

(FLAG-F)

STATE BANK OF INDIA
OFFICE ADMINISTRATION DEPARTMENT, LOCAL HEAD OFFICE,
TILAK MARG, 'C' SCHEME JAIPUR

NOTICE INVITING TENDER (NIT)

**TENDER FOR HIRING OF VEHICLES FROM AGENCIES /
COMPANIES AT LHO, JAIPUR**

1. *ON MONTHLY RENT BASIS FOR LOCAL AND OUTSTATION USE*
2. *EMPANELMENT OF VEHICLE PROVIDERS ON DAILY BASIS REQUIREMENTS FOR LOCAL USE AND OUTSTATION*

(TENDER NO-JAI/LHO/OAD/001)

IMPORTANT DATES

S.NO	PARTICULARS	DATE & TIME
1	Issue date of tender	06.03.2024
2.	Last Day & Time of Submission of Technical Bid	26.03.2024
3.	Date of pre-Bid Meeting	20.03.2024
4.	Date of opening of Technical Bid	27.03.2024
5.	Date of opening of Financial Bid	Will be advised after technical bid scrutiny

State Bank of India invites online Tenders from eligible agencies for Hiring of Vehicles on monthly basis and Empanelment of Vehicle Providers for Local & Outstation on daily basis requirements at SBI LHO, Jaipur as per the criteria specified in the tender document.

1	Name of Work	Hiring Of Vehicles on monthly basis and Empanelment of Vehicle Providers for Local & Outstation on daily basis requirements At SBI LHO, Jaipur
2	Commencement of services	W.e.f. 01.05.2024 as per specified in NIT/RFP
3	Earnest Money Deposit	Rs.5,00,000/- (Rupees Five Lakh only) by crossed Bank Draft/ Banker's Cheque drawn in favour of AGM (OFFICE ADMINISTRATION) State Bank of India, Jaipur (To be enclosed in sealed envelope as a part of Technical Bid).
4	Processing Fee of Tender	A non-refundable amount of Rs 1,000/- (Rupees One Thousand only) in favour of AGM (OFFICE ADMINISTRATION) State Bank of India, Jaipur (To be enclosed in sealed envelope as a part of Technical Bid)
5	Last date and time of receipt of Tenders	26.03.2024 (15.00 hours)
6	Address at which the Tenders are to be submitted	Technical Bid: - Hard copy of duly signed technical bids to be submitted at State Bank of India, Office Administration Department, Local Head Office, Tilak Marg, 'C' Scheme Jaipur and should also be submitted online on e-tender portal. Price Bid: - Price Bid to be uploaded online on www.tenderwizard.com/SBIETENDER
7	Date and time of opening of Technical Bid	27.03.2024 (15.00 hours)
8	Place of opening Technical Bid	STATE BANK OF India, OFFICE ADMINISTRATION DEPARTMENT, LOCAL HEAD OFFICE, TILAK MARG, 'C' SCHEME JAIPUR
10	Defects Liability Period	NA

11	Validity of Offer	90 days from the date of opening the Price Bid.
12	Liquidated Damages	As specified in the subsequent pages in the tender document
14	Availability of Tender Documents	Tender documents to be downloaded from the Bank's website procurement news https://www.sbi.co.inunder "procurement-news"
15	For E-Tender related queries	Service provider:

HIRING OF VEHICLES ON (i) ON MONTHLY RENT BASIS FOR LOCAL AND OUTSTATION USE AND (ii) EMPANELMENT OF VEHICLE PROVIDERS ON DAILY BASIS REQUIREMENTS FOR LOCAL USE AND OUTSTATION AT STATE BANK OF INDIA, LOCAL HEAD OFFICE, C-SCHEME, JAIPUR

State Bank of India inviting tender in the prescribed format from reputed agencies / Companies / Operators engaged in the Business Transport, for hiring various models of fuel-efficient Public Service Vehicles (Taxi) (Air Conditioned) with required State Permits/Licenses for use within/outside Rajasthan on monthly hiring basis for a period of 2 years w.e.f. 01.05.2024. *After expiry of the above prescribed period of 2 years the Bank reserves the right to extend the period on the same terms and conditions if it so desires at its discretion subject to the mutual agreement between the parties, for a period of further period of 1 year subject to satisfactorily services provided by the firm/agency. However, in any condition the agreement will not be renewed beyond 3 years.*

1. The Bank may require approx.17 Honda City 1.5 (1 ZXMT 15 VXMT) (White Color), 1 Hyundai Creta SX 1.5 (Petrol), 2 Innova Crysta GX (DIESEL) (White Color), on regular basis. The Contract with the Transporters shall be valid for a period of 2 years.
2. The scope of work for the services to be provided is given in **Annexure-A** with detailed terms and conditions.
3. Earnest money deposited will be refunded to all except the successful bidder without any interest, after awarding the work to the successful bidder.
4. **Technical bids are to be submitted on before 26.03.2024** by 3.00 PM at State Bank of India, Local Head Office, Tilak Marg, Jaipur along with the earnest money of Rs 5,00,000/- in the form of DD in favor of AGM (OFFICE ADMINISTRATION), SBI payable at Jaipur. The bidder registered with MSME is exempted for EMD. The envelope should be superscribed with the Hiring of Vehicles on monthly basis and Empanelment of Vehicle providers for Local & Outstation requirements on daily basis at State Bank of India, Local Head Office, C-Scheme, Jaipur (Raj.)
5. The successful bidder shall have to deposit equal to one month contract amount as interest free security deposit inclusive of EMD amount at the time of execution of agreement. The Security Deposit will be refunded on **expiry of the contract** - after adjusting the dues payable by the successful bidder to the Bank. The bidders who are eligible for the empanelment shall also have to deposit Bank guarantee/FDR of Rs.1,00,000/- (One Lacs) as security deposit which also will be refunded on **expiry of the contract** after adjusting the dues payable by the bidder to the Bank.

6. Tender fees- a Non-refundable tender fees of Rs.1000/- has to be deposited along with Technical Bid. The Technical bid shall be submitted along with the requisite documents and financial bid will be submitted online only.
7. **Technical Bids will be opened at 03.00 PM on 27.03.2024** Bidders who qualified in the technical bids shall only be eligible to participate in the Financial Bidding process.
8. The Financial Bid of those qualified bidders who submit the EMD with Technical Bid and all other enclosures except price bid is found in order by the committee will be eligible for financial bid opening through online mode. The tenders without EMD will be rejected. Financial Bid will be submitted online only, if any price bid found with the technical bid, then it may get rejected as per the decision of the prescribed Committee.
9. The Courts in Jaipur (Rajasthan) alone shall have the jurisdiction in respect of any or all matters relating to or connected with the Tender.
10. The Bank does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason. No correspondence will be made in this regard.
11. Final award of the contract will be subject to the approval of the Competent Authority in the Bank.
12. Bank reserve right to cancel the tender process at any stage without citing any reasons.
13. In case the date of opening/closing of Bids is declared a holiday in Rajasthan, the bids will be opened/closed on the next working day at the same time. Bank has the right to accept/reject any/all bid without assigning any reasons. *The Bank also reserves its right to reject any bid which, in the opinion of the Bank, is too low or unrealistic for effectively carrying out the obligations required under the terms and conditions of the tender.*
14. For both type of bids all documents/forms to be submitted separately.

