

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	07-08-2026 19:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	07-08-2026 19:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	155 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Health And Family Welfare
विभाग का नाम/Department Name	Department Of Health Research
संगठन का नाम/Organisation Name	Indian Council Of Medical Research (icmr)
कार्यालय का नाम/Office Name	Bhopal
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :director.nireh@icmr.gov.in Buyer Email id: shahed.khan@icmr.gov.in
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - Sedan; 1200 km x 208 hours; Local , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2024, 2025, 2026; Local; Plain; 80Kms x 10Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2024, 2025, 2026; Outstation; Plain; 300Kms x 10Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - SUV/MUV; 2024, 2025, 2026; Outstation; Plain; 300Kms x 10Hrs; Round Trip
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)	65 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/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 मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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
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

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	4.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).

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

लाभार्थी /Beneficiary :

Director, ICMR-NIREH, Bhopal

ICMR-National Institute for Research in Environmental Health, Bhopal Bypass Road, Bhauri, Bhopal

(Director, Icmr-nireh, Bhopal)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance

Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed 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 relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed 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 relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
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 having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Fleet of owned vehicles with service provider, (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):09

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Technical Qualification Parameters	100	75	View file	Yes

Total Minimum Passing Technical Marks: 75

Monthly Basis Cab & Taxi Hiring Services - Sedan; 1200 Km X 208 Hours; Local (5)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Sedan

विवरण/ Specification	मूल्य/ Values
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Tata Tiago
Usage Variant	1200 km x 208 hours
Type of Service	Local
Year of Vehicle Model	2024 , 2025 , 2026
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohd Shahid Khan	462030,ICMR-National Institute for Research in Environmental Health Bhopal Bypass Road Bhauri, Bhopal, M.P. 462030	5	Duration in Months for which service is required : 24

Monthly Basis Cab & Taxi Hiring Services - Sedan; 1200 Km X 208 Hours; Local (4)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Tata Tiago
Usage Variant	1200 km x 208 hours
Type of Service	Local

विवरण/ Specification	मूल्य/ Values
Year of Vehicle Model	2024 , 2025 , 2026
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परिषेती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परिषेती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Yogesh Damodar Sabde	456010,Avanti Hospital, Harifatak Bypass, Mahakal Marg, Nanakheda, Rishi Nagar,Ujjain Sawara Khedi, Ujjain-456010	4	Duration in Months for which service is required : 24

Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2024, 2025, 2026; Local; Plain; 80Kms X 10Hrs; Round Trip (100)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Model (Please select at least 3 similar options)	Maruti Suzuki Dzire , Maruti Suzuki Ertiga , Maruti Suzuki Ciaz
Year of Vehicle Model	2024 , 2025 , 2026

विवरण/ Specification	मूल्य/ Values
Type of Service	Local
Type of Terrain	Plain
Packages	80Kms x 10Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
KM Travelled	50,000-75000 kms , 25,000-50,000 kms
Fuel Type	Any
एडऑन /Addon(s)	
Outstation night charges applicable	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohd Shahid Khan	462030,ICMR-National Institute for Research in Environmental Health Bhopal Bypass Road Bhauri, Bhopal, M.P. 462030	100	Maximum No. of Vehicles required in a Day/Event : 5

Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2024, 2025, 2026; Outstation; Plain; 300Kms X 10Hrs; Round Trip (100)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
State	NA
District	NA

विवरण/ Specification	मूल्य/ Values
Zipcode	NA
Vehicle Type	Sedan
Vehicle Model (Please select at least 3 similar options)	Maruti Suzuki Dzire , Maruti Suzuki Ertiga , Maruti Suzuki Ciaz
Year of Vehicle Model	2024 , 2025 , 2026
Type of Service	Outstation
Type of Terrain	Plain
Packages	300Kms x 10Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
KM Travelled	50,000-75000 kms , 25,000-50,000 kms
Fuel Type	Any
एडऑन /Addon(s)	
Outstation night charges applicable	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohd Shahid Khan	462030,ICMR-National Institute for Research in Environmental Health Bhopal Bypass Road Bhauri, Bhopal, M.P. 462030	100	Maximum No. of Vehicles required in a Day/Event : 2

Vehicle Hiring Service - Per Vehicle-Day Basis - SUV/MUV; 2024, 2025, 2026; Outstation; Plain; 300Kms X 10Hrs; Round Trip (50)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
State	NA
District	NA
Zipcode	NA
Vehicle Type	SUV/MUV
Vehicle Model (Please select at least 3 similar options)	Mahindra Bolero
Year of Vehicle Model	2024 , 2025 , 2026
Type of Service	Outstation
Type of Terrain	Plain
Packages	300Kms x 10Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
KM Travelled	50,000-75000 kms , 25,000-50,000 kms
Fuel Type	Any
एडऑन /Addon(s)	
Outstation night charges applicable	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohd Shahid Khan	462030,ICMR-National Institute for Research in Environmental Health Bhopal Bypass Road Bhauri, Bhopal, M.P. 462030	50	Maximum No. of Vehicles required in a Day/Event : 2

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

1. **Generic**

OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. **Service & Support**

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

3. **Service & Support**

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

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. **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

Director, ICMR-NIREH, Bhopal
payable at
Bhopal

. 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.

6. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Director, ICMR-NIREH, Bhopal
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

7. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. Number of vehicles required is indicative only. Actual requirement per month/ per day will be communicated on "as & when required basis". Accordingly, the number of vehicles indicated in the tender shall not be construed as a guarantee of the minimum or fixed requirement during the contract period.

2. Payment towards extra distance and extra duty hours shall be made only in accordance with the formula prescribed in the GeM Service Level Agreement (SLA). Night halt charges have been fixed at Rs. 250/- per night. Timing of night halt shall be as per GeM SLA.

3. The period of Contract under the scope of work shall be normally for a period of two years from the date

- of award of contract. This period may be extended (as per GeM condition)/ curtailed without assigning any reason or giving prior notice.
4. The rate quoted shall be valid for a period of two years from the date of award of contract.
 5. In case of breach of any of T&C, the Competent Authority will have the right to cancel the contract without assigning any reason thereof, and nothing will be payable by this Institute in that event and the Performance Security deposit shall be encashed.
 6. The vehicle sent to the office on requisition must have all relevant documents like registration book/driving license/insurance road tax/receipt permit fee/ passenger tax/border tax/toll tax/taxi permit etc. The vehicle should be licensed and shall conform to all Government Rules and Regulations being in force from time to time.
 7. Vehicle to be provided by the Contractor should be in perfectly sound working condition and suitable for use by Senior Officers. Dirty, noisy, and not well-maintained vehicle shall be rejected and no payments shall be made for the same.
 8. The contractor must have trained drivers on their employee roll.
 9. The contractor shall be responsible for all communication with the officers. For this purpose, he should have a proper office with telephones and personnel to take the calls.
 10. Unsatisfactory or unprofessional behaviour shall result in termination of the contract. Non-adherence to the quality of service and terms and conditions mentioned herein shall result in termination of the contract immediately, with encashment of the Performance Security deposit.
 11. Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. This office shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims, which may arise under the provisions of various Acts, Governments Orders etc
 12. Contractor shall be fully responsible for theft, burglary, fire, accidents, traffic rule violations or any other unlawful acts/deeds by his staff.
 13. This office shall not be responsible for any traffic penalties, challan, loss, damage due to any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the service provider/contractor.
 14. An integrity pact should be entered by the successful bidder with NIREH.
 15. The request for the requirements of the vehicles from the competent authority nominated by the Director, ICMR-NIREH shall be considered. The request from the individual staff members shall not be considered. Communications shall be made in all respect with Competent Authority nominated by the Director, ICMR-NIREH only.
 16. The details of the vehicles and drivers allotted for the duty shall be intimated to the competent authority well in advance time.
 17. The contract shall ensure that the requested vehicle with the driver needs to be reported to the officer at the requested pick-up location well in advance time. If the vehicle requested does not report to the requested pick-up location, penalty will be imposed amounting to the cost of requested package.
 18. In case of violation of any of the terms and conditions mentioned in this tender document, competent authority reserves the right to terminate the contract immediately. In such cases, no payments (pending or future) shall be released against the original contract.
 19. The contractor will provide well-behaved drivers having knowledge of different routes, as well as repair of cars and valid driving license and also having proper uniforms and name badge.
 20. The drivers shall be exceptionally talented in navigating routes to destinations and shall know how to make good use of standard maps and the GPS.
 21. The driver needs to be polite and patient, they may have to wait for specified periods when picking or dropping officials.
 22. The trip sheet shall be maintained by the drivers. The drivers shall be responsible for proper completion of the log books including obtaining the signatures of the users.
 23. The driver should not be under the influence of any sort of drug or alcohol at the time of duty. Violations shall attract a penalty. In cases where the driver is found under influence, the contractor shall make arrangement for alternate driver immediately.
 24. The driver would also be equipped with Mobile phone.
 25. No charges will be given for lunch/tea to the driver. Driver should carry his lunch.
 26. Driver of the vehicle requisitioned by this office will report to the officer to whom the vehicle is allotted well in advance and shall always be "on-call" with vehicles deployed.
 27. The personnel engaged by the Contractor are subject to security check by the Security Staff at any time
 28. Counting of distance will be from the starting point of the user and closing at the point wherever user completes his / her travel.
 29. The tampering of meter reading, vehicle usage timings, overwriting of trip sheet, misconducts and other such acts shall be penalized heavily, including termination of the contract and forfeiting of the Performance Security Deposit.
 30. The bills shall be checked with the trip sheet and if any discrepancies are found, the payment of the bill

shall be cancelled and the contract shall be terminated with encashment of the Performance Security Deposit.

31. The rates quoted shall include all charges inclusive of fuel cost. No additional charges other than quoted will be entitled.

