

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	11-12-2025 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	11-12-2025 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Finance
विभाग का नाम/Department Name	Department Of Revenue
संगठन का नाम/Organisation Name	Central Board Of Direct Taxes (cbdt)
कार्यालय का नाम/Office Name	Directirate Of Intelligence &criminal Invest.
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 3000 Km x 364 hours; Local 24*7 , Monthly Basis Cab & Taxi Hiring Services - SUV; 3000 Km x 364 hours; Local 24*7
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 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),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों 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?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	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
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	25200

#### 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).	13

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

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

#### लाभार्थी /Beneficiary :

AO

Directorate Of Intelligence & criminal Invest., Department of Revenue, Central Board of Direct Taxes (CBDT), Ministry of Finance  
(Rajpal Singh)

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

#### एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. 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.

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.

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

**Fleet of owned vehicles with service provider, (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):**4

**Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):**4

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

**Number (upto 100%) of vehicles demanded should have been provided in a single contract to a government agency in the past three years:**4

**Number (up to 100%) of vehicles demanded should have been provided in the past 1 year to government agencies:**4

**Geographic Presence in States:**DELHI NCR

**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::**0

**Rate Per Hour (Inclusive of GST) for Extra Usage in excess of chosen package:**0

**Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 3000 Km X 364 Hours; Local 24\*7 ( 2 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna
Usage Variant	3000 Km x 364 hours
Type of Service	Local 24*7
Year of Vehicle Model	2023 , 2024 , 2025
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajpal Singh	110003,ROOM NO.201, SECOND FLOOR , JAWAHARLAL NEHRU STADIUM, NEW DELHI	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 - SUV; 3000 Km X 364 Hours; Local 24\*7 ( 2 )

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Vehicle Type	SUV
Type of car (Please select at least 3 options)	Maruti Suzuki Ertiga
Usage Variant	3000 Km x 364 hours
Type of Service	Local 24*7
Year of Vehicle Model	2023 , 2024 , 2025
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajpal Singh	110003,ROOM NO.201, SECOND FLOOR , JAWAHARLAL NEHRU STADIUM, NEW DELHI	2	<ul style="list-style-type: none"> <li>Duration in Months for which service is required : 12</li> </ul>

## 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 Added text based ATC clauses

- Bidder Financial standing:** The bidder should not be under liquidation, court receivership of similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
- Bidder is to submit net worth certificate with UDIN No.& net profit should not be below 6 lakhs.
- Option Clause:** The purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
- The contract shall initially be valid for a period of one year and may be extended further for a period of one year beyond the initial contract duration subject to satisfactory performance and mutual consent.
- Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
- The Make of the vehicles should be specified separately & the model should not be ol

der than January 2023. The bidder is to own bid quantity vehicle.

7. The bidder must have similar nature of work in different Central Government Ministries/Department/PSUs in the past (Certificate of satisfactory completion of work is to be provided), minimum 04 contracts were awarded through GeM portal (Preference will be given to the bidder holding contracts awarded by the Income Tax Dept.).
8. The Driver should have valid driving license & the vehicle should be registered with the concerned authorities of Central/State Govt. **Police verification of the drivers must have been done not earlier than 2025 and certificate should be provided at the time of contract.** The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time.
9. Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, PUC, fuel (Any) and also any other incidental expenses including penalty, fine etc. Parking and toll tax etc will be the liability of the vendee and can be claimed by the vender on production of duly verified bill/receipt of parking/toll tax.
10. The vehicle will be kept neat and clean and in perfect running condition and should be provided with air conditioners, heaters and neat and clean seat covers.
11. A penalty of Rs. 2500/- per day per vehicle may be levied, if any vehicle fails to meet the terms & conditions prescribed herein on any day. However, in case of frequent violations of the terms & conditions, the contract may be cancelled forthwith without any notice.
12. (1) The Seller shall not assign the Contract whole or part without obtaining the prior written consent of buyer.  
(2) The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.  
(3) The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.
13. In the case of any accident, all the claims arising out of it shall be met by the service provider.
14. If the vehicle is out of order, the Service Provider shall provide a substitute vehicle immediately. In case vehicle does not report on time/does not report at all, this office would have a right to hire a vehicle from the market & the additional cost incurred by this office will be borne by the Service Provider.
15. The contract between this office and the Service Provider can be cancelled with a notice of 30 days by the Service Provider or 7 days by the this office.
16. Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if:
  - i) The Seller fails to comply with any material term of the Contract.
  - ii) The Seller informs Buyer of its inability to deliver the material (s) or any part thereof within the stipulated delivery Period or such inability otherwise becomes apparent.
  - iii) The Seller fails to deliver the material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
  - iv) The Seller becomes bankrupt or goes into liquidation.
  - v) The Seller makes a general assignment for the benefit of creditors.
  - vi) A receiver is appointed for any substantial property owned by the Seller.
  - vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.
17. While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