AGM (OFFICE ADMINISTRATION)
SBI, LHO, Jaipur

TENDER PROCESS

The tender process will be in two mode system. The Technical bid Envelope containing EMD and Technical bid, covering letter, certificate of vender all other pages of tender document other than price bid will be submitted at the said address and price bid will be submitted online only. The technical bid Envelope should be sealed duly super-scribed as "Tender for Hiring of Vehicles on monthly basis and Empanelment of Vehicle providers for Local & outstation on daily basis requirements at State Bank of India, Local Head Office, C-Scheme, Jaipur.

Envelope One: This envelope will contain.

- a. The EMD of Rs.5,00,000/- (Rupees Five Lac only) in favour of AGM (OFFICE ADMINISTRATION) State Bank of India payable at Jaipur. The bidder registered with MSME is exempted.
- b. Undertaking by the contractor in the prescribed format as detailed in the tender document
- c. Registration certificate of the firm / company.
- d. Documents to prove experience as mentioned in the tender document.
- e. all other important documents mentioned in application format of this tender document. *(Price and other financial details must not be included in the technical bid.)*

NOTE: *Tender will be rejected if the tenderer fails to submit the requisite EMD & Tender Fee (MSME exempted for EMD with the submission of MSME registration Certificate) and the financial bid will not be opened.*

The tender shall be submitted online as per procedure by the conducting agency.

1. All the bidders are requested to note that State Bank of India will not accept any incomplete or conditional tender and the tender will be rejected if any bidders found quoted conditional tender and if the same are not withdrawn at the time of opening of tender / price bid. All conditions, if any, to be loaded with rate. The rate should be inclusive of all taxes payable and necessary insurance premium / service charges etc., for the labour and machinery etc. exclusive of GST.
2. The bidders should satisfy them-self of the scope of work before quoting the rates and clear the doubts if any. No deviation of conditions or request for change of specifications or additional rate will be entertained at any stage.
3. Details Of Payment: The payment to the Contractor will be released by the Bank (SBI) on submission of monthly bills along with proof of adhering to the contract conditions.

CERTIFICATE OF THE CONTRACTOR

I / We read and understood all the terms & conditions and requirements in the tender document for Hiring of Vehicles on monthly basis and Empanelment of Vehicle Providers for Local & Outstation on daily basis requirements at State Bank of India, Local Head Office, C-scheme, Jaipur.

Place:

Date:

Signature of the Contractor

MINIMUM ELIGIBILITY CRITERION / PREQUALIFICATION FOR MONTHLY HIRING BASIS

Only those who fulfil the following minimum criteria need to submit their bids:

1. The Bidder should be a registered and well-established transport operator (Proof of registration as Individuals/Sole Proprietors/Agencies/Firms/Companies to be enclosed). The bidder should have fleet of minimum 5 nos. Taxi vehicles, registered in the name of Agency/Partners/proprietor. (Documentary evidence to be provided)
2. The Bidder should have registered as a commercial establishment under Shop & Commercial Establishment Act of the State of Rajasthan.
3. The bidders should not have been blacklisted by any Ministry/Department/Bank/Organization etc. The tendering bidders shall have to submit notarized affidavit on a stamp paper of appropriate value of this effect that they have not been blacklisted or their business dealing with the Government Ministries/Department have not been banned.
4. If any agency in the past has turned out L1 and not delivered the job are ineligible.
5. The agency should be in taxi business for at least 5 years. Bidders need to submit a valid proof in this regard acceptable to The Bank w.r.to taxi business.
6. The Bidder must have a valid PAN and should be registered for the purpose of GST as applicable.
7. All the motor vehicles to be hired by the Bank should be registered as Commercial / Tourist vehicles (Yellow plates) and R.C. in the name of the Bidder/company/firm.
8. Each vehicle for monthly hiring basis must be brand procured in the January 2024 or later Model.
9. **The tenderer shall have one of its office and set-up in Jaipur for effective co-ordination in booking of vehicles and timely availability of vehicles even at very short notice, address & other details (proof of lease /ownership along with electricity bills) at least 6 months prior from the publication of NIT/RFP to be enclosed in technical bid.**
10. Experience of having successfully completed works of providing vehicles to Government offices/ PSU/ Bank for minimum period of 3 years.
11. The contractor must undertake to pay minimum rates of wages to the drivers as per the relevant orders of Govt. of India.
12. Empanelment will be formed among the eligible bidders as per the minimum qualifying criterion mentioned in the tender. However, all the empaneled vendors need to be agreeing to work on the L-1 rates arrived through financial bid Annexure-V. Those who are not agreeing to work the on L-1 dates will be disqualified from the empanelment and their EMD will be returned.
13. An Earnest Money Deposit of Rs.5,00,000/- (Rs. Five Lakh only) in the form of Demand Draft/Bankers Cheque from any Nationalized Bank/Scheduled Commercial Bank drawn in favour of, AGM (OFFICE ADMINISTRATION) State Bank of India, Jaipur payable at Jaipur. should be submitted along with the

technical bid, failing which the bid shall not be considered valid. Such EMD shall not carry any interest. EMD will be refunded only after the completion of the tender process. The bidder who are registered with MSME are exempted from EMD.

14. The absence of any of the above-mentioned document/s in technical bid should result in the rejection of the entire tender.
15. The "Financial Bid" will be submitted online only as per Annexure IV & V.

TERMS OF SERVICE /MISCELLANEOUS

1. The Bank reserves the right to cancel the tender process at any time before finalization and execution of the contract with or without assigning any reason.
2. Language of Bid: All bids and supporting documentation shall be submitted in English.
3. 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 work order is signed and issued by duly authorized officials of the Bank and execution of agreement for the same with the Bank.
4. Any bid not containing enough information and documents which preclude a thorough analysis will be rejected.
5. The Bank shall have the right to reject the bids not submitted in the prescribed format or incomplete in any manner.
6. 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.
7. 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 website: www.sbi.co.in under procurement news sanction.
8. The bidders should be agreeable for the same. All changes/amendments would be informed through Bank's website only. No publishing will be done through print media.
9. Bidders who do not meet the technical criteria stipulated by the Bank will not be considered for further evaluation.
10. Bids to be complete in all respects and incomplete bids will be summarily rejected. The Bank will not entertain any correspondence in this regard. 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 at its sole discretion include but are not limited to, the following:
 - a. Services contemplated are no longer required.
 - b. Scope of work was not adequately or clearly defined due to unforeseen
 - c. circumstances and/or factors and/or new developments.
 - d. Proposed prices are unacceptable to the work.
 - e. The project is not in the best interest of SBI.
 - f. Any other reason.

11. 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.
12. All pages of bid document should be stamped and signed by authorized signatory of the bidder.
13. Bidders should carry out any change request necessitated by the Bank.
14. 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" - TERMS AND CONDITIONS AGENCIES / COMPANIES RESPONSIBILITY FOR PROVIDING CAR ON MONTHLY HIRING & DAILY/OUTSTATION HIRING BASIS.
2. Annexure "I" – PERFORMA FOR TECHNICAL BID (TENDER FORM.).
3. Annexure "II" – UNDERTAKING
4. Annexure "III" – AGENCY'S INFRASTRUCTURAL DETAILS/ INFORMATION.
5. Annexure "IV" – PRICE BID FOR MONTHLY HIRING BASIS.
6. Annexure "V" – PRICE BID FOR DAILY LOCAL & OUTSTATION HIRING BASIS.

SCOPE OF SERVICES AND DETAILED TERMS AND CONDITIONS

AGENCIES / COMPANIES RESPONSIBILITY FOR PROVIDING CAR ON MONTHLY BASIS

(I) Vehicles on Monthly hiring basis.

1. The Bidder shall provide vehicles procured after January 2024 and onwards model only. The total number of cars of different types required by the Bank may vary from time to time and at present the 17 Honda City 1.5 (1 ZXMT & 16 VXMT - Petrol- white colour), 1 Hyundai Creta SX 1.5 (Petrol), 2 Innova Crysta GX (DIESEL-White colour). The cars must be available at the Bank's disposal for the duration of contract.
2. The order will be awarded to the bidder whose bid is found the lowest and no correspondence with others shall be made.
3. The Bidder shall provide / quote the rates for the vehicles of the types mentioned in the online Financial Bid. The color of the vehicles shall be either Off-white or Shell white.
4. In case L1 backs out or any of the undertaking observed incorrect, EMD amount will be forfeited, Bank may blacklist the bidder and may also initiate action before appropriate legal forums/ regulators etc. (undertaking format in Annexure II)
5. The Successful Bidder to whom the contract may be awarded shall commence their services within Seven (7) days or 01.05.2024 whichever is earlier from the date of award of contract. The Place of reporting for start of duty will be the LHO-Jaipur of the Bank or the respective office or residence of the officer concerned. Place of Reporting and completion of duty for monthly cars for the purpose of calculation of mileage run shall be the place of start of duty. It may be changed from time to time and due intimation will be given whenever a change is decided by the Bank. No dead mileage will be paid for by the Bank for reporting/return of vehicles to or from place of duty i.e., the Bank shall not pay for the kilometers covered from Bidder's garage to/from any of the above reporting points. After closing of duty, the vehicle will be stationed at officer's residence/ Bank's premises.
6. The vehicles should be available to the Bank round the clock on all days during the period of contract. Whenever the Bank is closed for holidays/the officer is on leave/out of station, the requirements of vehicle would be indicated to the drivers/transporters.
7. The driver will comply with the orders given by the Liaison officer posted at LHO, Jaipur.
8. The Vehicles should be affixed with the Bank's logo / Name plates. The vehicles shall be at the disposal of the Bank and shall not be used for any other duty / purpose.
9. All the cars for the monthly hiring basis should be brand new cars and as per the models approved by the Bank. Brand new car means and include any car of the specified make/ model purchased on or after January 2024.

10. Bidder has to provide new vehicle on the monthly rent which includes i.e., Vehicle rent+ Driver Salary + maintenance of Vehicle. Petrol/Diesel expenses will be paid on actual vehicle running kilometer basis at the rate of petrol/Diesel of the concern billing month. The average of per vehicle is 12 KM per liter. The Petrol/Diesel expenses will be calculated as under
Actual kilometer running *Average per liter of the vehicle i.e 12 km per litter x actual rate of Petrol/Diesel at the last day of the month.
11. Extra Hours – The Bank will pay for any extra hours beyond 12 hours duty in a day as per the rates agreed for extra hour. However, any overtime beyond 12 hours duty, if any, payable to the Driver shall be the responsibility of the Bidder/transporter. The duty hours will be assigned to each driver as per requirement of the Bank on commencement of the work. It may be changed as per Bank's requirement.
12. These vehicles, whenever required, can be taken outside Rajasthan and shall be utilized without extra payments on account of overtime or special Kilometer rate. Any overtime payable to the Driver shall be the responsibility of the Bidder. The Bidder should also indicate separately the halting allowance payable to the driver for the day, if the driver remains outside Jaipur. It shall be paid on per night basis only.
13. Calculation of the Kilometers used, and hours of utilization will be reckoned only after the vehicle has reported at officer's Residence / the Bank's premises i.e., starting point of duty as decided by the Bank. In other words, the Bank will not pay to the Bidder for the distance covered and the time taken for the vehicle to reach officer's residence /Bank's premises from his garage and vice versa.
14. The Agency will be paid monthly hiring charges for providing vehicle (which include per month cost of the vehicle including maintenance and and driver charges.) The petrol/ toll/parking/state taxes will be paid as per actual.
15. In case of any additional requirement of vehicles during the contract period, the same must be provided at the contractual rates only. Similarly, the Bank reserves the right to reduce the number of vehicles if necessary.
16. The motor vehicles hired on monthly basis are required to report for duty at their designated reporting places at the time intimated by the Bank's executives/ Liaison Department. The services are required on all days of the year including holidays.
17. **Types of Vehicles required**

Vehicle Required (Monthly Hiring Basis) Brand New on or After January 2024 Make
<ul style="list-style-type: none"> 1800 CC Engine Capacity premium Sedan top Model of Toyota/HONDA/SKODA make in the price group of upto 21.00 Lac (Base rate before GST, Insurance, RTO etc.) -- AS & WHEN REQUIRED - FOR RATE PURPOSE
<ul style="list-style-type: none"> 16 Honda city (1 ZXMT-& 15 VXMT PETROL-WHITE COLOUR) 1 Hyundai Creta SX 1.5 (Petrol), 2 Innova Crysta GX (DIESEL-WHITE COLOUR)
<ul style="list-style-type: none"> MARUTI SWIFT DEZIRE/ Honda Amaze (PETROL/Diesel) (AS &

WHEN REQUIRED)

*Vehicle to be provided should have proper auto climate control installed.

