

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	26-05-2025 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	26-05-2025 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Communications
Department Name/विभाग का नाम	Department Of Posts
Organisation Name/संगठन का नाम	Ap Postal Circle Department Of Posts
Office Name/कार्यालय का नाम	Cpmg Hyderabad
क्रेता ईमेल/Buyer Email	buycon1.apcdp.ts@gembuyer.in
Item Category/मद केटेगरी	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 km x 320 hours; Local
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	5 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	1 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (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	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination
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
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	17280

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित 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 :

The Chief Postmaster, GPO, Hyderabad

The Chief Postmaster, GPO, Hyderabad, Department of Posts, AP Postal Circle Department of Posts, Ministry of Communications

(Chief Postmaster, Gpo Hyderabad)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
---	-----

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- If number of technically qualified bidders are only 2 or 3.
- If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 Km X 320 Hours; Local (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna
Usage Variant	2500 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2022 or After
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Petrol
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 Vehicles Required	Additional Requirement/अतिरिक्त आवश्यकता
1	Yembadi Prashanth	500095, Manager (MMS), Koti, Hyderabad-500095	1	<ul style="list-style-type: none">Duration in Months for which service is required : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**1. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

SUBJECT: Tender for hiring of 01 No' Staff Car (Maruti Ciaz, Honda City, Hyundai Verna or Higher A/C Model) Higher model vehicle for the use of Postmaster General, Head Quarters Region, Hyderabad-07 on monthly basis.

Terms and conditions specific to the contract

1. The tenderer should be in a position to provide vehicle as per the terms and conditions of bid document. The successful tenderer should make an agreement on Non-judicial stamp paper of Rs. 100/- denomination to the effect that he will provide offered vehicle as per approved rates for a period of ONE year from the date of execution of agreement and is extendable for a further period of one year or till the finalization of fresh tender by entering into a separate agreement for extension if required.
2. Company should have 24 hours dedicated cell for customer care.
3. The registration date of the offered vehicle should not be earlier than 2022 and the vehicle should be in good running condition. The offered vehicle is to work in Hyderabad/Telangana for the use of Postmaster General, Head Quarters Region. The offered vehicle should have valid permit issued by RTA for operation in Telangana state.
4. The Postmaster General, Head Quarters Region reserves the right to take the vehicle to the desired location as per requirement.
5. The drivers of the agency should be in a possession of valid driving license and they should not have a past criminal record. Police verification certificate of the driver must be possessed by the tenderer.
6. The agency/ contractor should provide a mobile phone to the drivers to contact them by the officers of the department whenever required. The call charges and other charges for such mobile phones provided to the drivers should be borne by the Agency/ Contractors.
7.
 - (i) RC Book should be available in the vehicle.
 - (ii) Insurance and permit should be kept upto date and shall be renewed as and when it falls due and should be produced on demand to the controlling officers.
 - (iii) The vehicles should be kept properly serviced and excellently maintained at all times
 - (iv) The vehicles should have infrastructure like freshener, towels etc.
 - (v) If any vehicle is withdrawn due to repair or any other reason the same should be replaced by a suitable vehicle without any loss of time with the consent of the controlling officer.
 - (vi) Preferably **Ivory White or White colored vehicles should be provided.**
 - (vii) The Driver should possess at least SSC and be able to read and write.

- (viii) The driver should be well conversant with Hyderabad City & its surroundings and Telangana State.
 - (ix) The driver should be a teetotaler /non- smoker
 - (x) Driver should be punctual and obedient.
8. Further, the successful bidder must adhere to following terms & conditions mentioned below.
- a. The vehicle to be provided should have fastag facility.
 - b. The driver must maintain a clean and neat appearance and wear the uniform while on duty.
 - c. The hired vehicle should have inbuilt navigation system.
 - d. The vehicle should not be replaced frequently.
 - e. Pickup/drop points may be varied as per the requirements of the Department.
 - f. Parking facility will be provided by the Department in liaison with the Driver.
 - g. Before supply of offered vehicle, it should be produced before the Manager, MMS for checking the fitness. Any requirements specified by Manager, MMS should be carried out.
 - h. The vehicle should be produced before Manager, MMS for every 2000 kms for fitness checking.
 - i. The calculation of distance on every day will begin from the point where the parking facility is provided (the decision of the Department is final).
 - j. A log book should be maintained by the driver & the opening/closing entries are to be updated on daily basis duly obtaining signature of the nominated official/officer.
9. The offered vehicle should be provided by the contractor immediately after completing the formalities of tender such as furnishing security deposit & execution of an agreement as per tender condition.
10. The maintenance of the vehicles, renewal of license, permit and insurance shall rest with the tenderers only.
11. The hired vehicle is to be provided solely at the risk and responsibility of the tenderer.
12. The hired vehicle has to move throughout Telangana state or in case of emergency outside also.

