

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	16-08-2025 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	16-08-2025 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Civil Aviation
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Rgnau
वस्तु श्रेणी /Item Category	Bus Hiring Service - Regular Basis - Local; 31-33, 34-36; Non Deluxe (NDX), Semi Deluxe (SDX); 1000 Km(s)*260 Hr(s) , Monthly Basis Cab & Taxi Hiring Services - Sedan; 1500 km x 320 hours; Local , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2023; Local; Plain; 120Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2023; Outstation; Plain; 200Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - SUV/MUV; 2023; Outstation; Plain; 200Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - SUV/MUV; 2023; Local; Plain; 120Kms x 12Hrs; Round Trip
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	37 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience	Yes Complete
वर्षों के अनुभव के लिए स्टार्टअप को छूट प्राप्त है / Startup Exemption for Years Of Experience	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?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
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	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	3667000
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

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	183000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
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ईपीबीजी प्रतिशत (%) / ePBG Percentage (%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) / Duration of ePBG required (Months).	40

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी 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।/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.

(b). 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 :

Registrar

Rajiv Gandhi National Aviation University, Fursatganj, Amethi, Uttar Pradesh-229302

(Rajiv Gandhi National Aviation University)

विभाजन/Splitting

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
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.

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
04-08-2025 15:00:00	Academic Block, Rajiv Gandhi National Aviation University, Fursatganj, Amethi, Uttar Pradesh-229302

Bus Hiring Service - Regular Basis - Local; 31-33, 34-36; Non Deluxe (NDX), Semi Deluxe (SDX); 1000 Km(s)*260 Hr(s) (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Service	Local
Vehicle Seating Capacity	31-33 , 34-36
Comfort Category	Non Deluxe (NDX) , Semi Deluxe (SDX)
Usage Variant	1000 Km(s)*260 Hr(s)
Fuel Type	Diesel
Year of Vehicle Model	2023
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

परिषी/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परिषी/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Buses Required	अतिरिक्त आवश्यकता /Additional Requirement
1	K.R.Abhilash	229302,Rajiv Gandhi National Aviation University, Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh	2	N/A

Monthly Basis Cab & Taxi Hiring Services - Sedan; 1500 Km X 320 Hours; Local (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Dzire , Hyundai Xcent , Honda City , Hyundai Verna , Hyundai i20 , Maruti Suzuki Tour S
Usage Variant	1500 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2023
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Diesel
एडऑन /Addon(s)	
Outstation night charges applicable	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परिषी/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परिषी/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	K.R.Abhilash	229302,Rajiv Gandhi National Aviation University, Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh	1	<ul style="list-style-type: none"> Estimated number of outstation nights per month per vehicle : 4 Duration in Months for which service is required : 12

Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2023; Local; Plain; 120Kms X 12Hrs; Round Trip (12)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Tata Tigor , Hyundai Xcent , Honda Amaze , Maruti Dzire , Nissan Sunny , Hyundai Aura
Year of Manufacturing	2023
Type of Service	Local
Type of Terrain	Plain
Usage Variant	120Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms
Fuel Type	Diesel
एडऑन /Addon(s)	
Night Hault	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	K.R.Abhilash	229302,Rajiv Gandhi National Aviation University, Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh	12	<ul style="list-style-type: none"> Number of Night halt required within the Contract period : 4 Maximum No. of Vehicles required in a Day/Event : 3

Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2023; Outstation; Plain; 200Kms X 12Hrs; Round Trip (40)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Tata Tigor , Hyundai Xcent , Honda Amaze , Maruti Dzire , Nissan Sunny , Hyundai Aura
Year of Manufacturing	2023
Type of Service	Outstation
Type of Terrain	Plain
Usage Variant	200Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms
Fuel Type	Diesel
एडऑन /Addon(s)	
Night Halt	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परिषी/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परिषी/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	K.R.Abhilash	229302,Rajiv Gandhi National Aviation University, Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh	40	<ul style="list-style-type: none"> Number of Night halt required within the Contract period : 10 Maximum No. of Vehicles required in a Day/Event : 10

