

### Bid Document

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	27-05-2022 18:00:00
<b>Bid Opening Date/Time</b>	27-05-2022 18:30:00
<b>Bid Offer Validity (From End Date)</b>	80 (Days)
<b>Ministry/State Name</b>	Ministry Of Electronics And Information Technology
<b>Department Name</b>	Na
<b>Organisation Name</b>	Unique Identification Authority Of India (uidai)
<b>Office Name</b>	Hq, New Delhi
<b>Item Category</b>	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 km x 320 hours; Local , Monthly Basis Cab & Taxi Hiring Services - Sedan; 2500 km x 320 hours; Local , Short Term Cab & Taxi Hiring Services - Sedan; Local; 120Kms x 12Hrs , Short Term Cab & Taxi Hiring Services - Premium Sedan; Local; 120Kms x 12Hrs , Short Term Cab & Taxi Hiring Services - Premium Sedan; Outstation; 250Kms x 8Hrs , Short Term Cab & Taxi Hiring Services - Sedan; Outstation; 250Kms x 8Hrs
<b>Contract Period</b>	2 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)</b>	205 Lakh (s)
<b>Years of Past Experience Required for same/similar service</b>	3 Year (s)
<b>Past Experience of Similar Services required</b>	Yes
<b>MSE Exemption for Years of Experience and Turnover</b>	No
<b>Startup Exemption for Years of Experience and Turnover</b>	No
<b>Document required from seller</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (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
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Floor Price</b>	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.

<b>Bid Details</b>	
<b>Estimated Bid Value</b>	41065100
<b>Evaluation Method</b>	Total value wise evaluation

#### **EMD Detail**

Required	No
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#### **ePBG Detail**

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	26

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### **Beneficiary:**

DDO

UIDAI Headquarters, Bangla Saheb Road, Behind Kali Mandir, New Delhi-110001

(Uidai)

#### **Splitting**

Bid splitting not applied.

#### **MSE Purchase Preference**

MSE Purchase Preference	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 data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. 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 defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
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 at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

#### **Additional Qualification/Data Required**

**Fleet of owned vehicles with service provider, (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):30**

**Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):30**

**Minimum years (up to 5 years) of experience in related field:3**

**Geographic Presence in States:Delhi, Ghaziabad, Noida, Faridabad & Gurugram**

**Scope of Work:**[1652441840.pdf](#)

#### **Pre Bid Detail(s)**

<b>Pre-Bid Date and Time</b>	<b>Pre-Bid Venue</b>
19-05-2022 11:00:00	4th Floor, UIDAI HQ Bangla Lane Gole Market, New Delhi-110001

#### **Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 Km X 320 Hours; Local ( 12 )**

#### **Technical Specifications**

<b>Specification</b>	<b>Values</b>
<b>Core</b>	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna , Volkswagen Vento , Toyota Corolla , Skoda Rapid
Usage Variant	2500 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2020 , 2021 , 2022
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
<b>Addon(s)</b>	

#### **Additional Specification Documents**

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Surjeet Maurya	110001,4th Floor, UIDAI Headquarters, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi	12	<ul style="list-style-type: none"> <li>Duration in Months : 24</li> </ul>

**Monthly Basis Cab & Taxi Hiring Services - Sedan; 2500 Km X 320 Hours; Local ( 26 )****Technical Specifications**

Specification	Values
<b>Core</b>	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Hyundai Xcent , Tata Zest , Nissan Sunny , Toyota Etios
Usage Variant	2500 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2020 , 2021 , 2022
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
<b>Addon(s)</b>	

**Additional Specification Documents****Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Surjeet Maurya	110001,4th Floor, UIDAI Headquarters, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi	26	<ul style="list-style-type: none"> <li>Duration in Months : 24</li> </ul>

