

प्रधान महालेखाकार (ले० एवं ह०)
का कार्यालय
बीरचंद पटेल पथ,
पटना, बिहार - 800001



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (A&E),
BIRCHAND PATEL PATH
PATNA, BIHAR - 800001

पत्रांक/Letter No.GD/hiring of inspection vehicle (tender)/25-26/
दिनांक /Date -08-2025

Notice inviting Tender


A tender is invited on GeM Portal regarding Bid for Hiring of Inspection Vehicle is floated on GeM Portal vide NO. GeM/2025/6522452, dated 01/08/2025. Additional Terms & Conditions and Scope of work is attached herewith. All Curious bidders are requested to submit their bid on GeM with complete Documents duly filled all annexures.

Bid Start Date: 01/08/2025

Bid End Date/Time:11/08/2025/15:00:00

Bid Opening Date/Time:11/08/2025/15:30:00

Yours faithfully,


Senior Accounts Officer
Bihar, Patna

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	11-08-2025 15:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	11-08-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Comptroller And Auditor General (cag) Of India
विभाग का नाम / Department Name	Na
संगठन का नाम / Organisation Name	Accountant General, Bihar
कार्यालय का नाम / Office Name	Accountant General (a&e), Patna
वस्तु श्रेणी / Item Category	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 km x 320 hours; Outstation
अनुबंध अवधि / Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	48 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
-------------------	----

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(a). 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 :

SENIOR ACCOUNTS OFFICER
Office of the Principal Accountant General (A&E), Bihar, Patna-800 001.
(Pao Audit Bihar Patna)

विभाजन/Splitting

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
---	-----

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted 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 exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. 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.
6. 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.
7. 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.
8. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**Geographic Presence in States:**The Bidders should have Local Operational office in Patna.**Scope of Work:**[1754032044.pdf](#)**Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 Km X 320 Hours; Outstation (2)****तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Maruti Suzuki Ertiga
Usage Variant	2500 km x 320 hours
Type of Service	Outstation
Year of Vehicle Model	2024 , 2025
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Any
एडऑन /Addon(s)	
Outstation night charges applicable	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Pankaj Kumar	800001,Office of the Accountant General (A&E), Mahalekakar Bhavan, Bir Chand Patel Path,	2	<ul style="list-style-type: none">Estimated number of outstation nights per month per vehicle : 3Duration in Months for which service is required : 24

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. **Service & Support**

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

3. **Service & Support**

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

4. **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.

5. **Buyer Added Bid Specific ATC**

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

6. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

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 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 [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 कार्यवाई 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---

①

GOVT.OF INDIA

INDIAN AUDIT & ACCOUNTS DEPARTMENT

TENDER FOR MONTHLY BASIS CAB & TAXI HIRING

SERVICES AT PRINCIPAL ACCOUNTANT GENERAL

(A &E), BIHAR, PATNA-800 001.

Disb
24/7

24/7

24/7
24/7

1

TENDER SCHEDULE

Name of the Work	Tender for for Monthly Basis Cab & Taxi Hiring Services in this Office named "Principal Accountant General (A&E), Bihar, Patna, Birchand Patel Marg-800 001.
Last Date & submission of Tender	As per Bid specification uploaded on GeM portal.
Date & Time of opening of online Tender	As per Bid specification uploaded on GeM portal.
Earnest Money Deposit (EMD) in required form to be sent by Post / Delivered in hand on or before the last date of submission of E Tender (Technical)	Declaration to be submitted as per Department of Expenditure Procurement Policy Division OM No. F.9/4/2020-PPD dated 12.11.2020.
Performance Security Deposit / Security Deposit (PSD / SD) to be deposited by successful bidder	3%

Note: If the tender is not opened on the specified date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.

Prady
28/7/20

28/7

28/7/20
28/7/20

Schedule for Monthly Basis Cab & Taxi Hiring Services

Sl.No.	Vehicle Type	Definition	Car Name	Quantity
01	Premium Sedan category	This segment includes passenger cars with mid-size design in a three-box configuration.	Premium Sedan(Maruti Suzuki Ciaz, Maruti Suzuki Ertiga etc.)	02

[Signature]
2011.2

[Signature]
2012

[Signature]
28/7/12

ADDITIONAL TERMS & CONDITIONS & SCOPE OF WORK

INVITATION TO APPLICATIONS

1. Bids are invited for Monthly Basis Cab & Taxi Hiring Services from the reputed, experienced and financially sound Taxi service providers in Bihar only.
2. The contract shall be a period of two year which may be extended by one year in continuation subject to satisfactory performance on same terms and conditions.
3. The tender will be uploaded on GeM Portal only. The tender should be quoted in two bids (Technical bid & Financial bid.).
4. The bidder must quote your rate for the above-mentioned bid with any other statutory payments & inclusive of GST. Partial bid will not be accepted.
5. Total of two car is required.
6. The Car which is to be hired- Premium Sedan Category-Preferable Maruti Suzuki Ciaz or Maruti Suzuki Ertiga etc.
7. The firm will quote the rates inclusive of all taxes.
8. The rates quoted shall be valid for next two year and this office reserves the right to reduce/increase the quantity or prefer additional orders as required.