(II) Minimum Eligibility Criterion for Vehicles on Local and Outstation hiring for daily basis (Transporter must have minimum 15 vehicles)

1. The Bank would be requiring these vehicles (January 2024 & onward models) on daily hire basis also for local usage.
2. The Bidder should send the vehicles that are in good condition with well-behaved drivers.
3. The Bank shall further be requiring Vehicles (2022 & onward models) for outstation trips/visits out of Jaipur. The vehicles should be in excellent condition with well-behaved drivers.
4. These vehicles will be other than the dedicated vehicles (Category-I) specifically given to the Top Executives of the Bank on monthly basis.
 - a. For the purpose of calculation “**local hiring per day**” means 80 kilometers and 10 hours. Extra kilometer charges and extra hour charges will be paid only if the vehicle is hired beyond the above ceiling limits. The time and mileage will be calculated and paid from garage to garage or maximum upto 15 KM (both sides).
 - b. For the purpose of calculation “**outstation hiring per day**”, the Minimum running in the case of out station duty shall be charged 250 Kms per day on an average.

Example: If a vehicle hired for outstation duty is for three (3) days and it has run 300 KMs, 50 KMs and 100 KMs on successive days (total 450 KMs) even then the Bidder shall be eligible to claim hiring charges for 750 KMs.

- c. The order will be awarded to the empanelled vendor agreeing to L-1 rates, depending upon Bank's exigencies, location or any other requirement.
- d. Empanelment will be formed among the eligible bidders as per the minimum qualifying criterion mentioned in the tender. However, all the empaneled vendors need to be agreeing to work on the L-1 rates arrived through financial bid Annexure-V. Those who are not agreeing to work on L-1 rates will be disqualified from the empanelment and their EMD will be returned.
- e. The maximum distance that can be claimed in respect of garages and point of pick-up and back to garage shall be restricted to 15 kms and 30 minutes in total.

f. **Types of Vehicles required**

Vehicle Required (Local & Outstation Hiring Basis) as & when required. *
(a) 1800 CC Engine Capacity premium Sedan top Model of Toyota/HONDA/SKODA make in the price group of upto 21.00 Lac (Base rate before GST, Insurance, RTO etc.)
(b) Honda City 1.5/ Maruti Suzuki Ciaz (Petrol) AC
(c) Toyota Innova Crysta -DIESEL AC
(d) MARUTI SWIFT DEZIRE/ Honda Amaze(PETROL/Diesel)

*Vehicle to be provided should have proper auto climate control installed.

All the cars should be provided with full size floor mats so as to cover the entire carpet, three cushions, mobile charger, side and rear window sun shields, tissue boxes, car perfume and one full size umbrella in every car.

Comfort Category of the Vehicles – (Name and Model etc. of vehicles preferred by Bank). For the sake of convenience three categories, as detailed below, have been listed.

5. Panel of two vendors will be formed for Monthly hiring basis of vehicle i.e. L1 & L2, however, L2 will have to match their rates to the L1 rates.

Price-Bid Evaluation & Award of Work: -

- a) Based on the Price Bid submitted by Car Rental Agencies/Companies, L-I, L-II and L-III will be decided. The main parameter in the price bid will be the monthly rentals (including maintenance and driver charges) quoted.
- b) Panel of two vendors will be formed for Monthly hiring basis of vehicle i.e. L1 & L2, however, L2 will have to match their rates to the L1 rates.
- c) Separate L-I will be finalized for all the car models as per the monthly rental.

The Bank will shortlist two agencies based on the quotes received from the agencies / companies for award of work for monthly hiring of the vehicles. The L-I and L-II agencies / companies will be allocated cars in the following proportion, subject to L-II agency is matching the rates of L-I agency. The proportion of allocation of cars will be as under:

L1	60%
L2	40%

In case of L-II is not willing to match the rates with L-1 agency, the next bidding agencies i.e., L-III and so on will be invited.

In case L-I backs out, EMD amount will be forfeited, Bank may blacklist the applicant and may also initiate action before appropriate legal forums/regulators etc.

If L-II, L-III and L-IV agencies etc. i.e., next bidding agencies are ready to supply cars on L-I rates, Bank may consider the offer and proceed further, otherwise the whole tender process will be cancelled.

The applicant must adhere to the format given while submitting the application. The Bank reserves the right to accept or reject any application without assigning any reason.

INDEMNITY & LIABILITY

- (a) The Bidder agrees to indemnify the Bank against all losses or claims in respect of any or all statutory / financial obligations arising out of any negligence or

misconduct on the part of the driver/contractor howsoever and in whatsoever manner caused to the Bank. The Bank will not enter into any litigation whatsoever under any circumstances in respect of afore-stated statutory / financial obligations. Any litigation if so warranted/compelled will be conducted and pursued by the Bank at the cost of the Bidder only.

- (b) The Bank shall be liable only for paying hiring charges. The Bidder shall be responsible and answerable for all claims from third parties including the employees of the Bank in the event of any accident or injury, death, loss or damage leading to / involving any liability caused by the Bidder or its driver/s or employees. The drivers will be the employees/workmen of the Bidder. The Bank will have no master servant relationship with the driver. The relation of bidders and the Bank is principal-to-principal basis. If during the contract period, any loss or damage to property or life, death due to accident etc., is caused either to the passenger, driver or any other third party, the Bank shall not be responsible for the same.
- (c) In case the staff / drivers of the Bidder suffer/s any injuries / damages or meet with an accident in the Bank premises or outside the Bank premises, while driving the vehicle or otherwise, the entire cost of compensation should be borne by the Bidder.
- (d) The vehicles must be covered with comprehensive insurance policy against every conceivable liability, Road taxes, State permits / licenses etc, and the Bidder must comply with all the statutory obligations in respect of the driver and the vehicle more specifically those contained in the Motor Vehicles Act from time to time and at all times. Proof of such compliance will have to be furnished to the Bank at half yearly intervals.
- (e) The Bidder shall comply with the Rules / regulations under Motor Vehicle Act or any applicable Law and prescribed by the Rajasthan Transport Authority for running the vehicles in addition to the respective State Authorities where the Vehicle/s is / are used by the Bank or its Executives.
- (f) The Bidder should be able to replace the vehicles that are not roadworthy or not having, valid documents.
- (g) Periodical maintenance of the vehicles shall be done by the Bidder at its own cost and expenses. During the period of maintenance, the Bidder shall provide suitable standby vehicle of same make and model, which again shall be in good condition and road worthy and safe in all respects.
- (h) The vehicle shall always carry mandatory spares viz., tool kit, fuses, tire, spark plugs, fan belts & First Aid Box, etc.
- (i) All claims and incidental expenses towards repairs, servicing the vehicle etc. shall be borne by the Bidder.

- (j) The Bidder shall be responsible for all legal compliances prescribed by Government of India and the State Governments concerned which shall among others include law relating to Income Tax, Accidents, ESI, EPF, Insurance, Contract Labor (Abolition & Regulation) Act, Industrial Disputes Act, Workmen Compensation Act, Payment of Wages Act, Minimum Wages Act etc. The Bidder along with the Motor vehicle Insurance Premium etc. shall submit proof of payment of statutory dues. Any breach of the applicable laws, rules and regulations would be sole responsibilities of the vendor/Firm and would entitle the Bank to cancel the contract.
- (k) Payment to the Bidder will be based upon the logbook maintained by the driver. It is, therefore, necessary that the logbook is / be signed by the Bank's user staff using the vehicle on a daily basis along with place of travel. The logbook will also contain complaints and poor services noticed by the Bank's user staff. In case of deficiency of services / complaints, the Bank may impose suitable costs / damages to be deducted from the monthly bill of the Bidder. The decision of Bank will be final and binding on the Bidder.
- (l) The security deposit of the successful Bidder shall remain deposited with the Bank during the period of contract which can be forfeited in case Bidders violates the terms and conditions of tender during this period and will not carry any interest.

PENALTIES

While all contractual obligations will be strictly be observed and enforced, deductions will however be made for poor or unsatisfactory services, such as;

- (a) In case of vehicles older than the model specified, penalty at the rate of one day's vehicle rent will be levied per day.
- (b) In case the meter is found faulty/tempered on check, penalty of Rs.2000/- shall be levied and the vehicle shall be replaced by another vehicle. The vehicle of which meter was found faulty shall not be taken back on duty.
- (c) Late reporting for duty beyond 30 minutes will be fined of Rs.500/-. In case, no alternate vehicle is arranged within half-hour, the cost incurred by the Bank for using Taxi for the service will be borne by the contractor/ Bidder.
- (d) Where a vehicle has not been provided for the whole day despite requisition thereof, a Rs.2000/-penalty at the rate of a day's vehicle rent shall be levied along with reimbursement cost of hiring a replacement vehicle.
- (e) The Bank reserves the right of imposing the above penalties and the amount of such penalties shall be deducted from the monthly bills of the Bidder or the earnest money deposit kept with the Bank as the case may be.
- (f) Wherever the Bidder or his driver / employee/s, after the award of the contract, is / are found indulging in fraudulent acts and dishonest practices like fake duty slips, overwriting to increase the kilometers and hours and similar kind of wrong practices by the Bidder/driver, Non-payment of EMI of Vehicles supplied to the Bank, the contract shall be liable to be cancelled by the Bank with immediate

effect and the security deposit shall be forfeited.

- (g) No enhancement would be allowed on account of any reason, whatsoever, including increase in the fuel prices during the period of contract.
- (h) If items mentioned (mineral water, Newspaper, tissue, etc. as per tender) are not provided by the agency, then a sum of Rs.500/- shall be deducted from the bill.
- (i) The Bank shall levy the penalty only after giving reasonable opportunity to the agency. In case of dispute, an appeal can be made to the DGM & CDO, SBI, LHO Jaipur whose verdict shall be final in the matter.

(j) SCOPE OF SERVICES AND DETAILED TERMS & CONDITION AND AGENCYS/ COMPONYS RESPONSIBILITY FOR PROVIDING CAR /TAXI

GENERAL TERMS AND CONDITIONS

1. The Bank shall review the performance of the Bidder on a monthly basis. Where the performance is not satisfactory or where damage to the Bank's property is caused by / at the instance of the Bidder's driver / staff or where requisite vehicles were not engaged / provided during any month as evident from the logbook or where Vehicles, agreed to be brought / maintained by the Bidder as per requirement under the contract, are not provided, or where the Bidder or his driver/s indulged in fraudulent activities then without prejudice to the Bank's other rights, powers and remedies under this contract, appropriate deductions will be made as per the assessment made by the Head of the Liaison Department and the same shall be binding and final and no further representation will be entertained by the Bank.
2. The attached vehicles may be withdrawn by the Bidder for maximum two days in a month for carrying out maintenance and servicing etc. but only on replacement of the same by a substitute vehicle and with prior intimation to the bank.
3. The Bank reserves the right to change the specifications / requirements at any stage before concluding the Tender but after giving due intimation to the Bidders.
4. The Bank reserves the right to terminate the contract by giving 15 days notice and without assigning any reason whatsoever.
5. Canvassing in any form entails disqualification from further consideration.
6. Any Bidder found influencing or intimidating other Bidders / Tender process is and will be liable to / for disqualification.
7. The Bank's decision in respect of any dispute arising out of the hiring of vehicle services shall be final and binding on the Bidder or his driver/s.
8. The firm/bidder/contractor must ensure that all the drivers should have valid driving license issued by the authorized transport authority throughout the contract period and should not be aged more than 55 years.
9. The firm/bidder/contractor should submit the latest medical health check-up report including eye check-up of all the associated drivers with the Bank and police verification report before entering into agreement with the Bank.

10. The Bidder shall procure and arrange at his expense all necessary permits, certificates and licenses required under any or all applicable laws, regulations, ordinances and other rules in effect at the place where any service/s is / are to be performed, and the Bidder further agrees to hold and keep the Bank indemnified from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other rules.
11. The contract shall be governed, interpreted and enforced in accordance with law of India and Courts at Jaipur shall alone have exclusive jurisdiction.
12. The Bidder shall not at any time sub-contract or assign in whole or in part its obligations, liabilities, privileges, benefits and rights in or under this contract for any purpose and to any intent in favor of any third party without prior consent of the Bank.
13. Bank is fully free and is entirely at liberty to choose any vehicle of prescribed make or model from the successful Bidder /s of Bank's choice at the Bank's sole discretion. The driver shall carry a placard containing particulars of the arriving Guest / Officer at the Airport/ Railway Station, etc. The Service Provider shall ensure that there is no room for complaints from the Guests.
14. For vehicles hired on monthly basis, the payments to the successful Bidder/s shall be made by the Bank only in monthly intervals on production of the logbook/trip sheets /duty registers etc duly signed by the officer who hired or used the vehicle. No advance payment shall be made under any circumstances. The Drivers shall demand no such amounts from the Bank Officers/ Users towards fuel or repair charges during the journey. The Bills / claims shall be made strictly as per the rates quoted in the Price Bid.
15. In case of Monthly hired vehicles:
 - a) Additional amount of Rs.300/- per day will be paid to the transporter for drivers working on SUNDAYs and the payment of such amount shall be the responsibility of the Bidder/transporter.
 - b) In case the services are availed beyond 12 hrs, an additional sum of Rs 50/- per hour subject to maximum of Rs.150/- shall be payable.

