



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/4035408  
Dated/दिनांक : 07-10-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	19-10-2023 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	19-10-2023 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Economic Affairs
Organisation Name/संगठन का नाम	Security Printing And Minting Corporation Of India Limited (spmci)
Office Name/कार्यालय का नाम	Janpath
Item Category/मद केटेगरी	Monthly Basis Cab & Taxi Hiring Services - Premium SUV; 1500 Km X 400 Hours; Local
Contract Period/अनुबंध अवधि	1 Year(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	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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

**Bid Details/बिड विवरण**

<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes
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**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	25000

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	10.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

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

(b). 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 :**

Chief General Manager  
India Government Mint, Kolkata, West Bengal, Pin 700053  
(Chief General Manager)

**Splitting/विभाजन**

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

**MII Compliance/एमआईआई अनुपालन**

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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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. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.  
[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.
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**

**Scope of Work:**[1696327547.pdf](#)

**Monthly Basis Cab & Taxi Hiring Services - Premium SUV; 1500 Km X 400 Hours; Local ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Vehicle Type	Premium SUV
Type of car (Please select at least 3 options)	Toyota Innova Crysta
Usage Variant	1500 Km X 400 Hours
Type of Service	Local
Year of Vehicle Model	2021 , 2022
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
<b>Addon(s)/एडऑन</b>	

**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	Pravin Kumar	700053,India Govt Mint, Alipore Kolkata , West Bengal	1	<ul style="list-style-type: none"><li>Duration in Months : 12</li></ul>

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

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

**2. 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.

**3. Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

**4. Forms of EMD and PBG**

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

S P M Corporation of India Limited  
payable at  
Kolkata

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.

**5. 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 (Name of the Buyer). 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

**6. Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

S P M Corporation of India Limited  
payable at  
Kolkata

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

#### **7. 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

S P M Corporation of India Limited  
payable at  
Kolkata

. 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.

#### **8. 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

S P M Corporation of India Limited  
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.

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

Buyer Added text based ATC clauses

##### **1. Terms and Conditions:**

Guidelines of SPMCIL Procurement Manual Version 2.0 will be applicable to this bid at any stage to avoid any conflict at later stage. Kindly refer GIT and GCC of SPMCIL Procurement Manual Version 2.0 for additional terms and conditions as per the links given below:

General Instruction to Tenderer (GIT): <https://spmcil.com/uploaddocument/GIT/new.pdf>

General Conditions of Contract (GCC): <https://spmcil.com/uploaddocument/GCC/new.pdf>

##### **2. Delivery Period:**

The work to be started by Fifteen (15) days or earlier from the date of issue of Contract. Total service to be provided for Twelve (12) months.

##### **3. Terms and Mode of Payments:**

Payment will be made on monthly basis after submission of bills along with following documents a) Bills, b) Log Books with time and kilometre certified by the concerned official/executive.

##### **4. Quantum of LD:**

If the supplier fails to perform the services within the time frame(s) incorporated in the contract, India Govt. Mint, Kolkata shall, without prejudice to other rights and remedies available to India Govt. Mint, Kolkata under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed services' contract price(s).

**5.** The total cost inclusive of all as cited above on FOR India Govt. Mint, Kolkata (W.B) basis should be indic

ated clearly both in words and figures in the price bid.

**6.** Documentary evidence to be submitted towards PAN & GST Registration Certificate.

**7.** Participating Bidder must submit sealed and signed copy of entire GeM bid document including the Scope of Work. Also the participating bidder must submit sealed & signed Annexure I in their letter head & checklist attached under Scope of Work.

**8.** All the supporting documents submitted along with this bid should be signed and sealed by the authorized signatory of the firm mandatorily. The bid document shall not contain any erasure or overwriting, except as necessary to correct any error made by the tenderer and, if there is any such correction; the same shall be initialled by the person(s) signing the tender.

