

NOTICE INVITING TENDERS FOR 'MONTHLY BASIS CAB & TAXI HIRING SERVICES'

GeM e-tender (TWO COVER SYSTEM)

1. INVITATION:

Online bids are invited by the Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, Uttarakhand, for the work mentioned in the "Tender Details" given below. The bidders are requested to login to GeM website under electronic procurement portal, via URL, (<https://gem.gov.in>) for participation in e-tender (online tender).

2. TENDER DETAILS:

Particulars	Description
GeM Tender No.	GEM/2025/B/6598074
LBSNAA Reference No.	D-26011/4/2016-PRT
Name of Tender	<u>MONTHLY BASIS CAB & TAXI HIRING SERVICES</u>
Duration of contract	01.10.2025 to 31.10.2027
Name of the Buyer	LBSNAA, Mussoorie
Mode of Tender	e-Tendering through GeM – Cover-I and Cover-II
Availability of Tender Documents	GeM Portal at https://gem.gov.in
Date and time of Tender notice issuance	As per the GeM bid document.
Last date and time for Bid/Proposal submission (On or before)	
Bid (Cover-I and Cover-II) Opening Time & Date	
Bid Opening Venue	LBSNAA, Mussoorie
Language of Bid Submission	ENGLISH
Currency	Indian Rupees (INR)
Estimated Bid Value	Rs.11,44,000/- (Rs. Eleven Lakh Forty Four Thousand only)
Earnest Money Deposit	Rs. 34000 (Rs. Thirty Four Thousand Only)
Details for queries	Landline: 0135-22222304 or Mob: 9997718377 (during office hours between 0900 Hrs to 1730 Hrs) E-mail: protocol.lbsnaa@nic.in

3. SCOPE OF WORK:

1. The number of MONTHLY BASIS CAB & TAXI HIRING SERVICES is provided in **Annexure – A**.
2. Rates to be quoted for **Diesel vehicles** only.
3. The tenderer should ensure that after getting the contract the vehicle deployed by him/her is of the latest model (**not older than the year 2025: Undertaking in prescribed Proforma**).
4. Service Overview (not limited to the below clauses):
 1. Pick-up and Drop-off: Vehicle/s should be available at designated locations (e.g., airports, railway stations, hotels). Timely and prompt transportation to ensure the guests reach their destinations without delays. Assistance with luggage, if required.
 2. Outstation Duties: Vehicle/s should be available for travel to nearby cities or regions for official trips or events. Drivers must be familiar with the routes and handle long-distance travel carefully.
 3. Emergency or Last-Minute Requests: Vehicle/s must be available on short notice, if required, for any emergency or unscheduled travel needs.

4. PAYMENT TERMS:

1. Invoice submission: The service provider shall submit the invoice/bills through **online on GeM portal only**.
2. The invoice shall be submitted along with relevant documents: logbook, duty slip, toll charges receipt, parking receipt, state permit charges etc.
3. Billing cycle: Invoice shall be processed as follows:
 1. ‘MONTHLY BASIS CAB & TAXI HIRING SERVICES’- invoice with relevant documents shall be submitted **first week of subsequent month**.
4. Non-submission of the above documents along with the invoice may lead to delay/deduction in payment.
5. All the penalties/fines/interest (if applicable) will be settled before making the payments.

5. QUALIFYING REQUIREMENTS:

1. **Criteria 1: Experience and Past Performance:** The bidder should have executed any Leasing /Hiring of any vehicle contract(s) within the last **three (3)** years from the originally scheduled date of tender opening in any Govt./ Govt. Undertaking/ PSU in the name of the bidder. **Documentary proof** copies of work orders/agreements along with work completion or part completion certificate from the end user indicating the value of work executed (as stipulated in **Annexure- B** below).
 1. **Three** similar completed services each costing not less than the amount equal to **40(forty)** percent of the estimated cost i.e., Rs. 4.58 Lakhs.
 2. **Two** similar completed services each costing not less than the amount equal to **50 (fifty)** percent of the estimated cost; i.e., Rs. 5.72 Lakhs.
 3. **One** similar completed work costing not less than the amount equal to **80% (eighty)** percent of the estimated cost; Rs. 9.15 Lakhs.

2. Criteria 2: Performance Capability

1. Key Personnel: Bidder shall furnish documentary evidence that he/she would deploy (employed, hired) a Minimum of 4 Drivers and 1 Supervisor (as stipulated in **Annexure-C**).
2. Critical Equipment: Bidder shall furnish documentary evidence that he/she would deploy (own, hire, lease) the required number of vehicles and produce documentary proof of owning minimum 2 vehicles in the name of bidder (as stipulated in **Annexure-D**).

