



बिड संख्या/Bid Number: GEM/2026/B/7824064

दिनांक /Dated: 07-09-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	21-09-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	22-09-2026 13:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Commerce And Industry
विभाग का नाम/Department Name	Department Of Commerce
संगठन का नाम/Organisation Name	Spices Board
कार्यालय का नाम/Office Name	Head Office
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :beneeshmon.ap@nic.in Buyer Email id: mohammed.cheriyath@nic.in
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - MUV; 2000 km x 320 hours; Local
अनुबंध अवधि /Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	30 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	5400000
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	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
-------------------	----

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
-------------------	----

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

एमएसई खरीद वरीयता/MSE Purchase Preference

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

1. 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.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Price breakup - [1788761317.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Geographic Presence in States:Kerala

Rate Per Km for Extra Usage in excess of chosen package as per the Vehicle Type selected. In case of bunch bid buyer must indicate extra KM rate for every Vehicle Type that is bunched::23

Rate Per Hour (Inclusive of GST) for Extra Usage in excess of chosen package188

Monthly Basis Cab & Taxi Hiring Services - MUV; 2000 Km X 320 Hours; Local (1)

तकनीकी विशिष्टियाँ /Technical Specifications

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

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

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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 Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohammed Shameer Cheriya	682025,Sugandha Bhavan N.H.By Pass, Palarivattom.P.O Cochin Kerala, India GSTIN - 32AAIAS3118C1Z0	1	Duration in Months for which service is required : 36

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

1. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/**Disclaimer**

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

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

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

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws,

including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

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

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

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

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

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

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

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

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

---धन्यवाद/Thank You---



SPICES BOARD

(Ministry of Commerce and Industry, Govt. of India)

Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Cochin – 682025, Kerala, India.

Phone: 0484-2333610-615, Website: www.indianspices.com

GeM Bidding Notice: Hiring of Vehicle on Monthly Basis for Spices Board, Kochi

Bid ref no: Admin/Estt/HO/Vehiclehiring/GeM/2024-25

Date of issue: 07 September 2026

ISSUING AUTHORITY:

For the Secretary, Spices Board India,
The Assistant Director (Purchase & Establishment)
Spices Board, Sugandha Bhavan, N.H. By Pass,
Palarivattom P.O, Cochin – 682025, Kerala, India.
Phone: 0484-2333610-615

(Hindi version follows)

TABLE OF CONTENTS

Sl No	Particular	Page No
1	General Information & Instructions for Bidders	3
2	Specification of the Vehicle to be hired	3
3	General Terms & Conditions	3
4	Special Terms & Conditions	4
5	Eligibility Criteria	5
6	Bidding process	6
7	Critical Dates	7
8	Annexure A: Checklist and Format for Submission of Supporting Documents	8
9	Annexure B : Vehicle Details	9
10	Annexure C: Undertakings	10

1. General Information & Instructions for Bidders

The Spices Board of India under the Ministry of Commerce & Industry, Government of India, invites online bids from reputed, experienced, and financially sound contractors/owners/agencies through a two-bid system—comprising a Technical Bid and a Financial Bid—in accordance with Rule 149 of GFR 2017, for providing rental vehicles on a monthly basis for official use of the Chairperson, Spices Board, Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Cochin – 682025, Kerala.

The contract will initially be for a period of one year, and the Board may hire the number of vehicles as mentioned in the tender document, subject to the operational requirements of the office.

Eligible and interested bidders who can meet the specifications outlined in the GeM Bid and agree to the stipulated terms and conditions are invited to submit their bids along with all necessary documents as per the guidelines given in this tender notice. Bidders must ensure that all bid documents are completely filled, duly signed, and uploaded on the GeM portal before the closing date and time specified in the tender notice.