18. Service provider/Bidder/OEM must have a dedicated toll free telephone No.
19. Availability of office for service support: An office of the Service Provider must be located in the state of consignee (Documentary evidence to be submitted).
20. Escalation Matrix for service support Bidder/OEM must provide Escalation Matrix of Telephone Numbers for service support.
21. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:
  - a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
  - b. Execution certificate by client with order value.
  - c. Any other document in support of order execution like Third party inspection release note.etc.
22. Bidder's offer liable to be rejected if they don't upload any the certificates/documents sought in the bid document, ATC and Corrigendum if any.
23. **NET WORTH:** Net Worth of the Service Provider/Bidder/OEM should be positive as per the last audited financial statement.
24. Supplier shall ensure that the invoices are raised in the name of Buyer only.
25. ISO 9001: The Service Provider/Bidder/OEM of the offered products/Services must have ISO 9001 certification.
26. Buyer added text based ATC clause:
  - (i) Audit report of last three years required.
  - (ii) Net worth of the last year required.
27. The successful bidder shall have to provide the desired number of vehicles. However, in case the successful bidder expresses his inability to supply the total number of vehicles required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates (L1) and so on.
28. The vehicle shall be at the disposal of the Income Tax Department throughout the contract period at all times. Dedicated vehicle number and driver shall not be changed without prior approval of hiring authority. The vehicle shall be parked either at the office or at the residence of the officer of the Department to whom the vehicle is assigned by the hiring authority at the option of the officer/ hiring authority.
29. Bidder is to submit declaration that minimum wages shall be paid to drivers as per law on stamp paper not earlier than October 2025.
30. The Drivers shall observe all the etiquette and protocol while performing the duty. He shall be neatly dressed up and should wear white color uniform & shall carry a mobile phone in working condition, for which, no separate payment shall be made by this office. All drivers must remain disciplined and all must reach on time. If there is any lapse in this, the tender will be cancelled.
31. The Service Provider shall ensure that all the drivers performing duty in this office should have basic understanding of Hindi and English language in order to understand the road signs, signals, instructions etc.
32. The Service Provider shall ensure the timely payment of the drivers engaged in this office complying all the rules and orders of minimum wage rate of the Govt. of NCT of Delhi.
33. The Service Provider and driver shall be bound to carry out the instructions of this office as well as of the Officer to whom the vehicle is allocated.
34. The Competent Authority reserves the right to accept or reject any or all quotations without assigning any reasons.



35. The bidder should make available a brief note delineating as to why the tender be awarded to him/her.
36. In the event of the award of the tender & prior to execution of the contract, the contractor shall be required to submit copies of the Registration Certificates & Comprehensive Insurance Policies of the vehicles being offered for hire & particulars with photograph of the drivers. He shall also be required to produce the original copies of the Registration Certificates of vehicles along the same vehicles in the office of the undersigned for the physical verification/inspection.
37. The decision of tender committee/technical evaluation committee shall be final with regard to technical bids.
38. If any commercial quote (conditional) is mentioned in the technical bid then the bid will be rejected.
39. The financial bid (s) shall be opened in respect of the successful technical bidder (s) only.
40. If the services provided to the officers by the Service Provider are found not satisfactory, this office reserves the right to reduce the number of vehicles/slots hired from that particular Service Provider and transfer the slot to other Service Provider on the panel. In other words, the slot allotted to a Service Provider under the contract may be increased or decreased on the basis of performance with the approval of this office. **Bidder is to attach screen shot of GeM portal for no incident pending.**
41. The bids of only those service providers will be entertained who will submit their bids with duly filled and signed Annexure 'A' with counter signature of the DDO, O/o CIT(I&CI) - 2, New Delhi on 01.12.2025 from 12:30 to 06:00 PM only. Further, the bidder is to produce a self declaration on stamp paper not earlier than **October, 2025** stating that at the service provider will manage the expenses of vehicles deployed for at least four months on their own without waiting for the payment from the buyer's side.
42. In case of any failure or omission due to natural calamities hurricanes or due to any statute or regulation of the government or because of any lock outs, strikes, riots, embargos for any political reason or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, the purchaser or contractor will give notice to other party at the earliest of the occurrence of such incident that on account of the above event, the notifying party has delayed the performance as it was beyond its responsible control and it was not due to negligence or default on its parts. The parties will be relieved of their respective obligation to perform, hereunder, for so long, as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the force majeure is established as provided herein above. **Bidder is to attach screen shot of GeM portal for star rating.**
43. In the event of any question, dispute or differences arising between the parties in relation to the interpretation and application of the provisions of the agreement, such dispute or differences shall be resolved amicably by mutual consultation and on failure to do so shall be referred for arbitration to the nominee of DIT(I&CI) -2, New Delhi. The decision of the arbitration to the agreement in this regard shall be final and binding upon both parties. Settlement of disputed will be as per Indian Arbitration and Conciliation Act-1997 and venue will be the office of Buyer. It is clarified that the sole arbitrator to adjudicate any disputed arising out of the proposed contract shall be nominated/appointed by DIT(I&CI) - 2, New Delhi and he/she shall not be a person below the rank of Joint/Addl. CIT. The Parties shall continue to perform their obligation under this agreement during arbitration proceedings. The venue for arbitration will be New Delhi.

44. The service provider/bidder shall not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms/bidders shall have to submit notarized affidavit issued recent dates on a stamp paper of appropriate value to this effect that they have not been blacklisted or their business dealings with Govt. Ministry/Department have not been banned. (In absence of the undertaking on stamp paper, the bid(s) likely to be rejected and no further opportunity will be provided to bidder for submission of any document).
45. Bidder is to submit net worth certificate on stamp paper not earlier than **October, 2025** only.
46. Bidder is to submit a certificate on stamp paper not earlier than **October 2025** stating that no penalty has been imposed on them and nor is pending on the bidder.
47. Bidder is to submit a Non-Disclosure/Confidentiality Agreement between Service Provider and Buyer on stamp paper not earlier than **October, 2025** as per ANNEXURE B.
48. Bidder is to submit on stamp paper not earlier than **October, 2025** assurance to provide new vehicle, in case Buyer demands for new vehicle at any time during the contract period after award of contract.
49. Bidder is to submit a latest non blacklisting certificate on stamp paper not earlier than **October, 2025** only. The blacklisting certificate is to be submitted attested by officer not below the rank of SDM. Bidder's offer is liable to be rejected anytime if they don't upload any certificates/documents sought in the bid document, ATC and Corrigendum if any.
50. Bidder is to submit indemnity for no claim of damages on stamp paper not earlier than **October, 2025** only.
51. Bidder is to submit a self-declaring certificate that near relative is not working in the Income Tax Department on stamp paper not earlier than **October, 2025** only.
52. Bidder is to submit integrity pact in lines to GFR 175 on stamp paper not earlier than **October, 2025** only.
53. Bidder is to submit checklist as per Annexure C. The bids of bidders will be rejected if the checklist is not found along with the bid documents of the bidder.
54. Bidder is to submit self declaration in prescribed format on stamp paper not earlier than **October, 2025** as per ANNEXURE D.
55. Bidder is to submit undertaking for vehicles owned with RC, Make, Model and Kms as per the meter reading on stamp paper in following format only:
- |         |                     |                |                       |
|---------|---------------------|----------------|-----------------------|
| Sr. No. | Registration Number | Make and Model | Km run by the vehicle |
|---------|---------------------|----------------|-----------------------|
- Bidder is to submit declaration for non utilized kms during any month to be carried forward to next month on stamp paper not earlier than **October 2025**.
56. Bidder is to submit undertaking for drivers with name, license number, authority, date of issue, validity and private/commercial nature on stamp paper in following format only:
- |        |             |             |                   |            |            |                    |
|--------|-------------|-------------|-------------------|------------|------------|--------------------|
| Sr.No. | Driver Name | License No. | Issuing Authority | Issue Date | Valid Upto | Private/Commercial |
|--------|-------------|-------------|-------------------|------------|------------|--------------------|
57. Bidder is to submit integration document "The Buyer and the Ser

