



Gujarat Metrorail Corporation (GMRC) Limited
(SPV of Govt. of Gujarat and Govt. of India)

Tender No. GMRC/Admin/Vehicle Hiring/2026

“Engagement of Agency for Hiring of Vehicles on Call / Casual basis for Gandhinagar and Surat office of Gujarat Metro Rail Corporation (GMRC) Limited”

TENDER DOCUMENT Comprises of:

- Section I : Notice Inviting Tender
- Section II : Minimum Eligibility Criteria
- Section III : Tendering process
- Section IV : Instruction to Bidder
- Section V : Scope of Work and Terms and Conditions of Contract
- Annexure – 1 to 11



Issued by

Gujarat Metrorail Corporation (GMRC) Limited
(SPV of Govt. of Gujarat and Govt. of India)

Formerly known as Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Ltd.

Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan,
Sector 10/A, Gandhinagar: 382010,Gujarat, India

Table of Contents

Section – I, NOTICE INVITING TENDER	4
Section – II, MINIMUM ELIGIBILITY CRITERIA	11
Section – III, TENDERING PROCESS:	13
Section – IV, INSTRUCTION TO BIDDERS	15
Section – V, TERMS & CONDITIONS OF CONTRACT:	21
ANNEXURE – 1, Contact Details	27
ANNEXURE – 2, Experience& Financial Details	28
ANNEXURE – 3, Submission of Financial Bid Online	30
ANNEXURE – 4, Undertaking	31
ANNEXURE – 5, Bank Guarantee.....	32
ANNEXURE – 6, Guidelines for Technical Bid Submission	35
ANNEXURE – 7, Performance Guarantee.....	36
ANNEXURE – 8, Affidavit for Unaudited Balance Sheet.....	39
ANNEXURE – 9.....	40
ANNEXURE – 10.....	41
ANNEXURE – 11.....	42

Signature & Stamp of Bidder (Authorised Person from Bidder)

Section – I, NOTICE INVITING TENDER



GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED
(A Joint Venture of Govt. of Gujarat and Govt. of India)
Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan,
Sector 10/A, Gandhinagar: 382010,
Gujarat, India

TENDER NOTIFICATION No: GMRC/Admin/Vehicle Hiring/2026

Date: 28-03-2026

E-Tender is invited from reputed and experienced agencies for the following tender:

Tender Name	Tender Fees
"Engagement of Agency for Hiring of Vehicles on Call / Casual basis for Gandhinagar and Surat office of Gujarat Metro Rail Corporation (GMRC) Limited"	INR 5,000

Interested bidders are requested to visit <https://tender.nprocure.com> for eligibility criteria, applying/ downloading the tender document. The last date and time for Bid Submissions of Tender is 15:00 Hrs on 18-04-2026.

Any alterations in Eligibility Criteria and terms of the Tender Document, or any amendment to the Tender Document, etc, will be uploaded on <https://tender.nprocure.com> and GMRC's Website www.gujaratmetrorail.com without any obligation or press notification or other proclamation.

**Chief Administrative Officer
GMRC, Gandhinagar**

Signature & Stamp of Bidder (Authorised Person from Bidder)

NOTICE INVITING TENDER

GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED.

(A SPV of Govt. of Gujarat and Govt. of India)

Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan,
Sector 10/A, Gandhinagar: 382010,
Gujarat, India

1.1.1 Name of Work:

GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED [formerly known as Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Ltd] invites Open Tenders under single stage, two packet system from **Agencies**, who fulfil qualification criteria as stipulated in Minimum Eligibility Criteria, for the work, “**E-Tender for Engagement of Agency for Hiring of Vehicles on Call / Casual basis for Gandhinagar and Surat office of Gujarat Metro Rail Corporation (GMRC) Limited**”

1.1.2 Key details :

The details of the tenders are as follows:

A. Tender No.	GMRC/Admin/Vehicle Hiring/2026
B. Name of Work	“Engagement of Agency for Hiring of Vehicles on Call / Casual basis for Gandhinagar and Surat office of Gujarat Metro Rail Corporation (GMRC) Limited”
C. Estimated Amount of Work	INR 16.14 Lakh (Incl. GST) for Two Years.
D. Cost of Tender Document	INR 5,000/- only inclusive of GST (Non-refundable) [Demand Draft /Banker’s cheque drawn on a Scheduled Commercial Bank based in India and should be in favour of “GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED] and payable in Gandhinagar/ Ahmedabad.
E. Tender Security/Earnest Money Deposit	Amount of Tender Security: - INR 32,300/- (Refundable) [Demand Draft /Banker’s cheque/ Pay Order/Bank Guarantee/FD drawn on a Scheduled Commercial Bank based in India and should be in favour of “GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED” payable at Gandhinagar/Ahmedabad.
F. Last Date and time of submission of E-Tender	18-04-2026, 15:00 Hrs. →Financial Bid is to be filled up on the online portal https://tender.nprocure.com as mentioned in financial bid submission https://tender.nprocure.com as mentioned in financial bid submission (online only) →Technical Bid is to be submitted physically at the address mentioned below & is also to be uploaded online at https://tender.nprocure.com . The submission of technical bid online and offline both are mandatory.
G. Opening of Technical Bid	On the day of submission of Filled-In Technical Bid at 15:30 Hrs (IST)

Signature & Stamp of Bidder (Authorised Person from Bidder)

H. Date and Time of opening of online financial bid	Will be intimated later to technically qualified bidders through e-mail/ phone.
I. Venue of physical submission of Technical Bid (i.e. Technical Bid comprises of Tender fees, Tender Guarantee, Technical Bid & signed copy of Tender Document, Addenda & Clarifications)	GM - Contract, GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED. (A SPV of Govt. of Gujarat and Govt. of India) Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan, Sector 10/A, Gandhinagar: 382010, Gujarat, India
J. Tender validity	90 days from its submission date
K. Evaluation	The agency / firm / consultant will be selected under Least Cost Selection (i.e. LCS) Basis
L. Performance Guarantee	5% of accepted value of work (LOA)
m. Contract Period	02 (Two) years from the date of award of contract and further extendable to 1 (one) year if performance of agency is found satisfactory
n. GMRC Account Details (Only for issuance / preparation of Bank Guarantee for tender security)	Name: Gujarat Metro Rail Corporation (GMRC) Limited Bank Name: State Bank of India Account No.31750803151 IFSC Code: SBIN0001355 SFMS/SWIFT: SBININBB255

As per MSEs (Micro and Small Enterprises) Act 2012 and amendment thereof, the firms registered under MSEs / NSIC (i.e. National Small Industries Corporation) are exempted in submission of Tender Fees and Tender Security subject to submission of valid registration certificate under appropriate category as applicable as on the date of tender submission.

In case the bidder who has been exempted Tender Cost / Tender Security being Micro & Small Enterprises / NSIC (i.e. National Small Industries Corporation), and;

- (i) Withdraws his Tender during the period of Tender validity; or
- (ii) becomes the successful bidder, but fails to commence the work (for whatsoever reasons) as per terms & conditions of Tender; or
- (iii) refuses or neglects to execute the contract; or
- (iv) fails to furnish the required Performance security within the specified time,

The bidder shall be debarred from participating in future tenders for a period of 1 year from the date of discharge of tender/ date of cancellation of LOA/ annulment of award of contract as the case may be. Thereafter, on expiry of period of debarment, the bidder may be permitted to participate in the procurement process only on submission of required Tender Cost/ tender Security.

Further the Employer may advise the authority responsible for issuing the exemption certificate to take suitable actions against the bidder such as cancellation of enlistment certificate etc.