Vehicle Hiring Service - Per Vehicle-Day Basis - SUV/MUV; 2023; Outstation; Plain; 200Kms X 12Hrs; Round Trip (34)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
State	NA
District	NA
Zipcode	NA
Vehicle Type	SUV/MUV
Vehicle Brand	Toyota Fortuner , Ford Endeavour , Toyota Innova
Year of Manufacturing	2023
Type of Service	Outstation
Type of Terrain	Plain
Usage Variant	200Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms
Fuel Type	Diesel
एडऑन /Addon(s)	
Night Halt	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परिषी/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परिषी/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	K.R.Abhilash	229302,Rajiv Gandhi National Aviation University, Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh	34	<ul style="list-style-type: none"> Number of Night halt required within the Contract period : 4 Maximum No. of Vehicles required in a Day/Event : 8

Vehicle Hiring Service - Per Vehicle-Day Basis - SUV/MUV; 2023; Local; Plain; 120Kms X 12Hrs; Round Trip (4)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
State	NA
District	NA
Zipcode	NA
Vehicle Type	SUV/MUV
Vehicle Brand	Toyota Fortuner , Ford Endeavour , Toyota Innova
Year of Manufacturing	2023
Type of Service	Local
Type of Terrain	Plain
Usage Variant	120Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms
Fuel Type	Diesel
एडऑन /Addon(s)	
Night Halt	Yes

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	K.R.Abhilash	229302,Rajiv Gandhi National Aviation University, Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh	4	<ul style="list-style-type: none">• Number of Night halt required within the Contract period : 4• Maximum No. of Vehicles required in a Day/Event : 1

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

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

2. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Rajiv Gandhi National Aviation University
payable at
Fursatganj, Amethi, Uttar Pradesh-229302

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

Rajiv Gandhi National Aviation University
. 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 EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

4. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Rajiv Gandhi National Aviation University
Account No.
38219420879
IFSC Code
SBIN0011487
Bank Name

State Bank of India
Branch address
Fursatganj, Amethi, Uttar Pradesh-229302

. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

5. **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.

6. **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.

7. **Service & Support**

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

8. **Service & Support**

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

9. **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

Rajiv Gandhi National Aviation University
payable at
Fursatganj, Amethi, Uttar Pradesh-229302

. 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.

10. **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

Rajiv Gandhi National Aviation University
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.

11. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Rajiv Gandhi National Aviation University
Account No.
38219420879
IFSC Code
SBIN0011487
Bank Name
State Bank of India

Branch address

Fursatganj, Amethi, Uttar Pradesh

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

12. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. Eligibility Criteria:

1. The firm should have registered with the statutory authority as prescribed in law.
2. The firm should have minimum financial turnover in last three years (2022-23, 2023-24 and 2024-25) for providing vehicle services as below:

One similar completed work costing Rs. 29.33 lakhs

OR

Two similar completed work costing Rs. 18.33 lakhs

OR

Three similar completed work costing Rs. 14.66 lakhs

3. Firm should attach last three years income tax returns along with bid.
4. The firm should have exposure of providing vehicles for daily routine work of at least 2 years with single Government/Semi Government agency. The firm should provide a certificate of satisfactory completion of work.
5. The firm should have at least (1) four wheelers' vehicles and 1 semi-deluxe bus registered under firm/owner's name.
6. 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.

2. Terms of Contract

1. The vehicle should comply with emission standards laid down by competent authority and statutes. The vehicle should comply with all pollution control regulations and norms.
2. It will be the responsibility of the Bidder to provide well-dressed (White Uniform) driver with a valid license, with clear antecedent and mobile phone in working condition. The drivers must carry valid driving license while on duty.
3. The Bidder will have to replace the driver or/and vehicle, if RGNAU is not satisfied with the service of the driver or the vehicle, as the case may be.
4. The Bidder will have to make prompt arrangement for alternative vehicle in case the engaged vehicle goes out of order or breakdown.
5. In actual operation there is no objection to deployment of vehicles as stop-gap at no extra cost to RGNAU in case of any breakdown of existing vehicle, being used by RGNAU.
6. No private registered vehicle should be included and the same will not be allowed to use after award of contract.
7. The Bidder should have proper office with minimum one Telephone (LL) / Fax so that can be contacted at any time. The Bidder should give their own and residential telephone number/ contact person(s) name in the tender document.
8. The Bidder must provide one Mobile phone number of the service provider in case of any emergency need of RGNAU.

