



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/5960123
Dated/दिनांक : 19-02-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	12-03-2025 12:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	12-03-2025 12:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Civil Aviation
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Rgnau
क्रैता ईमेल/Buyer Email	buycon3.rgnau.del@gembuyer.in
Item Category/मद केटेगरी	Monthly Basis Cab & Taxi Hiring Services - Sedan; 1600; Local , Bus Hiring Service - Regular Basis - Local; more than 52, 49-52; Non Deluxe (NDX), Semi Deluxe (SDX); 1000 , Vehicle Hiring Service - Per Vehicle-Day basis - SUV/MUV; 2023, 2024, 2025; Local; Plain; 120Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2023, 2024, 2025; Local; Plain; 120Kms x 12Hrs; Round Trip
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	24 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Estimated Bid Value/अनुमानित बिड मूल्य	2328480
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	48000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	18

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

एमएसई 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।

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

Beneficiary/लाभार्थी :

Registrar

Rajiv Gandhi National Aviation University Fursatganj , Amethi Uttar Pradesh - 229302

(Prof S. L Harikumar)

UIN Number NCTGC2415P

MII Compliance/एमआईआई अनुपालन

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

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

2. 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. 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.

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

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

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

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**Scope of Work:**[1739943194.pdf](#)**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
25-02-2025 10:00:00	Rajiv Gandhi National Aviation University Fursatganj, Amethi Uttar Pradesh - 229302

Monthly Basis Cab & Taxi Hiring Services - Sedan; 1600; Local (1)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Dzire
Usage Variant	1600
Type of Service	Local
Year of Vehicle Model	2023 , 2024 , 2025
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Diesel
Addon(s)/एडऑन	
Outstation night charges applicable	Yes

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicles Required	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicles Required	Additional Requirement/अतिरिक्त आवश्यकता
1	K.R.Abhilash	229302,Rajiv Gandhi National Aviation University, Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh	1	<ul style="list-style-type: none"> Estimated number of outstation nights per month per vehicle : 2 Duration in Months for which service is required : 12

Bus Hiring Service - Regular Basis - Local; More Than 52, 49-52; Non Deluxe (NDX), Semi Deluxe (SDX); 1000 (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Service	Local
Vehicle Seating Capacity	more than 52 , 49-52
Comfort Category	Non Deluxe (NDX) , Semi Deluxe (SDX)
Usage Variant	1000
Fuel Type	Diesel
Year of Vehicle Model	2024
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Night/Outstation Charges in Rs.	300

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Buses Required	Additional Requirement/अतिरिक्त आवश्यकता
1	K.R.Abhilash	229302,Rajiv Gandhi National Aviation University, Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh	2	N/A

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

Technical Specifications/तकनीकी विशिष्टियाँ

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

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	K.R.Abhilash	229302,Rajiv Gandhi National Aviation University, Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh	1	<ul style="list-style-type: none"> Number of Night halt required within the Contract period : 4 Maximum No. of Vehicles required in a Day/Event : 1

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Maruti Swift , Maruti Dzire
Year of Manufacturing	2023 , 2024 , 2025
Type of Service	Local
Type of Terrain	Plain
Usage Variant	120Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms
Fuel Type	Diesel
Addon(s)/एडऑन	
Night Halt	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	K.R.Abhilash	229302,Rajiv Gandhi National Aviation University, Near Fursatganj Airfield, Fursatganj, Amethi, Uttar Pradesh	1	<ul style="list-style-type: none"> Number of Night halt required within the Contract period : 4 Maximum No. of Vehicles required in a Day/Event : 1

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

1. Generic

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

2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

RAJIV GANDHI NATIONAL AVIATION UNIVERSITY
payable at
FURSATGANJ

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

. 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 EMD, the FDR will be released in the favour of the 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

5. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

RAJIV GANDHI NATIONAL AVIATION UNIVERSITY
Account No.
38219420879

IFSC Code
SBIN0011487
Bank Name
STATE BANK OF INDIA
Branch address
FURSATGANJ
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Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

6. **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.

7. **Generic**

Bidders shall quote only those products (Part of Service delivery) in the bid which are not obsolete in the market and has at least 3 years residual market life i.e. the offered product shall not be declared end-of-life by the OEM before this period.

8. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

9. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. **Eligibility Criteria:**

1. The firm should have registered with the statutory authority as prescribed in law.
2. The firm should have minimum financial turnover in last three years for providing vehicle services as below:
 - One similar completed work costing Rs. 19 lakhs OR
 - Two similar completed work costing Rs. 14 lakhs OR
 - Three similar completed work costing Rs. 9.60 lakhs
3. Firm should attach last three years income tax returns along with bid.
4. The Firm should have provided 2 vehicles in a day to single Government/Semi Government agency. The should provide support letter.
5. The firm should have exposure of providing vehicles for daily routine work of at least 2 years with single Government/Semi Government agency. The firm should provide a certificate of satisfactorily completion of work.
6. The firm should have at least 2 four wheelers' vehicles and 1 semi-deluxe bus registered under firm/owner's name.

2. **Terms of Contract**

1. The vehicle should comply with emission standards laid down by competent authority and statutes. The vehicle should comply with all pollution control regulations and norms.
2. It will be the responsibility of the Bidder to provide well-dressed (White Uniform) driver with a valid license, with clear antecedent and mobile phone in working condition. The drivers must carry valid driving license while on duty.
3. The Bidder will have to replace the driver or/and vehicle, if RGNAU is not satisfied with the service of the driver or the vehicle, as the case may be.
4. The Bidder will have to make prompt arrangement for alternative vehicle in case the engaged vehicle goes out of order or breakdown.
5. In actual operation there is no objection to deployment of vehicles as stop-gap at no extra cost to RGNAU in case of any breakdown of existing vehicle, being used by RGNAU.
6. No private registered vehicle should be included and the same will not be allowed to use after award of contract.
7. The Bidder should have proper office with minimum one Telephone (LL) / Fax so that can be contacted at any time. The Bidder should give their own and residential telephone number/ contact person(s) name in the tender document.
8. The Bidder must provide one Mobile phone number in case of any emergency need of RGNAU.
9. In case of injury or loss of life to Staff/Officers while traveling in vehicle on contract, bidder shall make arrangements to pay suitable compensation in accordance with law for the time being in force to each and every one of our affected staff or their heirs depending upon the merits of each individual case. Insurance claim settlement shall be time bound and the sole responsibility of the bidder. In case of any third-party claim against RGNAU for any act of the employees of the bidder, the bidder shall act as guarantor and indemnify RGNAU to the extent of all claims and expenses.
10. In case of accident, when need arises, the bidder will provide other vehicle within half an hour.
11. This contract is initially for ONE year and may be renewed on expiry for the maximum tenure of three years (one year) at the sole discretion of RGNAU on the same terms and conditions subject to the satisfactory performance of Bidder.
12. Actual parking charges, toll taxes/inter-state taxes for journeys will be reimbursed on production of the actual bill/receipt along with the hiring charges bill.

13. Time and kilometer will be calculated from actual reporting point to the desired destination (not from garage to garage).
14. In general, the agency has to supply vehicle for all the days as per schedule given by RGNAU. However, RGNAU has all right to use vehicle, if needed on any other day and for any time and duration required.
15. RGNAU can use the vehicle for traveling across the State. During outside destination, arrangement of accommodation of driver, food, parking of vehicles will be arranged by the agency and Rs. 300/- will be given as night halt charge by RGNAU.
16. No permission will be granted to use vehicle deployed at RGNAU for other than work of RGNAU.
17. The drivers shall not be treated as employees of RGNAU under any circumstances. The Bidder shall ensure that all statutory obligations, if any, with respect to the employees are fully complied at bidder's cost.
18. The bidder has to pay the prevailing minimum wages as fixed by the Labour department Government of Uttar Pradesh to all the staff deputed by the bidder. No responsibility related to this lies on this Institute. Moreover, contractor has to follow the laws of Indian Government/Uttar Pradesh Government.
19. The vehicles to be supplied always be in excellent condition mechanically as well as getup wise i.e. outer look / upholstery etc. should be decent looking and well maintained.
20. It will be sole responsibility of the driver of the deployed vehicles to maintain the log books of the individual vehicles along with the proper signature of the designated authority.
21. The drivers of the vehicle shall obtain signature of the user on the duty slip, immediately after every duty is performed.
22. The bidder shall be solely responsible for full compliance with the provisions of the "Sexual Harassments of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment is received against the drivers, deputed by the bidder, the complaint will be referred to the appropriate Committee constituted under the said act. The bidder shall be responsible for educating its employees about prevention of sexual harassment.
23. The bidder must provide police verification certificate for all the drivers deployed at RGNAU.
24. The bidder shall maintain the copies of updated records of all the drivers after verification of originals such as photograph of driver, driving license, present home address, self-attested copies of the ID proof / address proof of the drivers and contract details / address of the family members.

25. RGNAU at its sole discretion, stop the services of any or all vehicles deployed by agency with prior intimation (24 hour in advance) and accordingly payment shall be deducted on prorated basis.
26. In case of breach of any traffic rule by the Driver while on duty and any fine, legal procedure followed by the Police regarding same, all the responsibilities lie with the Bidder. In such event, bidder shall have to arrange for alternate vehicle immediately.
27. The vehicles deployed at Institute must have adequate amount of fuel in the fuel tank.
28. The vehicles deployed in the University shall be equipped with fire systems, first aid kits.
29. The driver deployed by the agency should have minimum educational qualifications (12th Pass) and should possess valid driving license
30. The bidder shall display RGNAU placard to received RGNAU staff / guests / user / traveler / officials from the Airport / Railway Station.
31. The bidder shall assign a supervisor who shall be responsible for immediate interaction with RGNAU so that optimal services could be available without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays / Sundays also for satisfying RGNAU vehicle requirement.
32. The decision of the RGNAU in regard to interpretation of the terms and conditions shall be final and binding on the bidder.

3. General Conditions

1. RGNAU is neither responsible nor liable to pay any compensation for injury/death caused to your operating staff in the event of any accident on your duty. You will make your own arrangements to meet such eventualities as per the existing Government rules/regulations.
2. The Bidder shall comply all the laws, rules, regulations applicable to him in respect of his staff and any breach thereof shall render the contract liable to cancellation. The Bidder shall be solely responsible to comply with all the provisions of Motor Vehicles Act and all other laws, rules, guidelines, etc. as applicable from time to time in respect of plying of vehicles.
3. The rate quoted by the service provider shall be inclusive of operational maintenance, fuel oil, wages, insurance taxes, levies and other charges as may be levied by the Government, Local Bodies and other agencies and the incidentals.
4. Goods & Service Tax (GST) will be applicable as per GST norms.

5. RGNAU will deduct the statutory tax, penalties, if applicable etc. from each bill from time to time.
6. Any litigation will be subject to the jurisdiction of the appropriate court at Uttar Pradesh only.
7. Failure by the Bidder to comply with any statutory requirements and terms and conditions of this Tender during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender by RGNAU. In such a case, the security deposit will also be forfeited.
8. The terms and conditions of the tender is bounded to the Bidder and RGNAU.
9. If the service provided by the Bidder is not found to be satisfactory as per Terms and Conditions of the contract RGNAU reserves the right to terminate the contract without assigning any reason.
10. Duty slip having signature of competent authority must be submitted along with the bill for each trip otherwise the bill will not be sanctioned.
11. The rates will be decided by the Registrar, RGNAU, whenever there is any increase or decrease in fuel prices during contract period.
12. RGNAU shall have absolute right to accept any tender or to reject all the tenders without assigning any reason. This also includes to accept or to reject a tender of the lowest rates.
13. If the firm is blacklisted by Central Government or State Government or any other Government body then its submitted tender will be rejected.

