

NIT NO	OAD/MV/2023-24/12001
DATE	07.10.2023



**STATE BANK OF INDIA
OFFICE ADMINISTRATION DEPARTMENT
3rd FLOOR, ANNEX BUILDING, LHO
NO 65, ST MARKS ROAD
BANGALORE
KARNATAKA-560001**

**INVITATION OF TENDER FOR PROVIDING MOTOR VEHICLES
TO THE TOP EXECUTIVES OF SBI LOCAL HEAD OFFICE, BANGALORE**

The Asst. General Manager
Office Administrative Dept.
3rd Floor, Annex Building, LHO
NO 65, St Marks Road
Bangalore

State Bank of India, P&E Department No 65 St Marks Road, LHO Bangalore-560001 invites tender from Owner Drivers/Travel agencies **hereinafter called “service providers”** for hiring of 11 Maruti Suzuki XL 6 (Alpha 1.5 Ltr MT Petrol 2023 BS6 Pearl Arctic White) cars and 02 KIA Carens (G 1.5 IMT Prestige Plus7 Petrol 2023 Glacier White Pearl) cars for providing motor vehicles to the top executives of State Bank Of India, LHO Bengaluru. The tenders may be downloaded from the website www.sbi.co.in under procurement news link.

BID DETAILS:1

1	Date of commencement of Bidding Process (Posting of Tender Document on Bank Web Site www.sbi.co.in)	Date: 07.10.2023
2	Pre-Bid Meeting at Office Administration Department 3rdFloor,AnnexBuilding,LHO NO 65,St Marks Road Bangalore	Date: 13.10.2023 Time: 3.00 PM
3	Last date and time for receipt of written queries for clarification from bidders	Date: 14.10.2023 Time: 3.00 PM
4	Date of posting of clarifications on the Bidder’s queries	Date: 15.10.2023 (Clarifications shall be posted only on the Bank’s website. No individual communication shall be provided to the Bidder)
5	Last date for submitting Bidding Documents	Date: 21.10.2023 Time:3.00 PM
6	EMD	Rs.10,000/-by a Demand Draft / Bankers Cheque on a scheduled nationalised bank in favour of the AGM (OAD), SBI, LHO payable at Bangalore.
7	Validity of offer	90 days from the date of tendering.
8	Last Date and Time for submission of EMD along with the all the documents at: State Bank of India, Premises and Estate Department, 2nd Floor, Annex Building LHO, Bangalore	Date: 21.10.2023 Time: 3.00 PM
9	Tender submission	Sealed tenders shall be submitted in the office of Assistant General Manager Premises and Estate Department, 2 nd floor, Annexe Building, State Bank of India, LHO No 65 St Marks Road Bangalore-560001. TECHNICAL BID & FINANCIAL(PRICE) BID SHALL BE SUBMITTED SEPARATELY AND SUPERSCRIBED ACCORDINGLY
10	Date and Time of opening of tender	Date: 21.10.2023 Time 5.30 PM
11	Contact person	Name: Mr Radhakrishna P, AGM OAD Contact No: 9449875559
12	Download of Tender details	All the eligible service providers may download the tender details including terms and

	conditions etc from the Bank's web site (www.sbi.co.in). They may also contact Liaison Officer at LHO Bangalore (Mob No: 9148765755).
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The tender is a double bid system containing Technical bid and Financial bid.

Tender documents along with Technical bid should be duly filled and signed and put in an envelope. The Financial bid will be put in a separate envelop. Both the above envelops should be in one envelop with superscription INVITATION OF TENDER FOR PROVIDING MOTOR VEHICLE TO THE TOP EXECUTIVES OF SBI LOCAL HEAD OFFICE, BANGALORE.

MINIMUM ELIGIBILITY AND CONDITIONS FOR SERVICE PROVIDER

* Service provider must have undertaken minimum one contract for a Central/State Government Office / Department / PSU or a reputed organization during the last 2 years (proof to be enclosed).

* Interested Service provider who are willing to participate in the tender should apply and the application should reach at the above-mentioned address of SBI on 21/10/2023 before 3.00 PM, along with the technical bid document, Financial Bid, their profile as per the Annexure-I, Annexure-II,) and Earnest Money Deposit (EMD) of Rs.10,000/-by a demand draft / bankers cheque in favour of the Assistant General Manager (OAD), State Bank of India, payable in Bangalore failing which the Tenderer(s) will not be allowed to participate in Tendering, EMD of unsuccessful tenderers will be returned/refunded within 30 days of award of contract, without any interest.

* In case the date of opening/tendering of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.

* SBI has the right to accept / reject any / all tenders at any stage without assigning any reason.