**9.** The supplier has to provide GeM invoice during submission of bill for payment.

#### **10. Price Schedule:**

The rate on GeM portal (in the column for quoting hiring charges) shall be quoted for rental charges for above mentioned vehicle on monthly basis in total for Twelve (12) months (including fuel, driver charges, air conditioning, GST etc.) to evaluate the lowest bid for hiring of the vehicle. Rates offered shall be inclusive of all expenses i.e. fuel, taxes, maintenance, repair, servicing, pollution check etc. on monthly basis.

While quoting the price through GeM portal, the detailed price breakup along with GST percentage must be mentioned and attached as pdf in the document attachment option of price bid mandatorily. Do not upload financial documents related to financial standings like audited balance sheets in the document attachment field of price bid, attach only the detailed price breakup of the quotation as mentioned above. Detailed price breakup of the quotation must be in the format as attached in the end of this bid document.

Price to be mentioned only in price bid not in Techno commercial bid or any other place. If it is mentioned any other part other than price bid, the offer will be rejected.

#### **11. Qualification/Eligibility Criteria**

**A. EXPERIENCE & PAST PERFORMANCE :** The bidder should have experience of having successfully completed similar kind of services for the value at least Rs.5.04 Lakhs, in any one of the last five years ending on 31.03.2023.

##### **Note:**

**(i) Similar Kind of Services Means:** Service with such vehicle provided in Public Sector Offices, Famous Educational Institutions, Renowned Corporate Sectors etc.

(ii) In support of Experience & Past Performance copy of supply/ work order; respective completion certificate and contact details of clients to be enclosed along with the tender.

(iii) All copy of supply/ work order; respective completion certificate and contact details of clients: in support of experience, past performance should be authenticated by the by the person authorized to sign the tender on behalf of the bidder.

**B. CAPABILITY -** The bidder must have capability to provide the relevant service.

##### **Note:**

(i) Supporting documents in respect of Capability to be submitted.

(ii) For verifying the capability/capacity, IGM, Kolkata reserves the right to depute its authorised representatives at the worksites of the bidder. In the event, the firm is found not having capability/capacity, their offer is liable to be rejected.

#### **C. FINANCIAL STANDING :**

i) The average annual financial turnover of the bidder during the last three years, ending on 31.03.2023, should be at least Rs.5.04 Lakhs as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant in India.

ii) The bidder should not have suffered any financial loss for more than one year during the last three years, ending on 31.03.2023.



hen, unless otherwise provided in the SCC, either India Government Mint, Kolkata or the supplier may seek recourse to settlement of disputes through arbitration act 33.2. Disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within Kolkata only.

**19. Risk Purchase Clause :**

(a) If the supplier after submission of tender and due acceptance of the same, i.e. after notification of award of contract fails to abide by the terms and conditions of these tender documents, or fails to supply the deliverables as per delivery schedule given or at any time repudiates the contract, the purchaser shall have the right to:

(i) Invoke the Security-cum-Performance Guarantee if deposited by the supplier and procure stores from other agencies at the risk and consequence of the supplier. The cost difference between the alternative arrangement and supplier tendered value will be recovered from the supplier.

(b) Supplier has to abide by all the terms and conditions of tender.

(c) In case of procurement through alternative sources and if procurement price is lower, no benefit on this account will be passed on to the supplier.

**20. Quality Control Requirements:**

Quality of Services : Free from all technical defects, in compliance with our Technical Specification.

i) Service supplied not in conformity with tender specification will be treated as service not supplied at all and supplier shall take supplied service not conforming to order specification back within 15 days. Service shall be delivered by the supplier in accordance with the terms and conditions specified in the contract failing which expenses of keeping goods at purchaser's premises may be levied on supplier.

ii) Delivery date will be calculated from the date services are received in acceptable quality in accordance with technical specification.

**21.** All safety and security of the workmen is the sole responsibility of the awarded firm itself and in case of any unwanted incidents India Government Mint, Kolkata authorities would not be liable under any circumstances.

