



STATE BANK OF INDIA
ADMIN OFFICE
PATIALA

QUTATION FOR AVAILING THE SERVICE OF HIRING AGENCIES/COMPANIES FOR PROVIDING CARS ON MONTHLY HIRE BASIS FOR THE BANK'S DEPUTY GENERAL MANAGER (B&O) AND CHIEF MANGERS OF ADMINISTRATIVE OFFICE ,PATIALA

Tender No.Dated.

Important Dates:

Opening date for submission of Tender Documents.	1/01/2018
Last date for submission of Tender Documents.	01/01/2018 (1.00 PM)
Date of Pre-bid meeting (Optional)	01.01.2018 (11:00 AM)
Date of opening of Technical Bid.	01/01/2018 (3.30PM)
Date of opening of Financial Bid.	01/01/2018 (03:30 PM)

Address for Communication.

Chief Manager (GB)
STATE BANK OF INDIA
Administrative Office ,Sherawala Gate ,Patiala

Phone No. 0175/2395244, 2395503

Fax No. 0175/2225380

Email : sbplop@gmail.com

Invitation to Bid.

State Bank of India, Administrative office, Patiala invites applications from agencies /companies in the business of providing cars on hire basis for the purpose of providing approximately 2 brand new cars with „T“ permit on hire for use by the Bank's Executives posted at our Aministrative Office in Patiala and for Chief Manager posted at AO Patiala

on monthly hiring basis, for a period of 36 months (3 years).

2. The number of cars required by the Bank as mentioned in the tender is the approximate number and the Bank, at its absolute discretion may increase or reduce the number of cars at any time as per the actual requirement of the Bank.

3.

- i. Please note that all the information desired needs to be provided. Incomplete information may lead to non-consideration of the proposal.
- ii. All Bids must be accompanied by Earnest Money Deposit as specified in the Bid document.
- iii. Bank reserves the right to change the dates mentioned in this Tender document, which will be communicated to the bidders.
- iv. The information provided by the bidders in response to this Tender document will become the property of SBI and will not be returned. SBI reserves the right to amend, rescind or reissue this Tender and all amendments will be advised to the bidders and such amendments will be binding on them.

DISCLAIMER

The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of State Bank of India (Bank), is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

This Tender is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this Tender invitation is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender invitation does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender documents. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

MAKE AND MODELS OF THE CAR REQUIRED BY THE BANK

- | | |
|---------------------------|-------------|
| 1. Maruti Ciaz Petrol Zxi | --1 approx. |
| 2. Maruti Swift Dezire | 1 approx |

All the cars to be provided will be brand new cars as per the car models specified above and colour of the car should be acceptable to the Patiala Administration for the registration of the car in taxi segment. The cars should be provided GPS / GPRS system and should comply all future legal requirements of the various state transport department of Chandigarh / nearby states.

COMMERCIAL TERMS FOR CALCULATION OF CHARGES

1. The applicants have to quote the amount for the fixed monthly charges (Including driver salary and maintenance of the car). Bank will reimburse fuel charges for the ordinary petrol at an average of 14 kms per litre on monthly basis for the both above mentioned models. The reimbursement of fuel will at the average rate of fuel for 1st, 15th and the last day of the month.
2. The variable charges to be paid have been fixed by the bank, which will be common for all the empanelled agencies. The variable charges shall be calculated as under:-
 - a. Extra hour charges Rs.60/per hour, over& above the fixed limit of 12 hours
 - b. Sundays/national holidays-Rs.500/- per day (reliever charges)
 - c. Night retention charges-Rs.250/- per night beyond 12.00 Midnight.
 - d. No extra overtime will be paid for those days. If outstation duty is beyond 3 nights all additional nights will be reimbursed at Rs.500/- per night.
 - e. The statutory charges/dues as to GST or any other charges applicable in this regard will be borne and payable by the agency /company.

ELIGIBILITY CRITERIA /PREQUALIFICATION:

1. The bidder should not have been blacklisted by any Govt. / PSU / Banks for corrupt or fraudulent practices or non-delivery or non performance during the last three years as on the date of issuance of tender.
2. Any effort on the part of bidder to influence bid evaluation process or award of contract may result in the rejection of the bid.

