

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	19-05-2025 16:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	19-05-2025 16:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	180 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Communications
<b>Department Name/विभाग का नाम</b>	Department Of Telecommunications (dot)
<b>Organisation Name/संगठन का नाम</b>	Ntiprit
<b>Office Name/कार्यालय का नाम</b>	National Telecommunications Institute Ghaziabad
<b>क्रेता ईमेल/Buyer Email</b>	ad.mm-nca@gov.in
<b>Item Category/मद केटेगरी</b>	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 1500 km x 260 hours; Outstation
<b>Contract Period/अनुबंध अवधि</b>	2 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>	26 Lakh (s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	3 Year (s)
<b>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</b>	Yes
<b>MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है</b>	Yes
<b>Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है</b>	Yes

Bid Details/बिड विवरण	
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 to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	7600000
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	152000

#### ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	26

(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 दस्तावेज़ 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/लभार्थी :**

AO CASH TEC

National Telecommunications Institute Ghaziabad, Department of Telecommunications (DOT), NTIPRIT, Ministry of Communications

(Ao Cash Tec Payable At New Delhi)

**UIN Number NCTGC2415P****MII Compliance/एमआईआई अनुपालन**

MI Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. 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. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March

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

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

**Fleet of owned vehicles with service provider, (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):**1

**Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):**1

**Minimum years (up to 5 years) of experience in related field:**3

**Geographic Presence in States:**Delhi NCR

**Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 1500 Km X 260 Hours; Outstation ( 6 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna , Volkswagen Vento , Toyota Corolla , Skoda Rapid
Usage Variant	1500 km x 260 hours
Type of Service	Outstation
Year of Vehicle Model	2022 , 2023 , 2024 , 2025
Km Travelled	Upto 1,00,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
<b>Addon(s)/एडऑन</b>	
Outstation night charges applicable	Yes

**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	Manish Kumar Sharma	201002,National Telecommunications Institute for Policy Research, Innovation and Training Admin Building, ALTTC Campus Govt of India Enclave, Ghaziabad-201002	6	<ul style="list-style-type: none"> <li>Estimated number of outstation nights per month per vehicle : 1</li> <li>Duration in Months for which service is required : 24</li> </ul>

## 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

#### **Scope of Work and Additional Terms & Conditions (ATC)**

Director General, National Communications Academy (NCA), Ghaziabad invites online bids from eligible and interested Bidder(s) for **“Monthly Basis Cab & Taxi Hiring Services”** at NCA, Ghaziabad through bidding on GeM Portal.

- EMD, if not exempted, to be deposited in form of Fixed Deposit/Demand Draft/Pay Order in favour of **AO (Cash) TEC payable at New Delhi** and details like Name of Bidder, Address of Bidder and EMD in connection with **“Monthly Basis Cab & Taxi Hiring Services”** must be mentioned at the back. The same may be deposited by registered post or in person to **ADG (A & MM), Room No 705, NCA Campus, Ghaziabad-201002** before the last participation date of the bid. The **scanned copy of the EMD is required to be uploaded on GeM portal as proof of depositing EMD. Failure to furnish EMD** (if Not Exempted) to ADG (A & MM), Room No 705, NCA, Ghaziabad -201002 before the last date/time of bid submission **will result in rejection of the bid.**
- The Service Provider/contractor should be Delhi/NCR based or should have an office in Delhi/NCR.
- The firm participating in the bid should have **at least 1 Commercial Prime Sedan type** vehicle registered in the name of the firm/service provider/contractor. Relevant proofs like RC copy, permit etc. to be submitted.
- The unused/unutilised kilometres of the monthly Km. provisions (i. e. 1500 Km per month) in the bid/contract in the particular month will be carried forward for next three months.
- Besides the normal working hours/working days, the vehicles should be made available within an hour's call.
- The vehicles shall normally be asked to report either at residences of officers in Delhi / NCR or at NCA Ghaziabad campus. Additionally, officer may ask the vehicle reporting at any place in Delhi / NCR.
- The run Km (in log book) shall be counted from pickup/reporting location to drop location only.

- viii. Besides the normal working hours on all working days, the vehicles should be made available within an hour's call.
- ix. In addition to Type of Car mentioned in the bid/contract, Service provider/ Contractor may provide SUV/MUV or other higher category of vehicles like Maruti Suzuki Ertiga, Vitara Breeza etc. at the contract rates, terms and conditions with the consent of user Officers of NCA Ghaziabad.
- x. The vehicle should be neat and clean. The service provider/contractor shall provide neat and clean white Towels in all the seats of the vehicles and it should be periodically washed every week.
- xi. Driver should be properly dressed.
- xii. The services shall be provided 24x7 basis.
- xiii. Outstation Night charges will be paid if the duty hours end between 10:30 PM and 6:00 am.
- xiv. Extra duty hour charges and Extra Km charges will be paid if exceed the monthly package limits of contract as per terms and conditions mentioned in the GeM SLAs.
- xv. Vehicles may be suspended/surrendered by giving 15 days' notice period.
- xvi. Bill Payments shall be done on calendar month basis.
- xvii. **Extension of the contract** period/quantity/value:
  - a. During the contract period, the Buyer reserves the right to extend the contract period for one year at the same contracted rates, terms and conditions
  - b. During the contract period at the contracted rates, terms and conditions, the Buyer reserves the right to increase or decrease the quantity of vehicles or contract value up to 50%. This shall also be applicable for extended period of contract, if any.
- xviii. **Documents to be submitted:**
  - a. Technical bid documents to be submitted as per Annexure-I (List of Documents). Failure to furnish any of the requested documents, certificates etc, may result in rejection of the bid
  - b. The bidders to submit the signed copy of Annexure-I also.
  - c. **Failure to furnish any of the requested documents, certificates etc, may result in rejection of the bid.**

## **ANNEXURE-I**

### **List of Documents to be supplied by bidder**

**Name of the Firm/ Company:**

Sr. No.	Qualification Criteria	Supporting Documents	Document uploaded (Yes/No/ N/A)	Remarks

<b>1</b>	<b>EMD (Except Exempted cases)</b> for the required amount as specified in the bid documents	Scanned copy as a proof of EMD.		
<b>2</b>	<b>Registration certificate</b> of relevant category, in case of Micro & Small Enterprise (MSE)/ Startup	Copy of Registration certificate of relevant category.		
<b>3</b>	Registration certificate of <b>at least 1 (one) Commercial Prime Sedan(s)</b> - registered in the name of the service provider/contractor/bidder/Firm	Copy of Registration certificate, permit etc. <b>of at least 1 (One) Commercial Prime Sedan(s)</b> - registered in the name of the service provider/ contractor /bidder /Firm		
<b>4</b>	The Service Provider/ contractor should be Delhi/NCR based or should have an office in Delhi/ NCR.	Enclose evidence in support of address like Certificate of Incorporation / GST Registration/ Telephone bill/ Electricity bill/ rent agreement etc. showing present address.		

5	<p><b>Years of Past Experience (Except Exempted cases):</b> The bidder must have successfully executed/ Completed similar Services (Taxi/Cab/Bus/Traveler etc.) over in current and the last three financial years i.e. <b>the current financial year and the last three financial years (Ending month of March prior to the bid opening)</b> to any Central / State Govt Organization / PSU / Public Listed Company:</p> <p>(i) Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost;</p> <p><b>OR</b></p> <p>(ii) Two similar Completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost;</p> <p><b>OR</b></p> <p>(iii) One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.</p>	<p>Copies of contracts / work orders and documentary evidence of successful execution / Completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.</p>		
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6	<b>Turnover (Except Exempted cases):</b> The Service provider / Bidder Should Furnish Proof of Average Annual Turn Over which should not be less than <b>Rs. 26 Lakh</b> for the last three Financial Year's i.e. 2021-22, 2022-23 & 2023-24	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 criterion.		
	(i) FY 2021-22:			
	(ii) FY 2022-23:			
	(iii) FY 2023-24:			

Date:

Signatures of bidder

or

Place:

Authorized to sign the bid

Officer authorized

Documents on behalf of the bidder

[Name of the Service provider/Bidder and seal of company]

## 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---**