



SBI INFRAMANAGEMENTSOLUTIONSPVTLTD.
(A Wholly Owned Subsidiary of SBI)

CIRCLEOFFICE:4thFloor ,SBI, Local Head Office, III/1,Pt.J N Marg, Kharvelnagar,
Bhubaneswar-751001

PART-1

(Technical Bid)

**EMPANELMENT OF TRAVEL AGENCIES FOR HIRING OF VEHICLES ON MONTHLY & DAY TO DAY RENTAL BASIS
FOR OFFICIAL PURPOSE TO SBI LHO BHUBANESWAR**

Tender ref no: BHU201903005

Date: 06.03.2019

Name of the Tenderer.....

Address:.....

.....

GSTIN:.....

LAST DATE OF SUBMISSION: ...ON 21.03.2019 up to 2:00 PM

NOTICE INVITING TENDER

SBI Infra Management Solutions Pvt. Ltd., (hereinafter mentioned SBIIMS) having Circle Office at 4th floor, SBI, LHO Building, Bhubaneswar – 01 on behalf of SBI invite two-bid sealed tenders from the registered, experienced and financially sound taxi service providers to provide vehicle rental services to SBI LHO Bhubaneswar on Monthly & day to day requirement basis for official purpose. The contract will be for a period of 3 (three) years, subject to satisfactory performance of the firm.

2. The other details of the tender are as under:

1.	Name of Work	EMPANELMENT OF TRAVEL AGENCIES FOR HIRING OF VEHICLES ON MONTHLY & DAY TO DAY RENTAL BASIS FOR OFFICIAL PURPOSE TO SBI LHO BHUBANESWAR
2	Cost of Tender Documents cum processing Fee (Nonrefundable)	Rs.5,900/- (Rupees Five Thousand Nine Hundred Only) non-refundable to be deposited at "Amount to be paid only through SB Collect payment portal available in SBI site https://www.onlinesbi.com . on or before 21.03.19 upto 02:00 PM. Tender ID: BHU201903005
3	Earnest Money Deposit (EMD)	DD of Rs.50,000.00 (Rupees Fifty Thousand Only) as EMD submitted in favour of", State Bank of India" payable at Bhubaneswar on or before 2:00 PM 21.03.2019 at SBIIMS Circle Office, Bhubaneswar which shall be converted into Security Deposit for successful contractor, whose tender is accepted.
4	Security Deposit (ISD)	The successful Contractor whose tender is accepted by the Bank shall be bound to deposit a sum equivalent to Rs. 1,00,000/- (One Lakh Only) of accepted "Annual Contract Value" including EMD as Security Deposit (SD) in the form of banker's Cheque /DD issued by any Nationalized/Scheduled Bank favouring "State Bank of India" payable at Bhubaneswar.
5	Date for downloading of Tender Document	06.03.2019 to 21.03.2019 from Bank's website " https://www.sbi.co.in/portal/web/home/procurement-news
6	Pre-Bid Meeting	At 3.00 PM on 14.03.2019 at address mentioned hereinafter.
7	Date of clarifications on the Bidder's queries at Office.	15.03.2019 (No individual communication shall be provided to the Bidder).
8	Last date & time for submission of Technical and Online Price bid along with EMD, Cost of tender document cum processing Fee and other documents as specified in the tender.	Up to 02:00 PM on 21.03.2019 Note: 1. It is sole responsibility of the bidder to ensure submission of their bid by stipulated date and time at specified address. The SBIIMS Pvt. Ltd. shall not entertain bids received late due to any delay on account of delivery by the courier agency/speed post or any other mode for the reasons whatsoever. 2. Tenders received without EMD and Tender Processing Fee shall be summarily rejected.



9	Address for submission and opening of Technical bid.	The Circle Head , SBI Infra Management Solutions Pvt. Ltd., 4 th Floor, Local Head Office, III/1, Pt. J N Marg, Kharvelnagar, Bhubaneswar-751001.
10	Date and Time of Opening of Technical Bid	3:00 PM on 21.03.2019 at SBIIMS Circle Office, Bhubaneswar.
11	Date and Time of opening of Price-Bid	Will be intimated later.
12	Validity for Offer	3 (three) months from the date of opening of price bid
13	Contact details	For Technical queries: Amit Mohanty, Asst. Manager (Civil) ,SBIIMS Pvt. Ltd. Bhubaneswar Email : somiya.mohanty@sbi.co.in Cell :9449524076 Circle Head: 9674717368

