the legal obligations prescribed by the State

Transport Authority like payment of road tax, etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever. In case of any accident or any other contingency, any claim arising out of it shall be borne by the contractor only and no claim whatsoever shall be borne by Office of the Commissioner of Central Tax, Ranga Reddy GST Commissionerate.

12. Insurance of the vehicles and the risk of passenger travelling in the vehicles should be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act & Rules made there-under or any other law in force.
13. LPG / CNG cylinders must not be used as fuel for running the vehicle in any case.
14. The successful bidder / service provider shall ensure that the odometer of the vehicle provided is properly sealed so that no tampering is done with unnecessarily to inflate the distance travelled. Reading of mileage and duty time shall be counted from the reporting point to the relieving point.
15. The successful service provider shall arrange to have inspection of the vehicles done before the letter for acceptance of the bid is issued.
16. Road worthiness of the vehicle shall be ensured at all times by the contractor / agency / firm / vehicle provider.
17. Vehicle must be kept clean, odour free, in excellent condition, mechanically fit, suitable for official use.
18. The Vehicles should not be more than 01 years old on the date of the tender notice and shall be in good condition.
19. It is mandatory that all the requisite nos of vehicles to be hired by this office should be owned by the service provider. Providing of vehicles owned by other service provider / on other owners name are not permitted / entertained and such bids shall be rejected. The decision of the Tender Committee Members shall be final.
20. The contractor/agency/firm should inform in advance the bio-data of all drivers who would be deployed on duty.
21. The hired vehicles are not allowed to paste paper print with GST Logo. However, it can display board with "On Govt. of India Duty"/COMMISSIONER OF Central Tax / strictly during working

hours with due care. All the display boards in good condition should be returned to the concerned vehicle in-charge after the completion of the contract. If any damage to the said boards noticed, then it is the responsibility of the contractor/agency/firm to replace the same on their own cost.

22. The vehicles hired should have the yellow colour number plates as prescribed by the RTO.
23. It is mandatory that all the hired vehicle drivers should report to the vehicles department, PRO office of the Commissioner of Central Tax, Ranga Reddy GST Commissionerate along with the vehicle on daily basis with log book.
24. If the officers are on leave / training / on duty the concerned driver along with the vehicle should report to the Vehicle Department, PRO Office of the Commissioner of Central Tax, Ranga Reddy GST Commissionerate
25. Only the local service provider will be Considered.

Performance Security / Guarantee:-

1. Performance Security Deposit (PSD):- The Travel Agency will deposit five percent of the value of the contract as performance security deposit which is non—interest bearing in the shape of draft / Bank Guarantee issued by a nationalized bank only drawn in favour of the Chief Accounts Officer, Ranga Reddy GST Commissionerate, payable at Hyderabad. Performance security deposit should remain valid for a period of Sixty days beyond the completion of all contractual obligations of the bidder including warranty obligations
2. Further, the Performance Security will be refunded / returned to the Travel Agency after successful completion of the Contract Agreement and settlement of accounts within three months of completion of contractual period.
3. The PSD will be forfeited in case of unsatisfactory performance of the Travel Agency. The decision of the Commissioner of Central Tax, Ranga Reddy GST

Commissionerate on this account will be final and binding on Travel agency.

Subletting of contract:

- The Travel Agency shall not be allowed to sublet / subcontract the contract to any other contractor / agency / firm.

Contract period: -

The contract shall be in force w.e.f. date of entering into agreement upto 31st March 2023 in respect of 1 Staff car and 8 Operation vehicles- (06 small size, 01 Mid-size and 01 A3 segment) of vehicles on hiring basis. It will be open to the Office of the Commissioner of Central Tax & Customs, Ranga Reddy GST Commissionerate to extend the term of the agreement on the same terms and conditions for a further period of one year, if necessary.

- The Commissioner of Central Tax, Ranga Reddy GST Commissionerate reserves the right to extend or reduce the period of time, can terminate the contract in case of poor performance after giving one month advance notice. The department will have the right to terminate the contract of successful bidder and allot the same to any other willing valid bidder in case of unsatisfactory performance of the Travel Agency.
- The Commissioner of Central Tax, Office of the Commissioner of Central Tax, Ranga Reddy GST Commissionerate reserves the right to increase or decrease the number of hired vehicles at any time during the period of agreement between the Department and the service provider.

Capabilities, specification & formalities for Driver:

1. The bidders must ensure that the drivers employed have valid driving license and clean driving record.
2. The drivers of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time.
3. The drivers shall observe all the etiquette and protocol while performing the duty and should be in proper uniform.
4. The drivers should have minimum 5 years of experience of driving. They should have valid driving license for driving passenger vehicles on hire.
5. The drivers should be well versed with the roads and the places in Hyderabad and should have experience in city/urban driving as well as rural driving.
6. Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for the entire contract period. Any change in the designated driver should be intimated to the concerned officer before 24 hours before such change is effected.
7. The driver should be provided with a good working mobile phone which should not be in switch off mode at any point of time.
8. The driver should be decent and well behaved and should not have any criminal/adverse police record against him and he should not have any past history of accidents.
9. The driver should not be addicted.
10. The driver should be ready / prepared for outstation journeys at short notice if required.
11. Punctuality will have to be ensured and log book shall be maintained by the drivers. The log book should be

provided by the contractor / service provider.

12. The drivers should not leave the office without prior permission of the attached with concerned officer in any case.

Obligatory for the agency:-

1. It is obligatory for the agency/firm that drivers are paid not less than minimum wages prescribed under Minimum Wages Act and other statutory levies as fixed by the Government from time to time.
2. The vehicles must be fitted with Fire extinguisher in proper working condition at all times and the driver should be trained to use them.
3. There should be at least two sets of white seat covers, towels and napkins. It should be changed every week. There should be an air spray in every car. The items mentioned shall be made available at the cost of the owner of the agency/firm. The agency/firm should have adequate number of Telephones for contact round the clock.
4. No Additional terms and Conditions over and above the conditions stipulated above shall be entertained by this Office. In case of any dispute, the decision of the Commissioner of Central Tax, Ranga Reddy GST Commissionerate shall be final and binding. Contract can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated and any matter not specifically covered by this agreement shall be decided by the Commissioner of Central Tax, Ranga Reddy GST Commissionerate.
5. TDS under Section 51 of GST Act, 2017 and Section 194-i of Income Tax Act, 1961 will be deducted every month if applicable

Billing and Payment: -

1. The billing will be done on monthly basis. The monthly bills in

triplicate shall be submitted to the concerned vehicle in-charge within 1st week of every subsequent month. Non-submission of the bill beyond 1st week of every month without justification would not be entertained and it would be presumed that bidder has no claim for payment.

2. The department will not make any advance payment.


Penalty:

A penalty of Rs. 1,000/- per vehicle per day will be levied if any vehicle or driver or agency / firm fail to meet effective terms and conditions on any day.

In respect of any Terms and Conditions, if anything is missing, the provisions of tender documents will prevail.

Termination:

The Commissioner of Central Tax, Ranga Reddy GST Commissionerate reserves the right to extend or reduce the period of time, can terminate the contract in case of poor performance after giving one month advance notice. The department will have right to terminate the contract of Travel Agency and allot the same to any other willingly valid bidder in case of unsatisfactory performance of the Travel agency. The contract can also be terminated prematurely in case of introduction of change of system of the instant tender.


प्रशासनिक अधिकारी (मुख्य)
Administrative Officer (H.Q.)