

TERMS AND CONDITIONS

PRE-QUALIFICATION OF FIRMS/ COMPANIES FOR SUPPLY OF CASH VANS (FABRICATED AS PER BANK'S SPECIFICATIONS) ALONGWITH DRIVERS

ELIGIBILITY CRITERIA

1. The Firm/ Company shall provide valid license under Private Security Agency Regulation Act 2005 (PSARA) for that particular State/ UT.
2. The Firm/ Company must have valid PAN/CST/TIN/VAT, Service Tax Registration Number and have complied with applicable statutory provisions.
3. The Firm/ Company should comply with all the labour laws, Rules, Regulations of concerned States and Central Government.
4. The Firm/ Company shall have an average turnover of **Rs 80 Lacs** and above during last 03 Financial Years ending 31 March 2016. (self attested photocopies of the ITRs and Audited Balance Sheets of last three years to be provided).
5. The Firm/ Company shall be in profit during last three consecutive financial Years i.e. 2013-14, 2014-15 & 2015-16.
6. The Firm/ Company should have experience of at least seven years of providing similar services to Banks or other organisations in the field of cash remittance/ management. **(Experience certificates and performance certificates to be attached)**
7. The Company/Firm shall provide Cash Vans (not older than two years from the date of signing the agreement), built as per Bank's specifications with trained and expert driver for cash movement within the centre and will use its endeavour to operate the services efficiently. The identified Company/Firm will be under obligation to provide the cash van duly fabricated within three weeks time, failing which a penalty will have to be paid by the firm for a maximum of 15 days. Thereafter, Bank will be at liberty to double the penalty amount or engage another cash van and the agency have no right to be considered in re-tendering exercise.
8. The cash van should be specially fabricated as per the bank's laid specifications as per the Annexure 'A' **(Technical specifications for specially designed and fabricated Cash Van)**.
9. The van will always be kept and maintained in serviceable condition at Company's own cost. It will report to the Bank as and when specified by the authorised official of the Bank in a state of roadworthiness.
10. Any charges for fuel, oil lubrications and maintenance shall be borne by the Company within the monthly charges being paid.
11. Any registration, insurance, vehicle pollution certificates, taxes, toll tax and road tax etc. will be arranged by the Company at its own cost. The driver will carry all original documents in the vehicle. A photocopy of these documents will be handed over to the authorised official of the Bank. All such documents will be renewed well in time by the Company at its own cost.
12. In case of any breakdown of vehicle on account of any reason whatsoever, another such one will be arranged by the Company without any delay/any extra cost/overtime payment.

13. An experienced driver with valid driving licence (preferably an Ex-Serviceman) will be provided with vehicle by the Company within the monthly charges being paid. The driver will be the employee of the Company and Bank will have no liability towards his salary, PF or any other statutory liability if any, in any respect. The Company will deposit or pay all type of statutory dues of the driver etc. The proper police verification will be carried out by the Company to Bank's satisfaction and a copy of his verification alongwith his identity (with photo) be handed over to the Bank official/ Police station(s), if required.

14. The Company shall be responsible for proper behaviour and conduct of the driver.

15. Any change in the driver will be communicated to the Bank's authorised official well in time and Company's representative come personally to intimate the change alongwith the driver. The Company's representative should be known to the Bank and shall carry identity card of the Company duly authenticated by the owner of the Company. A standby driver be identified for this purpose and his Police verification must be available on record.

16. The driver will have valid driving licence and the Identity Card and shall carry on his person while on duty. The driver also must know how to tackle and rectify minor fault(s) of routine nature. The driver should always be in good health.

17. The Company shall get the Police Verification of driver & other staff, if applicable and forward the copies to this Office before commencement of contract.

18. The vehicle will normally be engaged for banking hours (08 hours per working day). Extra hours, as and when required by the Bank, will be paid as per clause 20.

19. The vehicle shall report on time to the Bank's authorised official at designated place and shall leave when released by him.

20. The vehicle will be used by the Bank upto fixed meterage (kms) a month(*to be decided at time of tendering*) on all working days within the monthly charges. If the total distance exceeds the stipulated limit a sum of Rs.@ Rs..... per km(*to be decided at time of tendering*) for extra km will be paid. Charges for extra hours @ Rs..... per hour will be paid(*to be decided at time of tendering*) . Counting of kms will start when the vehicle reports to Bank and end when the Bank releases the vehicle for the day. Charges for out of station, overnight duty shall be Rs..... (*to be decided at time of tendering*) per night over and above as stated above, **Monthly Charges given above is inclusive of all taxes including Service Tax.**

21. A proper log book will be maintained by the Company, with columns like Sr.No., Date, Time reported, Time released, Kms reading, reporting time, released time, total kms run, place where the vehicle went to, signature of the driver and the Bank's official. Copy of logbook shall be attached with the bill for scrutiny.

