

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	09-12-2025 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	09-12-2025 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	60 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Railways
विभाग का नाम / Department Name	Indian Railways
संगठन का नाम / Organisation Name	Eastern Railway
कार्यालय का नाम / Office Name	Malda Division
वस्तु श्रेणी / Item Category	Monthly Basis Cab & Taxi Hiring Services - SUV; 1500 km x 260 hours; Local 24*7
अनुबंध अवधि / Contract Period	2 Year(s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या / Minimum number of bids required to disable automatic bid extension	1

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
लागू आरसीएम/RCM Applicable	Yes
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	27000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। 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।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

लाभार्थी /Beneficiary :

FA & CAO Eastern Railway, Kolkata
FA & CAO Eastern Railway, Kolkata Eastern Railway, Ministry of Railways
(Fa And Cao Eastern Railway, Kolkata)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

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

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

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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Geographic Presence in States:WEST BENGAL

Scope of Work:[1764337402.pdf](#)

Monthly Basis Cab & Taxi Hiring Services - SUV; 1500 Km X 260 Hours; Local 24*7 (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	SUV
Type of car (Please select at least 3 options)	Maruti Suzuki Ertiga , Maruti Suzuki XL6 , Mahindra Scorpio
Usage Variant	1500 km x 260 hours
Type of Service	Local 24*7
Year of Vehicle Model	2025
Km Travelled	Upto 50,000 Kms

विवरण/ Specification	मूल्य/ Values
Air Conditioning Requirement	Non-A/C
Area of Operation	Plains
Fuel Type	Diesel
एडऑन /Addon(s)	

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

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	5%	NA	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Neeraj Kumar Verma	732102,DRM OFFICE, MALDA DIVISION,PO- JHALJHALIYA	1	<ul style="list-style-type: none"> Duration in Months for which service is required : 24

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

1. Generic

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

2. Generic

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including addons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

3. Buyer Added Bid Specific ATC

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

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. Tender for the work of "Hiring of (01) One number light motor vehicle (SUV) TATA SUMO or similar along with driver and fuel for **DEN/I/MLDT** for the period of **24 months**.

2. All other Terms and conditions are uploaded in ATC. Please refer prior to bid dropping and follow the same.

3. Quoted rate should be as per month per vehicle.

Special Conditions: -

Condition as issued by Railway Board vide letter no. 2018/CE- I/CT/4 dated 17.10.18 regarding - Special conditions of contract for mandatory updation of labour data on Railways shramikkalya n portal by contractor- should have to be followed.

1. Working hours of the vehicles will be for 24 hours per day [A Day shall mean a day of 24 hours from midnight to midnight irrespective of the number of hours worked in that day].

2. Normally, vehicle will be required on all working days including Sundays and gazetted holidays. Vehicle may have to be supplied at any place of the Division as required in 03 States (West Bengal, Jharkhand & Bihar).

3. Fuels, lubricating oil, brake oil or any other consumables used for running of the vehicles have to be supplied by the contractor and the rate quoted shall include all such charges.

4. Vehicle(s) Insurance-The vehicle(s) provided to the Railway must be fully and comprehensively insured under the provisions of Motor Vehicle Act 1988 (or as amended as per latest guideline covering the risk to the driver and all passengers also. The insurance shall protect the contractor and the Railway against all such risk, claim for loss, injuries, disability, disease and death of members of public including RCT, Railway men, and damage to the property of any other arising from the use of motor vehicles during operations irrespective of the ownership of such vehicle(s).

5. The vehicle (s) should comply strictly with provisions of pollution control in line with the decision of Honorable Supreme Court from time to time and should also comply with statutory regulation issued by State Transport Authority/Central Govt. etc.

6. Expert and well-experienced driver's with valid driving license along with Mobile number shall be provided for driving the vehicle. Driver shall keep all legal and valid documents pertaining to his license as well as the vehicle along with the required tools like jacks, spares, one extra stepney, first aid box etc. in the vehicle. The drivers provided should be well mannered, courteous and well acquainted with area of Malda Division and punctual with name badge. The drivers should also have some knowledge of car mechanism so that he can attend to minor repairs. In case of any disobedience or casualness noticed in driver's duties, on complaint to them Contractor should immediately take corrective action.