REQUIREMENTS

1. Specific models / types of air-conditioned vehicles (as per the detailed list given in **Annexure-II**) on monthly hiring basis for the use of Top Executives of State Bank of India, Local Head Office, Bangalore Circle.

2. The Service provider shall provide Brand new Petrol vehicle or the age of the vehicle not more than 6 months.

3. The colour of the vehicles shall be Platinum white.

4. All the vehicles supplied to the Bank should be registered as Commercial vehicles (Yellow Board) and shall have comprehensive insurance cover with adequate clause to

cover the passenger for injuries / death. In no case vehicle, which is not registered for commercial purpose shall be supplied to the Bank.

5. All the vehicles supplied should always carry mandatory spares viz., tool kit, fuses, tyre, spark plugs, fan belts & First Aid Box, etc.

6. The vehicles shall be provided with Bluetooth enabled audio player of suitable make / brand.

7. Mineral water bottle, sanitizer, tissue paper should be placed in the car.

CALCULATION OF CHARGES

1. The Service provider have to quote the amount for the fixed monthly charges (Including driver salary and maintenance) per car.

2. Fuel charges, toll/parking charges will be paid extra as per the actual and duly certified by the executive.

3. The Service provider will have to quote the mileage separately for the purpose of claiming fuel charges i.e., total kilometer/per litre. For the final calculation, weightage will be given to fixed monthly charges in the following percentage:

Monthly charges=70%

Mileage=30%

For the purpose of reimbursement of fuel charges, Bank will consider petrol price based on the average price each month, as the price change is on daily basis.

4. The Service provider will have to quote the extra hour charges above the fixed limit of 10 hours, which will have weightage (Rs.300/- per day beyond 10 hours duty).

5. The variable charges to be paid have been fixed by the bank, which will be common for all service providers. The variable charges shall be calculated as under:

a. An amount of Rs. 500/-per day will be paid for working on SUNDAYs (only one holiday in a week). i.e., 6 days in a week is considered as working days. Other Holidays Rs 200/- per day will be paid if called on duty.

b. One extra Bata may be paid if driving after 11:59 PM till 06:00 AM i.e., Rs 300.00 + Rs 300.00 = Rs 600.00 will be paid.

c. Rs. 500.00 per day will be paid to the Service provider for out station duty (Outside Bangalore).

d. Rs. 600.00 will be paid to the Service provider for out station duty with night stay.

Note: - Any one of the above will be paid in a day.

TERMS & CONDITIONS

The Service provider in the event of award of contract among other usual conditions will also be subject to the following special terms and conditions:

1. The Service provider has to provide vehicle on monthly hire basis. The contract shall be terminated on the expiry of 3 years by efflux of time or may be terminated earlier at one month's notice at the option of the Bank, if any of the stipulated services agreed upon by the Service provider is not met to the satisfaction of the Bank. The Service provider shall have the option to terminate the agreement after giving one month notice to the Bank of such termination.
2. Depending upon the service rendered by the service provider, the period of contract may be extended for one more year.
3. The rates / rents shall be firm during the contract period and any request for escalation in the rate / rent will not be entertained on any grounds whatsoever.
4. The service provider must quote the rates as shown in the Price Bid.
5. The bid quoted must include the rates, rents, taxes and duties levied by the Central Government and / or State Government and / or Local Authority and other contingencies. No claim in respect of taxes or levy whether existing or future shall be entertained by the Bank.
6. The service provider must obtain for himself on his/their own responsibility and at his/their own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract and acquaint himself with all local conditions.
7. Bank invites tender for **11 Maruti Suzuki XL 6 (Alpha 1.5 Ltr MT Petrol 2023 BS6 Pearl Arctic White)** cars and **02 KIA Carens (G 1.5 IMT Prestige Plus7 Petrol 2023 Glacier White Pearl)** cars at L1 rate. However, for the purpose of awarding the work, lowest 11 bidders and 2 bidders respectively will be given preference who agree to the L1 rate. If any of the bidders are not willing to accept L1 rate, the next lowest bidder will be given preference. While arriving at the L1 rate the criteria as mentioned in the calculation of charge shall apply.
8. In future (within the contract period) if bank requires to engage additional cars, preference will be given to the bidders who have participated in the tender and are agreeable to the L1 rate who will be allotted the work in similar fashion as stated above.
9. The Bank does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reason for doing so.
10. Successful service provider shall sign an agreement in accordance with this draft agreement enclosed herewith and it will constitute a binding contract between the Bank and the service provider. The service provider shall bear all the costs and expenses in respect of all charges, stamp duties etc. of the agreement.

11. The service provider 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 favour of any third party without prior consent of the Bank. If it is found that the transport agency failed to adhere to this condition, Bank will terminate the contract without any further notice.

12. All taxes which the Bank may be liable to deduct or called upon to so deduct, during the currency of the arrangement shall be set-off against the bills raised by the travel agency and paid to the respective department or authorities as may be required under law and the service provider shall have no claim against the Bank in respect of such payments.

13. The service provider shall provide Brand new Petrol vehicles or the age of the vehicle not more than 6 months. The cars must be available at the Bank's disposal for the duration of contract.

14. The rates, terms and conditions quoted shall be deemed to be valid for acceptance up to 90 days from the date of submission of the service provider.

15. On receipt of intimation from the Bank of the acceptance of tender, the successful tenderer shall be bound to implement the contract within fourteen days thereof.

16. The successful service provider should observe cleanliness and wear clean, neat and proper uniform (white shirt and Navyblue pant). No change of vehicle will be allowed without prior permission of the Bank.

17. The driver should be qualified, experienced, possessing valid driving license, 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 License and Police Verification Certificate, certified copy/ies of which should be submitted to Liaison Officer/Assistant General Manager (OAD), SBI, LHO, Bangalore.

18. The service provider should be of proven integrity, courteous, polite and prompt while rendering the services and should not misbehave in any manner with the Bank officials / staff / customers / public. They should be free from road rage.

19. The service provider should have required awareness about Bangalore and the vicinities around. The service providers engaged shall be fully trained and they should be medically fit in all respects.

Start of Duty, Mileage & Extra Hours

20. The Place of reporting for start of duty may be the Enclave of the Bank or the respective office or residence of the officer concerned as the case may be. Place of Reporting and completion of duty for monthly hired 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.

21. 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 service provider's garage / office to or from any of the above reporting points.
22. After closing of duty the vehicle shall be parked at overnight / on holiday at the residence of the official or Bank's office.
23. The vehicles along with the driver 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 vehicle has to report to Liaison Department.
24. The Vehicles should be fixed 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.
25. Vehicles, whenever required, can be taken outside Bangalore City and shall be utilized without extra payments on account of overtime or special kilometer rate.
26. 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. In other words the Bank will not pay to the service provider 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.
27. The Service provider should provide driver provider for his car without any delay if for any reason he could not attend to the duty. Such driver should be medically fit and antecedents verified by police. Otherwise, a vehicle has to be hired from empaneled travel agency by the Service provider for the Executive official.
28. The Service provider shall have mobile phones to enable the Bank to contact them at any time and place. The motor vehicles hired on monthly basis is required to report for duty at their designated reporting places at the time intimated by the Bank's Executives/ Liaison Department.
29. Service provider shall report for their entry into the Bank at the Liaison Department, whenever required.
30. The Service provider shall not use or occupy any area/ premises/building of the Bank for any purpose/s other than for parking the vehicles and should not involve in any commercial activity.
31. The Bank reserves the right to terminate the contract by giving one month notice if any of the stipulated services agreed upon by the service provider is not met to the satisfaction of the Bank or without assigning any reason whatsoever.
32. The Bank's decision in respect of any dispute arising out of the hiring of vehicle services shall be final and binding on the service provider.
33. The contract shall be governed, interpreted and enforced in accordance with law of India and Courts at Bangalore shall alone have exclusive jurisdiction.

34. In the case of vehicles hired on monthly basis the payments to the successful service provider 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 Service providers 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.

35. The Bank shall only bear and pay the taxes / expenses in connection with out station journeys like toll tax, passenger tax, State tax and parking charges. These taxes / expenses shall be reimbursed along with the monthly bills claimed by the Tenderer.

36. The journeys within the limits of City shall be treated as local duty. However toll tax, state tax and parking charges, if any will be borne by the bank.

37. The service provider shall not enter the office premises / floors of the Bank for any other reasons except for attending to the services of the officers to whom the car is allotted for services.

38. The service provider 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.

39. The Bank reserves the right to terminate the agreement at any time during the tenure for any failure to adhere to the terms and conditions agreed herein. The Bank will communicate the Termination by giving one month notice and the Contract shall be deemed to have been terminated for all purposes on the expiry of the thirtieth (30th) day from the date of receipt of the notice.

40. 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 service provider.

41. The Service provider will submit bills by 5th of every month to the Liaison Department of the Bank on monthly basis for release of payment by the Bank and the Payment will be made to the Service provider by the Bank by crediting to their account with the Bank.

