

**NOTICE INVITING TENDERS FOR 'VEHICLE HIRING SERVICES' ON  
'MONTHLY BASIS' AND 'PER-VEHICLE-DAY 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/6009067
LBSNAA Reference No.	D-26011/4/2016-PRT
Name of Tender	<b>VEHICLE HIRING SERVICES:</b> <i>'Monthly basis' and 'Per-Vehicle-Day basis'</i>
Duration of contract	01.04.2025 to 31.03.2026
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 <a href="https://gem.gov.in">https://gem.gov.in</a>
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)
Earnest Money Deposit	Rs. 4,00,500 (Rupees Four lakh and five hundred Only)
Details for queries	<b>Landline:</b> 0135-22222304 or <b>Mob:</b> 9997718377 (during office hours between 0900 Hrs to 1730 Hrs) <b>E-mail:</b> <a href="mailto:protocol.lbsnaa@nic.in">protocol.lbsnaa@nic.in</a>

### 3. SCOPE OF WORK:

1. The number of vehicles required on 'monthly basis' and 'per-vehicle-day basis' is provided in **Annexure - A** and **Annexure - B** respectively.
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 2023: Undertaking in prescribed Proforma**).
4. Service Overview (not limited to the below clauses):
  1. Pick-up and Drop-off: Vehicles 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: Vehicles 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: Vehicles 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**' - invoice with relevant documents shall be submitted before the **5th** of the subsequent calendar month.
  2. '**Per-Vehicle-Day basis**' - invoice with relevant documents shall be submitted once in a **fortnight**.
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- I** 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. 80 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. 112 Lakhs.



3. **One** similar completed work costing not less than the amount equal to **80 (eighty)** percent of the estimated cost; Rs. 160 Lakhs.

**2. Criteria 2: Performance Capability**

1. Key Personnel: Bidder shall furnish documentary evidence that he/she would deploy (employed, hired) a Minimum of 10 Drivers & 1 Supervisor (as stipulated in **Annexure-G** below).
2. Critical Equipment: Bidder shall furnish documentary evidence that he/she would deploy (own, hire, lease) the required number of vehicles (as stipulated in **Annexure-H** below).

**3. Criteria 3: Financial Capability**

1. Turnover: Minimum average annual turnover of at least **Rs. 120 Lakhs** (60% of the advertised value of this tender) within the last **three (3) years**.  
**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. 50 Lakhs issued by the competent authority of any Nationalised/Commercial bank shall be uploaded on GeM portal.*

**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.
4. The bidder should also upload a Self Attested Print out of the Online IT statements indicating his/her zero tax liabilities for **three (3)** consecutive years prior to bidding or for the applicable period. LBSNAA reserves the right to send the same to the Income Tax department for verification.

**6. ONLINE BID SUBMISSION & PROCESSING:**

1. Bidder/s shall submit the following: Technical Bid (**Annexure-C**), Technical bid Undertaking (**Annexure C1**), Financial Bid through GeM portal only whereas the Night Halt Charges in the prescribed format (**Annexure-D**), Tender Acceptance Letter (**Annexure-E**), Details of Supervisor and Drivers (**Annexure-G**), Details of Current fleet of vehicles (**Annexure-H**) and Experience Details (**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.





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 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 shall be for the exclusive use of the buyer and should not be used by the Service Provider for any other purpose. This applies for vehicles hired on a monthly *basis*.
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 G**).
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. **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 **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. **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. 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, 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.

#### **Enclosed:**

- Annexure-A: **Vehicle Requirement on Monthly Basis**
- Annexure-B: **Vehicle Requirement on Per-Vehicle-Day Basis**
- Annexure-C: **Technical Bid (Checklist)**
- Annexure C1: **Technical Bid Undertaking**
- Annexure-D: **Financial Bid (Night Halt Charges Only)**
- Annexure-E: **Tender Acceptance Letter**
- Annexure-F: **Instructions for online bidding**
- Annexure-G: **Details of Supervisor and Drivers**
- Annexure-H: **Details of Current fleet of vehicles**
- Annexure-I: **Experience Details**