3. The Agency / Company should be duly registered under the Shops & Establishments Act and/or any other applicable laws and conform to all such rules of RTO & policies / rules of the state government.
4. The Agency / Company should be registered for the purpose of GST Tax as applicable.
5. The Agency / Company should be an assessee of Income Tax and should have valid PAN number.
6. The Agency / Company should be in business of hiring of cars for the last 3 years. The relevant RTO permission should be valid as on the date of submission of the Bid.
7. The Agency / Company should have minimum 2 cars in the company's own name which are being given /used on monthly / casual hire under „T“ permit (as on 31.12.2017). Please attach tabular statement giving Car make, model, registration number and owner's name, attach self-attested photocopy of RC for each vehicle.
8. The annual turnover for the last 3 preceding financial years should not be less than 5 LACS per annum.
9. The Agency/Company must have minimum three existing tie-up arrangements with the Govt. / Semi Govt. / Corporate(s) for providing car on hire basis. The Agency/Company should have at least one office in Patiala.
10. The Agency/Company should have its own well equipped service station or tie up arrangement with a reputed well equipped service station for the maintenance of cars.

(The applicants shall be ineligible if any of these criteria's are not fulfilled, Bank reserves the rights to modify or amend the eligibility criteria. The Bank's decision will be final & binding in this regard)

BID VALIDITY

The offer shall be valid for a period of 3 months from the date of submission of the quotes.

EMD

Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees Thirty thousand only) should accompany the Techno-Commercial Bid Document. The EMD shall be paid in the form of Demand Draft /Bankers Cheque from Nationalized Bank /Scheduled Commercial Bank in favour State Bank of India, payable at Patiala. Such EMD shall not carry any interest. Any Bid not accompanied by the requisite EMD shall be deemed to be invalid and will be rejected. The EMD will be refunded to the ineligible bidders within 15 days from the completion of the tender process without any prejudice to any other rights of the bank.. In case of successful bidder / bidders, earnest money deposit will be forfeited by the Bank if:-

- a) After submission of the tender, if the tenderer fails/refuses to comply with any /all of the terms & conditions of the Tender.
- b) The Tenderer withdraws the offer during the validity period.

However in case of successful bidder / bidders, the EMD will be continued with the Bank till submission of performance guarantee.

DOCUMENTS COMPRISING THE BID

Bid shall be submitted in separate sealed envelopes, duly super-scribed as below:

PART I -TECHNICAL BID

PART II -PRICE/FINANCIAL BID

PART I –TECHNICAL BID SHALL CONTAIN THE FOLLOWING

Covering letter as per the format for bid submission form

1. Agencies / Companies general details /information, as per format Part 1 / F-I.
2. Letter of authority in favour of any one or two agency's Executives conferring authority to attend the technical bid & price bid opening on specified dates and venue as per format Part 1 / F-II.
3. Documents relating to agency's eligibility criteria Part 1/ F-III.
4. Confirmation of no deviation as per format Part 1/ F-IV.
5. Periodic maintenance schedule of vehicle as per manufacturer's schedule Part 1 /F-V.

PART-II PRICE BID

Part-2 shall contain Price offer duly filled in separate sealed envelopes, duly signed & stamped on each page super scribing on the sealed envelope. „**Price Bid –Do not open**“. Any correction in the Bid should be duly authenticated under full signature and seal of the agency's/company's authorised signatory. Both the sealed covers shall be placed in a single cover super scribed **“Tender for hiring of cars”**.

(Price Bid to be submitted as per the prescribed format)

EVALUATION CRITERIA FOR DETERMINATION OF TENDER

The bids will be examined by the Bank to determine whether they are complete and whether the required bid security and other details / documents have been furnished / submitted. Bid determined as not substantially responsive will be rejected. The Bank may at its discretion waive any minor non-conformity or irregularity in bid does not constitute a material deviation. The decision of the Bank, whether any deviation in material or not shall be final and binding to all.

