

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	27-10-2023 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	27-10-2023 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Labour And Employment
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Employees Provident Fund Organisation (epfo)
Office Name/कार्यालय का नाम	New Delhi
Item Category/मद केटेगरी	Custom Bid for Services - Hiring of vehicles
Contract Period/अनुबंध अवधि	1 Year(s) 3 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	24 Lakh (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
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),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण	
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	600000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

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

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

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

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.

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

Financial quotation - [1695816960.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Introduction about the project /services being proposed for procurement using custom bid functionality:[1695813188.pdf](#)

Instruction To Bidder:[1695813197.pdf](#)

Scope of Work:[1695813213.pdf](#)

Service Level Agreement (SLA):[1695813221.pdf](#)

Payment Terms:[1695813229.pdf](#)

GEM Availability Report (GAR):[1695813242.pdf](#)

Custom Bid For Services - Hiring Of Vehicles (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Hiring of vehicles
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेपिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Joginder Singh Yadav	110075,National Data Centre EPFO Complex Plot 23, Sector 23 Dwarka	1	N/A

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

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

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

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer

is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

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

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद

पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



कर्मचारी भविष्य निधि संगठन EMPLOYEES' PROVIDENT FUND ORGANISATION

श्रम एवं रोजगार मंत्रालय, भारत सरकार

Ministry of Labour and Employment, Govt of India

राष्ट्रीय डाटा सेन्टर / National Data Center



ईपीएफओ काम्प्लेक्स, सेक्टर 23, द्वारका, नई दिल्ली – 110077 / EPFO Complex, Sector 23, Dwarka, New Delhi – 110077

E-34320

Date: 16/08/2023

TENDER FOR RATE CONTRACT OF VEHICLES FOR HIRING ON (1) NEED BASIS & (2) MONTHLY BASIS

National Data Center, Employees' Provident Fund Organisation having its office at EPFO Complex, Sector 23, Dwarka, New Delhi – 110077 (hereinafter referred as “**NDC**”), invites quotation from reputed agencies/firms/companies (hereafter referred as “**bidder**”) through GeM Portal for rate contract for hiring of vehicles on need basis (with drivers for official use) as per details given below.

Details of Vehicles (with driver) to be hired on (1) need basis (as and when required) & also on (2) monthly basis

Type	Models
Hatchback	Maruti Wagon R, Tata Tiago or equivalent
Hatchback Electric	Tata Tiago EV or equivalent
Sedan	Maruti Dzire, Honda Amaze, Tata Tigor, Toyota Etios or equivalent
Sedan Electric	Tata Tigor EV or equivalent
Premium Sedan	Maruti Ciaz, Honda City, Hyundai Verna or equivalent
SUV	Toyota Innova, Maruti Ertiga or equivalent
Premium SUV	Toyota Innova Cresta or equivalent

Bid Submission:

1. Bids shall be submitted online only on GeM Portal. Tenders and supporting documents shall be uploaded through GeM Portal within the time prescribed on GeM Portal.
2. Hard copy of the Tender documents shall not be accepted.
3. Tenderer should ensure that the documents being uploaded by him are legible, and wherever possible scanned copy of the original document should be uploaded instead of Xerox copy.
4. If the uploaded/scanned copies are found illegible the bid will be summarily rejected.

Eligibility Condition of Agencies for participation in bid:

1. It must be a registered partnership/proprietorship firm or any company.
2. It must be having registered office within 15 KM of office address of department.
3. It should not have been blacklisted or debarred by any Government Agency/PSU/Autonomous bodies.

Mandatory documents to be attached with Technical Bid: without these documents the quotation will be summarily rejected

1. Scanned copy of this tender document with signature of proprietor/partner/director/authorized signatory on each page of this tender document and on each page of enclosures.
2. Scanned copy of Aadhaar of the authorized signatory of the agency who has signed all the documents. If Authorized Signatory is different from proprietor/director/partner, then additionally submit a 'Letter of Authority' to be issued in favour of the authorized signatory on the company letter-head.
3. Scanned copy Registration certificate of agency along with complete address which shows that the agency is having its office within 15 KM of NDC.
4. Ownership details of the agency.
5. Scanned copy of Goods and Service Tax Number of the agency.
6. Scanned copy of PAN Card of the agency.
7. Scanned copy of the cancelled cheque of the agency.
8. Scanned copy of an affidavit that the bidder agency has not been blacklisted or debarred by any Government Agency/PSU/Autonomous bodies.
9. Details of experience of agency in providing vehicles to other government department/PSU/Autonomous bodies, if any.
10. Copy of Aadhaar of the authorized signatory of the agency who has signed all the documents. If Authorized Signatory is different from proprietor/director/partner then submit power of attorney to be issued in favour of the authorized signatory.
11. All these scanned copies be uploaded as one pdf having all above mentioned documents in same sequence.