2. Specification of the Vehicle to be hired:

Sl. No	Category	No. of Vehicles Required	Usage/Kilometer
1	MUV/SUV (Innova Highcross or equivalent)	1	2000 km x 320 hours per month

INSTRUCTION TO BIDDERS

3. GENERAL TERMS AND CONDITIONS

- 3.1. Bidders should carefully review all clauses in the Terms and Conditions before submitting their bids.
- 3.2. Bidders are solely responsible for ensuring their bids and all supporting documents are submitted on time and as specified.
- 3.3. If the bid opening date falls on a declared holiday, the opening will be held on the next working day at the same time or as notified by the Buyer.
- 3.4. Any extension of the bid opening date by the Buyer will be published in website of Spices Board India.
- 3.5. Bid validity must comply with the requirements on the GeM portal.
- 3.6. Bids must be submitted only through the GeM Portal; bids sent via any other means will be considered invalid.
- 3.7. All bid documents must be fully completed, duly signed, and uploaded on the GeM Portal before the specified deadline.
- 3.8. For clarifications, bidders may submit queries through the representation column on the GeM portal, clearly stating the information needed.

3.9. All required documents as per the Terms and Conditions must be submitted online along with the Technical Bid and must be legible.

3.10. Spices Board reserves the right to reject any proposal if,

(i) A blacklisted or debarred party submits bid as mentioned in Rule 151 of General Financial Rules, 2017; or

(ii) A material misrepresentation is made or discovered; or

(iii) Bidder does not provide within the time specified the supplemental information sought for evaluation of the Proposal.

(iv) After award of the purchase order the Service Provider fails to comply with the obligations on him as per contract and award letter; or

(v) However, reasons for rejecting a tender or non-issuing a tender document to a prospective bidder shall be disclosed where enquiries are made by the bidder.

3.11. Technical Bid and Financial Bid must be submitted separately; otherwise, the bid may be ignored.

3.12. Only Technical Bids will be opened on the specified date and time.

3.13. Financial Bids will be opened only for bidders whose Technical Bids are found compliant after technical evaluation.

3.14 Bidders should keep track of any corrigenda published on the GeM portals and the official Spices Board website related to this bid.

3.15. Tender Completeness: Incomplete tenders or missing annexure details will lead to disqualification. The signatory must clarify their authority and role in the firm.

3.16 Tender Rights: Spices Board reserves full rights to accept or reject any tender, wholly or partially, without assigning reasons.

4. SPECIAL TERMS & CONDITIONS

4.1. The contractor/owner/agency shall provide an AC SUV/MUV vehicle (Toyota Innova Hycross or equivalent) with Taxi Permit (not more than 2 years old), preferably white in colour, in excellent condition, along with fuel and a valid licensed driver at **Spices Board, Sugandha Bhavan, NH By Pass, Palarivattom P.O., Kochi – 682025, Kerala.**

4.2. All fuel, repairs, maintenance, comprehensive insurance, toll charges, parking charges, taxes and the driver's salary shall be the responsibility of the contractor/owner/agency. In the event of any accident, all repairs shall be carried out by the contractor/owner/agency without any liability on the part of Spices Board and without interruption of service.

4.3. In case the vehicle is unavailable due to repairs, breakdown or non-availability of the driver, the contractor/owner/agency shall provide a replacement vehicle and driver of the same or higher category immediately, without any additional cost to Spices Board.

4.4. A daily logbook shall be maintained by the driver indicating the kilometres travelled and hours utilized, duly countersigned by the authorized officer of Spices Board.

4.5. The vehicle may be utilized for outstation duty, including travel outside the State of Kerala, as per the requirement of Spices Board. The contractor shall bear all costs associated with inter-State permits, toll charges and parking charges.

4.6. The driver shall be experienced, possess a valid commercial driving licence, be neatly dressed in uniform, courteous in behaviour and carry a mobile phone for communication. No TA/DA, Daily Bata, halt charges or any other allowance shall be payable by Spices Board to the driver.

4.7. The quoted monthly rate shall be for **2,000 kilometres and 320 hours** of usage and shall include all applicable taxes. Separate rates shall be quoted for additional kilometre(s) and/or additional hour(s), if any.

4.8. If the monthly running kilometres and/or running hours are less than the prescribed limit, payment shall be regulated proportionately as per the quoted rates.

4.9. The quoted rates shall remain firm and fixed throughout the contract period. No escalation in rates shall be considered on any account.

