

Bid Document

Bid Details	
Bid End Date/Time	22-10-2022 21:00:00
Bid Opening Date/Time	22-10-2022 21:30:00
Bid Offer Validity (From End Date)	180 (Days)
Ministry/State Name	Ministry Of Education
Department Name	Department Of Higher Education
Organisation Name	N/a
Office Name	School Of Planning And Architecture,vijayawada
Item Category	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 km x 320 hours; Local 24*7
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	20 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	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
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Estimated Bid Value	660000
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
----------	----

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	14

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Director
School of Planning and Architecture, Vijayawada., Survey No.4/4, ITI Road, Vijayawada-520008, Andhra Pradesh, India.
(School Of Planning And Architecture Vijaywada)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	No
-------------------------	----

Details of the Competent Authority for MSE

Name of Competent Authority	Prof. Dr. Ramesh Srikonda
Designation of Competent Authority	Director
Office / Department / Division of Competent Authority	School of Planning and Architecture, Vijayawada
CA Approval Number	
Competent Authority Approval Date	10-10-2022
Brief Description of the Approval Granted by Competent Authority	MSME and start-up exemption to be removed from GeM tender for hiring of a car to get experienced bidders.

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

1. 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.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one

single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. 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.

Additional Qualification/Data Required

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

Number (upto 100%) of vehicles demanded should have been provided in a single contract to a government agency in the past three years:3

Number (up to 100%) of vehicles demanded should have been provided in the past year to government agencies:3

Geographic Presence in States:The bidder should have an office in Vijayawada.

Rate Per Hour (Inclusive of GST) for Extra Usage in excess of chosen packageFor outstation night charges -the service provider will be paid a Maximum of Rs. 1000\ - per night if duty hours end between 11 pm and 6 am at an outstation location.

Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 Km X 320 Hours; Local 24*7 (1)

Technical Specifications

Specification	Values
Core	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz
Usage Variant	2000 km x 320 hours
Type of Service	Local 24*7
Year of Vehicle Model	2020 , 2021 , 2022
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Petrol
Addon(s)	
Outstation night charges applicable	Yes

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	S SAI DIWAKAR NAIK	520008,School of Planning and Architecture, Vijayawada. Survey No.4/4, ITI Road,Vijayawada-520008, Andhra Pradesh, India.	1	<ul style="list-style-type: none"> Estimated number of outstation nights per month per vehicle : 2 Duration in Months : 12

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- Declaration by the bidder that he /she has not been blacklisted by the Departments/Ministries of the Govt. of India/State Govt./PSUs in company letterhead in latest date. (Attested copy has to be submitted along with the bid documents).
- At the time of deploying manpower, the Contractor shall strictly comply with all the applicable labour laws /Acts norms including but not restricted to the age of the workers, conditions of employment and shall also ensure that a police verification and security check for all the personnel engaged Any default in complying with the same or any misrepresentation regarding compliance of the same shall entitle SPA Vijayawada to initiate appropriate civil or criminal proceedings regarding the same.
- The Contractor shall not employ any person of age below 21 years and above the age of 50 years and the persons so engaged shall be sound in health capable of performing their work as per instructions and should not be suffering from any illness, infection and disease.
- The Contractor shall issue necessary identity cards to its personnel and shall keep and maintain a complete record of all the personnel who are or who shall be assigned any work at the in pursuance of this contract.
- The firm should ensure that the drivers employed are well behaved, reasonably educated, and having communication skills in Telugu and Hindi/English, and conversant with traffic rules/regulations and city roads/routes as well as security instructions.
- The drivers must also observe all the etiquette, protocol and extend usual courtesy (like carrying office bags/files to the concerned chambers, etc.) while performing the duty.
- Contractor shall indemnify SPA Vijayawada from any liabilities arising out of the employment of the manpower.
- The personnel deployed by the Contractor shall be smartly dressed in neat and clean having Identity Card containing Photo, Name, Address & date of birth and professional valid driving license.
- The personnel engaged should be of robust physique and project an image of utmost discipline. They have to be extremely courteous with pleasant mannerism in dealing with the public/officers/VIPs. SPA Vijayawada shall have right to remove any person in case the personnel is not performing the job satisfactorily. The Contractor shall have to arrange the suitable replacement in all such cases.
- The Contactor shall bear the cost and responsibility of providing statutory labour provisions of ESI, EPF, insurance, Identity Cards, valid driving license, valid pollution token, uniform, and any other

document/equipment as required for discharge of the duty of his staff, stationery for writing duty charts and registers for records keeping as per requirements.

11. SPA Vijayawada shall not provide residential accommodation to any of the personnel/ employee of the Contractor.
12. The tenderer may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted engaged in car services, who should have required licenses issued by Regional Transport Authority (attested copy has to be attached).
13. The Contractor shall also obtain and keep in place necessary insurance policies, Mediclaim policies, group insurance schemes of adequate value to cover his personnel, employees with regard to any accidents, injury or the liability under the Employee Compensation Act.
14. No change of driver(s) will be allowed normally without the prior permission of Vehicle -In-charge or SPAV authorities.
15. The bidder should submit a performance certificate from his previous/existing employers including SPAV where he has deployed the service. The letter should clearly mention that their services are Satisfactory/Very Good. **(Mandatory)**
16. Duration of the service contract may be extended up to 1 year beyond the initial contract duration (subject to satisfactory performance and mutual consent).
17. For outstation night charges -Service provider will be paid Maximum of Rs. 1000- per night if duty hours end between 11 pm and 6 am at an outstation location.

3. **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.

4. **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.

5. **Service & Support**

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

6. **Past Project Experience**

For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
- b. Execution certificate by client with order value.
- c. Any other document in support of order execution like Third Party Inspection release note, etc.

7. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [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 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.

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.

---Thank You---