



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5593189
Dated/दिनांक : 22-11-2024

Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण | |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय | 13-12-2024 19:00:00 |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय | 13-12-2024 19:30:00 |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से) | 155 (Days) |
| Ministry/State Name/मंत्रालय/राज्य का नाम | Ministry Of Health And Family Welfare |
| Department Name/विभाग का नाम | Department Of Health Research |
| Organisation Name/संगठन का नाम | Indian Council Of Medical Research (icmr) |
| Office Name/कार्यालय का नाम | Indian Council Of Medical Research |
| Item Category/मद केटेगरी | Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 km x 320 hours; Local |
| Contract Period/अनुबंध अवधि | 2 Year(s) |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) | 56 Lakh (s) |
| MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है | Yes |
| Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है | Yes |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़ | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Do you want to show documents uploaded by bidders to all bidders participated in bid?/ | No |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया | No |
| Type of Bid/बिड का प्रकार | Two Packet Bid |

Bid Details/बिड विवरण

| | |
|---|-----------------------------|
| Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय | 2 Days |
| Evaluation Method/मूल्यांकन पद्धति | Total value wise evaluation |
| Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है | Yes |

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). | 26 |

(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 General, ICMR
Indian Council of Medical Research, Department of Health Research, Indian Council of Medical Research (ICMR),
Ministry of Health and Family Welfare
(Director General, Icmr)

MII Compliance/एमआईआई अनुपालन

| | |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | 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. 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. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Fleet of owned vehicles with service provider, (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):14

Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):14

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

Number (upto 100%) of vehicles demanded should have been provided in a single contract to a government agency in the past three years:14

Number (up to 100%) of vehicles demanded should have been provided in the past 1 year to government agencies:14

Geographic Presence in States:Delhi, NCR

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

| Parameter Name | Max Marks | Cutoff Marks | Qualification Methodology Document |
|------------------------------------|-----------|--------------|------------------------------------|
| Technical Qualification Parameters | 100 | 75 | View File |

Total Minimum Qualifying Marks for Technical Score: 75

QCBS Weightage(Technical:Financial):30:70

Presentation Venue:To be conducted through VC. Schedule will be inform through email. Kindly refer QCBS Qualification Methodology Document.

Pre Bid Detail(s)

| Pre-Bid Date and Time | Pre-Bid Venue |
|-----------------------|--|
| 04-12-2024 11:00:00 | Meeting will be conduct through VC. Interested bidders may join the meeting through the following link: https://echo.zoom.us/j/86157673321 The bidders who are interested to participate in the pre-bid meeting are requested to send an e-mail request for the same with their details at "cpcicmr@gmail.com" along with their queries, if any, on or before 03.12.2024, 11:00 AM. |

Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 Km X 320 Hours;

Local (14)**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification | Values |
|--|---|
| Core | |
| Vehicle Type | Premium Sedan |
| Type of car (Please select at least 3 options) | Maruti Suzuki Ciaz , Honda City , Volkswagen Vento , Toyota Corolla |
| Usage Variant | 2500 km x 320 hours |
| Type of Service | Local |
| Year of Vehicle Model | 2023 |
| Km Travelled | Upto 15000 Kms |
| Air Conditioning Requirement | A/C |
| Area of Operation | Plains |
| Fuel Type | Any |
| Addon(s)/एडऑन | |

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 | Aneesh Vyas | 110029,INDIAN COUNCIL OF MEDICAL RESEARCH V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI | 14 | <ul style="list-style-type: none">Duration in Months : 24 |

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

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

3. **Service & Support**

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

4. **Service & Support**

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

5. **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.

6. **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 General, ICMR
payable at
New Delhi

. 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.

7. **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 General, ICMR
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.