Signature & Stamp of Bidder (Authorised Person from Bidder)

1.1.3.1 Eligible Applicants

- i. The tenders for this contract will be considered only from those tenderers (proprietorship firms, partnerships firms, companies, corporations, Limited Liability Partnership) who meet requisite eligibility criteria prescribed in Section - II. The submission in JV / Consortium is not allowed
- ii. (a) A tenderer shall submit only one bid in the same tendering process, more than one bid will cause all of the proposals in which the tenderer has participated to be disqualified.
(b) Tenderer is not blacklisted / banned by any Government department / Autonomous Organisation etc. or prosecuted by any court of law.
(c) Tenderer must not have suffered bankruptcy/ insolvency during the last 5 years. The tenderer should submit undertaking to this effect in Annexure-4.
- iii. If there is any misrepresentation of facts with regards to undertaking submitted vide Annexure-4 the same will be considered as "fraudulent practice" the tenderers will be rejected and shall be debarred from participating in future tenders for a period of 1 year.

iv. **Purchase Preference to Local Suppliers/Preference to Make In India:**

Only 'Class-I local supplier' and 'Class-II local Supplier', as defined below, are eligible to participate for the subject tender.

a) **Definitions:**

- i. 'Local content' means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent.
- ii. 'Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50%, as defined under the Order No. P-45021/2/2017-PP(BE-II) dated 04.06.2020 issued by Department for Promotion of Industry and Internal Trade (DPIIT). Minimum local content for 'Class-I local supplier' shall be 90% for the subject tender.
- iii. 'Class-II local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content more than 20% but less than 50%, as defined under the Order No. P-45021/2/2017-PP(BE-II) dated 04.06.2020 issued by Department for Promotion of Industry and Internal Trade (DPIIT).
- iv. 'Non - Local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than or equal to 20% for the subject tender, as defined under the Order No. P-45021/2/2017-PP(BE-II) dated 04.06.2020 issued by DPIIT.
- v. 'L1' means the lowest tender or lowest bid received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.
- vi. 'Margin of purchase preference' means the maximum extent to which the price quoted by a class- I local supplier may be above the L1 for the purpose of purchase preference. Margin of purchase preference shall be **20%** for the subject tender.

b) **Procedure for Purchase Preference in procurement of goods or works which are divisible in nature: NOT APPLICABLE FOR THE SUBJECT TENDER**

Signature & Stamp of Bidder (Authorised Person from Bidder)

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.
- ii. If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
- iii. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly.
- iv. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.

c) Procedure for Purchase Preference in procurement of goods or works which are not divisible in nature and in procurement of services where the bid is evaluated on price alone: APPLICABLE FOR THE SUBJECT TENDER

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.
- ii. If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
- iii. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly.
- iv. In case none of the 'Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.

d) Minimum local content and verification of local content:

- i. The 'Class-I local supplier' / 'Class-II local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of minimum local content and provide self- certification that the item offered meets the minimum local content requirement for 'Class-I local supplier' / 'Class-II local supplier', as the case may be. They shall also give details of the location(s) at which the local value addition is made.
- ii. In case of procurement for a value in excess of Rs. 10 crores, the class-I local supplier/ class-II local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content after completion of works to the Engineer.
- iii. If any false declaration regarding local content is found, the company shall be debarred for a period of three years from participating in tenders of all metro rail companies.

Signature & Stamp of Bidder (Authorised Person from Bidder)

- iv. Supplier/bidder shall give the details of the local content in a format attached as Annexure-9 and Annexure-10 of tender document duly filled to be uploaded along with the technical bid. In case, bidder do not upload/submit Annexure-9 and Annexure-10 of tender document duly filled along with their technical bid, supplier/bidder shall be considered as 'Non-local supplier' and will not be eligible to participate for estimated value of purchases up to Rs. 200 crores except Global tender enquiries in terms of Clause 3(b) of Order No. P-45021/2/2017- PP(BE-II) dated 04.06.2020 issued by Department for Promotion of Industry and Internal Trade (DPIIT).

e) Complaints relating to implementation of Purchase Preference

Fees for such complaints shall be Rs. 2 Lakh or 1% of the value of the local item being procured (subject to maximum of Rs. 5 Lakh), whichever is higher. In case the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest.

v. Bidder from a country, which shares a land border with India

I. 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 (i.e. Department for Promotion of Industry and Internal Trade – DPIIT). The detail circular may be referred on this website : <https://doe.gov.in/procurement-policy-divisions>.

II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

III. "Bidder from a country which shares a land border with India" for the purpose of this Order means:

- (a). An entity incorporated, established or registered in such a country; or
- (b). A subsidiary of an entity incorporated, established or registered in such a country; or
- (c). An entity substantially controlled through entities incorporated, established or registered in such a country; or
- (d). An entity whose beneficial owner is situated in such a country; or
- (e). An Indian (or other) agent of such an entity; or
- (f). A natural person who is a citizen of such a country; or
- (g). A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

IV. The beneficial owner for the purpose of (iii) above will be as under:

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation-

a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;

b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or

2. Voting agreements;

In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

Signature & Stamp of Bidder (Authorised Person from Bidder)

3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
 4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
 5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

Notes to Bidders:

- (1) The tenderer may download the tender document along with Addendum (if any) from (n) Procurement's site <https://tender.nprocure.com> and GMRC's Website www.gujaratmetrorail.com. The interested tenderer shall submit the same with tender submittal untampered, duly signed and stamped on each page.
- (2) Any alterations in Eligibility Criteria and terms of the Tender Document, or any amendment to the Tender Document, etc. will not be published in the newspapers but the same will be uploaded on (n) Procurement and GMRC website, as mentioned above.
- (3) The tenderers may obtain further information/clarification, if any, in respect of these tender documents from the office of Managing Director, [Attn: GM (Contract.)], Gujarat Metro Rail Corporation (GMRC) Limited, formerly known as Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Ltd., Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan, Sector 10/A, Gandhinagar – 382010, Gujarat, India, Gujarat. Contact No. 079-232-48572, Extension 526 / 527 email id: mukesh.mandalia@gujaratmetrorail.com , snehal.shah@gujaratmetrorail.com
- (4) The Tender Document comprises of following documents;
 - Section – I, Notice Inviting Tender
 - Section – II, Minimum Eligibility Criteria
 - Section – III, Tendering Process
 - Section – IV, Instruction to Bidder
 - Section – V, Terms and Conditions of Contract
 - Annexure – 1 to 11
- (5) GMRC reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the GMRC for rejection of his proposal.
- (6) GMRC also does not bind itself to accept the lowest rate. GMRC shall award of work after evaluation looking into feasibility, capacity and competency of the agency.
- (7) If any Scheduled event(s) of tender activity falls on public holiday, then the same will be conducted on the next working day at the same mentioned time. Our Contact person for this tender is GM (Contract.) with mail-ID mukesh.mandalia@gujaratmetrorail.com / snehal.shah@gujaratmetrorail.com Telephone +91 79 23248572, Extension 526 / 527

Signature & Stamp of Bidder (Authorised Person from Bidder)

Help Desk Link for E-Tendering: -

In case bidders need any clarifications or if training required to participate in online tenders, they can contact (n) Procure Support team:-

(n)Code Solutions - Division of GNFC Ltd.,
(n)Procure Cell
304, GNFC Infotower, S.G. Road
Bodakdev, Ahmedabad - 380054 (Gujarat)
Toll Free : 7359 021 663
Email: nprocure@ncode.in

Operating System & System Requirements: -

Computer: Win 8.1 or higher
Java Runtime Environment (JRE) : Ver 1.8 and above
Full Administrative Rights: For Network/ Corporate User
PKI Component: 32 Bit /64 Bit
Supported Browser: Google Chrome/ Microsoft Edge/ Mozilla Firefox (Preferably Latest Version)
Internet Connection: Preferably High Speed
Digital Signature Certificate Legally valid class 3.

New DSC Purchase & Renewal L: 079 – 66743289/ 66743300 / 200

Email Id :	dscsupport@ncode.in
	dcssales@ncode.in

DSC Support Toll Free Number: 7359-021-663 (n) Procure Bidding Manuals:
<https://tender.nprocure.com/support>

Signature & Stamp of Bidder (Authorised Person from Bidder)

Section – II, MINIMUM ELIGIBILITY CRITERIA

1. The Bidders must have **valid registration as Travel Agency** with Government of India / Gujarat under prevailing motor vehicle Act.
2. Work Experience : The tenderers will be qualified only if they have successfully completed work(s) during last seven (7) years ending last day of the month of tender submission as given below:
 - (i) At least one “similar work”**of value of Rs. 12.91 Lacs
OR
 - (ii) Two “similar works” **each of value of Rs. 8.07 Lacs
OR
 - (iii) Three “similar works”**each of value of Rs. 6.46 Lacs

****The similar work/services means Providing Vehicle hiring Services (i.e Car hiring services on call basis or monthly basis) to any Central/State Govt./PSU/ Public Limited Company/ Private Company.”**

The similarity and suitability of the experience shall be assessed by GMRC on the basis of documentary proof furnished by Bidders. The tenderer shall attach the details of work executed by them in the Performa prescribed in Annexure II (A). Non-Submission or missing of any documentary evidence shall be liable for Bid rejection.

3. Financial Standing

The Average Annual Turnover of last 3 Financial Years (FY 2022-23, 2023-24 & 2024-25) of the bidder should be minimum **Rs. 6,46,000/- (Rupees: Six Lacs Forty Six Thousand Only)**. The Turnover should be certified by the Statutory Auditor/Chartered Accountant.

Financial data for latest last three audited financial years has to be submitted by the tenderer in Annexure- 2(C) along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp bearing his membership number and signature. In case audited balance sheet of the last financial year is not made available by the bidder, he has to submit an affidavit certifying that ‘the balance sheet has actually not been audited so far’ in Annexure- 8. In such a case the financial data of previous ‘2’ audited financial years will be taken into consideration for evaluation.