7. Vehicle should have permit to run within the territories of the various States viz. Bihar, Jharkhand & West Bengal where journeys may have to be usually performed on Railway duty. Driver will have to make his own lodging /fooding arrangements and secure stabling/ parking of the vehicle during such journeys.

8. The contractor shall abide by the provisions of all statutory regulations like Minimum Wages, PF Scheme, Employees State Insurance Act, Motor Vehicle Act & other Rules etc. as applicable to the vehicle and its driver from time to time.

9. In case of taken over of the vehicle by the State Government or other authorities when the vehicle is on Railway duty, it shall be incumbent on the part of the contractor to bear the expenses if any and to get the vehicle released. In such cases the contractor shall make stop gap arrangements by providing another vehicle immediately to the concerned Railway authorities. Else, the vehicle shall be treated as not available on Railway duty from time it has been so requisitioned.

10. In case the contractor fails to provide the vehicle for any day as per the above terms and conditions, a penalty of an amount equivalent to the rate of hiring charge per day of the vehicle shall be levied and the amount shall be deducted from the running bills/security deposit of the contractor.

11. The Railway Administration may terminate the contract by giving one weeks' notice if the service of vehicle is not found satisfactory. Decision of officer In-charge of the vehicle in this regard shall be final and binding.

12. The driver of vehicle should wear uniform (preferably white) and shall perform his duties as per the instruction of Officer In-charge. Any non-compliance shall be treated as breach of contract.

13. More than one vehicle along with drivers etc. on a day has to be supplied by the contractor at the same rate and condition with a notice of 24 hours by Railway on the requirement of Railway at its own urgency, VIP movements etc.

14. In case of urgency, the driver should be able to report for duty with the vehicle within one hour as and when needed for which telephone contract should be provided by the contractor, in which case the duty hours and timing may vary as per requirement of railway and contractor shall not have any claim over that. Duty hours shall start from the time driver with vehicle report to officer-in-charge and will end at the time when driver of vehicle is discharged off by the officer-in-charge.

15. Driver of the vehicle shall maintain a log book indicating the following particulars therein (a) date (b) time (c) from and to (d) KM (e) name of the Railway official using the vehicle (f) signature of the Railway official (g) remarks.

16. The work will be completed within 24 months from the date of supplying the vehicle. The vehicle will be supplied within ten (10) days from the date of issue of acceptance letter.

17. The work should be carried out in accordance with General Condition of Contract(Service)-2018 Editions with latest amendments and correction slips and as per instruction and satisfaction of Engineering representative at site.

18. All preventive measures have to be taken by the contractor during execution of work. If any mishap occurs during execution of work, the contractor will remain fully responsible for it.

19. IT, GST & all statutory taxes levied through Central & state Government and other taxes as applicable will be deducted as per extant rules. GST will be applicable for this tender.

20. The contractor shall at all times indemnify the Railway administration against all claims, which may arise due to accident or otherwise or due to the breach of the terms, and condition mentioned herein and/owing to any sort of act of omission/commission on the part of the contract during the currency of the contract.

21. The contractor shall further indemnify the Railways for any sort of omissions or commissions with regard to provisions of West Bengal Motor Vehicles Act. That the contractor agrees to indemnify the Railway administration against all claims for compensation by or on behalf of driver employed by him in connection with the present contract for any injury or death by an accident under the workmen's compensation act VIII of 1923 and the Railway administration will be entitled to deduct from any sum of money due or payable to the contractor the amount of compensation thus payable under the terms of the said act. Together with all or any most incurred by the Railway administration in such connection and the contractor further agrees that the decision of the engineer-in-charge with respect the amount of such indemnify shall be accepted by him finally.

22. The seats of the vehicle should have good and clean cloth covers, which must be changed regularly (minimum once a week).

23. The contractor will ensure that Kilometerage Meter of the vehicle gives correct reading. Railway will be at liberty to check the same and the contractor will be bound to take corrective action, to the satisfaction of the Railway.

24. The driver should report for duty daily at least half an hour before with sufficient fuel in the oil tank of the vehicle.

25. No person engaged by the tenderer shall claim any right of employment contractual or otherwise with the Railways.

26. If the vehicle is out of order any time, an alternative vehicle in good shape/condition will be temporarily made available by the contractor and supplied to the railway, failing which one similar vehicle will be hired from the open market and actual payment made for it along with token penalty of Rupees 1,000/- will be recovered from the dues payable to the contractor in addition to non-payment of hiring charges for the period of break down/non-availability of scheduled vehicle.

27. The vehicle(s) should have torch, fire extinguisher, tissue papers, car perfume etc. for the comfort of the user.

28. During the periodical maintenance of the vehicle(s), contractor/service provider shall provide standby vehicle.

29. The rate includes all major/minor servicing of vehicle, cost of lubricants and any other consumables required from time to time. Drivers salary and all allowances, all taxes, duties, incidental charges, Toll Taxes, penalties etc. as imposed by Central/ State/Local Government bodies for running of vehicles to be borne by the contractor without any liability on Railways.

30. The contractor shall be completely responsible for safe running of vehicle. Railway will not be responsible for any loss, damages, repairs, maintenance or accident to the vehicle or Driver. Also Railway will have no responsibility for third party claim out of accident caused by the vehicle being taken on hire.

31. Where the Road vehicle is spared for railway officers, the vehicle shall be provided with ON G OVT. SERVICE board. The vehicle shall be kept clean with neat covers and the upholstery shall be of good quality to carry dignitaries during their visit. The driver should be neatly dress and well experienced to operate the road vehicle through busy city streets.

32. The driver shall not be found intoxicated on duty. If the driver is found to have consumed alcoholic etc. the driver will not be accepted and contractor has to replace the driver on immediate notice.

33. In circumstances, when the hired vehicle is involved in any violation of traffic rules or an accident resulting in loss or damages to property and life with respect to the vehicle, driver, passenger, or any third party the responsibility for any legal or financial implication shall rest solely with the contractor. The Railway administration shall have no liability whatsoever in this regard.

34. The contractor shall fulfill all the obligations under various labour laws in force regarding deployment of contract workers in respect of services provided under this contract. Railway shall not be responsible for any escalation in prices viz. Diesel or any other items etc. what-so-ever or any increase in any duties, levies or taxes in respect thereof what-so-ever and the contract rates and obligations shall remain unaffected by such escalation or increase during the contract.

35. Vehicle supplied by the firm should be in perfectly sound condition and, if found in poor condition by the concerned officers/user for the purpose or brought to the notice by the users, a penalty of Rupees 1,000/- will be imposed on each occasion. Penalty up to Rupees 1000/- per occasion may be imposed in case of failure/ delay to provide vehicle, misconduct or failure to observe tender conditions. In case there is a delay of more than 30 minutes from the receipt of telephonic orders in reaching at the desired destination a penalty of Rupees 1000/- shall be imposed on the firm.

36. Notwithstanding anything contained in the other clauses of the agreement, in the event of unsatisfactory service or any failure/breach or non-observation at any time by the contractor of the terms and provision of this agreement to the satisfaction of the administration in all respects (which shall be the sole judge and whose decision shall be final), it shall be lawful for the administration without prejudice to all or any other rights and remedies to make any other arrangements it may consider necessary and forthwith terminate this contract without any previous notice to the contractor and in case of such termination the security deposit shall be forfeited by the administration and contractors shall have no claim whatsoever against the administration in consequence of such termination of the contracts.

37. Availability of mobile phones with the vehicle drivers is compulsory at no extra cost. Mobile should be complete with live SIM card and contractor has to submit certificate in compliance with this condition while submitting the bill in the following form: - (It is certified that I have provided functional mobile phone No.....to the driver of the vehicle employed during the period in question.) In violation of the above condition a penalty of Rupees 1000/- will be imposed per month.

38. The Contractor will have to submit a list of all vehicles proposed to be supplied by them indicating their make, registration number, model and type of fuel consumed by each vehicle along with their acceptance of LOA.

39. Any change in vehicle/driver should be informed to the user before the change on the same day of the change failing which a penalty will be imposed.

40. The vehicle to be supplied should be registered within 03 years from the date of tender. All the

documents of vehicle to be uploaded by the tenderer alongwith their offer. Violation of this clause may be

treated as disqualification of the tenderer.

41. Payment will be made on quarterly basis.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in

the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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

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

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला

सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा |/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---