vice Provider

agree that this Agreement, together with the other Contract Documents, expresses all of the agreements, understandings, promises, and covenants of the parties, and integrates, combines, and supersedes all prior and contemporaneous negotiations, understandings, and agreements, whether written or oral and no modification or alteration of the Contract Documents shall be valid or binding on either party, unless expressed in writing and executed with the same formality as this Agreement, except as may otherwise be specifically provided in the Contract Documents" on stamp paper not earlier than October 2025.

58. Availability of office of service support: An office of the Service Provider must be located in the state of consignee. Bidder office should be located within 5km of buyer office address only. Address of Delhi office must be clearly mentioned in any of the Govt. approved documents.

59. Bidder is to submit declaration for no subletting of contract on stamp paper not earlier than October, 2025 only.

60. In the event of delay in reimbursing the vendor's salary bill, the vendor must ensure that Drivers' salaries are not disrupted for at least two consecutive months.

**Annexure-A**

**SITE VISIT CERTIFICATE**

I/We \_\_\_\_\_ have visited the site for the Cab & Taxi Hiring Service in the offices of the CIT(I&CI)- 2, New Delhion \_\_\_\_\_ date at \_\_\_\_\_ time. I/We assessed the actual situation and nature of the site. I/We have also assessed the nature of services required in the office for tendered contract before submitting our offer. I/We shall manage the expenses of cab & taxi services for at least four months on our own without waiting for the payment from the buyer's side

I/We \_\_\_\_\_ further undertake to abide by Non-Disclosure Agreement/ Confidentiality Agreements post award of contract.

**(Signature & Seal of Service Provider)**

**(Counter Signed & Seal of Official at site)**

**CONFIDENTIALITY AGREEMENT/NON DISCLOSURE AGREEMENT**

- 
1. This declaration is entered into as of the day of signing by \_\_\_\_\_ ( "Receiving Party")
  2. Whereas, it is anticipated that the receiving party may get access to confidential information with respect to their agreement with **Buyer** ("Disclosing Party") for the purpose of **Staff Car/Operational Vehicles** in **Buyer** ("Purpose").
  3. For the purpose of this declaration "Confidential Information" shall mean any and all information and data, including but not limited to any kind of any product, service, process, invention, improvement or development carried on or used, discoveries, ideas, concepts, know-how (whether patentable or copyrightable or not), research, development, designs, specifications, drawings, blueprints, tracings, diagrams, models, samples, flow charts, computer programs, algorithms, marketing plans or techniques budget, costs, profits, prices, discounts, mark-ups, strategies, tenders or any price sensitive information, whether or not labeled as "Confidential Information" and disclosed in connection with the purpose, irrespective of the medium in which such information or data is embedded. Confidential Information shall include any copies, abstracts, reports, work products or any derivatives made or derived there from.
  4. All the confidential information disclosed pursuant to this declaration shall be used exclusively for the purpose of this declaration and the receiving party shall be permitted to use confidential information disclosed only for such sole purpose and for no other purpose unless otherwise expressly agreed to in writing by disclosing party
    - b. Shall not be distributed disclosed or disseminated in any way or from by the receiving party to anyone except parties who have the reasonable need to know the confidential information and who are bound to confidentiality by their employment agreement
    - c. Shall not be disclosed to any other third party without the prior written approval from disclosing party;
    - e. Shall not be used for make abridged version copies summaries or extract in any from nor will remove any confidential information from the place of business unless authorized by the disclosing party
  5. It is understood that no right of use or any other right of use or any other right in respect of the Confidential Information is granted or conveyed by this Declaration. The disclosure of the Confidential Information and materials shall not result in any obligation to grant the receiving party any such rights therein.
  6. Receiving party agrees that it shall treat Confidential Information disclosed under this Declaration as strictly confidential perpetually.
  7. All confidential Information disclosed pursuant to this declaration shall either be returned to disclosing party or be destroyed upon cessation of engagement.
  8. In the event of a breach or threatened breach of this declaration by or any one acting on behalf of the Receiving party, without prejudice to other rights and remedies which disclosing party may have in this regard, disclosing party shall be entitled to seek any equitable relief, specific performance or any such applicable relief from any court of competent jurisdiction.
  9. This declaration shall be governed by laws of India.
  10. If any term, clause, or provision of this declaration shall be judged to be invalid for any reason whatsoever, such invalidity shall not affect the validity or operation of any other term, clause or provision of this declaration and such invalid term clause or provision shall be deemed to have been deleted from this declaration.
  11. The provisions of this declaration may not be modified, amended, not waived, except by a written instrument duly executed by the parties hereto. The requirement of written form can only be waived in writing.

I agree to have read and abide by the above declaration.

**Name:**

**Aadhar:**

EXECUTED AT

**Annexure-C****BIDDER'S DETAILS**

(To be submitted on the Letter Head of the vendor)

To,

Dated:

The DIT(I&CI) - 2,  
New Delhi.

Sir,

Ref. Tender No.....

Sr.	Particulars	Details to be Furnished
1	Name of bidder / firm / company	
2	Status of the company (Proprietorship, Partnership, Public/Private Limited)	Details with owner/ owners
3	Address within 5 kms of buyer address	Mentioned on Govt. Issued Documents
4	Authorized Person with designation	Details with contact details
5	Last three years turnover along with Audit report	Yes / No Details of turnover
6	Contact details of (Proprietorship, Partnership, Public/Private Limited)	Also clear mention of person appointed at the buyer location
7	GST Number & details of return filed	Yes / No
8	Incorporation Certificate / License number	Yes / No
9	PAN No. and Aadhaar number	Yes / No
10	ESI number & details of challan deposited	Yes / No Details of challan

11	Annexure A	Yes / No	
12	Annexure B	Yes / No	
13	Annexure C	Yes / No	
14	Annexure D	Yes / No	
15	Self declarations certificates on Stamp Paper as per bid document	Yes / No	
16	Details of ISO certification	Yes / No	
		ISO 9001	
		Date of issue	Due date
17	EPF number & details of challan deposited	Yes / No	
		Details of challan	

**(Signature & Seal of Service Provider)**

**ANNEXURE-D**

### **SELF-DECLARATION**

I/We, \_\_\_\_\_ for \_\_\_\_\_ Proprietor/Partner/Director/Authorized Signatory of, competent to sign this declaration and execute this tender document. I/We have carefully read and understood all the terms and conditions of the tender and hereby convey my/our acceptance of the same. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law. I/We have apprised myself/ourselves fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my part. I/We have domain satisfactorily/disciplined work and am/are not blacklisted in past by any client.

## (Signature & Seal of Service Provider)

**Date:**

**Full Name:**

**Place: Delhi**

**Seal:**

### अस्वीकरण/Disclaimer

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

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

same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

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

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

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

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

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

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

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

**---धन्यवाद/Thank You---**