2. In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.
3. Tenders received without EMD and Non-Refundable Cost of Tender Documents shall be summarily rejected and such bidders shall not be allowed to participate in the online tendering process. Vendor having NSIC certificate not submitting cost of tender document will be not considered. As vendors participating on virtue of NSIC certificate if, emulate to L1 aftermath the tendering procedure withdraw/back out to execute the job, it results great loss to the Bank and inconvenience to the SBIIMS. Therefore serious bidders are requested to participate.
4. SBIIMS reserves their rights to accept any or to reject all the tenders in part or whole without assigning reasons thereof and no correspondence shall be entertained in this regard.
5. The interested vendors shall submit the documents/testimonials pertaining to eligibility criteria on or before 21.03.2019, at the office of undersigned. After scrutiny of the documents, the quotations of pre-qualified vendors shall be opened.
6. Tenders can be downloaded from www.sbi.co.in (link) <Procurement News>. It shall be responsibility of the Vendor to arrange and ensure that all pages of tender are properly bound. Tenders in loose pages shall be disqualified.
7. Conditional tenders shall be summarily rejected.

Sd/-

The Circle Head
SBIIMS, Bhubaneswar

Technical Eligibility Criteria

The bidder must fulfil the following technical specifications in order to be eligible for opening of financial bids and award of the contract:-

1. The Registered Office of the bidder should be located either in Bhubaneswar, Odisha. An attested copy of the registration Certificate of their office in Bhubaneswar shall be enclosed.
2. In case of partnership firms, a copy of the Partnership Agreement, or General Power of Attorney duly attested by a Notary Public, should be furnished on a stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed alongwith with the tender.
3. The bidder should have a minimum annual turnover of Rs. 25 Lakhs average during the last three financial years i.e., 2015-16,2016-17 and 2017-18. Copies of profit and loss account and balance sheets duly certified by the CA alongwith ITR for these three years must be enclosed with the quotations.
4. The bidder should have its own bank account, PAN Card, GST registration certificate. A self certified copy of the documents must be attached with the quotation. Without GST registration, the bid will be summarily rejected
5. The bidder must have at least five cars not older than two years (01.04.2017) registered in its name in Odisha state. A list of such vehicles with self attested copies of RCs should be attached with the quotation.
6. An undertaking from the bidder firm stating that the firm has not been blacklisted by any Central Government Department/Ministry/PSU/Bank, or State Government etc. must be attached with the bid documents.
7. The bidder must have a minimum three years experience in supplying cars on rent basis to reputed organisations particularly Central/State Govt. Govt. Departments/PSUs. The bidder will required to submit alongwith the bid document a proof of work experience. The certificate should be from a prominent organisation (Government organization/semi quasi govt./PSU/Bank).
8. The firm should follow labour laws and should be registered with ESIC.

Instructions to the bidders

1. Sealed quotation will be submitted in two parts namely Technical and Financial in two different cover superscribing **“EMPANELMENT OF TRAVEL AGENCIES FOR HIRING OF VEHICLES ON MONTHLY & DAY TO DAY RENTAL BASIS FOR OFFICIAL PURPOSE TO SBI LHO BHUBANESWAR.**
2. The technical bid will contain only documents relating to eligibility criteria and Tender cost &EMD. The financial bid shall be submitted in a separate cover and bids of the technically qualified bidder will only be opened.
3. Earnest Money Deposit (EMD): The bidder should deposit EMD amounting to Rs. 50,000/- (Rupees fifty thousand only) alongwith the technical bid in the form of Demand Draft/Pay Order Payable which will be returned to the unsuccessful on finalization and award of contract to the successful bidder(s). The bid without EMD shall be rejected and no correspondence will be entertained on this subject.
4. Performance Security: The successful bidder(s) will have to deposit performance security amounting to Rs. 50,000/- in addition to EMD in the form of DD favouring SBI payable at Bhubaneswar. The security deposit shall be forfeited in case of any default on the part of the agency in not providing proper or satisfactory service. In this regard, the decision of competent



authority shall be final and binding on the agency. The security deposit amount will be released to the agencies after successful completion of the contract period.

5. The bidders should convey acceptance of the award of contract within 3 (three) days of receipt of the work order.
6. The bidders should execute and commence the agreement within 7 days of the receipt of the work order.

Terms and Conditions of the Contract

DEFINITIONS:

In the contract, the following expressions shall, unless the context otherwise requires, have the meaning hereby respectively assigned to them.

