[Chhattisgarh Government emblem]

DIRECTORATE OF AVIATION
GOVERNMENT OF CHHATTISGARH

MAHANADI BHAWAN, CAPITOL COMPLEX, MANTRALAYA, NAVA RAIPUR (CG) 492002
Phone: +91(0)771-2503309
email: dir.aviation-cg@gov.in

REQUEST FOR PROPOSAL (RFP)

FOR HIRING OF 10 NOS OF VEHICLES ON MONTHLY RENTAL BASIS FOR 36 MONTHS

Tender No.:

Table of Contents

Data Sheet
1. Introduction
2. Scope of Work
3. Eligibility Criteria
4. Documents required to be submitted with the Bid
5. Vehicle and Driver Specifications
   5.1 Vehicle
   5.2 Driver
6. Payment Terms
7. Liquidated Damages and Penalty Clause
8. Termination Clause
9. Earnest Money Deposit
10. Performance Security
11. Insurance, Liability and Indemnity
12. Financial Bid Condition
13. Bid Evaluation Process
14. General Terms and Conditions
15. Checklist of Document

ANNEXURE I: Vehicle Requirement

ANNEXURE-II: Pre-Contract Integrity Pact

ANNEXURE-III: Bid Submission Letter

ANNEXURE-IV: Format for Performance Bank Guarantee

ANNEXURE-V: Sample power of attorney of authorized representative

ANNEXURE-VI: Non-blacklisting Certificate, running of vehicles note more than 75,000 kms and the drivers having experience of three (03) year.

Data Sheet

Sr. No.	Particular	Details
1	Name of the Tender	Request for Proposal (RFP) for Hiring of 10 Vehicles on Monthly Rental Basis for a Period of 36 Months for the Directorate of Aviation, Government of Chhattisgarh.
2	Tender Issuing Authority	Directorate of Aviation (DoA), Government of Chhattisgarh (GoCG)
3	Tender Reference No.	As per Gem Tender Document
4	Gem Category	Monthly Basis Cab & Taxi Hiring Services
4	Mode of Selection	Based on the L1 Method
5	Availability of Tender Document	https://gem.gov.in
7	Last Date of Submission of Pre-Bid queries	All the queries shall be submitted through email only, at dir.aviation-cg@gov.in, on or before 13.11.2026, 11:00 PM
8	Pre-bid meeting	13.11.2026, 12.00 PM (Hybrid Mode- Online & Offline) M1/7, Mahanadi Bhawan, Mantralaya, Nava Raipur "In case of any change, the same shall be intimated separately."
9	Last Date and Time for Submission of Bids	27.11.2026, 05.00 PM
10	Opening of Bids	03.12.2026
11	EMD Amount	Rs 2,20,000 EMD may submit via Demand Draft (DD) in favour of "The Director, Directorate of Aviation, Government of CG, Mahanadi Bhawan, Nava Raipur, Chhattisgarh"; Validity 180 days Note: No exemption applicable to the submission of EMD by Micro and Small Enterprises (MSEs).
12	PBG	The selected L1 bidder shall submit a Performance Bank Guarantee (PBG) 5 % of the annual contract value.
13	Validity of Bids	Six months (180 days) from the Bid Due Date
14	Tender Inviting Website	https://gem.gov.in

Note: Instruction to the Bidders

1. Bidder should go through the enclosed Bid Documents before submission of bids.
2. Before submission of bids, the bidders should frequent/daily visit the website https://gem.gov.in for final amendments, clarifications, corrigendum, updates, if any, which would form part of the tender and which would be available at the site till the last day of bid submission.
3. Bidder shall ensure that all documents are submitted in English language.
4. Bidder shall ensure that the bids are submitted online through https://gem.gov.in.

5. Bidder to also submit the hard copies of original EMD & all other necessary documents (except financial bid) as per the requirement of all terms and conditions in a sealed envelope to be submitted offline to the Director, Directorate of Aviation, Govt. of Chhattisgarh, Mahanadi Bhawan, Nava Raipur, Chhattisgarh on or before within 24 hours from the date and time prescribed for submission of bids.
6. In case of any ambiguity or deviation of the document in offline and online submission, the online will be accepted as the final submitted document.
7. The bidder may submit physically all the required copies of documents within five 05) days (Date: 02.12.2026) from the last date of bid submission. Any documents received after the stipulated period shall not be entertained, and the concerned bidder shall be declared disqualified.

1. Introduction

Directorate of Aviation, Chhattisgarh invites bids from reputed, financially sound, and experienced transport vendors / agencies ("the Bidder / Vendor") for hiring of vehicles on a monthly basis for official use, on the terms and conditions set out in this Request for Proposal (RFP).

This document is intended to provide interested bidders with the necessary information to prepare and submit their bids. Bidders are advised to study all the terms, conditions, and specifications contained in this RFP carefully before submitting their bids. Submission of a bid shall be deemed to constitute acceptance of all terms and conditions contained herein.

2. Scope of Work

The Vendor shall provide vehicle along with a trained, uniformed, and licensed driver, on a monthly hire basis, strictly as per the following requirement:

- **Total number of vehicles:** 10 (Ten). The quantity of vehicles required is subject to a variation of ±25% of the total requirement of 10 vehicles.
- **Type of Vehicle:** Vehicle (specified in Annexure I)
- **Duration of Hiring:** The service shall be provided on a monthly basis for an initial period of 36 months, which may be extended further, subject to satisfactory performance and mutual agreement between the parties.
- Service may be required for the entire month, i.e., 24x7 basis.
- **Driver Availability on Holidays / Weekly Offs:** The vendor shall ensure that the driver remains available on-call on Sundays, weekly offs, and gazetted / restricted holidays whenever called upon to report for duty by the DoA, with reasonable prior notice.
- **Extra KM:** Any usage beyond the kilometre limit specified shall be billed separately.
- Each deployed vehicle shall have a valid and active FASTag.
- **All Expenses to be Borne by the Vendor:** The Vendor shall bear, at its own cost, all expenses relating to the vehicle and driver, including but not limited to fuel, driver's salary, allowances, uniform, vehicle insurance (comprehensive), road tax, permits, fitness certificate, pollution-under-control (PUC) certificate, routine and major maintenance/servicing, repairs, and replacement of the vehicle in case of breakdown, such that there shall be no additional cost to the DoA other than the fixed monthly charges and any pre-agreed extra usage charges.
- **Replacement Vehicle:** In case of breakdown, accident, or non-availability of the assigned vehicle for any reason, the Vendor shall arrange a replacement vehicle of similar or better specification within 2 hours, failing which penalty clauses shall apply.

