



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/3598881
Dated/दिनांक : 21-06-2023

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	12-07-2023 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	12-07-2023 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Comptroller And Auditor General (cag) Of India
Department Name/विभाग का नाम	Indian Audit And Accounts Department
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Ner
Item Category/मद केटेगरी	Monthly Basis Cab & Taxi Hiring Services - MUV; 2000 Km x 330 hours; Outstation 24*7
Contract Period/अनुबंध अवधि	8 Month(s)
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 to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Single Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

MII 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. 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 defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

2. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1687346494.pdf](#)

Monthly Basis Cab & Taxi Hiring Services - MUV; 2000 Km X 330 Hours; Outstation 24*7 (1)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Vehicle Type	SUV
Type of car (Please select at least 3 options)	Mahindra Scorpio , Mahindra Bolero
Usage Variant	2000 Km x 330 hours
Type of Service	Outstation 24*7
Year of Vehicle Model	2022
Km Travelled	Upto 10000 Kms
Air Conditioning Requirement	A/C

Specification	Values
Area of Operation	Hilly + Plain Area
Fuel Type	Petrol
Addon(s)/एडऑन	

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(s)	Additional Requirement/अतिरिक्त आवश्यकता
1	Imtinenba	797001,O/o the Accountant General (Audit) Nagaland	1	<ul style="list-style-type: none"> Duration in Months : 8

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

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. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

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.
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.

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.

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---



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं सत्यमिच्छा
Dedicated to Truth in Public Interest

प्रधान महालेखाकार (लेखापरीक्षा) का कार्यालय,
Office of the Principal Accountant General (Audit),
नागालैण्ड, कोहिमा- ७९७००१
Nagaland, Kohima – 797001
Tele: 0370-2225309, FAX: 0370-2243117
e-mail: agaunagaland@cag.gov.in

Audit/Admin/Circular No.16

Dated: 21/06/2023

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. Office of the Principal Accountant General (Audit), Nagaland, Kohima, intends to hire 1 (One) SUV/MPV/MUV vehicle for office use w.e.f. 01/08/2023.
2. The vehicle is proposed to be hired for an initial period of 8 (Eight) Months (on daily basis) with the option of extending it for a further period of one year at the discretion of the Office of the Principal Accountant General (Audit), Nagaland, Kohima.
3. The Vehicle offered should be one of the following:
 - Mahindra Scorpio
 - Toyota Innova
 - Mahindra Bolero
4. Eligibility Criteria
 - (i) The applicant Contractor should be owner of at least 2 (Two) vehicles at the time of making application for the contract and should produce evidence to that effect.
 - (ii) The contractor should be based in the State of Nagaland and the vehicle registration number should be of the state of Nagaland.
5. The vehicle proposed to be hired out to the O/o the Principal Accountant General (Audit), Nagaland by the applicant contractor should not have been manufactured before 1st of January 2022 and further the vehicles should not have run for more than 10,000 kms.
6. The rate should be specified (inclusive of Service Tax) for 2,000 kms (reckoned from place of reporting to place of release) & 330 hrs. on monthly basis (reckoned from time of reporting to the time of release) of vehicle. The charges for additional hours after 330 hours and additional distance after 2,000 km. per month should also be specified in the rate. The hourly rates should also be specified in case any vehicle is required on Sunday (Kilometrage on

Saturday/Sunday/Closed and Gazetted Holidays will be included in the monthly limit of 2,000 kms)

7. Contractor shall provide dedicated vehicle & driver and any change in vehicle and / or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non availability of driver. The driver should be having Transport Licence, with a minimum experience of 5 years and their antecedents should be duly verified by police authorities, at the instance of the contractor.

8 The vehicle shall be deemed to be at the disposal of O/o the PAG (Audit), Nagaland during the period of official use and the billing for kms and hours shall be made from the reporting place to the relieving place. In certain cases, where relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be relieving place.

