

**OFFICE OF THE DIRECTOR GENERAL, INTERNATIONAL CENTRE FOR  
ENVIRONMENT AUDIT AND SUSTAINABLE DEVELOPMENT,  
JAIPUR**

Bid Document No. DG/ICED/GS/TENDER/2021-22/F-70/01

Dated: 21/07/2025

**LIMITED TENDER ENQUIRY**

**BID DOCUMENT**

(Scope of work and Special Conditions of Contract)

FOR SELECTION OF VENDOR FOR PROVIDING **ONE INSPECTION VEHICLE (CIAZ / HONDA CITY/HYUNDAI VERNA) OR EQUIVALENT, LATEST MODEL, WHITE COLOUR** ON A CONTRACTUAL BASIS FOR ONE YEAR, I.E., FROM **01.08.2025 TO 31.07.2026** TO OFFICE OF THE DIRECTOR GENERAL, INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT AND SUSTAINABLE DEVELOPMENT (iCED), JAIPUR.

<b><u>Table of contents</u></b>	
Annexure-1	Instructions to the Bidders
Annexure-2	General Terms and Conditions (GTC)
Annexure-3	Scope of Work
Annexure-4	Specification for Vehicle
Annexure-5	Bidder Details Form
Annexure-6	Timelines for bidders & Delivery details.
Annexure-7	Undertaking

**OFFICE OF THE DIRECTOR GENERAL, INTERNATIONAL CENTRE FOR  
ENVIRONMENT AUDIT AND SUSTAINABLE DEVELOPMENT,  
JAIPUR**

Bid Document No. DG/ICED/GS/TENDER/2021-22/F-70/01

Dated: 21/07/2025

**Annexure-1**

**INSTRUCTIONS TO THE BIDDERS:**

- 1) Office of the Director General, International Centre for Environment Audit and Sustainable Development, Jaipur, hereinafter referred to as the 'Client', invites bidders to participate in LTE (Limited Tender Enquiry) Under Single Bid System, to be submitted through by Speed Post/In Person, from reputed firms dealing with Ministries/Govt. departments for providing vehicle service on a monthly basis.
- 2) While all efforts have been made to avoid errors in the drafting of the bid document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the bid documents shall be entertained.
- 3) Tenders not accompanied by required documents/certificates shall be summarily rejected.
- 4) Bid shall have a validation period of not less than 30 days.
- 5) The Bidder should, at the time of submission of the bid, submit bids on bidder's company/firm letterhead with signature and stamp of the firm, in token of the Bidder having acquainted herself/himself/themselves and accepted the entire Bid Document (Scope of Work and Special Conditions of Contract) including various conditions of contract.
- 6) The bidder shall attach the copy of the authorization letter / power of Attorney as proof of authorization for signing on behalf of the Bidder.
- 7) All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids, not accompanied with EMD of requisite amount/format, or any other requirements stipulated in the bid documents are liable to be rejected.
- 8) The parties to the Bid shall be the 'Bidders' (to whom the work would be awarded) and the Office of the Director General, International Centre for Environment Audit and Sustainable Development, Jaipur.
- 9) Earnest Money Deposit: Bidders are required to submit earnest money deposit EMD for an amount of ₹ 11000/- EMD may be submitted in the form of an account payee demand draft or bank guarantee in favour of **(Pay & Accounts Officer (IA&AD), Rajasthan, Jaipur )** from any of the Public Sector or Private Sector banks authorized to conduct Govt. business. EMD shall have a validity of not less than 60 days. EMD of the unsuccessful bidders will be returned to them within 15 working days of declaration of successful bidder.

**OFFICE OF THE DIRECTOR GENERAL, INTERNATIONAL CENTRE FOR  
ENVIRONMENT AUDIT AND SUSTAINABLE DEVELOPMENT,  
JAIPUR**

Bid Document No. DG/ICED/GS/TENDER/2021-22/F-70/01

Dated: 21/07/2025

The EMD of the successful bidder would be returned, after the receipt of performance security (PBG @ 3% of contract value) from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends/ impairs or derogates from the tender in any respect within the validity period of their tender. All the bidders are required to submit the DD/ BG for EMD or required documents seeking exemption, in the General Section of this office in person along with the proof of submission of bid on CPPP Portal before end of bid submission date.

- 10) The successful bidder shall submit performance security (PBG @ 3% of contract value) within 7 days of awarding the Work Order/Contract. The PBG shall be valid for the period of 14 months from the date of commencement of contract.
- 11) For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the Director General, International Centre for Environment Audit and Sustainable Development, Jaipur. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 12) For any bid related queries, bidders may contact client on [iced@cag.gov.in](mailto:iced@cag.gov.in).
- 13) This bid and its work order are subject to Jaipur Jurisdiction & law. The Jaipur City Courts shall have exclusive Jurisdiction to settle any disputes which may arise out of or in connection with the contract.
- 14) This office reserves the right to cancel this bid fully/partially at any stage of the bidding process, without stating any reason thereof.

**OFFICE OF THE DIRECTOR GENERAL, INTERNATIONAL CENTRE FOR  
ENVIRONMENT AUDIT AND SUSTAINABLE DEVELOPMENT,  
JAIPUR**

Bid Document No. DG/ICED/GS/TENDER/2021-22/F-70/01

Dated: 21/07/2025

**Annexure-2**

**General Terms and Conditions**

1. The vehicle must be a **new, air-conditioned white car**, fully equipped with:
  - White seat covers
  - Music system
  - Carpet and foot mats
  - Curtains
  - GPS system
2. The office reserves the right to increase the number of vehicles under the same terms.
3. The successful bidder must deposit **3% of the contract value as a Security Deposit** (Bank Guarantee/FDR/Demand Draft) in favor of **Pay & Accounts Officer (IA&AD), Rajasthan, Jaipur** within 5 working days for a period of **14 months**.
4. The vehicle must be registered as a **taxi under Rajasthan jurisdiction**.
5. The vehicle must be a **January 2023 model or newer** and should not have run more than **25,000 km**.
6. The driver must have a **minimum of 3 years' experience** and hold a valid license for taxi operation.
7. In case of vehicle breakdown, service, or driver absence, a **replacement vehicle and driver of equivalent quality must be provided** by the service provider.
8. The vendor must have experience of at least 5 years car services in the Govt. Office/Offices.
9. The firm of vendor should have at least 1 Crore turnover in the last 02 Financial years.
10. The Firm registered under MSME will be preferred.
11. The firm should have Business Registration Number (BRN) in the same field.
12. **Penalty clauses:**
  - One-day bill amount will be deducted for each day if the vehicle or driver is unavailable.
  - If repeated **more than twice a month, 10% of the bill amount** will be deducted.
  - The office reserves the right to hire another vehicle at the firm's expense.
13. The firm's office must be **based in Jaipur**, and the vehicle should be registered in the **firm/proprietor's name**. Fleet details must be attached.
14. Only **experience certificates from completed government contracts (central/state/PSUs)** will be considered valid, mentioning the number of vehicles deployed.
15. The vehicle may be required for **outstation duties**, including travel outside Rajasthan. In such cases:

**OFFICE OF THE DIRECTOR GENERAL, INTERNATIONAL CENTRE FOR  
ENVIRONMENT AUDIT AND SUSTAINABLE DEVELOPMENT,  
JAIPUR**

- The driver's **accommodation and meals** will be provided by the service provider.
  - **Taxes, tolls, and parking** outside the state will be reimbursed by the office.
16. The service provider is responsible for:
- **Repairs, maintenance, insurance, and all taxes**
  - Submission of related documents to the office
17. The contract will be valid for a period of one year from **01.08.2025 to 31.07.2026** and may be extended further based on service quality and directions of the competent authority.
18. Drivers must wear a **uniform (white shirt, black pants) and carry an ID card** during duty hours. The drivers should be in possession of a valid driving license issued by Competent Authority
19. Overtime beyond working hours will be paid as per tender rate. However:
- If the vehicle is on outstation duty, **night hold charges** will apply instead of hourly OT.
20. The vehicle must be parked at the office premises or Bajaj Nagar Residential Colony, Jaipur. KM calculation will start from pick-up and end at drop location.
21. Any new taxes levied in the future will be borne by the service provider.
22. Either party may terminate the contract with **2 months' written notice**. In case of sudden withdrawal, the security deposit will be forfeited.
23. Approved rates will remain **fixed for the entire contract period**, with revisions allowed only by **mutual consent**.
24. Service provider responsibilities include:
- Timely payment of **fuel, lubricants, driver wages (as per GOI minimum wage norms)**
  - Keeping the car in excellent condition
  - Arranging alternate vehicle during maintenance days
25. The car must be equipped with **FASTag** and a **fire extinguisher**.
26. Only **Petrol vehicles** are allowed.
27. A formal contract must be executed on a **₹500/- non-judicial stamp paper**.
28. In case of disputes, the **decision of the Head of Office (DG, iCED Jaipur)** will be final, and **jurisdiction will be Jaipur (Rajasthan)**.
29. The vehicle must comply with all **statutory obligations** like road tax, insurance, etc., and all legal responsibilities lie with the **first party (vendor)**. The office is not liable.
30. The **first party** will bear all liabilities related to accidents or contingencies. The office holds no accountability.
31. Insurance must include **passenger risk coverage** as per the **Motor Vehicles Act** applicable to commercial use of vehicles.
32. The firm should **not be blacklisted** by any central/state government or PSUs. A **notarized affidavit** confirming the same must be submitted. Without it, the tender may be rejected.

**OFFICE OF THE DIRECTOR GENERAL, INTERNATIONAL CENTRE FOR  
ENVIRONMENT AUDIT AND SUSTAINABLE DEVELOPMENT,  
JAIPUR**

33. The Driver and the Agency must ensure that all the necessary documents (Registration Certificate, Valid Insurance, Pollution Certificate etc.,) are available with the driver deployed for duty.

**OFFICE OF THE DIRECTOR GENERAL, INTERNATIONAL CENTRE FOR  
ENVIRONMENT AUDIT AND SUSTAINABLE DEVELOPMENT,  
JAIPUR**

Bid Document No. DG/ICED/GS/TENDER/2021-22/F-70/01

Dated: 21/07/2025

**Annexure-3**

**Scope of Work**

1. The firms interested must be willing to provide vehicles on short notice without fail.
2. The firms must provide details of the driver and vehicle at the time of the commencement of the tender.
3. The firms must proactively provide a replacement vehicle in case a driver is on leave.
4. All the hired vehicles deployed with this office must maintain a logbook in a format so prescribed.
5. The firm must have a dedicated escalation matrix/customer service contact number which is accessible at all times.
6. The interested vendors must take into account the prospective price rise of fuel etc. for the contract period. No variation whatsoever shall be allowed in the offer price during the period of the contract.
7. The above conditions are to be fulfilled along with other terms and conditions as specified by the client (DG, iCED Jaipur).
8. Monthly vehicle usage will be capped at 2500 km:
  - Bidder is required to mention rate per km beyond 2500 km.
  - If usage is below 2500 km, up to 200 km can be adjusted in the following month.
9. Working hours will be 8:00 AM to 8:00 PM, with only Sunday as a weekly holiday.
- 10. Vendors should have a registered office in Jaipur (Rajasthan) preferably within the vicinity of the office.**
11. Among all the Models of the Cars available and selected under the Premium Category, preference will be given to Maruti Suzuki Ciaz model.
12. This office may terminate the contract by serving written notice of one month to the Vendor/Supplier/Contractor and without any compensation for loss of earning to Vendor/Supplier/Contractor who will have no objection thereto.
13. This will be without prejudice to any other rights/remedies available to iCED. Non acceptance of this clause will lead to rejection of Bid.
14. The Driver and the Agency must ensure that all the necessary documents (Registration Certificate, Valid Insurance, Pollution Certificate etc.,) are available with the driver deployed for duty.

**OFFICE OF THE DIRECTOR GENERAL, INTERNATIONAL CENTRE FOR  
ENVIRONMENT AUDIT AND SUSTAINABLE DEVELOPMENT,  
JAIPUR**

Bid Document No. DG/ICED/GS/TENDER/2021-22/F-70/01

Dated: 21/07/2025

**Annexure-4**

**Specifications of Vehicle**

Type of Vehicle	One Sedan Car (Ciaz/Honda City/Hyundai Verna)or equivalent
Color	White
Model	Latest (January 2023 or newer)
Specifications	Air Conditioned White Seat Covers Music System Curtains GPS System



**OFFICE OF THE DIRECTOR GENERAL, INTERNATIONAL CENTRE FOR  
ENVIRONMENT AUDIT AND SUSTAINABLE DEVELOPMENT,  
JAIPUR**

Bid Document No. DG/ICED/GS/TENDER/2021-22/F-70/01

Dated: 21/07/2025

**Annexure-5**

**Bidder Details Form**

- 1. Name of the firm .....**
- 2. Name of the authorised person submitting the Bid "Shri/Smt/Ms.  
....."**
- 3. Designation of the authorized person submitting the Bid...**
- 4. Name, Designation, address and Mobile Number of alternate  
person .....**
- 5. Address of the firm**
- 6. Tel no. with STD code (0)..... (Fax)  
.....(R)**
- 7. Mobile No. of the person submitting the Bid .....**
- 8. E-mail of the person submitting the Bid .....**
- 9. Organization's email ID .....**
- 10. Website Address .....**
- 11. Registration & incorporation particulars of the firm:**
  - I) Private Limited**
  - II) Public Limited**
  - III) Any other — Please specify .....**
- 12. Name of Director(s).....**
- 13. Email id of Director(s) .....**
- 14. Mobile Number of Director (s) .....**
- 15. Bidder's bank, its address and current account number**

**OFFICE OF THE DIRECTOR GENERAL, INTERNATIONAL CENTRE FOR  
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JAIPUR**

Bid Document No. DG/ICED/GS/TENDER/2021-22/F-70/01

Dated: 21/07/2025

**16. Permanent Income Tax number, Income Tax circle**

.....

**17. GST No. ....**

**Details of Uploaded Documents**

1.	Copy of PAN	Yes/No
2.	Copy of GST Certificate	Yes/No
3.	Copy of MSME certificate, if applicable	Yes/No
4.	Copies of Last Three years Balance Sheet or Certificate from CA as per the T & C	Yes/No
5.	Experience Certificates and Work orders	Yes/No
6.	Vehicle Registration Details	Yes/No
7.	Driver License and ID Proof	Yes/No

**OFFICE OF THE DIRECTOR GENERAL, INTERNATIONAL CENTRE FOR  
ENVIRONMENT AUDIT AND SUSTAINABLE DEVELOPMENT,  
JAIPUR**

Bid Document No. DG/ICED/GS/TENDER/2021-22/F-70/01

Dated: 21/07/2025

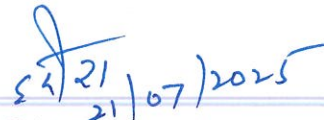
**Annexure-6**

**Timelines:**

Sr. No.	Activity Scheduled	Date and Time
1	Date of Commencement of Bid	21/07/2025
2	Bid clarifications if any	24/07/2025, before 4PM
3	End Date of Submission of Bid	30/07/2025 2 PM
5	Date of Opening of Technical and Financial Bid	Technical Bid-30/07/2025 (10:30 AM) Financial Bid-31/07/2025 (03:30 PM)
6	Delivery of contract	Within 10 Calendar Days after issuing work order

**Delivery Details:**

- 1) Client : Office of The Director General, International Centre for Environment Audit and Sustainable Development (iCED), SP- 6&7, Kant Kalwar, RIICO Industrial Area, Tala Mod, Jaipur Delhi national Highway, Jaipur, Rajasthan, India-303002
- 2) Contact Person : Shri Kailash Chand Bajya, Assistant Administrative Officer.
- 3) E-mail : [iced@cag.gov.in](mailto:iced@cag.gov.in)
- 4) Phone number : 0141-2772007/9615611812.

  
21/07/2025  
उप. निदेशक (प्रशासन)  
कार्यालय महानिदेशक, आईसीईडी, जयपुर  
By. Director (Admn.)  
O/o the Director General, iCED, Jaipur



**OFFICE OF THE DIRECTOR GENERAL, INTERNATIONAL CENTRE FOR  
ENVIRONMENT AUDIT AND SUSTAINABLE DEVELOPMENT,  
JAIPUR**

Bid Document No. DG/ICED/GS/TENDER/2021-22/F-70/01

Dated: 21/07/2025

**Annexure-7**

**UNDERTAKING**

(Notarized Affidavit to be executed on non-judicial stamp paper of Rs.10/-).

A copy of Affidavit same should be scanned and uploaded in the CPPP Portal and hard copy should be delivered along-with other documents as per the timelines of the Bid Document.

1. I, the undersigned, certify that I have gone through all the terms and conditions mentioned in the bid document No \_\_\_\_\_ dated \_\_\_\_\_ and undertake to comply with them unconditionally.
2. That the rates quoted by me are valid and binding upon me for the entire period of contract.
3. That I/We give the rights to the competent authority of the office of the Director General, International Centre for Environment Audit and Sustainable Development, Jaipur to forfeit the Earnest Money/Security money deposit submitted by me/us in case of breach of conditions of Contract and act for blacklisting my/our agency.
4. That I/We also declare that Government of India or any other Government body has not declared me/us ineligible or blacklisted or debarred me/us on charges of engaging in corrupt, fraudulent, collusive, or coercive practices or any failure/lapses of any nature.
5. That I hereby undertake to provide the services as per the directions given in the bid document/contract agreement.

Place:

Date:

Dated Signature of Bidder along-with Stamp

..... Name of the

Bidder .....