42. Each of the documents should be signed by the person submitting the tender in token of his / her / their having acquainted himself / herself / themselves with the general / specific / special conditions as laid down. Any document not signed is subject to rejection at the sole discretion of the Bank.

DATE:
PLACE: SIGNATURE OF THE
AUTHORISED SIGNATORY

**ANNEXURE -I
PROFILE OF THE SERVICE PROVIDER**

1. Name of the Bidder _____
2. Name of the person submitting the Bid whose photograph is affixed Shri/Smt. _____

Service provider will submit the attested copy of the PAN card / Election Commission I-Card / Passport /Aadhar/. In case of service provider is agency necessary KYC documents, IT returns etc. The tender is liable to be rejected if the signature and photograph do not match with the photograph affixed and the signature made in the tender documents.

3. Address of the service provider _____
4. Tel no. with STD code
(O)..... (Fax)..... (R).....
5. Bidder's bank, its address and his account number _____

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) 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.
- c) 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 Karnataka, Department of Transport, Bangalore.
- d) 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.
- e) 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.
- f) I hereby declare that vehicle will not be Hypothecated to any other financial institution other than State Bank of India.

Bangalore

Date:

Signature of Service provider.....

Name of the Service provider.....

List of enclosures:

- a. Permanent Account No. (PAN) Copy/Aadhar/Voter ID, KYC documents etc.
- b. Copy of driving license and police verification.

ANNEXURE -II

VEHICLE NO.	VEHICLE MAKE AND MODEL	NO. OF VEHICLES
01	KIA Carens G 1.5 IMT Prestige Plus7 Petrol 2023 Glacier White Pearl	02
02	Maruti Suzuki XL 6 Alpha 1.5 Ltr MT Petrol 2023 BS6 Pearl Arctic White	11

EVALUATION CRITERIA FOR WEIGHTAGE

Assuming a minimum kilometers run by a car on an average is 1200 kilometers, we will divide the kilometers by the mileage per liter quoted by the bidder and multiply it with the rate of petrol plus the extra hour charge.

70% of monthly rent +30% of KMs/Mileage X rate of petrol + extra hour charge.

Example 1: Bid Submitted 1.Rental Rs 40000/-per month

2.10 kilometer per liter

3.Extra hour charge beyond 10 hrs Rs 80/-

70% weightage of 40000 i.e, Rs. 28000/-

Kilometers1200

Milage quoted10

Petrol rate Rs 75

$1200/10 \times 75 = \text{Rs } 9000$

30% weightage of 9000 is Rs 2700/-

Extra hour charge beyond 10 Hrs Rs 80

Total Rs 30780/-

Example 2 : Bid Submitted 1.Rental Rs 42000/-per month

2. 9 kilometer per liter

3.Extra hour charge beyond 10 hrs Rs 100/-

70% weightage of 42000 i.e, Rs. 29400/-

Kilometers1200

Milage quoted 9

Petrol rate Rs 75

$1200/9 \times 75 = \text{Rs } 10000$

30% weightage of 9000 is Rs 3000/-

Extra hour charge beyond 10 Hrs Rs 100

Total Rs 32500/-

TECHNICAL BID

PARTICULARS OF THE SERVICE PROVIDER TO BE FURNISHED FOR THE PURPOSE OF HIRING OF CAR ON MONTHLY BASIS

1.Name:

2.Address with Telephone/E Mail:

Mobile No

3.Experience:

(Attach proof)

4.Languages Known

5.Name and address of Bankers:

6. PAN Number:

7. Date of Birth:

8. Commercial vehicle badge No:

9.Driving License No:

10.Whether involved in any accidents:

11.Distance of residence from State Bank of India LHO, St Marks Road, Bangalore.

Date : Signature of Service provider

FINANCIAL BID

PARTICULARS OF THE FORM TO BE FURNISHED BY SERVICE PROVIDER FOR THE PURPOSE OF HIRING OF CARS ON MONTHLY BASIS

HIRING OF CAR

A. KIA Carens G 1.5 6IMT Luxury Plus Petrol 2023 BS6 Glacier White Pearl

1. Monthly rental per car:
(Including service provider and maintenance)
2. Mileage of Car -Kilometers per Litre of petrol:
3. Additional fixed payment for working beyond 10 Hours:
4. No of cars providing(in case of agency)

B. Maruti Suzuki XL 6 Alpha 1.5 Ltr MT Petrol 2023 BS6 Pearl Arctic White

1. Monthly rental per car:
(Including service provider and maintenance)
2. Mileage of Car -Kilometers per Litre of petrol:
3. Additional fixed payment for working beyond 10 Hours
4. No of cars providing(in case of agency)

Date:

Signature of Service provider