8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. Vehicle should be of Taxi type (commercial). No private vehicle is allowed.
2. The drivers of the vehicles must possess a valid commercial driver license and must have a minimum 5 years of driving experience. Driver deployed should be atleast matriculate.
3. No. of Vehicles required: 14 No.
4. Vehicle Type: Premium Sedan/ Sedan.
5. Brand of Car: Maruti Suzuki Ciaz, Honda City, Volkswagen Vento, Toyota Corolla, Maruti Dzire, Honda Amaze, Tata Tigor, Hyundai Xcent, Ford Aspire.
6. Usage Variant: 2500 km x 320 hours
7. Type of Service: Local/Delhi NCR

7. Type of Service: Local/ Delhi NCR

8. Year of Vehicle Model: 2023 or latest

9. Km travelled: Upto 15,000 km

10. Year of Vehicle Model: 2023 or latest

11. The rate of each vehicle should be quoted for 2500 km and 320 hours per month. No daily limit.

12. Vehicle will be hired from 08:00 AM to 08:00 PM.

13. Fuel of vehicle will be Petrol/ CNG/ Electrical. However, preference will be given to electrical vehicle.

14. No additional charges will be paid for Air Conditioner.

15. The vehicle should be in good working condition, hygienically cleaned, sanitized and well maintained all the times. For this purpose, soothing car perfume may be used. The vehicle should always have RTO related documents including RC, PUC, Insurance, Fitness, permit etc.

16. The original Registration Book as well as the Certificate of Comprehensive Insurance, Driver's License and/or any other document as may be required shall be produced at the time of inspection of Vehicle hired on monthly basis. ICMR reserves the right to check all these documents as and when required.

17. All necessary tool kit and stepney, safety equipments, etc. should always be available in good condition in the Vehicles to cater for any exigency en-route.

18. The Contractor/ Driver shall ensure that the Vehicle is always having sufficient fuel and fastag amount.

19. The contract will initially be valid for 2 year to be extended further up to 6 months on same terms and conditions based on satisfactory performance. Contract can be foreclosed by giving one month advance notice at any point of time; as per requirement of ICMR.

20. The bidder should submit only one bid in the tender process. Bidder submitting more than one bid i.e. 02 bidders having controlling partners in common will result in the disqualification of all the concerned bidders.

21. The agency should not have been declared on court receivership/ liquidation/ blacklisted/ banned/ debarred by any Central/ State Govt Organization/ PSU. An affidavit on Rs. 100/- non judicial stamp paper (as per Annexure B of the Buyer Uploaded ATC document) notarized after the date of tender publication shall be furnished by the applicant. In case a bidder is put on holiday/ Black listed after opening of technical bid, then bid of such bidders will be ignored & will not be further evaluated. The bidder will not be considered for issue of order even if the party is the lowest (L1). In such situation next lowest shall be considered as L1.

22. Bidder to note that there shall be no requirement of paying EMD against this tender. However, all bidders shall be required to mandatorily submit the Bid Security declaration in lieu of EMD as per the format attached. (Annexure D) of Buyer Uploaded ATC document)

The requirement of submission of Bid Security declaration shall also be applicable on bidders who are exempted from payment of EMD (MSME and Startups)

23. The successful bidder shall furnish the performance security for an amount equal to 5% of bid amount within 20 calendar days from the date of award of the contract. The bidder has to extend the validity of the PBG upto the extended period also at his own cost.

24. Prospective bidders to please note carefully the schedule for Pre-Bid meeting since all the clarifications, if any, with regard to Technical/ Commercial conditions shall be given therein. Bidders are advised to ensure that their queries must reach by e-mail as specified in the tender at least 24 hours in advance for this purpose. Bidders may also note that after the pre-bid meeting, no further queries shall be entertained.

25. Any Addendum/ Corrigendum/ Bid End Date Extension in respect of the tender shall be issued on GeM portal and ICMR website only.

26. 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 New Delhi only.

27. Bidders may note that the following are attached separately and uploaded in the Buyer Uploaded ATC documents that are mandatory to be submitted at the bid stage strictly as per the prescribed format:

- (a) Undertaking by the bidder(s)
- (b) Proforma for declaration on court receivership/ liquidation/ blacklisted
- (c) Bidder(s) profile
- (d) Format of bid security declaration from bidders in lieu of EMD

28. In addition to above, bidders are also required to submit the following documents:

- (a) PAN CARD
- (b) GST Registration Certificate (GSTIN no.)
- (c) EPF Registration Certificate clearly indicating PF code number
- (d) ESI Certificate
- (e) Copies of original registration certificate documents defining the constitution or legal status, place of registration and principal place of business
- (f) Certificate of registration under Shop and Establishment Act issued by the competent authority, should be submitted as documentary evidence in support of the geographical presence of bidder in Delhi, NCR.
- (g) For Minimum Average Annual Turnover of the bidder (For 3 Years): 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
- (h) For Years of Past Experience required for same/similar service: Copies of relevant contracts/ orders for providing similar type of services to any Central/ State Govt Organization/ PSU and documentary evidence of successful execution/ completion in support of Past Experience of Similar Services during each of the financial year.
- (i) For Fleet of owned Vehicles with Service Provider: Indian Union Vehicle Registration Certificate issued by Transport Department GNCT of Delhi/ other State in the name of firm. In case vehicle is not registered in the name of the firm, suitable POA (Power of Attorney) shall also be uploaded by the bidder.
- (j) For Drivers in Payroll: Latest EPF & ESIC contribution receipt.

29. Following bidder(s) will be exempted from the criteria of Minimum Average Annual Turnover and Years of Past Experience:

- (a) Micro and Small Enterprises who are Service Provider (Major Activity as Services) of the Primary Service Category and whose credentials are validated online through Udyam Registration/ Udyog Aadhaar website.
- (b) Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP).

30. Services of the bidder shall be reviewed after a period of 01 year of the contract. Service will be continued for the next 01 year of the contract only in case of satisfactory performance of the bidder.

31. The successful bidder shall be responsible for all injury and accident to persons employed by him while on duty. It shall be the sole responsibility of the agency to take care of financial and legal implications arising out of any injury, accidents or miss-happening to its workers employed for ICMR work. The agency shall indemnify ICMR to all such financial and legal implications.

32. All the drivers need to come in uniform.

33. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect. Driver must be provided a working mobile phone and contact number be provided to user department.

34. The bidder shall have single Work Order of 80% of work value (Rs. 1.12 Cr) to be executed in last 3 years. OR The bidder shall have two Work Order of 60% of work value (Rs. 84 Lakh) to be executed in last 3 years. OR The bidder shall have three Work Order of 40% of work value (Rs. 56 Lakh) to be executed in last three years.

35. PAYMENT TERMS

35.1 Payment Condition: (a) The cost of services quoted by the Service Provider shall be 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.

35.2 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.

35.3 The payment will be made directly by the ICMR Hqrs.

36. The quoted price should include the following:

(a) Fuel cost including of lubricants, spares, etc

(b) Wages to drivers as per Minimum wage of Govt. of NCT of Delhi. Kindly note that revision in Basic and V DA notified by the Govt. of NCT of Delhi from time to time during the contract period shall apply to the manpower and same shall have to be borne by the bidder.

(c) GST

(d) Service charges

(e) Routine maintenance, repair, check-ups, etc

(f) All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point

37. 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.

38. In case of any breakdown of the vehicle, the owner has to arrange a substitute vehicle within one hour. Similarly, in the event of non availability of driver due to sickness or any reason substitute driver will be provided for the vehicle immediately otherwise similar penalty will be levied. In the event of not providing vehicle, a similar vehicle may be hired from the market and expenditure for the same shall be deducted from the payable amount to vendor.

39. The bidder shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965, The Minimum Wages Act, 1948, Employer's Liability Act, 1938, and/ or any other Rules/regulations and / or statutes that may be applicable.

40. Conditions mentioned in Buyer Added Bid Specific ATC shall prevail over Additional Qualification/ Data Required/ Bid Details/ Technical Specifications/ GTC/ SLA.

9. Buyer Added Bid Specific ATC

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

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.

2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

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 कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---