**22. Disclaimer :**

The issue of this Bid Document does not imply that the Purchaser is bound to select Bidder(s) and the Purchaser reserves the right to reject all or any of the Bidders or Bids or to decide to drop the procurement process at any stage without assigning any reason.

**23. The bidder has to submit documents as per following Check list as given below along with the Technical bid documents without fail for evaluation of this tender:**

1	Entire Tender Document duly Sealed & Signed on every page including scope of work & Corrigendum/Addendum issued if any, as an acceptance of all terms & conditions of the tender
2	Submitted the documents as per Qualification / Eligibility criteria as per Clause 11 of awarded bid specific ATC  (i) Proof of Experience  (ii) Proof of Capability  (iii) Financial data
3	Documentary evidence towards PAN & GST Registration Certificate
4	Sealed & Signed Declaration (Annexure -I attached in technical specification)
5	Proof of EMD(scanned copy) as applicable or any exemption certificate



6

Documentary/undertaking against Make in India Status i.e. being a Class I/ Class II supplier with details of percentage

**\*FOR ANY OTHER QUERIES, FIRMS MAY CONTACT IN THE BELOW DETAILS:**

**Ph. No. 033 - 2401 4132,33,34,35, (Extension 336/ 319/ 326);**

**Email: [purchase.igmk@spmcil.com](mailto:purchase.igmk@spmcil.com)**

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

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

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

---Thank You/धन्यवाद---

# **HIRING OF ONE NUMBER OF INNOVA CRYSTA FOR CGM (TC&M) FOR A PERIOD OF 12 MONTHS**

## **Scope of work :**

1. 26 days of working per month.
2. Daily duty -10hrs (9am-7pm tentatively), Service Mint to Mint, not from Garage to Garage i.e. Billing will start from and end from IGM, Kolkata premises. Monthly package shall be treated as 1500 Kms and 400 hrs. of duty in a month.
3. The payment for extra mileage and extra duty hours will be done on pro-rata basis calculated on basic package rate as under (Extra per km charges shall apply after completion of 1500 kms in a month and extra hour charges shall apply after completion of 400 hrs in a month ):

**Extra per km charges** - Monthly package cost divided by no. of kms in monthly package multiplied by factor 0.3

**Extra hour charges** - Monthly package cost divided by no. of hours in monthly package multiplied by factor 0.4

**4. Sunday/Holiday working charges:** If the vehicle is used for more than 26 days in a particular month, then the charges for Sunday/Holiday use (which causes excess of working days i.e. exceeds 26 days in that particular month) shall be paid on pro-rata basis for the day(s) of use of vehicle. For calculating rate for one day, the monthly charges quoted by the bidder shall be divided by 26 days.

5. The parking charges /toll tax, wherever applicable shall be reimbursed by IGM Kolkata at actual subject to submission of proof of payment to relevant authorities by the service provider along with monthly bill.

6. The rate on GeM portal (in the column for quoting hiring charges) shall be quoted for rental charges for above mentioned vehicle on monthly basis in total for Twelve (12) months (including fuel, driver charges, air conditioning, GST etc.) to evaluate the

lowest bid for hiring of the vehicle. Rates offered shall be inclusive of all expenses i.e. fuel, taxes, maintenance, repair, servicing, pollution check etc. on monthly basis.

**7. Validity of rates:** Once the contract is entered, the rates quoted by the firm shall remain firm for the entire contract duration & will not vary on any account what so ever is the reason.

**8. Period of Contract:** One year (12 Months)

**9.** The tender shall be initially for One (1) year which could be extended for another Three (3) months (under option clause) at the same rate & terms conditions depending upon satisfactory services. The conditions mentioned in the tender under Option Clause shall be applicable for exercise of this condition.

**10.** The vehicles should be in good working condition, and the registration of vehicle should not be earlier than 01st January 2021 (copies of RC has to be provided before providing vehicles).

**11.** Vehicles will be used in and around Kolkata. Driver must be conversant with Kolkata and nearby routes. Vehicle shall be in good condition with comfortable seats with regular cleaning.

**12.** The vehicles provided should be authorized to be used as taxis and should have proper permission of the areas to be travelled.

**13.** The driver engaged in the taxis should have valid driving commercial license issued by the Transport Authorities to operate the taxi. Other necessary certificates like Road Tax Clearance, PUC etc. should be in existence for the vehicle & IGM KOLKATA will not owe any responsibility in this regard in case of problem arising out due to non-compliance of these requirements.

**14.** In case the firm fails to supply the requisites of vehicles, this office reserves the right to hire taxi from other source at the risk and cost of the firm.

**15.** In case any typing error/other clerical errors is noticed by the bidder, in the tender documents, the same must be pointed out and got clarified before submission of offer or else, India Govt. Mint, Kolkata's interpretation shall prevail & shall be binding on the bidder.

**16.** In case of any break down while on journey, alternative arrangement shall have to be done by the contractor failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor (the penalty clause may be referred to for further details for this para).

**17.** For the vehicle, the driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning till last duty and all the entries should be signed from the users. In case, the signature mentioned above is not obtained, such journey will not be counted for the purpose of payment. It will be the driver's responsibility to get it filled and signed by the representative/users of IGM, Kolkata.

**18.** The vehicles will report to India Govt. Mint, Diamond Harbour Road, Kolkata.

**19.** All the papers/certificates related to hired vehicles must be in proper condition and valid at all times during the contract.

**20.** Driver must wear white dress. Age of Driver must be within 25 year to 55 years. No uniform & accommodation will be provided by India Govt. Mint, Kolkata.

**21.** The contractor will not be allowed to transfer their obligation or benefit under the contract either in full or in part to any other agency. The contractor shall not engage any subcontractor or transfer the contract to any other person.

**22.** All the security norms of India Govt. Mint, Kolkata are to be followed by the contractor's staffs strictly. E.g. Police verification, frisking etc.

**23.** The contractor will be responsible to comply with all Labour Laws, Contract Labour Act etc. in respect of drivers of the hired vehicles. India Govt. Mint, Kolkata shall not be under any liability under these situations.

**24.** The contractor will also furnish Declaration/Affidavit/Surety Bond on Rs.10 stamp paper for making loss good in case of property of India Govt. Mint; Kolkata is damaged /stolen by their employees during the contract period.

**25.** TDS and other Government taxes will be deducted from the bill as per prevailing Govt. rates, if any.

- 26.** Vehicle tax, road tax etc. shall be paid by the successful bidder.
- 27.** The vehicle should have necessary permits from the transport Dept. /Authority. IGM, KOLKATA will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
- 28.** The vehicle should be registered with the concerned authority of Central / State Govt. for the designated commercial use.
- 29.** The agency/ firm should have adequate number of telephones/mobiles for contact round the clock. Their supervisor shall have to be available on mobile phone for all the time for communications to be made for the required vehicle as and when required. The firm must be able to provide vehicles on holidays and Sundays also.
- 30.** The driver must be equipped with mobile phone in order to contact him.
- 31.** The Driver shall have to be on time while reporting for duty. The non-punctuality, misbehaviour / unacceptable behaviour, Driver in intoxicated state etc. shall be viewed seriously and in that case, the firm has to change the driver after such reports. In case of the Failure to address deficiencies pointed out at inspection of the vehicle, if any, the purchaser shall have right to impose a penalty and/or terminate the contract (the penalty clause may be referred to for further details for this para).
- 32.** All the obligations of vehicle under this contract will rest with the contractor i.e. service provider and not on India Govt. Mint, Kolkata.
- 33.** There should be a FIRST-AID BOX, sanitizer and air freshener spray in the vehicle. The driver should follow COVID-19 protocol as per govt. orders.
- 34.** The service provider shall ensure that vehicle deployed under this contract is covered by a comprehensive insurance policy. Under no circumstances shall IGM, Kolkata to compensate for any loss or damage that may be caused to the vehicle by accident or complications arising out of such contingencies like fire, theft, riots, strike and terrorism damage whether inside or outside IGM, Kolkata premises while engaged.
- 35.** In case IGM, Kolkata be held liable for any loss, damage or compensation to third parties arising from or in relation to transport operations done by the service provider,

such loss, damage or compensation shall be paid by the service provider to IGM, Kolkata together with the costs incurred by IGM, Kolkata on any legal proceedings pertaining thereto.

**36.** The service provider is directly responsible for injuries/death of vehicle driver or any person employed by him as well as to the third party or other users arising due to accidents or otherwise of vehicle during the contractual period. At any point of time, IGM, Kolkata will not be responsible for any loss/damage either to the person or to the vehicle arising out of accident of the vehicle for performing the contractual obligations.

**37.** All the charges towards repair/servicing, salary of the Driver, Petrol/Diesel/CNG expenses, any other incidental expenses on operations & maintenance of the hired vehicle would be borne by the firm.

**38.** The firm will ensure that vehicles and the drivers are not normally changed. Frequent changes of vehicle and driver will not be permitted.

**39.** Penalties: In case of non-compliance of the standards of the services to be provided as per this agreement, the buyer would be at liberty to levy such penalty and terminate the contract as per the conditions detailed out below:

Sr. No.	Nature of Default	Default Details	Penalties			Remarks
			1 <sup>st</sup> instance	2 <sup>nd</sup> instance	3 <sup>rd</sup> instance	
1	Non deployment of vehicle/driver (no replacement provided)	Non deployment for 30 min or more, no replacement provided up to 2 hours	Amount of charges for vehicle hired by Buyer from third party	Amount of charges for vehicle hired by Buyer from third party and a penalty of 5% of monthly vehicle hiring cost	Amount of charges for vehicle hired by Buyer from third party and a penalty of 10% of monthly vehicle hiring cost	After 3 <sup>rd</sup> instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance.

2	Non deployment of vehicle/driver (replacement provided)	Non deployment for 30 min or more, replacement provided within to 2 hours	Warning	Penalty of 3% of particular monthly vehicle hiring cost	Penalty of 5% of particular monthly vehicle hiring cost	After 3 <sup>rd</sup> instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance.
3	Breakdown of vehicle during trip (no replacement provided)	No replacement provided up to 2 hours	Amount of charges for vehicle hired by Buyer from third party	Amount of charges for vehicle hired by Buyer from third party and a penalty of 4% of monthly vehicle hiring cost	Amount of charges for vehicle hired by Buyer from third party and a penalty of 8% of monthly vehicle hiring cost	After 3 <sup>rd</sup> instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance.
4	Breakdown of vehicle during trip (replacement provided)	Replacement provided within to 2 hours	Warning	Amount of charges for vehicle hired by Buyer from third party and a penalty of 2% of monthly vehicle hiring cost	Amount of charges for vehicle hired by Buyer from third party and a penalty of 4% of monthly vehicle hiring cost	After 3 <sup>rd</sup> instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance.
5	Delay in arrival of vehicle/ driver	For 30 mins or more	Warning	Penalty of 1% of monthly vehicle hiring cost	Penalty of 2% of monthly vehicle hiring cost	After 3 <sup>rd</sup> instance, the buyer may continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance.
6	Misbehavior by driver/ unacceptable behavior by driver	Any instance	Penalty of Rs. 1000/-	Penalty of Rs. 2000/-		After 2 <sup>nd</sup> instance, the service provider will have to replace the driver



7	Driver in intoxicated state	Any instance	Penalty of Rs. 2500/-			After 1st instance, the service provider will have to replace the driver. After Two(2) cumulative instances, buyer may terminate the contract.
8	Failure to address deficiencies pointed out at inspection	Deficiencies not addressed after 24 hours of inspection	Penalty of Rs. 500/-	Penalty of Rs. 800/-	Penalty of Rs. 1000/-	After 3rd instance, the buyer may continue to impose the same penalty as imposed for 3rd instance.