9. In case of injury or loss of life to Staff/Officers while traveling in vehicle on contract, bidder shall make arrangements to pay suitable compensation in accordance with law for the time being in force to each and every one of our affected staff or their heirs depending upon the merits of each individual case. Insurance claim settlement shall be time bound and the sole responsibility of the bidder. In case of any third-party claim against RGNAU for any act of the employees of the bidder, the bidder shall act as guarantor and indemnify RGNAU to the extent of all claims and expenses.
10. In case of accident, when need arises, the bidder will provide other vehicle within half an hour.
11. This contract is initially for a period of ONE year and may be extended for similar or lesser periods subject to maximum tenure of three years at the sole discretion of RGNAU on the same terms and conditions based on satisfactory performance of Bidder.
12. Actual parking charges, toll taxes/inter-state taxes for journeys will be reimbursed on production of the actual bill/receipt along with the hiring charges bill.
13. Time and kilometer will be calculated from actual reporting point to the desired destination (not from garage to garage).
14. In general, the agency has to supply vehicle for all the days as per schedule given by RGNAU. However, RGNAU has all right to use vehicle, if needed on any other day and for any time and duration required.
15. RGNAU can use the vehicle for traveling across the State. During outside destination, arrangement of accommodation of driver, food, parking of vehicles will be arranged by the agency and Rs. 300/- will be given as night halt charge by RGNAU.
16. No permission will be granted to use vehicle deployed at RGNAU for other than work of RGNAU.
17. The drivers shall not be treated as employees of RGNAU under any circumstances. The Bidder shall ensure that all statutory obligations, if any, with respect to the employees are fully complied at bidder's cost.
18. The bidder has to pay the prevailing minimum wages as fixed by the Labour department Government of Uttar Pradesh to all the staff deputed by the bidder. No responsibility related to this lies on this Institute. Moreover, contractor has to follow the laws of Indian Government/Uttar Pradesh Government.
19. The vehicles to be supplied always be in excellent condition mechanically as well as getup wise i.e. outer look / upholstery etc. should be decent looking and well maintained.
20. It will be sole responsibility of the driver of the deployed vehicles to maintain the log books of the individual vehicles along with the proper signature of the designated authority.
21. The drivers of the vehicle shall obtain signature of the user on the duty slip, immediately after every duty is performed.
22. The bidder shall be solely responsible for full compliance with the provisions of the "Sexual Harassments of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment is received against the drivers, deputed by the bidder, the complaint will be referred to the appropriate Committee constituted under the said act. The bidder shall be responsible for educating its employees about prevention of sexual harassment.
23. The bidder must provide police verification certificate for all the drivers deployed at RGNAU.
24. The bidder shall maintain the copies of updated records of all the drivers after verification of originals such as photograph of driver, driving license, present home address, self-attested copies of the ID proof / address proof of the drivers and contract details / address of the family members.
25. RGNAU at its sole discretion, stop the services of any or all vehicles deployed by agency with prior intimation (24 hour in advance) and accordingly payment shall be deducted on prorata basis.
26. In case of breach of any traffic rule by the Driver while on duty and any fine, legal procedure followed by the Police regarding same, all the responsibilities lies with the Bidder. In such event, bidder shall have to arrange for alternate vehicle immediately.
27. The vehicles deployed in the University must have adequate amount of fuel in the fuel tank.
28. The vehicles deployed in the University shall be equipped with fire systems, first aid kits.

29. The driver deployed by the agency should have minimum educational qualifications (10th Pass) and should possess valid driving license
30. The bidder shall display RGNAU placard to received RGNAU staff / guests / user / traveler / officials from the Airport / Railway Station.
31. The bidder shall assign a supervisor who shall be responsible for immediate interaction with RGNAU so that optimal services could be availed without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays / Sundays also for satisfying RGNAU vehicle requirement.
32. The decision of the RGNAU in regard to interpretation of the terms and conditions shall be final and binding on the bidder.