3. Criteria 3: Financial Capability

1. Turnover: Minimum average annual turnover of the bidder (For three Years) **Rs. 7 Lakhs** (Rs. Seven Lakh) (60% of the advertised value of this tender). **Documentary proof:** *Copy of Annual audited financial statement (Balance Sheet/Profit-loss statement) for last three financial years shall be uploaded on GEM portal from the originally scheduled date of tender opening duly signed, and sealed by a Chartered Accountant with UDIN No.*
2. Financial Liquidity: Bidder should have access to or has available liquid assets, lines of credit and other financial means, other than any contractual advance payments, to meet 3 months' cash flow of the estimated bid value net of applicant's commitments in this period for other contracts. **Documentary proof:** *Line of Credit/Banker's Certificate for Rs. 1.14 Lakhs (Rs. One Lakh Fourteen Thousand only) issued by the competent authority of any Nationalized/Commercial bank shall be uploaded on GeM portal as per the prescribed format (as stipulated in Annexure-E).*

4. Other Requirements:

1. The bidder shall possess a valid Registration/Incorporation certificate of the firm and upload a copy of the same in the tender.
2. The bidder shall also possess a valid certificate of registration under the GST Act/Rules and upload a copy of the same in the tender.
3. The bidder should have obtained Permanent Account Number (PAN) under the Income Tax Act and the copy of the same should be uploaded in the tender.

6. ONLINE BID SUBMISSION & PROCESSING:

1. Bidder/s shall submit the following: Experience Details (**Annexure B**), Details of Supervisor and Drivers (**Annexure-C**), Details of Current fleet of vehicles (**Annexure-D**), Line of Credit (**Annexure-E**), Technical Bid (**Annexure-F**), Technical bid Undertaking (**Annexure-G**), Financial Bid through GeM portal only whereas the price bid undertaking shall be submitted in the prescribed format (**Annexure-H**) and Tender Acceptance Letter (**Annexure-I**).
2. Due to Administrative reasons, if the tender cannot be opened on the Scheduled date, the revised date of opening will be intimated later.
3. LBSNAA, reserves the right to reject any or all bids received or cancel the Tender, without assigning any reason.

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4. Bidders are advised to visit the website frequently, for noting the corrigendum, if any, issued subsequently concerning the above tender.
5. If there happens to be a single tender on the scheduled date of tender opening, the same will be opened on the scheduled date and time of opening.
6. Tenders and supporting documents shall be uploaded through online mode only. Hard copy of the tender documents shall not be accepted. If required bidders may have to submit hard copy documents when required for verification.
7. Bids shall be submitted online only on Gem Portal: Bid documents may be scanned with 100 dpi with black and white option which helps reduce the scanned document's size.
8. The contract for providing vehicles will be given to the lowest bidder who fulfills all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing a requisite number of vehicles, this office may empanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-1 (A firm that has quoted the lowest rates) tenderer.
9. Uploaded bid documents should contain serial number and signature of bidder (s) at the end of each page.

7. CORRIGENDUM:

Amendments / errata / clarifications shall be issued as Corrigendum and if any corrigendum is issued for the tender it shall form part and parcel of the tender document. The Corrigendum will be posted on the GeM website under the electronic procurement portal. Bidders are requested to visit GeM and note the Corrigendum if any before submission of offer. Any ignorance on the part of the firms for not seeing the website will not be an excuse. LBSNAA shall not be responsible if any Bidder omits to notice any corrigendum. The Corrigendum will be numbered serially. The bidders are requested to sign all the Corrigenda issued for the tender and attach it with the online bid in Cover I.

8. EARNEST MONEY DEPOSIT (EMD):

1. The EMD is to be submitted along with the tender. The Earnest Money so deposited shall not bear any interest. Micro and Small Enterprises (MSEs) registered with NSIC or any other body specified by the Ministry of Micro and Medium Enterprises are exempted from furnishing EMD. The copies of relevant documents issued by the Competent Authority prescribed under the MSMED Act 2006 shall be enclosed on the GeM portal.
2. The EMD by cash shall not be entertained; Earnest Money shall be accepted in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee including e-Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form.
3. EMD shall be in favour of: AO (Accounts), Lal Bahadur Shastri National Academy of Administration, Mussoorie
4. The Bid Security is calculated at 5% of the contract value.
5. The Bid Security should remain valid for at least **forty-five (45) days** beyond the date of bid validity.

