

NOTICE INVITING TENDERS FOR 'BUS HIRING SERVICES' ON SHORT TERM BASIS AND REGULAR BASIS'
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/7016854
LBSNAA Reference No.	D-26011/4/2016-PRT
Name of Tender	BUS HIRING SERVICES: <u>SHORT TERM BASIS AND REGULAR BASIS'</u>
Duration of contract	01.02.2026 to 31.01.2028
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. 1,38,05,500/- (Rs. One Crore Thirty Eight Lakh Five Thousand Five Hundred Only)
Earnest Money Deposit	Rs. 6,90,275/- (Rs. Six Lakh Ninety Thousand Two Hundred Seventy Five 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

2. **Two** similar completed services each costing not less than the amount equal to **50 (fifty)** percent of the estimated cost; i.e., Rs. 69.02 Lakhs.
3. **One** similar completed work costing not less than the amount equal to **80% (eighty)** percent of the estimated cost; Rs. 1.10 Crore.

2. Criteria 3: Financial Capability

1. Turnover: Minimum average annual turnover of the bidder (For three Years) **Rs. 82 Lakhs** (Rs. Eighty-Two 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 i.e. 2024-25, 2023-23 & 2022-23 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. 34.50 Lakhs (Rs. Thirty-four Lakhs Fifty Thousand only)** issued by the competent authority of any Nationalized/Commercial bank shall be uploaded on GeM portal in prescribed format as per Annexure- B*

3. Other Requirements:

1. The bidder to upload certificate of Valid Registration of the firm
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. Bidders shall refer to the technical bid checklist in **Appendix- 2** and ensure the submission of following: Experience Details (**Annexure A**), Line of Credit (**Annexure-B**), Technical bid Undertaking (**Annexure C**), Price bid undertaking (**Annexure-D**) and Tender Acceptance Letter (**Annexure-E**), and letter of Authorization for signatory (if Applicable).
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.
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 drivers should be well conversant with the roads and routes of neighboring States of Utrakhand including Mussoorie, Dehradun and other areas of Utrakhand. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.
6. 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.
7. 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.
8. 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
9. 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.**
10. 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.**
11. 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.
12. The office shall not be responsible for tax/charges etc imposed by the Government authority in future on vehicles under any admissible rules.



13. 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.**
14. 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. Instruction for online bidding can be referred at https://gem.gov.in/support/gem_handbook/?lang=english
8. All the provisions shall be binding and interpreted under Indian Laws.

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

Enclosed:

Appendix-1: **Vehicle Requirement on Per-Vehicle-Day Basis**

Appendix-2: **Technical Bid (Checklist)**

Annexure-A: **Experience Details**

Annexure-B: **Line of Credit**

Annexure-C: **Technical Bid Undertaking**

Annexure-D: **Price Bid Undertaking**

Annexure-E: **Tender Acceptance Letter**



Table 1:- BUS/TEMPO TRAVLLER HIRING SERVICE SHORT TERM BASIS: (INDICATIVE)

Sl. No.	Type of Vehicle	Area of Operation	Type of Service	Usage Variant	Per-Vehicle-Day Basis	Duration
1.	Bus 31 X 33 seat	Hilly/ Plain	Local	120 KM X 10 Hrs	160 Trips (Approx.)	BIENNIAL REQUIREMENT
				150 KM X 10 Hrs		
2.	Bus 31 X 33 seat	Hilly/ Plain	Outstation	300 KM X 10 Hrs		
3.	Tempo Traveller 16 X 18 seat	Hilly/ Plain	Local	120 KM X 10 Hrs		
				150 KM X 10 Hrs		
4.	Tempo Traveller 16 X 18 seat	Hilly/ Plain	Outstation	300 KM X 10 Hrs		

Table: 2- BUS/TEMPO TRAVELLER HIRING SERVICES: REGULAR BASIS: (INDICATIVE)

Sl. No.	Type of Vehicle	Area of Operation	Type of Service	Usage Variant	Number of vehicles	Number of months
1.	Tempo Traveller 16 X 18 seat	Hilly/ Plain	Local	2400 KM X 300 Hrs	40	24

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

TECHNICAL BID (CHECKLIST)

Qualifying criteria for tender

(Documents to be attached to substantiate every information)

Sr. No.	Technical Qualification
1	Name, Address, and Telephone no. of Service provider including Registration/Incorporation certificate of the firm
2	Experience details as per Annexure A (refer clause 5.1)
3	Line of Credit (Rs.34.50 Lakhs) (Refer Clause 5.3) Annexure-B.
4	Technical Bid Undertaking as prescribed in Annexure-C.
5	Price Bid Undertaking as prescribed in Annexure-D.
6	Tender Acceptance letter as prescribed in Annexure-E.
7	Valid Registration certificate, GST, PAN (if any),
8	Annual Audited financial statement (Balance sheet/profit-loss statement) for last three financial years (refer clause 5.3)
9	All pages of the tender document must be signed by the bidders, in token of his / their understanding/acceptance.
10	Letter of Authorization for signatory(in case the bidder is a firm/company)



Experience Details

(Copy of completion certificates to be attached)

Sr. No.	Name of buyer	Service Period From To: DD/MM/YYYY	Number of vehicles supplied	Work Order (S.No./Date)
1				
2				
3				

Note: Each work order shall be uploaded on GeM portal in support of the above

Signature
Name of Authorized Signatory



LINE OF CREDIT / BANKER'S CERTIFICATE

(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 a line of credit to M/s _____ for an amount of Rs. _____ (Rupees _____ **only**) to meet their working capital requirements for execution of contracts.

Date:

Place:

(Signature of Bank Manager)

(Name & Designation)

(Seal of the Bank)



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 Short Term Basis and Regular Basis 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 2024.
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

NOTE: Financial bid shall be submitted on GeM portal only. If the rates are quoted in this document, the bid will be rejected.



Annexure 'E'

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 / Work: -

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' 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 have 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



बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	29-12-2025 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	29-12-2025 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Personnel Public Grievances And Pensions
विभाग का नाम/Department Name	Department Of Personnel And Training
संगठन का नाम/Organisation Name	Lal Bahadur Shastri National Academy Of Administration (lbsnaa)
कार्यालय का नाम/Office Name	Lal Bahdur Shastri National Academy Of Administration
वस्तु श्रेणी /Item Category	Bus Hiring Service - Short Term - Local; 31-33; A.C. Deluxe (ACX); 120 , Bus Hiring Service - Short Term - Local; 31-33; A.C. Deluxe (ACX); 150 , Bus Hiring Service - Short Term - Outstation; 31-33; A.C. Deluxe (ACX); 300 , Bus Hiring Service - Short Term - Local; 16-18; A.C. Deluxe (ACX); 120 , Bus Hiring Service - Short Term - Local; 16-18; A.C. Deluxe (ACX); 150 , Bus Hiring Service - Short Term - Outstation; 16-18; A.C. Deluxe (ACX); 300 , Bus Hiring Service - Regular Basis - Local; 16-18; A.C. Deluxe (ACX); 2400 Km(s)*300 Hr(s)
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	82 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

Additional Terms & Conditions for Bus Hiring Services:

1. The vehicle should be registered as commercial vehicles. It should not be older than **2024** model and should not have run more than 1,00,000 Km at time of contract and also during the contract period. As soon as 1,00,000 Km are over, new vehicle with less than 1,00,000 Km running shall be provided.
2. The selected L1 will have to submit the documentary evidence confirming that he/she will provide the services of a minimum of 10 drivers and 1 supervisor and also proof of owning at least 10 vehicles in the bidder's name prior to entering the contract.
3. The hiring charges will be inclusive of fuel cost, lubricants, spare parts, maintenance, salary of the drivers/staff, payment of insurance/road/state taxes/permit/certificate etc.
4. The tenderer shall ensure to provide the vehicles with clean seat covers/ towels, car perfume, dustbin (wet & dry) apart from emergency medical first aid kit and fire extinguisher.
5. Duty slip in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of LBSNAA, Mussoorie and should ensure that at the end of duty; the duty slips are completed and signed by the users.
6. Separate duty slip will be maintained for each vehicle, which will be signed by the authorized signatory of the user department. Before each car is allotted for duty, the odometer reading shall be noted down by the driver and subsequent entries for starting time/closing time, places visited etc. for each duty during office hours and after completion of duty, the driver shall again note down the odometer reading and get it checked and signed by the user of the vehicle deployed by the administration of the user department. Based on each vehicle's duty slip, the service provider shall prepare weekly/fortnightly bills enclosing therewith a consolidated statement of each vehicle's operation along with original copies of duty slip.
7. The Service Provider should also ensure that they have arrangements for establishing contact and round-the-clock service. For this purpose, they should have adequate numbers of telephones/mobiles
8. The contract will be initially for a period of twenty-four months which may be further extended for twelve months on satisfactory services and on the same terms and conditions.
9. Vehicle and driver details for guests' pickup from the airport /railway station or any other location shall be provided at least 24 hours before the guest's arrival.

Me

10. Meter reading tampering, vehicle usage timings, overwriting of duty slip/summary/ log sheet, and driver misbehavior while on duty shall be viewed seriously, leading to termination of contract.
11. In case of cancellations or rescheduling by the client, the service provider will issue an adjusted invoice based on the actual services rendered.

Me

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
लागू आरसीएम/RCM Applicable	Yes
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	13805500
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	690275

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	30

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Administrative Officer Accounts

Lal Bahdur Shastri National Academy Of Administration, Department of Personnel and Training, Lal Bahadur Shastri National Academy of Administration (LBSNAA), Ministry of Personnel Public Grievances and Pensions (Rakesh Chandra)

UIN Number NCTGC2415P

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

1. 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.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. 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.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

जीएसटी की धारा 9(3)/Section 9(3) Of GST

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this Bid.

जीएसटी की धारा 9(3) / Section 9(3) Of GST

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this Bid.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

Bus Hiring Service - Short Term - Local; 31-33; A.C. Deluxe (ACX); 120 (40)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Service	Local
Vehicle Seating Capacity	31-33
Comfort Category	A.C. Deluxe (ACX)
Per Day KM(s) Usage	120
Per Day Hr(s) Usage	10
Fuel Type	Diesel
Year of Vehicle Model	2024
Bio-Toilet Required	No
Freezer System Required in bus	Ice Box
एडऑन /Addon(s)	

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	0.25%	1%	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Buses Required	अतिरिक्त आवश्यकता /Additional Requirement
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	40	<ul style="list-style-type: none"> Number of Days during Contract Period for which service is required : 100

Bus Hiring Service - Short Term - Local; 31-33; A.C. Deluxe (ACX); 150 (60)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Service	Local
Vehicle Seating Capacity	31-33
Comfort Category	A.C. Deluxe (ACX)
Per Day KM(s) Usage	150
Per Day Hr(s) Usage	10
Fuel Type	Diesel
Year of Vehicle Model	2024
Bio-Toilet Required	No
Freezer System Required in bus	Ice Box
एडऑन /Addon(s)	

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	0.25%	1%	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Buses Required	अतिरिक्त आवश्यकता /Additional Requirement
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	60	<ul style="list-style-type: none"> Number of Days during Contract Period for which service is required : 100

Bus Hiring Service - Short Term - Outstation; 31-33; A.C. Deluxe (ACX); 300 (60)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Service	Outstation
Vehicle Seating Capacity	31-33
Comfort Category	A.C. Deluxe (ACX)
Per Day KM(s) Usage	300
Per Day Hr(s) Usage	10
Fuel Type	Diesel
Year of Vehicle Model	2024
Bio-Toilet Required	No
Freezer System Required in bus	Ice Box
एडऑन /Addon(s)	

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	0.25%	1%	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Buses Required	अतिरिक्त आवश्यकता /Additional Requirement
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	60	<ul style="list-style-type: none"> Number of Days during Contract Period for which service is required : 100

Bus Hiring Service - Short Term - Local; 16-18; A.C. Deluxe (ACX); 120 (60)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Service	Local
Vehicle Seating Capacity	16-18
Comfort Category	A.C. Deluxe (ACX)
Per Day KM(s) Usage	120
Per Day Hr(s) Usage	10
Fuel Type	Diesel
Year of Vehicle Model	2024
Bio-Toilet Required	No
Freezer System Required in bus	Ice Box
एडऑन /Addon(s)	

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकार 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	0.25%	1%	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Buses Required	अतिरिक्त आवश्यकता /Additional Requirement
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	60	<ul style="list-style-type: none"> Number of Days during Contract Period for which service is required : 100

Bus Hiring Service - Short Term - Local; 16-18; A.C. Deluxe (ACX); 150 (120)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Service	Local
Vehicle Seating Capacity	16-18
Comfort Category	A.C. Deluxe (ACX)
Per Day KM(s) Usage	150
Per Day Hr(s) Usage	10
Fuel Type	Diesel
Year of Vehicle Model	2024
Bio-Toilet Required	No
Freezer System Required in bus	Ice Box
एडऑन /Addon(s)	

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	0.25%	1%	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Buses Required	अतिरिक्त आवश्यकता /Additional Requirement
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	120	<ul style="list-style-type: none"> Number of Days during Contract Period for which service is required : 100

Bus Hiring Service - Short Term - Outstation; 16-18; A.C. Deluxe (ACX); 300 (20)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Service	Outstation
Vehicle Seating Capacity	16-18
Comfort Category	A.C. Deluxe (ACX)
Per Day KM(s) Usage	300
Per Day Hr(s) Usage	10
Fuel Type	Diesel
Year of Vehicle Model	2024
Bio-Toilet Required	No
Freezer System Required in bus	Ice Box
एडऑन /Addon(s)	

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकार 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	0.25%	1%	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Buses Required	अतिरिक्त आवश्यकता /Additional Requirement
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	20	<ul style="list-style-type: none"> Number of Days during Contract Period for which service is required : 100

Bus Hiring Service - Regular Basis - Local; 16-18; A.C. Deluxe (ACX); 2400 Km(s)*300 Hr(s) (40)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Service	Local
Vehicle Seating Capacity	16-18
Comfort Category	A.C. Deluxe (ACX)
Usage Variant	2400 Km(s)*300 Hr(s)
Fuel Type	Diesel
Year of Vehicle Model	2024
एडऑन /Addon(s)	

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	0.25%	1%	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Buses Required	अतिरिक्त आवश्यकता /Additional Requirement
---------------	---	-------------	---	---

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Buses Required	अतिरिक्त आवश्यकता /Additional Requirement
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	40	N/A

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

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**

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.

4. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. 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. **Buyer Added Bid Specific ATC**

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

अस्वीकरण/**Disclaimer**

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-

compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

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

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

---धन्यवाद/Thank You---