Financial Bid quotation:

1. Financial bid of any those agencies will be opened who have fulfilled the conditions laid down in the technical bid.
2. It has to be mentioned as charges for **(1) Need basis full day (which means 10 Hours/100 KM) as mentioned below:**

Quotation Sought in INR for	Full Day: 10 Hours with 100 KM (10 Units)
Hiring Period (on need basis)	Either Full Day or Half Day Half Day: 5 Hours with 50 KM (5 Units) Charges for half day will be treated as 50% of full day charges
Calculation of Charges	<ol style="list-style-type: none"> 1. Run beyond 10 Hours/100 KM for full day and 5 Hours/50 KM for half day will be calculated on prorated basis. 2. 30 minutes and more counting as 1 Hour and 5 KM and more counting as 10 KM. Less than 30 minutes and less than 5 KM will not be taken into account. 3. 10 KM and 1 Hour will be counted as one unit. Units will be counted on KM and Hours whichever will be higher. For eg extra run of 11 Km (rounded to 10 KM) and 2.45 Hours (rounded to 3 Hours) will be treated as 3 units (max of 1 unit for KM and 3 units for Hours)

	<p>Eg 1: Vehicle run for 4 Hours and 60 KM: Vehicle run for half day with 10 extra KM (1 extra unit) Total units: 5 units (for half day) + 1 unit for extra 10 KM Total cost = 6/10 * full day charges</p> <p>Eg 2: Vehicle run for 11 Hours and 120 KM: Vehicle run for full day with 1 extra hour and 20 extra KM Total units: 10 Units (for full day) + 2 Units (max of 1 unit of Hours and 2 Units of KMs) Total Cost: 12/10 * Full Day Charges Note: In case half day hiring charges with extra hours and extra KMs are calculated (suppose amount x) to be more than the full day charges with extra hour and extra KMs (amount y) then the lower charges will be paid (whichever is lower of x and y)</p>
Extra Charges	There would be no night charges or any other charges except Toll/Parking (on production of actual receipt)

(2) Monthly basis as mentioned below:

Quotation Sought in INR for	<p>Monthly Basis: monthly duty 240 hours & monthly mileage 2400 KMs : 240 Units</p> <p>(10 Hours with 100 KM = 10 Units)</p>
Calculation of Charges	<ol style="list-style-type: none"> Run beyond 240 Hours & 2400 KMs will be calculated on prorate basis. Any unutilized duty hours and mileage will be carried forward to the next month. 30 minutes and more counting as 1 Hour and 5 KMs and more counting as 10 KM. Less than 30 minutes and less than 5 KM will not be taken into account. 10 KM and 1 Hour will be counted as one unit. Units will be counted on KMs and Hours whichever will be higher. For eg extra run of 11 Km (rounded to 10 KM) and 2.45 Hours (rounded to 3 Hours) will be treated as 3 units (max of 1 unit for KM and 3 units for Hours)
Extra Charges	There would be no night charges or any other charges except Toll/Parking (on production of actual receipt)

- Agency quoting lowest amount will be awarded the tender (such agency which will be awarded with tender is hereafter referred as “**contractor**”).
- Amount quoted by the agency should be excluding the GST. GST as per prevailing rates may be charged.
- Selection of lowest bidder will be as per below table:

(1) Need basis full day (which means 10 Hours/100 KM) as mentioned below:

Type	Weightage	Eg (Amount quoted by agency)
Hatchback	10%	Rs a (to be quoted by bidder)
Hatchback Electric	10%	Rs b (to be quoted by bidder)

Sedan	30%	Rs c (to be quoted by bidder)
Sedan Electric	20%	Rs d (to be quoted by bidder)
Premium Sedan	10%	Rs e (to be quoted by bidder)
SUV	10%	Rs f (to be quoted by bidder)
Premium SUV	10%	Rs g (to be quoted by bidder)
Total	100%	Rs h = a X 10% + b X 10% + c X 30% + d X 20% + e X 10% + f X 10% + g X 10% (to be quoted by bidder as per given calculation) This amount will be calculated for each bid

(2) Monthly Basis: Monthly Duty 240 hours & Monthly mileage 2400 KMs : 240 Units

Type	Weightage	Eg (Amount quoted by agency)
Hatchback	10%	Rs i (to be quoted by bidder)
Hatchback Electric	10%	Rs j (to be quoted by bidder)
Sedan	35%	Rs k (to be quoted by bidder)
Sedan Electric	35%	Rs l (to be quoted by bidder)
Premium Sedan	10%	Rs m (to be quoted by bidder)
Total	100%	Rs n = i X 10% + j X 10% + k X 35% + l X 35% + m X 10% (to be quoted by bidder as per given calculation) This amount will be calculated for each bid