9. PERFORMANCE SECURITY DEPOSIT (PSD):

On acceptance of the bid, the Service Provider has to submit PSD of an amount equivalent to 5% of the value of the entire period of the contract in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit from a Commercial Bank, Bank Guarantee including e-Bank Guarantee from a Commercial Bank or online payment in an acceptable form at the time of awarding the contract. The Performance security should remain valid for at least **sixty days (60)** beyond the date of completion of all the contractual obligations.

10. SERVICE-RELATED:

1. The vehicles once detailed for the service as intended by the buyer shall not be withdrawn without prior notice unless there is a break down.
2. In case of any breakdown of the vehicle on duty, the service provider shall make arrangements for providing another vehicle as per the agreement conditions.
3. The calculation of mileage shall be **from the reporting point to the reporting point** and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt, the authorized officer of this office may get the odometer of the vehicle checked from any authorized workshop at the cost of the Service Provider.
4. LPG Cylinders should not be used for running the vehicle in any case.
5. The service provider shall provide the name & address/es of the supervisor/drivers presently employed by the firm/agency (**Annexure C**).
6. The drivers should be well conversant with the roads and routes of neighboring States of Uttarakhand including Mussoorie, Dehradun and other areas of Uttarakhand. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.
7. The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers/Guests.
8. The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a **proper uniform, name badge** & must carry a mobile phone in working conditions, for which, **no separate payment** shall be made by this office.
9. The driver(s) deputed on duty should carry a valid driving license, ID and relevant documents of the vehicle(s). They should also not have been involved in more than two challan/s for negligent driving
10. The tenderer should ensure that after getting the contract the drivers deputed for service to this office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this office. **Technical Bid Undertaking (Prescribed Proforma) in this regard would be required to be submitted by the tenderer along with the technical bid.**
11. This office shall not be responsible for any challan, loss, damage, or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other

third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider. **Technical Bid Undertaking (Prescribed Proforma) in this regard would be required to be submitted by the tenderer along with the technical bid.**

12. All expenses relating to the salary and allowances of the driver shall be borne by the Service Provider. Likewise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.
13. The office shall not be responsible for tax/charges etc imposed by the Government authority in future on vehicles under any admissible rules.
14. Service Provider shall provide a single point of contact and round-the-clock service. For this purpose, they should have adequate numbers of telephones/mobiles. **Technical Bid Undertaking (Prescribed Proforma) in this regard would be required to be submitted by the tenderer along with the technical bid.**
15. Service Provider should not have been banned or suspended or blacklisted by any department of central/state/PSU/Govt. or declared bankrupt or insolvent during the contract in the last **three (3) years**. **Technical Bid Undertaking (Prescribed Proforma) in this regard would be required to be submitted by the tenderer along with the technical bid.**

11. MISCELLANEOUS

1. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.
2. This office shall not process conditional bids and all such conditional bids will be rejected summarily.
3. The bidder shall comply with all the statutory provisions governed by Indian Laws related to service contract and not be restricted to IT Act, GST Act, Labour Laws, Motor Vehicles Act, and Minimum Wages Act etc.
4. This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.
5. The essence of the contract is to provide Prompt, Punctual, Efficient, Safe, Courteous and Quality Service.
6. In case of any dispute of any kind and any respect whatsoever, the decision of this Office shall be final and binding.
7. All the provisions shall be binding and interpreted under Indian Laws.

Deputy Director (Sr.)
I/C Protocol
LBSNAA, Mussoorie

Enclosed:

Annexure-A: Monthly Basis Cab & Taxi Hiring Services

Annexure-B: Experience Details

Annexure-C: Details of Supervisor and Drivers

Annexure-D: Details of Current fleet of vehicles

Annexure-E: Line of Credit

Annexure-F: Technical Bid (Checklist)

Annexure-G: Technical Bid Undertaking

Annexure-H: Price Bid Undertaking

Annexure-I: Tender Acceptance Letter

MONTHLY BASIS CAB & TAXI HIRING SERVICES'

Annexure 'A'

Table: I- MONTHLY BASIS CAB & TAXI HIRING SERVICES: (INDICATIVE)

Sl. No.	Type of Vehicle	Area of Operation	Type of Service	Usage Variant	Number of vehicles	Number of months
1.	SUV	Hilly/ Plain	Local: 24*7	2000 X 320 Hours	1	24

Note: Indicated requirement may vary as per the need of the Academy including local/outstation