3. Eligibility Criteria

Bidders must satisfy the following minimum eligibility criteria to be considered for technical evaluation:

- The Bidder should be a registered legal entity (Proprietorship / Partnership / LLP / Private Limited Company) in India, registered for a minimum of 3 years as on the date of bid submission.
- The Bidder should have a minimum average annual turnover of ₹ 73 lakh in last 3 financial years, evidenced by CA certificate and audited financial statements.
- The bidder shall have a positive net worth as on the last date of preceding financial year and shall submit a Net Worth Certificate duly certified by a Chartered Accountant
- The Bidder should not have been blacklisted / debarred by any Central / State Government department, PSU, or statutory body as on the date of bid submission (Notarised self-declaration/ Affidavit).
- The Bidder must possess a valid Transport Licence issued by the competent licensing authority, authorizing the bidder to undertake the relevant transport operations. A self-attested copy of the valid licence shall be submitted along with the bid.

- The Bidder must possess valid Employees' Provident Fund (EPF) and Employees' State Insurance Corporation (ESIC) registration certificates. Self-attested copies of the EPF and ESIC Registration Certificates shall be submitted along with the bid.
- The Bidder must possess a valid GST registration and PAN.
- The vehicles proposed for deployment under the contract shall be of model year 2020 or later and shall have not run more than 75,000 km as on the date of bid submission. The same requirement shall apply to any vehicle deployed initially or provided as a replacement vehicle during the contract period.
- The successful bidder must be registered with the GST Department in the State of Chhattisgarh within 15 days from the date of issuance of the Letter of Intent (LOI). The Service Provider must also establish and maintain an office at Raipur or Nava Raipur, Chhattisgarh, which shall serve as the Single Point of Contact (SPOC) for all coordination and communication with DoA throughout the contract period. Documentary proof of GST registration and the office address shall be submitted to DoA within the stipulated period.
- The Tenderer shall have a minimum of 10 vehicles of the specified category available for deployment, either registered in the name of the Tenderer or held under a valid lease arrangement. The Tenderer shall not sublet or subcontract any part of the contract. However, vehicles may be arranged through a valid Lease Agreement with the vehicle owner/cab aggregator, executed on non-judicial stamp paper and valid for the entire contract period. A copy of the Lease Agreement shall be submitted along with the bid. The Tenderer shall also submit complete vehicle registration details and supporting documents demonstrating compliance with the prescribed vehicle category, specifications and other requirements. Failure to submit the required documents shall render the bid liable for summary rejection.
- The vehicle supplied should be registered with TAXI /CAB/Transport Permit. Bids of other than commercial vehicles should be summarily rejected.
- The Bidder shall mandatorily submit duly filled in and signed Annexures II, III, V and VI, along with all the requisite enclosures, as part of the bid.

4. Documents required to be submitted with the Bid

Bidders must submit self-attested copies of the following documents along with their Technical Bid, failing which the bid is liable to be rejected as non-responsive:

- Certificate of Incorporation / Registration of the firm (Partnership Deed / LLP Agreement / Certificate of Incorporation, as applicable).
- GST Certificate &PAN Card of the firm / company.
- Valid Trade / Transport Licence, wherever applicable under local RTO / CG State Motor Vehicles rules.
- CA Certified positive net worth certificate & Turnover (applicable within last 3 financial year)
- EPF and ESI registration certificates.
- List of vehicles proposed to be deployed registered in the name of the Tenderer or held under a valid lease arrangement, along with copies of Registration Certificate (RC), comprehensive Insurance Policy of present year and insurance Policy of previous year, Fitness Certificate, and PUC Certificate for each vehicle.
- Valid driving license for each driver proposed to be deployed. In addition to during license of drivers, bidder shall submit affidavit that they all have 3 year experience.
- Self-declaration (notarised) /Affidavit of not being blacklisted or debarred by any Government / PSU / autonomous body.
- Earnest Money Deposit (EMD) of ₹2,20,000/- in the form of Demand Draft (DD) in favour of The Director, Directorate of Aviation, Government of CG.
- Power of Attorney/Board Resolution authorising the signatory to sign and submit the bid on behalf of the firm.

- Affidavit that the vehicles proposed have not run more than 75,000 kms. each as on date of bid submission.

5. Vehicle and Driver Specifications

5.1 Vehicle

- **Fuel Type:** Petrol / Diesel/Hybrid, as applicable to the specified vehicle category.
- **Vehicle Age:** The vehicles proposed for deployment under the contract shall be of model year 2020 or later and shall have run not more than 75,000 km as on the date of bid submission. The same requirement shall apply to any vehicle deployed initially or provided as a replacement vehicle during the contract period.
- **Vehicle Condition:** All vehicles deployed under the contract shall be maintained in good working condition, clean, safe (Minimum 2 Nos of functional airbags in each vehicle) and presentable always, and shall comply with all applicable statutory requirements. All necessary documents, including RC, Insurance, PUC and Fitness Certificate, wherever applicable, shall remain valid throughout the contract period.
- **Quarterly Inspection and Replacement of Vehicle:** The roadworthiness and overall condition of each deployed vehicle shall be reviewed/inspected on a quarterly basis by the DoA. In case any vehicle is found to be unfit, poorly maintained, or not meeting the prescribed requirements, the DoA may direct the Vendor to replace the vehicle. The Vendor shall replace such vehicle with a suitable vehicle meeting the prescribed specifications within 30 days from the date of issuance of the written intimation by the DoA.