**Short Term Cab & Taxi Hiring Services - Sedan; Local; 120Kms X 12Hrs ( 1 )****Technical Specifications**

Specification	Values
<b>Core</b>	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Hyundai Xcent , Tata Zest , Nissan Sunny , Toyota Etios
Type of Service	Local
Usage Variant	120Kms x 12Hrs
Year of Vehicle Model	2020 , 2021 , 2022
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
<b>Addon(s)</b>	
<b>Additional Details</b>	
Type of Trip (One-way/Return)	Return

#### Additional Specification Documents

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Surjeet Maurya	110001,4th Floor, UIDAI Headquarters, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi	1	<ul style="list-style-type: none"> <li>Duration in Days : 450</li> </ul>

#### Short Term Cab & Taxi Hiring Services - Premium Sedan; Local; 120Kms X 12Hrs ( 1 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna , Volkswagen Vento , Toyota Corolla , Skoda Rapid
Type of Service	Local
Usage Variant	120Kms x 12Hrs
Year of Vehicle Model	2020 , 2021 , 2022

Specification	Values
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
<b>Addon(s)</b>	
<b>Additional Details</b>	
Type of Trip (One-way/Return)	Return

#### Additional Specification Documents

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Surjeet Maurya	110001,4th Floor, UIDAI Headquarters, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi	1	<ul style="list-style-type: none"> <li>Duration in Days : 124</li> </ul>

#### Short Term Cab & Taxi Hiring Services - Premium Sedan; Outstation; 250Kms X 8Hrs ( 1 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna , Volkswagen Vento , Toyota Corolla , Skoda Rapid
Type of Service	Outstation
Usage Variant	250Kms x 8Hrs
Year of Vehicle Model	2020 , 2021 , 2022
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
<b>Addon(s)</b>	
Outstation night charges applicable	Yes

Specification	Values
<b>Additional Details</b>	
Type of Trip (One-way/Return)	Return

#### Additional Specification Documents

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Surjeet Maurya	110001,4th Floor, UIDAI Headquarters, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi	1	<ul style="list-style-type: none"> <li>Estimated No. of Outstation Nights per vehicle : 49</li> <li>Duration in Days : 50</li> </ul>

#### Short Term Cab & Taxi Hiring Services - Sedan; Outstation; 250Kms X 8Hrs ( 1 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Hyundai Xcent , Tata Zest , Nissan Sunny , Toyota Etios
Type of Service	Outstation
Usage Variant	250Kms x 8Hrs
Year of Vehicle Model	2020 , 2021 , 2022
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
<b>Addon(s)</b>	
Outstation night charges applicable	Yes
<b>Additional Details</b>	
Type of Trip (One-way/Return)	Return

#### Additional Specification Documents

### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Surjeet Maurya	110001,4th Floor, UIDAI Headquarters, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi	1	<ul style="list-style-type: none"><li>• Estimated No. of Outstation Nights per vehicle : 49</li><li>• Duration in Days : 50</li></ul>

### Buyer Added Bid Specific Terms and Conditions

#### 1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

#### Additional Terms and Conditions

- 1. The contract will be valid for a period of two years from the date of awarding of the contract, which may be extended for a further period of one year or part thereof if the performance/services found satisfactory, on the same rates at the same terms and conditions depending upon the requirement and administrative convenience of UIDAI. However, in the event of extension, the Taxis have to be replaced accordingly and the deployed Taxis should not be older than 3 years. The Service Provider shall also renew the PBG of appropriate value.**
- Taxis provided by the Service Provider should be in perfectly sound & working condition with decent interiors/other necessary accessories as defined in the contract. Registration/make of Taxies supplied shall be of **2020 and onwards**. The taxies will be inspected by UIDAI prior to deployment and on satisfaction of UIDAI, will be deployed. The Service Provider shall specify the numbers of such taxies enclosing copies of Registration Certificates.
- Only such Service Provider should apply whose Vehicles have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises / Garage / Stands from where such taxies are to be operated and can be requisitioned by this Department.
- Bidder shall not tamper/modify commercial/price bid template in any manner. In case, if the same is found to be tampered/modified or quoted price revealed in any other manner, the bid shall be rejected and the bidder is liable to be banned from doing business with UIDAI as GFR rules.
- The vehicles to be deployed should be preferably White / Off White in colour and should be either Petrol/CNG/Diesel driven.
- 6. In case of CNG vehicle, CNG kit should be certified/company fitted.**
- The contractor will depute dedicated relationship Manager to be placed at UIDAI HQ with the working experience on same field at least three years to manage UIDAI fleets.
- In case vehicle replaced due to any reason whatsoever, vehicle registered with the vendor can only be deputed.
- The Taxis will be deployed with the Senior Officers of UIDAI on a monthly basis. The Taxis should report to Administration Division in case concerned officer is on tour/leave. If the Taxis fail to report during such tour/leave, it would be treated as absent.
- UIDAI reserves its right to accept or reject any or all Bids, abandon/ cancel the Tender process, and issue another tender for the same or similar services at any time before the award of the contract. It would have no liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for such action(s).
- 11. Verification of Original Documents** - Before issuing a Letter of Award (LoA) to the successful Bidder(s), UIDAI may ask Bidder to submit for verification of the originals of all such documents whose scanned copies

were submitted online along with the Technical bid. If so decided, the photocopies of such self-certified documents shall be verified and signed by the competent officer and kept in the records as part of the contract agreement. If the Bidder fails to provide such originals or in case of substantive discrepancies in such documents, it shall be construed as a violation of the Code of Integrity. Such bid shall be liable to be rejected as non-responsive in addition to other punitive actions as per existing rules. The evaluation of Bids shall proceed with the subsequent ranked offers.

12. The Taxis will have to be fitted /provided with the following additional accessories/utilities.
  - i. Tool box & Stepney
  - ii. First aid box and torch
  - iii. Good and clean seat covers, floor mats, etc.
  - iv. Good Quality music system with AM/FM radio
  - v. Sanitizer
  - vi. Tissue paper box
  - vii. Car perfume
  - viii. Mobile charging facility in the car
  - ix. Seat Belts (Front and Rear seats)
  - x. Fire Extinguisher.
13. No mileage will be allowed for lunch/tea of the driver. Driver should carry his/her lunch.
14. A list of drivers who would be deployed on duty along with their valid driving license has to be provided to the UIDAI.
15. Administration Division of HQ will take introductory interview of drivers and on satisfaction, will be allowed to drive taxies in UIDAI. No driver should be changed unless the without prior permission of Admin Dn.
16. The Service Provider should provide bio- data, duly verified by police, of all the drivers deployed on duty to the UIDAI, within 25 days in case of failure, a penalty of Rs. 3000/- per month (per driver) would be imposed on the Service Provider up to two months and thereafter such unverified drivers shall be removed by the Service Provider simultaneously providing new driver, to be duly verified by police as mentioned above.
17. If required, the vehicle shall be made available on Saturdays, Sundays and non-working days.
18. Once the deployment of taxi commences, the taxi / drivers should not be changed unless advised by the user officer/UIDAI. The taxi must be available at any time of days as required by UIDAI. In case service provider wants to change taxi/driver at least one month notice to be given to UIDAI.
19. In case of breakdown of any taxi while on duty, it should be the responsibility of the Service Provider to substitute by a taxi of similar make immediately.
20. The liability of the UIDAI will be limited to the hiring charges agreed in the contract.
21. UIDAI has a regular requirement of taxies, however, shall have the right not to utilize the services at all or at any time for any period without giving any reason/notice. UIDAI also reserves the right to hire taxies from open market even during the period of contract.
22. In case of breach of any terms and conditions mentioned in the bid, the Competent Authority shall have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by UIDAI in that event and the Security Deposit in the form of Performance Bank Guarantee shall be en-cashed.
23. On expiry of the contract, a portion of the said Bank Guarantee considered sufficient to cover any incorrect or excess payments made to the Service Provider, shall be retained till the final audit report examined and received on the bills of Service Provider.
24. Service Provider must ensure periodic replacement of Battery & Tyres as per Manufacturer's specifications.
25. The transfer of Bid, Power of Attorney and subcontracting is not allowed, in case found, the bid/contract will be rejected/cancelled along-with forfeiture of PBG.
26. The bidders should have registered office in NCT of Delhi (Enclose scanned copy of original document as evidence in support of address like Certificate of Incorporation/GST Registration/Labour License etc.)
27. In addition to the documents uploaded, the Technical Criteria attached in additional documents as appendix

'A' are required to be uploaded along-with its annexures, any bidder failing the requisite technical criteria will be dis-qualified in Technical evaluation.

28. The time and mileage shall be taken into account from the reporting time at the appointed place (both at the time of reporting and closing). There will be no dead mileage. In other words, back and forth journeys from the taxi stand to the reporting place and leaving place to taxi stand will not be counted for computing the mileage or time.

29. Addition penalties add-ons :-

Sr. No	Problem	Penalty	Remarks
1.	Non functioning of AC in Car	Rs. 500/- per day	The user officer should mention in Log Sheet regarding Non functioning of AC
2.	Irregularities such as overwriting, forged entries etc. in the duty slips (to be maintained in prescribed format)	a) Rs. 500/-	On each occasion
3.	Changes of Taxi /driver without prior intimation of Admin Dn. UIDAI & officers to whom Taxi is attached	Rs. 1000/-	On each occasion
4.	Non-compliance of any other terms & Conditions	Rs 500/- for 1st Instance b) Rs 1000/- for 2 <sup>n</sup> d subsequent Instance.	For each violation per Taxi.
5.	Meter tampering resulting in fast meter	Rs.1000/- on 1 <sup>st</sup> instance R s . 5000/- on 2 <sup>nd</sup> instance	Termination of Taxi on 3rd Instance

30. UIDAI has opted not to give exemption in following categories :-

- i. MSE,
- ii. Statrtup
- iii. SHG

31. The bidder should have the following Taxis registered under Taxi Service in Delhi, Ghaziabad, Noida, Faridabad & Gurugram in the name of firm or agency or proprietary firm, statement on letterhead mentioning each registered Taxi with copy of Registration Certificate (RC);

- Premium Sedan - 12 Nos.
- Sedan -30 Nos.

32. **Compensation/recovery:**

- a. Compensation/recovery clause on account of variation in fuel prices on quarterly basis:-To take care of price variation in fuel (Petrol/Diesel/CNG), the price compensation/recovery will be as per the

following formula:

$$\% \text{ compensation/recovery} = (F1/F0-1)*100*0.20$$

**Where F1 is the minimum price of Petrol/diesel/CNG cost during the month to which the bill will relate.**

**F0 is Petrol/diesel/CNG cost; as on the bid opening date.**

**-/+ indicates recovery and compensation respectively.**

**% compensation/recovery will be on the accepted rates for Premium Sedan and Sedan segments of taxies indicated.**

**(Note: If there is decrease in Fuel Price, formula will indicate negative figure which means the deduction shall be done from the Bill)**

- b. The service provider shall submit supplementary bill for reimbursement toward increase in Fuel price on quarterly basis by first week of the quarter. This supplementary bill is to be supported with proof of fuel price prevailing on the 1st of the month for which the bill pertains.
- c. Compensation/recovery due to increase in fuel price will be reviewed by UIDAI Headquarter on quarterly basis.

## 2. Buyer Added Bid Specific ATC

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

## 3. Past Project Experience

For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
- b. Execution certificate by client with order value.
- c. Any other document in support of order execution like Third Party Inspection release note, etc.

## 4. Generic

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

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. 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](#), 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 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.

**---Thank You---**