'The Contract' means the documents forming the tender and acceptance thereof and the formal agreement executed between SBI and the contractor under the guidance/co-ordination of SBIIMS, together with the documents referred to therein including these conditions and other instructions issued by the Employer from time to time and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

'Employer / Bank' means SBIIMS and State Bank of India having its Local Head Office at 4th Floor, III/1, Pt. J N Marg, Kharvelnagar, Bhubaneswar-751001.

'Competent Authority' means authority nominated to exercise power of approval, sanction and acceptance concerning administrative, financial and technical aspects of transactions done on behalf of the Bank.

'The Contractor or Agency or Vendor' means the firm, company or person engaged by the SBIIMS/ SBI to carry out the work. It shall also include their legal representative(s), successors or assigns.

'Contract value' means the value of the entire work as stipulated in the work order conveying acceptance of the tender subject to such additions thereto or deductions there from as may be made under the provision herein after contained.

'The schedule of quantity' means the schedule of quantity as specified and forming part of this contract.

'Works' or 'work' means the work(s) described in the "Scope of Work" and/or to be executed in accordance with the contract and includes labour, materials, apparatus, equipment of all kinds to be provided, the obligations of the contractor hereunder and work to be done by the contractor under the contract.

'Month' means calendar month.

'Week' means seven consecutive days.

'Day' means a calendar day beginning and ending at 00 hours and 24 hours respectively.



Where the context so requires, words imparting the singular only also include the plural and vice versa; and, any reference to masculine gender shall include feminine gender and vice versa.

LANGUAGE:The language in which the contract documents shall be drawn shall be English.

1. The contract will be for a period of three (03) years and it is likely to commence from the date of execution of the agreement for the same rates, terms and conditions depending upon the requirement and administrative convenience of the Bank
2. The vehicle will be hired on duty point to duty point basis. The time and mileage shall be taken into account from the reporting/release place i.e, start and terminate at picking-up and dropping points. Cars can also be used on holidays, Saturday/Sunday, as and when required. In other words there shall be no dead mileage and the to and fro journeys from the taxi stand to the reporting place and releasing place to taxi stand will not be counted for computing the mileage or time.
3. The vehicles to be provided should not be older than 01.04.2017 and should not have covered more than 30,000 kms. The cars to be provided by the contractor should be in perfectly good and sound conditions mechanically as well as get up wise and also well maintained during the contract period. The colour of the vehicle should be preferably white.
4. The cars should be fitted with all modern features such as AC clean white towels and seat covers, quality radio music system, reading lamp, tissue paper box, car perfume, seat belts front and rear, umbrella during monsoon.
5. The vehicle(s) provided should have desired safety features such as AC, ABS, EBD, ESC, Alloy wheels, Powered windows/Breaking /Steering etc and in good working conditions
6. The vehicles should be comprehensively insured. In case of any accident or theft etc. all claims arising out of it will be met by the agency and Bank shall not be liable in any matter whatsoever. Bank will not be responsible for any injury sustained or damage to vehicle during performance of their duties and also any damage or compensation due to any dispute between them and its personnel.
7. Bank shall not be responsible for any traffic infringement or infringement of any other law during performance of duty provided by the agency. Any penalty/challan/fine for such infringement shall be payable by the agency and in no case shall be payable by the Bank.
8. The parking charges and toll charges, if any , payable at any place visited by the officer of the Bank on duty shall be paid on the spot by the driver of the vehicle. Such parking and toll charges shall be claimed by the agency alongwith the monthly bill raised by them. The receipts of such bills need to be enclosed alongwith the bills for payment.
9. The firm should have sufficient number of drivers having experience of driving in Odisha state and should be well conversant with the routes.
10. Only such tour operator/agency may submit their quotations whose cars/taxis have been duly authorized by the concerned RTO for use as public transport and who should be available round the clock on his own direct telephone (office and residence) so as to respond to the call for taxis at any time including holidays also. The firm should have adequate number of telephone/mobile available round the clock. The firm should have a provision to take bookings round the clock.
11. The agency should be in a position to supply taxi on short notice as and when required and also to make arrangements for supplying standby taxi in case of any breakdown. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Any overtime arising due to breakdown of vehicle supplied by the agency shall be on its account and shall not be charged to Bank.
12. All charges towards repair /servicing of vehicle, salary of driver, fuel expenses and/or any incidental expenses on operation and maintenance of the hired taxi would be borne by the agency.