**GeM Bid Document No. : .....dated. ....  
(To be submitted on the letter head of the bidder)**

**DECLARATION**

We do hereby declare that,

1. We have not been blacklisted/ debarred by BNPMIPL/BRBNMPL/SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.
2. We do hereby declare that we have read and understood all terms and conditions of tender document including Technical Specification, Quality Control Criteria and Buyer added ATC and confirm to abide to those conditions without any counter conditions.
3. "We are accepting all the terms and conditions of the tender document without any deviations"
4. We do accept all the terms and conditions of GIT & GCC link given in buyer added bid specific ATC without any deviation.

Signature .....

Name .....

Designation .....

Date .....

Stamp of the Organization .....

# CHECK LIST

**Before Submission of Tender following points to be confirmed/complied by the participating bidder to avoid rejection of bid. Hence check every point & tick ( ✓ ) before final submission.**

**A.Part I : (Techno Commercial Bid cover)**

Sl. No.	Tender Submission Check Points (To be complied by bidder before submission of Bid)	Check before submission Tick (✓)
1	Tender Document Duly Seal & Signed on every page including technical specification	
2	Term of Delivery : FOR, India Govt. Mint, Kolkata	
3	Tender Validity 120 days as per the tender	
4	Technical Specification – as per tender	
5	Submitted the documents as per Qualification / Eligibility criteria (i) Proof of Experience (ii) Proof of Capability (iii) Financial data	
6	Delivery Period : Acceptance of delivery period as per buyer added ATC	
7	Documentary evidence towards PAN & GST Registration Certificate	
8	Sealed & Signed Declaration (Annexure –I attached in technical specification)	
9	Proof of EMD(scanned copy) as applicable or any exemption certificate	
10	The firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity	
11	Category of MSME Firms	
	SC	
	ST	
	GEN	
12	Owner of Company	
	Male	
	Female	
13	Documentary/undertaking against Make in India Status i.e. being a Class I/ Class II supplier with details of percentage	
14	All supporting documents submitted along with bid to be sealed and signed by Authorized signatory of the firm	

**B. Part II : (Price Bid Cover)**

Sl. No.	Description	Submitted/ Not Submitted
1	Price Bid (Price including all taxes & other charges), GST percentage to be mentioned mandatorily in the price bid, upload copy of the Price Details in Price Bid mentioning all the breakup of price as per format attached at the end of this bid document	

- **Price to be mentioned only in price bid not in Techno commercial bid or any other place. If it is mentioned any other part other than price bid, the offer will be rejected.**

## **PRICE SCHEDULE**

### **Hiring of one number of Innova Crysta (As details mentioned in Scope of Work)**

Quantity: 12 Months

Basic Price/ 1 Month :

Other Charges (If any) :

GST/ 1 Month :

Total Price for 1 Month:

Total Price for 12 Months on CIF basis at India Government Mint, Kolkata:

Total Price for 12 Months on CIF basis at India Government Mint, Kolkata in words:

Abbreviation "CIF" Cost, Insurance and Freight Included , "IGM" India Govt. Mint,

NOTE :

1. Bidder to furnish stipulated documents along with tender in support of fulfillment of tender criteria. Further correspondence in this regard will not be entertained for any reason. Non-submission or incomplete submission of documents may lead to rejection of offer.
2. L1 firm will be declared from valid offers only those who submitted offer as per specification & as per all terms & condition of the tender. If there is any deviation in specification & if the offer is not found as per terms & condition of the tender, their offer will be treated as invalid/unresponsive offer.
3. Price to be mentioned only in price bid not in Techno commercial bid or any other place. If it is mentioned any other part other than price bid, the offer will be rejected.