In case of Night/ outstations duty:

 - a) Local Night/ Out station duty charges of Rs.250/- per day will be paid to the transporter. No payment will be made for extra hours when vehicle will be outstation duty.
 - b) 250 Kilometers limit per day for outstation duty for outstation tour will not be applicable. Only 12 hours duty will be reckoned for the purpose of payment per day.
16. The drivers engaged shall be fully trained and adequately experienced drivers. They should be medically fit in all respects. They should be free from infectious diseases.
17. The successful Bidder/s should ensure that the drivers observe cleanliness and wear clean and neat and proper uniform with their names printed on plastic

cards/badges. The drivers shall be well behaved, in proper uniform and ID Card indicating their name and the name of the agency along with the KYC documents while on duty and shall carry mobile phone (at the cost of agency) with them. The agency shall change the driver on receipt of complaints from the Bank, if any.

18. The drivers should be of proven integrity, courteous, polite and prompt while rendering the services. They should be free from road rage. The agency should have all the relevant personal and family details of the driver and proper police verification should be done and a copy of the report of all drivers should be submitted to the Bank. In case of reliever driver, the driver should be proper proof of identification and / or deputation letter from the agency.
19. The Bidder shall always ensure that the hours of work and other service conditions of employment of his / its drivers are in accordance with all applicable laws and rules including Contract Labor (Abolition & Regulation) Act 1970. All liabilities and penalties arising out of violation of any of the laws, rules and regulations shall only be borne by the Bidder/s.
20. The Bidder or the drivers shall not use or occupy any area/ premises/building of the Bank for any purpose/s other than for parking the vehicles. Rest room/change room or meals to the drivers will be the 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.
21. 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 for 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.
22. The agency shall convey (by e-mail/SMS) without fail the confirmation of booking to the Travel Desk of the Bank and to the guest followed by e-mail and SMS of car details i.e. Car make, Car Registration No., Driver's Name and mobile number to the Travel Desk of the Bank and to the guest at least four hours prior to the time specified in the requisition. The Service Providers shall also be required to provide taxi on short notice from the Bank (say within an hour in case of emergency). The persons engaged by the Service Providers shall be the employees of the Service Provider and neither the Service Provider nor the labourers, shall have any right to claim any employment in the Bank.
23. The rates accepted by the Bank shall remain valid for a period of 2 years subject to review at the time of renewal of contract in view of major changes that may occur in labor laws / fuel prices. Any revision in the rate shall be at the discretion of the Bank
24. The vehicles provided for daily/outstation hiring shall be provided with branded (viz. Bisleri, Kinley, Aquafina, Himalaya, etc.) two Mineral Water bottles of 500 ml each every day during booking of cars, face tissue paper (in pouch), fire-extinguisher. No extra charges shall be paid by the Bank for the same. The cost

of items such as Mineral water, face tissue paper, etc. shall not be extra and will be borne by service provider.

25. The Service Provider shall provide taxi (specified make and model advised by the Bank) on written or verbal instructions over phone/E-mail within the time specified therein. The Service Providers shall also be required to provide taxi on short notice from the Bank (say within an hour in case of emergency).
26. The Bidder/s and his driver/s shall always keep and maintain the information that may come to their knowledge or information about the officials, or the conversations, documents, addresses, places of visits etc strictly in confidence and confidential and they are duty bound not to disclose such information to any person or persons without the prior permission had in writing from the concerned officer and the Bank.
27. The Bidder shall ensure that only qualified, experienced drivers possessing valid driving licenses are deputed to or be on duty, who undertakes full responsibility of safety and security of Bank's staff, by ensuring safe driving. All drivers reporting to the Bank must have their police verification and necessary License, Certified copy of which should be submitted to the Assistant General Manager, Liaison Department, SBI, LHO, Tilak Marg, C-Scheme, Jaipur.
28. The Bidder should be able to replace the drivers who are found absent from duty, or found indulging in misbehavior, missing trips/ outstation visits, misusing the log sheets, refusing to do duty, etc.
29. The Bidder shall engage drivers who have required awareness of the area of Jaipur as well as Rajasthan.
30. The Bank reserves the right to reject or accept or cancel partly or in full any or all tenders without assigning any reason whatsoever. The decision of the Bank in this regard is final and binding on the Bidders.
31. The successful Bidder may be required to execute an Agreement with the Bank in the format prescribed by the Bank.
32. In case the agency / company obtains financial assistance from any institution, organization 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.
33. The agencies will also appoint dedicated Managers/Supervisors who will visit the sites every day to monitor cars and drivers as surprise check and always available for executives in case any requirement.
34. The agency and its staff/drivers shall not disclose, divulge, reveal or use for any purpose any information relating to the Bank, which would reasonably be considered to be private or proprietary to the Bank, the release of which could reasonably be expected to cause harm in any manner to the Bank, which the agency and/or its staff/drivers have obtained, except as authorized by the Bank or as required by law. This obligation on the part of the agency and its staff/drivers shall apply during the term of agreement and indefinitely after the term of agreement. The agency and its staff/drivers shall also not disclose

directly or indirectly any information and details of the Bank's infrastructure / systems/ equipments, etc., which may come to its possession or knowledge during the course of discharging its contractual obligations in connection with this empanelment, to any third party and shall at all times hold the same in strictest confidence. It shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The agency shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract and the Bank shall be entitled to claim damages and pursue legal remedies.

35. No change of vehicle / driver will be allowed without the prior permission of the Bank. Contract shall be awarded for specific type of vehicle/s to be deployed with the Bank.
36. All vehicles should have Air-Conditioned (AC) and Heating System. Sunscreen film must be provided in every car to protect from direct sun light within the permissible limits of RTO / Govt. In addition to the film, removable sun flaps to be provided for both rear windows.
37. All the cars should be provided with full size floor mats to cover the entire carpet, three cushions, mobile charger, side and rear window sun shields, tissue boxes, car perfume and one full size umbrella in every car.
38. The Agency and the drivers shall have mobile phones with active cell numbers to enable the Bank to contact them at any time and place.
39. The successful bidder shall ensure, that the drivers are following the Government/Bank's guideline relating to COVID-19.
40. 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, till suitable alternative arrangements are made. Further the agency will arrange another car of similar specification till the car concerned is repaired/replaced. 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.
41. The Agency should have an office / branch with telephone facility and contact points for 24 hours and telephone/ mobile no of the concerned shall be given to the user official preferably in Jaipur.