  
(Deputy Director)  
I/C Protocol Section  
LBSNAA, Mussoorie



**Vehicle Requirement on Monthly Basis: (INDICATIVE)**

Sl. No.	Type of Vehicle	Area of Operation	Type of Service	Usage Variant	Number of vehicles	Number of months
1.	Sedan	Hilly/ Plain	Local	2000 KM X 320 Hrs	2	12
2.	Premium SUV	Hilly/ Plain	Local	3000 KM X 364 Hrs	2	12
3.	MUV	Hilly/ Plain	Local	2000 KM X 320 Hrs	2	03
4.	Ambulance	Hilly/ Plain	Local	2000 KM X 320 Hrs	1	03


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

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

**Vehicle Requirement on Per-Vehicle-Day Basis: (INDICATIVE)**

Sl. No.	Type of Vehicle	Area of Operation	Type of Service	Usage Variant	Per-Vehicle-Day Basis	Duration	
1.	Sedan	Hilly/ Plain	Local	40Km X 5 Hrs	1000 Trips (Approx.)	ANNUAL REQUIREMENT	
				80KM X 10 Hrs			
				120 KM X 12 Hrs			
				168 KM X 12 Hrs			
2.	Sedan	Hilly/ Plain	Outstation	300 KM X 10 Hrs			
3.	Premium SUV	Hilly/ Plain	Local	40Km X 5 Hrs	750 Trips (Approx.)		
				80KM X 10 Hrs			
				120 KM X 12 Hrs			
				168 KM X 12 Hrs			
4.	Premium SUV	Hilly/ Plain	Outstation	300 KM X 10 Hrs			
3.	MUV	Hilly/ Plain	Local	80KM X 10 Hrs	30 Trips (Approx.)		

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

  
 (Deputy Director)  
 I/C Protocol Section  
 LBSNAA, Mussoorie



## Annexure 'C'

### TECHNICAL BID

#### 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	Details of the supervisor and drivers as per <b>Annexure G</b> & Undertaking (refer clause 5.2)
3	Details of the vehicles as per <b>Annexure H</b> & Undertaking (refer clause 5.2)
4	Experience details as per <b>Annexure I</b> (refer clause 5.1)
5	ITR for Assessment Year 2021-22, 2022-23, 2023-24
6	Valid Registration/incorporation certificate, GST, PAN, ESI, EPF, ISO (if any),
7	Annual Audited financial statement (Balance sheet/profit-loss statement) for last three financial years (refer clause 5.3)
8	Line of Credit (Rs.50 Lakhs) (Refer Clause 5.3)
9	Undertaking to indemnify the buyer (LBSNAA, Mussoorie) against all damages/charges
10	Undertaking that the 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.
11	Undertaking that the bidder/organisation has not been banned or suspended or blacklisted by any department of central/state/PSU/Govt. or declared bankrupt or insolvent and the acceptance of all terms & conditions of the bid document.
12	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 is 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 Daily trip basis/monthly hiring 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 2023.
2. 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.
3. 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..
4. 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.
5. 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**.
6. 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





**FINANCIAL BID (NIGHT HALT CHARGES ONLY)  
HIRING OF VEHICLE (ANNUAL RATE CONTRACT)**

E-TENDER NO:

Date:

1. Name of the Travel Agency : -
2. Name of the Owner/Proprietor : -
3. Postal Address with Phone/Mobile No. : -
4. Distance from LBSNAA, Mussoorie : -
5. PAN No. \_\_\_\_\_
6. GST NO: \_\_\_\_\_
7. Details about the Vehicles and Night Halt Charges (Monthly Basis & Per Vehicle Day Basis):

Sr. No. (1)	Category (2)	Only AC (3)	Description (4)	Rate (Rs) (5)
1.	Sedan (Maruti Dzire, Hyundai Xcent, Toyota Etios, Honda – Amaze, etc.)	AC	Night Halt charges	
2.	Premium SUV ( Toyota Innova Crysta, Toyota Fortuner, etc. or equivalent)	AC	Night Halt charges	
3.	MUV (Mahindra –Bolero Pick up or equivalent)	Non-AC	Night Halt charges	

**Note: Only Night Halt Charges, shall be entered in the Coloumn No: 5.**

In the event of empanelment of our travel agency in LBSNAA, Mussoorie, we shall be very prompt in our service. We are bound to follow the terms & conditions as and when implemented/amended by LBSNAA, Mussoorie. The above price is our lowest competitive price for the service.

