



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5382467
Dated/दिनांक : 10-09-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	20-09-2024 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	20-09-2024 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	100 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Comptroller And Auditor General (cag) Of India
Department Name/विभाग का नाम	Indian Audit And Accounts Department
Organisation Name/संगठन का नाम	D G A Central Expenditure New Delhi
Office Name/कार्यालय का नाम	Director General Of Audit Central Expenditure
Item Category/मद केटेगरी	Monthly Basis Cab & Taxi Hiring Services - Sedan; 2500 km x 320 hours; Local
Contract Period/अनुबंध अवधि	6 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	48 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 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 and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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

Bid Details/बिड विवरण	
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	1200000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	24000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	8

(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 केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी 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 :

SENIOR AUDIT OFFICER

Director General Of Audit Central Expenditure, Indian Audit and Accounts Department, D G A CENTRAL EXPENDITURE NEW DELHI, Comptroller and Auditor General (CAG) of India
(Vikash Sharma)

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. 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.

3. 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.

4. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid 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 product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Fleet of owned vehicles with service provider, (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):10

Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):12

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

Geographic Presence in States:Delhi/NCR

Scope of Work:[1725962784.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
17-09-2024 11:00:00	GD Section, 2nd Floor, C-Wing, O/o Director General of Audit (Central Expenditure), IP Estate, New Delhi-110002, Ph. No. 01123454252/23454202 Ext. No. 252/202

Monthly Basis Cab & Taxi Hiring Services - Sedan; 2500 Km X 320 Hours; Local (5)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Hyundai Xcent , Toyota Etios , Hyundai Aura
Usage Variant	2500 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2022 , 2023 , 2024
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
Addon(s)/एडऑन	

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	Vikash Sharma	110002,O/o Director General of Audit (Central Expenditure), AGCR Building, IP Estate, New Delhi-110002	5	<ul style="list-style-type: none"> Duration in Months : 6

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. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL EXPENDITURE), IP ESTATE, NEW DELHI-110002

“BUYER’S BID SPECIFIC ADDITIONAL TERMS & CONDITIONS (ATC)”

1. Type of car: Prime Sedan:(Maruti Suzuki Dzire, Honda Amaze or equivalent)
2. Rate quoted should be for registered vehicles not older than 3 years which should not have covered distance more than 50,000 km. Hired vehicles should be without any accident history, should be in excellent running condition along with neat exterior and interior. The bidder/service provider shall ensure excellent running condition as aforesaid during the period of contract/agreement.
3. Vehicles should be GPS enabled.
4. Annual turnover of the firm should be ₹50 lakhs and above.
5. The firm should be registered in Delhi/NCR and there should be valid permit of vehicle(s) for plying in Delhi/NCR.
6. Firm should have at least 12 numbers of Drivers in its pay roll.
7. All the vehicles should be registered in the name of the firm and the

firm should have at least 10 vehicles in its fleet.

- 8.** Driver should have minimum five years' experience of driving vehicle.
- 9.** Firm should have executed or have been awarded work(s) of total value of ₹25 lakh or more annually in Govt. department(s).
- 10.** If the contract is awarded, Driver's Police verification report should be submitted to this office by the firm.
- 11.** Driver should be well mannered, and he should keep the car neat and clean.
- 12.** Logbook of hired vehicle should be maintained by the Driver and duly signed by the Group Officer concerned and should be submitted along with the bill on monthly basis by the firm.
- 13.** There should be at least two set of white covers, towels and napkins. It should be changed every week.
- 14.** There should be a fire extinguisher in every car.
- 15.** There should be an air spray in every car.
- 16.** The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the hirer.
- 17.** Zero based mileage i.e. mileage starting and ending at/ from duty point or drop off location shall be adopted for the purposes of calculating the Kilometres. No garage mileage will be considered for calculation of Kms/hrs.
- 18.** There must be arrangements for establishing contact round the clock. The drivers shall be equipped with functional mobile phone at their cost, for contact purposes.
- 19.** The driver shall be well versed with routes and locations in Delhi NCR.
- 20.** Once hired, vehicles shall be deployed exclusively under the overall supervision of the department. Insurance renewal papers and Pollution under control check-up certificates have to be submitted to the office on time to time.
- 21.** Vehicles will be required to run anywhere within boundaries of Delhi

NCR.

