

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	26-07-2025 21:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	26-07-2025 21:30:00
बिड प्रदाता वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Environment Forest And Climate Change
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Indira Paryavaran Bhawan, Jorbagh Road, Lodhi Road, New Delhi 110003
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - Premium SUV; 2500 Km X 360 Hour; Local , Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 Km X 360 Hour; Local , Monthly Basis Cab & Taxi Hiring Services - Sedan; 2500 Km X 360 Hour; Local , Leasing of Electric Vehicles (Long Term) - Wet Lease; Tata Nexon EV; 2500 Km X 360 Hour; 24 Months Lease; White
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	300 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes   Complete

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज/Document required from seller	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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ में नू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	84100000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	1700000

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
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ईपीबीजी प्रतिशत (%) / ePBG Percentage (%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) / Duration of ePBG required (Months).	27

(a). जैम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्भरता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

#### लभार्थी /Beneficiary :

Pay and Account Office,  
Indira Paryavaran Bhawan, Jorbagh Road, Lodhi Road, New Delhi 110003, NA, N/A, Ministry of Environment Forest and Climate Change  
(Pao)

#### विभाजन/Splitting

कोई विभाजन लागू नहीं किया गया/ Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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#### एमएसई खरीद प्राथम्यता/MSE Purchase Preference

एमएसई खरीद प्राथम्यता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. 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.

6. 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.

7. 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.

8. 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.

9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

Scope of Work:[1752677421.pdf](#)

#### Monthly Basis Cab & Taxi Hiring Services - Premium SUV; 2500 Km X 360 Hour; Local ( 2 )

#### तकनीकी विनिर्देश /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Vehicle Type	Premium SUV
Type of car (Please select at least 3 options)	Toyota Hycross
Usage Variant	2500 Km X 360 Hour
Type of Service	Local
Year of Vehicle Model	2024
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C

विवरण/ Specification	मूल्य/ Values
Area of Operation	Plains
Fuel Type	Petrol
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेक्षित/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेक्षित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संस्थानों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Sushil Kumar Mishra	110003,2nd Floor, Jal Block, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi	2	<ul style="list-style-type: none"> <li>Duration in Months for which service is required : 24</li> </ul>

**Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 Km X 360 Hour; Local ( 27 )**

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz
Usage Variant	2500 Km X 360 Hour
Type of Service	Local
Year of Vehicle Model	2024
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषित/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Sushil Kumar Mishra	110003,2nd Floor, Jal Block, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi	27	<ul style="list-style-type: none"> <li>Duration in Months for which service is required : 24</li> </ul>

Monthly Basis Cab & Taxi Hiring Services - Sedan; 2500 Km X 360 Hour; Local ( 30 )

तकनीकी विशिष्टताएँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Dzire
Usage Variant	2500 Km X 360 Hour
Type of Service	Local
Year of Vehicle Model	2024
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषित/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Sushil Kumar Mishra	110003,2nd Floor, Jal Block, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi	30	<ul style="list-style-type: none"> <li>Duration in Months for which service is required : 24</li> </ul>

Leasing Of Electric Vehicles (Long Term) - Wet Lease; Tata Nexon EV; 2500 Km X 360 Hour; 24 Months Lease; White ( 1 )



## तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Lease	Wet Lease
Type of Vehicle	Tata Nexon EV
Packages	2500 Km X 360 Hour
Lease Period	24 Months Lease
Color of the Vehicle	White
District	NA
Zipcode	NA
<b>एडऑन /Addon(s)</b>	

## अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

## प्रेषित/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N O.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles	अतिरिक्त आवश्यकता /Additional Requirement
1	Sushil Kumar Mishra	110003,2nd Floor, Jal Block, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi	1	<ul style="list-style-type: none"> <li>Number of Lease Months within Contract Period : 24</li> </ul>

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

### 1. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

### 2. Certificates

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.

### 3. Buyer Added Bid Specific ATC

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

### 4. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

## 5. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

## अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.



**All GeM Sellers / Service Providers 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 सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेएम 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 संज्ञित 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 कार्यवाही का आधार होगा। (In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

### Introduction about the Services being procured

On line Tenders are invited through GeM portal on behalf of the President of India for hiring of Vehicles on monthly basis, for local and outstation official visits (as and when required) by Ministry of Environment, Forest & Climate Change (MoEF&CC), Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi as per terms and conditions detailed out in the Bid document from interested firms having requisite experience etc.

*S. Mishra*

### QUALIFICATION CRITERIA

(A)

S.No.	Qualification Criteria
1	<p>The Bidder should have the experience of providing similar services/ business for minimum 30 vehicles in any Ministry /Department/ Autonomous Institute/ Public Sector Undertaking of the Central or State Government in the last three (3) years ending March 2024.</p> <p>Required Documents: Completion Certificate indicating the experience of providing minimum 30 number of vehicles from the buyer for the last three years.</p>
2	<p>The Bidder should have minimum 5 years of experience in providing similar services/ business to any Ministry /Department/ Autonomous Institute/ Public Sector Undertaking of the Central or State Government.</p> <p>Required Documents: Satisfactory Completion Certificate indicating the experience from the buyer.</p>
3	<p>The vehicle should be registered as a commercial vehicle. Registration Certificates of vehicles should be of January, 2024 or later model and vehicles should not have run more than 50,000 Km at the time of contract.</p> <p>Proof of ownership registered of in the name of the Owner/Company/Firm should be submitted for following number of vehicles:</p> <ol style="list-style-type: none"><li>1. Maruti Ciaz (Sigma or above variant) – 27</li><li>2. Maruti Dzire (Tour S or above variant) – 30</li><li>3. Electric vehicle Tata Nexon – 1</li><li>4. Innova Hycross – 2</li></ol> <p>Required Documents: As mentioned in Para-B below.</p>
4	<p>The Bidder should have a permit for running vehicles in Delhi, UP, Uttarakhand, Punjab &amp; Haryana or National permit.</p> <p>Required Documents: Copies of Valid permits</p>
5	<p>The Bidder should have GST &amp; PAN registration as applicable.</p> <p>Required Documents: GST Certificate &amp; PAN Card</p>
6	<p>Annual turnover of the Bidder should be minimum Rs. 3 Crore in the last 3 financial years i.e. 2021-22, 2022-23 &amp; 2023-24.</p> <p>Required Documents: Audited Report should be submitted for FY 2021-2022, 2022-2023 &amp; Audited Report/ CA certificate for the FY 2023-2024. A statement duly certified by Chartered Accountant in support of turn over should be uploaded.</p>
7	<p>The Bidder should be registered with Central/State Government for providing commercial vehicles and should be ISO certified Taxi Agency/Firm.</p> <p>Required Documents: Valid registration document and ISO certification.</p>

*S. Mishra*



8	<p>The bidder should upload Undertaking <b>(As per Annexure-I)</b> that the firm has never been blacklisted/ debarred or tender cancelled on the basis of unsatisfactory services by any Central / State Government Ministry/ Department/ Autonomous Institute/ PSU/ Banks etc. The bidder will be rejected from the bid by the Ministry if the bidder is found to be blacklisted / debarred or tender cancelled on the basis of unsatisfactory services by any of the aforementioned institutions.</p> <p>Required Documents: Undertaking that the firm has never been blacklisted / debarred or tender cancelled on the basis of unsatisfactory services by any Central / State Government Ministry/ Department/ Autonomous Institute/ PSU/ Banks etc. <b>(As per Annexure-I)</b></p>
9	<p>The Registered Office of the Agency should be located within 10 Km radius from Ministry of Environment Forest &amp; Climate Change, IPB, Jor Bagh Road, Delhi-110003.</p> <p>Required Documents: An attested copy of the valid proof of address of registered office should be enclosed (GST certificate).</p>

**Note :** The Bid will be rejected if clear copy of the Bid documents is not uploaded.

**(B) Required Documents in support of criteria No. 3 above:**

1. Registration details of commercial vehicles with proof of ownership:

S. No.	Registration No. of Vehicle	Owner name as per RC	Model as per RC	Permit local/ National or Inter-State	Seating Capacity as per RC

2. List of vehicles along with copies of Registration Certificate in the name of the Owner/Company/Firm.

3. Copies of Insurance certificate, driving license of drivers, ID proof of Drivers.

(C) The Bidders have to submit both Technical and Financial Bids. The Financial Bids will be opened only if technically qualified. Bidders must include index as the first page of their document submitted **(ANNEXURE-II)**

(D) The Financial Bid need to be submitted only in accordance to the format **(ANNEXURE-III)**, otherwise the Financial Bid will be rejected.

**(Non compliance to any of the above conditions may lead to Technical Disqualification)**

*S. Mishra*

### Terms and Conditions

The interested firms must be capable of providing vehicles on the following terms & conditions:-

1. The Bidder should have the experience of providing similar services/ business for a minimum 30 vehicles in any Ministry /Department/ Autonomous Institute/ Public Sector Undertaking of the Central or State Government in the last three (3) years ending March 2024.

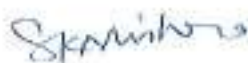
2(a). The vehicles to be provided to the Ministry on monthly hiring basis should be January, 2024 or later model. Vehicles should not have run more than 50,000 Km at the time of contract and be in the name of the Owner/Company/Firm. The vehicle should be white in colour. Commercial Vehicles (Make: Innova Hycross, Maruti Ciaz (Sigma or above variant), Maruti Suzuki Dzire (Tour S or above variant), Electric Vehicle - Tata Nexon) will have to be made available for inspection during evaluation. The vehicles under the category of EV, Premium Sedan AC, Sedan AC, Premium SUV AC can be increased or decreased as per the requirement from time to time.

2(b). While the Ministry is inviting bids for vehicle hire on a monthly basis, there may also be a requirement of vehicles on a full-day and outstation (minimum 250 Km per day) basis, depending on operational needs. During Parliament sessions, there is a recurring requirement for vehicles on day to day basis, generally 12-15 per Session. Since three Parliament Sessions are held during a year, such requirements will arise throughout the year. Additionally, the Ministry may require vehicles for outstation duties as and when required, depending on official exigencies.

2(c). For full-day and outstation requirements charges will be calculated on a pro-rata basis on the monthly charges quoted by the successful service provider, considering a month as 30 working days. The rates for extra kilometres and extra hours will be calculated on a pro-rata basis on the monthly charges.

2(d). In case the firm does not provide vehicle(s) on any particular day(s), for full-day/ outstation/ monthly duty, an amount of Rs. 2000/- per vehicle per day shall be deducted from the monthly bill in addition to deduction of hiring charges paid by buyer/or on behalf of buyer on pro-rata basis.

3. Annual turnover of the Bidder should be minimum Rs. 3 Crores in the last 3 financial years i.e. 2021-22, 2022-23 & 2023-24. A statement duly certified by Chartered Accountant in support of turnover should be uploaded. Audited Report should be submitted for FY 2021-2022, 2022-2023 & Audited Report/ CA certificate for the FY 2023-2024.