Date:

Place:

Signature

Name of Authorized Signatory

Owner/Proprietor with seal

## **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.

Signature

Name of Authorized Signatory





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

**Date:**

**To,**

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**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:

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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**



## **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the GeM Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the GeM Portal, prepare their bids in accordance with the requirements and submitting their bids online on the GeM Portal. More information, useful for submitting online bids on the GeM Portal may be obtained at: <https://gem.gov.in>.

### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of Govt. E-Marketing Portal (<https://gem.gov.in>) by clicking on the link "Online bidder Enrolment" on the GeM Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the GeM Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by GeM India with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the GeM/ e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the GeM Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the GeM Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the GeM Portal to intimate the bidders through SMS /email in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

1. Bidders should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the



names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidders, in advance, should get the bid documents ready to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.


## **SUBMISSION OF BIDS**

1. Bidders should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidders will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidders should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details available in the scanned copy should be entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the sky blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The GeM/CPP server time (which is displayed on the bidders' dashboard) will be considered as the standard time for reference as the deadline for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secure Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e., after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

  
(Deputy Director)  
I/C Protocol  
LBSNAA, Mussoorie



**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						
5						
6						
7						
8						
9						
10						

**Signature**  
**Name of Authorized Signatory**

**Details of Current fleet of vehicles**

(Vehicle details required. Also legible copy of RC, Insurance &amp; 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						
3						
4						
5						
6						
7						
8						
9						
10						

Signature  
Name of Authorized Signatory





**Experience Details**

(Copy of completion certificates to be attached)

<b>Sr. No.</b>	<b>Name of buyer</b>	<b>Service Period From To: DD/MM/YYYY</b>	<b>Number of vehicles supplied</b>	<b>Completion certificate date DD/MM/YYYY</b>
1				
2				
3				
<b>Note:</b> Completion Certificate shall be uploaded on the GeM portal only				

**Signature**  
**Name of Authorized Signatory**



### **Additional Terms & Conditions:**

1. Technical bid undertaking (**Annexure C1**) shall be furnished on a notarized stamp paper said form shall be obtained from the Bid Document on GeM Portal.
2. The bidder should have a registered office in Dehradun at the time of bidding for this service contract.
3. The vehicle should be registered as commercial vehicles. It should not be more than **2023** 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.
4. Hiring charges will be inclusive of fuel, lubricants, maintenance of vehicle, salary of driver/staff etc. but not limited to insurance (or) any other requirement for providing service.
5. 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.
6. 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.
7. 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 monthly bills enclosing therewith a consolidated statement of each vehicle's monthly running and original copies of duty slip.
8. A daily record indicating the time and mileage for each vehicle shall be maintained in a log - book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills. This pertains to Monthly basis hired vehicle.
9. 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. Undertaking in this regard would be required to be submitted by the tenderer along with the technical bid.
10. The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of the contract and should not change the vehicle without prior information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this office temporarily.
11. The contract will be initially for a period of twelve months which may be further extended on satisfactory services on the same terms and conditions. This applies for Monthly Basis Vehicle.
12. At the option of the buyer, Service provider may have to provide vehicle tracking system and submit the record /data of journey including pickup time and drop time along with mileage.
13. 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.