Evaluation will be done on the basis of the following parameters:-

- a) The price bids of only those agencies / companies will be opened who qualify in their technical bids, based on the parameters spelt out in the tender document.
- b) Based on the Price Bid, L-I, L-II & L-III will be decided. The sole criteria in the price bid will be the monthly rentals quoted since variable charges are fixed & specified by the Bank. The L-1 will be declared on the basis of total cost of monthly rent to be paid by the bank as mentioned in price bid form i.e. for total 2 (1+1) vehicles for all categories/models as per price Bid Format.

The Bank will shortlist minimum three agencies based on the quotes received from the agencies / companies. (L-1/L-II/L-III).

The L1 tenderer has to supply full lot of vehicles.

In case L-I backs out, then bank will give the offer to the next lowest eligible agency in succession.

The bidder must adhere to the format given while quoting the price bid.

The Bank reserves the right to accept or reject any bid without assigning any reason.

No conditional bid will be accepted by the Bank.

DATE & TIME OF SUBMISSION

Interested agencies/companies may submit their applications in the prescribed format as specified earlier. The applications are to be downloaded from the Bank's Website www.statebankofindia.com or www.sbi.co.in, filled in and hard copies to be submitted at the address given below before 1.00PM on 1st January 2018.

Address:

The Chief Manager (GB), State Bank of India,
Administrative Office,
Sherawala Gate,
Patiala-147001

Date & Time of Pre Bid Meeting- 01/01/2018 (3.30PM)

(Agencies / Companies may clarify their doubts if any during the Pre bid meeting. The participation in this meeting is optional).

Date & Time of Technical Bid Opening- 01/01/2018 (3.30PM)

Representatives of Bidders, if they so choose may present themselves during the opening of the Technical Bid. However technical bid would be opened even in the absence of any or all the authorised representatives of the bidders.

Date & Time of Price Bid Opening- 01/01/2018 (3.30PM)

Representatives of those Bidders who qualify in the Technical Bid, if they so choose may present themselves during the opening of the Price Bid. However Bids will be opened even in the absence of any or all the authorised representatives of the bidders.

TERMS OF SERVICE/MISCELLANIOUS.

- a) The successful bidder has to execute a contract with the Bank in the format prescribed/ approved by the Bank.
- b) The broad terms and conditions of the contract/ service shall be as mentioned in the Annexure A.
- c) The successful bidder has to provide a performance guarantee for an amount of Rs.50000.00 for a period upto one month beyond the contract period, within 15 days from the date of award of the bid, from a scheduled commercial bank other than State Bank or its subsidiary Bank, in a format made available by the Bank. The Bank reserves the right to enforce the guarantee, in case the successful bidder fails to comply any of its obligation as per the contract or bid documents.
- d) The Bank reserves the right to cancel the tender process at any time before finalisation and execution of the contract with or without assigning any reason.
- e) The vehicles should be available round the clock on all days of the year and shall remain parked at the Bank's premises or at the residence of the user as per the discretion of the user.
- f) The contractor firm should keep the relative RC Book, Tax deposits, Insurance policy etc. in the car besides handing over the copy of the same to the Liaison Officer, AO Patiala.
- g) Language of Bid: All bids and supporting documentation shall be submitted in English.
- h) SBI reserves the right to accept or reject any or all bids without assigning any reason thereof and Bank's decision in this regard will be treated as final. Bids may be accepted or rejected in total or any part

or items thereof. No contractual obligation whatsoever shall arise from the Tender process unless and until a formal agreement is signed and issued by duly authorised officials of the Bank.

- i) Any bid not containing sufficient information, in view of SBI, to permit a thorough analysis may be rejected.
- j) The Bank shall have the right to reject the bids not submitted in the prescribed format or incomplete in any manner.
- k) State Bank of India is not responsible for non-receipt of bids within the specified date and time due to any reason including postal delays or holidays.
- l) The Bank also reserves the right to alter/modify any/some/all the requirements as it may deem necessary, and notify the same on its web-site : www.sbi.co.in or otherwise. The bidders should be agreeable for the same.
- m)

Bids not conforming to the Tender requirements may not be considered by SBI. However, SBI reserves the right, at any time, to waive any of the requirements of the Tender, if in the sole discretion of SBI, the best interest of SBI be served by such waiver.

- n) Bidders who do not meet the technical criteria stipulated by the Bank will not be considered for further evaluation.
- o) SBI shall have the right to cancel the Tender process at any time prior to award of contract, without thereby incurring any liabilities to the affected bidder(s). Reasons for cancellation, as determined by SBI in its sole discretion include but are not limited to, the following :
 - i) Services contemplated are no longer required.
 - ii) Scope of work was not adequately or clearly defined due to unforeseen circumstance and/or factors and/or new developments.
 - iii) Proposed prices are unacceptable to the work.
 - iv) The project is not in the best interest of SBI.
 - v) Any other reason.
- p) Pre-bid meeting, if any, will be held to brief the intending bidders about the requirements of the Bank and to furnish clarification on any points/queries received from them. No separate communication will be sent for this meeting.
- q) SBI reserves the right to verify the validity of bid information and to reject any bid where the contents appear to be incorrect, inaccurate or inappropriate at any time during the process of Tender or even after award of contract.
- r) SBI reserves the right to re-negotiate the prices in the event of changes in the market conditions and/or technology etc.
- s) Bank reserves the right to appoint a consultant, if so decided by the Bank at any stage during bidding process.
- t) All pages of bid document should be stamped and signed by authorised signatory of the bidder.
- u) Vendor should carry out any change request necessitated by the Bank.
- v) Bank reserves the right to discontinue/close the project at any point of time without assigning any reason thereof and Bank's decision in this regard will be treated as final.

By responding to this document, it is construed that the bidder has agreed to fully adhere to all the requirements of this Tender.

Annexures to the Tender Documents:

This tender includes the following annexure/ Schedule/ Formats which are integral part of this Tender.

1. Annexure "A" - SCOPE OF SERVICES AND DETAILED TERMS AND CONDITIONS AGENCIES / COMPANIES RESPONSIBILITY FOR PROVIDING CAR ON MONTHLY HIRING BASIS
2. Annexure "B" - Part-1 / Covering Letter - BID SUBMISSION FORM.
3. Part 1/F-I - AGENCY'S GENERAL DETAILS/ INFORMATION
4. Part 1 /F-II - LETTER OF AUTHORITY - PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING AND SUBSEQUENT NEGOTIATIONS/ CONFERENCES
5. Part 1 / F-III – DOCUMENT RELATING TO AGENCY'S ELIGIBILITY CRITERIA.
6. Part 1 / F-IV – NO DEVIATION CONFIRMATION
7. Part 1 / F-V – Periodic Maintenance of Vehicle as per Manufacturers Schedule.
8. Annexure "C" – PRICE BID

For State Bank of India

Chief Manager (GB)

AO Patiala

SCOPE OF SERVICES AND DETAILED TERMS AND CONDITIONS AGENCIES / COMPANIES RESPONSIBILITY FOR PROVIDING CAR ON MONTHLY HIRING BASIS

1. All the cars for the purpose of monthly Hiring basis should be brand new cars and as per the models approved by the Bank fitted with GPS / GPRS facility meeting the requirement of the law forcing agencies / State transport department.
2. The vehicles should be available round the clock on all days of the year and shall remain parked at the Bank's premises or at the residence of the user as per the discretion of the user.
3. The start of duty timings will be as per the convenience of the user official. For using the car beyond 12 hours duty overtime would be applicable on hourly basis at rates, as approved by the Bank. Night charges will be paid in case of duty hours beyond mid night and the night charges will conclude at 5 AM on the next day morning. No night charges will be paid in case of outstation travel, only outstation charges will be reimbursed by the Bank.
4. The agency shall comply with all the rules and regulations relevant to supply and running of tourist taxis stipulated by RTO, Patiala and other Government Authorities. The agency shall comply with all the local/ municipal laws and statutory rules as applicable and will indemnify the Bank against all actions, claims, suits etc. for non-compliance of laws.
5. The agency should have an office with telephone facility and contact point for 24 hours and the telephone/mobile numbers concerned shall be given to the user official. In addition, the Company/Agency should make dedicated arrangement to ensure that all the cars report on time and are kept clean at the start of duty each morning and a confirmation by SMS is sent to the user executive, every day. Drivers should be medically fit and have antecedents, police verified.
6. The driver should be provided with uniform and a reliable post-paid mobile connection for communication with the user executive and its capital/ recurring cost will be borne by the agency.
7. The car must be kept clean and periodically serviced and provided with neat seat covers which should be changed, after every 15 days. The agency shall bear the expenses in regard to periodic washing of seat covers and general upkeep of the car. The time for cleaning car cannot be included in the working hours for the purpose of calculations.

8. Rest room/change room or meals to the drivers will be responsibility of the agency / company. The drivers will be the staff of the agency and Bank will not be responsible for violation of any rules / regulations in this regard. Bank will not be responsible in any way for the driver's injury, disablement, or loss of life due to an accident while on duty.
9. As the drivers are employees of the agency concerned, they should comply with local laws and provisions relating to their employment with their agency concerned. The Bank will not be liable for their non-compliance.
10. The contractor should make arrangements for filling the fuel from the Petrol Pump which is on the regular route of the user on the regular route from the residence to office or otherwise. Extra running for filling fuel and any use of the vehicle by the driver will be at the cost of the agency.
11. The car used by the Bank on hire on monthly basis will be essentially required to be parked at the Bank's apartment provided to the user executive unless otherwise desired by the Bank. The keys of the hired car should be deposited to the user officer overnight so as to move the vehicle in the case of any need or in emergencies.
12. In case car meter is found faulty on check, the penalty of Rs.5000/- will be levied.
13. The drivers should have a valid driving license which should be produced by them as and when demanded by the Bank and / or Traffic / Govt. authorities. The driver should be medically fit and should be conversant with the routes and places in Chandigarh and around. The renewal of the driving licenses will be the responsibility of the agency.
14. The agency shall change the driver, if not found suitable or desirable by the official and make immediate arrangements to provide a substitute. If the driver is unable to attend or proceeds on leave or whatsoever reason, the agency shall provide substitute without delay. Needless to mention, all such drivers should also be medically fit and antecedents verified by police and also to satisfy any other requirements in respect of the driver mentioned in this document.
15. The driver will comply with the orders given by the Liaison officer, Security Officer or any other responsible functionary of the Bank regarding safety and security when the car is in the Bank's premises. The drivers should be in uniform provided by the company/ agency, neatly dressed, courteous and obedient.
16. The agency should maintain a record of the running of the car on a daily basis which should be authenticated by the user official concerned on the log sheet.

17. In case the car breaks down on the way or found missing from duty, the agency will have to pay taxi fare applicable for AC Taxi of the same segment, till suitable alternative arrangements are made. Further the agency will arrange another car till the car concerned is repaired/replaced.
18. The agency will do suitable periodical maintenance to avoid break downs in case of failure to do so, the Bank reserves the right to impose penalty on the agency. On repetition of such incident to the extant, Bank may reject the car or terminate the contract of the agency /company. In the event of replacement of the vehicle provided for unavoidable reason the authorized make/model of car should be provided with prior intimation to the official for whom the car is engaged and in consultation with Liaison Department of the Bank.
19. Whenever the user official so directs as per Bank's extant rules the car will report to the Liaison Department, AO Patiala and the car will be used in the general pool of the Bank till the validity of such period as desired by the official. The car provided to the Bank will be covered by comprehensive insurance at the cost of the agency. The Bank shall not be responsible for any damage to the car and compensation to anyone in the event of injury/disablement or loss of life as a result of accident.
20. The agency shall indemnify the Bank against any damage/loss out of accident caused by the car. All applicable taxes inclusive those of passenger tax, road tax and permit charges etc. will be borne by the agency.
21. Parking of the car during the office hours will be arranged by the agency at their cost within 1 kilometre radius from the Bank. However Toll tax, service tax etc. shall be paid by the agency which will be reimbursed by the Bank along with the monthly bills on production of relevant receipts duly authenticated by the user executive.
22. The agency will be paid the fixed monthly charges (Including driver salary and maintenance of the car). Bank will reimburse fuel charges for the ordinary petrol at an average of 14 kms per litre on monthly basis for the both above mentioned models. The reimbursement of fuel will at the average rate of fuel for 1st, 15th and the last day of the month. However extra hours / night charges / holidays charges will be paid as per tender rates.
23. The Company should ensure and confirm to the Bank that all the drivers provided to the Bank on duty are paid salary and benefits due to them as per "Minimum Wages Act" laid down by the Government.
24. Unless intimated otherwise, the present agreement will be initially for a period of 36 months (3 years) which will be reviewed every year and in case the services are found satisfactory, the

arrangement may continue for a further period as decided by the Bank at appropriate time.

25. The Bank reserves the right to terminate this agreement without assigning any reason, by giving 30days notice to the agency concerned during the contract period of 36 months (3 years). No compensation whatsoever will be paid by the Bank to the agency on such termination. If the termination for any valid reason happens in the middle of the month, pro rata hire charges shall be payable by the Bank to the agency.
26. The agreement will be terminated without any prior notice if the agency violates any of the terms and conditions of the agreement accepted by the agency at any stage of the contract.
27. In case the agency / company obtain financial assistance from any institution, organisation and bank, the Bank will not be responsible/ liable to meet the repayment of loan instalments to the lender. Cars if financed by State Bank of India and later rejected / denied / recalled for any reasons of non-compliance of the terms and conditions of the contract, the provider agency/company will not have any financial claim during the contract period on State Bank of India. The financial repayment responsibility of all such cars if any will solely lie on the agency/company.
28. Physical dent, paints or damage to the car due to any reason during the tenure of the contract should be rectified promptly so as to maintain decent look of the car during the hired period. Failure to comply would enable the Bank to reject such cars for any further period of the Contract.
29. The allotted cars to be provided by the company/ agency at first Instance i.e. within 15 days of engagement Failure to commitment of this terms and conditions, would be viewed seriously by the Bank to the extent will be treated as non-compliance of the contract.
30. The Bank reserves the right to reject all or any one offer at its own discretion and without citing any reasons.

Repairs and Maintenance:

All repairs and maintenance will be the sole responsibility of the agency/ company. The agency / company have to ensure that the cars are periodically maintained and kept in good condition and road worthy.

Fuel:

The fuel (Petrol) (Diesel) will be provided by the company on the reimbursement basis by Bank as per the tender terms and conditions. However the use of oil or other consumables related to

engine / car / perfume will also be provided by the agency.

Contract Period:

The agreement will be for a period of 3 (Three) years from the date of commencement of the hiring of the cars, with an option at the sole discretion of the Bank to renew for such period as may be decided by the Bank.

Payment Terms:

It will be ensured that the bills will get settled within 30 days from the date of submission of bills. The payment will be made through account with State Bank of India only, for which agency will have to furnish their bank account details.

Arbitration:

Any dispute or difference whatsoever arising between the Parties out of the contract or the validity or breach thereof, shall first be an attempt to mutually settle the same amicably. If however, the said settlement being not possible shall thereafter be referred to a Sole Arbitrator, which will be Deputy General Manager (B&O), SBI Administrative Office, Patiala.

The venue of the said Arbitration shall be at Patiala and the provision of the Arbitration and Conciliation Act, 1996 shall apply to the said proceedings. The Award of the Arbitrator shall be final and binding upon both the parties.

Termination Clause:

The Bank reserves its right to terminate the Hire agreement for any reason at its absolute discretion including but not limited to the following:

- a) If the agency / company is adjudicated insolvent by a Competent Court or files for insolvency or if the hirer being a company is ordered to be wound up by a Court of competent Jurisdiction.
- b) If the Agency / Company commit any breach of the terms of this Hire agreement / tender document.
- c) If any charge sheet is filed by a competent authority of the Government against the Agency / Company, or the Agency / Company is convicted by a criminal court on grounds of moral turpitude.
- d) The Agency / Company is involved in wrongful billing. In addition hereto wrongful billing shall also result in the Agency / Company being debarred from participating in any other tender of the Bank.
- e) The engagement is not in the interest of the Bank or the Bank no more requires any such service.