4. Penalty

1. Penalty will be imposed @ 1.0 % of the value of bill per trip for delayed reporting on duties subject to maximum of 10% of the bill value.
2. In case the firm fails to provide vehicles as contracted on a particular day, the vehicles will be hired by the RGNAU from any other source and the difference between the rate of the firms accepted by the RGNAU and the rate on which the vehicle is hired will be recovered /adjusted from the bills of the firm due for payment by the RGNAU. Further penalty of Rs. 5000/- shall be levied for each such default.
3. Penalty will be imposed @ Rs. 500/- per occasion for (a) driver not in proper dress
(b) no possession of requisite documents - RC Book, Insurance Policy, PUC etc. (c) no cleanliness of vehicle (d) non maintenance of log book on daily basis.
4. Non-submission of bill by 10th day of every month will attract a penal

ty of Rs. 5000/- per monthly bill.

5. Any amount outstanding for any reason from the agency shall be recovered from the amount of their pending bills and the security deposit. If even after this recovery, any amount of recovery is pending interest at the rate of 12% per annum shall be recovered on it and the agency shall be fully responsible for that. If the RGNAU is compelled to resort to any legal proceedings in this respect, the expenditure incurred by the RGNAU for the legal proceedings shall be recovered from the agency. If conditions of these tenders are violated, the RGNAU can forfeit full amount of this security deposit or some of its portion as fine or for recovery of loss on account of any dues of the tender without prejudice to its right to take any other legal action (including cancellation of the tender). The agency shall have to remit the forfeited amount forthwith. After the sanction of the tender if the Bidder fails to deposit the amount of the Security Deposit within the prescribed time limit, the amount of the Tender Deposit shall be forfeited and any additional expenditure that may have to be incurred due to such failure, shall be recovered from the agency and the agency shall be disqualified for any future work. Any amount outstanding from the agency for any reason shall be recovered from his pending bills and the amount of the security deposit.
6. The following documents are required to be submitted along with list of vehicles which will be supplied to RGNAU at least 3 days before the actual date of supply of vehicles for as specified by RGNAU.
 - R.C. Book (currently renewed from the registering authority)
 - Taxi permit (stating its number and validity period)
 - Vehicle full insurance (including passenger insurance, stating police no. amount and Validity period)
 - Details of Paid R.T.O. Tax
 - Valid P.U.C. Certificate
 - Fast Tag

5. Payment conditions

1. Payment will be made in Indian rupees only.
2. The final bill will be paid within 14 days of the submission of the bill by the agency with all necessary documents. If the agency expects the amount of the bill by demand draft, the payment will be made after deducting the bank commission.
3. Goods & Service tax (GST) will be paid extra as applicable.

10. **Buyer Added Bid Specific ATC**

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

11. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

12. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

13. **Payment**

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 alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

14. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

15. **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

RAJIV GANDHI NATIONAL AVIATION UNIVERSITY
payable at
FURSATGANJ

. 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.

16. **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

RAJIV GANDHI NATIONAL AVIATION UNIVERSITY
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.

17. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in

Beneficiary name

RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

Account No.

38219420879

IFSC Code

SBIN0011487

Bank Name

STATE BANK OF INDIA

Branch address

FURSATGANJ

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

18. **Service & Support**

The Service Provider must own 30% of the bid quantity of vehicles in Service Provider's name or in the name of the proprietor / partner of the Service Provider. Necessary documents relating to proof of ownership will be uploaded by the bidder for verification of the buyer. Such Service Provider owned vehicles will be part of the fleet to be deployed by the Service Provider in case he gets the contract against this bid.

19. **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.

Disclaimer/अस्वीकरण

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

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.

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

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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

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

---Thank You/धन्यवाद---