13. The firm should ensure that the drivers employed hold valid driving license , are well trained, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as security instructions. Each driver employed by the firm must have a cell-phone duly activated.
14. Vehicles provided by the Agency should bear commercial Taxi Cab Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have minimum commercial LMV Driving Licence.
15. The vehicle should have valid RC, insurance , fitness certificate, road tax, permits etc. as per RTO and Motor Vehicle rules and must be revalidated before expiry of due date during the tenure of the contract period. The contractor shall ensure that all the necessary documents i.e. RC, Insurance papers, PUC certificate, etc are available with the drivers deployed for duty
16. Termination of the contract: The contract may be terminated with one month's notice by either party. Notwithstanding the aforesaid point, if the contractor neglects or fails to perform the contracted duties, due to negligence in carrying out duties, the Bank reserves the right to terminate the contract with one month's notice.
17. Punctuality will have to be ensured and log book shall be maintained by the drivers. The drivers shall be responsible for proper completion of the log books including obtaining the signatures of the user on day to day basis.
18. Rates once finalized will be fixed at least for a period of three years and there shall be no escalation or price variation for whatsoever reason.
19. Any complaint from the user regarding poor upkeep, maintenance, non availability of above accessories or any of the conditions prescribed for drivers not being met would attract a penalty by cut from the bill/security deposit as per the penalty clause and including removal of driver and /or vehicle from contract on repetition of such instance.
20. The record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as approved by the Bank and the log book shall be submitted to the concerned officer in Bank for scrutiny, etc.
21. A vehicle will be allowed for use only in good condition when the Milo Meter is sealed. If during the running of the vehicle it is found that the milo metre is tempered/unsealed then forfeiture of hiring charges and a penalty as fixed by Bank will be imposed.
22. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of India.
23. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and these shall be the responsibility of the contractor. It is the responsibility of the contractor to ensure, driver to adhere to the aforesaid norms.
24. The successful bidder shall submit the police verification certificate of the driver to the Bank alongwith photo address proof whenever demanded.
- 25. Payment of Bills:**
 - (1) No advance payment will be made.
 - (2) The bills should be made date-wise by the contractor and should be submitted to the OAD, SBI, LHO Bhubaneswar on monthly basis. The bill should indicated the GST registration No. and PAN No.
 - (3) The bill shall be submitted along with copy of log book duly signed by the user , challans of toll tax etc if any.
 - (4)The Bank will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.



26. PENALTIES: Lapses due to service provider will be viewed
- (1) For non-providing of vehicle in time: Rs.100/- per hour of delay. 1% of the daily amount will be deducted in case of delayed reporting by the driver and Rs.1,000/- per day will be deducted in case non availability of vehicle on any day in case of hiring on monthly basis.
 - (2) For not providing vehicles: Rs.500/- per default or cost of hiring charges from other sources, whichever is higher;
 - (3) Poor Condition of car/non deployment of specific car/ misbehaviour by the Driver: Rs.200/- per default;
 - (4) For violation/breach of any of the condition of the contract: Rs.1000/- per default and/or Termination of the contract/forfeiture of Performance Security.
- However the above penalties can be waived off by the competent authority of the Bank depending upon the merit of each case where the lapses are beyond the control of the service provider .
27. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Bank and the firm shall be blacklisted in addition to termination of the contract in question. The right of action will rest with the authority entering into the agreement.
28. The price quoted is exclusive of GST but inclusive of all other Taxes/octri /Cess etc..
29. The entire dispute shall be subject to the Bhubaneswar jurisdiction.
30. The tender process of the contract can be terminated at any time without any notice at the discretion of the Bank.
31. **Selection criteria:** Last date for submission/receipt of tender(s) is 21.03.2019 at 1400 hours. The Technical bids will be opened by a Tender Opening Committee (TOC),SBIIMS in the presence of tenderers who wish to present or their authorized representatives on the same day. The technical bids of the bidders will be evaluated and the financial bids of the technically qualified bidder will be opened on the date and time as decided by the TOC.
- (i) For taxi hiring on monthly basis: The bidders who have quoted lowest price for the category of vehicle(s) will be awarded the contract in that category. The EMD of the L1 bidder(s) will be forfeited if they backs out or refuse to accept the contract on the quoted rates and tender terms and conditions.
 - (ii) For hiring of taxi on day to day requirement basis: The competent authority of the Bank will finalize the rates and the agencies maybe offered to submit their consent for providing services at the rates approved by the Bank.
- Technical bids should be sent as per the attached technical bid check list. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

We have read and understood the abovementioned and shall abide by the same.

Signature of the Contractor with Seal



DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES

I/We.....S/o/D/o.....
.....Residing at.....
..... hereby certify that none of our relatives(s) as defined in the Tender document is/are employed in SBI as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, SBI shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

(The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son's wife (daughter- in- laws), daughter(s), husband (son-in-law), brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law).