**Deputy Director (Sr.)
I/C Protocol
LBSNAA, Mussoorie**

MB

Experience Details

(Copy of completion certificates to be attached)

S. No.	Name of buyer	Service Period From To: DD/MM/YYYY	Number of vehicles supplied	Completion certificate date DD/MM/YYYY	Amount/Vol. (In Lakhs)
1					
2					
3					

Note: Completion Certificate shall be uploaded on the GeM portal only

Signature
Name of Authorized Signatory



Details of Supervisor & Drivers (required)

Table 1:

Sl. No.	Supervisor Name	Working Since	Remarks

Table 2:

Sl. No.	Driver Name	License Number	Issuing Authority	Issue Date	Valid Upto	Private/ commercial
1						
2						
3						
4						

(Additional Detail of staff shall be added to this page)

Signature
Name of Authorized Signatory



Annexure 'D'

Details of Current fleet of vehicles- produce documentary proof of owning minimum 2 vehicles in the name of bidder

(Vehicle details required. Also legible copy of RC, Insurance & PUC to be attached)

Sr. No.	Registration Number	Owned/Leased/ Hired	Make and Model	Manufacturing Date	Insurance Number & Validity date	PUC Number and validity date
1						
2						

(Additional Detail of Fleet shall be added to this page)

Signature

Name of Authorized Signatory



LINE OF CREDIT

(To be issued by a Scheduled Commercial Bank on its official letterhead)

This is to certify that M/s _____ (Name & Address of the Firm) has been maintaining a Savings/Current Account No. _____ with our bank since _____.

Based on the financial records and transactions, we hereby confirm that the firm is financially sound and has the capacity to meet its obligations.

We further certify that our Bank is willing to provide irrevocable line of credit to M/s _____ for an amount of **Rs. 1.14 Lakhs (Rs. One Lakh Fourteen Thousand only)** to meet their working capital requirements for execution of contracts. **(GEM/2025/B/6598074, Dated: 22-08-2025)**

This certificate is issued on the request of the buyer without any risk or responsibility on the part of the Bank or any of its officials.

Date:

Place:

(Signature of Bank Manager)

(Name & Designation)

(Seal of the Bank)

TECHNICAL BID (CHECKLIST)**Qualifying criteria for tender****(Documents to be attached to substantiate every information)**

Sr. No.	Technical Parameter
1	Name, Address, and Telephone no. of Service provider including Registration/Incorporation certificate of the firm
2	Experience details as per Annexure B (refer clause 5.1)
3	Details of the supervisor and drivers as per Annexure C & Undertaking (refer clause 5.2)
4	Details of the vehicles as per Annexure D & Undertaking (refer clause 5.2)
5	Line of Credit as per Annexure E (refer clause 5.3)
6	Technical Bid Undertaking as prescribed in Annexure-G .
7.	Price Bid Undertaking as prescribed in Annexure-H
8.	Tender Acceptance letter as prescribed in Annexure-I
9	Valid Registration/incorporation certificate, GST, PAN, ESI, EPF, ISO (if any),
10	Annual Audited financial statement (Balance sheet/profit-loss statement) for last three financial years (refer clause 5.3)
11	All pages of the tender document must be signed by the bidders, in token of his / their understanding/acceptance.

I have read the terms & conditions of the Tender Notice and it are to certify that the information furnished above is true & correct.

Signature

Name of Authorized
Signatory


Technical BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

If the work of providing vehicles to your office on monthly basis cab & taxi hiring services is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of the latest model and would **not be older than 2025**.
2. I/We indemnify the buyer (LBSNAA, Mussoorie) against all damages/charges arising out of the service contract.
3. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two challan/s for negligent driving.
4. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me..
5. I/we shall provide a single point of contact and round-the-clock service. For this purpose, they should have adequate numbers of telephones/mobiles.
6. I/we have not been banned or suspended or blacklisted by any department of central/state/PSU/Govt. or declared bankrupt or insolvent during the contract in the last **three (3) years**.
7. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them.

Signature

Name of Authorized Signatory

PRICE BID UNDERTAKING

(Tender name/no.) _____

and related activities envisaged in the Bid document.

1. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
2. I/We offer to work at the rates as indicated in the price Bid.
3. I/We shall agree to the prices (Night Halt Charges and any other charges) as finalized by the contract signing authority

Signature

Name of Authorized Signatory

**TENDER ACCEPTANCE LETTER
(To be given on Company/Firm Letterhead)**

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender: -

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the website(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

**Signature
Name of Authorized Signatory**