It is clearly understood by the Agency / Company that if a charge sheet is filed by any competent authority of the Government against the Agency / Company, the Agency / Company is obliged to notify the Bank within fifteen days of filing of the charge sheet. Failure to do so shall result in forfeiture of all payments due for service rendered after the date of the filing of the charge sheet.

If there is a change in the name of the Agency / Company etc. arising out of:

- a) merging with some other company or
- b) collaboration with some other company or
- c) for any other reason

or, if any changes take place in the proprietorship or partnership of the Agency / Company, the Bank should be intimated within 30 (Thirty) days of such changes, failing which all payments will be withheld and Bank may terminate the hire agreement as may be deemed necessary, Whatever be the reason of changes, the subject hire agreement would be terminated unless the new company/entity accepts the subject Hire agreement at the same rates, terms and conditions laid down herein. The agency /company shall refund the excess money paid by the agency / company for the term for which the agreement / arrangement has run.

Performance Guarantee.

If the Agency/ Company violates any of the terms of the service or the Agreement, the Bank at its sole discretion may invoke the performance guarantee submitted/to be submitted by the Agency/ Company. Failure of the Agency/ Company to renew the Guarantee before its expiry may also be a sufficient reason for the Bank to invoke the Guarantee.

Part-1 / Covering Letter on the letter head of the Bidder

BID SUBMISSION FORM

To
The Chief Manager (GB) State Bank of India,
Administrative Office
Sherawale Gate ,
Patiala 147001
Dear Sir,

After examining the Bidding Documents / annexure A including Special Conditions of Contract and schedule of rates etc. the receipt of which is hereby duly acknowledged, we, the undersigned, are pleased to offer to execute the whole of the Job and in conformity with, the said Bid Documents.

We confirm that this bid is valid for a period of 3 months from the date of opening of Techno-Commercial Bid, and it shall remain binding upon us and may be accepted any time before the expiration of that period.

Until a final Agreement is prepared and executed, the bid together with your written acceptance thereof in your notification of award shall constitute a binding Agreement between us.

We understand that Bid Document is not exhaustive and any action and activity not mentioned in Bid Documents may be inferred to be included to meet the intent of the Bid Documents and shall be deemed to be mentioned in Bid Documents unless otherwise specifically excluded. We confirm to perform for full fulfilment of Agreement and completeness of the Work in all respects within the time frame and agreed price.

We understand that you are not bound to accept the lowest priced or any bid that you may receive.

SIGNATURE OF AUTHORISED PERSON WITH SEAL
DATE:

Duly authorized to sign bid for and on behalf of _____

(SIGNATURE OF WITNESS)

WITNESS NAME:

ADDRESS:

Part 1 /F-I

AGENCY'S GENERAL DETAILS/ INFORMATION

To

The Chief Manager (GB) State Bank of India,
Administrative Office
Sherawale Gate ,
Patiala 147001

NAME OF THE AGENCY/COMPANY	
CONSTITUTION OF THE BIDDER	
NUMBER OF YEARS IN OPERATION	
REGISTERED ADDRESS	
OFFICE ADDRESS	
MAKE & NO. OF VEHICLES HELD IN AGENCY NAME	(Please attach tabular statement giving Car make, model, registration number and owner's name, attach self-attested photocopy of RC for each vehicle)
NAMES & ADDRESS OF THE DIRECTORS / PROMOTERS	
TELEPHONE NUMBER	
E-MAIL ADDRESS & WEB SITE (If any)	
TELEFAX NUMBER	
CONTACT PERSON	

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)

Part 1/F-II

LETTER OF AUTHORITY

PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING AND
SUBSEQUENT NEGOTIATIONS/ CONFERENCES

No. Date:

To

The Chief Manager (GB) State Bank of India,
Administrative Office
Sherawale Gate ,
Patiala 147001

Dear Sir,

We _____ hereby
authorize following representative(s) to attend technical bid opening and
price bid opening and for any other correspondence and communication
against above Bidding Document:

1) Name & Designation _____ Signature_____

2) Name & Designation _____ Signature

We confirm that we shall be bound by all commitments made by _____
aforementioned authorized representatives.

