The tendering service provider are required to upload attested copies of the following documents (duly self – attested) on the GEM Portal, failing which their bids shall be summarily rejected and will not considered any further and bid will be treated as non – responsive.

1. **The number of days for booking of vehicle shown in the contract are tentative and can be increased or decreased as per requirement of office and there will be no limit of minimum or maximum booking during the contract period. The vehicle will be booked on '<u>As and When Required</u>' basis as per the requirement of office.**

2. Office of the Service Provider / Bidders is required to be in the **STATE OF MAHARASHTRA** for better coordination, smooth service and other administrative factors[**Preferably**].

3. **GST Registration Certificate.**
4. Undertaking on the letter head of firm stating that the **firm is not debarred/ blacklisted/ suspended/ banned by any Government/ Public Sector undertaking/ Corporate Organization or convicted in any court of law across India or declared bankrupt or insolvent during the past years, in any manner** should be submitted afresh addressing to the "The Deputy Director General(E), Akashvani, Pune.

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

6. **<u>BIDDER FINANCIAL STANDING:</u>** 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.
7. Duration of the service contract may be extended beyond the initial contract duration (subject to satisfactory performance and mutual consent).

8. If performance of services is not satisfactory or for any other administrative reasons the contract can be cancelled by giving prior notice to the agency.

Note:

(i) All firms have mandatorily to submit the certificate(s) for above points falling which they will not be considered for financial bid.

*(ii)* ***Only relevant documents are to be uploaded under a particular tab like Experience Criteria, Bidder Turnover, Certificate (Required in ATC), Registration Certificate for Geographical Presence as required by Buyer, etc. In case of uploading irrelevant documents or uploading the same set of documents under each tab, the bid shall be rejected.***