

BID SPECIFIC ADDITIONAL TERMS AND CONDITIONS

A. ELIGIBILITY CRITERIA

Following are the Additional Eligibility Criteria of Bidder/Service provider for Technical evaluation of bid. The Bidder/Service Provider must fulfill the following Eligibility criteria.

Bid of bidders not fulfilling the Eligibility conditions given below and as in the bid are liable to be summarily rejected.

MINIMUM ELIGIBILITY CRITERIA

Sr. No..	Eligibility Criteria of Bidder/Service provider:
1.	<p>The Bidder should be operating in India at least for the last 4 years with experience in related field, as on the last date of bid submission.</p> <p>(Attach valid certificate of incorporation or commencement of business/other statutory registrations etc.)</p>
2.	<p>The Bidder's average annual financial turnover should be at least Rs. 50.00 Lakhs during the last 4 financial years. The turnover should be applicable to bidder entity and not for its group of companies/ subsidiary companies/ parent company.</p> <p>(Attach valid copy of audited financial statements i.e. audited copies of balance sheets, profit and loss accounts/ chartered accountant certificate etc.)</p>
3.	<p>The Bidder must have desired experience in handling similar contracts as main contractor (similar contract means providing taxi/cab services to any Central Govt Organization/ PSUs / Public Listed Company) during the last 4 financial years of either</p> <p style="text-align: center;">80% value of services in single work order <i>OR</i></p> <p style="text-align: center;">two work orders each of 50% of value of services.</p> <p><i>The contractor must submit the successful completion certificate while claiming experience.</i></p> <p>(Attach valid copy of purchase/work order/contract (with names, address and contact details of client) along with completion certificate/contract closure letter from the client /or invoices with proof of payment etc.)</p>
4.	<p>Minimum 5 Nos. of similar type of vehicles should be in the Fleet of Owned Vehicles with Bidder as on the last date of bid submission. (Registration certificate (RC) should be in the name of bidder's firm/company or in the name of proprietor, as applicable)</p> <p>(Attach self-certified copy of Registration Certificate (RC) of similar vehicles)</p>
5.	<p>Minimum 5 Nos. of regular drivers should be on the rolls of bidder as on the last date of bid submission.</p> <p>(Attach signed declaration alongwith driving license of concerned drivers or other supporting documents)</p>
6.	<p>The Bidder shall submit valid documentary proof of GST Registration and Income Tax</p>

	Registration number (PAN). (Attach valid documentary proof in this regard)
7.	The bidder should not have been blacklisted or debarred by any Central/ State Government/ agency of Central/ State Government/ Public Sector Undertaking/ Regulatory Authority of India at the time of submission of this bid (Attach self-declaration by Authorized Signatory on its letter-head duly signed, sealed/ stamped)
8.	The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid. (Attach self-declaration by the bidder on its letter-head duly signed, sealed/ stamped).
9.	An office of the Bidder must be located in Lucknow, U.P. (Attach self-declaration by the bidder on its letter-head duly signed, sealed/ stamped).

B. IMPORTANT TERMS AND CONDITIONS

Below are the additional conditions in addition to conditions stipulated in Bid and Service Level Agreement, General Terms and Conditions of bid and successful bidder/service provider is deemed and obliged to provide all necessary goods, services and related works within the quoted cost for successful implementation/commission of the assigned work/project under this bid:

- i. This bid is being floated for hiring of vehicles both for short term basis and monthly basis,
- ii. In respect of Cars to be hired on **Short term basis** the following points are to be agreed by the bidders:-

As far as the quantities of vehicles and number of days for which these will be hired are concerned, following points are noteworthy and agreed to by the bidder before applying for this bid:-

- (i) The number of vehicles / number of days shown in the bid document for which these will be required are tentative only,
- (ii) The actual quantities of vehicles or the number of days for which these will be required may vary upside or downside significantly,
- (iii) In case of variation in the quantities above the vehicles/ days specified in the bid document, the billing shall be done as per rates agreed after Financial evaluation for the category of vehicle which is to be hired,
- (iv) REC Limited will not be bound to pay any kind of charges more than what are agreed for in the contract as L1 rates in case the total quantities hired during the whole contract period falls below or exceeds above the quantities mentioned in the bid,