4. Submission of Undertaking by the Bidder on the following as per Annexure 4:

- No existing litigation.
- Not blacklisted, terminated by any client in India during last five years.
- The bidder never filed any law suits or requested arbitration with regard to any Contract within the last five years
- No judgment, claim, arbitration proceeding or suit pending or outstanding Against the bidder or its officers
- Bankruptcy was never filed by the bidder, its subsidiaries or its parent Companies

Signature & Stamp of Bidder (Authorised Person from Bidder)

- The bidder was never cited by any regulatory agency for a safety violation in the last five years.

Other Submissions:-

Apart from above mentioned submissions, bidder is required to submit the following documents in their qualification cum technical bid.

- a. Signed and stamped copy of Tender document as token of acceptance of all terms and conditions.
- b. IT Returns of last five years
- c. Copy of PAN, TAN, GST Registration number etc.

Notes:

The Bidder are advised to submit his Technical Bid both in Online and Physical in spiral / binder book with index, page numbering, sign and stamp on each and every page.

Signature & Stamp of Bidder (Authorised Person from Bidder)

Section – III, TENDERING PROCESS:

Gujarat Metro Rail Corporation (GMRC) Limited (herein after referred to as GMRC or GMRC Ltd), A Special Purpose Vehicle (SPV) of Government Of India (GoI) and Government Of Gujarat (GoG) invites offer through E-Tendering in 2 (two) bids systems from reputed / authorized / experienced firms / companies stationed locally in Gandhinagar/Ahmedabad or Surat and engaged in the business of Engagement of Agency for Hiring of Vehicles on Call / Casual basis for Gandhinagar and Surat office of Gujarat Metro Rail Corporation (GMRC) Limited for the period of Two year and further extendable to one year if the performance of the Agency is found satisfactory.

Tender is invited in two parts i.e. **(1) Technical Bid (online and physical form) (2) Financial bid (online form only)**.

(1) Technical Bid (online and physical form)

Technical Bid shall be submitted in three separate Envelope duly completed in all respects. These three envelopes will be wrapped in an outer envelope addressed to designated officer, duly super scribing on top the Tender Notice No., Tender No., name of the work, time and date of submission. The envelope should also bear the name and address of the Tenderer.

Envelope – 1, should marked as “Tender Fees and tender security”,

Envelope – 2, should marked as “Qualification cum Technical Bid” containing Documents as mentioned in Annexure –6. **The submissions in Envelope – 2 are to be given in spiral / binder book with index, page numbering.**

Envelope – 3, should marked as “Tender Document” containing the unfilled copy of Tender Document signed and stamp as token of acceptance of all terms and conditions mentioned in tender document

Hence, the outermost envelope/package will contain three sealed inner envelopes.

The name of the Proforma / Envelope to be mentioned clearly in words Envelope – 1, “Earnest Money(Tender Security) and Tender Fees”, Envelope – 2, “Qualification cum Technical Bid” and Envelope – 3 “Tender Document” as the case may be on the top of the respective Proforma / Envelope.

These three envelopes to place in a single cover clearly written on the top as “**Tender for Engagement of Agency for Hiring of Vehicles on Call / Casual basis for Gandhinagar and Surat office of Gujarat Metro Rail Corporation (GMRC) Limited**” which should be submitted both online and physical form on or before the last date and time of tender submission. **Late submission of tenders will not be accepted.**

The Bid duly completed in all respects with the inscription as mentioned above should be submitted on or before the last date and time of submission to **GM (Contract)** at office address mentioned in the NIT, Key details.

The successful bidder of the tender shall have to submit a Performance Guarantee in the form of DD/Pay Order/Fixed Deposit/Bank Guarantee of **5% of Contract Value** to be drawn in

Signature & Stamp of Bidder (Authorised Person from Bidder)

favour of “**GMRC Limited**” and payable at Gandhinagar/Ahmedabad, within 21 days from the issuance of LOA (Letter of Acceptance) with a validity of 60 days beyond the expiry of contract agreement.

In case, the successful agency has commenced the work from the date of LoA (Letter of Acceptance) but fails to submit the Performance Bank Guarantee (PBG) within the stipulated timeline, a penalty of INR 500 per day shall be imposed, subject to a maximum period of 60 days. If the agency does not submit the PBG within this extended period, the employer will forfeit the EMD and levy the penalty for non-submission of Performance Bank Guarantee (PBG). Further, the employer will discontinue the work / service and cancel the Letter of Award (LoA) issued by GMRC.

Each and every page of these submission (i.e. Technical Bid, Envelope – 1 to 3) must be signed, stamped by the authorised person of the Agency.

The bidder to ensure that submission of Technical Bid is to be made Online & in Physical form. There shall not be any change to technical bid submitted Online & Physical. In case of any discrepancy in bidder's submission of Technical Bid between physical and online form, the Technical Bid submitted online will prevail and will be considered for evaluation.

(2) Financial bid (online)

Financial Bid is not to be submitted in physical form as it has to be filled up on portal online at <https://tender.nprocure.com> . Financial Bids of those bidders who qualify in the Technical evaluation as per the criteria laid down in the document shall only be opened online.

The tender form for the financial bid is prescribed in tender document as ‘Online financial proposal’ at **Annexure - 3**.

The power to accept a tender is vested with GMRC, which does not bind itself to accept the lowest tender and reserves itself the authority to reject any or all of the tenders received without assigning any reason. All tenders wherein any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. Canvassing in any form in connection with tender is strictly prohibited and the tender submitted by the bidders who resort to canvassing will be liable for rejection. The bidder shall sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid.

The Bidder shall fill up the information in the **Annexure-1** enclosed at the end of this document in clear and legible terms. Annexures will also have to be signed and stamped by the bidder through its authorized signatory only. The tender forms shall be rejected if it is not complete in any aspect. The bidders are advised to check the website of (n)Procurement and GMRC Ltd. regularly for any amendments, if any.

Signature & Stamp of Bidder (Authorised Person from Bidder)

Section – IV, INSTRUCTION TO BIDDERS

(1) ONE BID PER BIDDER:

Each bidder shall submit only one tender either by himself/herself as sole. The submission in JV / Consortium is not allowed.

(2) COST OF BID:

The bidder shall bear all costs associated with the preparation and submission of the bid and GMRC will in no case, shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

(3) AMENDMENT TO BID DOCUMENT:

At any time, prior to the date of submission of bids, the GMRC Ltd. may for any reason, at its discretion, whether at its own initiative or in response to a clarification by a prospective bidder, modify the bid documents by amendments. The amendments/Corrigendum will be notified on GMRC / (n)Procurement website (i.e. <https://tender.nprocure.com>) and these amendments will be abiding to the bidders. Bidders are advised to visit GMRC / (n)Procurement website regularly for updates in this regards.

(4) EXTENSION OF TIME:

In order to give prospective bidders required time to take the amendments into action in preparation of their bids, GMRC Ltd. may at its discretion extend the timeline for submission of bid suitably.

(5) VISIT TO OFFICES / SITE OFFICES:

The bidder is advised to visit all these venues and acquaint himself/herself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the bidder has visited to GMRC offices, and is fully aware about the type of work/services as required by GMRC.

(6) LANGUAGE:

Bids and all accompanying documents shall be in English as far as possible.

(7) FORM OF BID:

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representative of the Bidder. If the Bidder is partnership firm/company, the Form of Bid shall be duly signed by an authorized representative **who must demonstrate authority** for the same with an acceptable documentary proof. Signatures on the Form of Bid shall be witnessed and dated.

(8) CURRENCIES OF BID AND PAYMENT:

The bidder shall submit price bid / offer in Indian Rupees and payment under this contract will be made in Indian Rupees only.

(9) ESTIMATED QUANTITIES:

Estimated quantities mentioned in financial bid is indicative only. Number of vehicles may increase or decrease as per the requirement of GMRC from time to time.

(10) RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

GMRC Ltd. does not bind itself to accept lowest or any other bids and has the right to cancel the bidding process and reject all bids or some bids or single bid at any time prior to award of the contract without

Signature & Stamp of Bidder (Authorised Person from Bidder)

assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder/bidders on the grounds for the company's action.

(11.2) Tender Fee and Earnest Money Deposit (EMD)

Tender Fees: - Demand Draft or Pay-Order of **Rs.5,000/- (Rupees: Five Thousand Only) Non refundable** as Tender Fees to be drawn in favour of "**GMRC Limited**" payable at Gandhinagar on or before the last date and time of submission.

Tender Security/EMD of Rs. INR 32,300/- (Rupees : Thirty two Thousand Three Hundred only) in the form of Demand Draft / Pay-Order / Fixed Deposit / Bank Guarantee to be drawn in favour of "Gujarat Metro Rail Corporation (GMRC) Limited", payable at Gandhinagar/Ahmedabad on or before the last date and time of submission. For FD/BG, validity must be for 120 days (90 + 30 days) from the last date of bid submission.

(11.3) Technical bid without Undertaking for EMD, Tender fees shall be summarily rejected.

(11.4) EMD of the unsuccessful bidders will be returned to them after Issue of LOA to successful Bidder.