32. The rate of GST tax to be indicated.

33. Bidder(s) may be asked to submit an undertaking to the effect that they have not supplied the offered item(s) to any Govt./Pvt. Organization, Institution, etc. at the price lower than the price offered to ICMR-NIREH, Bhopal.

34. The rate quoted shall be valid for two years.

35. Parking charges and Toll charges shall be paid extra as per actual on production of documentary evidence.

36. The bills shall be submitted along with trip sheets / log book duly signed by the user or his representatives to this institute on completion of trip and the payment will be made towards the submitted bill. No advance payment shall be made under any circumstances.

37. The contract is solely responsible for regular servicing, maintenance and insurance renewal etc. of Vehicle. No additional charges shall be made for such activities.

38. The bidder should be registered and well established taxi operator/agency and should have a place of business in any of the States of India and also should have registered office in Bhopal.

39. All vehicles shall be equipped with an emergency medical kit and a fire extinguisher.

40. LPG cylinder shall not be used as fuel for running the vehicle in any case.

41. The bidder shall have single work order of 80% of work value (Rs. 65 Lakh) to be executed in last 3 years. OR The company shall have two work order of 60% of work value (Rs. 49 Lakh) to be executed in last 3 years. OR The company shall have two work order of 40% of work value (Rs. 32 Lakh) to be executed in last 3 years.

42. The sole jurisdiction over any matters arising in connection with any actions or proceedings arising out of or in relation to this tender and subsequent contract shall be with the Courts of Madhya Pradesh only.

43. **PAYMENT TERMS** 43.1 Payment Condition: (a) The cost of services quoted by the Service Provider shall cover all aspects of service delivery and include all the components of salary/ wages (minimum wage, insurance, PF, ESI, etc) and taxes, as applicable. (b) The Payment shall be made as per the financial quotes submitted by the Service Provider and accepted by the Buyer. 43.2 Payment Process: (a) Payment shall be made only after Submission of bill in duplicate along with duty slip and log book, non-submission of the same may lead to delay/ deduction in payment. (b) All the penalties/ fine/ interest (if applicable) shall be settled before making the payments. Service Provider shall not have any objection on the same. (c) Payment shall be made through bank transfer only, in no circumstance cash/ cheque payment shall be made. 43.3 The payment will be made directly by the ICMR-NIREH, Bhopal.

44. The quoted price should include the following: (a) Fuel costs (b) Wages to drivers as per minimum wages act and payment of wages act in force in India. (c) GST (d) Service charges (e) All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point

45. Toll Tax and parking charges (if any for outside duty) may be reimbursed to the contractor along with settlement of monthly bills on production of receipts only.

46. In the event of any break-down, servicing and repairs of vehicle, the service provider at his own costs shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract

47. No "On Government of India duty" board will be displayed on the hired vehicles.

48. After completion of work, hired vehicles will NOT be parked inside the Institute's premises. Institute holds NO responsibility if the hired vehicles are parked inside the campus after completion of work.

49. It shall be at the sole discretion of ICMR-NIREH, Bhopal to decide whether to seek clarification for submission of any missing document(s) that were not submitted along with the bid. The bidder shall have no right to claim such an opportunity as a matter of entitlement.

50. Vehicle brand for SUV/ MUV type of vehicle is Mahindra Bolero or equivalent having good ground clearance.

51. **Pre-Qualification Criteria:** (a) Bidders may note that following are submitted strictly as per the prescribed format uploaded in the Buyer Uploaded ATC documents:
 (i) Undertaking by the bidder(s)
 (ii) Proforma for declaration on court receivership/ liquidation/ blacklisted
 (iii) Bidder(s) profile
 (iv) Format of bid security declaration in lieu of EMD
 (b) In addition to above, bidders are also required to submit the following documents: (i) PAN CARD
 (ii) GST Registration Certificate (GSTIN no.)
 (iii) EPF Registration Certificate clearly indicating PF code number
 (iv) ESI Certificate
 (v) Certificate of registration under Shop and Establishment Act issued by the Competent Authority or Gumasta Registration Certificate, should be submitted as documentary evidence in support of the geographic presence of bidder in Bhopal.

(vi) For Fleet of owned Vehicles with Service Provider: Indian Union Vehicle Registration Certificate (RC) issued by the Transport Department of any State/ Union Territory, in respect of commercial vehicles owned or held under lease by the bidder, either in the name of the firm/ company or, in the case of a proprietorship or partnership firm, in the name of the proprietor/partner(s), shall be uploaded. Where the vehicle is not registered in the name of the firm/company, the bidder shall also upload a valid Power of Attorney (PoA) or other documentary evidence authorizing the use of such vehicle for execution of the contract.

52. Bidders meeting the prescribed Pre-Qualification criteria shall be considered technically responsive and shall thereafter be evaluated in accordance with the parameters specified under the Least Cost Selection (LCS) evaluation methodology. Only those bidders who obtain the minimum qualifying technical score, as prescribed in the tender document, shall be considered technically qualified, and only their financial bids shall be opened for further evaluation.

8. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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.

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।/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---