- (v) Besides the specific cars chosen (in the Bid Document) for the car categories such as Sedan, Premium Sedan, SUV, Premium SUV any other car can be demanded and shall be provided by the service provider on demand to the buyer,
- iii. In respect of Car to be hired on **Monthly basis** the following points are to agreed by the bidders:-
- (a) The upper/maximum limits for which monthly taxi services to be provided are on the following basis-
- (i) 25 days a month,
(ii) 12 Hrs. daily,
(iii) 2500 Kms a month (these can be travelled on local as well as outstation basis)
- (b) The car to be deployed by the service provider is on the following terms & conditions (bidder is also required to attach necessary documents in support of the following):-
- (i) A well maintained Sedan Car having cubic capacity upto 1500 cc (such as Maruti Suzuki Ciaz, Hyundai Verna, Honda City)
(ii) The car must be owned by the service provider,
(iii) The car to be provided having registration with Lucknow R.T.O. on or after 01.01.2019,
(iv) The kms. travelled by the car shall not exceed 75,000 Kms.
- iv. Bidders are mandatorily required to attach the following documents besides others:-
- (a) Information required as per Annexure-A and Compliance Statement and Bidder check list
(b) Mandate form given as Annexure-B,
(c) Schedule of charges clearly specifying the charges for travel beyond the hours and kms. selected for a particular category of vehicle and any other charges to be payable,
(d) Declaration shall be attached alongwith the bid documents accepting all the terms and conditions of this bid,
- (v) **DEPLOYMENT/ INSPECTION OF VEHICLES:-**

The successful bidder/service provider mandatorily needs to get the vehicle, its related papers like RC, Insurance, Pollution Certificate, Road Tax etc. and the condition of the vehicle verified and satisfactorily accepted by Admin Division, REC before its deployment. The Admin Division, REC reserves the right to carry out any such inspections during pre-deployment as well as during the entire contract period. In case of any rejection, the bidder shall provide a replacement vehicle of equivalent specification and acceptable to Admin Division, REC within 3 days of such rejection.

- (vi) All statutory obligations, including payment/labour laws/regulations/ motor vehicle Act etc must be complied by the successful bidder/service provider,
- (vii) The service provider shall not engage any sub-contractor or transfer the contract to any other person,
- (viii) The Service provider must ensure cleanliness/sanitization of vehicles regularly,
- (ix) All other taxes such as toll tax, entry tax, parking etc shall be reimbursed as per actual on the basis of documentary evidences produced,
- (x) The night charges will be applicable if taxi service timings end after 10:00 PM and commence before 05:00 A.M. on a particular day,
- (xi) Regarding night charges, vehicles selected for local journey on Gem portal as shown in the Bid Document, bidders are required to fill night charges for local journeys also irrespective of the fact that GeM portal shows “Outstation Night charges applicable,
- (xii) The duration of contract shall be 24 months further extendable by 12 months if quality of services found satisfactory,
 - (xiii) A contract / agreement shall be entered into with the successful bidder which shall incorporate all the essential terms and conditions besides those shown hereinabove and in the scope of work,
- (xiv) All other important terms & conditions have also been shown in the scope of work attached alongwith this bid,
- (xv) Bidder offer is liable to rejected in case any of the required declarations/documents/certificates are not attached with the bid documents,
- (xvi) REC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without assigning any reason and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the ground of REC’s action.
- (xvii) The contract with the successful bidder may be terminated by giving 1 month prior notice in writing,
- (xviii) Bidders are requested not to attach / upload unnecessary documents more than what are required alongwith the bid,
- (xix) In case any doubt arises regarding interpretation of terms of this contract the same shall be referred to **Sr. Chief Program Manager, REC Lucknow** and his decision in that case shall be final and binding on both the parties,
- (xx) In case of any doubt/ clarification regarding the bid terms & conditions, the bidders may contact Shri S.P. Srivastava, Manager (Admin) on 9450956338 / zmlucknow@recl.in with cc to spstri63@rediffmail.com
- (xxi) The service provider shall not be permitted to act as an aggregator for providing the vehicle hiring services to REC

DETAILS FOR COMPLIANCE OF BIDDER

Bid/Tender Number:				
Name of the Bidder/Service Provider				
Particulars for Details in line with eligibility criteria of bid document		Details to be provided by the bidder in respective columns for details along with self-certified copy of supporting documents as proof (Bidder to index all pages for supporting documents and to provide relevant page numbers)		Page numbers
1.	The Bidder should be operating in India at least for the last 4 years with experience in related field, as on the last date of bid submission.	CIN:		
		Date of Incorporation/ Registration:		
		Legal Status of the Bidder/ Types of Companies Registered		
		Total Nos. of years' experience in related field (please attach documentary proof)		
Annual Turnover details of Bidder:				
2.	The Bidder's average annual financial turnover should be at least Rs. 50 Lakhs during the last four financial years. <i>The turnover should be applicable to bidder entity and not for its group of companies/</i>	Particulars	Turnover (in INR)	
		FY 2017-2018:		
		FY 2018-2019:		
		FY 2019-2020:		
		FY 2020-2021		

	<i>subsidiary companies/ parent company.</i>	Average:		
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Past Experience of contracts/services (Similar contract means for providing vehicles to any Central Govt Organization/ PSU / Public Listed Company during the last four financial years)				
3. The Bidder must have executed similar contracts/services as main contract (similar contract means for providing vehicles to any Central Govt Organization/ PSU / Public Listed Company during the last four financial years, at the time of submission of bid: a) At Least 1 No. similar contract with Contract Value Not Less Than 80% of estimated bid value OR b) 2 Nos. similar contracts with Contract Value Not Less Than 50% of estimated bid value	Contract/ Work Order/ Particulars	Work Order 1 (meeting the eligibility criteria)	Work Order 2 (meeting the eligibility criteria)	Addl. Similar details with page numbers
	Contract/ Work Order/ Reference No.:			
	Date of issue Contract/ Work Order:			
	Client/ Organization Name:			
	Major Scope of Work:			
	Contract/ Work Order Amount (in INR):			
	Project Period (in Months):			
	Actual Date of Completion:			
	Completion certificate/ Contract closure letter Reference No. and Issued Date:			
	Contact Details of Organizations Client/ Customer (name, designation, mobile, email etc.) to whom should be contacted			
4. Minimum 05 Nos of similar type of vehicles should be in the Fleet of Owned Vehicles with Bidder as on the last date of bid submission.	<u>Bidder to provide Details;</u> A.Total Nos. of vehicles in the Fleet of Owned Vehicles of bidder with details 1) Vehicle No., 2) Name of owner 3) Make and Model, 4) Year of Manufacturing 5) Deployed Location 6) Vehicle Condition			

		7) Kms, travelled 8) Kms, travelled 9) Fuel type 10) Copy of RC (Self-certified)			
5.	Minimum 5 Nos. of regular drivers should be on the rolls of bidder as on the last date of bid submission.	Bidder to provide details of regular drivers on payroll alongwith their driving license number.			
6.	Past Experience of bidder (No. of Years)		Current Numbers of manpower on service provider's payroll		
7.	GST Number:		PAN Number:		
8.	ESI Registration Number:		ESI Registration date		
9.	Provident fund Number:		Provident fund Registration date:		
10.	Office address of the Service Provider	Registered/ Corporate office Address			
		Office address in Lucknow			
11.	MSE Registration: (Yes/No)		If Yes, UAM No.:		
			Date Registration:		
12.	TreDS (Trade Receivables Discounting System) Registration: (Yes/No)		If Yes, Regd. No:		
			Date:		
13.	Whether SC/ST/OBC Entrepreneur? (Yes, No)		(If Yes, please provide Supporting documents)		
14.	Whether Women Entrepreneur? (Yes/No)		(If Yes, please provide Supporting documents)		

COMPLIANCE STATEMENT OF BIDDER AND CHECK LIST

S. No.	Eligibility criteria of bidder/service provide:	Compliance by Bidder (Yes/No)	Bidder to Provide details for evaluation	List of supporting documents attached	Page Numbers
1.	<p>The Bidder should be operating in India at least for the last 4 years with experience in related field, as on the last date of bid submission.</p> <p><i>(Attach valid certificate of incorporation or commencement of business/other statutory registrations etc.)</i></p>				
2.	<p>The Bidder's average annual financial turnover should be at least Rs. 50 Lakhs during the last four financial years. <i>The turnover should be applicable to bidder entity and not for its group of companies/ subsidiary companies/ parent company.</i></p> <p><i>(Attach valid copy of audited financial statements i.e. audited copies of balance sheets, profit and loss accounts/ chartered accountant certificate etc.)</i></p>				
3.	<p>The Bidder must have executed similar contracts/services as main contract (similar contract means for providing vehicles to any Central Govt Organization/ PSU / Public Listed</p>				

	<p>Company during the last four financial years, at the time of submission of bid:</p> <p>a) At Least 1 No. similar contracts with Contract Value Not Less Than 80% of estimated bid value</p> <p style="text-align: center;">OR</p> <p>b) 2 Nos. similar contracts with Contract Value Not Less Than 50% of estimated bid value</p> <p><i>(Attach valid copy of purchase/work order/contract (with names, address and contact details of client) along with completion certificate/contract closure letter from the client and/or invoices with proof of payment etc.)</i></p>				
4.	<p>Minimum 05 Nos of similar type of vehicles should be in the Fleet of Owned Vehicles with Bidder as on the last date of bid submission.</p> <p><i>(Registration certificate (RC) should be in the name of bidder's firm/company or in the name of proprietor, as applicable)</i></p> <p><i>(Attach self-certified copy of Registration Certificate (RC) of similar vehicles)</i></p>				
5.	Minimum 5 Nos. of				

	regular drivers should be on the rolls of bidder as on the last date of bid submission.				
6.	The Bidder shall submit valid documentary proof of GST Registration and Income Tax Registration number (PAN). <i>(Attach valid documentary proof in this regard)</i>				
7.	The bidder should not have been blacklisted or debarred by any Central/ State Government/ agency of Central/ State Government/ Public Sector Undertaking/ Regulatory Authority of India at the time of submission of this bid (Attach self-declaration by Authorized Signatory on its letter-head duly signed, sealed/ stamped)				
8.	The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid. <i>(Attach self-declaration by the bidder on its letter-head duly signed, sealed/ stamped).</i>				
9.	An office of the Bidder must be				

	located in Lucknow. <i>(Attach self-declaration by the bidder on its letter-head duly signed, sealed/ stamped).</i>				
10.	Signed copy of bid document in token of acceptance of all tender terms & conditions				

NOTE:

- i.** Bidders to provide details as per above specific criteria with necessary supporting documents as proof along with **summary of such details along with relevant page nos. for each criteria** for bid evaluation and all such details should be **in clear, readable, searchable scan file (.pdf) format.**
- ii.** Bidder have to indicate page number where relevant work orders; completion Certificate, other details are attached.
- iii.** In case the details are not found at indicated page, no further cognizance of other submitted documents will be taken and bids shall be evaluated accordingly.
- iv.** Submission of unsolicited details / experience/ other documents etc. other than specific in the bid, bid may treated as unresponsive and liable for rejection without any further clarification/ communication.

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME
GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

A. DETAILS OF BANK ACCOUNT HOLDER:-

NAME OF THE ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/MAIL	

B. BANK ACCOUNT DETAILS

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
IFS CODE OF BRANCH	

DATE OF EFFECT:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect I would not hold the user Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Date:

()

Signature of Customer

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

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Date

Signature of Bank Manager