- 22.** In order to ensure day to day functionality of hirer, once hired, service provider shall not keep changing or rotating vehicles and drivers, except if the hirer so indicates in the case of eventuality of unsuitability.
- 23.** If the contract is awarded, they are to provide the Department the complete details of the vehicles, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed drivers, their addresses and copies of their driving licenses.
- 24.** In the event the hired vehicle develops snags or there is breakdown of any vehicle during duty or in case the condition of the car is not found to be satisfactory, the service provider will ensure replacement of the vehicle of the same category immediately after receiving communication to this effect from the hirer either telephonically (call/SMS/WhatsApp message etc.) or through email. In case of failure to make alternative arrangement within reasonable time by the firm, the hirer will be at liberty to hire other vehicle at the expense of the service provider in addition to extant penalty provisions in this regard.
- 25.** The firm should ensure nomination of a dedicated person to whom complaint(s)/grievance(s) by the hirer may be raised for immediate resolution/attending the complaint(s)/grievance(s) by the firm.
- 26.** The vehicles will have to be fitted/provided with the following additional accessories /utilities:
 - a) Clean seat covers
 - b) Quality music system
 - c) Reading lamp
 - d) Tissue paper box
 - e) Car perfume
 - f) Seat Belts (Front and Rear)
 - g) Umbrella

- 27.** In case of breach of any of terms and conditions mentioned above, the Competent Authority of this office shall have the right to cancel the work order without assigning any reason there of and nothing will be payable by this office in that event and the Security Deposit in the form of Performance Bank Guarantee shall be forfeited and encashed.
- 28.** Currently, the duty point [Location(s)] of the vehicles are as follows which may be changed during the currency of the contract/agreement due to change of address of officers(s)/or due to transfer of officer(s) with whom the vehicle(s) would be eventually attached:

Sl. No.	Locations	No. of vehicle
1.	ICISA, Sector 62, Noida, UP	01
2.	Kidwai Nagar, New Delhi	01
3.	C5, Janakpuri & A3, Janakpuri	02
4.	Patel Nagar-2, Ghaziabad, UP	01

Similarly, the duty will end on the above locations.

- 29.** The duty points may change consequent upon transfer of officer(s) and firm has to provide vehicle(s) to new duty points as will be eventually intimated by this office through email/phone/WhatsApp.
- 30.** In absence/leave of officer concerned, driver/vehicle will report immediately to AAO (GD) (C-wing, 2nd Floor, O/o DGACE, AUDIT BHAWAN, I.P Estate, New Delhi-2) for being utilized for other official work.
- 31.** Generally, the vehicle will be used by the officers. In addition to this the vehicle will also be used by other staff members/officials for official purposes. The vehicle(s) can be deputed for night duty/early morning duty also in addition to calling before office hours and requiring to stay beyond office hours. It is also mentioned that the vehicle(s) may be called on Saturday/Sunday/Gazetted holiday in case of exigency of official requirement.
- 32.** The office may increase/ decrease vehicles during the currency of the contract/agreement.
- 33.** Penalty clauses will be same as governed by GEM.

34. If the contract is awarded, it can be extended for one more year on mutual consent, and on the same terms & conditions.
35. The contract can be terminated by the hirer by giving one-month prior notice without assigning any reason or if there are episodes of non-performance/non adherence of the foregoing stipulations.
36. **Attending to the pre-bid meeting is mandatory and in case of failure to attend the said meeting, the hirer is at liberty to disqualify the bidder on this ground alone.**

3. Buyer Added Bid Specific ATC

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

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.

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 कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---