बिड संख्या/Bid Number: GEM/2026/B/8212945

दिनांक /Dated: 28-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	18-11-2026 20:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	19-11-2026 20:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	45 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Railways
विभाग का नाम/Department Name	Indian Railways
संगठन का नाम/Organisation Name	Eastern Railway
कार्यालय का नाम/Office Name	Howrah Division
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :adrmadmn@er.railnet.gov.in Buyer Email id: srdeeop@hwh.railnet.gov.in
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - SUV; 3000 Km x 720 hours; Local 24*7
अनुबंध अवधि /Contract Period	2 Year(s)
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
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
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	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	1418952
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	28380

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).	26

(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 :
FA AND CAO, EASTERN RAILWAY
17, Netaji Subhash Road, Fairlie Place, Kolkata, Eastern Railway, Ministry of Railways
(Fa And Cao, Eastern Railway)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Monthly Basis Cab & Taxi Hiring Services - SUV; 3000 Km X 720 Hours; Local 24*7 (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	SUV
Type of car (Please select at least 3 options)	Tata Harrier , Tata Safari , Mahindra XUV 700 , Mahindra Scorpio-N
Usage Variant	3000 Km x 720 hours
Type of Service	Local 24*7
Year of Vehicle Model	2026
Km Travelled	Upto 10,000 Kms
Air Conditioning Requirement	Non-A/C
Area of Operation	Plains
Fuel Type	Diesel
एडऑन /Addon(s)	

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
1	Arun Kumar Rana	711101,DRM OFFICE ,NEAR HOWRAH RAILWAY STATION	1	• Duration in Months for which service is required : 24

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

1. **Generic**

   OPTION CLAUSE 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. **Forms of EMD and PBG**

   Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

FA and CAO, Eastern Railway, Kolkata
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

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

Text Clause(s)

SCOPE OF WORK

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NAME OF WORK:- Hiring of Vehicle for Official use of Sr.DEE(OP)/HWHfor 24 months.

Scope of Work:-

SL	Description of Works	Specification	Per Month Cost (Rs.)	No. of Vehicles	Amount for 24 months (Rs.)
1	Hiring of one vehicle (Non AC Scorpio or similar) for official use of Sr.DEE(OP)/HWH	3000 Km/month & 24 hrs/day	59123	1	14,18,952
	Total Cost (Rs.)				14,18,952

4. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Additional Terms and Conditions of the contract

1. Minimum 2 drivers shall be provided to cover 24 hrs. duty. Weekly rest etc. shall be arranged by providing suitable reliever.
2. Sundays / Holidays will also be treated as Normal working day for payment. It will be the contractor’s responsibility to maintain the Log book of the vehicle on daily basis.
3. Taxes and duties: Road tax and insurance in respect of vehicle, the document of the Vehicle like taxi permit, road tax, insurance, driver license etc. are to kept updated during the contract period and shall submit attested photocopies of the above to this office.

4. The vehicle shall be kept cleaned, washed and in excellent running condition. In case v ehicle is under breakdown, the party will arrange replacement with another vehicle, whic h is in perfect working order and not older than three years.

5. Maintenance: The party will ensure running / major maintenance of the vehicle in order to keep it in perfect working condition at their own cost and risk.

6. All the statutory rules and regulations required for running of the vehicle under the cont ract shall be followed by the contractor at no extra cost. Any fines, penalties imposed by such statutory authorities will be borne by the contractor at his own risk and cost.

7. The bidder shall submit the details of the vehicle proposed to be deployed, including re gistration number, make/model and year of manufacture, along with copies of the Regist ration Certificate (RC), valid insurance, fitness certificate, applicable permit and Pollution Under Control (PUC) certificate, wherever applicable, along with the bid. The Railway res erves the right to verify the authenticity and validity of the documents submitted.

8. The contractor must be the owner of the vehicle or a power of attorney holder of the ve hicle from the owner of the vehicle or holder of authorization to run the vehicle under co ntract period.

9. The vehicle should be available to the Railway, with Driver, fuel, engine oil etc. for 24 h ours on all days of week irrespective of holidays. Adequate quantity of fuel shall be main tained in tank of the vehicle, so that vehicle can be mobilized for long distances in case of emergencies without waiting for fuel filling.

10. Drivers shall be required to present before CC/HWH to intimate his presence on taking c harge whenever change driver/shift of driver takes place. Any other periodicity of recordi ng driver’s attendance may also be imposed during execution of contract as per require ment the same shall be followed.

11. The vehicle could be stationed at any place as per direction of the Railway Administratio n.

12. No accommodation and garage facility will be provided by the Railway to the driver and for the vehicle, contractor has to make his own arrangements for these facilities.

13. Driver of the vehicle should be having a mobile number to be made available to the Rail way Administration. Mobile Phone has to be provided to the driver at contractor’s cost du ring the whole period of contract with outgoing facility.

14. The contractor shall be completely responsible for safe running of the vehicle. The Railw ays will not be responsible for any loss, damage, repairs, maintenance or accident to the vehicle or driver.

15. Driver of the vehicle shall maintain a log book indicating the following particulars therei n (a) Date, (b) time, (c) Km (d) name of the Railway Official using the vehicle (e) Signatur e of the Railway Officials (f) Remarks.

16. The seats of the vehicle should have good and clean cloth covers, which must be chang ed regularly. The cleanliness and fresh ambience shall be ensured inside vehicle by provi ding regular cleaning and freshener etc.

17. Driver employed should be in proper uniform. They also to be provided with identity car d and same may be produced on demand during checking. The contractor, at his own co st, shall supply uniforms to all employees along with ebonite or metal badges displaying their name, designation, Aadhar number, ESIC, and PF numbers.

18. **PENALTY**

18.1

Sl. No.	Nature of Default / Deviation	Description / Condition	Penalty to be Imposed
1	Non-deployment of vehicle/driver (no replacement provided)	Vehicle/driver not reported as per schedule or not provided for the day	₹2,000 per occasion, plus recovery of actual hiring charges incurred by Railway for alternate arrangement
2	Non-deployment of vehicle/driver (replacement provided)	Delay in reporting beyond scheduled time, but replacement arranged within 2 hours	₹500 per occasion
3	Non-deployment of vehicle/driver (replacement provided)	Delay in reporting beyond scheduled time, but replacement arranged after 2 hours	₹1000 per occasion
4	Breakdown during duty (no replacement)	Vehicle breaks down during trip and no replacement arranged within 2 hours	₹2,000 per occasion, plus recovery of alternate hiring cost
5	Breakdown during duty (replacement provided)	Replacement vehicle arranged within 2 hours	₹500 per occasion
6	Delay in reporting	Vehicle/driver reports late beyond scheduled time	₹300 per occasion (delay up to 1 hour) and ₹500 (delay beyond 1 hour)
7	Misbehavior or refusal of duty by driver	Driver found absent without intimation, refuses duty, or misbehaves with Railway staff	₹1,000 per occasion. Contractor to replace driver immediately
8	Driver found in intoxicated condition	Driver found under influence of alcohol or drugs	₹2,500 per occasion. Driver to be removed permanently
9	Unclean vehicle or poor maintenance	Vehicle found unclean, with damaged upholstery, defective wipers, lights, horn, etc.	₹500 per occasion, with immediate rectification
10	Failure to produce valid vehicle documents	RC, insurance, PUC, or driving license not available/valid	₹1,000 per occasion
11	Deviation from route/instructions	Driver deviates from prescribed route or misuses vehicle	₹2,000 per occasion, plus recovery of excess fuel/mileage if applicable
12	Carrying unauthorized persons	Any unauthorized person found in vehicle during duty	₹1,000 per person per occasion
13	Improper conduct/uniform deficiency	Driver not in prescribed uniform or without ID card	₹200 per occasion

14	Deployment of lower category vehicle	Provided vehicle is of inferior make/model than specified in contract	₹2,000
15	Abrupt stoppage or withdrawal of services	Contractor stops vehicle operation or withdraws vehicle without notice	₹5,000 per day, in addition to non-payment for that period
16	Failure to maintain logbook or trip records	Logbook not maintained or not signed by authorized official	₹500 per occasion
17	Failure to comply with safety norms	Seat belt not used, over-speeding, rash driving, etc.	₹1,000 per occasion
18	Any other irregularity not covered above	Deviation/deficiency not specifically mentioned in other clauses	₹1,000 per occasion
19	Repeated or serious lapses	Frequent violations or grave misconduct endangering safety or service reliability	Railway reserves the right to terminate the contract without notice

18.2 Penalties may be imposed individually or simultaneously for multiple defaults during the same instance.

18.3 All penalties shall be deducted from the contractor’s monthly bills or security deposit.

18.4 For repeated or serious lapses, Railway Administration reserves the right to terminate the contract and forfeit security deposit.

18.5 Decision of the Railway Administration shall be final and binding in all penalty-related matters.

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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---