



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/5809493  
Dated/दिनांक : 13-01-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	03-02-2025 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	03-02-2025 18:30:00
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 Railways
Department Name/विभाग का नाम	Indian Railways
Organisation Name/संगठन का नाम	East Coast Railway
Office Name/कार्यालय का नाम	Office Of Pcmm
क्रेता ईमेल/Buyer Email	srdeeop@sbp.railnet.gov.in
Item Category/मद केटेगरी	Monthly Basis Cab & Taxi Hiring Services - SUV; 8250 kms per month; Outstation 24*7
Contract Period/अनुबंध अवधि	3 Year(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 and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
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),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No

**Bid Details/बिड विवरण**

<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two 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>	5110669.44
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	102200

**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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(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 कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(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 :**

FA & CAO, East Coast Railway  
OFFICE OF PCMM, Indian Railways, East Coast Railway, Ministry of Railways  
(Fa Cao)

**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. 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.
2. 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.
3. 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.
4. 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**

**Monthly Basis Cab & Taxi Hiring Services - SUV; 8250 Kms Per Month; Outstation 24\*7 ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Vehicle Type	SUV
Type of car (Please select at least 3 options)	Mahindra Scorpio , Mahindra Bolero , Tata Sumo , Mahindra Bolero Neo
Usage Variant	8250 kms per month
Type of Service	Outstation 24*7
Year of Vehicle Model	2024
Km Travelled	Upto 5000 Kms
Air Conditioning Requirement	Non-A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Any

Specification	Values
<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 Vehicles Required	Additional Requirement/अतिरिक्त आवश्यकता
1	Binayak Behera	768002,DRM Office Complex, Modipara, Dist- Sambalpur- 768002, SAMBALPUR, 768002	1	<ul style="list-style-type: none"> <li>Duration in Months for which service is required : 36</li> </ul>

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

**1. Forms of EMD and PBG**

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

FA & CAO East Coast Railway  
payable at  
SAMBALPUR

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.

**2. 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

FA & CAO, East Coast Railway, Chandrasekharpur, Bhubaneswar

. 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

**3. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

- This contract will be governed by IRGCC-2018 for services with all correction slips upto date and the bidder(s) have to carry out the work according to the general conditions of Contract, Special Conditions of Contract and Specifications of materials and works as laid down by Railway in the annexed Special Conditions/Specifications.

**2. Earnest Money :** The Bidder shall be required to deposit earnest money with the Bid for the due performance with the stipulation to keep the offer open till such date as specified in the Bid , under the conditions of Bid. The earnest money for this bid is **Rs.1,02,200/-**

**i. Exemption of EMD :** MSEs registered with District Industries Centres, Khadi and Village Industries Commission, Khadi and Village Industries Board, Coir Board, National Small Industries Corporation, Directorate of Handicraft and Handloom, any other body specified by Ministry of MSME or Startups as recognised by Department of Industrial policy & Promotion shall be exempted from payment of minimum EMD detailed in the bid.

**ii.** It shall be understood that the Bid documents have been sold/issued to the Bidder and the Bidder is permitted to bid in consideration of stipulation on their part, that after submitting her Bid she will not resile from her/their offer or modify the terms and conditions thereof in a manner not acceptable to the Manager. Should the Bidder fail to observe or comply with the said stipulation , the aforesaid amount shall be liable to be forfeited to the Railway.

**iii.** If Bid is accepted, this earnest money mentioned will be returned to the successful bidder after the submission and verification of the Performance Guarantees as per clause 4.11 of this General Conditions of Contract. The Earnest Money of other Bidders shall, save as herein before provided, be returned to them, but the Railway shall not be responsible for any loss or depreciation that may happen thereto while in their possession, nor be liable to pay interest thereon.

**3. PERFORMANCE GUARANTEE :** As per clause no. 4.11 of GCC for Services-2018 (Ref. Letter No.2017/EnHM/25/11 dated 24.05.2024), the successful bidder has to submit Performance Guarantees (PG) amounting to 5% of the contract value . Since this contract will be governed by GCC for Services-2018, **Performance Guarantee (PG) @ 5% of the contract value has to be deposited** by the successful bidder before signing of the contract agreement.

#### **4. INSTRUCTION TO BIDDERS**

- (i) Participation of Joint venture firms is not allowed for this tender.
- (ii) Before submitting a Bid, the Bidder(s) shall be deemed to have satisfied theirself by actual inspection of the site and locality of the services, that all conditions liable to be encountered during the delivery of the services are taken into account and that the rates he/she enters in the Bid.
- (iii) Bidder(s) are instructed to read carefully the Bid document, ATC (Additional Terms and Conditions) and corrigendum if any and submit all the certificates/documents as asked for. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the bid document, ATC and corrigendum if any.
- (iv) Evaluation of bid will be based on the documents submitted by the bidder at the time of submitting their bid only. Document submitted after opening of bid will not be entertained unless it is sought further.
- (v) Documents/certificates uploaded by bidder(s) should contain bidders' credentials /information/ declarations/undertakings in clear terms as sought in the bid document. Submission of documents not filled properly or any ambiguous document shall lead to rejection of bid.
- (vi) Please upload all the documents duly filled properly as asked at "Buyer **uploaded ATC document**" Field.

#### **ELIGIBILITY OF BIDDERS AND BID EVALUATION**

## **2.2 Qualification Criteria:**

### **2.2.1 Eligible Applicant:**

2.2.1.1 The Bids for this contract will be considered only from those Bidders who meet requisite eligibility criteria.

#### 2.2.1.2

- a. A Bidder shall submit only one bid in the particular Bidding process. A Bidder who submits more than one bid will cause all of the proposals in which the Bidder has participated to be disqualified. No Bidder can be a sub-contractor while submitting a bid individually or as a partner in the same bidding process.
- b. Any Central government department/Ministry of Railways must not have banned business with the Bidder as on the date of Bid submission.
- c. The bidder must not have suffered bankruptcy/insolvency during the last 5 years. The Bidder should submit an undertaking to this effect as part of the bid.
- d. Bidders must not have a conflict of interest. Following shall be considered as conflict of interest in this bidding process.
  - I. If a Bidder or her associates/affiliates has been engaged by the Employer (Railways) to provide consulting services for the preparation related to procurement or on implementation of the project.
  - II. If a Bidder lends, or temporarily seconds its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for an implementation of the project, If the personnel would be involved in any capacity on the same project.
- e. If the Bidder or any of its constituents has changed its name or created a new business entity as covered by the definition of "Allied Firm" under para 1102(iii) of Chapter XI of Indian Railways Vigilance Manual, consequent to having been banned business dealings or suspended business dealings.

## **2.5 Disqualification of Bidders:**

### **2.5.1 Employment/partnership etc. of Retired Railway Employees.**

#### 2.5.1.1

- a. Should a bidder be retired Manager of the Gazetted rank or any other Gazetted Officer working before her retirement, whether in the executive or administrative capacity or whether holding a pensionable post or not, in any department of any of the railways owned and administered by the President of India for the time being, or
- b. Should a bidder being partnership firm have as one of its partners a retired Manager or retired Gazetted Officer as aforesaid, or
- c. Should a bidder being an incorporated company have any such retired Manager or retired Gazetted Officer as one of its Directors or
- d. Should a bidder have in her employment any retired Manager or retired Gazetted Officer as aforesaid then

the full information as to the date of retirement of such Manager or Gazetted Officer from the said service and in case where such Manager or Officer had not retired from Government service at least one year prior to the date of submission of the Bid as to whether permission for taking such contract, or

If the contractor be a partnership firm or an incorporated company, to become a partner or Director as the case may be, or to take the employment under the contractor, has been obtained by the Bidder or the Manager or Officer, as the case may be from the President of India or any officer, duly authorized by her in this behalf, shall be clearly stated in writing at the time of submitting the Bid.

Bids without the information above referred to or a statement to the effect that no such retired Manager or retired Gazetted Officer is so associated with the Bidder, as the case may be, shall be rejected.

2.5.2 Should a Bidder or contractor being an individual on the list of approved contractors, have a relative(s) or in the case of partnership firm or company of contractors one or more of her shareholder(s) or a relative(s) of the shareholder(s) employed in gazette capacity in any department of Indian Railway, the authority inviting bids shall be informed of the fact at the time of submission of Bid, failing which the bid may be disqualified/rejected or if such fact subsequently comes to light, the contract may be rescinded in accordance with the provision in Clause 7.4 of the General Conditions of

Contract.

2.5.2.1 If the bidder or any of its constituents has been levied with a penalty for violation of labour laws for three times in last two years (from the date of opening of tender) by the appropriate enforcing agency like the Labour Commissioner etc,

2.5.2.2 The contractor shall be disqualified from participating in the bidding for services in a Railway Division

(i) If any previous contract of the bidder or any of its constituents had been terminated under clause 7.4 in that Railway Division, within the previous two years from the date of submission of bids.