4. The Bidder should have minimum 5 years of experience in providing similar services/ business to any Ministry /Department/ Autonomous Institute/ Public Sector Undertaking of the Central or State Government.
5. The firm should have minimum 50 drivers on its payroll drawing minimum wages, statutory deductions of EPF, ESI etc. Copies of supporting documents for the last three months of publishing of this bid, to be uploaded with the Bid.
6. The Bidder should be registered with Central/State Government for providing commercial vehicles and should be ISO certified Taxi Agency/Firm.
7. The Bidder should have a permit for running vehicles in Delhi, UP, Uttarakhand, Punjab & Haryana or National permit.
8. The Bidder should have GST & PAN registration as applicable.
9. The bidder should upload Undertaking (**ANNEXURE-I**) that the firm has never been blacklisted/ debarred or tender cancelled on the basis of unsatisfactory services by any Central/ State Government Ministry/ Department/ Autonomous Institute/ PSU/ Banks etc. The bidder will be rejected from the bid by the Ministry if the bidder is found to be blacklisted / debarred or tender cancelled on the basis of unsatisfactory services by any of the aforementioned institutions.
10. The Registered Office of the Agency should be located within 10 Km radius from Ministry of Environment Forest & Climate Change, IPB, Jor Bagh Road, Delhi-110003.
11. The vehicle shall be at the disposal of MoEF&CC at least for 6 days in a week (Monday to Saturday). However, the user officers may require vehicles on Sundays/ Holidays for official work also for which the firm should be able to provide the earmarked vehicles on Sundays/ Holidays also.
12. If any vehicle goes out of order, the firm shall provide a substitute commercial vehicle immediately. In case the substitute commercial vehicle does not report in time or does not report at all, the MoEF&CC/ user officer would have a right to hire a vehicle from the market. The additional cost incurred in such cases by the MoEF&CC/ user officer will be borne by the firm. The provisions mentioned at Para 24 (iv) will also be enforced.
13. The Drivers should have valid driving license & the vehicles should be registered with the concerned authorities of Central/State Government. The drivers of the vehicles should be well behaved, disciplined and familiar with Delhi roads and must follow traffic and other regulations prescribed by the Government from time to time.
14. The Driver must observe all the etiquettes and protocol while performing his duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition for which no separate payment shall be made by the Ministry.
15. The firm shall ensure proper conduct of Drivers while on duty and enforce prohibition of consumption of alcoholic drinks/ drugs, chewing of paan/ gulka/ smoking/ listening to music while driving.
16. The vehicle will be kept neat and clean and in perfect running condition and provided with clean seat covers, curtains, perfume and tissue paper. All vehicles should have good upholstery.

*S. K. Mishra*



17. In the case of any accident, all the claims (financial and legal) arising out of it shall solely be met by the firm.

18. The firm shall place services of a Supervisor for monitoring the deployment of vehicles hired by the Ministry. It would be the responsibility of the Supervisor to ensure that the vehicle reaches the concerned location and report to the concerned officer on time.

19. Validity of Bid

(i) The Bid shall remain valid for 180 days from the date of opening of Bids. A Bid valid for a shorter period shall be rejected by MoEF&CC as non-responsive.

(ii) Bids for vehicles other than specified models shall be treated as non-responsive and will be rejected.

20. Validity of contract

(i) The contract will be valid for two (02) years. The duration of contract can be extended as per the GeM provisions and on satisfactory performance.

(ii) MoEF&CC reserves the right to terminate the contract at any time during the period of contract, by giving 30 days notice in writing on account of unsatisfactory service or without assigning any reason and without incurring any financial liability whatsoever to the Ministry.

21. Earnest Money Deposit (EMD)

(i) The estimated cost of tender is Rs. 8 Crore 41 lakh for two years.

(ii) An EMD of Rs. 17,00,000/- (Rs. Seventeen Lakh only) in favour of Pay and Accounts Officer, Ministry of Environment Forest and Climate Change in the form of a Demand Draft. The EMD should be deposited latest by 05:00 PM of the last date of submission of Bids, failing which Bid shall be rejected. A copy of the same may be uploaded alongwith the Bid and original EMD shall be submitted in GA Section of MoEF&CC. The EMD will be returned to the unsuccessful Bidders after 60 days of opening of Technical Bid without any interest and to the successful Bidder after the completion of whole Bidding process. The Technical Bid of the firms will be rejected if the EMD is not received in the Ministry.

The Earnest Money may be forfeited:

(a) If Bidder withdraws his Bid during the period of bid validity;

(b) If the successful Bidder fails to sign contract or to furnish Performance Security;

22. Performance Security



Successful Bidder shall have to deposit Performance Security in the form of Bank Guarantee from a Commercial Bank @ 3% of the total contract value within 15 days of award of contract, failing which the contract will be treated as null and void and in that case the EMD shall be forfeited. The Performance Security in the form of Bank Guarantee will be released after 60 days of successful completion of the contract and after adjustment of dues, if any, against the contractor. The Performance Security deposit will be returned after satisfactory completion of the contract period.

If the Successful Bidder fails or neglects any of his obligations under the contract, it shall be lawful for MoEF&CC to forfeit either whole or a part of Performance Security furnished by the Bidder as compensation for any loss resulting from such failure. The Ministry may also blacklist the Successful Bidder due to failure of service or major negligence in providing service or misbehaviour of driver and violation of any condition laid down in terms and conditions.

23. Other Terms and Conditions:

The Successful Bidder must also fulfil the following conditions during the contract period:

- (i) The firm and its Drivers shall be bound to carry out the instructions of the MoEF&CC as well of the Officers with whom the vehicles are assigned.
- (ii) A daily record indicating time and mileage for each vehicle shall be maintained in a log book. The log book shall be got signed by the user officer or his personal staff (PAPS/PPS).
- (iii) Dedicated vehicles & drivers must be provided and replacement will be allowed only in exceptional circumstances that too after seeking prior permission. The vehicle must be available at any time of the day, as desired by the user officer concerned.
- (iv) Based on the lowest quotation, the rates of hiring the vehicles will be fixed. No request for revision of rates will be entertained, under any circumstances, during the contract period.
- (v) Counting of distance will be from the starting point of the user officer and closing at the point where the user officer completes his/her journey. The distance covered in each way between reporting address and the garage/normal parking place will be allowed on actual basis or 8 kilometers, whichever is less.
- (vi) Counting of time will start from the starting point of the user officer and closing at the point where the user officer completes his/her journey. No mileage will be allowed to drivers for lunch/breakfast or for drawal of fuel etc.
- (vii) Duty hours of the vehicles shall be calculated on monthly accumulation basis counted in the manner prescribed in para 23(vi) above.
- (viii) Total kilometer run by the vehicles shall also be calculated on monthly accumulation basis counted in the manner prescribed in para 23(v) above.
- (ix) The firm shall not deploy vehicles hired by the MoEF&CC for any other purpose or any other business during the validity of the contract.

*S. K. Mishra*



(x) All Government taxes/levies/duties for plying the vehicles in Delhi/NCR region will be borne by the firm. The Toll Tax/ Parking fee shall be paid by the Ministry on actual basis. The firm shall submit the verified copies of Toll Tax / Parking fee receipts.

(xi) The firm should abide by and comply with all statutory requirements and provisions as laid down under various mandatory Labour Laws/Acts /Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour/Laws /Acts /Rules in force and as amended from time to time at their own cost.

(xii) The requirement of petrol/CNG/ electric car may be decided as per need/suitability/ economy and the number of petrol/ CNG/ electric car shall be adjusted accordingly.

(xiii) The number of vehicles hired may increase or decrease by 25% depending on actual requirement.

(xiv) No vehicle should be supplied having registration in the name of employee of MoEF&CC or their close relatives.

The near relatives of all MoEF&CC employees either directly recruited or on deputation are prohibited from participation in this tender.

(xvi) No sub-contracting of the Service is permissible.

(xvii) The tempering of meter reading, vehicle usage timings, overwriting of Summary/log sheet and misbehaviour of driver while on duty shall be viewed seriously, leading to even cancellation of contract.

(xviii) The firm shall not engage any person below 21 years of age.

(xix) MoEF&CC will have no liability whatsoever for payment of wages/salaries and other benefits and allowances to drivers engaged by firm for vehicles provided to the Ministry that might become applicable under any Act or Order of the Government in this regard. The firm shall indemnify MoEF&CC against any/all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.

(xx) MoEF&CC will have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under relevant Sections of BNS or other applicable laws and any loss caused to MoEF&CC have to be suitably compensated by the firm.

(xxi) MoEF&CC will not be responsible for theft, burglary, fire or any mischievous deeds by staff of the firm.

(xxii) The firm shall be the employer for his workers and MoEF&CC will not be held responsible fully or partially for any dispute that may arise between the Successful bidder and his workers.

*S. K. Mishra*



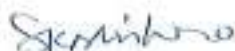
24. Penalty for breach of terms & conditions:

- i. An amount @ Rs. 500/- per Driver per day shall be deducted from the monthly bill if any Driver(s) is/are found not wearing the approved uniform while on duty or not obeying traffic rules or is found in-disciplined/ discourteous.
- ii. An amount of Rs. 1000/- per vehicle per occasion would be deducted from the monthly bill for absence of Drivers during duty hours.
- iii. In case of absence of Drivers if required after office hours, an amount of Rs. 2000/- per vehicle per occasion would be deducted from the monthly bill.
- iv. In case the firm is unable to provide vehicle(s) on any particular day(s), an amount of Rs. 2000/- per vehicle per day shall be deducted from the monthly bill in addition to deduction of hiring charges paid by buyer/or on behalf of buyer on pro-rata basis.
- v. In case of complaints received regrading ill maintenance of vehicles, untidy upholstery, broken lights, non-working of air-conditioner etc. and found to be correct and justified, Rs. 5000/- per vehicle on per occasion will be deducted.
- vi. Timely and proper payment of Drivers deployed to this Ministry should be paid by the firm on account of their service. Any violation in this regard or any complaint received from Driver will be viewed seriously.
- vii. In case firm is unable to provide a Supervisor on a particular day, an amount of Rs. 1500/- per day would be deducted from the monthly bill.

25. Arbitration -

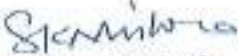
- i. In the event of any question, dispute or difference arising under the Agreement or in connection therewith (except as to the matters, the decision to which is specifically provided under this Agreement), the same shall be referred to sole Arbitrator i.e. Secretary, MoEF&CC or any other person appointed by him/ her for this purpose. The award of the Arbitrator shall be the final and binding on both the parties. Firm will have no objection in any such appointment that Arbitrator so appointed is an employee of MoEF&CC or a Government Servant or that he has to deal with the matter to which the Agreement relates or that in the course of his duties as a MoEF&CC employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act 1996, or any Statutory modification or re-enactment thereof or any Rules made thereof.

The venue of Arbitration proceeding shall be Office of MoEF&CC at New Delhi or such other place as the Arbitrator may decide.



ii. The Arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1996 and the Rules made thereunder, any modification thereof for the time being in force shall be deemed to apply to the Arbitration proceeding under this clause.

iii. The Courts at Delhi only shall have the jurisdiction to decide any dispute that may arise in relation to the contract.

  
(Sushil Kumar Mishra)  
Under Secretary (GA)  
Tel. No.011-20819331



ANNEXURE-I

Format of Notarised Undertaking by Bidder for never been Blacklisted /Debarred or Tender cancelled on the basis of unsatisfactory services.

I/We..... Authorized Signatory of the Agency/Company/ Proprietorship Firm) hereby give undertaking that the firm has never been blacklisted/ debarred or tender cancelled on the basis of unsatisfactory services by any Central / State Government Ministry/ Department/ Autonomous Institute/ PSU/ Banks etc.

I/ we understand that the Bid will be rejected by the Ministry, if the firm is found to be blacklisted / debarred or tender cancelled on the basis of unsatisfactory services by any of the aforementioned institutions.

Further, if the information furnished above is found to be false at any stage of the contract, I / we shall be completely liable for actions taken by Ministry as per terms & conditions of the tender/bid including debarment and disqualification from future contract/assignments of the Ministry.