3. General Conditions

1. RGNAU is neither responsible nor liable to pay any compensation for injury/death caused to the bidder's operating staff in the event of any accident on duty. The bidder will make his own arrangements to meet such eventualities as per the existing Government rules/regulations.
2. The Bidder shall comply all the laws, rules, regulations applicable to him in respect of his staff and any breach thereof shall render the contract liable to cancellation. The Bidder shall be solely responsible to comply with all the provisions of Motor Vehicles Act and all other laws, rules, guidelines, etc. as applicable from time to time in respect of plying of vehicles.
3. The rate quoted by the service provider shall be inclusive of operational maintenance, fuel, oil, wages, insurance taxes, levies and other charges as may be levied by the Government, Local Bodies and other agencies and the incidentals.
4. Goods & Service Tax (GST) will be applicable as per GST norms.
5. RGNAU will deduct the statutory tax, penalties, if applicable etc. from each bill from time to time.
6. Any litigation will be subject to the jurisdiction of the appropriate court at Uttar Pradesh only.
7. Failure by the Bidder to comply with any statutory requirements and terms and conditions of this Tender during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender by RGNAU. In such a case, the security deposit will also be forfeited.
8. The terms and conditions of the tender is bounded to the Bidder and RGNAU.
9. If the service provided by the Bidder is not found to be satisfactory as per Terms and Conditions of the contract RGNAU reserves the right to terminate the contract without assigning any reason.
10. Duty slip having signature of competent authority must be submitted along with the bill for each trip otherwise the bill will not be sanctioned.
11. The rates will be decided by the competent authority of RGNAU, whenever there is any increase or decrease in fuel prices during contract period.
12. RGNAU shall have absolute right to accept any tender or to reject all the tenders without assigning any reason. This also includes to accept or to reject a tender of the lowest rates.
13. If the firm is blacklisted by Central Government or State Government or any other Government body then its submitted tender will be rejected.

4. Penalty

1. Penalty will be imposed @ 1.0 % of the value of bill per trip for delayed reporting on duties subject to maximum of 10% of the bill value.
2. In case the firm fails to provide vehicles as contracted on a particular day, the vehicles will be hired by the RGNAU from any other source and the difference between the rate of the firms accepted by the RGNAU and the rate on which the vehicle is hired will be recovered /adjusted from the bills of the firm due for

r payment by the RGNAU. Further penalty of Rs. 5000/- shall be levied for each such default.

3. Penalty will be imposed @ Rs. 500/- per occasion for (a) driver not in proper dress

(b) no possession of requisite documents – RC Book, Insurance Policy, PUC etc. (c) no cleanliness of vehicle (d) non maintenance of log book on daily basis.

4. Non-submission of bill by 10th day of every month will attract a penalty of Rs. 5000/- per monthly bill.

5. Any amount outstanding for any reason from the agency shall be recovered from the amount of the bill pending bills and the security deposit. If even after this recovery, any amount of recovery is pending interest at the rate of 12% per annum shall be recovered on it and the agency shall be fully responsible for that. If the RGNAU is compelled to resort to any legal proceedings in this respect, the expenditure incurred by the RGNAU for the legal proceedings shall be recovered from the agency. If conditions of these tenders are violated, the RGNAU can forfeit full amount of this security deposit or some of its portion as fine or for recovery of loss on account of any dues of the tender without prejudice to its right to take any other legal action (including cancellation of the tender). The agency shall have to remit the forfeited amount forthwith. After the sanction of the tender if the Bidder fails to deposit the amount of the Security Deposit within the prescribed time limit, the amount of the Tender Deposit shall be forfeited and any additional expenditure that may have to be incurred due to such failure, shall be recovered from the agency and the agency shall be disqualified for any future work. Any amount outstanding from the agency for any reason shall be recovered from his pending bills and the amount of the security deposit.

6. The following documents are required to be submitted along with list of vehicles which will be supplied to RGNAU at least 3 days before the actual date of supply of vehicles for as specified by RGNAU.

- R.C. Book (currently renewed from the registering authority)
- Taxi permit (stating its number and validity period)
- Vehicle full insurance (including passenger insurance, stating police no. amount and Validity period)
- Details of Paid R.T.O. Tax
- Valid P.U.C. Certificate
- Fast Tag

5. Payment conditions

1. Payment will be made in Indian rupees only.

2. The final bill will be paid within 14 days of the submission of the bill by the agency with all necessary documents. If the agency expects the amount of the bill by demand draft, the payment will be made after deducting the bank commission.

3. Goods & Service tax (GST) will be paid as applicable.

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अस्वीकरण/Disclaimer

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 [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---