(SIGNATURE & WITH SEAL OF BIDDER)

Prevention of Sexual Harassment

- a) The tenderer / agency shall be solely responsible for full compliance with the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of Sexual Harassment against its employee within the premises of the Bank or in the hired vehicle, the complaint will be filed before the Internal Complaints Committee constituted by the tenderer / agency and the tenderer / agency shall ensure appropriate action under the said Act in respect to the complaint. The tenderer shall confirm constitution of Internal Complaints Committee for the purpose.
- b) Any complaint of Sexual Harassment from any aggrieved employee of the tenderer against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- c) The tenderer shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the tenderer, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the tenderer is proved.
- d) The tenderer shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

Termination

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

- (ii) The Bank may, without prejudice to any other remedy for breach of contract, may terminate the contract/agreement by fifteen (15) days notice in the event of unsatisfactory performance or on breach of any stipulated conditions or qualitative dimensions of the various services specified/agreed upon by the contractor, or the engagement is not in the interest of the Bank or the Bank no more requires any such service and the Contract shall be deemed to have been terminated for all purposes on the expiry of the fifteenth (15) day from the date of receipt of the notice.
- (iii) Other Grounds for Termination: The Bank is entitled to terminate this contract/agreement for any reason at its absolute discretion forthwith without notice without assigning any reason and without payment of any compensation, in the following cases: -
 - a) the bidder 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 any charge sheet is filed by a competent authority of the Government against the Agency / Company, or the bidder is convicted by a criminal court on grounds of moral turpitude.
 - c) For any reason whatsoever, the bidder becomes disentitled in law to perform his obligations under this agreement.
 - d) The Bidder is involved in wrongful billing. In addition, hereto wrongful billing shall also result in the organization being debarred from participating in any other tender of the Bank.
 - e) It shall be open for SBI to terminate the agreement on the death, retirement, insanity or insolvency of any person/s, being director/s or partner/s, in the said company / firm or on the addition or introduction of a new partner without the previous approval in writing of SBI. But in the absence of and until its termination by SBI as aforesaid, this agreement shall continue to be of full force and effect notwithstanding any changes in the constitution of the firm by death, retirement, insanity or insolvency of any of its partner or the addition or introduction of any partner. In case of retirement/ death, the surviving or remaining partner of the firm shall be jointly and severally liable for the due and satisfactory performance of the terms and conditions of the agreement

- (iv) The termination of this agreement shall not affect the rights, remedies and obligations of the parties accruing prior to such termination.
- (v) Notwithstanding the aforesaid, this Agreement may be terminated by SBI before the term of this agreement by giving the Service Provider 15 days prior notice in writing.
- (vi) The provisions of this Clause shall not preclude SBI from recourse to any other remedies available to it under any statute or otherwise, at law or in equity.
- (vii) The Bidder shall upon termination of this Agreement forthwith hand over to SBI all documents, material and any other property belonging to SBI including any confidential information.

Validity of Tender

Tenders shall remain valid and open for acceptance for a period of 3 (three) months from the date of opening of the tender. If the bidder withdraws his/her offer during the validity period or makes modifications in his/her original offer which are not acceptable to the Bank, the Bank shall be at liberty to forfeit the EMD without prejudice to any other right or remedy.

Annexure I

PERFORMA FOR TECHNICAL BID for hiring of Vehicles on monthly basis and Empanelment of Vehicle providers for Local & outstation requirements on daily basis at LHO, Jaipur at State Bank of India, Local Head Office, C-scheme, Jaipur on contract basis for two years

S.N.	Particular	Whether copy of desired certificate/ documents is enclosed
1.	Name of the Company / Agency / Firm / Sole Proprietor and detailed office registered address with Office Telephone (Land Line) number, Email, Address and Mobile number and the name of contact person(s).	
2.	Valid Registration certificate of the Company / Agency / Firm / Sole Proprietor (attach self attested copy of the certificate).	
3.	Valid PAN No. of the Company / Agency / Firm / Sole Proprietor (attach self attested copy of the PAN Card).	
6.	Valid GST No (attach self attested copy of the certificate).	
7.	Pay order/Bank Draft for Rs 5,00,000 /- in favour of AGM (OAD) , Jaipur as Earnest Money.	
8.	Undertaking that their Company / Agency / Firm / Sole Proprietor is not declared blacklisted by any Govt/Authority/Department/Autonomous Body of State/Central Govt ETC.	
9.	Letter of Authorized Signatory	
10.	List of Major existing Clients for similar services during the last three years	
11.	Infrastructure capabilities: Particulars of vehicles available with the Bidder: (Minimum 5 Commercial Cars (Taxis) of the model and make as required under this tender or equivalent to these model and make in the name of Bidder) Annexure- III	

12.	Whether a copy of the terms and conditions (Annexure-I) duly signed in token of acceptance of the same is attached?	
13	Certificate if registered with MSME	

This is to certify that I/We certify that I/We before signing this bid have read and fully understood all the terms and conditions contained herein and under myself/ourselves abide by them.

(Signature of tenderer)
Rubber seal)

ANNEXURE – II

UNDERTAKING:

- a) I / We hereby certify that all the information furnished above are true to my knowledge. I have no objection to the Bank verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- b) In the event of any information or statement being found to be incorrect in any way and at any time, the same be construed to be a misrepresentation, enabling Bank to avoid / cancel any resultant contract and forfeit the EMD/security deposit.
- c) I / we further undertake that as and when called upon by the Bank for inspection, to produce original (s) of the documents of which copies have been attached hereto.
- d) None of the vehicles to be provided by us under this contract shall be owned by or registered in the name of any Bank's employee or his/her close relation (husband/wife/son/father/brother/sister).
- e) All the vehicles to be provided by us under this contract shall be registered as commercial vehicles in our name / company's name fulfilling the norms prescribed by Govt. Of Rajasthan, Department of Transport, Rajasthan.
- f) It is certified that I / we have not been debarred or blacklisted from participation in Govt., tenders at the time of purchasing this tender document.
- g) I / We also certify that, I / We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally

Jaipur

Date:

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder

Annexure-III

INFRASTRUCTURE CAPABILITIES

Particulars of vehicles available with the Bidder: (Minimum 5 Commercial Cars for hiring of vehicles on Monthly basis & 15 for daily hiring basis (Taxis) of the model and make as required under this tender or equivalent to these models and make in the name of Bidder)