5.2 Driver

- The driver must hold a valid commercial/non-commercial driving license (as applicable) with a minimum of 3 years of driving experience.
- The driver deployed by the Vendor shall have a clean record, and no criminal case or accident-related case should be pending or registered against him.
- The drivers must be in proper uniform, well-mannered, and conversant with local routes.
- Submission of a valid Medical Fitness Certificate, Police Verification Certificate, copy of the Aadhaar card, a valid driving licence, and an experience certificate (self-declaration) of the concerned driver shall be mandatory and shall be made prior to the deployment of the driver, including in case of replacement of an existing driver. Every driver shall be conversant with traffic rules and shall have no criminal or accident case registered against him. Where a driver is on leave or unwell, the Vendor shall immediately arrange another qualified driver.
- The Vendor shall not change the assigned driver frequently without prior written intimation to and approval of the Company.

6. Payment Terms

- Billing shall be done on monthly basis, after satisfactory completion of the duty in the respective month.
- The Vendor shall submit the monthly invoice along with the duly completed duty slips/logbook, certified by the concerned DoA official to whom the vehicle has been allotted or by any other officer authorized/assigned for the purpose.
- Payment shall be released after receipt of a correct and complete invoice, subject to applicable TDS deduction as per the Income Tax Act.
- No advance payment shall be made. All statutory dues (GST, TDS, EPF, ESI, etc.) shall be borne/complied with by the Vendor and are the sole responsibility of the Vendor.
- The monthly rates quoted by the Vendor shall remain fixed for the first year of the contract. Upon completion of each contract year, the monthly rates may be increased by 5% over the rates applicable during the preceding year, subject to the satisfactory performance of the Vendor and approval of the DoA. The increase shall be applicable **on a year-on-year compounded basis**.

However, the revised monthly rates shall be subject to the maximum rate ceiling prescribed by the Finance Department, Government of Chhattisgarh, vide Instruction Letter Ref. No. 1742/ सम./ब-4)/ चार -4/2024, dated 07.06.2024, or any subsequent/latest order or instruction issued by the Finance Department applicable at the time of such rate revision, whichever is latest.

- Calculation of running charges for invoice creation:

Item	Details
Total Monthly package charges quoted by bidder as per GeM Contract	Rs. X
A) Monthly Basic Charges for up to 2000 Km	Rs X
B) Charges for extra per Kilometer beyond the limit of 2000 Km per month (in Rs per Kilometer)	= Rs (X /2000)*0.40*No of KM
Monthly Invoice Bill	= Rs [A + B]

- Each deployed vehicle shall have a valid and active FASTag.
- The monthly payment shall be released after making necessary deductions towards penalty, if any, as applicable under the terms and conditions of the contract.

7. Liquidated Damages and Penalty Clause

- **Liquidated Damages:** In case of delay in deployment of the vehicle as per the scheduled requirement, Liquidated Damages (LD) of ₹1,000/- per vehicle per day shall be imposed for each day of delay, subject to the terms and conditions of the contract.
- **Non-Availability of Vehicle:** In the event if the Vendor fails to provide the required vehicle on any scheduled day or for any specified period, the DoA shall have the right to arrange a substitute vehicle from the local market or any other suitable source. The actual cost incurred by the DoA for hiring such substitute vehicle shall be recovered from the Vendor and deducted from the next/ongoing running bill, in addition to any applicable penalty for non-provision of the vehicle under the terms of the contract.
- **Penalty Clause:** The following penalties shall be deducted from the Vendor's monthly bill for deficiencies in service:

Nature of Default	Penalty
Late reporting of vehicle/driver beyond 30 minutes of scheduled time	₹500 per instance, or pro-rata deduction for the delayed period
Non-reporting of vehicle/driver without prior intimation (including on a called holiday duty) Vehicle breakdown and failure to provide replacement within stipulated time Vehicle not maintained in clean/roadworthy condition, or expired statutory documents (RC/Insurance/PUC/Fitness) *(For clean/roadworthy condition written intimation shall be issued to the Vendor for rectification; failure to comply shall attract applicable penalty)	Deduction of one day's applicable hire charges, calculated on a pro-rata basis from the monthly discovered rate per vehicle (monthly rate ÷ 30), along with a fixed penalty of ₹1,000/- per instance per vehicle.
Driver found under the influence of alcohol/drugs, rash driving, mis-behavior, or violation of safety norms	₹ 5,000/- per instance and mandatory replacement of driver; repeat offence may lead to termination

Nature of Default	Penalty
Unauthorised change of vehicle or driver without prior written approval	₹2000 per instance
Overall service level shortfall (e.g. more than 2 unresolved complaints in a month)	Up to 5 % of that month's bill, at the discretion of the DoA

- The DoA decision on the applicability, quantum, and deduction of penalty shall be final and binding on the Vendor.
- Cumulative penalties exceeding 10 % of the contract value, at the DoA discretion, to be treated as a material breach entitling the DoA to terminate the contract.

8. Termination Clause

8.1 Termination on Expiry / Before Expiry of Term

Notwithstanding anything contained herein, the Directorate of Aviation, Government of Chhattisgarh (DoA, GoCG) may terminate the Agreement before the expiry of the contract period by giving three (03) months' written notice to the Bidder, without assigning any reason or compensation.

8.2 Termination on bidder request

In case the bidder seeks termination of the deployment, a prior written notice of at least three (03) months shall be provided, failing which the Performance Bank Guarantee (PBG) shall be liable to forfeiture.