(ii) In that Railway Division, the bidder or any of its constituents has been imposed a penalty equivalent to the maximum penalty that can be imposed under a previous contract, such a figure being specified, within the previous two years from the date of submission of bids. (Period of 2 years shall be reckoned from the date on which the total accrued amount of penalties has reached the maximum penalty that can be imposed under the contract, as specified by the Competent Authority)

The declaration to this effect shall be furnished by the contractor as a part of his bid document. A format in this regard shall be made a part of the tender document. In case this declaration is found to be false, process for 'banning of business' against the bidder/contractor shall be initiated as per extent rules.

## 2.6 Bid Evaluation System:

Evaluation of the bids shall be done as per the following system:

A. **Two Bid system/Two packet System:** The procedures detailed below shall be adopted for dealing with "Two packet System" of Bidding.

The first packet shall be with the objective of scrutinizing the capability, financial strength, experience etc. of the bidders. If the technical offers are found acceptable by meeting the minimum qualifying marks as provided in the technical criteria, the second packet shall be opened and the bids shall be processed for finalization in the normal manner (eligible lowest bidder). Those bidders who do not meet this criterion shall not be considered for opening their financial bids.

### 2.6.1 Minimum Eligibility Criteria:

2.6.1.1 **Work Experience:** The bidder should have satisfactorily completed\* in the last three previous financial years and the current financial year up to the date of opening of the tender, one similar single service contract\*\* for a minimum of 35% of advertised value of the bid.

\* **Completed service contract** includes on-going service contract subject to payment of bills amounting to at least 35% of the advertised value of the bid.

\*\* Similar service contract means: **"Providing hired vehicle to Railways/State Govt./Central Govt./their PSU"**. Work experience certificate from private individual shall not be accepted. Certificate from public listed company/private company/Trusts having annual turnover of Rs.500 crore and above subject to the same being issued from their Head office by a person of the company duly enclosing his authorization by the Management for issuing such credentials.

#### Notes:

The bidder shall submit details of work executed by them in the prescribed format along with bid for the service contracts to be considered for qualification of work experience criteria clearly indicating the nature/scope of contract, actual completion cost and actual date of completion for such contract.

2.6.1.2 **Financial Standing:** The Bidders will be qualified only if they have minimum financial capabilities as below -

(i) **T1 - Financial Turnover:** The bidder should have an aggregate financial turnover not less than 1.5 times the advertised Bid value during the last three previous financial years and in the current financial year upto the date of opening of the tender. The audited balance sheet reflecting financial turnover certified by chartered accountant with her stamp, signature and membership number shall be considered.

(ii) **T2 - Liquidity:** The bidder should have access to or has available liquid assets, lines of credit and other financial means to meet cash flow that is valued at 5% of the estimated bid value net of an applicant's commitments for other contracts. The audited balance sheet and/or banking reference certified by chartered accountant with her stamp, signature and membership number shall be submitted.

ted by the bidder along with bid.

Banking reference should contain in clear terms the amount that bank will be in a position to lend for or this work to the applicant/member of the Joint Venture/Consortium. In case the Net Current Assets (as seen from the Balance Sheets) are negative, only the Banking references will be considered. Otherwise the aggregate of the Net Current Assets and submitted Banking references will be considered for working out the Liquidity. **(Note: Net current assets should be clearly reflected in the balance sheet)**

The banking reference should be from a Scheduled Bank in India and it should not be more than 3 months old as on date of submission of bids.

## **2.6.2 Evaluation of Technical Bid:**

### **2.6.2.1 Bidder's Credentials:**

2.6.2.1.1 The bidder shall submit along with the Bid document, documents in support of their claim to fulfill the minimum eligibility criteria as mentioned in the bid. In two packet system of bidding, each bidder shall be assigned score for their technical bid. The score of technical bid should be more than or equal to minimum qualifying marks as mentioned in bid document. The system of assigning score shall be as per the bid document **(Annexure-I)**

2.6.2.1.2 Each page of the copy of documents/ certificates in support of credentials, submitted by the bidder, shall be self - attested by the bidder or authorized representatives of the bidding firm. Self - attestation shall include signature, stamp and date (on each page).