9. The liability on account of fuel, driver & all expenses relating to maintenance, insurance, parking, toll etc. of the vehicle would, solely and wholly, be the responsibility of the contractor and O/o the PAG (Audit) Nagaland will not bear any liability apart from the hiring charges.

10. The contract between O/o the PAG (Audit) Nagaland and the Contractor can be cancelled with a notice period of one-month from either side, without assigning any reason.

11. The Contractor should be registered with the authority concerned of State or Central Government, and should fulfill the conditions prescribed in Section 66 of Motor Vehicle act, 1988 for hiring of vehicles.

12. The Earnest Money Deposit (Refundable, if the bid is not successful) of Rs. 25,000/- (Rupees Twenty-Five Thousand only) in the form of Cash/Demand Draft/Bankers Cheque in favour of DDO O/o the Principal Accountant General (Audit), Nagaland payable at Kohima has to be given.

13. The contractor will indemnify for loss/damage of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident.

14. In case of non-compliance of the above terms and conditions of contract,

a penalty may be levied. The penalty for some of the defaults is as under: -

Sl. No.	Nature of default	Penalty Rs.
1	Late Reporting	50% of proportionate contract charges per day.
2	Non Reporting	50% of proportionate contract charges per day.
3	Poor maintenance of vehicles	Rs. 2000 per month
4	Refusal of duties	100% of proportionate contract charges per day.
5	Change of drivers without permission	Rs. 1000/- per instance.
6	Vehicles kept unclean	50% of proportionate contract charges per day.

15. The drivers employed along with the vehicle should satisfy the following conditions: -

- a) Drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licensees for driving passenger vehicles on hire.
- b) Drivers should be decently dressed. Preferably wear light colored shirt with dark trousers and black/ brown shoes.
- c) Driver should be well versed with the roads and the places in Kohima City and should have experience in city driving.
- d) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 1 year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
- e) Driver should be provided with a mobile phone.
- f) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
- g) Car should be kept clean and odour free, suitable for official use.

16. In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor immediately. In case vehicle does not report within the reasonable time or does not report at all, O/o the PAG (Audit) Nagaland would have a right to hire a vehicle from the market and the additional cost incurred by O/o the PAG (Audit) Nagaland will be borne by the Contractor. In case,

neither a substitute vehicle is provided nor a vehicle is hired by O/o the PAG (Audit) Nagaland, proportionate contract charges are liable to be deducted from the contract charges payable. This would be in addition to the penalty levied as indicated in para 14.

17. The bid once submitted shall not be allowed to be withdrawn and the defaulter after acceptance of the bid shall be deemed to be non-compliance of terms of contract and would render security deposit liable to forfeiture and penalty as the case may be.

18. Tenders will be opened on 14/07/2023 at 11:30 AM. in the chamber of Sr. DAG (Audit), O/o the Principal Accountant General (Audit) Nagaland on GeM.

19 The successful bidder shall provide details of the vehicle and also present himself for signing the agreement, as and when called for, and also physically produce the vehicle for inspection within a reasonable period mutually agreed upon.

20. The vehicle should report for duty on 01/08/2023. In case the vehicle do not report for duty on 01/08/2023, the payment shall be made on a pro-rata basis depending upon the date of reporting of the vehicle.

21. The O/o the Principal Accountant General (Audit) Nagaland, Kohima reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

Agreed by:

Contractor

Sr. Audit Officer (Admin)

Dated:

Bid

1. Name of the Tender : _____
2. Address : _____

3. Contact Number : _____
4. Hiring Charges (Exclusive of Service Tax):

Sl. No.	Description	Rate (₹)
1	For 2,000 Kms and 330 hours per month	
2	For every extra Kilometre beyond total cumulative kilometre per month.	
3	For every extra hour beyond 330 hours per month	
4	Extra hourly charges for Saturdays, Sundays and other Closed/Gazetted Holidays (Kilometrage will be included in monthly scheme of 2,000 Kms)	

5. Details of Demand Draft/Banker's Cheque in respect of Earnest Money:

(If cash has been deposited, mention cash)

Name and Signature of the Authorised Signatory:
