

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-02-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-02-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Railways
विभाग का नाम/Department Name	Indian Railways
संगठन का नाम/Organisation Name	South East Central Railway
कार्यालय का नाम/Office Name	Hq New General Manager Secr
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - SUV; 3000 Km x 364 hours; Outstation 24*7
अनुबंध अवधि /Contract Period	1 Year(s) 10 Month(s) 9 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	22 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	1 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation 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

**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 मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	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
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes
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
अनुमानित बिड मूल्य /Estimated Bid Value	1540000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

**ईएमडी विवरण/EMD Detail**

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	30800

**ईपीबीजी विवरण /ePBG Detail**

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).

26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज 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 :**

Chief Project Manager West (Construction) S.E.C.Railway, Nagpur.  
Office of the Chief Project Manager Construction, South East Central Railway, Nagpur, DRM office complex, Kingsway Road Nagpur (MH)-440001.  
(Fa And Cao/con/s.e.c.railway, Bilaspur)

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

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance

Yes

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. 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.
4. 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.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

#### 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

**Fleet of owned vehicles with service provider, (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):**No.

**Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):**No.

**Minimum years (up to 5 years) of experience in related field:**1

**Number (upto 100%) of vehicles demanded should have been provided in a single contract to a government agency in the past three years:**1

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

**Geographic Presence in States:**Maharashtra, Chhattisgarh, Madhya Pradesh

**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::**yes

**Rate Per Hour (Inclusive of GST) for Extra Usage in excess of chosen package**No

**Monthly Basis Cab & Taxi Hiring Services - SUV; 3000 Km X 364 Hours; Outstation 24\*7 ( 1 )**

#### 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 XL6 , Toyota Innova Crysta , KIA Carens , KIA Seltos , Toyota Rumion
Usage Variant	3000 Km x 364 hours
Type of Service	Outstation 24*7
Year of Vehicle Model	2024 , 2025

विवरण/ Specification	मूल्य/ Values
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Any
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
5%	1%	Yes	5%	1%	No

#### अतिरिक्त विशिष्ट 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	Nilesh Kumar	440001,DRM Office, Nagpur	1	<ul style="list-style-type: none"> <li>Duration in Months for which service is required : 22</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

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

##### 3. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

**4. Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

FA AND CAO/Con/SEC Railway/BILASPUR  
payable at  
NAGPUR

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

**5. Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

FA AND CAO/Con/SEC Railway/BILASPUR  
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

**6. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

**Special conditions:**

**1. *In case of any conflict between GeM standard tender condition and special condition added by buyer, special condition added by buyer will prevail over standard GeM condition.***

**2. Payment terms/Invoice creation by service provider:**

**i. Calculation of Running charges for invoice creation:**

**Total Monthly package charges quoted by bidder as per GeM contract - Rs.X**

<p><b>A).MONTHLY BASIC CHARGE “ A” Rs.</b></p>	<p><b>0.55 * X</b></p>
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<b>B).MONTHLY CHARGE "B" Rs.</b>	<b>RUNNING</b>	<b>0.45 * X</b>
<b>C).RUNNING CHARGES PER KM "C"</b> <b>" (Rs. /Km)</b>	<b>B / sanctioned km</b>	

ii. Monthly invoice bill = Rs. [A + C \* (Actual km run in a month as per log book)]

iii. Consignee shall ensure that the bill raised by service provider is as per the ATC. Necessary penalty and deductions shall be deducted before approval of invoice in GeM. In all other cases, invoice shall be summarily rejected.

iv. Subsequent to invoice approval, online payment shall be made to service providers as per GeM SLA and ATC for invoice amount.

3. PVC is not applicable to the tender.

4. 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.

5. 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 14 days 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)/Service or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.

\* No reason/temporary termination of work act.

(iii) The Seller fails to deliver the Material(s)/Service or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s)/Service 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.**

**6. Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid.Without this certificate offer will be summarily rejected**

**7. ELIGIBILITY conditions in addition to GeM conditions:**

**(i). AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located within the state of Consignee i.e. Maharashtra. DOCUMENTARY EVIDENCE TO BE SUBMITTED (i.e. MSE certificate, UDM, Udyam, Gumasta, GST certificate, PAN card of firm etc). Self-Declaration/Kirayanama will not be considered. Firm must submit document, otherwise their offer will be summarily rejected.**

**(ii) Vehicle should be registered in the name of Tenderer and should not sublet any part of the contract. However, the Tenderer can have Lease Agreement with the owner of the vehicle/cab aggregator on non-judicial stamp paper (minimum Rs.100 )for the tenure of the contract, which should be submitted along with the bid. The Tenderer is required to submit the Vehicle registration details along with supporting documents of the vehicle fulfilling the category, specifications etc. otherwise their offer will be summarily rejected.**

**(iii) The vehicle supplied should be registered with TAXI/MAXI/CAB/Transport Permit. Bids of other than commercial vehicles should be summarily rejected.**

**(iv) It should have “Valid Fitness certificate/commercial license” (Permit for Commercial Vehicle shall cover all States in S.E.C. Railway jurisdiction or as considered necessary by the Department/ Division/ Unit calling the tender from appropriate Regional Road Transport Authority of the concerned State Govt./Union Territory), valid insurance and should meet requirements of pollution standard etc. as per provisions of Motor Vehicle Act and fulfill any other statutory obligations as applicable including all safety approved accessories/ equipment fitted to the vehicle. Driver should possess a valid driving license, Aadhar Card on his name and employee identification card issued by the Contractor at all times. Consignee will ensure compliance of this condition. In case of Non submission of above documents the offer will be summarily rejected.**

ly rejected.

OR

In case the tenderer proposes to purchase A new vehicle for this instant work, A notarized Affidavit are notarized declaration must be submitted as per Annexure-K on stamp paper of at least Rs.100/- along with quotation drawn in the name of the tenderer clearly mentioning the make, model, capacity of the vehicle.

(v) The vehicle proposed to be offered on hire should be in good condition and not more than 2 years old, on the date of opening of tender excluding the year of tender opening (i.e. vehicle registered on from 01.01.2024 to 31.12.2025 will be applicable).

vi) Financial criteria: The tenderers will be qualified only if they have minimum financial

capabilities as below:

**A). T1- Financial Turnover: The bidder should have an aggregate financial turnover not less than 1.5 times the advertised Bid value during the last three previous financial years and in the current financial year up to the date of opening of the tender. The audited balance sheet reflecting financial turnover certified by chartered accountant with her stamp, signature and membership number shall be considered.**

**B). T2-Liquidity: The bidder should have access to or has available liquid assets, lines of credit and other financial means to meet cash flow that is valued at 5% of the estimated bid value net of applicant's commitments for other contracts. The audited balance sheet and/or banking reference certified by chartered accountant with stamp, signature and membership number shall be submitted by the bidder along with bid. ( Note: i) If tender opening date is from 1st April to 31st October, then the balance sheet for last year or penultimate year should be considered. If firm submit both year's balance sheet then only last year balance sheet shall be considered. ii) If tender opening date is from 1st November to 31st March then the balance sheet for last year should be considered.) Banking reference should contain in clear terms the amount that bank will be in a position to lend for this work to the applicant/member of the Joint Venture/Consortium. In case the Net Current Assets (as seen from Balance Sheet) are negative, only the Banking references will**

**It will be considered. Otherwise, the aggregate of the Net Current Assets and submitted Banking references will be considered for working out the Liquidity.**

**The banking reference should be from a Scheduled bank in India and it should not be more than 3 months old as on date of submission of bids. In case of JV firms' overall liquidity of JV firm shall be assessed by arithmetic sum of liquidity of all members of JV.**

**vii) Work Experience: The bidder should have satisfactorily completed\* in the last three previous financial years and the current financial year up to the date of opening of the tender, one similar single service contract for a minimum of 35% of advertised value of the bid.**

**\*Completed service contract also includes on-going service contract subject to payment of bills amounting to at least 35% of the advertised value of the bid.**

**Similar services means Hiring of Vehicle (Any category) Work experience certificate from "PRIVATE INDIVIDUAL" shall not be accepted.**

**Certificate from public listed company/ private company/ Trusts having annual turnover of Rs 500 crore and above subject to the same being issued from their Head office by a person of the company duly enclosing his authorization by the Management for issuing such credentials.**

**8. Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).**

**9. PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer along with all statutory levies/duties.**

**10. OPTION CLAUSE: The Purchaser reserves the right to increase the quantity (number of months of operation) 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 (number of months of operation) during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.**

**11. Successful Bidder can submit the Performance Security @5% in the form of FDR/Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). FDR/DD should be made in favour of FA&CAO/SECR/Bilaspur payable at SBI. After award of contract, Successful Bidder can upload scanned copy of the FDR/DD in place of PBG and has to ensure delivery of hard copy to the original FDR/DD to the User within 30 days of award of contract. A penal interest of 15% per annum shall be charged for the delay submission of Performance Security beyond 30 days and up to 90 days. In case the contractor fails to submit the requisite Performance Security even after 90 days from the date of issue of LOA/contract, the contract shall be terminated duly forfeiting EMD and other dues, if any payable against the contract.**

**12. 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 actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.**

**13. All Hired vehicles should be equipped with prescribed emergency medical kit and a fire extinguisher as per statutory provisions.**

**14. The vehicle should be available on all days including holidays.**

**15. A Log Book for each vehicle shall be maintained by the Contractor for the hired vehicles. The KM utilized shall be entered in it on daily basis to ensure proper accountal and payment at the end of every month/specified period.**

**16. One weekly off is permitted to the driver normally on Sundays however it may be differed to some other day at the discretion of the officer in charge to whom the vehicle is attached.**

**17. Normal working hours may be advised by user department however the vehicle shall be available for all 24 hours for use as and when required. The driver of the vehicle shall keep himself in contact with the officer in charge.**

**18. The vehicle supplied should be neat clean and in good fettle the driver must be well dressed and in white or grey uniform.**

**19. Mobile phone should be provided to the vehicle driver with smart handset.**

**20. As and when required by officer vehicle can also be utilized for travelling outstation .**

**21. Vehicle required to be parked at officer's residence or office premises.**

**22. PENAL Clause: In addition to clauses mentioned in GeM SLA clause No. 8 and others, following will apply:-**

**Vehicle must have minimum 200 km range /20 Litres fuel available on each service providing day to avoid service interruption. Failing to above condition will be treated as not availability of services and to be dealt as per the existing penalty clause available in GEM i.e. SLA clause No. 8(7) of GeM contract/Special conditions of contract.**

**23. The contract will also be governed by Railways GCC for service contract 2018 as amended from time to time by Railway Board.**

**24. The vehicle provided will meet the latest government standards for safety and pollution i.e. minimum BS-6 or Bharat Stage VI or latest applicable or any other rules/provisions as issued by state/central government.**

**25. The service provider shall comply with all rules & regulations issued by state/central government from time to time, applicable to this contract.**

**26. Year of Vehicle Model : 2024,2025**

**Air Conditioning Requirement - Yes, A/C**

**Area of Operation - Hilly + Plain Area**

**Fuel Type - Any**

**Outstation night charges applicable - No.**

**27. Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of FA AND CAO/CON/SECR/BSP A/C (Name o**

f the Seller). The bank should certify on it that the deposit can be with drawn only on the demand or with the sanction of the pledge. For release of EMD, the FDR will be released In favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy / proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

**28. If firm don't upload any requisite certificate along with bid, their offer will be summarily rejected.**

**29. If vehicle is changed during contract period, then official communication made from contractor to user with all relevant papers is available. The changed vehicle is in the same segment as specified in agreement before forwarding vehicle bill to accounts department for internal check the above points to be invariably complied by executive department.**

**30. The following vehicle is required to be provided in this Bid. (a) Maruti Suzuki XL6, (b) Toyota Innova Crysta, (c) KIA Carens, (d) KIA Seltos and (e) Toyota Rumion.**

**31. Necessary Documents as per required in this Bid Attached Annexure as per format details are given below:-**

**Annexure-C**

**List of works on hand with the tenderer**

Sr. No.	Name of work	Agt. No. and date	Designation and address of agreement signing authority	Agreement value in lakhs	Bill amount paid so far in lakhs	Due date of completion	Number of extensions taken.
1	2	3	4	5	6	7	8
Railway works							
State Govt. works							
Public Sector Undertaking works.							

**Signature of tenderer**

**Name of tenderer**

**Annexure-F**

**UNDERTAKING BY TENDERER REGARDING NON-BLACKLISTING/NON-DEBARMENT OF THEIR FIRM**

-

To,  
Chief Project Manager West (Construction)  
South East Central Railway,  
Nagpur-440001(MH).

It is hereby confirmed and declared that, M/s.....is not blacklisted or debarred by Railways or any other Ministry/Department of Govt of India either by individual capacity or as a member of partnership firm or JV in which M/s was/is a partner/member.

It is hereby confirmed and declared that, M/s.....is not under liquidation, court receivership or similar proceedings, bankrupt either by individual or as a member of partnership firm or JV in which M/s was/is a partner/member.

It is agreed upon by M/s..... that any concealment/wrong information in regard to above shall make the tender bid/contract liable for determination under Clause of the Indian Railways Standard General Conditions of Contract.

Signature of Tenderer (S)

Name of the Tenderer (S)

(To be executed in presence of Public Notary on Non-Judicial Stamp Paper of minimum value of Rs.100/-. The stamp paper has to be purchased in the name of the tenderer)

**Annexure-K**

Name of Work: Hiring of four-wheeler passenger vehicle (Non-AC SUV or Sedan for official use of Dy.Chief Engineer (Construction), South East Central Railway Nagpur for two years.

GeM Bid Number: \_\_\_\_\_

**Declaration**

I/We will purchase one new passenger vehicle of.....Make.

..... Model number for the aforementioned GeM bid number, if awarded to me/us.

The required copy of original quotation is in name of the tendering firm and attached herewith.

In case, I do not deploy the aforementioned vehicle for the said work pertaining to the GeM Bid number mentioned herein above, the Railway Administration shall have the all the right to determine the awarded work as per provisions of GCC. The decision of Railway Administration shall be final & binding upon me.

**Signature (Name of the signatory)**  
**Name of the firm & address with seal**

**Two Witnesses:**

- 1. Signature, Name and Full address.**
- 2. Signature, Name and Full address.**

**Annexure-S**

-  
-

**SAMPLE FORMAT FOR BANKING REFERENCE FOR LIQUIDITY**  
**BANK CERTIFICATE**

**This is to certify that M/s.....(Bidder Name)..... is a reputed company with a good financial standing.**

**If the contract for the work namely .....(Name of work)..... is awarded to the above firm, we shall be willing to p**

**provide overdraft / credit facilities to the extent of Rs.....  
(That is valued at 5% of the estimated bid value) to meet their working capital requirements for executing the above contract.**

\_\_\_\_\_ **Sd** \_\_\_\_\_

**Name of Bank:** \_\_\_\_\_

**Senior Bank Manager** \_\_\_\_\_

**Address of the Bank** \_\_\_\_\_

**Annexure-T**

**Financial DATA**

**Applicant's legal name.....**

**Date.....**

**Group Member's legal name.....Page..... of .....Pages**

**Each Applicant or member of a JV must fill in this form**

S.N.	Description	Financial Data for Latest Last 03 FY & Current FY (Indian Rupees).			
		2022-23	2023-24	2024-25	2025-26
1.	Total Assets				
2.	Current Assets				
3.	Total External Liabilities				
4.	Current Liabilities				
5.	Annual Profits Before Taxes				
6.	Annual Profits After Taxes				
7.	Net Worth(=1-3)				
8.	Liquidity(=2-4)				
9.	Return on Equity				
10.	Gross Annual turnover.				

Attach copies of the audited balance sheets, including all related notes, income statements for the last four audited financial years, as indicated above, complying with the following conditions.

1. Separate Performa shall be used for each member in case of JV/Consortium.
2. All such documents reflect the financial data of the Applicant or member in case of JV, and not sister or Parent Company.
3. Historic financial statements shall be audited by Statutory Auditor of the Company under their seal & stamp and shall be strictly based on Audited Annual Financial results of the relevant period(s). No statements for partial periods will be accepted.
4. Historic financial statements must be complete, including all notes to the financial statements.
5. Foreign applicants, in whose country calendar year is also the financial year, may submit all relevant data for the last 5 years.
6. Return on Equity = Net Income / Shareholders Equity  
 Return on Equity = Net Income is for the full fiscal year (before dividends paid to common stock holders but after dividends to preferred stock).  
 Shareholders equity does not include preferred shares.
7. The above Annexure shall be duly certified by Chartered Accountant / Company Auditor under his signature, stamp and membership number.
8. In case the Liquidity is inadequate, the tenderer may submit Banking Reference to establish that they have access to the required working capital.

**Annexure-Y**

—

**Certificate of Financial Turnover**

(To be issued by the Chartered Accountant)

It is certified that.....(Name and address of the Contractor) have received following payments in current and previous financial years.

Financial Year	2022-23	2023-24	2024-25	2025-26	Total (Rs.)
Payments Received (Rs.)					

It is also certified that above indicated figures have been taken from the Audited Balance Sheets of the above-named contractor. ....(Name of Contractor).

However, in case, the audited balance sheet of previous year is not ready, certificate issued by chartered a ccountant on the basics of any other government approved documents like GST return/VAT statement (if a pplicable) will be considered for evaluation. This is as per railway board's letter no. 2016/EnHM/06/02, New Delhi, Dtd:- 18.10.2018.

(Issuing Authority)

Signature:.....

CA's Name:.....

Membership Number:.....

Firm's Name".....

UDIN Registration Number:.....

Address:.....

Seal of CA/Firm:.....

\*\*\*\*\*

## 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---**