(11.5) No interest will be paid to the bidders on EMD submitted.

(11.6) EMD of the successful bidder shall be returned on receipt of Performance Guarantee and after signing the Contract Agreement.

(11.7) EMD shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

(11.8) EMD shall be forfeited if the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Guarantee within the time frame specified by GMRC Ltd.

(11.9) The Technical Bid should consist of the following documents as per Annexure-6:

- a. The Bidders must have **valid registration as Travel Agency** with Government of India / Gujarat under prevailing motor vehicle Act as mentioned in Minimum Eligibility Criteria.
- b. Signed & stamped copy of PAN card of the Agency/Firm/Company under Income Tax Act. Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm/any other firm and if partnership firm/company, names addresses and telephone numbers of all Directors/Partners along with **Annexure-1**.
- c. Signed & stamped copy of valid Registration Number of Agency under Shop & Establishment Act.
- d. Signed & stamped copy of GST registration number and GST return data of last 3 months.
- e. Proof of Annual turnover of last three financial years as stated in Minimum Eligibility Criteria. It should be supported by audited P&L statement or Balance sheet copy or CA certificate of the turnover.
- f. Experience Certificates with summary in tabulated form - List with documents from the concerned organizations on its letterhead along with necessary contact details as mentioned in **Annexure-2**; and a satisfactorily work completion certificate to be provided compulsorily.
- g. **Annexure-4 (Undertaking)**

(12) THE FINANCIAL BID SUBMISSION (ONLINE ONLY): -

Financial Bid is not to be submitted in physical form as it has to be filled up on the online portal <https://tender.nprocure.com> . Financial Bids of those bidders who qualify in the Technical evaluation as per the criteria laid down in the document shall only be opened online.

The tender form for the financial bid in Proforma prescribed in tender document as 'Online financial proposal' in **Annexure 3**.

(12.1) The financial bid submitted by bidder shall remain valid and open for acceptance 90 days from the date of bid submission.

(12.2) Bid Prices:

The Bidder shall quote Rate in Financial Bid (Annexure-III).

Bid Offer Covers Bidder's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of work/services.

(12.3) Bidders are advised to visit and assess the scope and requirements under the tender consciously. Rates so offered by a bidder shall be assumed to have been quoted after comprehensive assessment of the scope, quality and quantity of the items. The terms, conditions and notes under this chapter are guiding and thus bidder/s are advised to make its own assessment and after then to quote.

(12.4) It shall be the responsibility of the bidder / tenderer to ensure that this tender is submitted in Technical Bid in both physical and online form and Financial bid in online form on e-tendering portal <https://tender.nprocure.com> only, before the deadline of submission. Non submission of any one of the above submission shall be considered as non-responsive and liable to be summarily rejected.

(13) BID OPENING AND EVALUATION:

- (13.1) The tender committee of GMRC will open the Technical / Financial Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.
- (13.2) The bid of any bidder who has not complied with one or more of the conditions prescribed in the tender document will be summarily rejected. (13.3) Conditional Bids will also be summarily rejected.
- (13.4) To assist in the examination, evaluation and comparison of Financial Package, the GMRC may ask Tenderers individually for clarification of their tenders, including breakdowns of prices. The request for clarification and the response shall be in writing or by Tele-fax, but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm correction of arithmetical errors discovered by the Engineer/ Employer during the evaluation of tenders.

Financial bids of only the technically qualified bidders will be opened online.

It may be noted that Non-submission of Tender fees & Tender Guarantee will liable to reject the tender submission.

Overall L1 will be calculated as mentioned below with reference to Annexure-3, where,

"A" = Approximate quantity of consumption per unit

"B" = Rate per quantity in INR for Sedan Class Swift Dzire/Honda Amaze/Hyundai Xcent

**"C" = Rate per quantity in INR for SUV /Premium
Innova Crysta /Hycross/Honda City**

“D” = “A” * “C” (Multiplication of Approximate quantity of consumption and per unit rate submitted by bidder)

To derive overall Lowest 1 (L1), “column 7” will be considered, where “Total Value for 2 Two Years (Including GST) = Value of column 6 * 2”

(13.5) Deleted

(14) ISSUANCE OF LETTER OF ACCEPTANCE (LOA) AND AWARD OF CONTRACT:

(14.1) Prior to the expiration of the bid period, GMRC will notify the successful bidder in writing by issuing Letter of Acceptance (LOA) through e-mail that its bid has been accepted.

(14.2) The issuance of Letter of Acceptance (LOA) shall constitute the intention of GMRC to enter into an agreement with the successful bidder.

(14.3) Upon issuance of LOA, the successful bidder shall submit Performance Guarantee of 5% of Contract value in conformity with the bid documents, in stipulated time period which is within 21 days from the issuance of LOA). Thereafter a contract in accordance with the tender terms will be executed between the successful bidder and GMRC on suitable stamp and after that EMD will be released.

(14.4) In absence of Contract Agreement, The duly accepted Letter of Acceptance signed by authorized parties (i.e. GMRC & Agency) shall be treated as Contract Agreement.

(15) CANCELLATION OF LETTER OF ACCEPTANCE:

Failure of the successful bidder to comply with the requirement of submission of Performance Guarantee in the form of Bank Guarantee / Demand Draft in stipulated time (within 21 days of issuance of LOA) shall constitute sufficient ground for the cancellation of the acceptance of bid and forfeiture of the EMD, in such case GMRC may make the offer to any other bidder at its only discretion or may call for new bids.

(16) POST BID CLARIFICATION:

No post bid clarification at the initiative of the bidders shall be entertained. Any effort by the bidders to influence the GMRC in its bid evaluation, bid comparison or award of the contract shall be resulted into rejection of the entire bid.

(17) Clarification of Tenders

To assist in the examination, evaluation and comparison of tenders, the Employer may, at his discretion, ask any tenderer for clarification of his tender, including breakdown of unit rates. The request for clarification and the response shall be in writing or by facsimile, but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the tenders.

(18) Fraud and Corrupt Practices

18.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this tender, the **GMRC** shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "**Prohibited Practices**") in the Selection Process. In such an event, the **GMRC** shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-

estimated compensation and damages payable to the **GMRC** for, *inter alia*, time, cost and effort of the **GMRC**, in regard to the tender, including consideration and evaluation of such Applicant's Proposal.

18.2 Without prejudice to the rights of the **GMRC** under Clause 3.1 hereinabove and the rights and remedies which the **GMRC** may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by the **GMRC** to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or tender issued by the **GMRC** during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by the **GMRC** to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

18.3 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

(a) **"corrupt practice"** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the **GMRC** who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the **GMRC**, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the **GMRC** in relation to any matter concerning the Project;

(b) **"fraudulent practice"** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

(c) **"coercive practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;

(d) **"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by the **GMRC** with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

(e) **"restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

19. Statutory Compliance with Laws, Regulations and Orders:

The Agency shall comply with all applicable Indian Laws, decree, rules and regulations of government or any authorised agencies of any government in India and maintain valid record for verification of the statutory authorities as well GMRC Limited as and when required.

20 Settlement of Disputes and Arbitration

(a) In case any dispute or difference whatsoever arises between the parties hereto in respect

of or relating to or touching this tender and Contract from the tender, then the parties shall try to settle every such dispute or differences amicably. Any such dispute or differences, which the parties cannot resolve in an amicable manner, shall be finally settled in accordance with the Arbitration and Conciliation Act, 1996 & amended vide the Arbitration & Conciliation (Amendment) Act, 2015 & 2019 and further subject to GMRC internal conciliation/mediation policy or any other statutory amendment or modification or re-enactment thereof. In case the dispute remains unresolved in Conciliation then;

(b) Arbitration procedures under the provisions of “The Arbitration and Conciliation Act – 1996” including statutory modification or re-enactment or amendment thereof or as may be mutually decided amongst the parties by way of separate agreement for finalization of modalities of arbitration process within 30 days from the date of completion of the procedure mentioned in 9 (a) above.

(Note:- Alternatively, in order to expedite the dispute resolution process, the parties may by mutual consent also resort to the dispute resolution guidelines as laid down by Ministry of Finance, Government of India vide O.M No No.F. 11212024-PPD dated 03.06.2024 or any other amendment or modification as carried out in the said O.M from time to time.

Pursuant to Government Gazette Notification (yet to be notified), giving effect to implementation of Section 61 read with Sixth Schedule of Mediation Act, 2023, all reference to ‘conciliation’ procedures referred herein shall be replaced and referred to as ‘Mediation’ procedures as stipulated under the Mediation Act, 2023 or as per any other statutory amendment or modification or re-enactment thereof.)

21. MISCELLANEOUS:

(21.1) The bidder is expected to examine all the instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result into rejection of the bid.