8.3 Termination for Cause / Default

The DoA, GoCG may terminate the contract by giving seven (07) days' written notice, without any compensation to the Service Provider, under the following circumstances:

- Repeated or persistent failure to provide vehicle(s)/driver(s) as per the agreed schedule despite written warning(s).
- Repeated breach of safety, conduct, or documentation requirements set out in this RFP.
- Cumulative penalties in any period exceeding the threshold prescribed in Clause 7.
- Any act of fraud, misrepresentation, or submission of false documents/certificates by the Vendor.
- Vendor becoming insolvent, bankrupt, or going into liquidation, or any proceedings being initiated in that regard.
- Sub-letting or assignment of the contract, in whole or in part, without the prior written consent of the DoA.
- If the Vendor frequently fails to maintain the deployed vehicles in clean, presentable and roadworthy condition, despite written intimation by the DoA, GoCG. The DoA shall have the right to terminate the work order, in accordance with the applicable terms and conditions of the contract.
- The Vendor shall ensure that the odometer of every deployed vehicle always remains in proper working condition. Any tampering, manipulation, disconnection, or repeated malfunction of the odometer shall be treated as a serious contractual violation and may constitute grounds for termination of the contract.
- Any conduct by the Vendor's driver(s)/staff that is found to be prejudicial to the safety, security, or reputation of the DoA or its employees.

8.3 Effect of Termination

Upon termination, the Vendor shall immediately withdraw its vehicle(s) and personnel and shall be paid only for services rendered and duly certified up to the date of termination, after adjusting any

penalties, dues, or damages payable by the Vendor. The Performance Security (PBG) may be forfeited in cases of termination.

9. Earnest Money Deposit

a) The bidder shall furnish Rupees 2,20,000 as part of the bid submission, an Earnest Money Deposit (EMD).

b) No exemption applicable to the submission of EMD by Micro and Small Enterprises (MSEs).

c) The EMD shall be in Indian Rupees and shall be in the form of Demand Draft (DD drawn in favour of "The Director, Directorate of Aviation, Government of CG, Mahanadi Bhawan, Naya Raipur, Chhattisgarh" payable at Raipur and valid for 180 days (Six Months) from the last date of submission of bid i.e. Bid Due Date.

d) Refund of EMD:

i) The EMD of all unsuccessful bidders and bidders other than the L1 bidder shall be refunded by the Directorate of Aviation (DoA, GoCG) within 15 days from the date of issuance of the Work Order.

ii) The EMD of the L1 bidder would be returned upon submission of Performance Bank Guarantee as per the format attached.

e) EMD shall be forfeited in the following cases:

i) If the Bidder withdraws its Bid during the interval between the opening of the proposal and the expiration of the Bid Validity Period

ii) If the Bidder fails to accept or sign the Agreement within the stipulated time.

iii) If the Bidder fails to provide the Performance Security within the stipulated time or any extension thereof provided under the contract and/or LOI by the DoA, GoCG

iv) A Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as specified in this tender

v) The Bidder has made a material misrepresentation or has furnished any materially incorrect or false information.

vi) The Bidder does not provide, within the time specified by the DoA, GoCG, the supplemental information sought by the DoA, GoCG, for evaluation of the Bid

vii) If the Bidder refuses to accept the correction of errors in his Bid

10. Performance Security

- The successful bidder shall be required to submit a Performance Security Deposit of 5 % of the estimated annual contract value, in the form of a Bank Guarantee, valid for the entire contract period plus 2 Months claim period, within 15 days of issue of the Work Order.

11. Insurance, Liability and Indemnity

- The Vendor shall maintain valid comprehensive insurance for all deployed vehicles, and adequate insurance/statutory coverage (EPF/ESI/Workmen's Compensation) for all drivers and staff, throughout the contract period.
- The Vendor shall ensure that valid insurance coverage for passengers is maintained for each deployed vehicle. The insurance policy shall include Passenger Personal Accident (P.A.) coverage as applicable under the prevailing rules and shall remain valid throughout the contract period. A copy of the valid insurance policy shall be submitted to the DoA before deployment of the vehicle and whenever the policy is renewed.

- The Vendor shall be solely responsible and liable for any accident, injury, loss of life, or damage to property arising out of the operation of the vehicle(s) and shall indemnify and keep indemnified the Company against all claims, damages, costs, and expenses arising therefrom.
- The Vendor shall comply with all applicable labour laws, including minimum wages, EPF, ESI, and other statutory obligations in respect of its drivers and staff.

12. Financial Bid Condition

- The bidder shall quote the monthly rental rate in the GeM Financial Bid Format, inclusive of all applicable GST. The quoted monthly rate shall be inclusive of fuel, driver charges, maintenance, insurance, taxes, and all other expenses required for providing the vehicle as per the RFP.
- Income tax at source will be deducted by the Directorate of Aviation Department, Mahanadi Bhawan, Naya Raipur, Govt. of Chhattisgarh as per the applicable law and regulation, and TDS certificate shall be issued to the successful bidder by the Directorate of Aviation Department, Mahanadi Bhawan, Naya Raipur, Govt. of Chhattisgarh.
- The applicable GST shall be payable as per the prevailing rate notified by the Government of India from time to time. GST shall be calculated at the rate applicable on the date of invoice generation, and any change in the applicable GST rate during the contract period shall be considered accordingly.

13. Bid Evaluation Process

- Bids shall be evaluated in a **two-stage process:**
- **Technical Bid Evaluation:** Bids shall first be evaluated for completeness of documents and compliance with eligibility criteria. Bidders meeting all mandatory requirements shall be declared 'Technically Qualified'.
- **Financial Bid Evaluation:** Financial Bids of only the Technically Qualified bidders shall be opened. The contract shall be awarded to the bidder quoting the Lowest rate (L1), subject to satisfactory technical qualification.
- The DoA reserves the right to negotiate the rates with the L1 bidder, wherever considered necessary. The L1 bidder shall participate in such negotiation as and when called upon by the DoA.

The DoA, CG reserves the right to reject any or all bids, or to annul the bidding process at any stage, without assigning any reason, and without incurring any liability towards the affected bidder(s).