INSTRUCTIONS TO BIDDERS

1. The following documents for technical bid are required from bidder:

- (i) Copy of last three years' of the annual turnover which is 200% (as per requirements by GeM Portal) of estimated value of contract. (Exemption given in-case of MSME/Start up) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to

[Handwritten signature]
28/7/22

[Handwritten signature]
28/7/22

[Handwritten signature]

prove his eligibility for exemption must be uploaded for evaluation by the buyer.

- (ii) Copy of GST registration letter/ Certificate.
- (iii) The contractor should have local operational office in Patna.(GST Registration certificate of Patna or Firm Registration certificate issued from Govt. Of Bihar in Patna will be considered.). Rent Agreement will not be considered.
- (iv) Service Provider has to possess minimum three (03) years of past experience for this purpose at Central/ State Govt. offices./autonomous body /State Central PSUs. Three Certificate/Work Order regarding above project is to be provided . (Exemption given in case of MSME/Start up) *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.
- (v) Copy of PAN in respect of the firm/ individual as the case may be ;
- (vi) The bidder should not be Blacklisted or under liquidation, court receivership/similar proceedings and should not be bankrupt, bidder to upload under taking to this effect with bid.(Certificate/Declaration to be submitted) [Annexure - II]
- (vii) As Per Deptt. Of Expenditure Letter No.F-9/4/2020-PPD, Govt. of India, dated: 12-Nov-2020 instead of Bid Security/EMD the bidder are required to submit a

[Signature]
20.11.20

[Signature]
20/11/20

[Signature]
20/11/20

Q

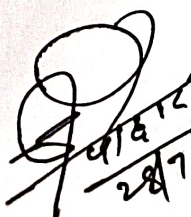
Declaration regarding the Same.(Format enclosed as Annexure-1)

- (viii) The bidder is required to provide Registration Number of the vehicle to be provided as per tender document (Maruti Suzuki Ciaz or Maruti Suzuki Ertiga) on their letter head.
- (ix) Acceptance of "SCOPE OF WORK & ADDITIONAL TERM & CONDITIONS FOR TENDERERS" on letter head by authorized bidder as mark of acceptance/ Duly signed all pages of "SCOPE OF WORK & ADDITIONAL TERM & CONDITIONS FOR TENDERERS" of the Bid document as mark of acceptance.
- (x) **Performance Security:** The successful bidder shall deposit three (03) percent of the estimated Contract Value as Performance Guarantee in the form of FDR or Bank Guarantee from any of the Commercial Bank of Bihar, Patna, within 14 days of award of the contract in favour of PAO(Audit), Office of the Pr. Accountant General (A&E), Bihar, Patna. Performance Security will be valid up to 60 days after the date of completion of all contractual obligations by the contractor. The payment will be released only after submission of Performance Guarantee.

- [The mark will be]
2. The bidders are advised to attach relevant documents in support of their eligibility. If any of the prescribed conditions are not fulfilled or are incomplete in any form, the bid shall be rejected.
3. Payment will be made after submission of invoice, logbook & service feedback.
- [Handwritten signature and date 28/7/25]*
- [Handwritten signature]*
- [Handwritten signature]*

(7)

4. The said work is of time bound nature, the entire work shall be completed within the stipulated time.
5. The selected Companies/Agencies shall also provide functional Mobile and Land Line numbers or its personnel for urgent work regarding above mentioned work.
6. If any bidder stipulates any condition of his own, such conditional Bid shall be liable to be rejected.
7. Agencies/Contractor should follow all the statutory obligations under various laws from time to time and no additional payment will be made in this regard.
8. 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. No extra payment/compensation whatsoever on account of natural calamity/accident or otherwise will be made to the firm except the offered rates permitted under the contract.
10. No cash payment will be paid in any case & Payment would be made strictly on availability of funds.
11. The Agreement shall be come to an end either on completion of the Contract Period or shall be terminated for Breach of contractual obligations.
12. The provided vehicle must have permit to travel in neighboring states. Permit fee/All kind of entry taxes will be borne by the contractor/agency except as mentioned in Service Level Agreement (GeM) to be paid by the Buyer.