(21.2) GMRC may terminate the contract if it is found that the contractor/agency is black listed on previous occasions by any of the Government Departments/ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings, etc. If the work completion certificate submitted by the bidder contains any negative/adverse remark, in that case the bidder will not qualify for the technical evaluation and the bid will be summarily rejected. Non submission of satisfactory work completion certificates will also lead to disqualification for the technical evaluation and the bid will be summarily rejected. The satisfactory work completion certificate submitted by bidder shall also include remarks of its respective clients/principal employer about no levying financial penalty or other major penalty to the bidder during his contract tenure. If any kind of financial penalty or any other major penalty levied to the bidder by its previous clients/principal employer is found, in such case the bidder will be disqualified at Technical Bid Evaluation stage.

(21.3) The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender Document.

(21.4) The Bidder shall check all the pages of tender document and in the event of discovery of any discrepancy or missing pages, the bidder shall inform GMRC and shall ensure to get all the details on time.

(21.5) Bidder, who desire to avail further clarification in any aspect of the mentioned tender may submit query on clarification at mukesh.mandalia@gujaratmetrorail.com & snehal.shah@gujaratmetrorail.com within 10 days from the date of issuance of the tender. The clarifications and amendments, if needed will be issued within 5 days from the last date of query submission date. Queries after the stipulated time period i.e.10 days from the date of issuance shall not be considered in any case.

(21.6) The decision taken by GMRC will be final and abiding to all the bidders in any aspect of the mentioned tender and the bidder shall have no claim in any form against GMRC Ltd.

Section – V,
SCOPE OF WORK and TERMS & CONDITIONS OF CONTRACT:

(Hereinafter successful bidder is referred to as agency or service provider)

i. Scope of Work

1. Services to be provided by agency must be prompt, punctual, efficient, safe and courteous of corporate standards which are the essence of this service contract. The Agency shall be solely responsible to comply with all the provision of Motor Vehicle Act and all other laws, rules, guidelines, etc. as applicable from time to time in respect of plying of providing on-call vehicles services.
2. The vehicle provided by the service provider should have valid registration certificate, full comprehensive insurance to cover third party and the occupants, vehicle fitness certificate, P.U.C., Road tax, permit and other relevant permits/ licenses essentially required by R.T.O. and other statutory bodies for operations of the cars/taxis and must be revalidated before the expiry of the due date during the tenure of the contract period.
3. All vehicles must be petrol/diesel/OEM installed CNG and in excellent working condition and first registration of the offered **vehicles must be less than 2 years** (At the time of quote Submission) and must not be utilized for more than **50,000 kilometres** at the time of quote submission.
4. No private registered vehicles should be included and the same will not be allowed to use in the vehicle allotment to company. The Agency must provide tourist permit (TAXI permit). All the vehicles must have original documents/certificates (including Driving License, RC book, Fitness, PUC etc.) in the vehicles at all the times during the duty.
5. The Agency has to provide well-dressed driver to ensure corporate grooming standards with valid licence and police verification. Drivers must carry mobile phone in working condition at all the time.
6. The Agency shall pay all the taxes including toll taxes, parking charges etcetera as may be levied by any local or government bodies. If the said expenditure is in substantial amount on this account, that may be reimbursed on submission of original cash memos along with bills if found justifiable by GMRC authority.
7. During the contract period, if the vehicles is seized / detained by Police / Motor Vehicle Authority or any authorities for any reason whatsoever, it will be at the contractor's risk and responsibility.
8. All the expenses like fuel, lubricants, spare parts, services, repairs and maintenance of vehicle etcetera shall be borne by the agency only.
9. It is expected from the Agency that driver should have sufficient money on hand so in case of any expenses during travels on duty; driver should never ask money from GMRC official/guests.
10. The Agency shall be personally responsible for any theft, dishonesty or dissidence by the driver. In such case, GMRC shall have the authority to recover the cost of theft materials or valuables of GMRC officials from the subsequent bill of agency at its own discretion and suitable penalty shall be imposed as per penalty terms and conditions.

Signature & Stamp of Bidder (Authorised Person from Bidder)

11. Log book/Duty slip will be maintained by driver and it is the responsibility of the driver/agency to get the signature of user/officials promptly.
12. Driver must be employee of the agency and the agency shall ensure that all statutory obligations including PF, ESI etcetera are complied at its cost.
13. All the claims arising out of accidents including damages to the vehicle and injuries including death of the people travelling in the vehicle (including driver of the vehicle provided by The Agency) and any other third party all to be owned and settled by the Agency. GMRC will not be liable or responsible in any of such claims.
14. GMRC is neither responsible nor liable to pay any compensation for injury/death caused to The Agency's operating staff in the event of any accident on duty. The Agency shall make his own arrangements to meet such eventualities as per existing Government norms.
15. In case of injury of life to GMRC staff/officer/representative/guests while travelling in The Agency's vehicle, The Agency shall make arrangements to pay suitable compensation in accordance with law of the land for each and every one affected or their heirs depending upon the merits of each individual case. Insurance claim settlement shall be time bound and the sole responsibility of The Agency. In case of any third party claim against GMRC for any act of the employees of the agency, the agency shall act as guarantor and indemnify GMRC to the extent of all claims and expenses.
16. For all outside destination, arrangement of accommodation of driver, food, parking of vehicles will be arranged by the agency and cost for the same shall be borne by agency only.
17. Safety and security of the officials and official guests of GMRC are of great importance, it is required by agency to maintain safety measures in proper conditions. Some of them are front and rear safety belts, safety guards, first-aid kit, fire extinguisher, proper tool kits etcetera.
18. In case of exigencies/emergencies, if GMRC requires vehicle/taxi, agencies shall be abiding to provide the same on short notice even at late night or on public holidays.
19. The agency has to ensure that driver should have knowledge of Gujarati and Hindi language and should have familiar with all the routes/maps of Ahmedabad, Gandhinagar, Surat city and nearby area of GMRC offices/sites. The driver must be in possession of valid driving license (**at least 3 years old**) issued by the R.T.O. and must carry the same with them while on duty. The driver should be well literate, mannered, groomed, well dressed and should behave courteously with the officials /official guests of GMRC. The driver should be able to at least speak Gujarati and Hindi languages as well as they should have working Knowledge of English.
20. The Agency shall have to replace the driver/or and vehicle, if GMRC is not satisfied with the service of the driver or vehicle, as the case may be. Driver on the duty cannot leave the vehicle without prior permission of the GMRC officials.
21. The agency shall ensure that the vehicles deployed by him are maintained as per corporate standard, must be well cleaned thoroughly inside and outside, dickey must be kept clear of dust/rubbish/oil or any personal belongings of driver. Hygienic conditions must be maintained inside the vehicle at all times, which shall be subject to inspection by the officials of GMRC. Any substandard vehicles shall be rejected by GMRC and suitable penalty shall be imposed as per penalty terms and conditions.

22. In the event of any delay or breakdown of vehicles on route during the travel with officials, the agency at its own cost shall make alternate arrangements immediately and to ensure no hurdles to official guest of GMRC.
23. The agency has to ensure the safety of passengers by avoiding negligent driving by their drivers such as over speed, rash driving and driving vehicle with defective brakes. Any faults in vehicle to be communicated well in advance to user/officials and administration department of company. Prompt action must be initiated by agency for such faults in vehicle. The agency is fully responsible for any minor or major fault in operation of the vehicle. In any case, faulty vehicles must not be allowed for duty.
24. The required vehicle will be made available at the place as directed by GMRC. **Kilometres will be counted from pick up point to drop point of official/guest. GMRC is not liable to pay any payment of kilometre consumed from the place of the agency to the pick-up point as directed by GMRC or from the drop-point of official/guest.**
25. The full authority to reject vehicle on ground of any minor/major faults or hygiene standards or behaviour of driver shall be given to GMRC officials who travel in the vehicle. Agency shall be abiding with the decision of officials travel in the vehicle and must arrange alternate vehicle promptly.

(B) TERMS & CONDITIONS OF CONTRACT

1. Payment of Monthly Bills

Payments shall be made within 15 working days after submission of complete bills and supporting as per below documents.

- Signed and stamped log-book/duty slip of each vehicle with printed numbers.
- Opening and closing kilometres to be communicated to official and to be mentioned in duty slip clearly which must be duly signed by official/guest of GMRC
- Invoice duly signed by authorized person of agency in duplicate
- Approved email copy of GMRC officials for on-call vehicle, original memo with signature of GMRC official/guest whoever travelled, Invoice with original Toll Tax receipts, Parking slips and all other relevant supporting documents.

2. Penalties

Prompt, punctual, efficient, safe and courteous service by the agency is the essence of this service, any lapses in the services will be viewed seriously and penalties will be imposed on the agency as it will be consider as nonfulfillment of contractual obligations. Quantum of penalty will be decided in individual cases and the decision of GMRC Management will be final and abiding to bidder. Few of penalty conditions are tabulated below.

- i In case of failure to carry out the services of hired on-call/casual vehicle to the satisfaction as clearly mentioned in responsibility and scope of contract, GMRC will be free to get hired vehicles from open market at the cost and risk of the agency until agency improves the services and gives assurance in writing to provide services to the satisfaction. **All the cost of hiring vehicles from outside to be borne by agency**, the same will be deducted from bill of agency without asking to the agency.
- ii In case of any of The Agency's driver is absent or fails to report in time and Agency is unable to provide suitable substitute in time, **a penalty of Rs.1000/- (Rupees One Thousand Only)** shall be levied for each case by GMRC and the same shall be deducted from The Agency's bill. Repetition of such incidents may be resulted into termination of contract or substantial penalty decided by GMRC officials.

- iii In case any complaint is received attributable to misconduct/misbehaviour of The Agency's drivers, & is assessed as true by GMRC administration, **a penalty of Rs. 5,000/- (Rupees Five Thousand Only)** for each such incident shall be levied and the same shall be deducted from The Agency's bill and on repetition of the same GMRC may terminate the contract.
- iv If as a result of post payment audit any overpayment is detected in respect of any invoices of services provided by the agency or alleged to provide services by the agency under the contract, it shall be recovered by GMRC from the agency's bills without consent of the agency at GMRC's discretion.
- v GMRC will deduct the statutory tax, penalties, if applicable etc. from each bill from time to time if required.
- vi If any complaint regarding driver or the allotted vehicle is raised by GMRC official/guest, **travelling memo of that day will be treated as cancelled and it will be considered as absenteeism of vehicle and services.** If driver or any other person representing agency is found in drunken state with alcohol. GMRC shall take necessary legal actions against agency & driver at the cost of agency. Any lapse in prompt action by agency will be considered as non-fulfilment of contractual obligations. For such case of drunken driver, **penalty of Rs.5,000/- (Rupees Five Thousand Only)** will be imposed by GMRC to agency and on repetition of the incident, GMRC may terminate the contract.
- vii **Rs.500/- (Rupees Five Hundred Only) per day per vehicle** will be deducted if any driver of agency is not in proper (corporate level) grooming standards or chewing tobacco inside the car etcetera. The full authority to assess and judge corporate level grooming standards shall be given to GMRC officials and agency has to abide by the decision given by GMRC officials.
- viii If any repetitive lapses are found in the performance of the duty by the agency or on any particular incident negatively affecting the working of GMRC, a suitable amount of penalty as decided by CAO, GMRC Ltd. will be deducted from the agency's monthly bill/performance guarantee or GMRC may terminate the contract on ground of gross negligence and non-fulfilment of contractual obligations.
- ix The Agency shall be personally responsible for any theft, dishonesty or dissidence by the driver. In such case, **penalty of Rs.5,000/- (Rupees Five Thousand Only)** will be imposed by GMRC to agency and on repetition of the incident, GMRC may terminate the contract.

3. Period of Contract:

The initial Contract shall be valid for a period of (2) Two year which is further extendable to (1) One year subject to review and satisfactory performance of the Agency.

4. Sub-Contracting:

The Agency shall not sub-contract any part or whole part of the rate contract or any activity mentioned in the tender to any sub-contractor.

5. Change in Terms and Conditions/Contract:

GMRC Limited shall reserve all rights to make changes in the terms and condition or variation in the mentioned contract/tender by a notice in writing to the agency. The agency will be abide by the same and no representation in the said manner will be allowed / entertained.

6. Termination:

- i If the Agency fails to perform its duties/functions satisfactory as prescribed by GMRC Ltd., GMRC reserves the right to terminate the contract with agency at any point of time. In no event

shall the agency be entitled to any prospective profits or consequential losses because of such termination.

- ii The Contract shall be considered as terminated in the event of the death of the owner of the agency and their legal heir will not have any right/claim towards the same. However, the legal heirs of the owner of the agency may continue working as per contract specifications for next three months. GMRC has to complete process to appoint the new agency during the mentioned period.
- iii If Agency does not desire to continue the contract, in such case, it has to give three months' notice in advance to the Company and its performance guarantee will be forfeited.
- iv In addition to the any provision of this contract, GMRC can terminate the contract without providing any reason to the agency by giving notice in one month in advance. No compensation shall be paid to the agency for the residual period after the cancellation of contract.
- v Failure by The Agency to comply with any statutory requirements and terms and conditions of this tender during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender by GMRC.
- vi Any repetition of penalty may be resulted into termination of contract as mentioned in penalty terms and conditions.

7. Statutory Compliance with Laws, Regulations and Orders:

The Agency shall comply with all applicable Indian Laws, decree, rules and regulations of government or any authorised agencies of any government in India and maintain valid record for verification of the statutory authorities as well GMRC Ltd as and when required.

ANNEXURE – 1, Contact Details

1	Name & Address of Firm/Agency	
	Telephone No. of Owner/Authorized Person of Agency	
2	Registration No. of the Firm/ Agency	
3	Name, Designation, Address and Telephone No. of Authorized Person of Firm / Agency to deal with (Dedicated Resource for GMRC to coordinate with)	
4	Please specify as to whether Bidder is sole proprietor / Partnership Firm. Name, Address and Telephone No. of all Director / Partners should specified.	
5	PAN Card Number issued by Income Tax Department	
6	GST No.	
7	Details of Tender Fees	
	a) Amount	
	b) Instrument No.	
	c) Date of Issue	
	d) Name of Issuing Authority	
	Details of EMD	
	a) Amount	
	b) Instrument No.	
	c) Date of Issue	
	d) Name of Issuing Authority	

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the bidder) Name, Designation and Address with seal

Note:

1. The bidder is advised to attach necessary copy document with reference to SN 1 to 7 of Annexure – 1 (i.e. Contact Details).

Signature & Stamp of Bidder (Authorised Person from Bidder)

ANNEXURE – 2, Experience& Financial Details

(ANNEXURE – 2A)

Experience Details of **Monthly basis or on-call/casual basis vehicle contract** with value of Rs.12.91 lakhs or more to be mentioned in below table with work completion certificate.

Sr.No	Name of Organization	Contract Period	Total Contract Value	Work Completed till date	Page No.of work completion certificate
1					
2					
3					

(ANNEXURE – 2B)

Experience Details of **Monthly basis or on-call/casual basis vehicle contract** with value less than Rs.12.91 lakhs and more than Rs.6.46 lakhs to be mentioned in below table with work completion certificate.

Sr.No	Name of Organization	Contract Period	Total Contract Value	Work Completed till date	Page No.of work completion certificate
1					
2					
3					

- No contract details to be mentioned for less than Rs.6.46 lakhs contract value.
- For any incomplete information or wrong information in the above table shall be resulted in to summarily rejection of technical bid.

Signature & Stamp of Bidder (Authorised Person from Bidder)

ANNEXURE – 2 (C) Financial Detail

Description	FINANCIAL YEARS		
	2024-25	2023-24	2022-23
Annual Turnover (in INR)			
Average Annual Turnover (in INR)			
Name of Chartered Accountant (CA)			
Seal & Signature of CA			
Membership No. of CA			
UDI No. of CA			

Note:

1. The bidder is advised to attach the documentary evidence (i.e. LOA, Completion certificate etc.) along with filled Annexure – 2 (A), 2(B) as mentioned above.
2. In case audited balance sheet of the last financial year (i.e. 2024 – 25) is not made available by the bidder/agency, he has to submit an affidavit certifying that ‘the balance sheet has actually not been audited so far’. In such a case the financial data of previous ‘2’ audited financial years will be taken into consideration for evaluation.
3. The financial data in above prescribed format, Annexure – 2 (C) shall be certified by Chartered Accountant in original under his signature, stamp and membership number.

Signature & Stamp of Bidder (Authorised Person from Bidder)

ANNEXURE – 3, Submission of Financial Bid Online

Rates to be quoted for on-call (casual) basis for Ahmedabad and Surat office of GMRC:-

Sr. No.	Particulars	Estimated Quantity – “A”	Type - Sedan Class Swift Dzire/Honda Amaze/Hyundai Xcent- “B” (Rate per quantity in INR)	Type - SUV /Premium Innova Crysta /Hycross/Honda City- “C” (Rate per quantity in INR)	Total Annual Cost Including GST “D”= AxB + AxC
1	Rates for one day (Fix rate up to 250 Kms.)Ahmedabad/Surat Estimated Cost (64 vehicles for each category) per Year	64	Quote 1	Quote 2	Value “1”= 64*Quote 1 + 64*Quote 2
2	Fix rate for Airport pickup / Drop from Head Office/Hotel (Ahmedabad/Surat) up to 80 kms. Estimated Cost (64 vehicles for each category)	64	Quote 3	Quote 4	Value “2” = 64*Quote 3 + 64* Quote 4
3	Rates for Extra Km above 250/80 kms as mentioned in (1) and (2). Estimated extra kms - 500 Kms for each category per year (Rates to be quoted per KM)	500	Quote 5	Quote 6	Value “3”= 500*Quote 5 + 500*Quote 6
4	Night Halt Charges for outstation stay (outside Ahmedabad /surat). Estimated Night Halt - 24 nights per year	24	24 x 250	24 x 500	18,000
5	Extra Hour charges above 12 hours driving in a day (Per Hour Rate). Estimated extra hours - 240 per year	240	240*75		18,000
6	Total Value for one Year =Sum of value “1” to “5”				Sum of value “1” to “3” + INR 36,000 value (4+5)
7	Total Value for 2 Two Years (Including GST) = Value 6 * 2				Value 6 * 2

- Above cost is including GST.
- The quantity as mentioned in Column no.3 of above table is approximate only. This may increase or decrease. The payment will be made based on actual use of vehicle services.

Signature & Stamp of Bidder (Authorised Person from Bidder)

ANNEXURE – 4, Undertaking

(ON NON JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

To,
GMRC Limited,
Block No. 1, 1st Floor, Karmayogi Bhavan,
Sector-10 A, Gandhinagar – 382 010

Name of the Firm / Agency _____

Dear Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of prevailing the valid registration as Travel Agency with Government of India / Gujarat under prevailing motor vehicle Act, to provide services to your esteemed organization.
4. I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our client/principal employer and also declare that our agency doesn't have any existing litigation, not blacklisted and terminated by any client in India during last five years.
5. I / We hereby solemnly affirm and declared that My / Our firm / Company / Business entity is not blacklisted / Banned by any Government department / Autonomous Organisation etc. or prosecuted by any court of law during last five years.
6. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgment, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies.

Date : _____

Name & Signature of Authorised Signatory

Note:

1. The above mentioned submission must be in ORIGINAL.

Signature & Stamp of Bidder (Authorised Person from Bidder)

ANNEXURE – 5, PERFORMANCE SECURITY (GUARANTEE) BY BANK

Tender No: GMRC/Admin/Vehicle Hiring/2026

FORM OF BANK GUARANTEE FOR TENDER SECURITY / GUARANTEE

(To be stamped in accordance with the Stamp Act of the Country of Issuing Bank)

To,

The Managing Director

[Attn: -GM (Contract)]

Gujarat Metro Rail Corporation (GMRC) Limited

(SPV of Govt. of Gujarat and Govt. of India)

Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan,

Sector 10/A, Gandhinagar: 382010, Gujarat, India

Corporate Identification No (CIN): U60200GJ2010SGC059407

WHEREAS _____ (Name and address of the Agency) (hereinafter called “the Agency”) has undertaken, in pursuance of LOA No.: _____ for “**Tender for Engagement of Agency for Hiring of Vehicles on Call / Casual basis for Gandhinagar and Surat office of Gujarat Metro Rail Corporation (GMRC) Limited** ” (hereinafter called “the Contract”)

AND WHEREAS it has been stipulated by the Client in the said Contract that the Agency shall furnish the Client with a Bank Guarantee from an Indian Scheduled Bank (excluding Cooperative Banks) or from a scheduled Foreign Bank as defined in Section 2(e) of RBI Act 1934 read with Second Schedule for the sum specified herein as security its due and faithful performance of its obligations in accordance with the Contract.

AND WHEREAS we _____ [Insert name and address of Bank] having registered office at _____ and having the branch at _____ (herein after referred to as the “Bank”), which expression shall unless repugnant to the context of the meaning thereof, include its successors, administrators, executors and assigns do hereby agree to give the Agency such a Bank Guarantee.

NOW THEREFORE

1. We hereby affirm that we are the Guarantor and responsible to the Client, on behalf of the Agency up to a total of INR _____/- (Indian Rupees _____ Only), such sum being payable in the types and proportion of currencies in which the Contract Price is payable and we hereby unconditionally, irrevocably and without demur undertake to immediately pay at Gandhinagar / Ahmadabad Branch to the Client, upon its first written demand and without cavil or argument any sum or sums within the limits of INR _____/- (Indian Rupees _____) as aforesaid without the Client needing to prove or to show grounds or reasons for its demand for the sum specified therein.
2. The Client shall have full rights whatsoever to encash this Bank Guarantee at any time during the validity of the guarantee and the Agency shall have no right or claim whatsoever in the matter of

Signature & Stamp of Bidder (Authorised Person from Bidder)

encashment of the Bank Guarantee amount by the Client and any disputes / claim whatsoever in this regard shall only be settled by means of arbitration as provided for in the Contract and the Client's decision as to what amount is due to the Client from the Bank against the guarantee and as to Agency has committed breach of contract or not, shall be final and binding on the guarantor-Bank and the Agency shall have no right to interfere with the same and the Bank shall have full rights in terms of the guarantee to make immediate payments against the Bank Guarantee to the Client without the consent of the Agency and without referring the matter to the Agency.

3. The Bank further agrees that the Client shall be the sole judge as to whether the Agency is in default in due and faithful performance of its obligations during the Contract Period under the Contract and its decision that the Agency is in default shall be final, and binding on the Bank, notwithstanding any differences between the Client and the Agency, or any dispute between them pending before any court, tribunal, arbitrators or any other authority or body, or by the discharge of the Agency for any reason whatsoever.
4. In order to give effect to this Guarantee, the Client shall be entitled to act as if the Bank were the principal debtor and any change in the constitution of the Agency and/or the Bank, whether by way their absorption with any other body or corporation or otherwise, shall not in any way or manner affect the liability or obligation of the Bank under this Guarantee.
5. It shall not be necessary, and the Bank hereby waives any necessity, for the Client to proceed against the Agency before presenting to the Bank its demand under this Guarantee.
6. The Client shall have the liberty, without affecting in any manner the liability of the Bank under this Guarantee, to vary at any time, the terms and conditions of the Contract or to extend the time or period for the compliance with, fulfilment and/or performance of all or any of the obligations of the Agency contained in the Contract or to postpone for any time, and from time to time, any of the rights and powers exercisable by the Client against the Agency and either to enforce or forbear from enforcing any of the terms and conditions contained in the Contract and/or the securities available to the Client, and the Bank shall not be released from its liability and obligations under these presents by any exercise by the Client of the liberty with reference to matters aforesaid or by reason of time being given to the Agency or any other forbearance, indulgence, act or omission on the part of the Client or of any other matter or thing whatsoever which under any law relating to the sureties and guarantors would but for this provision have the effect of releasing the Bank from its liability and obligations under this Guarantee and the Bank hereby waives all of its rights under any such law.
7. This Guarantee is in addition to and not in substitution of any other guarantee or security now or which may hereafter be held by the Client in respect of or relating to the Contract or for the fulfilment, compliance and/or performance of all or any of the obligations of the Agency under the Contract.
8. Courts at Ahmedabad/Gandhinagar, Gujarat, India shall have exclusive jurisdiction for contesting legal cases arising out of encashment of the Guarantee.
9. The Performance Security should be valid up to 06 months after "the date of completion of work". The Client will issue the certificate of completion of work. Further, if the date of commissioning / completion is extended, for whatsoever reason, the Bank Guarantee for Performance shall be suitably extended at the Agency's cost in order to meet the validity period as and when required. The pendency of any dispute or arbitration or other proceedings shall not affect this Guarantee in any manner.
10. The Bank undertakes not to revoke this Guarantee during its currency, except with the previous express consent of the Client in writing and declares and warrants that it has the power to issue

Signature & Stamp of Bidder (Authorised Person from Bidder)

this Guarantee and the undersigned has full powers to do so on behalf of the Bank.

11. Any notice by way of request, demand or otherwise hereunder may be sent by post addressed to the Bank at its above referred branch, which shall be deemed to have been duly authorized to receive such notice and to effect payment thereof forthwith, and if sent by post it shall be deemed to have been given at the time when it ought to have been delivered in due course of post and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by an officer of the Client that the envelope was so posted shall be conclusive.
12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to INR _____ (Indian Rupees ***** only). The Bank shall be liable to pay at either Gandhinagar or Ahmedabad Branch (mention complete Branch Address of Bank in Gandhinagar / Ahmedabad where guarantee will be payable) the said amount or any part thereof only if the Client serves a written claim on the Bank in accordance with paragraph 9 hereof, on or before [(indicate date)]

The guarantee is issued by Mr./Ms. _____ who is/are authorised by the Bank.

SIGNATURE AND SEAL OF THE GUARANTOR _____

NAME OF BANK -----

ADDRESS -----

DATE -----

Signature & Stamp of Bidder (Authorised Person from Bidder)

ANNEXURE – 6, Guidelines for Technical Bid Submission

Below mentioned Documents to be submitted in Technical Bid along with covering page of below check list

Sr No.	Documents to be Submitted	Yes or No	If Yes, Page no.at
1.	Technical Bid		
a	Envelope – 1 (i.e. Tender fees and EMD)		
b	Envelope – 2 (i.e. Qualification cum Technical Bid)		
c	Signed & stamped copy of all document as mentioned in Minimum Eligibility Criteria.		
d	Signed & stamped copy of valid Registration Number of Agency under as per Shop & Establishment Act.		
e	Signed & stamped copy of GST registration number and GST return data of last 3 months.		
g	Proof of Annual turnover of last three financial years supported by audited P&L statement or Balance sheet copy or CA certificate of the turnover.		
h	Annexure -2 (i.e. Experience Details) Experience Certificates with summary in tabulated form - List with documents from the concerned organizations on its letterhead along with necessary contact details as mentioned in Annexure-2		
i	Annexure-1 (i.e. Contact Details)		
j	Annexure-4 (i.e. Undertaking) in Original		
k	Annexure-7 (i.e tender security)		
l	Annexure-8 (i.e Affidavit for Unaudited Balance Sheet)		
m	Annexure-9, 10 & 11		
n	Envelope – 3 (i.e. Unfilled Signed and Stamped Tender Document)		

Note :

1. The bidder are advised to submit the Envelope –2 in spiral / binder book with index, page numbering, sign and stamp on each and every page of the Bid.
2. The submission in loose papers may hamper the evaluation process, hence bidder are requested to submit their bid as per above note.

Signature & Stamp of Bidder (Authorised Person from Bidder)

Signature & Stamp of Bidder (Authorised Person from Bidder)

Annexure-7

FORM OF BANK GUARANTEE FOR TENDER SECURITY / GUARANTEE

(To be stamped in accordance with relevant Stamp Act, if any, of the country of issuing bank)

B.G.No.

, Dated:.....

- 1 In consideration of you, Gujarat Metrorail Corporation (GMRC) Limited, a company incorporated under the Companies Act, 1956 and having its registered office at Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan, Sector 10/A, Gandhinagar: 382010, Gujarat, India (hereinafter referred to as the "Employer", which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Tender of (a company registered under the Companies Act, 1956) and having its registered office at (and acting on behalf of its Consortium, wherever applicable) (hereinafter referred to as the "Tenderer" which expression shall unless it be repugnant to the subject or context thereof include its/ their executors, administrators, successors and assigns), for Contract "**Engagement of Agency for Hiring of Vehicles on Call / Casual basis for Gandhinagar and Surat office of Gujarat Metro Rail Corporation (GMRC) Limited** "[hereinafter referred to as "the Works"] pursuant to the Tender No: GMRC/Admin/Vehicle Hiring/2026, dated ___ issued in respect of the Works and other related documents including without limitation the draft Contract Agreement (hereinafter collectively referred to as "Tender Documents"), we------(Name of the Bank) having our registered office at _____and one of its branches at (hereinafter referred to as the "Bank"), at the request of the Tenderer, do, hereby, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the Tender Documents by the said Tenderer and unconditionally and irrevocably undertake to pay forthwith to the Employer an amount of INR. ***** (Indian Rupees ***** only) (hereinafter referred to as the "Tender Security") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Tenderer if the Tenderer shall fail to fulfil or comply with all or any of the terms and conditions contained in the said Tender Documents.
- 2 Any such written demand made by the Employer stating that the Tenderer is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the Tender Documents shall be final, conclusive and binding on the Bank.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Tender Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Tenderer or any other person and irrespective of whether the claim of the Employer is disputed by the Tenderer or not, merely on the first demand from the Employer stating that the amount claimed is due to the Employer by reason of failure of the Tenderer to fulfil and comply with the terms and conditions contained in the Tender Documents including failure of the said Tenderer to keep its Tender open during the Tender validity period as set forth in the said Tender Documents for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding INR. ***** (Indian Rupees ***** only).

Signature & Stamp of Bidder (Authorised Person from Bidder)

4. That this Guarantee commences from the date hereof and shall be irrevocable and remain in force till: _____ and it should be payable to either Gandhinagar / Ahmedabad branch office of particular bank.
 - a. The Tenderer, in case its Tender is accepted by the Employer, executes a formal agreement after furnishing the Performance Guarantee from a Scheduled Commercial Indian Bank based in India (excluding Cooperative Banks) or from a scheduled Foreign Bank as defined in Section 2(e) of RBI Act 1934 read with Second Schedule.
 - b. Sixty days after the date of validity or the extended date of validity of the Tender, as the case maybe
5. We, the Bank, further agree that the Employer shall be the sole judge to decide as to whether the Tenderer is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the Tender Documents including, inter alia, the failure of the Tenderer to keep its Tender open during the Tender validity period set forth in the said Tender Documents, and the decision of the Employer that the Tenderer is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Employer and the Tenderer or any dispute pending before any Court, Tribunal, Arbitrator or any other Employer.
6. The Tender Security shall not be affected by any change in the constitution or winding up of the Tenderer or the Bank or any absorption, merger or amalgamation of the Tenderer or the Bank with any other person.
7. In order to give full effect to this Guarantee, the Employer shall be entitled to treat the Bank as the principal debtor. The Employer shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Tender Documents or to extend time for submission of the Tenders or the Tender validity period or the period for conveying acceptance of Letter of Acceptance by the Tenderer or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said Tender Documents by the said Tenderer or to postpone for any time and from time to time any of the powers exercisable by it against the said Tenderer and either to enforce or forbear from enforcing any of the terms and conditions contained in the said Tender Documents or the securities available to the Employer, and the Bank shall not be released from its liability under these presents by any exercise by the Employer of the liberty with reference to the matters aforesaid or by reason of time being given to the said Tenderer or any other forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said Tenderer or by any change in the constitution of the Employer or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
8. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
9. We undertake to make the payment on receipt of your notice of claim on us addressed to [name of Bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorised to receive the said notice of claim.
10. It shall not be necessary for the Employer to proceed against the said Tenderer before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Employer may have obtained from the said Tenderer or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealised.

Signature & Stamp of Bidder (Authorised Person from Bidder)

11. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Employer in writing.
12. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Guarantee for and on behalf of the Bank.
13. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to INR. *** ----- (Indian Rupees ***** ---- only). The Bank shall be liable to pay the said amount or any part thereof only if the Employer serves a written claim on the Bank in accordance with paragraph 9 hereof, on or before [*** (indicate date falling 60 days after the Tender Validity Date)].

Signed and Delivered by Bank

By the hand of Mr./Ms., its and authorised official.
(Signature of the Authorised Signatory) (Official Seal)

Signature & Stamp of Bidder (Authorised Person from Bidder)

Annexure- 8

(Affidavit for Unaudited Balance Sheet)

(On a non-judicial stamp paper of appropriate value)

(To be filled by the bidder* in case their Balance Sheet for F.Y. 2024-2025 has not been audited. If the Balance sheet for F.Y. 2024-25 has been audited then the bidder need not to fill this form or may simply write “NOT APPLICABLE”)

I,..... (Name and designation of Authorised signatory) of.....(Name of Company/Firm/Proprietorship/Partnership) hereby confirm that the Balance sheet for Financial year i.e. **F.Y. 2024-25** has actually not been audited/ or under finalization so far.

Signature of authorized signatory on behalf of Tenderer

Annexure- 9, FORM OF TENDER

(Undertaking as per Clause 1.1.3)

We hereby jointly and severally certify in accordance with clause '9.a' of the Order no. P- 45021/2/2017-PP (BE-II) of Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade (DPIIT) {formerly Department of Industrial Policy and Promotion (DIPP)}, Government of India dated 28.05.2018, that the item(s) offered meets the minimum local content of 90% (as specified in Clause 1.1.3). **The details including name of vendor, location and percentage of local content is enclosed as Annexure-10.**

We acknowledge that false declaration by the tenderer regarding local value addition including payments to be made to their vendors for local value addition shall be treated as a fraudulent practice for which the tenderer or its successors can be debarred for a period up to three years along with such other actions as may be permissible under the law.

In cases of procurement for a value in excess of Rs. 10 crores, we also undertake to submit a certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practising cost accountant or practising chartered accountant (in respect of suppliers other than companies) giving the percentage of local content, in accordance with clause '9.b' of the Order no. P- 45021/2/2017-PP (BE-II) of Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade (DPIIT) {formerly Department of Industrial Policy and Promotion (DIPP)}, Government of India dated 28.05.2018, after completion of works to the Engineer.

STAMP & SIGNATURE OF AUTHORISED SIGNATORY

Note :

1. This annexure need to be submitted only if bidder wants to avail the purchase preference as specified in Clause 1.1.3 of NIT.

Annexure – 10

Performa for Submission of the List of the Goods, Works & Services Tentatively Proposed to be Offered with Local Value Addition

S.No.	Description of Items (Goods/Works/Services)	Vendor	Location	% of Local content

Signature & Stamp of Bidder (Authorised Person from Bidder)

Annexure – 11

Tax Breakup as included in the Rate
DETAILS OF TAXES AND DUTIES INR: Indian Rupees

Not Used

Signature & Stamp of Bidder (Authorised Person from Bidder)