2.6.2.1.3 The bidders shall submit a certificate in the prescribed format to the effect that all the documents submitted by her along with her bid are true. This shall be mandatory in all bids. **The bid shall be summarily rejected if the bidder fails to submit this undertaking (Certificate as per format in Annexure V) along with the bid.**

**Note :** Certificate as per format in Annexure V(A) **is to be given by attorney/authorized signatory and each member of Partnership firm/ Hindu undivided Family (HUF)/ Limited Liability Partnership (LLP) etc failing which the bid shall be summarily rejected.**

After opening the financial bid, the tender committee shall verify the credentials of the bidder who is declared as the lowest bidder(L1) for their authenticity. In case the credentials of L1 bidder are not found to be in order, her bid shall be treated as technically unresponsive and thus invalid. The process shall be repeated for the next higher bidder till the valid L1 is established. If any document(or copy thereof) submitted by a bidder is found to be false or forged:

**(a)** The bidder/each partner /member of the bidding firm shall be liable to legal actions apart from punitive actions, as decided by competent authority of Railways. In such an eventuality, the bid (bid) shall also be summarily rejected.

**(b)** If the contract has already been awarded, or Letter of Acceptance (LOA) has been issued and any, the contract shall be terminated, irrespective of the stage of progress in execution of the work. In such an eventuality, Security Deposit (SD), Performance Guarantee (PG) and partial/full payments otherwise due to the contractor, in respect of the partial/full work executed by the contractor, shall be forfeited by the Railways.

**(c)** Other punitive actions, like banning the bidder and partners/members of the bidding firm for future dealings with Indian Railways and/or the Government of India may also be taken by the Railway /Govt. of India authorities.

### **2.6.3 Evaluation of Financial Bid:**

The financial proposal shall be evaluated to determine the lowest bidder. In case of multiple qualified L1, the L1 bidder will be selected randomly under "Run L-1" option in GeM.

## **2.8 Right of Railway to Deal with Bids:**

The Railway reserves the right of not to invite bids for any of railway service/s and when Bids are called to accept a Bid in whole or in part or reject any Bid or all Bids without assigning reasons for any such action. The authority for the acceptance of the Bid will rest with the Railway. It shall not be obligatory on the said authority to accept the lowest Bid or any other Bid and no Bidders(s) shall demand any explanation for the cause of rejection of their Bid nor the Railway to assign reasons for declining to consider or reject any particular Bid/s.

If the bidder(s) deliberately gives /give wrong information in her/ their tender or creates/create circumstances for the acceptance of her/their tender, the Railway reserves the right to reject such



h tender at any stage.

If the bidder(s) expire(s) after the submission of her / their tender or after the acceptance of her / their tender, the Railway shall deem such tender cancelled. If a partner of a firm expires after the submission of their tender or after the acceptance of their tender, the Railway shall deem such tender as cancelled, unless the firm retains its character.

If the bidder, whose bid has been found to be the lowest evaluated bid withdraws or whose bid has been accepted, fails to sign the procurement contract as may be required, or fails to provide the security as may be required for the performance of the contract or otherwise withdraws from the procurement process, the Procuring Entity shall cancel the procurement process. Provided that the Procuring Entity, on being satisfied that it is not a case of cartelization and the integrity of the procurement process has been maintained, may, for cogent reasons to be recorded in writing, offer the next successful bidder an opportunity to match the financial bid of the first successful bidder, and if the offer is accepted, award the contract to the next successful bidder at the price bid of the first successful bidder. This clause shall not be applicable for consultancy contracts.

**Annexure-I**

**Bid Evaluation - Technical Criteria**

Sl.No	Weightage	Technical Criteria	Documentation	Scoring
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1	30%	<p><b>Previous work done</b></p> <p>The bidder shall submit documents related to completed/ ongoing <b>similar service contracts</b> during the last three previous financial year along with the details of payments received and percentage penalties imposed therein, to classify the completed/on-going similar service contracts in the following categories:</p> <p>Payment received more than or equal to 80% or 50% or 49% of the current advertised bid value and percentage penalties imposed therein.</p>	<p>Certificate from client firm authorizing payment received along with percentage penalties imposed, contract wise for completed/on-going similar service contracts with satisfactory performance.</p>	<p>Scoring method:</p> <p>For each completed/ on-going similar service contracts with satisfactory performance shall be as under:</p> <p>a. 100 marks if the bidder has completed or received payment as under:</p> <p>1 project &gt; 80%</p> <p>2 projects &gt; 50%</p> <p>3 or more projects &gt; 40% of the advertised value of the bid.</p> <p>b. 50 marks if the bidder has completed or received payment as under:</p> <p>1 project &gt; 50%</p> <p>2 projects &gt; 40% of the advertised value of the bid.</p> <p>c. 20 marks if the bidder has completed or received payment as under:</p> <p>1 project &gt; 40% value completed.</p> <p>No marks if all projects &lt; 40% value completed.</p> <p>Deduction for percentage penalty imposed in the respective completed/on-going similar service contracts.</p> <p>The score of each completed/on-going similar service contracts with satisfactory performance shall be reduced by a percentage equal to the percentage penalty imposed in respective contract. No reduction for percentage penalty less than 5%. Contract where percentage penalty is more than 20% of contract value shall not be considered for calculation of scores for this purpose.</p>
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2	40%	Turnover (in last three and current Financial year)  (Less than 1.5 times the value of work is not eligible)	As per audited balance sheet certified by CA.	a. 100 marks- More than 25 times advertised value of the work. b. 70 marks- 10- 25 times advertised value of the work. c. 50 marks- 5-10 times advertised value of the work. d. 30 marks- 1.5 -5 times advertised value of the work.
3	30%	Number of years in operations  (Firms having less than 1 year of experience are not eligible)	Company establishment certificate and company's work order copy/agreement copy/completion certificate etc as proof of operation.	a. 100 marks- More than 8 years. b. 80 marks- 5- 8 years. c. 60 marks- 2-5 years. d. 40 marks- 1-2 years.

Total marks required for qualification of the instant bid is = 30

**Documents to be submitted along with Bid:**

Sl. No.	Criteria	Documents to be uploaded	Document type
1	Work Experience	Work experience certificate(s) issued by competent authority for completed/ongoing similar work(s) satisfactorily completed in last three previous financial years and the current financial year up to the date of opening of the bid clearly indicating the nature/scope of contract, actual completion cost and actual date of completion.	Mandatory
2	T1 - Financial Turnover	Audited balance sheet of last three previous financial years and in the current financial year up to the date of opening of bid reflecting financial turnover certified by chartered accountant with stamp, signature and membership number.	Mandatory
3	T2 - Liquidity	Banking reference certificate as per format <b>(Annexure- A)</b>  Net current assets (Current assets and current liabilities should be clearly reflected in balance sheets)	Mandatory
4	Proof of number of years in operation	Copy of Company establishment certificate and company's old work order copy/agreement copy/ completion certificate etc.	Mandatory for evaluation of minimum qualifying marks
5	The bidders shall submit a certificate in the prescribed format to the effect that all the documents submitted by her along with her bid are true.	Certificate as per format <b>(Annexure - V)</b>	Mandatory

		<b>Annexure V(A)</b> - This certificate is to be submitted by attorney/authorized signatory/ <b>each member of</b> Partnership firm/ Hindu undivided Family (HUF) / Limited Liability Partnership (LLP) etc.	
6	Declaration by bidder	Declaration as per format <b>Annexure - B</b>	Mandatory
7	Document about constitution of firm.	<p><b>For Proprietorship Firm :</b></p> <p>1. Notarized copy of affidavit of Sole Proprietorship Firm:</p> <p><b>For Partnership Firm :</b></p> <p>1. Registered/notarized Partnership Deed.</p> <p>2. Power of Attorney duly authorizing one or more of the partners of the firm or any other persons(s), authorized by all the partners to act on behalf of the firm and to submit &amp; sign the Bid.</p> <p><b>For Company registered under Companies Act-1956 :</b></p> <p>1. Copy of MOA (Memorandum of Association) of the Company.</p> <p>2. Copy of AOA (Articles of Association) of the Company.</p> <p>3. Power of Attorney duly registered/ notarized by the company (backed by the resolution of Board of Directors) in favour of the individual, signing the Bid on behalf of the Company.</p> <p><b>For Society/Other association</b></p> <p>1. Self-attested copy of the Certificate of Registration.</p> <p>2. Deed of Formation</p> <p>3. Power of Attorney in favour of the bid signatory.</p>	Mandatory
8	Copy of GST registration certificate		Mandatory
9	Copy of PAN card		Mandatory
10	NEFT mandate form	<b>Annexure - C</b> as per format	Mandatory
11	Address form	<b>Annexure - D</b> as per format	

**Note :**

1. Bidder's offer is liable to be rejected if they don't upload any of the mandatory documents as sought above.
2. Annexures and Formats are enclosed at "**Buyer uploaded ATC document**" field below. Please click the link given below to view/download the file.

#### 4. Buyer Added Bid Specific ATC

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

#### 5. Buyer Added Bid Specific SLA

File Attachment [Click here to view the file.](#)

#### 6. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [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.

**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 कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**