

Bid Document

Bid Details	
Bid End Date/Time	16-01-2023 15:00:00
Bid Opening Date/Time	16-01-2023 15:30:00
Bid Offer Validity (From End Date)	90 (Days)
Ministry/State Name	Ministry Of Finance
Department Name	Department Of Revenue
Organisation Name	Central Board Of Direct Taxes (cbdt)
Office Name	Pcit Central Mumbai
Item Category	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 km x 320 hours; Local , Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 km x 320 hours; Local
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	15 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (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	No
Type of Bid	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation	2 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

MII Compliance

MII Compliance	Yes
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MSE Purchase Preference

MSE Purchase Preference	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. 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 data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
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 defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
6. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

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

Geographic Presence in States:Mumbai, Navi Mumbai

Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 Km X 320 Hours; Local (1)

Technical Specifications

Specification	Values
Core	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna
Usage Variant	2500 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2020 , 2021 , 2022
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Petrol
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Ramesh Brijlal Gugal	400021,Pr CIT(Central)-3, R.no-1904, 19th Floor, Air India Building, Nariman Point, Mumbai	1	• Duration in Months : 12

Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 Km X 320 Hours; Local (2)

Technical Specifications

Specification	Values
Core	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna
Usage Variant	2000 km x 320 hours
Type of Service	Local

Specification	Values
Year of Vehicle Model	2020 , 2021 , 2022
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Petrol
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Ramesh Brijlal Gugal	400021, Pr CIT(Central)-3, R.no-1904, 19th Floor, Air India Building, Nariman Point, Mumbai	2	Duration in Months : 12

Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 Km X 320 Hours; Local (2)

Technical Specifications

Specification	Values
Core	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna
Usage Variant	2000 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2020 , 2021 , 2022
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
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Additional Specification Documents

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Buyer Added Bid Specific Terms and Conditions**1. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Bid Specific Terms and Conditions

1. On behalf of The President of India, office of The Pr.Commissioner of Income Tax(Central)-3, Mumbai invites the bids under two bid system (Technical Bid and Financial Bid) on GeM (Government e-Marketplace) Portal for hiring of **Five(5)** A-2 segment(small size) sedan Operational Vehicle,(i.e.) **Four(4)** A-3 Segment (mid-size) Premium Sedan Operational Vehicles and **One(1)** A-3 Segment (mid-size) Premium Sedan Staff Car, along with drivers on monthly hire basis for a period of one year from the commencement of the contract.

2. Bids are invited from the established service providers based in Mumbai Region (Mumbai, Navi Mumbai), having at least 3 years of experience in such services in Government/PSU/Other Autonomous Bodies and at least a turnover of Rs. 15,00,000/- in each of the last three financial years i.e. 2020-21, 2021-22 and 2022-23, for supplying on vehicles on contract basis subject to following terms and conditions.

S. No.	Type of Vehicle	Mode of Vehicle Operation	No. of Vehicles required	Terms and Conditions of use	Cost of Ceiling (Including Taxes)
1	A3-Segment Premium Sedan Car (Mid Size) like City, Verna, Ciaz etc.	Staff Car	1	Journey 2500 kms in a month (30/31 days per month)	Limit / Cap of Rs.52,500/- per vehicle per month.
2	A3-Segment Premium Sedan Car (Mid Size) like City, Verna, Ciaz etc.	Operational Vehicle	2	Journey 2000 kms in a month (20/25 days per month)	Limit / Cap of Rs.52,500/- per vehicle per month.
3	A3-Segment Premium Sedan Car (Mid Size) like City, Verna, Ciaz etc.	Operational Vehicle	2	Journey 2000 kms in a month (20/25 days per month)	Limit / Cap of Rs.52,500/- per vehicle per month.

3. Although the bidders under MSME/Startup India category are exempted from the past experience and turnover criteria and accordingly proof for the exemption of the same must be attached instead of Experience Certificate and Turnover Certificate as mentioned at point 13 below.
4. The Bidder shall quote the total lumpsum amount for 12 months of Service including all the taxes. While quoting the amount the bidder must make sure that the quoted amount is well within the prescribed limits above. Any mischievous act like quoting very low or very high may lead to the disqualification of the bid, blacklisting of the bidder and further judicial action against the bidder.
5. The Vehicles provided must not be older than 03 years and must be in very good condition. **LPG/CNG cylinders must not be used as fuel for running the vehicle in any case.** Further the vehicles must not be fitted with any LPG/CNG kit.
6. Bidder must take print out of the Bid Document, self-attest each page of the same and upload it as the **Additional Document 1**, alongwith the duly filled **Technical Bid Document as per Annexure-I**, merged in a single pdf file, in technical bid as a token of reading, understanding and agreeing with all the terms and conditions laid in the document. Failing to do so is liable to the rejection of bid.
7. The Hiring of the vehicles shall be for **One year from the date mentioned in the Agreement** and may be extended, if services provided are found satisfactory. However, service provider shall have no right for continuity of his services after completion of 01 year from the date of hiring of vehicles. The hiring shall be extended at the sole discretion of The Pr.Commissioner of Income Tax(Central)-3, Mumbai on the same terms and conditions subject to mutual consent of this office and the service provider.
8. The normal working hours will be from 8:00 am to 9:00 pm. However, occasionally the vehicles may have to report earlier or may be relieved after 9:00 pm and for this no extra charges will be paid by this office.
9. It will be the sole discretion of the department to use the deployed vehicles for any purpose including on Sunday and Holidays, irrespective of numbers of hours.
10. If necessary, the vehicle may run more than prescribed limit of Kms in a month; which will be adjusted against carried over less utilization in Kms in previous months.
11. The vehicles deployed must be available to the department for operations every day by 8:00 am or before, as directed. In case, hired vehicles does not report on time or does not report at all, the Department would have right to hire another vehicle from the market and the cost incurred by the Department an additional penalty of Rs.1000/- for each such incident, shall be recovered from the service provider by the way of deduction from the monthly payment.
12. In case of the failure of any vehicle deployed during the journey, the Service Provider must arrange for an alternate vehicle immediately. If the Service provider is unable to do so then the proportionate amount of deduction will be done from the monthly payment.
13. The Bidders must provide this office with Technical Bid valid GST Registration Certificate of Maharashtra Zone, PAN Card, Professional Tax Registration Certificate, Turnover Certificate and past experience certificates all merged in a single pdf file as **Additional Document 2** in the technical bid. In case of MSME, necessary registration and approval from concerned ministry(if any) have to be enclosed in the Additional Document-2. Failing to provide any of the aforesaid documents will lead to the rejection of the bid.
14. The Service provider shall be responsible for the payment of all Government/ Local Taxes/Tolls in respect of the hired vehicles.
15. The vehicles provided under the contract must be properly and comprehensively insured and should carry necessary RC (Reg. Certificate), permits/clearances, including pollution clearance certificate (PUC), from the State Transport Authority of Maharashtra.
16. The bidder must provide the details of the vehicles that it proposes to provide this office alongwith the technical bid as per **Annexure-II** alongwith the scanned copies of all the documents mentioned in S.No. 15 above, in respect of each vehicle mentioned, all merged in a single pdf file and uploaded as **Additional Document 3**.
17. The Service provider should ensure that all the provisions relating to Motor Vehicle Act, Insurance provisions, Minimum Wages Act regarding the payment to the drivers and also the provisions of Gratuity to the drivers are strictly followed by the service provider while providing the vehicles, as all these statutory liabilities will be on account of the service provider/contractor/vehicle provider.

18. In case of any mishap/accident, all the claims arising out from, shall be paid by the vehicle provider only.
19. The service provider shall ensure compliance with all labor laws in force.
20. Driver must not smoke or drink (liquor or any type of intoxication), while on duty. In case of misbehaviour of the driver or failure to meet any of the agreed/accepted terms and conditions, a penalty of Rs. 2000/- per instance shall be charged from the contracted agency/service provider.
 21. Records of the journey/logbook undertaken by the vehicle shall be maintained on daily basis indicating the time and mileage.
 22. The Kilometers shall be calculated on the basis of Zero-based mileage starting from the office. If any vehicle does not travel upto the limit of prescribed km in any month, then the remaining km will be carried forward for the next month for the hired vehicle.
 23. All costs towards, fuel, repairs, maintenance and other taxes etc., if any, shall be borne by the service provider.
 24. Drivers provided with the vehicle must have minimum driving experience of 5 years and must possess a valid Driving license to drive the vehicle.
 25. The service provider shall ensure that the speedometer and odometer (for measuring distance covered) of car supplied are properly sealed so that no tampering is done with a view to inflate distance travelled. The authorised officer of the Commissionerate would carry out surprise checks of speedometer and odometer of the vehicles. If found defective, would be got fitted from authorized workshop and cost for the same will be recovered from the Service provider by the mode of deduction.
26. The service provider will be liable to pay the wages and allowances to the Driver and the Driver will be on the establishment of the service provider for all practical and legal purposes. This Department would not be responsible at all to see whether the minimum wages, as per the prevailing Acts and Rules, are being paid to the Drivers or not, and this would be a matter between the service provider and the Driver(s) and for any legal consequences department shall not be a party at all.
27. The liability of this Commissionerate shall be limited to hiring charges only. The service provider and/or driver(s) shall not be treated as Government Servant on any ground including that vehicle being used for the Government office duties.
28. The drivers provided along with the vehicles must be neatly dressed and in uniform and should also be in possession of Mobile phone and his mobile number along with the service provider's mobile number shall be made available to this office for contacting them regularly. Drivers should be well experienced and well conversant with city and its suburbs and should not have any police case pending or contemplated against them. A declaration to this effect needs to be submitted along with the Bid.
29. The Pr.Commissioner of Income Tax(Central)-3, Mumbai shall have the right/discretion to terminate the agreement at any time without giving any notice, if unsatisfactory performance is found during the Contract period.
30. The Pr.Commissioner of Income Tax(Central)-3, Mumbai shall have rights/discretion to reduce/increase number of vehicles provided as per the requirement by giving 1 month notice, effecting the bill amount in the proportionate way.
31. In case, The Service provider wants to withdraw the vehicle, he has to give two(2) months advance/prior notice failing which two months charges shall be recovered/forfeited (preceding from the date of stoppage of service by the service provider).
32. Checklist of Documents :

(failing to provide the following documents will lead to rejection of bid)

<u>S.No</u>	-	-	<u>Document Title</u>	<u>Documents to be Uploaded</u>
				(in a single merged file for each)

1			Additional Document 1	Technical Bid Document (as per Annexure - I) Self attested copy whole bid document
2			Additional Document 2	GST Registration of Mumbai Zone Copy of PAN Card Copy of Professional Tax Registration Turnover Certificate Past Experience Certificate
3			Additional Document 3	Details of Vehicles (as per Annexure - II) 1) Copy of Insurance of Vehicles. 2) Copy of RC of Vehicles 3) Copy of PUC of Vehicles Any other relevant document in r/o the Vehicles
4			Additional Document 4	MSME/Startup Registration Certificate
5			Certificate Required	Declaration in r/o the drivers to be deployed in accordance with S.No. 28 of Terms and Conditions above.

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(S. Anbuselvam)

Addl.CIT.C.R.6, Mumbai

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(Ashish Kumar Shukla)

DCIT(C)-5(1), Mumbai

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(Mamraj Meena)

ITO(HQ) (Tech) to
Pr.CIT(Central)-3, Mumbai

Submitted to Pr.CIT(Central)-3, Mumbai for kind perusal and approval.

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Pr.CIT(Central)-3, Mumbai

2. Buyer Added Bid Specific ATC

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

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. 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, 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 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.

---Thank You---