14. 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.
15. In case of cancellations or rescheduling by the client, the service provider will issue an adjusted invoice based on the actual services rendered.
16. Unutilized mileage below the contracted limit per month in respect of each vehicle will be carried forward to the next month and will be set off in subsequent month(s) till the contract is in force.
17. The vehicles should be fitted with air safety bags for the driver and passengers.
18. Bidder shall go through the Tender document and submit in the GeM Portal only and fulfill the all conditions before submitting the tender on GeM





**Bid Document/ बिड दस्तावेज़**

Bid Details/बिड विवरण	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	22-03-2025 10:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	22-03-2025 10:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	90 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Personnel Public Grievances And Pensions
<b>Department Name/विभाग का नाम</b>	Department Of Personnel And Training
<b>Organisation Name/संगठन का नाम</b>	Lal Bahadur Shastri National Academy Of Administration (lbsnaa)
<b>Office Name/कार्यालय का नाम</b>	Lal Bahdur Shastri National Academy Of Administration
<b>क्रेता ईमेल/Buyer Email</b>	jitendra.mohan@nic.in
<b>Item Category/मद केटगरी</b>	<p>Monthly Basis Cab &amp; Taxi Hiring Services - Sedan; 2000 km x 320 hours; Local , Monthly Basis Cab &amp; Taxi Hiring Services - Premium SUV; 3000 Km x 364 hours; Local , Monthly Basis Cab &amp; Taxi Hiring Services - MUV; 2000 km x 320 hours; Local , Monthly Ambulance Service (All Inclusive) - All inclusive service; Type C Basic Life Support Ambulance; Single Stretcher Premium Van; Tata Winger Ambulance 3200, Tata Winger Ambulance 3400 , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2023, 2024, 2025; Local; Hilly; 40Kms x 5Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2023, 2024, 2025; Local; Hilly; 80Kms x 10Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2023, 2024, 2025; Local; Hilly; 120Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2023, 2024, 2025; Local; Hilly; 168Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Premium SUV/MUV; 2023, 2024, 2025; Local; Hilly; 40Kms x 5Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Premium SUV/MUV; 2023, 2024, 2025; Local; Hilly; 80Kms x 10Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Premium SUV/MUV; 2023, 2024, 2025; Local; Hilly; 120Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Premium SUV/MUV; 2023, 2024, 2025; Local; Hilly; 168Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - SUV/MUV; 2023, 2024, 2025; Local; Hilly; 80Kms x 10Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2023, 2024, 2025; Outstation; Plain; 300Kms x 10Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Premium SUV/MUV; 2023, 2024, 2025; Outstation; Plain; 300Kms x 10Hrs; Round Trip</p>

Bid Details/बिड विवरण	
Contract Period/अनुबंध अवधि	1 Year(s) 1 Month(s) 1 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	120 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/	Yes
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	21203140
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

#### EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	400500

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	2

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

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

**Beneficiary/लाभार्थी :**

Assistant Administrative Officer

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 (Pramila Bahuguna)

**UIN Number NCTGC2415P****MII Compliance/एमआईआई अनुपालन**

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. 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.
3. 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.
4. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

5. 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.

6. 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.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Fleet of owned vehicles with service provider, (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):10**

**Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):10**

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

**Number (upto 100%) of vehicles demanded should have been provided in a single contract to a government agency in the past three years:3000**

**Number (up to 100%) of vehicles demanded should have been provided in the past 1 year to government agencies:1000**

**Geographic Presence in States:Uttarakhand**

**Rate Per Km for Extra Usage in excess of chosen package as per the Vehicle Type selected. In case of bunch bid buyer must indicate extra KM rate for every Vehicle Type that is bunched::**Extra KM rates shall be arrived at as per the provisions prescribed in the Service Level Agreement

**Rate Per Hour (Inclusive of GST) for Extra Usage in excess of chosen package:**Extra Hours rates shall be arrived at as per the provisions prescribed in the Service Level Agreement

**Scope of Work:**[1740809115.pdf](#)

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
12-03-2025 16:00:00	LBSNAA, Mussoorie

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

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Dzire , Toyota Etios , Hyundai Aura
Usage Variant	2000 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2023 , 2024 , 2025
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicles Required	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	2	<ul style="list-style-type: none"> <li>Duration in Months for which service is required : 12</li> </ul>

#### Monthly Basis Cab & Taxi Hiring Services - Premium SUV; 3000 Km X 364 Hours; Local ( 2 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Vehicle Type	Premium SUV
Type of car (Please select at least 3 options)	Toyota Innova , Toyota Fortuner , Toyota Innova Crysta
Usage Variant	3000 Km x 364 hours
Type of Service	Local
Year of Vehicle Model	2023 , 2024 , 2025

Specification	Values
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/प्रेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/प्रेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicles Required	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179, Lal Bahadur Shastri National Academy of Administration, Mussoorie, Uttarakhand	2	<ul style="list-style-type: none"> <li>Duration in Months for which service is required : 12</li> </ul>

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

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Vehicle Type	MUV
Type of car (Please select at least 3 options)	Mahindra Bolero Camper , Isuzu V-Cross , Mahindra Bolero Maxitruck
Usage Variant	2000 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2023 , 2024 , 2025
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	Non-A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	



**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़****Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicles Required	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	2	<ul style="list-style-type: none"><li>Duration in Months for which service is required : 3</li></ul>

**Monthly Ambulance Service (All Inclusive) - All Inclusive Service; Type C Basic Life Support Ambulance; Single Stretcher Premium Van; Tata Winger Ambulance 3200, Tata Winger Ambulance 3400 ( 1 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Procurement Model	All inclusive service
Ambulance Type	Type C Basic Life Support Ambulance
Ambulance Model	Single Stretcher Premium Van
Model Variants	Tata Winger Ambulance 3200 , Tata Winger Ambulance 3400
Air Conditioning Requirement	AC
Usage Variant per month	2000 km
Duty days in a month	All days including holidays
Year of Vehicle Model	2024
Km travelled	Up to 25,000 KM
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	
Consumables & Medical Supplies	NA
<b>Additional Details/अतिरिक्त विवरण</b>	
Location Address	Dehradun
zipcode	248179

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Ambulances Required	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1	<ul style="list-style-type: none"><li>Number of Months during Contract Period for which service is required : 3</li></ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2023, 2024, 2025; Local; Hilly; 40Kms X 5Hrs; Round Trip ( 1 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Hyundai Xcent , Honda Amaze , Maruti Dzire
Year of Manufacturing	2023 , 2024 , 2025
Type of Service	Local
Type of Terrain	Hilly
Usage Variant	40Kms x 5Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1	<ul style="list-style-type: none"><li>Maximum No. of Vehicles required in a Day/Event : 12</li></ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2023, 2024, 2025; Local; Hilly; 80Kms X 10Hrs; Round Trip ( 1 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Hyundai Xcent , Honda Amaze , Maruti Dzire
Year of Manufacturing	2023 , 2024 , 2025
Type of Service	Local
Type of Terrain	Hilly
Usage Variant	80Kms x 10Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms , 50,000-75000 kms
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़****Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**



S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1	<ul style="list-style-type: none"> <li>Maximum No. of Vehicles required in a Day/Event : 12</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2023, 2024, 2025; Local; Hilly; 120Kms X 12Hrs; Round Trip ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Hyundai Xcent , Honda Amaze , Maruti Dzire
Year of Manufacturing	2023 , 2024 , 2025
Type of Service	Local
Type of Terrain	Hilly
Usage Variant	120Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms , 50,000-75000 kms
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1	<ul style="list-style-type: none"> <li>Maximum No. of Vehicles required in a Day/Event : 12</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2023, 2024, 2025; Local; Hilly; 168Kms X 12Hrs; Round Trip ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Hyundai Xcent , Honda Amaze , Maruti Dzire
Year of Manufacturing	2023 , 2024 , 2025
Type of Service	Local
Type of Terrain	Hilly
Usage Variant	168Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms , 50,000-75000 kms
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1	<ul style="list-style-type: none"> <li>Maximum No. of Vehicles required in a Day/Event : 12</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium SUV/MUV; 2023, 2024, 2025; Local; Hilly; 40Kms X 5Hrs; Round Trip ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium SUV/MUV
Vehicle Brand	Toyota Fortuner , Toyota Innova , Toyota Crysta
Year of Manufacturing	2023 , 2024 , 2025
Type of Service	Local
Type of Terrain	Hilly
Usage Variant	40Kms x 5Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms , 50,000-75000 kms
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**



S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1	<ul style="list-style-type: none"> <li>Maximum No. of Vehicles required in a Day/Event : 12</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium SUV/MUV; 2023, 2024, 2025; Local; Hilly; 80Kms X 10Hrs; Round Trip ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium SUV/MUV
Vehicle Brand	Toyota Fortuner , Toyota Innova , Toyota Crysta
Year of Manufacturing	2023 , 2024 , 2025
Type of Service	Local
Type of Terrain	Hilly
Usage Variant	80Kms x 10Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms , 50,000-75000 kms
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1	<ul style="list-style-type: none"> <li>Maximum No. of Vehicles required in a Day/Event : 12</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium SUV/MUV; 2023, 2024, 2025; Local; Hilly; 120Kms X 12Hrs; Round Trip ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium SUV/MUV
Vehicle Brand	Toyota Fortuner , Toyota Innova , Toyota Crysta
Year of Manufacturing	2023 , 2024 , 2025
Type of Service	Local
Type of Terrain	Hilly
Usage Variant	120Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms , 50,000-75000 kms
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1	<ul style="list-style-type: none"> <li>Maximum No. of Vehicles required in a Day/Event : 12</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium SUV/MUV; 2023, 2024, 2025; Local; Hilly; 168Kms X 12Hrs; Round Trip ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium SUV/MUV
Vehicle Brand	Toyota Fortuner , Toyota Innova , Toyota Crysta
Year of Manufacturing	2023 , 2024 , 2025
Type of Service	Local
Type of Terrain	Hilly
Usage Variant	168Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms , 50,000-75000 kms
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1	<ul style="list-style-type: none"> <li>Maximum No. of Vehicles required in a Day/Event : 12</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - SUV/MUV; 2023, 2024, 2025; Local; Hilly; 80Kms X 10Hrs; Round Trip ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	SUV/MUV
Vehicle Brand	Mahindra Bolero Camper
Year of Manufacturing	2023 , 2024 , 2025
Type of Service	Local
Type of Terrain	Hilly
Usage Variant	80Kms x 10Hrs
Trip Type	Round Trip
Air Conditioning Required	Non-AC
Vintage Km(s)	25,000-50,000 kms , 50,000-75000 kms
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**



S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1	<ul style="list-style-type: none"> <li>Maximum No. of Vehicles required in a Day/Event : 12</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2023, 2024, 2025; Outstation; Plain; 300Kms X 10Hrs; Round Trip ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Hyundai Xcent , Honda Amaze , Maruti Dzire
Year of Manufacturing	2023 , 2024 , 2025
Type of Service	Outstation
Type of Terrain	Plain
Usage Variant	300Kms x 10Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms , 50,000-75000 kms
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1	<ul style="list-style-type: none"> <li>Maximum No. of Vehicles required in a Day/Event : 12</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium SUV/MUV; 2023, 2024, 2025; Outstation; Plain; 300Kms X 10Hrs; Round Trip ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium SUV/MUV
Vehicle Brand	Toyota Fortuner , Toyota Innova , Toyota Crysta
Year of Manufacturing	2023 , 2024 , 2025
Type of Service	Outstation
Type of Terrain	Plain
Usage Variant	300Kms x 10Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms , 50,000-75000 kms
Fuel Type	Diesel
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषितो/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	JITENDRA MOHAN	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1	<ul style="list-style-type: none"> <li>Maximum No. of Vehicles required in a Day/Event : 12</li> </ul>

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

### 1. Generic

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

### 2. Buyer Added Bid Specific ATC

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

## Disclaimer/अस्वीकरण

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

- 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.
- Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
- Creating BoQ bid for single item.
- Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
- Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- Floating / creation of work contracts as Custom Bids in Services.
- 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)
- Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
- Seeking experience from specific organization / department / institute only or from foreign / export experience.
- Creating bid for items from irrelevant categories.
- Incorporating any clause against the MSME policy and Preference to Make in India Policy.
- 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.

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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

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

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

**---Thank You/धन्यवाद---**