14. General Terms and Conditions

- **Bid Validity:** The bid shall remain valid for acceptance for a period of 180 days from the date of bid opening.
- **Contract Period:** The initial contract shall be for 36 months from the date of the Work Order, extendable for a further period on mutual consent and satisfactory performance, on the same terms and conditions.
- **Force Majeure:** Neither party shall be liable for any delay or failure in performance due to causes beyond its reasonable control, including natural disasters, war, riots, government action, or pandemic-related restrictions, provided timely written notice is given to the other party.
- **Confidentiality:** The Vendor shall maintain confidentiality of all information shared by the Company and shall not disclose the same to any third party without prior written consent.
- **Amendment:** The DoA reserves the right to amend, modify, or clarify any terms of this RFP prior to the bid submission deadline, through a written corrigendum, which shall be binding on all bidders.
- The L1 firm shall obtain and maintain valid GST registration in the State of Chhattisgarh within 15 days from the date of issuance of the LOI. The firm shall submit the GST registration certificate.

- **L1 Rate Matching:** After finalisation of L1, other eligible bidders may be given an opportunity to match the L1 rate and provide consent to offer the required services at the matched L1 rate. Such consent may be considered by the DoA for future requirements, as and when required.
- **Subsequent Engagement:** In case the L1 work order is terminated due to non-performance or failure to provide the required services, the opportunity shall first be offered to the L2 bidder at the L1 rate. If L2 does not accept, the same may be offered to L3 at the L1 rate, subject to eligibility and applicable terms and conditions.
- DoA may, at its discretion, negotiate the quoted rates with the L1 bidder. The final negotiated rates shall be lower than the originally quoted L1 rates and shall be mutually agreed upon and accepted by both parties. The Work Order shall thereafter be issued at the final negotiated rates, which shall be binding on the selected bidder.
- The vehicle proposed by the Vendor shall be inspected and verified by the DoA prior to deployment to ensure compliance with the prescribed specifications, age, condition, and applicable documentation requirements. No vehicle shall be deployed unless and until it has been inspected and approved by the DoA. The deployment of the vehicle shall be permitted only after its satisfactory inspection and final approval by the DoA.
- The vehicles deployed under the contract shall be parked at the location(s) designated by the DoA after completion of daily duty. The drivers shall not be permitted to take the vehicles to their residence or keep the vehicles in their personal custody without prior written authorization of the DoA.
- **Vehicle Documents:** Each vehicle deployed under the contract shall, at all times, carry valid and updated copies of the Registration Certificate (RC), Pollution Under Control (PUC) Certificate, valid Motor Vehicle Insurance, Driving Licence of the deployed driver, and all other statutory/mandatory documents required under applicable laws and regulations. The Vendor shall ensure that all such documents remain valid and readily available in the vehicle for inspection throughout the period of deployment.
- The Vendor shall maintain a logbook for each vehicle, updated daily by the driver and signed daily by the officer or employee using the vehicle, recording opening and closing odometer readings, start and close times, and places visited. The monthly bill shall be presented in one copy accompanied by a verified photocopy of the logbook, and the Vendor shall furnish its bank account particulars to the Department. The odometer of every deployed vehicle shall be maintained in working order at all times; tampering, manipulation, disconnection or repeated malfunction shall constitute a material breach. A complaint register shall be maintained in each vehicle.
- In the event of any dispute of any kind in connection with the hiring of vehicles under this Contract, the final decision shall be taken by the Head of Office, and that decision shall be final and binding on both parties.
- **Governing Law and Jurisdiction:** This contract shall be governed by the laws of India, and courts at Raipur alone shall have exclusive jurisdiction over any disputes arising here from.
- **Dispute Resolution / Arbitration:** Any dispute arising out of or in connection with this contract shall first be resolved through mutual discussion. Failing amicable settlement, the matter shall be referred to arbitration under the Arbitration and Conciliation Act, 1996 (as amended), with the venue of arbitration at Raipur.
- **Right to Reject:** The DoA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to contract award, without assigning any reason and without incurring any liability to the affected bidder(s).

15. Checklist of Document

Sl. No.	Document / Requirement	Submission Mode	Bid Envelope (A/B/C)	Submission Status (Yes/No)
1.	EMD/EMD Exemption Document	Online-Scan copy + Physical-Original	A	
2.	Company Registration Certificate	Online + Physical	B	
3.	PAN Registration	Online + Physical	B	
4.	GST Registration	Online + Physical	B	
5.	CA Certificate of Turnover & Positive Net Worth (last 3 years)	Online + Physical	B	
6.	Valid Transport Licence, wherever applicable under local RTO / State Motor Vehicles rules	Online + Physical	B	
7.	EPF and ESI registration certificates	Online + Physical	B	
8.	List of vehicles proposed to be deployed, Ownership document/Agreement along with copies of Registration Certificate (RC **(Table 'A')**	Online + Physical	B	
9.	Annexure-II Pre- Contract Integrity Pact	Online + Physical	B	
10.	Annexure -III: Bid Submission Letter	Online + Physical	B	
11.	Annexure -V: Sample power of attorney of authorized representative Power of attorney	Online + Physical	B	
12.	Annexure –VI : Non-blacklisting Certificate, running of vehicles note more than 75,000 kms and the drivers having experience of three (03) year.	Online + Physical	B	

ANNEXURE I: Vehicle Requirement

S. No.	Vehicle Type	Fuel Type	Qty Required	Monthly Approx. Km run	Location
1	Innova Crysta	Petrol / Diesel/Hybrid	1	2000 km	Raipur
2	Maruti Dzire /Honda Amaze/Tata Nexon	Petrol / Diesel / Hybrid	9	2000 km	Raipur

- **Life of Vehicle:** The vehicles proposed for deployment under the contract shall be of model year 2020 or later and shall have run not more than 75,000 km as on the date of bid submission. The same requirement shall apply to any vehicle deployed initially or provided as a replacement vehicle during the contract period.

ANNEXURE-II: Pre-Contract Integrity Pact

(MUST SUBMIT WITH BID DOCUMENT ON Rs.100 STAMP PAPER)

1. GENERAL

i. This pre-bid contract Agreement (herein after called the Integrity Pact) is made on……day of the month …..20….., between the Government of Chhattisgarh, acting through The Director Aviation, Government of Chhattisgarh (herein called the "BUYER" which expression shall mean and include, unless the context otherwise requires, his successors in the office and assigns) and the First Party, proposes to procure work under "Request for Proposal (RFP) for Hiring of 10 Vehicles on Monthly Rental Basis for a Period of 36 Months and extension (if any) for the Government of Chhattisgarh."

And

M/s …..…….. represented by Shri.....Chief Executive Officer /Managing Director (herein after called the "BIDDER/Seller", which expression shall mean and include, unless the context otherwise requires, its successors and permitted assigns) and the Second Party, are willing to offer/have offered.

ii. WHEREAS the BIDDER is a Private Company/Public Company/Government Undertaking/Partnership, constituted in accordance with the relevant law in the matter, and the BUYER is a Department of Aviation, Government of Chhattisgarh, performing its function on behalf of the Government of Chhattisgarh.

2. OBJECTIVES

NOW, THEREFORE, the BUYER and the BIDDER agree to enter into this pre-contract agreement, herein after referred to as Integrity Pact, to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the Contract to be entered into with a view to: -

iii. Enabling the BUYER to obtain the desired Stores/Equipment/Work/Service at a Competitive price in conformity with the defined specification by avoiding the high cost and the distortionary impact of corruption on public procurement, and

iv. Enabling BIDDER to abstain from bribing or indulging in any corrupt practices in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing any corrupt practices, and the BUYER will commit to preventing corruption, in any form, by its officials by following transparent procedures.

3. COMMITMENTS OF THE BUYER

The BUYER commits itself to the following: -

i. The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third Party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

ii. The BUYER will, during the pre-contract stage, treat BIDDERs alike, and will provide to all BIDDERs the same information and will not provide any such information to any BIDDER that could afford an advantage to that particular BIDDER in comparison to the other BIDDERs.

iii. All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments, as well as any substantial suspicion of such a breach.

In case any such preceding misconduct on the part of such official (s) is reported by the BIDDER to the BUYER with the full and verifiable facts and the same prima facie found to be correct by the

BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by the BUYER, the proceedings under the contract would not be stalled.

4. COMMITMENTS OF BIDDERS

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means an illegal activity during any stage of its bid or during any pre-contract or post-contract in order to secure the contract or in furtherance to secure it and in particular commits itself to the following: -

i. The BIDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third in party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

ii. The BIDDER further undertakes that it has not given, offered or premised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material of immaterial benefit or other advantage, commission, fees, brokerage, or inducement to any official of the BUYER or otherwise in procuring the Contract of forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing forbearing to show favor or disfavour to any person in relation to the contract or any other contract with the Government.

iii. The BIDDER further confirms and declares to the BUYER that the BIDDER in the original Manufacture/Integrator/Authorized Government Sponsored export entity of the stores and has not engaged any individual or firms or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

iv. The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payment he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payment.

v. The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

vi. The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

vii. The BIDDER shall not use improperly, for the purpose of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposal and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

viii. The BIDDER commits to refrain from making any complaint directly or through any other manner without supporting it with full and verifiable facts.

ix. The BIDDER shall not instigate or cause to instigate any third person to commit any of the acts mentioned above.

5. PREVIOUS TRANSGRESSION

i. The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this integrity Pact with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

ii. If the BIDDER makes an incorrect statement on this subject, the BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

6. EARNEST MONEY DEPOSIT

6.1 Every BIDDER while submitting commercial bid, shall deposit an amount as specified in TENDER as Earnest Money, with the BUYER through any of the following instruments:

i. Demand Draft (DD drawn in favour of "The Director, Directorate of Aviation, Government of CG, Mahanadi Bhawan, Naya Raipur, Chhattisgarh" payable at Raipur and valid for 180 days (Six Months) from the last date of submission of bid i.e. Bid Due Date.

ii. Any other mode or through any other instrument (to be specified in the TENDER).

6.2 The Earnest Money Deposit (EMD) shall be valid up to a period of 180 days or the complete conclusion of the service agreement obligations to the complete satisfaction of both the BIDDER and BUYER.

6.3 In the case of successful BIDDER, a clause would also be incorporated in the Article about Performance bank guarantee (PBG) in the service agreement that the provision of sanctions for violation shall be applicable for forfeiture of PBG in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanctions for violation of this pact.

6.4 No interest shall be payable by the BUYER to the BIDDER on EMD/PBG for their applicable period.

7. SANCTIONS FOR VIOLATIONS

8.1 Any breach of the aforesaid provisions by the BIDDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required: -

i. To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceeding with the other BIDDER (s) would continue.

ii. To forfeit fully or partially the Earnest Money Deposit (in pre-contract stage) and/or PBG (after the service agreement is signed), as decided by the BUYER, and the BUYER shall not be required to assign any reason, therefore.

iii. To immediately cancel the engagement agreement, if already signed, without giving any compensation to the BIDDER.

iv. To encash the EMD and PBG, if furnished by the BIDDER, in order to recover the payments already made by the BUYER, along with interest.

v. To cancel all or any other contracts/engagement with the BIDDER and the BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation /rescission, and the BUYER shall be entitled to deduct the amount so payable from the money (s) due to the BIDDER.

vi. To debar the BIDDER from participating in future bidding processes of the Government of Chhattisgarh for a minimum period of five years, which may be further extended at the discretion of the BUYER.

vii. To recover all sums paid in violation of this pact by BIDDER (s) to any middlemen or agent or broken with a view to securing the contract.

viii. In case where irrevocable Letters of credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

ix. If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is closely related to any of the officers of the BUYER, or if any close relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filling of tender, any failure to disclose the interest involved shall entitle the BUYER to rescind the contract without payment of any compensation to the BIDDER.

x. The term 'close relative' for this purpose would mean spouse whether residing with the Government servant or not, but not include a spouse separated from the Government servant by a decree or order of a competent court; son or daughter or step son or step daughter and wholly dependent upon Government servant, but does not include a child or step child who is no longer in any way dependent upon the Government servant or of whose custody the Government servant has been deprived of by or under any law; any other person related, whether by blood or marriage, to the Government servant or to the Government servant's wife or husband and wholly dependent upon Government servant.

xi. The Bidder shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER, and if he does so, the BUYER shall be entitled forthwith to rescind the contract and all other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such rescission, and the BUYER shall be entitled to deduct the amount so payable from the money due to the BIDDER.

8.2 The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Secretary, Aviation Department, Government of Chhattisgarh for the purpose of this pact.

8. FALL CLAUSE

The BIDDER undertakes that if has not supplied /is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Department of the Government of Chhattisgarh and if it is found at any stage that similar product/systems or sub systems was supplied by the BIDDER to any other Department of the Government of Chhattisgarh or its agencies a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the different in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

9. FACILITATION OF INVESTIGATION

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents, including the Books of accounts of the BIDDER, and the BIDDER shall provide the necessary information of the relevant document and shall extend all possible help for such examination.

10. LAW AND PLACE OF JURISDICTION

This pact is subject to Indian Law; the place of performance and jurisdiction shall be the seat of the Courts at Raipur and the High Court of Chhattisgarh at Bilaspur.

11. OTHER LEGAL ACTIONS

The actions stipulated in this integrity pact are without prejudice to any other legal action that may follow in accordance with the provisions of any other law in force relating to any civil or criminal proceedings.

12. VALIDITY

1.1 The validity of this Integrity Pact shall be valid from the date of bid submission for the procurement of work and extend up to the complete execution of the work to the satisfaction of both the BUYER and the BIDDER/Seller, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

1.2 If one or several provisions of this pact turn out to be invalid, the remainder of this pact shall remain valid. In such case, the parties will strive to come to an agreement to their original intentions.

1.3 The parties hereby sign this Integrity Pact at ……. on……..

BIDDER’S SIGNATURE

NAME OF THE OFFICER
DESIGNATION
Witness
1
2

BUYER’S SIGNATURE

NAME:
DESIGNATION:
DEPARTMENT
Witness
1
2

ANNEXURE-III: Bid Submission Letter

(To be submitted on letterhead)

To,

Director,

Directorate of Aviation,

Mahanadi Bhawan, Naya Raipur, Govt. of Chhattisgarh

Sub: Submission of bid "Request for Proposal (RFP) for Hiring of 10 Vehicles on Monthly Rental Basis for a Period of 36 Months for the Government of Chhattisgarh."

Dear Sir,

I/We, the undersigned, have considered and complied with your Tender No_____ for "Request for Proposal (RFP) for Hiring of 10 Vehicles on Monthly Rental Basis for a Period of 36 Months for the Government of Chhattisgarh." in full cognizance and compliance with these aforesaid conditions and the regulations of local Government authorities.

I/We hereby enclose (a) the Technical Part of the Tender and (b) the Financial Part of the Tender, covering bids for your consideration.

I/We, the undersigned, hereby offer to provide Hiring of 10 Vehicles on Monthly Rental Basis for a Period of 36 Months for the Government of Chhattisgarh for which we have tendered.

Such work shall be completed in conformity and in accordance with the tender document to your entire satisfaction, by our side at the prices and rates to be quoted in our Financial Bid.

I/We further confirm and stipulate as follows: -

1. Until the final service agreement is prepared and executed, this tender document, together with modifications/additions/deletions/corrigendum agreed to with the Government of Chhattisgarh and your written acceptance thereof, shall constitute a binding contract between us upon the terms of this tender, of the price schedules accompanying the same.
2. I/We shall be prepared for the services, to provide the service on the location to commence on receipt of your Letter of Intent and to complete in accordance with the time schedule which has been provided. This time schedule and its beginning and completion date are the essence of our agreement. All prices in our proposals and rates quoted in financial bids shall remain firm and capable of acceptance by you in accordance with the provision hereof for the contract period and its extension thereof from the date of opening of the bid.

Date_____

Signature_____

Name_____

In the capacity of_____

Duly authorized to sign TENDERS for and on behalf of_____

(Name and address)

WITNESS_____

ANNEXURE-IV: Format for Performance Bank Guarantee

To,

The Director

Directorate of Aviation

Mantralaya, Nava Raipur (C.G.)

Whereas <<name of the bidders and address>> (hereinafter called "the bidder") has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <<name of the assignment>> to DoA, GoCG (hereinafter called "the beneficiary")

And whereas it has been stipulated in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <Name of Bank> a banking company incorporated and having its head /Registered office at <Address of Registered Office> and having one of its offices at <Address of Local Office> have agreed to give the Bidder such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the bidders, up to a total of Rs. <Insert Value> (Rupees <Insert Value in Words> only) and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <Insert Value> (Rupees <Insert Value in Words> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>)

Notwithstanding anything contained herein:

I. Our liability under this bank guarantee shall not exceed Rs. <Insert Value> (Rupees <Insert Value in Words>only).

II. This bank guarantee shall be valid up to <Insert Expiry Date>)

III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date>) Failing which, our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

ANNEXURE-V: Sample power of attorney of authorized representative

Power of Attorney

(To be executed on a Non-Judicial Stamp Paper)

Know all men by the represents, We, _____ (name of firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. / Ms._____son/daughter/wife and presently residing at , who is presently employed with us and holding the position of_____as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for tender for << Name of Work>> son/daughter/wife and presently residing at_____ , who is presently employed with us and holding the position of_____as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for TENDER for <<Name of Work>>. "proposed to be selected by DoA, GoCG including but not limited to signing and submission of all applications, proposals and other documents and writings, participate in pre-bid and other conferences and providing information/ responses to DoA, GoCG, representing us in all matters before DoA, GoCG, signing and execution of all contracts and undertakings consequent to acceptance of our application and generally dealing with DoA, GoCG in all matters in connection with or relating to or arising out of our Application and/or upon selection thereof us till the entering into of the Agreement with DoA, GoCG.

AND we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHERE OF WE, THE ABOVE-NAMED PRINCIPAL, HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____DAY OF_____20XX

For

(Signature)	Accepted
Notarized	(Signature)
(Name, Title and Address)	(Name, Title and Address of the Attorney)

Witnesses: 1.

2.

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s), and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

ANNEXURE-VI

AFFIDAVIT-CUM-UNDERTAKING

(To be executed on Non-Judicial Stamp Paper and duly notarized)

I/We, Shri/Smt. _____, Son/Daughter/Wife of _____, aged about _____ years, presently residing at _____, being the Proprietor/Partner/Director/Authorized Signatory of M/s _____, having its registered office at _____, do hereby solemnly affirm and declare as under:

1. **Non-Blacklisting Certificate:** That our firm/company has not been blacklisted, debarred or declared ineligible by any Central Government Department, State Government Department, Public Sector Undertaking (PSU), Government Agency or any other Government organization as on the date of submission of this bid. Further, no order of blacklisting or debarment is currently in force against our firm/company.
2. **Vehicle running Distance Not more than of 75,000 Kms.** That we undertake to provide the required transport services and ensure that the vehicle(s) deployed under this contract have not run more than 75,000 kms. Each, as required under the terms and conditions of the RFP, without any operational difficulty.
3. **Minimum Three Years' Driving Experience:** That all drivers proposed to be deployed for providing services under this contract possess a valid and appropriate Driving Licence issued by the competent authority and have a minimum of 03 (Three) years of relevant driving experience. We further undertake to deploy only qualified, experienced and duly licensed drivers for the entire contract period.
4. That all the information and declarations furnished herein are true and correct to the best of my/our knowledge and belief, and no material fact has been concealed or misrepresented.
5. That in the event any information or declaration furnished herein is found to be false, incorrect or misleading at any stage, the Department of Aviation, Government of Chhattisgarh (DoA, GoCG) shall be at liberty to reject our bid, cancel the contract, forfeit the applicable security deposit and take any other action as deemed appropriate under the terms and conditions of the RFP and applicable rules.

VERIFICATION

I/We hereby verify that the contents of the above affidavit are true and correct to the best of my/our knowledge and belief, and nothing material has been concealed therefrom.

Verified at _____ on this _____ day of _____, 20XX.

DEPONENT

Signature: _____

Name: _____

Designation: _____

Name of Firm/Company: _____

Company Seal: _____

WITNESSES:

1. Name: _____

   Signature: _____

2. Name: _____

   Signature: _____

Details Of Vehicles Proposed To Be Deployed.

(Table 'A')

Sr. No.	Vehicle Type	Vehicle No.	Registration Year	Vehicle Registered in the Name of	Vehicle Running (KM)
1	Innova				
2	Maruti Dzire/Honda Amaze/ Tata Nexon				
3	Maruti Dzire/Honda Amaze/ Tata Nexon				
4	Maruti Dzire/Honda Amaze/ Tata Nexon				
5	Maruti Dzire/Honda Amaze/ Tata Nexon				
6	Maruti Dzire/Honda Amaze/ Tata Nexon				
7	Maruti Dzire/Honda Amaze/ Tata Nexon				
8	Maruti Dzire/Honda Amaze/ Tata Nexon				
9	Maruti Dzire/Honda Amaze/ Tata Nexon				
10	Maruti Dzire/Honda Amaze/ Tata Nexon				

Note: It is mandatory to enclose copies of the Registration Certificate (RC).

बिड संख्या/Bid Number: GEM/2026/B/8250564
दिनांक /Dated: 06-11-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-11-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	28-11-2026 17:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Chhattisgarh
विभाग का नाम/Department Name	Department Of Aviation
संगठन का नाम/Organisation Name	Directorate Of Aviation
कार्यालय का नाम/Office Name	Directorate Of Aviation Nava Raipur
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :dir.aviation-cg@gov.in Buyer Email id: dy-diravn@cg.gov.in
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - Sedan; 2000 km x 320 hours; Local 24*7 , Monthly Basis Cab & Taxi Hiring Services - Premium SUV; 2000 km x 320 hours; Local 24*7
अनुबंध अवधि /Contract Period	3 Year(s) 1 Day(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	73 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड 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
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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	3 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	22000000
Payment Timelines	Payments shall be made to the Seller within **45** days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	220000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	36

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).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.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :
DIRECTOR, DIRECTORATE OF AVIATION GOVERNMENT OF CHHATTISGARH, MAHANADI BHAWAN, RAIPUR
Directorate of Aviation Nava Raipur, Department of Aviation, Directorate of Aviation,
(The Director, Directorate Of Aviation, Government Of C.g. Raipur)

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

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No

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 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.
3. 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.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated

cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:1793961371.pdf

Monthly Basis Cab & Taxi Hiring Services - Sedan; 2000 Km X 320 Hours; Local 24*7 (9)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Swift , Honda Amaze , Maruti Suzuki Dzire , Tata Nexon
Usage Variant	2000 km x 320 hours
Type of Service	Local 24*7
Year of Vehicle Model	2021 , 2022 , 2023 , 2024 , 2025 , 2026
Km Travelled	Upto 75,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	R Maria Dominic Savio	492001,Mahanadi Bhawan, Mantralaya, Nava Raipur (C.G.) Room No. AD-3-9	9	• Duration in Months for which service is required : 36

Monthly Basis Cab & Taxi Hiring Services - Premium SUV; 2000 Km X 320 Hours; Local 24*7 (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Premium SUV
Type of car (Please select at least 3 options)	Toyota Innova Crysta
Usage Variant	2000 km x 320 hours
Type of Service	Local 24*7
Year of Vehicle Model	2021 , 2022 , 2023 , 2024 , 2025 , 2026
Km Travelled	Upto 75,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	R Maria Dominic Savio	492001,Mahanadi Bhawan, Mantralaya, Nava Raipur (C.G.) Room No. AD-3-9	1	• Duration in Months for which service is required : 36

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.

10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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 कार्रवाई 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---