Place:

Date:

Signature of Applicant with Seal



DECLARATION

**(TO BE SUBMITTED BY THE APPLICANT ON THEIR FIRM/COMPANY'S LETTER HEAD
ALONGWITH THEIR APPLICATION)**

To,
The Circle Head,
SBI Infra Management Solutions Pvt. Ltd.,
4th Floor, LHO building,
III/1, PtJ.N.Marg,
Kharavelanagar, Bhubaneswar-751001.

I/We hereby certify that:

1. I / We have submitted document strictly on the format prescribed by the SBIIMS and are available on the Bank's website & there is no change in formatting, number of pages etc.
2. I / We have checked that no page is missing and all pages as per the index and checklist are available & that all pages of document submitted by us are clear & legible.
3. I / We have signed (with stamp) all the pages of the tender document before submitting the same.
4. I / We have sealed the tender documents properly before submitting the same.
5. I /We have read carefully & understood the instructions to the applicants.
6. I / We hereby understood and accordingly confirm that all Tender documents along supporting documents/annexures etc. are required to be submitted by us strictly in the prescribed format only. In case, the Bid/documents submitted by us along with this tender is found in any other formats and not complying this condition, we hereby authorize the SBIIMS/SBI to summarily reject our tender for which we shall not make any protest.
7. I / We have not made any modification / corrections / additions /deletions etc. in the PQ documents downloaded from web by me / us. In case at any stage later, it is found there is difference in our downloaded PQ documents from the original and / or any documentation, SBIIMS Pvt. Ltd. on behalf of SBI shall have the absolute right to disqualify / reject our Tender and also debar me / us in participating in any future tenders of SBIIMS/SBI without any prior intimation to me / us.
8. I/We hereby undertake and confirm that all the information furnished in this tender is correct and true to the best of our knowledge and belief and we own full responsibility for its correctness and authenticity.

Signature of Applicant with Seal



INFORMATION ABOUT AGENCY

1.	Name of the agency	
2.	Address with contact nos. and email ids	
3.	Details of vehicles owned by the agency (commercially registered) in their firm's name. Photocopy of RC book to be attached.	
4.	Details of work experience during the last three years along with the photocopy of certificates issued by the organisations.	
5.	Details of ITR filed during the last three financial years	
6	Annual Turn Over in Rs. during the last three years alongwith the photocopy of certificate issued by C.A.	

I/We hereby agree to the terms & conditions of the tender

Place:

Sign & Seal of agency

Date:

Price Bid -1: For hiring of vehicle on monthly basis
(To be submitted in separate cover in bidder's letter head)

Sl No	Make and Model of Car	Rate quoted per month in (Rs)
1.	Honda City EMT	
2.	Honda City VMT	
3.	Honda City SMT	
4.	Maruti S Cross	
5.	Maruti Ciaz	

Note:

1. The above rates are exclusive of GST
2. The rates are inclusive of fuel , driver and other taxes/octri /maintenance charges.
3. The monthly rent will be paid for a period of 1200 kms upto 350 hours of journey in a month. The distance in excess of 1200 kms will be paid @ Rs.13.00 per km and Rs. 50.00 per hour in excess of 350 hours. Night halt will be paid @ Rs.250.00 per night in case of outstation journey where night halt is required.
4. The rates will include cost of fuel/lubricants, salary/wages of driver, road taxes/octri, insurance and maintenance charges
5. The car will be provided for 365 days / 1 (one) calender year including Sundays and holidays and also beyond 350 hours . The travel agents shall provide the same for the entire period as required.
6. The bidder, whose monthly rates are lowest, will be treated as L 1 bidder for each type of vehicle.
7. In case of tie in the price bid, then the lowest bidders will be asked to submit a fresh quotation in sealed cover for that particular category of vehicle only and subsequent L1 will be decided.

Price Bid -2 : For hiring of vehicle on day to day rental basis
(To be submitted in separate cover in bidder's letter head)

Sl No	Make and Model of Car	Local 08 hrs / 80 kms	Extra charge (Rs.) in local & outstation per km	Extra hr in local (subject to 10 km free)	Detention time per hr in out station used more than 200 kms/day	Night halt charges per night 12 – 6 AM
1	Dzire/Etios/Sail					
2	Toyota Innova					
3	Honda City /Ciaz					
4	Toyota Cresta					
5	Toyota Altis/Elentra					

Note:1. The above rates are exclusive of GST

2. The rates will include cost of fuel/lubricants, salary/wages of driver, road taxes/octri, insurance and maintenance charges.