

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	08-07-2026 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	08-07-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Pmo
विभाग का नाम / Department Name	Department Of Atomic Energy
संगठन का नाम / Organisation Name	Tata Institute Of Fundamental Research Hyderabad
कार्यालय का नाम / Office Name	Hyderabad
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	buycon2.tifrh.ts@gembuyer.in
वस्तु श्रेणी / Item Category	Bus Hiring Service - Regular Basis - Local; 28-30; A.C. Deluxe (ACX); 3000 kms and 360 hrs , Bus Hiring Service - Regular Basis - Local; 9-12; A.C. Deluxe (ACX); 3000 kms and 360 hours , Monthly Basis Cab & Taxi Hiring Services - Sedan; 3000 Km x 364 hours; Local , Monthly Basis Cab & Taxi Hiring Services - Premium SUV; 2000 kms and 360 hrs; Local , Monthly Basis Cab & Taxi Hiring Services - Premium SUV; 3000 Km x 364 hours; Local
अनुबंध अवधि / Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	63 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	4
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	4 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	25000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	Yes (Arbitration clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts
सुलह खंड/Mediation Clause	Yes (Mediation clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 mediation clause should not be routinely included in contracts and pre-litigation mediation can be taken up without any such clause also

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
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ईएमडी राशि/EMD Amount	500000
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

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

लाभार्थी /Beneficiary :

Head, Admin & Finance
Hyderabad, Department of Atomic Energy, TATA INSTITUTE OF FUNDAMENTAL RESEARCH HYDERABAD, PMO
(Tata Institute Of Fundamental Research Payable At Hyderabad)
(Desharaju Hari Prasad)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

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

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant /

Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1781709419.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
25-06-2026 10:00:00	Join Zoom Meeting https://tifrh-res-in.zoom.us/j/93543834675?pwd=Z7HwjghViYZ4qD4H39O5Q8BqbKZpeb.1 Meeting ID: 935 4383 4675 Passcode: 229795

Bus Hiring Service - Regular Basis - Local; 28-30; A.C. Deluxe (ACX); 3000 Kms And 360 Hrs (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Service	Local
Vehicle Seating Capacity	28-30
Comfort Category	A.C. Deluxe (ACX)
Usage Variant	3000 kms and 360 hrs
Fuel Type	Diesel
Year of Vehicle Model	not more than two years
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Buses Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Desharaju Hari Prasad	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	1	N/A

Bus Hiring Service - Regular Basis - Local; 9-12; A.C. Deluxe (ACX); 3000 Kms And 360 Hours (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Service	Local
Vehicle Seating Capacity	9-12
Comfort Category	A.C. Deluxe (ACX)
Usage Variant	3000 kms and 360 hours
Fuel Type	Diesel

विवरण/ Specification	मूल्य/ Values
Year of Vehicle Model	not more than two years
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Buses Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Desharaju Hari Prasad	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	1	N/A

Monthly Basis Cab & Taxi Hiring Services - Sedan; 3000 Km X 364 Hours; Local (5)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Toyota Etios
Usage Variant	3000 Km x 364 hours
Type of Service	Local
Year of Vehicle Model	2026 , 2025
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Diesel
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Desharaju Hari Prasad	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	5	<ul style="list-style-type: none">Duration in Months for which service is required : 24

**Monthly Basis Cab & Taxi Hiring Services - Premium SUV; 2000 Kms And 360 Hrs;
Local (1)****तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Premium SUV
Type of car (Please select at least 3 options)	Maruti Suzuki Ertiga , Toyota Innova , Toyota Innova Crysta , Mahindra Marazzo
Usage Variant	2000 kms and 360 hrs
Type of Service	Local
Year of Vehicle Model	2026 , 2025
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Diesel
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Desharaju Hari Prasad	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	1	<ul style="list-style-type: none">Duration in Months for which service is required : 24

**Monthly Basis Cab & Taxi Hiring Services - Premium SUV; 3000 Km X 364 Hours; Local
(1)****तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Premium SUV
Type of car (Please select at least 3 options)	Maruti Suzuki Ertiga , Toyota Innova , Toyota Innova Crysta , Mahindra Marazzo
Usage Variant	3000 Km x 364 hours
Type of Service	Local
Year of Vehicle Model	2025 , 2026
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Diesel
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Desharaju Hari Prasad	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	1	<ul style="list-style-type: none"> Duration in Months for which service is required : 24

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

1. Generic

OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Tata Institute Of Fundamental Research
payable at
Hyderabad

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

अस्वीकरण/**Disclaimer**

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

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

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

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

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

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

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

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

**Tender For Hiring of Vehicles to
TIFR Hyderabad on Contract Basis.**



**TATA INSTITUTE OF FUNDAMENTAL RESEARCH
Survey No.36/P, Gopanpally Village,
Serilingampally Mandal, Ranga Reddy District,
Hyderabad – 500 046**

NOTICE INVITING TENDER

Tata Institute of Fundamental Research, Hyderabad (TIFR-H), is a National Centre of the Government of India under the umbrella of the Department of Atomic Energy, operates at the cutting edge of global science.

TIFR-H invites online bids (**GeM Tender in two bid system**) for **Transport Services to TIFR Hyderabad** as per the below requirement on a contractual basis.

Annexure - I

Sr. No.	Category	Color of the Vehicle	No. of Vehicles required	Usage
1.	Premium Sedan Cars	White	05	To be used up to 30/31 days subject to maximum of 3000 kms in a month
2.	Prime SUV (7-Seater Vehicle)	White	01	
3.	12-Seater Vehicle	White	01	
4.	30-Seater Vehicle	White	01	
5.	Prime SUV - 7-Seater Vehicle	White	01	To be used up to 30/31 days subject to maximum of 2000 kms in a month

The Tender Document can be downloaded from GeM Portal <https://gem.gov.in/> or Institute website <https://www.tifrh.res.in/tender/> and the bid is to be submitted online only through the GeM portal up to the last date and time of submission of tender. No manual bids will be accepted.

Online Pre-Bid Meeting: TIFR Hyderabad will be conducting a Pre-bid conference through the following Zoom Link <https://tifrh-res-in.zoom.us/j/93543834675?pwd=Z7HwjghViYZ4qD4H39O5Q8BqbKZpeb.1> on June 25, 2026 at 10:00 hrs. All prospective bidders are requested to attend the Pre-Bid Meeting for any clarifications. Based upon the discussion held in the Pre-Bid Conference if required, a Corrigendum/Addendum shall be issued in GeM Portal and it shall be treated as a part of the Tender document. No queries will be entertained after the Pre-bid meeting.

The due date for submission of GeM Bids by July 08, 2026 at 13:00 hrs.

Amendment to Bidding Documents:

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have downloaded the Tender Document should visit the Institute website at <https://www.tifrh.res.in/tender/> regularly for the changes/modifications in the Tender Document.

The TIFR Hyderabad reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the TIFR Hyderabad in this regard shall be final and binding on all.

Pre-Qualification Criteria: The bidder shall fulfill all the following eligibility criteria and submit documentary evidence in support thereof. Failure to satisfy any of the following criteria shall render the bid liable for rejection:

1. The bidder shall be a Proprietorship Firm, Partnership Firm, LLP, Company or any other legally registered entity engaged in the business of providing transport services.
2. The bidder shall have a registered office/branch office in Hyderabad and shall possess all valid statutory registrations including PAN, GST Registration, and other licenses/permits required for carrying out transport services.
3. The bidder shall have a minimum of three (03) years' continuous experience in providing transport services to Central Government Departments, State Government Departments, Autonomous Bodies, and Government funded Institutions, PSUs, Public Sector Banks, Universities or reputed private organizations. Documentary proof in the form of work orders and satisfactory completion/performance certificates shall be submitted.
4. The bidder shall have an average annual turnover of not less than ₹ 63.00 Lakhs during the last three financial years and shall submit CA-certified turnover certificates along with Income Tax Returns.
5. The bidder shall submit a Bank Solvency Certificate for an amount not less than ₹ 50.00 Lakhs issued by a scheduled commercial bank, not older than six months from the date of publication of the tender.
6. The bidder shall not have been blacklisted, debarred or declared ineligible by any Central Government Department, State Government Department, PSU, Autonomous Body, Public Sector Bank or any Government organization. A self-certified declaration in this regard shall be submitted.
7. All vehicles proposed for deployment under the contract shall be registered in the name of the bidder/service provider. Copies of Registration Certificates (RCs) of the vehicles proposed for deployment shall be submitted along with the bid.
8. The bidder shall possess valid commercial permits and all statutory approvals required for operation of the vehicles, including insurance, fitness certificates, pollution under control certificates and road tax compliance.
9. The bidder shall submit all Annexures, declarations, undertakings and supporting documents prescribed in the tender document duly signed and stamped.

Only those bidders meeting all the above pre-qualification criteria shall be considered for further technical and financial evaluation.

Annexure – II

Terms & Conditions of the Contract

1. The service provider should be proprietorship/partnership/registered firm/company and the vehicle(s) shall be registered in Telangana and possess valid commercial permits for operation in Hyderabad.
2. The service provider should have a minimum of 3 years of continuous experience in providing vehicles to the same Organization, like Central / State Government Organizations / Government Autonomous Bodies / Government Academic institutions, and relevant documents to substantiate the same should also be submitted with the technical bid.
3. The service provider should have valid statutory sanctions/ registrations/ permits required to run the business and the same is to be produced as and when required. All Tax liabilities i.e., Road-Tax, GST, Insurance to cover third party and occupants, fitness certificate, Pollution control certificates, etc. will be borne by the service provider. Any violation would be attended by pro-rata deduction of charges, which will be deducted from the sum payable to the agency.
4. The quotations should be submitted online through GeM portal only.
5. Vehicles deployed shall not be more than two years old from the date of deployment and the vehicle should be clean, hygienic and well-equipped interiors. ***The exact number of vehicles required will be intimated later depending upon the actual requirement***
6. The contracting agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Telangana /India Particularly applicable to the business.
7. The vehicles should be in proper running condition with front and rear Air Conditioner and well maintained. The vehicle should also be in excellent condition mechanically as well as appearance i.e., outer look/upholstery etc. should be decent looking. Good Quality suitable seat covers are to be given at the time of deployment.
8. All vehicles must be registered for commercial use with **YELLOW PLATE** only. The Vehicles supplied should be fitted with all modern features and all vehicles' drivers should be in uniform according to RTA authorities. Vehicles should be registered in Telangana or permitted to operate in Hyderabad with valid commercial permits.
9. TIFR Hyderabad reserves the right to ask for or to provide any clarification, changes after the release of this tender.
10. The vehicles hired will be inspected by our authorized officials of TIFR Hyderabad from time to time.

11. All charges towards the supply of the vehicle, repair/servicing, fuel, insurance and any other expenses on operations & maintenance of the vehicles deployed on the TIFRH site shall be borne by the service provider.
12. The service provider has to maintain the vehicles in good condition for attending repairs and up-keeping the vehicles in neat & tidy condition for day to day operation.
13. The Service Provider shall ensure safety of TIFR staff. Deployed drivers should always carry identity cards with uniform (as per the RTO guidelines) and follow the instructions of TIFRH officials. They should maintain proper decorum and discipline while on duty.
14. The vehicles should be installed with a GPS/ Vehicle Tracking Device for online monitoring of the Vehicle movement.
15. The vehicles should carry the sign board 'TIFR Hyderabad' prominently in the front & rear ends.
16. In order to ensure day to day functionality the service provider shall not keep changing or rotating vehicles and drivers except if the hirer so indicates in the case of eventuality or unsuitability or on emergency.
17. The agency should maintain a detailed log book indicating the full details about the trips and the same has to be signed by the user of the vehicles on a daily basis and preferably digital or online log system like google forms/sheets.
18. The Institute shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider and the institute shall be indemnified from all such claims or losses etc.
19. The agency should submit a Self-certificate stating that the agency has not been declared blacklisted by any Central Government Department/ State Government/ PSUs or Banks etc.
20. The vehicles deployed by the service provider are maintained well, cleaned thoroughly both internally and externally, boot kept clear off dust, rubbish, oil and personal belongings of the driver. Adequate spares such as bulbs, belts, spare tyres etc. in good condition shall be kept in the vehicle at all times. The vehicle will have to be fitted/provided with the following additional accessories/utilities:
 - a. Tool Kit
 - b. Medical kit
 - c. Fire Extinguisher
 - d. Clean seat covers
 - e. Quality radio music system

- f. Umbrella during monsoon.
- g. Sanitizer and car freshener.
- h. Tissue Papers.

21. All vehicles must be equipped with a Fast Tag or any other toll collection system as notified by the Ministry of Road Transport & Highways, Government of India from time to time. The service provider is responsible for submitting the payment for the Fast Tag/other toll system on a monthly basis. This submission should include a covering letter along with the Fast Tag statement (containing vehicle numbers and other relevant details) duly signed and stamped on the service provider's letterhead. TIFRH will process and release these payments within 30 days of receipt from the service provider. The Fast Tag/other toll bills should be submitted along with the monthly transport bills. Parking charges incurred during official duty shall be reimbursed on actual basis against submission of receipts.
22. This office reserves the right to REVISE/MODIFY/AMEND the requirements of vehicles being hired.
23. The service provider shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without the prior written consent of TIFRH.
24. Vehicles should be comprehensively insured including third party and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority, also all the vehicle should carry necessary pollution certificates issued by the competent authority, the service provider is solely responsible for any claims by any third party and/ or employees of user department prevailing in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
25. Alternative suitable vehicle should be provided in case of breakdown. In case of failure to provide alternative suitable vehicle, TIFR Hyderabad has the right to hire a vehicle from any service provider from the open market and the additional cost incurred by the office will be borne by the Vehicle provider/Service provider (service provider), which will be deducted from the monthly bills.
26. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, and conversant with traffic rules / regulations and city roads / routes as well as security instructions.
27. The contract will be initially ***for a period of two years only.***
28. The service provider and the TIFRH shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues/disagreements/disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Hyderabad.

29. The successful bidder shall provide the placards with TIFR Hyderabad logo to be always kept in each vehicle from day one of deployment of the vehicles display while receiving TIFR Hyderabad staff / guests / user/ traveler/ officials from the Airport / Railway Station etc. places.
30. At the option of the Govt. user Service provider shall provide vehicle tracking system and will submit the record /data of journey including pickup time and drop time along with mileage.
31. The successful bidder should provide the following uniform for the drivers deployed:
- a) Proper uniform of good make and quality for each driver.
 - b) Proper driver cap of good make and quality for each driver.
 - c) A pair of black shoes for each driver.
- The service provider shall replace the same in case of any wear and tear at any time during the contract period.
32. The working hours for the drivers deployed shall be 12 hours on a daily with 30/31 days a month and the working hours for the drivers deployed may be extended as per the special requirements of the Institute for which hours will be paid at quoted hourly rates.
33. The service provider shall get all the drivers on their roll deployed at the TIFR Hyderabad campus, verify their Character and antecedents through Telangana Police, and maintain proper records/documents of the same. These documents are required to be produced to TIFR Hyderabad whenever required.
34. The vehicles will not be utilized by the Transporter for any other purpose than the requirement of the Institute during the contract duration and will be parked in the Institute's premises except when sent for maintenance.
35. The hiring charges shall be on the basis of zero-based mileage i.e., mileage starting/ending from/at the office / at the place of the report, as the case may be. There will be no dead mileage for vehicles deployed on a monthly basis. The kilometers for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the time the vehicle reaches TIFR Hyderabad premises to the vehicle leaves TIFR Hyderabad.
36. Penalty in the event of the driver coming to duty without uniform/gloves/cap/ shoes/shabbily dressed, he would be sent back and not allowed for duty for that day. The Institute shall levy a penalty of INR. 500/- plus hire a separate vehicle for that day and the charges towards the same along with penalty shall be recovered from the service provider monthly bills.
37. Vehicle deployed by the service provider will be regularly inspected by the designated officials of TIFR Hyderabad and in case of non-compliance of any of

the above conditions, if brought to the notice of the designated official by the users, a penalty of Rs.500/- on each fault will be imposed.

38. The Vehicles deployed shall be at the disposal of TIFR Hyderabad as per the timings specified and as and when required. TIFR Hyderabad shall be free to use the hired vehicles in any manner for carrying officials, material etc. as per its requirements and the service provider shall not have any objection to it. All the required documents of the vehicle(s) should be kept inside the respective vehicle(s) all the time.
39. In case the service provider provides a vehicle, which is of a higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicles of a lower class than the demanded type of vehicle shall not be accepted.
40. The number of hired vehicles may increase or decrease in the future depending upon the requirement and that will be intimated to the service provider as and when the situation demands. Once the rates are finalized, no increase will be considered in the rates quoted by the firms in any case during the period of the contract. The contracting service provider should be in a position to supply additional vehicles on short notice as and when required.
41. The service provider shall submit the bills as per the agreed rates immediately after completion of each calendar month to TIFR Hyderabad latest by **05th of every month** along with duly signed duty slips and certified photocopy of the extract of the logbook.
42. Payment against bill shall be made only after satisfactory services is certified by the TIFRH officials. No interest will be payable on the non-payment due to delayed submission of bills and non-satisfactory services. No advance payment will be made. The payment will be made through bank transfer within 30 working days from the date of receipt of the original bills along with all supporting documents.
43. TIFR Hyderabad shall not be responsible for payments for the services provided by service provider to the staff on their personal requests.
44. The service provider shall be personally responsible for any theft, misconduct/and /or disobedience on the part of drivers so provided by him.
45. The service provider shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to TIFR Hyderabad to concerned tax collection authorities from time to time as per extant rules and regulations on the matter and no inconvenience shall be caused to the officials or guests of the Institute on account of non-compliance with any statutory requirements pertaining to the vehicle.
46. The Income Tax (T.D.S.) and TDS on GST, if any, shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be

issued by TIFR Hyderabad to the service provider. Proof of payment of appropriate GST will be required to be submitted to this Office.

47. In the event of the service provider not submitting bills within the financial year, no bills shall be entertained after the end of the financial year.
48. In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof TIFR Hyderabad is put to any loss/obligation, monetary or otherwise, TIFR Hyderabad shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
49. In case of any unsatisfactory service of any kind and in any respect whatsoever, the Contract shall be terminated by giving a one-month notice and the decision of the Competent Authority shall be binding and final in this regard. The Performance Bank Guarantee (PBG) shall be forfeited in all such cases.
50. The Competent Authority of TIFRH also reserves the right to terminate the contract at any time without assigning any reasons by giving a one-month notice to the service provider.
51. It will be solely, the discretion of the Institute to use the said hired vehicle for any official purpose including on Saturdays, Sundays and holidays wherever & whenever necessary.
52. In case, the condition of vehicle is / are not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided in time, this office has the right to hire a vehicle from the market and the additional cost incurred by the office will be borne by the vehicle provider (service provider), which will be deducted from the sum payable to the service provider.
53. Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by the Institute whose decision shall be final and conclusive.
54. The Vehicle accepted for hiring should be parked at all times in the premises of TIFR Hyderabad / wherever desired by the Competent Authority.
55. The Competent Authority of TIFR Hyderabad reserves the right to reject any quotation without assigning any reason whatsoever.
56. At present, the vehicle is to be deployed at the below mentioned address: TATA INSTITUTE OF FUNDAMENTAL RESEARCH, Survey No. 36/P, Gopanpally village, Serilingampally Mandal, Ranga Reddy District, Hyderabad 500046.
57. The Service Provider should deploy experienced drivers knowing the routes of the areas and familiar with the localities for carrying out the services. The service provider shall be personally responsible for any theft, misconduct and /Or disobedience on the part of drivers so provided by him.

58. The successful bidder among the quotations received will have to execute an agreement with TIFR Hyderabad broadly covering the scope of work, requirements, terms and conditions of the services to be provided to the TIFR Hyderabad on a non-judicial stamp paper of appropriate value, the cost of which will be borne by the successful bidder.
59. **Performance Security Deposit:** The successful bidder shall submit a Performance Security Deposit equivalent to 5% of the contract value within 15 days from the date of award of the contract in favour of Tata Institute of Fundamental Research, Hyderabad. The Performance Security Deposit may be furnished in the form of a Performance Bank Guarantee (PBG) issued by any Nationalized/Commercial Bank, Fixed Deposit Receipt (FDR), Banker's Cheque issued by any Commercial Bank, or Insurance Surety Bond. The Security Deposit shall remain valid for the entire contract period and for an additional 60 days beyond the completion of the contract. In the event of any extension of the contract, the validity of the Security Deposit shall also be extended accordingly. Further, if the monthly bill value increases by 25% or more over the original contract value during the contract period, the successful bidder shall furnish an additional Security Deposit proportionate to the enhanced contract value. The Security Deposit shall be interest-free and will be released only after one month from the date of satisfactory completion of the contract, subject to fulfillment of all contractual obligations and settlement of any outstanding claims, if any.
60. All the service providers / vendors are requested to clearly go through the complete Terms & Conditions and on acceptance of the Terms & Conditions, shall sign the Acceptance Certificate enclosed herewith along with the Quotation form/Financial Bid enclosed wherein the basic rates are to be quoted by the Service providers / Vendors in the format given below. All the pages of the Tender Document must be duly signed and stamped by the Service provider. Incomplete or partially filled quotes shall be summarily rejected. The quote must be given as per the requirement of the Institute mentioned above.
61. The document verified drivers only should attend to regular duties. The change of driver details should be informed to TIFR Hyderabad with the submission of relevant documents with current residential address and driving license by the service provider well in advance and frequent change of driver is not permitted.
62. **Jurisdiction:**
This agreement is subject to Hyderabad Jurisdiction, in case of any dispute, only Hyderabad Courts will have jurisdiction.

63. Termination:

- a) On giving one month's notice by the Institute.
- b) On the expiry of the contract period, without any notice.
- c) On giving one month's notice by the Institute at any time during the tenancy of the contract, in case the services rendered by the Service provider are not found satisfactory and in conformity with the terms and conditions of the contract and the standards prescribed for the services.
- d) On the Service provider being declared insolvent/bankrupt by the competent Court of Law without any notice.
- e) In case the service provider wishes to terminate the contract, he shall do so by giving three-month's notice in writing to TIFRH.
- f) On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Service provider to any third person for sub-letting the whole or a part of the contract to any third person, without any notice.

“Provided that during the notice period for termination of the contract, in the situation contemplated above, the service provider shall continue to discharge his duties, as before, till the expiry of the notice period”.

- i) In case of termination of the contract on the grounds mentioned at Sr. No. 'c' above (or) in case the Service provider decides to conclude the contract before the expiry of contract from the date of commencement of the contract, the Service provider shall forfeit the bank guarantee held with the Institute.
- ii) In case any provision of the Agreement is found violated, the Institute shall be at liberty to terminate this Agreement including the forfeiture of the full said Bank Guarantee absolutely and the Service provider shall not have any claim/right against the Institute in satisfaction of this condition.

64. *No conditional bids shall be entertained by this Office and all conditional bids will be summarily rejected.*

65. ILLEGIBLE, IRRELEVANT & INCOMPLETE CERTIFICATES/DOCUMENTS WILL NOT BE ACCEPTED, AGREEMENTS WILL NOT BE CONSIDERED AS EXPERIENCE CERTIFICATE.

66. The service provider should submit Form 1A (Medical Certificate), duly certified by a medical practitioner, for each verified driver assigned to TIFR Hyderabad.

67. In case of any dispute of any kind and in any respect whatsoever, the decision of the Institute shall be final and binding.
68. This Institute reserves the right to require the fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.
69. **Arbitration:** In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a sole Arbitrator to be appointed by competent authority of TIFR Hyderabad. The provisions of Arbitration and Conciliation Act 1996 shall be applicable. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
- The award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom, the matter is or originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever the Centre Director, TIFR Hyderabad shall appoint another person to act as arbitrator in place of the outgoing arbitrator in accordance with terms of the agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by the predecessor.
70. **Mediation Clause:** The parties agree that any dispute or controversy, arising out of or in connection with this Agreement or any alleged breach thereof, shall be subject to mediation if all parties agree thereto.
71. In case of any interpretational issues in this tender, the interpretational decision of the TIFR Hyderabad shall be Final binding on the bidder. Any other points not covered under this contract will be settled by mutual understanding and no arbitrary decision will be imposed by you.
72. All vehicles to be in the name of the service provider. The copy of RC to be provided along with the bids.
73. **Outstation Duties:** For duties outside city limits involving overnight stay Rs 500/- (excluding taxes) will be paid additionally. Accommodation has to be managed by the respective driver on duty and TIFR will not be responsible for the boarding/ lodging of the driver.
74. **Penalties:** The bidder must strictly comply with the tender terms & conditions and any deviation from the tender conditions is liable to attract penalty and may even result in termination of the contract along with forfeiture of the performance security. The list of various types of incident reported during the contract along with the applicable rate of penalty is detail below:

Sr. No.	Incident	First Instance	Second Instance	Third Instance	Beyond Third Instance
(a)	Non-deployment of vehicle/ driver for 30 min or more - Replacement provided upto 2 hours	Warning	Rs. 2000/-	Rs. 5000/-	After 3rd instance, the buyer may terminate the contract or continue to impose the penalty up to 10 % of the total annual estimate
(b)	No Replacement provided beyond 2 hours	Amount of charges for vehicle hired by buyer from third party plus penalty of Rs 3000	Amount of charges for vehicle hired by buyer from third party plus a penalty of Rs 5000.	Amount of charges for vehicle hired by buyer from third party plus a penalty of Rs 10000.	After third instance, the buyer may terminate the contract or continue to impose the penalty up to 10 % of the total annual estimate
(c)	Breakdown of vehicle during trip	Warning	Amount of charges for vehicle hired by buyer from third party and penalty of Rs 2000.	Amount of charges for vehicle hired by buyer from third party and a penalty of Rs 5000.	The buyer may terminate the contract or continue to impose the penalty up to 10 % of the total annual estimate as deemed fit
The reason for imposing penalty will be intimated after due approval from competent authority within 7 days of occurrence of incident and the penalty so levied must be paid within 21 days of issue of notice failing which the same will be deducted from the Performance Guarantee.					

Annexure – III

CODE OF CONDUCT FOR DRIVERS

1. The drivers should be in proper uniform.
2. The drivers will be neat and clean with proper turnout.
3. They will report for duty at the specified time given by the officer.
4. The Agency must also ensure that all the necessary documents (Telangana Registration Certificate, Valid Insurance, Pollution Certificate etc.) are available with the driver deployed for duty.
5. Drivers will keep the vehicle neat and clean before the commencement of the duty and carry out daily inspection of the same.
6. The drivers shall have an android mobile phone with two-way conversation facility available. But they will not use the phone while driving and in the presence of the officer unless they are instructed to do so.
7. Drivers will open/close the door of the car when officer is getting in/out of the car.
8. The drivers shall be well versed with routes and locations in Tri-city and they will maintain daily log book of the vehicles.
9. Drivers will maintain repair/defect register for the car.
10. Drivers will take permission from the officer to take the car to workshop, if required.
11. The drivers will not leave the vehicles unattended in public place.
12. Drivers will not remain absent from duty without prior permission of the officer.
13. Drivers will be responsible for maintaining all the necessary documents required by the Registering Authority/Traffic Police in the vehicles.
14. Drivers shall strictly follow all the traffic rules and regulation and never over speed, besides the car will be parked in the area earmarked for the same.
15. The drivers/staff of the vehicles deployed for user department duties should be non-smoker, nor user of any tobacco, maintain polite & courteous behavior towards users as well as to staff.

Annexure – IV

TECHNICAL BID FOR HIRING OF VEHICLES TO TIFR HYDERABAD ON CONTRACT BASIS - PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE OF THE TENDERING AGENCY / FIRM / COMPANY

Sr. No	Particulars	Details
1	Name of the agency / firm / company	
2	Address of the Office of the agency/firm/company Land Line No Mobile No Email	
3	Legal status – Individual / proprietary / partnership firm / limited company / corporation, etc.) (Submit a copy of the appropriate registration certificate)	
4	Name, designation, and details of the contact person. Land Line No Mobile No Email	
5	Month and Year of commencement of transport service business.	
6	Statutory details of agency/ firm/ company (Relevant Photocopies to be submitted): 1] In the case of the company, registration number issued by Registrar of Companies. (or) 2] Registration number of the firm (Issued under Andhra Pradesh Shops & Establishment Act, 1988) 3] Permanent Account Number (PAN). 4] Goods and Service Tax – Registration number. [These documents are mandatory for the bids to be considered]	
7	The Agency must have its registered office in Hyderabad. If the Agency does not have such office as per location mentioned, the bid will be rejected. Please submit the relevant proof in this regard. An attested copy of the registration certificate of office in Hyderabad shall be enclosed. The company should be reputed, experience & financially sound. [These documents are mandatory for the bids to be considered]	

8	<p><u>Similar Works Experience:</u> - Past experience and satisfactory completion means provisioning of providing transport services in the last Three (03) years (Reckoned from preceding years from 31.03.2026) for the Departments of the Government of India/ Any State Government /Statutory Bodies/ Autonomous Govt. Institutions /Govt. Universities / Public Sector Banks or Local Govt. Bodies / Municipalities/ PSUs.</p> <p>[These documents are mandatory for the bids to be considered]</p> <p>(ILLEGIBLE, IRRELEVANT & INCOMPLETE CERTIFICATES/DOCUMENTS WILL NOT BE ACCEPTED, AGREEMENTS WILL NOT BE CONSIDERED AS EXPERIENCE CERTIFICATE)</p>	
9	<p>The Agency must have a minimum of three years' experience for last three years i.e., 2023-24, 2024-25 and 2025-26 in supplying taxies to reputed private companies / Public Sector Companies / Banks / Central and State Government Departments (Copy of contracts to be attached).</p> <p>(ILLEGIBLE, IRRELEVANT & INCOMPLETE CERTIFICATES/DOCUMENTS WILL NOT BE ACCEPTED, AGREEMENTS WILL NOT BE CONSIDERED AS EXPERIENCE CERTIFICATE)</p> <p>[These documents are mandatory for the bids to be considered]</p>	
10	<p><u>Annual Turnover:</u> The Agency should have a minimum average annual turnover of Rs. 63.00 Lakhs for last three financial years (2023-24, 2024-25 and 2025-26). A copy of turn over statement duly certified by the C.A along with ITR must be enclosed with the tender document.</p>	<p>Financial Year - 2023-2024: Rs. _____ Financial Year - 2024-2025: Rs. _____ Financial Year - 2025-2026: Rs. _____</p>
11	<p><u>BANK SOLVENCY CERTIFICATE</u> Bank Solvency Certificate of Minimum of Rs. 50.00 Lakhs and above must be submitted with this BID.</p>	

12	<p>The service provided need to submit all pages of the tender document and to submit the same along with the technical bid.</p> <p>[These documents are mandatory for the bids to be considered]</p>	
13	<p>The service provided need to submit the Annexures from V to Annexure – XV with required data duly signed & stamped to submit the same along with the technical bid.</p> <p>[These documents are mandatory for the bids to be considered]</p>	
14	<p>The suppliers / bidders whose firms are registered with SSI / MSME / NSIC and having a valid certificate for claiming exemption as per privilege rules of Government of India are exempted from paying Tender Fee and EMD (Earnest Money Deposit).</p>	
15	<p>Any other information relevant to the Tender</p>	

Place: _____

Date: _____

Signature of Tenderer
Name, Address rubber stamp

Annexure - V

Bidders Acceptance

This is to certify that; I/We the Bidders have read all above terms, specification /required documents as per BID. We understand and accept all this terms and aware that our bid will be rejected in case of non-acceptance of this terms / fail to comply the scope of work /Bid requirement at any stage of the procurement.

I/we hereby declare that we will provide all information desired by TIFRH competent authority in this regard at any stage of this procurement. In the event of failure to provide required information, submitted information being found false or incorrect at any stage, bid shall be liable to rejection/termination of accepted Bid/Order /any further action suitable in accordance of law of GOI.

*BIDDERS COMPETENT AUTHORITY NAME, SIGN & DATE
WITH STAMP / SEAL OF ORGANIZATION*

Bid will be Technically Rejected if above pre-qualification criteria is not complied by the bidder.

FORMS TO BE SUBMITTED BY THE BIDDER

(Annexure - VI)
DETAILS OF LOCAL OFFICE

Location /Address of Firm: -
Name of In charge Person
Phone/Fax/Email:-
Office Hours:-

Competent Authority to sign:
Name, Designation, Date with
Stamp & seal of origination:

UNDERTAKING TO SUBMIT PERFORMANCE BANK GUARRNATEE

To
Head, Admin & Finance
Tata Institute of Fundamental Research (TIFR HYDERABAD),
Survey No.36/P, Gopanpally Village, Serilingampally Mandal,
Ranga Reddy District, Hyderabad - 500 046

Sub: Assurance for PBG

Sir,

We the Firm are participating in your Tender No _____
If our bid is accepted against this subject tender notice, we commit to provide a performance security for due performance of the contract as per TIFR HYDERABAD policy/format/form and warranty-guarantee as per tender specification or agrees as per contract valid for 60 days more than the contract period.

Thank you,

Competent Authority to sign:
Name, Designation, Date with
Stamp & seal of origination:

(Annexure-VII)

PERFORMANCE STATEMENT/CLIENTELE/LIST OF USER
Attached separate sheet in same format if above place is
not sufficient (Please attached Job Completion
Certificates / GeM Service Delivery Acceptance
Certificates along with the bid)

S. No.	Name of the Dept. / Organization & Name of contract person with Phone No. Contact Person along with Tel. NO., Fax No. & e-mail	Period		No. of Vehicles as per order	Contract Order No	Contract value in Rs.
		From	To			
1.						
2.						
3.						
4						
5						

Competent Authority to sign:
Name, Designation, Date with
stamp & seal of origination:

(Annexure-VIII)
FINANCIAL INFORMATION

CERTIFICATE FROM CHARTERED ACCOUNTANT

This is to certify that annual Turnover of M/s..... PAN No: GST No: having its office at is in the '**Transport Services Business**' for the last 03 financial years in similar nature of work turnover are as follows:-

Financial Years	Turnover (in Rs.)	Profit	Loss (if any)
2025-26			
2024-25			
2023-24			

AVERAGE TURNOVER OF ABOVE LAST THREE YEARS:

Name, signature and seal of Chartered Accountant

Date.....

Place.....

(Annexure-IX)

BANK SOLVENCY CERTIFICATE

Note: - Banker's certificate should be on letter head of the Bank and should not be more than 06 months old from the date of publication of tender.

Date:

To,
Head, Admin & Finance,
TIFR Hyderabad

BANK SOLVENCY CERTIFICATE

We the **(Bank Name)** do hereby certify that **(Name of Firm)** having their Registered office at **(Registered Office Address)** is solvent to the extent of Rs. _____ in _____ words _____) as disclosed by the information and records which are available with the aforesaid bank.

It is further notified that this certificate is being issued at the request of **(Name of Firm)** without attaching any risk and responsibility on our part in any respect whatsoever more particularly either as guarantor or otherwise.

Sign & Stamp of Bank Manager

Place:

Date:

(Annexure-X)

Non-Blacklisting Certificate

I/We (name)_____ do hereby certify that the individual/firm/ companies has not been ever under a declaration of ineligibility for corrupt or fraudulent practices and has not been blacklisted by any State Govt./ Central Govt. / Board / Corporations and Government Societies/ PSU or such other authorities for any reason.

It is also confirm that our Firm has not been ever insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by court or judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons. Firm /Any directors, partners and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to supply transport services within a period of three years preceding the commencement of the transport supplying process, or not have been otherwise disqualified pursuant to debarment proceedings.

COMPETENT AUTHORITY NAME, SIGN & DATE
WITH STAMP & SEAL OF ORGANIZATION

(Annexure-XI)

Details experience with Govt. Institute/Organization & Autonomous bodies

S. No.	Name of the Institute / Govt. Organization & Name of contact person with Phone Number	Period		No. of Vehicles as per order	Contract number
		From	To		

COMPETENT AUTHORITY NAME, SIGN & DATE
WITH STAMP & SEAL OF ORGANIZATION

(Annexure-XII)

Indemnity Bond

We,....., having a registered office at....., have entered into a contract with TIFR Hyderabad, vide contract dated, to providing hiring of vehicles on contract basis at TIFR Hyderabad situated at Hyderabad.

We do hereby indemnify and keep harmless, TIFR Hyderabad, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the Institute by any party, employee(s), or workman/woman provided by us, on account of any delay, default, lapse, error, or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time.

We further undertake to indemnify and keep harmless, TIFR Hyderabad against any claim/compensation arising out of any non-payment or short payment of salaries, wages, gratuity, overtime, or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death, etc. during the course of their engagement by us for the purpose of this contract, or no fulfilment of any obligation under any of the labour laws as applicable to the class of workers/employees engaged by us for the purpose of this contract.

We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

In case of contract received from TIFR HYDERABAD against this NIT, we accept to submit the above Indemnity Bond.

COMPETENT AUTHORITY NAME, SIGN & DATE
WITH STAMP & SEAL OF ORGANIZATION

(Annexure-XIII)

Acceptance of Tendered Terms & Conditions
(To be submitted on letter head of the Bidder)

To,
Head, Admin & Finance,
TIFR Hyderabad.

Sub: Acceptance of all Terms and Conditions of Bid documents

Ref: GEM BID: - _____

1. I/we have downloaded the tender documents for the above-mentioned work from the website(s) of GeM Portal/ TIFR Hyderabad website.
2. I/we hereby certify that I/we have read all terms and conditions of the tender documents including all annexure, which form a part of the contract or agreement and I/we shall abide by all terms/ conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization have also taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender terms & conditions of above-mentioned tender.
5. I/we do hereby declare that our firm has not been never blacklisted or debarred by any State/ Central Govt. Department/Public Sector Undertakings/Autonomous Body/ Corporations.
6. I/we certify that all information furnished by our firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your organization shall take any action without giving any notice or reason thereof or summarily reject the bid or terminate the contract without prejudice including the forfeiture of earnest money deposit (if any).

Yours faithfully,

**Signature of the Bidder
with Official Seal**

(Annexure – XIV)

Bid Security Declaration

(To be submitted on company's Letter Head)

"I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document or fail to execute the contract, we will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids."

**COMPETENT AUTHORITY NAME, SIGN & DATE
WITH STAMP & SEAL OF ORGANIZATION**

(Annexure – XV)

AGREEMENT

This agreement has been signed on this _____ day of _____, 2026 at Hyderabad.

BETWEEN

Tata Institute of Fundamental Research Hyderabad having its office at 36/P Gopanpally village, Serilingampally Mandal, Ranga Reddy District, Hyderabad 500046 (hereinafter referred to as **INSTITUTE**) being “The Party of the First Part”.

AND

M/s _____ having its registered office at _____ (hereinafter referred to as **SERVICE PROVIDER**) being “The Party of the Second Part”.

WHEREAS **INSTITUTE**, an Autonomous organization, under the Dept. of Atomic Energy, Govt. of India is desirous of engaging **SERVICE PROVIDER** for **transport** services required at the Institute.

WHEREAS **SERVICE PROVIDER** is providing transport services to Central / State Government Organizations / Government funded Autonomous Bodies / Government funded Academic Institutions and the **INSTITUTE** having accepted the offer of the **SERVICE PROVIDER** for Hiring of Vehicles to TIFR Hyderabad on Contract Basis based on the terms and conditions of the GeM Tender Ref. No. _____ dated _____

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

At present, the vehicle is to be deployed at the below mentioned address: -

**TATA INSTITUTE OF FUNDAMENTAL RESEARCH
36/P Gopanpally village, Serilingampally Mandal, Ranga Reddy District,
Hyderabad 500046**

Proprietor
M/s. _____

Head, Admin & Finance
Tata Institute of Fundamental Research, Hyderabad

SERVICE PROVIDER

INSTITUTE

WITNESS

WITNESS

**Signature
Name
Address**

**Signature
Name
Address**

Annexure – XVI

PRICE BID FORMAT FOR HIRING OF VEHICLES TO TIFR HYDERABAD ON CONTRACT BASIS

The agency should quote as per the below Price Bid Format only:-

First Year:

Table-A

Sr. No.	Vehicle type	No. of Vehicles	Basic Charges for 360 hours per month & 3000 Kms per month (Rs.) per vehicle	Total charges for 360 hours per month & 3000 Kms per month (Rs.) for all vehicles	Charges for Extra per Km (Rs.)	Charges for Extra per Hrs. (Rs.)
1	Prime Sedan Cars	05				
2	Prime SUV (7-Seater Vehicle)	01				
3	12 Seater Vehicle	01				
4	30 Seater Bus	01				
	GST @ in Rs.					
	Total Per Month in Rs.					
	Total for First Year in Rs.					

Table-B

Sr. No.	Vehicle type	No. of Vehicles	Basic Charges for 360 hours per month & 2000 Kms per month (Rs.) per vehicle	Total charges for 360 hours per month & 2000 Kms per month (Rs.) for all vehicles	Charges for Extra per Km (Rs.)	Charges for Extra per Hrs. (Rs.)
1	Prime SUV - 7-Seater Vehicle	01				
	GST @ in Rs.					
	Total Per Month in Rs.					
	Total for First Year in Rs.					

Grand Total for First Year (Table-A + Table-B) in Rs. _____

Signature of the Bidder with Official Seal

Continued.....

Second Year:

Table-A

Sr. No.	Vehicle type	No. of Vehicles	Basic Charges for 360 hours per month & 3000 Kms per month (Rs.) per vehicle	Total charges for 360 hours per month & 3000 Kms per month (Rs.) for all vehicles	Charges for Extra per Km (Rs.)	Charges for Extra per Hrs. (Rs.)
1	Prime Sedan Cars	05				
2	Prime SUV (7-Seater Vehicle)	01				
3	12 Seater Vehicle	01				
4	30 Seater Bus	01				
	GST @ in Rs.					
	Total Per Month in Rs.					
	Total for Second Year in Rs.					

Table-B

Sr. No.	Vehicle type	No. of Vehicles	Basic Charges for 360 hours per month & 2000 Kms per month (Rs.) per vehicle	Total charges for 360 hours per month & 2000 Kms per month (Rs.) for all vehicles	Charges for Extra per Km (Rs.)	Charges for Extra per Hrs. (Rs.)
1	Prime SUV - 7-Seater Vehicle	01				
	GST @ in Rs.					
	Total Per Month in Rs.					
	Total for Second Year in Rs.					

Grand Total for Second Year (Table-A + Table-B) in Rs. _____

Grand Total for Two years in Rs. _____

Signature of the Bidder with Official Seal

-End of the Document-