Calculation of L1 bid

Total Calculated for Need basis full day (which means 10 Hours/100 KM) i.e. h as calculated above	To be quoted by bidder as calculated above
Total Calculated for Monthly Duty 240 hours & Monthly mileage 2400 KMs i.e. n as calculated above	To be quoted by bidder as calculated above
Final Quote Rs p	To be quoted by bidder as per formula $h + n / 30$

L1 will be calculated based on figure arriving at "Final Quote" as Rs p

6. Any Agency quoting any condition of his own then such conditional tender will be summarily rejected.

Other Terms and Conditions for the tender:

1. Department reserves the right to reject any or all tender/bid without assigning any reason.
2. During the period of contract, the rates will not be revised with the revision of any taxes/petrol/diesel by the Government of India. The agency may quote the rates accordingly taking into consideration this aspect.
3. The rate contract will be valid for 1 year, which can be terminated by department with a notice of 30 days. However, termination of contract on breach of agreement as stipulated in the Service Level Agreement Conditions will not require notice of 30 days.
4. Agency can also terminate the contract with a notice of 90 days.

5. The rate contract shall be initially for a period of one year from the date of awarding the contract. However, the rate contract may be extended subsequently for a further period not exceeding one year on the same terms and conditions subject to the performance of the vendor if found satisfactory. However, the grant of extension of contract will be at sole direction of the department.
6. In case the Lowest bidder fails to provide service as per the Service Level Agreement conditions, department reserves the rights to award the tender to the next lowest bidder without going for fresh tender during the period of 1 year.
7. Vehicles will be reporting to and will be released NDC; hours and KMs will be counted with reference to this office. Time and distance for reaching to this office from garage and reaching garage from this office will not be considered.
8. Vehicles can be called for duty even on holidays and beyond normal office hours as per business requirement.
9. The agency will indemnify department from all claims, suits, inability & procedure which may be identified/initiated by the employees engaged by the vendor, shall keep department harmless from all such rules, procedure liabilities. The agency shall also indemnify department from all or any legal implication or consequences that may arise out of labour laws/rules and any consequence that may arise out of misconduct of any of his personnel.
10. Any legal dispute shall be adjudicated within the jurisdiction of Delhi.
11. For any clarification, the agency may contact over email rc.ndc@epfindia.gov.in.

Terms and Conditions for Service Level Agreement are as under:

1. The vehicles should be in excellent condition both technically and in appearance particularly as to the upholstery and outer painting etc.
2. For requirement of vehicles on a particular day, the office will ordinarily inform the vendor in the previous day. However, vendor will have to provide vehicle at notice of minimum 4 hours.
3. The department may call for any number of vehicles on any day, or it may not call for any vehicle on any day. Department is under no obligation to call for any fixed number of vehicle on any day, it is purely on need basis.
4. Vendor will provide a dedicated mobile number and email id for communication with the department.
5. Late reporting of more than 15 minute will attract a fine of one fourth of the full day charges on each occasion. In case vehicle do not report even after 30 minutes then the department will have a right to hire a taxi from market and such charges (along with fine) will be borne by the vendor.
6. Vehicles found dirty or not in good condition will be treated as if no vehicle is reported for duty.
7. The vendor will have to provide the replacement of vehicle within the shortest possible time in case of any eventuality. The cost of taxi from point of breakdown to rest of the journey will have to be borne by the vendor.
8. The Department has the right to ask the vendor for removal of any vehicle/driver, who/which is not found proper.

9. A daily requisition slip will be provided to the vendor which will be duly signed by the driver and the department's official at the start and end of the trip and the same will be submitted to the department along with bills for payment.
10. Vehicles provided to the department should be commercial vehicles having with all the permits/insurance/pollution certificate along with drivers having proper license.
11. No advance payment/spot payment will be made. Payment shall be done on production of bills and processing of same through the department via cheques or NEFT.
12. The Department will deduct Income Tax/GST at Source at the prevailing rates.
13. Toll charges/parking charges will be paid by the vendor at first and bills for the same will be submitted for reimbursements. Under no circumstances the officials travelling in the vehicle will be asked to pay the tolls/parking charges.
14. Department shall not be responsible for any accident, damage etc to the vehicle during the period of hire.
15. Compliance to all the relevant laws including labour laws will be done by the vendor.
16. The vendor shall not assign or sublet contract or any part thereof to any other person/agency.

(Vikas Kumar Gupta)
Regional PF Commissioner-II
(Procurement & Contract Management)