Date:

Signature of authorized person

Name:

Designation:

Seal:

*S. Mishra*

**Bidders must include this index as the first page of their document submitted**

**Instructions to Bidders:**

1. Bidders must include this index as the first page of their document submitted
2. Documents must be page-numbered sequentially.
3. Each document must be clear, legible, page numbered and complete.

## **INDEX**

<b>S.No.</b>	<b>Document Description</b>	<b>Page Number(s)</b>
1	Undertaking Certificate for Non-Blacklisting (as per Performa provided)	
2	Completion Certificate(s) for providing similar services for minimum 30 vehicles in any Ministry/Department/Autonomous Institute/PSU of Central/State Government in the last 3 years (ending March 2024)	
3	Satisfactory Completion Certificate(s) for minimum 5 years of experience in providing similar services to any Ministry/Department/Autonomous Institute/PSU of Central/State Government	
4	Registration Certificates (RC) of commercial vehicles (January 2024 or later model, running not exceeding 50,000 km): - Maruti Ciaz (Sigma or above variant) - 27 - Maruti Dzire (Tour S or above variant) - 30 - Tata Nexon EV - 1 - Innova Hycross - 2	
5	List of vehicles with details (as per format in tender document, Section B): - Registration No., Owner Name, Model, Permit Type, Seating Capacity	
6	Copies of valid permits for running vehicles in Delhi, UP, Uttarakhand, Punjab, Haryana, or National Permit	
7	GST Certificate	

*S. Mishra*



8	PAN Card	
9	Audited Financial Reports for FY 2021-22, 2022-23, and Audited Report/CA Certificate for FY 2023-24, showing minimum turnover of Rs. 3 Crore per year	
10	Statement certified by Chartered Accountant in support of turnover for FY 2021-22, 2022-23, and 2023-24	
11	Valid registration document with Central/State Government for providing commercial vehicles	
12	ISO Certification for Taxi Agency/Firm	
13	Attested copy of valid proof of address of registered office (document required: GST certificate)	
14	Copies of Insurance Certificates for all vehicles	
15	Copies of Driving Licenses and ID Proofs of Drivers	

**Declaration by Bidder:**

We, [Bidder's Firm Name], certify that all documents submitted are in accordance with the above index, are clear, legible, and page-numbered sequentially. We understand that any deviation from this index, including submission of non-legible, incomplete, or additional documents outside this index, may lead to summary rejection of our bid.

**Authorized Signatory:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company Seal: \_\_\_\_\_

Bidders must include this index as the first page of their document submitted, duly filled with page numbers and signed by the authorized signatory.

*SKMishra*

**ANNEXURE-III**

**FORMAT**

**Hiring of vehicles on monthly basis for 2 years**

S.No.	Make/ Model of the Vehicle	Quantity	Monthly rates per Vehicle (2500Km/ 360 Hrs) Including GST	Evaluation Price Including GST	Night Charges/ Including GST (After 11 pm to 06 am)	Outstation Driver allowance, Including GST
			Monthly Package		Local	Outstation
		(1)	(2)	(3)	(4)	(5)
i.	<u>Tata Nexon (EV)</u>	1		$I=(2)*(1)*24$		
ii.	<u>Premium Sedan AC</u> ( Maruti Suzuki Ciaz – Sigma or above variant )	27		$II=(2)*(1)*24$		
iii.	<u>Sedan AC</u> (Maruti Suzuki Dzire – Tour S or above variant )	30		$III=(2)*(1)*24$		
iv.	<u>Premium SUV AC</u> (Innova Hycross)	2		$IV=(2)*(1)*24$		
Total price to be considered for Evaluation / to determine L-1 bidder inclusive of GST				Total price – (I+II+III+IV)		

**Note 1:-** The full-day and outstation charges will be calculated on a pro-rata basis. For this calculation, a month will be considered as 30 working days. The rates for extra kilometres and extra hours will be calculated on a pro-rata basis on the monthly charges.

**Note 2:-** The bidders are advised to insert rates in numeric format only (without any special characters and alphabets) in all the Columns.

*S. Mishra*