13. There will be no change in the rates of kilometers and extra hours consequent on increase/decrease in rates of fuel.
14. The Department of Posts will have the right to request the vehicle on all days of the month if required.
15. The controlling officer or his authorized person will control the movement of the vehicle.
16. The vehicle shall have to run beyond the stipulated area in case of exigencies of service on demand.
17. Log Book records are to be maintained properly for the movement of the vehicles and a copy should be enclosed with bill duly certified by the controlling officer.
18. A board indicating the vehicle is '**ON HIRE WITH DEPARTMENT OF POSTS / ON GOVERNMENT OF INDIA DUTY**' should be displayed when in use by the Postmaster General, Head Quarters Region, Hyderabad-07.
19. The parking of the hired vehicle during night hours inside the office premises will be at the sole discretion of the building in charge concerned.
20. The contractor should insure the vehicle covering all items.
21. The Tenderer should quote the rates include all taxes and charges payable by the tenderer to the State/ Central Government and **12% GST** (or) as per the rules in force time to time.
22. The increase in rates on any ground will not be accepted during the period of contract in force.
23. The agency/ contractor should comply with all the laws/ rules/ regulations for carrying out his business, and should certify so.
24. In case of failure to provide the requisite vehicle within the time stipulated for the purpose, the Department would be free to hire vehicle from any other agency. In case, the Department has to pay more than it would have paid in case the work had been carried out by the agency/ contractor, the Department would recover the difference amount from the agency/ contractor from the unpaid bills etc. or by an

y other means if no such bills are outstanding.

25. In case of dispute, an arbitrator would be appointed by the head of the Postal Circle concerned, and the contractor/ agency would abide by the award given.
26. Those tender forms not accompanied by attested photo copy of firm Registration certificate is liable to be rejected.
27. Correction if any in the tender should be supported by full signature of the tenderer, otherwise the tender is liable to be rejected.
28. The EMD will be refunded to the unsuccessful tenderer as per rule.
29. The department also reserves the right to forfeit Earnest Money/security deposit, if the tenderer on/ after acceptance of the contract fails to comply with any of the terms and conditions set out above or in other contract or agreement, which may be drawn up as consequence of acceptance of tender. In such circumstances, the right of cancellation of tender/contract will rest with the department.
30. If any contraversion arises the jurisdiction of the civil court will be Head Quarters of Manager, Mail Motor Service, Hyderabad-01.
31. The competent authority has right to cancel the bid at any stage without assigning any reason and has whatsoever.
32. The contract will be valid for ONE YEAR from the date of signing of agreement and is extendable for a period of ONE YEAR with mutual consent and by entering into a separate agreement for extension. The rates once approved will not be enhanced during the agreement period at any cost.
33. The Department reserves the right to temporarily suspend hiring of the vehicle with a notice of 07 days prior to the temporary suspension. In case of temporary suspension, for billing purpose, the daily usage variant shall be computed dividing the selected monthly usage variant by 30 and the bills should be submitted for the utilized period only. However, the total period of temporary suspension of hiring vehicle should not exceed 60days during entire contract period.
34. The EMD and SD of the successful tenderer are liable to be forfeited to the Government against any breach of conditions of the tender notification/agreement.
35. No advance payment shall be made by the Department under any circumstances.

36. The decision of the Postmaster General, Head Quarters Region, Hyderabad – 500 007 will be final on any matter of dispute arising out of this tender/ agreement.
37. If the service is not satisfactory the Department of Posts has the right to terminate the tender by giving a notice of 15 days with the forfeiture of security deposit besides blacklisting.
38. Department of Posts shall not be responsible for any loss or damage incurred to the contractor as a result of the termination of the contract. The Department of Posts shall be free to take due action for the appointment of a new contractor including the period under notice and thereafter.
39. The tenderer should upload the **SELF ATTESTED DOCUMENTS** of the following. Without self-attestation bid documents are liable to be rejected.
- (i) Valid Registration Certificate of firm.
 - (ii) Valid GST registration certificate.
 - (iii) Copies of documents such as Turnover certificate/ Balance sheet etc. for the FY 2022-23, 2023-24 & 2024-25 towards proof of Average Annual Turnover of 5 Lakhs.
 - (iv) Work order copy / Work completion certificate / List of customers (Government/ Private Organizations to whom vehicles are provided by the firm)
 - (v) All relevant papers of offered vehicle, offered vehicle must be registered in the name of firm/proprietor/authorized partners.
 - (vi) Insurance of the offered vehicle should be Comprehensive to cover all items
 - (vii) Valid vehicle permit of offered vehicle to operate in Telangana.
 - (viii) Copy of Registration Certificate issued by NSIC, Govt. of India Enterprise

/

MSME and SSI with relevant service category having current validity in respect of those who are seeking exemption for payment of Earnest Money Deposit (Bid Security) /Turnover & experience.

(ix) PAN card of firm/ proprietor.

40. All other documents as per Terms & Conditions of GeM bid.

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.
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 [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---