S.NO	Type of Vehicle(s)	Registration Nos	Year
1			
2			
3			
4			
5			

Attach following documentary evidence:

- (a) Registration Certificate
- (b) Insurance papers
- (c) Taxi permit
- (d) Any other relevant document

Signature of Bidder:
Seal / Stamp
Date:
Place:

Annexure-IV

VEHICLES RATES REQUIRED ON MONTHLY RENT BASIS
(NEW CAR REGISTERED ON OR AFTER January-2024) (TO BE SUBMITTED ONLINE ONLY ON TENDERWIZARD PORTAL)

S. No.	TYPE OF VEHICLE	FUEL TYPE	Nos	Monthly Rent per vehicle (Vehicle Rent +Driver Salary+ Maintenance)	Total amount
1	1800 CC Engine Capacity premium Sedan top Model of Toyota/HONDA/SKODA make in the price group of upto 21.00 Lac (Base rate before GST, Insurance, RTO etc.) (for rate purpose only and will be hired as per requirement of the Bank)	PETROL	1		
2	HYUNDAI CRETA SX 1.5	PETROL	1		
3	HONDA CITY 1.5ZXMT	PETROL	1		
4	HONDA CITY 1.5 VXMT	PETROL	15		
5	INNOVA CRYSTA GX	PETROL/DIESEL	2		
6	SWIFT DEZIRE/ HONDA AMAZE (Petrol/Diesel) (for rate purpose only and will be hired as per requirement of the Bank)	PETROL/DIESEL	1		
Grand Total (1 to 6) exclusive GST for (L1 determination)					

- (a) Rates are inclusive of all Taxes, levies, and duties exclusive of Service Tax/GST. Toll and parking charges shall be paid as per actual only for outstation trips based on production of original receipt duly verified by concerned officer. State entry taxes shall be as per actual by the Bank.
- (b) Vehicles provided to the Bank shall have a valid permit in Rajasthan and for All India as well.
- (c) The charges quoted above include cost of items mentioned in the "Scope of work like two Mineral water bottles of 500 ml each per day, face tissue paper, fire extinguisher and first aid box in the vehicle.
- (d) The Bank reserves the right to review the case of any tenderer whose services are found to be unsatisfactory and even cancel his contract.

- (e) The L1 will be decided on the basis of lowest grand total amount quoted by the bidder.

ANEXURE –V**SCHEDULE OF HIRE CHARGES (TO BE SUBMITTED ONLINE ONLY ON TENDERWIZARD PORTAL)****DAILY BASIS FOR LOCAL DUTY & OUTSTATION REQUIREMENT (AS & WHEN REQUIRED) (2022 & onward models)**

Sr.No.	Type of Vehicle (Only petrol/ Diesel Models)	OUTSTATION REQUIREMENT (2022 & onward models)	On daily basis for Local Duty					
		Rate for 250Km per day (A)	Up to 40 Kms & 5 hours for half day (Rs.) (B)	Up to 80 Kms & 10 hours for a day (Rs.) (C)	Total Amount in INR (A+B+C)	Extra Kms Rate Per Km (Rs.)	Extra Hour Rate per hour (Rs.)	
1	1800 CC Engine Capacity premium Sedan top Model of Toyota/HONDA/SKODA make in the price group of upto 21.00 Lac (Base rate before GST, Insurance, RTO etc.) (for rate purpose only and will be hired as per requirement of the Bank)						Rs.20.00/KM	Rs.300/- Per hour
2	Honda City 1.5 /Maruti Suzuki Ciaz						Rs.17.00/KM	Rs.250/- Per hour
3	Toyota Innova Crysta						Rs.16.00/KM	Rs.250/- Per hour
4	Toyota Etios/ Swift Dzire /Honda Amaze						Rs.10.00/KM	Rs.150/- Per hour
5	Grand Total cost exclusive of GST					Not to be filled		

- (a) Rates are inclusive of all Taxes, levies, and duties exclusive of Service Tax/GST. Toll and parking charges shall be paid as per actuals only for outstation trips based on production of original receipt duly verified by concerned officer.
- (b) The bidder will quote their lowest rates for the individual column.**
- (c) Vehicles provided to the Bank shall have a valid permit in Rajasthan and for All India as well.
- (d) The charges quoted above include cost of items mentioned in the "Scope of work like two Mineral water bottles of 500 ml each per day, face tissue paper, fire extinguisher and first aid box in the vehicle.
- (e) The Bank reserves the right to review the case of any tenderer whose services are found to be unsatisfactory and even cancel his contract.
- (f) L1 will be decided based on the lowest amount in the grand total by the bidder. The top 3 firms i.e., L1, L2, L3 will be empaneled with the Bank on acceptance of lowest bid amount i.e., L1 rates. Also in case, if L2, L3 denies accepting the L1 rates, the Bank may consider next available lowest bidder i.e., L4, L5 for empanelment of services on acceptance of the L1 rates.
- (g) In case of outstation duty, if the per day running is more than 250KM, then the extra kilometer over & above 250 KM will be paid as per actual rates derived from the rates quoted by the vendor in column A i.e., (rate quoted/250).
- (h) In case of local duty, if the cumulative rate for half day considering extra kilometer and/or extra hours rate exceeds the rates of next category i.e., upto 10 Hours, then the payment to the firms will be paid as per the category upto 10 Hours.
- (i) The maximum distance that can be claimed in respect of garages and point of pick-up and back to garage shall be restricted to 15 kms and 30 minutes in total.
- (j) The order will be placed only to empaneled firms as per the requirement of the Bank.
- (k) Night Charges fixed by the Bank@ Rs. 250/- per day for outstation vehicles.

Part-

NO DEVIATION CERTIFICATE

To,
Assistant General Manager,
State Bank of India
Local Head Office
Office Administration Dept.
Jaipur.

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 exception / deviations anywhere in the bid and agree that if any deviation / exception is mentioned or noticed, our bid may be rejected.

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)

PART-

**LETTER OF AUTHORITY
PERFORMA FOR LETTER OF AUTHORITY TO ATTEND BIDS OPENING MEETING AND SUSEQUENT NEGOTIATIONS
CONFERENCES**

NO:-

DATE:-

To,

Assistant General Manager,

State Bank of India

Local Head Office

Office Administration Dept.

Jaipur.

Dear Sir,

We-----herby 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 authorize representative.

Your Faithfully
Signature (Name & Designation)
For & on behalf of

Note: This letter of authority should be on the letter head of the agency/company and should be signed by a person competent
& having the power of attorney to bind the agency / Compony
Not more than Two persons are permitted to attend technical Bid and price opening.