Yours faithfully,

Signature

Name & Designation
For and on behalf of

Note: This letter of authority should be on the letterhead of the Agency
/ Company and should be signed by a person competent and having the
power of attorney to bind the Agency / Company.

Not more than two persons are permitted to attend technical Bid and
price bid opening.

Part 1 /F-III

DOCUMENTS RELATING TO AGENCY'S ELIGIBILITY CRITERIA

1. AGENCY IS REQUESTED TO FILL THIS CHECK LIST AND ENSURE THAT ALL DETAILS/ DOCUMENTS HAVE BEEN FURNISHED ALONG WITH HIS OFFER.

Clause	Documents required	Submitted (Agency to indicate) Yes/No
The agency / company should have been in the business of rental of cars for minimum 3 years and should have executed and/or under execution minimum 3 tie up arrangement with Banks / Govt./ semi govt. departments / Corporate(s)	Documentary evidence like work order, contract agreement etc. for the same must be provided.	
A letter from an authorized service centre/work shop of respective make of vehicles confirming the tie up for providing fleet maintenance services should be submitted.	Confirmation by Agency.	
The Agency / Company should have minimum 2 cars in the company's own name which are being given /used on monthly / casual hire under „T“ permit (as on 31.12.2017).	Please attach tabular statement giving Car make, model, registration number and owner's name, attach self-attested photocopy of RC for each vehicle.	

2. ANNUAL TURNOVER STATEMENT

The Agency / company shall indicate here the turnover during proceeding 3 years based on the audited balance sheets & profit & loss account statement. Copy of audited balance sheets including profit & loss account is attached.

FINANCIAL YEAR	ANNUAL TURNOVER (IN Rs.)	NET PROFIT / LOSS (Rs.)
2014-2015		
2015-2016		
2016-2017		

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)

3 GST TAX REGISTRATION DETAILS

GST Tax Registration Number	
Place & Registration Authority	

4. EMD DETAILS

Bank Draft/Bankers Cheque No.	
Dated	
Drawn on	
PAN No. of the agency/ company	

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)

Part 1 /F-IV

NO DEVIATION CONFIRMATION

To

The Chief Manager (GB) State Bank of India,
Administrative Office
Sherawale Gate ,
Patiala 147001

Dear Sir,

We understand that any deviation/exception in any form may result in rejection of bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the bid and we agree that if any deviation/exception is mentioned or noticed, our bid may be rejected.

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)

Part 1 / F-V

Periodic Maintenance Schedule of Vehicle as per Manufacturers
Schedule:

(The details of the periodic maintenance is as per the specification of the manufacturer of the both vehicles, Bidder has to reproduce the same here.)

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)

(In separate sealed cover)
PRICE BID

Date of Advertisement	19 th Jan, 2018
Valid up to	3 Years from the date of Agreement.
Delivery	State Bank of India, Administrative Office Patiala.
Emission norms	Compliance with local norms
Term	3 Years.

MONTHLY HIRE CHARGES IN ADDITION TO CHARGES PAYABLE FOR OPERATIONS OF EXCEPTIONAL NATURE AS DETAILED UNDER COMMERCIAL TERMS :

ITEM NO. (1)

CATEGORY	HIRE CHARGES PER MONTH (1)	No. of cars (1)	Total Charges per Month 3)=(1) x (2)
MARUTI CIAZ Zxi PETROL Monthly rental amount (Fuel to be reimbursed by Bank @ 14 kms per litre)	Rs.	1	Rs.

ITEM NO. (2)

CATEGORY	HIRE CHARGES PER MONTH (1)	No. of cars (1)	TOTAL CHARGES PER MONTH (3)=(1) x (2)
Maruti Swift Dezire Diesel Monthly rental amount (Fuel to be reimbursed by Bank@ 14 kms per litre)	Rs.	1	Rs.

TOTAL: Item No. 1+ 2 =

Rs.

(In words _____)

Dated _____

(Signature & Seal of Authorised signatory)