4.10. Spices Board of India shall not be liable for any accident, damage or loss arising during the contract period. The contractor shall ensure that the vehicle is covered under a valid comprehensive insurance policy throughout the contract period.

4.11. The contract shall remain valid for a period of **Three (03) years**.

4.12. Payment Terms

(i) The contractor shall submit monthly bills through the GeM Portal after completion of each month's service. No hard copy of the bills is required.

(ii) Payment shall be released after deduction of applicable statutory taxes and other recoveries, if any.

4.13. Spices Board reserves the right to terminate the contract at any time by giving **one week's notice**, without assigning any reason.

4.14. Spices Board reserves the right to accept or reject any or all bids or cancel the tender without assigning any reason.

4.15. Any dispute arising out of or in connection with this contract shall be subject to the jurisdiction of the competent courts in Kerala.

4.16. Incomplete bids or bids not accompanied by the required documents shall be liable for rejection.

5. ELIGIBILITY CRITERIA

5.1. Legal Status: The bidder shall be a legally registered entity in India (Proprietorship/Partnership Firm/LLP/Company).

5.2. Office in Kerala: The bidder shall have a Registered Office or Branch Office in the State of Kerala.

5.3. Statutory Registration: The bidder shall possess valid PAN and GST Registration.

5.4. Experience: The bidder shall have a minimum of **three (03) years' experience** in providing vehicle hiring services to Central Government Departments, State Government Departments, Public Sector Undertakings (PSUs), Autonomous Bodies or reputed organizations.

5.5. Financial Capacity: The bidder shall have an average annual turnover of **not less than ₹30 lakh** during the last three financial years (FY 2023-24, FY 2024-25 and FY 2025-26).

5.6. Business Standing: The bidder shall be actively engaged in business and shall not be under liquidation, bankruptcy or insolvency proceedings.

5.7. Blacklisting: The bidder shall not have been blacklisted or debarred by any Central Government Department, State Government Department, PSU, Autonomous Body or Government Agency as on the date of submission of the bid.

5.8. Conflict of Interest: The bidder shall not have any conflict of interest with the Procuring Entity.

5.9. Acceptance of Tender Conditions: The bidder shall submit an undertaking on its letterhead confirming acceptance of all terms and conditions of the Tender Document, General Conditions, Special Terms & Conditions and corrigenda, if any.

5.10. Submission of Tender Document: The bidder shall upload the complete tender document duly signed and stamped on each page as a token of acceptance of all terms and conditions contained therein.

5.11. Authentication of Bid: The bid shall be signed by the bidder or by a person duly authorized to bind the bidder to the contract. Where applicable, the authorization shall be supported by a valid Power of Attorney or authorization letter. All pages of the bid shall be signed and stamped by the authorized signatory.

5.12. Corrections in Bid: The bid shall not contain any overwriting, erasures or alterations. Any corrections made shall be duly authenticated by the authorized signatory with signature and seal.

BIDDING PROCESS

6. HOW TO SUBMIT THE BID

6.1. Bids shall be submitted in two parts, namely, the *Technical Bid* and the *Financial Bid*, as detailed in Annexure A and Annexure B respectively.

6.2. **Opening of bids:** Technical bid will be opened first and the bidders shall be either accepted or rejected. Thereafter financial bids of only those bidders shall be opened who have qualified in technical bid. The entire process of procurement or outsourcing of service under this Tender Notice shall be made online through GeM as is mandatory" under General Financial Rules, 2017. All Bidders are required to submit their bids online at <https://gem.gov.in/> latest by the date and time mentioned in "Critical dates" below. No facility will be available to drop bids in tender box or to receive bids sent by hand or post or courier. Even if sent or received by any official of this office, the same shall not be considered

6.3 Technical bid shall contain the following:

- i) Bidder should be eligible as per Chapter — 3 above.
- ii) All documents evidencing eligibility have to be attached with technical bid.
- iii) Acceptance of Terms and Conditions with signature at the bottom of each page.

6.4. FINANCIAL BID

The Financial Bid shall be submitted exclusively through the GeM Portal.

Any inclusion of financial information within the Technical Bid will render the bid liable for immediate rejection.

6.5. Rate Quotation: Contractors/Agencies must quote the rate on a **per-vehicle, per-month basis** (2000 km x 320 hours) for providing one vehicle on hire. The bidders must submit their quotation in **Indian Rupees**

only. The rate must be quoted **both in words and figures.**

6.6. Total Value of Contract:

The total contract value must be stated clearly for **Three Years**, for providing the hired vehicle for official use under this tender.

6.7. GST Compliance: Bidding prices include GST as per the GeM system. Proof of GST payment must be submitted.

6.8. Bid Withdrawal: Requests to withdraw a quotation must be submitted at least 24 hours before the scheduled opening time.

6.9. Selection of L1 Bidder: If more than one bidder is ranked L-1 in the GeM portal or multiple L-1 bidders have quoted the same price, the selection amongst the L-1 bidders will be made through Random Algorithm executed by GeM system/ Run L1 Selection' (Auto run) option.

7. CRITICAL DATES:-

Bid Start date	:	On 07.09.2026 at 13:00 Hrs
Bid End date	:	On 21.09.2026 at 13:00 Hrs
Bid Opening date	:	On 22.09.2026 at 13:00 Hrs

8. Annexure 'A'**Checklist of Documents to be Submitted by Bidders****(Documents to be uploaded on GeM portal to substantiate every entry)**

Sl.No	Tender Clause	Description	Page Number (as mentioned in the bidder's submitted documents)
1	5.1	Copy of Registration/Incorporation Certificate (Proprietorship/Partnership/LLP/Company, as applicable)	
2	5.2	Proof of having a Registered Office or Branch Office in the State of Kerala	
3	5.3	Valid PAN and GST Registration	
4	5.4	Copies of Work Orders/Contracts/Completion Certificates evidencing at least three (03) years' experience in vehicle hiring services	
5	5.5	Audited Balance Sheet or Turnover Certificate issued by CA showing average annual turnover of ₹30 lakh during FY 2023-24, FY 2024-25 and FY 2025-26.	
6	5.6	Self-declaration stating that the bidder is not under liquidation, bankruptcy or insolvency proceedings	
7	5.7	Self-declaration stating that the bidder has not been blacklisted/debarred by any Government Department/PSU/Autonomous Body	
8	5.8	Self-declaration confirming that there is no conflict of interest with the Procuring Entity	
9	5.9	Undertaking on the bidder's letterhead accepting all tender terms & conditions and corrigenda, if any	
10	5.10	Complete Tender Document duly signed and stamped on every pages	

9. Annexure-B – Vehicle Details

The vehicle to be provided shall be an SUV/MUV, not older than three years from the date of commencement of the contract.

(Attach legible copies of RC, Insurance & PUC for each vehicle)

S. No.	Registration Number	Owned / Leased / Hired	Make and Model	Manufacturing Date	Insurance No. & Validity	PUC No. & Validity
1						
2						
3						
4						
5						

10. Annexure -C - UNDERTAKINGS

From:

(Full name and address of the Bidder)

To,

The Secretary,
Spices Board of India

Sir,,

If the work of providing vehicles to your office on a monthly hiring basis is awarded to me, I hereby undertake:

1. That the vehicles provided by me to your office shall be of latest model and shall not be older than January 2024.
2. That I shall ensure the drivers deployed to the office do not have any criminal background or pending police cases, and have not been involved in more than one instance of negligent driving (challans/punishments). I shall conduct adequate background verification of all drivers prior to their deployment.
3. That Spices Board of India shall not be held responsible for any challans, fines, accidents, or legal liabilities related to the vehicle(s), drivers, or any third party. All such expenses, damages, or losses shall be borne by me entirely.
4. That all drivers deployed will possess professional driving experience and valid licenses.
5. That I indemnify the Spices Board of India against any claim, charge, or legal dispute arising due to negligence, accident, injury, or damage to any person or property caused by my staff, drivers, or vehicles. I take full responsibility for any liabilities, whether involving public members or third parties, during the execution of the contract.

Name of Authorised Signatory: _____

Signature: _____

Date: _____