



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3617874  
Dated/दिनांक : 05-07-2023

### Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण  |  |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय  | 15-07-2023 21:00:00  |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय   | 15-07-2023 21:30:00  |
| 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 Education  |
| Department Name/विभाग का नाम   | Department Of Higher Education   |
| Organisation Name/संगठन का नाम   | N/a  |
| Office Name/कार्यालय का नाम  | School Of Planning And Architecture,vijayawada   |
| Item Category/मद केटेगरी   | Monthly Basis Cab & Taxi Hiring Services - Premium SUV; 2000 km x 320 hours; Local 24*7  |
| Contract Period/अनुबंध अवधि  | 1 Year(s)  |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 1 Year (s)   |
| Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है                          | Yes  |
| MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/  | Yes  |
| Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/                                      | Yes  |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़   | Experience Criteria,Certificate (Requested in ATC)<br>*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/बिड से रिवर्स नीलामी सक्रिय किया   | Yes  |
| RA Qualification Rule  | H1-Highest Priced Bid Elimination  |
| Type of Bid/बिड का प्रकार  | Two Packet Bid   |

**Bid Details/बिड विवरण**

|   |                             |
|---|-----------------------------|
| <b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b> | 2 Days                      |
| <b>Estimated Bid Value/अनुमानित बिड मूल्य</b>   | 780000                      |
| <b>Evaluation Method/मूल्यांकन पद्धति</b>   | Total value wise evaluation |

**EMD Detail/ईएमडी विवरण**

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

**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 & 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 :**

Director

School of Planning and Architecture, Vijayawada., Survey No.4/4, ITI Road, Vijayawada-520008, Andhra Pradesh, India.

(School Of Planning And Architecture Vijayawada)

**Splitting/विभाजन**

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

**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. 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.

4. 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 defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

5. 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.

6. 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.

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:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. 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
- v. 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**

**Minimum years (up to 5 years) of experience in related field:1**

**Geographic Presence in States:Andhra Pradesh or Telangana**

**Rate Per Hour (Inclusive of GST) for Extra Usage in excess of chosen package**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 (away from HQ)

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

#### **Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification | Values |
|---------------|--------|
| Core          |        |

| Specification                                  | Values   |
|--|--|
| Vehicle Type                                   | Premium SUV  |
| Type of car (Please select at least 3 options) | Toyota Innova , Toyota Fortuner , Toyota Innova Crysta |
| Usage Variant                                  | 2000 km x 320 hours                                    |
| Type of Service                                | Local 24*7   |
| Year of Vehicle Model                          | 2020 , 2019 , 2021 , 2022                              |
| Km Travelled                                   | Upto 50,000 Kms  |
| Air Conditioning Requirement                   | A/C  |
| Area of Operation                              | Plains   |
| Fuel Type                                      | Petrol   |
| <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 Vehicle(s) | Additional Requirement/अतिरिक्त आवश्यकता                                  |
|----------------|--|---|----------------------|---|
| 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"> <li>Duration in Months : 12</li> </ul> |

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

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. 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.

##### 3. 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.

#### 4. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

School of Planning and Architecture, Vijayawada.

payable at

Vijayawada.

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

#### 5. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

### **Monthly Basis Cab & Taxi Hiring Services - Premium SUV**

#### **Additional Terms & Conditions**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. Contractor shall indemnify SPA Vijayawada from any liabilities arising out of the employment of the manpower.
7. 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.
8. 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.
9. The Contractor 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.
10. SPA Vijayawada shall not provide residential accommodation to any of the personnel/ employee of the Contractor.
11. 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).
12. The Contractor shall also obtain and keep in place necessary insurance policies, Mediclaim policies, gr

oup insurance schemes of adequate value to cover his personnel, employees with regard to any accidents, injury or the liability under the Employee Compensation Act.

13. No change of driver(s) will be allowed normally without the prior permission of Vehicle -In-charge or SP AV authorities.
14. Duration of the service contract may be extended up to 1 year beyond the initial contract duration (subject to satisfactory performance and mutual consent).
15. 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 (away from HQ).
16. 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).

## **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. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

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.
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.

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.

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

Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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

---Thank You/धन्यवाद---