24/7/2012


24/7/2012

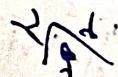

24/7/2012

8

13. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged to Department.
14. Toll tax and parking paid by the service provider during the journey will be reimburse by the department on the basis of actual amount paid.
15. The contractor/agency must also ensure that all the necessary documents (Registration Certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the Department.
16. The contractor/agency will be responsible for compliance of all statutory provisions related to minimum wages etc, in respect of Drivers deployed. The contractor/agency will be fully responsible for payment of wages and other dues & compliance of all labour laws & regulations etc.
17. All expenses relating to salary & allowances of the driver & all expenditure like insurance, fuel, maintenance charges etc. shall be borne by the contractor/agency.
18. **Penalties:** As per mentioned in Service Level Agreement (GeM portal) or decided by Competent Authority.
19. Any liability arising out of any litigation due to any act of contractor staff shall be directly borne by the contractor.
20. During the contract period, the scope of work for which job has awarded is increased/reduced, then the payment price shall be increased/reduced on pro-rata basis by the department on same terms & conditions and this decision shall be binding.


28/7/20


20/1/20


2/9/20

9

21. If some unavoidable situations (exception case), the services of car is to be provided whole month, then negotiations may be made with bidder. The decision of competent authority shall be binding.
22. In Case the contractor fails to cope with the workload or doesn't render satisfactory services or dishonors the contract in any way, the contract awarded shall be liable for cancellation/termination summarily, without assigning any reasons thereof.
23. No request for increase in the rates will be entertained during the said period. No advance payment will be made. Also, no interest will be paid on delayed payment.
24. In case of any differences the firms can be called for negotiation. This office will be the Sole Arbitrator on all matters and his decision will be binding on the bidder.
25. In case of breach of any clause of contract the firm can also be black listed.
26. **Code of Integrity**- No official of a procuring entity or a bidder shall act in contravention of the codes which includes :-
- (i) Prohibition of-
 - (a) Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
 - (b) Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided;

Deputy
20/7/22

20/7/22

20/7/22

CP

(c) Any collusion, bid rigging or anti-competitive behavior that may impair the transparency, fairness and the progress of the procurement process;

(d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain;

(e) Any financial or business transaction between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect decision of the procuring entity directly or indirectly.

(f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process;

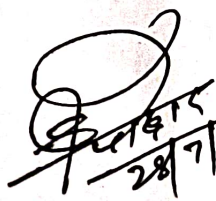
(g) Obstruction of any investigation or auditing of a procurement process;

(h) Making false declaration or providing false information for participation in a tender process or to secure a contract;

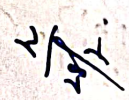
(ii) Disclosure of conflict of interest;

(iii) Disclosure by the bidder of any previous transgressions made in respect of the provision of sub-clause (i) with any entity in any country during the last three years or of being debarred by any other procuring entity.

27. Force Majeure: In the event of any unforeseen circumstances directly interfering with the supply of items arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or


28/7/22


28/7/22


28/7/22

(11)

acts of God, the successful bidder shall, within 7 working days, from the commencement thereof, notify the same in writing to the purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days " notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.

28. **Relaxation:** The Head of the Department reserves the right to relax any of the conditions in exceptional cases, in the best interests of this Office reserves the right to withdraw the tender in whole or in part at any stage without assigning any reason.

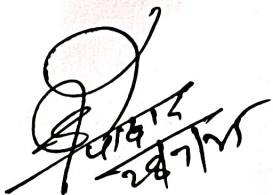
29. Except mentioned conditions rest all conditions applicable as per Service Level Agreement (GeM).

30. No increase in the agreed rates shall be entertained during the period of contract.

31. **Jurisdiction:** Any dispute, arising out of this contract will be settled under the jurisdiction of Office of the Principal Accountant General (A&E), Bihar, Patna.

32. Corrigendum, if any issued for the Tender Document shall form part of the Tender Document. Corrigendum shall be posted on this Official website/GeM Portal. Hence, agencies/companies/firms are requested to visit the website regularly and note the corrigendum/amendments to the Tender Document without fail and submit the offer accordingly. The Department is not responsible for ignorance of corrigendum.

33. In case of any clarification regarding the Tender Documents may ask through email (Office email id)/ Contact in office within one


24/7/21


24.7.21


24/7

(12)

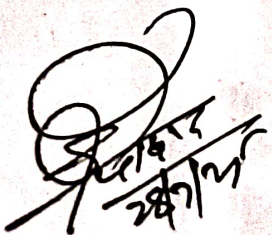
week after publishing of Tender Documents, DAG(Administration) Chamber, Office of the Accountant General(A&E), Bihar, Patna may be consulted for said purpose with valid Identity Proof.

Responsibilities regarding Driver

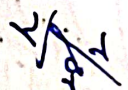
- (a) In case the driver not available during the working days, the contractor/agency shall be bound to arrange substitute driver.
- (b) The contractor/agency should ensure that the drivers employed hold a valid driving license and other related documents for this purpose & aware of traffic rules/regulations.
- (c) The driver must have smartphone and also knowledge of route, GPS & Google Maps etc.
- (d) No lunch/tea etc facility will provided by passengers. Driver should carry his lunch etc.

Responsibilities regarding Vehicles

- (a) The vehicle provided is not earlier than year-2024 Model.
 - (b) The vehicle will be inspected by competent authority before awarding of contract.
 - (c) The vehicle is to be provided by the contractor/agency should be comprehensively insured etc. during the contract period and should be in good condition with all required updated facilities.
- All the vehicles should be fitted with GPS and vehicle tracking device to enable monitoring of movement of vehicles


28/7/25

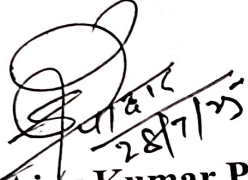

28/7/25


28/7/25

(13)

whenever required by the office. The contractor shall provide online access of tracking of device of the vehicle under contract.


Senior Accounts Officer/GD


Ajay Kumar Poddar
Sr. AO


D.P. Srivastava
DAG


Omnkar
Sr. DAG

(14)

ANNEXURE-I

**(FORMAT OF BID SECURITY DECLARATION TO BE SUBMITTED ON
LETTER HEAD OF THE FIRM/AGENCY DULY STAMPED & SIGNED)**

To,

**The Principal Accountant General (A& E),
Beer Chand Patel Marg, Bihar, Patna-800 001.**

BID SECURITY DECLARATION

**Bid/ Tender reference No..... of Office
of the Principal Accountant General (A&E), Bihar, Patna.**

I/ We, the undersigned, declare that:

1. I/We understand that, according to existing rules/regulations, bids must be supported by a Bid Security, which is being submitted in the form of this Bid Security Declaration.

2. I/We accept that:

I/We may be blacklisted/disqualified/ debarred from bidding for any contract in any Central Government Ministry/ Department for a period of two(2) years,

If I/ We have committed any of the following actions:

(i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents;

Or

(ii) Fail or refuse to accept the award or enter into contract in accordance with the Bidding Documents after having been notified as successful bidder.

3. I/We understand that this Bid Security Declaration shall cease to be valid on the following circumstances:

(a) Upon expiration of the bid validity period;

(b) I am/ we are declared ineligible or disqualified upon receipt of your notice to such effect, and

(c) I/ We have furnished the performance security after declaration as successful bidder.

**AUTHORIZED REPRESENTATIVE OF THE FIRM
(Signature/ Stamp)**

(15)

Annexure-II

(FORMAT OF Blacklisted, liquidation, court receivership/similar proceedings and bankrupt TO BE SUBMITTED ON LETTER HEAD OF THE FIRM/AGENCY DULY STAMPED & SIGNED)

To,
The Principal Accountant General (A&E),
Beer Chand Patel Marg, Bihar, Patna-800 001.

Blacklisted, liquidation, court receivership/similar proceedings and bankrupt Declaration

Bid/ Tender reference No..... of Office of the
Pr. Accountant General (A&E), Bihar, Patna.

I/ We, the undersigned, declare that:

OUR FIRM IS NOT BLACKLISTED OR UNDER LIQUIDATION, COURT RECEIVERSHIP/SIMILAR PROCEEDING AND IS NOT BANKRUPT DURING THE LAST THREE FINANCIAL YEAR.

AUTHORIZED REPRESENTATIVE OF THE FIRM

(Signature with Stamp)

(16)

Annexure-III

Technical Bid Checklist

Sl. No	Documents Provided details	If provided then Yes otherwise No.
01	Annual Turn Over (Last 03 Years)/Average Annual Turnover (OEM)(Exemption in case of MSE & Start up)	
02	GST Registration letter/certificate	
03	Past Experience(Exemption in case of MSE & Start up)	
04	Blacklisted Certificate, Liquidation/Court receivership or Similar proceedings/ Bankruptcy certificate(ANNEXURE-II)	
05	PAN CARD	
06	Registration Number of vehicle as per tender	
08	Make in India Certificate	
11	Bid Security Declaration(ANNEXURE-I)	
12	Duly Signed and stamped Bid Document as Mark of acceptance.	
13	Local Operational Office Detail	
14	Others documents (details)	
15	Others documents (details)	

****Others documents (details) column, which is provided in this format for the purpose of mention additional documents/details regarding tender. Please mention details/types of documents in this column & also mention Yes/No in right Yes/No column.**

**** Please provide all documents details in file form along with marking of page number.**

****All documents uploaded by the service provider should be signed by authorized signatory.**

Yours faithfully,

Signature with Stamp of the Company/ Agency/Firm