22. The Bank has the authority to call the vehicle on Sunday/holiday and at odd hours, if required and will be paid for as per clause 20.

23. The Bank can utilise the vehicle for any purpose other than cash and can send outside Centre at its own discretion.

24. The cash van shall be insured comprehensively. However, the Bank will arrange insurance of cash in transit.

25. Any problem arising on account of Police, transport authorities etc. shall be dealt by the Company at its own cost.

26. The employee of the Company, for this service, will at no point of time claim to be employee of the Bank.

27. It shall be the total responsibility of the Company to manage said services i.e. cash van, driver, standby cash van for emergencies etc. in professional and smooth manner.

28. The Company shall cover its personnel, deployed on cash remittance duty, for personal accident, fidelity and death whilst performing the duty. There will be no responsibility of the Bank for any type of civil, criminal or of any claim in case of any accident or any other crime towards the Company, driver or third party. The driver or Company will be liable for any damage, claim, penalty or punishment in this regard.

29. Adequate supervision will be provided by the Company to ensure correct performance of the said services in accordance with the prevailing assignment instructions agreed upon between the parties. If the Company fails to provide satisfactory service or discontinue the service before the expiry of above agreement, earnest money held with the Bank will be forfeited.

30. All necessary reports and other information will be supplied on mutually agreed basis and regular meeting will be held with the client.

31. The Company shall take proper and reasonable and adequate precautions to preserve from loss, deduction, waste or misuse areas of responsibility given to them by the Bank and shall not lend to any person or Company any of the effects or assets of the same under its control.

32. The agreement will be carried out between the CAC centre and the Firm/ Company and the contract shall be valid for a period of 24 months and may be extended further as mutually agreed, subject to satisfactory services.

33. The Bank reserves its right to discontinue the services without assigning any reason whatsoever by giving one month notice.

34. The Company will ensure that its staff/driver shall not at any time, without the consent of the client in writing, divulge or make known any trust, accounts, matters or transactions undertaken or handled.

35. No hike on account of fuel, oil, lubrications shall be given by the Bank within the period of contract. It shall only be considered at the time of renewal of the contract, if any, between both the parties as mutually agreed upon.

36. The contract shall be signed on a stamp paper as applicable and all expenses on this account shall be borne by the Company.

37. In case the van/driver fails to turn up on any working day, a penalty @ Rs..... (double the daily amount paid or pro-rata basis) will be charged *(to be decided at time of tendering)* .

38. 5% amount shall be deducted from the total billing (less Service Tax) and deposited in a Saving Bank account with the Bank every month in the name of the Company (in lien with the Bank) and subject to the instructions of the Bank to adjust / recover any amount from the company, the same will be returned/released to the Company after 24 months or completion of agreement.

39. The Company shall do and perform all such cash van services acts. Matters and things connected with the administration superintendence and smooth conduct of the above arrangements, as per the directions enumerated here in and in accordance with such directions, which the client may from time to time issue and which have been mutually agreed upon between the two parties.

40. No person, other than the one/s authorised by the Bank and/or party of the first part shall be allowed to travel by the said vehicle/s regardless of whether or not the vehicle is carrying cash at the relevant point of time.
41. That the Company shall allow the Bank to let Bank's Cashier and other staff members, as required by the Bank, to accompany the cash remittance.
42. The Bank will pay the rent/hire money for the cash van to the Company after the last working day of every month within one week of production of the bill.
43. That in case the Bank is of the opinion that the vehicle or services provided by the Company are not satisfactory or upto the mark, or the Company commits any breach or violation of any term or condition of the agreement, then the Bank shall be entitled to withhold and deduct the amount or part thereof of the payments due and payable to the Company, besides terminating the agreement by giving the prior notice of 30 days to the effect.
44. Originals of all the documents attached to be produced on Bank's demand.
45. The Firm who are under arbitration/ litigation with our Bank or have been black listed/ de-listed/ de-panelled by any Government/ Semi Government/ Nationalised Public Sector Banks/ Public Sector Undertaking (PSUs) / Financial Institutes (FIs)/ Corporate Offices will not be considered for Empanelment. **A stamped AFFIDAVIT to this effect duly attested by Notary/ Magistrate shall be submitted to this effect along with the application.**

Owner/Authorised Official
Company/Firm supplying cash van
(with seal)
Name:
Contact No.

Place:
Dated: