

**TENDER ID/AGM/OAD/2025-26/03**

**Dt: 09/01/2026**

**STATE BANK OF INDIA**  
**OFFICE ADMINISTRATION DEPARTMENT**  
**LOCAL HEAD OFFICE,**  
**BLOCK – B, SAMRIDDHI BHAVAN, FLOOR 10,**  
**STRAND ROAD, KOLKATA-700001.**

**INVITATION OF TENDER FOR PROVIDING MOTOR VEHICLES.**

**LAST DATE FOR SUBMISSION- 15<sup>th</sup> January 2026. 05:30 PM**

State Bank of India, Local Head Office, Kolkata, desires to empanel Transport Agencies for hiring various models of fuel-efficient Public Service Vehicles (A/C) with re- quired State Permits/ Licenses for use within / outside Kolkata on monthly as well as on km/hour/day hiring basis. The empanelment shall be valid for a period of 3 (three) years.

All the vehicles on the monthly hiring basis described in the Tender documents should be of different models. The Tenderers are required to quote most competitive rates for empanelment for providing vehicles and will have to match rates with L-1. (L-1 shall be the offer for each type of vehicle in respect of which lowest rate is quoted). The price bids of the Tenderers who qualify in Technical bids shall only be opened. The Tenderers are requested to read carefully and understand the enclosed terms and conditions before submitting the tender.

**Last date for submission of tenders is 15<sup>th</sup> January 2026 at or before 17:30 Hrs.**

Bank reserves its rights to reject any or all Tenders without assigning any reason.

Kolkata  
09 /01 /2026

Assistant General Manager (OAD)  
Mob: 9674710038

## TENDER INVITATION

STATE BANK OF INDIA, a body corporate, constituted under the State Bank of India Act, 1955, desires to empanel Transport Agencies for hiring various models of fuel-efficient Public Service Vehicles (only Airconditioned vehicles) with required State Permits/Licenses for use within and outside Kolkata on monthly as well as Km/hour/day hiring basis. The empanelment shall be valid for a period of 3 years.

Number of cars approximately required on monthly rental basis :

Type of vehicle	No of car required
Crysta ( CGM)	1 (One)
Grand Vitara ( For GM)	5 (Five)
Honda City / Ciaz	16 (Sixteen)
Swift Dzire	12 (Twelve)

### Car's required on call basis

Innova Crysta
Honda city/ Ciaz
Ertiga/Rumion ( 7 Seater)
D-Zire

## 2. GUIDELINES FOR SUBMISSION OF TENDER OFFERS

- a. Sealed tender in DUPLICATE should be submitted. One Tenderer shall submit only one Tender.
- b. The tender will be processed under Two-Bid Tender System. Therefore, separate TECHNICAL BIDS / PRICE BIDS are to be submitted as per the following procedure.

### TECHNICAL BID

**Technical Bid as per Annexure-I should be furnished in Envelope 'A'. This shall include details of services being provided and various other terms & conditions.** Details of documents asked for should also be enclosed with the Technical Bid. (*Price and other financial details must not be included in the technical bid.*)

## **PRICE BID**

**Envelope 'B'** shall consist of the Price-Bid duly filled in as per the **ANNEXURE-II** attached. No other format will be accepted. Both envelopes should be sealed and kept in another **Envelope 'C'** and **sealed. (Tender for providing motor vehicle)**

All the three envelopes should be super-scribed with above Ref. No. & Due Date of Technical Bid opening i.e. **"SBI/ADMN/CAR-CONTRACT/ 2025-2028" due date – ...15<sup>th</sup> January 2026**  
**. Time: 17:-30 Hrs.**

Technical Bids shall be opened first and subsequently, on scrutiny of Technical parameters, the Price Bid of only technically qualified Tenderers will be opened.

The Tenderers are required to quote competitive rates for empanelment and ultimately the successful Tenderers will have to match rates with **L- 1.** (**L-1** shall be the offer for each type of motor vehicle in respect of which the lowest rate is quoted by any of the tenderer).

The tender documents can also be down loaded from Bank's website [www.sbi.co.in](http://www.sbi.co.in) under '**Procurement News**'.from dated **09<sup>th</sup> January 2026 To 15<sup>th</sup> January 2026.**

Tenderers should furnish earnest money deposit (**EMD**) of **Rs. 25,000** by Bank Draft favouring '**The Assistant General Manager (ADMIN.), STATE BANK OF INDIA, LHO, KOLKATA** '. ***Proof of deposit draft should be kept with the document. Those Tenderers whose fixed deposit are with us as security deposit need not deposit EMD of Rs. 25000 (Rupees twenty five thousand only).***

This amount will be returned interest free, to the unsuccessful Tenderers after fifteen (15) days from the closing date of the Tender. The EMD is payable by all categories of Tenderers and no exemption from earnest money deposit is permissible. Earnest Money Deposit (EMD) in the form of Draft or cash is not acceptable. Bids without earnest money deposit shall be treated as invalid.

In the case of successful Tenderers, earnest money deposit amount will be forfeited to the Bank if:

- i) After submission of the tender, the Tenderer fails or refuses to comply with any/all of the terms and conditions of the tender;
- ii) The tenderer withdraws the offer during the validity period.

### **c. Last Date**

Tenderer must ensure that the tender enclosing all the required/stipulated documents is being sent by Registered Post with Acknowledgement due or personally delivered in Tender Box kept at Premises Department (P&E), Block B, 9<sup>th</sup> Floor of the LHO Building, State Bank of India, Samriddhi Bhavan, 1, Strand Road, Kolkata-700001 well within time so as to reach the Bank not later than **17:30 hrs on 15<sup>th</sup> January 2026**. Tender/s received after the aforesaid due date and time shall be rejected by the Bank and No correspondence will be entertained in this regard.

d. Tender should be addressed to :

**The Assistant General Manager (Administration),  
State Bank of India,  
Office Administration Department,  
Local Head Office Samriddhi  
Bhavan, 1, Strand Road, Kolkata-  
700001.**

### **e. Tender Schedule**

Last date for submission of the Tender Documents **15<sup>th</sup> January 2026 @ 17:30 Hrs.**  
Date of opening of the Technical Bid. **17<sup>th</sup> January 2026 @ 15-00 Hrs.**  
Date of opening of Price Bid **22<sup>nd</sup> January 2026 @ 15-00 hrs.**  
(Any change in the above dates will be intimated in advance.)

f. Tender should either be delivered in Tender Box kept at Premises Department (P&E), Block B, 9<sup>th</sup> Floor of the LHO Building, State Bank of India, Samriddhi Bhavan, 1, Strand Road, Kolkata-700001 well within time so as to reach the Bank not later than **17:30 hrs on 15<sup>th</sup> January 2026**. Erasing, over-writing of any information including quoted rates, shall render the tender void.

g. Tenderer are advised to read and understand the complete scope / value and volume of the work involved before submitting their bids. No Clarifications shall be entertained after submitting the bids.

h. Tenderers are advised in their own interest to study the terms and conditions of the tender carefully and only then submit bids accordingly. Any tender/quotation received against this tender and any empanelment resulting from this tender shall be governed

by the terms and conditions indicated in the tender document and the Tenderers quoting against this tender shall be deemed to have read, understood and accepted the same.

i. Price and Validity

i) The Rates must be quoted as detailed in **Annexure-II** covering the entire activity as per the scope of the contract. Rates shall be inclusive of all duties, rates, charges, insurance costs etc., as applicable. However, GST charges shall be paid additionally after receipt of valid GST registration certificate from the contractor and proof of payment of GST whenever the same have been paid and claimed. All applicable Toll tax, Entry tax, State taxes, etc. for crossing borders or parking charges shall be borne by the Bank for which original receipts are required to be submitted duly authenticated by the Bank's staff.

ii) Rates agreed upon shall remain same throughout the period of empanelment.

j. Offer quoted should be valid for a minimum for a period of SIX MONTHS from the date of opening of Technical Bid.

k. i) The empanelment and terms of empanelment shall be valid for a period of three (3) years, subject to annual review. The validity may be extended for another 1 year with the same terms & conditions.

**I. ii) After expiry of the above prescribed period of 3 years, the Bank reserves the right to extend the period for another 1 year only on the same terms and conditions if it so desires at its discretion subject to consent of tenderer.**

m. The vehicles having commercial registration only will be hired.

n. The finalization and declaration of the final empanelment will be subject to the approval of the competent authority .

### **3. MINIMUM ELIGIBILITY CONDITIONS**

a) The tenderer should be a well-established transport operator, The tenderer shall be a company, Limited Liability Partnership (LLP), Partnership Firm, or Proprietorship concern. In case of a Company or LLP, a copy of the Certificate of Incorporation issued by the competent authority shall be enclosed. In case of a Partnership Firm, a copy of the registered Partnership Deed shall be enclosed. In Case of a Proprietorship concern, documentary evidence establishing the constitution and ownership of the proprietorship, such as PAN in the name of the proprietor along with any one supporting document evidencing business operation, shall be enclosed. In all cases, applicable statutory registrations and compliances as required under law shall be furnished.

- b) The Tenderer shall have a functional office or an operational set up within kolkata at the time of commencement of the contract and shall maintain the same throughout the subsistence of the contract, so as to ensure effective coordination and timely service delivery. The existence of such office or operational setup may be required to be demonstrated by the Tenderer at the time of commencement of the contract or as and when called for by the Bank.
- c) The Tenderer must have a valid PAN / TAN / GST number
- d) Financial turnover of Rs.10 lacs per annum (Income tax return along with balance sheet duly certified by Chartered Accountant for the previous three years to be enclosed.
- e) All the motor vehicles to be hired by the Bank should be registered and licensed in the name of the Tenderer only.
- f) Tenderer must have experience in this line of activity for 5 years in a Public/Pvt sector banks & Central/State Government establishments. Allotment letter and a certificate from the concerned offices proof to be enclosed.

#### **4. REQUIREMENTS**

##### **CATEGORY - I : Vehicles on Monthly hiring basis**

(a) The Tenderer shall provide vehicles of 2024 or 2025 model only. The total number of cars of different types required by the Bank may vary from time to time and at present the approximate 30 number of vehicles are required (as monthly rental basis). The cars must be available at the Bank's disposal for the duration of contract. It shall be the discretion of the Bank to engage any number of vehicles from each of the empaneled tenderer. The Tenderer shall provide / quote the rates for the vehicles of the types mentioned in the Price Bid. The colour of the vehicles shall be either Off-white or Shell white.

##### **Start of Duty**

The Place of reporting for start of duty may be the Local Head Office of the Bank or the respective office or residence of the officer concerned as the case be. 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 i.e. LHO/ residence of the officials/other places It may be changed from time to time and due intimation will be given whenever a change is decided by the Bank.

(b) The vehicles along with driver/drivers should be available to the Bank round the clock on all days during the period of contract. Whenever the Bank is closed for holi-

days/the officer is on leave/out of station, the requirements of vehicle would be informed to the drivers/transporters.

(c) 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.

(d) **Minimum run** – The bank shall guarantee a minimum run of **1500 KMs** per month as duty at agreed rate(s) for Dzire cars & **1500KM** per month for high end car(Honda City/Altis etc.) Beyond this only extra charges for the kilometers more than the agreed distance shall be applicable. The kilometers will be calculated on cumulative basis at the end of the month.

(e) **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 tenderer/transporter.

(f) These vehicles, whenever required, can be taken outside Kolkata 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 Tenderer. The Tenderer should also indicate separately the halting allowance payable to the driver for the day, if the driver remain outside from the headquarters. It shall be paid per night basis only.

(g) Calculation of the Kilometers used, and hours of utilization will be reckoned only after the vehicle has reported at officer's / the Bank's premises. In other words, the Bank will not pay to the Tenderer for the distance covered and the time taken for the vehicle to reach officer's /Bank's premises from his garage in/out @7km maximum permitted..

(h) 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.

(i) In case of any additional requirement of vehicles during the contract period, the same have to be provided at the contracted rates only. Similarly, the Bank reserves the right to reduce the number of vehicles if necessary, serving 15 days notice.

(j) The Tenderer and the drivers shall have mobile phones to enable the Bank to contact them at any time and place. 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.

#### **CATEGORY - II : Vehicles on Daily hiring basis**

(a) The Bank would be requiring these vehicles (2024 or 2025 models) on daily hire basis also from time to time. The Tenderer should send the vehicles that are in good condition with well-behaved drivers. These vehicles will be other than the dedicated vehicles (Category-I) specifically given to the Top Executives of the Bank on monthly basis.

(b) For the purpose of calculation "hiring per day" for all vehicles (minimum 8 hours or 80 kilometers) whichever is higher plus 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.

#### **CATEGORY - III : Vehicles on Adhoc or Outstation hiring basis**

(a) The Bank shall further be requiring Vehicles (2024 -25 models) for outstation trips / visits that is to say out of Kolkata/ KMDA limits. The vehicles should be in excellent

condition with well-behaved drivers. These vehicles will be other than the dedicated vehicles (Category I) specifically given to the Top Executives of the Bank on monthly basis.

(b) The Minimum running in the case of out station duty shall be charged **150 Kms** per day on an average.

**Example: If a vehicle hired for outstation duty is for three (3) days and it has run 250 KMs , 50 KMs and 100 KMs on successive days ( total 400 KMs) then the Tenderer shall be eligible to claim hiring charges for 450 KMs.**

### **Types of Vehicles required (For all Categories)**

All vehicles should have Air-Conditioned (AC) and Heating System.

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.

<b>Luxury Vehicle</b>	<b>Deluxe Vehicle</b>	
(a) Innova Crysta (SUV) (b) Grand Vitara (c) Honda City / Ciaz (d) Rumion / Ertiga	(a) Maruti Swift Dzire	

## **5. INDEMNITY & LIABILITY**

(a) The Tenderer shall indemnify and keep the bank fully indemnify against all losses, claims, demands, damages, penalties, costs, expenses and liabilities arising out of or in connection with any breach of statutory obligations, negligence, misconduct, or default in the part of Tenderer or its drivers. Any litigation, proceedings, or claims arising on account of such breach, negligence, misconduct, or default shall be the responsibility of the Tenderer, and the Tenderer shall bear all costs and consequences thereof. Nothing contained herein shall preclude the Bank from initiating, defending, or participating in any legal proceedings, as may be necessary to protect its interest.

(b) Notwithstanding the expiry, termination, or cancellation of the contact for any reason whatsoever, the provisions relating to indemnity, liability, confidentiality, compliance with statutory obligations, and settlement of claims shall survive and continue to be valid, binding, and enforceable upon the Tenderer. The termination or expiry of the contact shall not effect the rights of the Bank to recover any amounts due, enforce any indemnities, or pursue any remedies in respect of acts, omissions, breaches, or liabilities arising during the currency of the contract or thereafter.

(c) In case the staff / drivers of the Tenderer 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 Tenderer.

(d) The vehicles shall at all times be covered by comprehensive insurance policies against all risks and liabilities, and the Tenderer shall ensure full compliance with the provisions of the Motor Vehicles Act and all other applicable laws. Any claim, demand, penalty, loss, or liability arising out of or in connection with any non-compliance of statutory or legal requirements or due to any accidents or natural calamities shall be the sole responsibility of the Tenderer, who shall indemnify and keep the Bank fully indemnified against the same. Any breach of the applicable laws, rules, or regulations shall entitle the Bank to terminate the contact forthwith, without prejudice to its other rights and remedies.

(e) The Tenderer shall comply with the Rules / regulations under Motor vehicle act and also prescribed by the Kolkata 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 Tenderer shall replace the vehicles that are not roadworthy or not having, valid documents.

(g) Periodical maintenance of the vehicles shall be done by the Tenderer at its own cost and expenses. During the period of maintenance, the Tenderer 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, tyre, 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 Tenderer.

(j) The Tenderer shall be solely and exclusively responsible for compliance with all laws, rules, regulations, and statutory requirements prescribed by the Government of India, the respective State Governments, and all other competent authorities in relation to the vehicles and drivers deployed under the contract. Without prejudice to the generality of the foregoing, the Tenderer shall bear and pay all statutory dues, levies, taxes, fees, charges, and expenses whatsoever in respect of the vehicles, including but not limited to motor vehicle insurance premiums, road tax, permit fees, fitness certification charges, pollution control certification, FASTag recharge, and any other charges or liabilities of a similar nature.

(k) Payment to the Tenderer will be based upon the logbook maintained by the driver. It is, therefore, necessary that the logbook is signed by the Bank's staff using the vehicle on a daily basis. The logbook will also contain complaints and poor services noticed by the Bank's staff. In case of deficiency of services / complaints, the Bank may impose suitable costs / damages to be deducted from the monthly bill of the Tenderer. The decision of Head of the Liaison Department will be final and binding on the Tenderer.

## **6 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 days vehicle rent will be levied per day.

(b) In case, the Dashboard meter of car is found faulty/tampered on check, penalty of Rs. 2000/- shall be levied and the vehicle shall be replaced by another vehicle. The vehicle whose me- ter was found faulty shall not be taken back on duty.

(c) Late reporting for duty beyond 30 minutes will be fined @ Rs.500/-. In case, no alternate vehicle is arranged within half-hour, the cost incurred by the Bank for using vehicle for the service will be borne by the contractor/ tenderer.

(d) Where a vehicle has not been provided for the whole day despite requisition thereof, a penalty at the rate of one day's vehicle rent shall be levied along with reimbursement cost of hiring another vehicle.

(e) The Bank reserves the right of imposing the above mentioned penalties and the amount of such penalties shall be deducted from the monthly bills of the Tenderer or the earnest money/security deposit with the Bank as the case may be.

(f) Wherever the Tenderer 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 Tenderer/driver, the contract shall be liable to be cancelled by the Bank with immediate effect and the earnest money shall be forfeited.

(g) The extension beyond initial two years contract period, if agreed, would be on the same rates, terms and conditions. However, during the extension period, the Bank may ask the operator to replace vehicle with latest models to conform to the condi- tions mentioned in this tender.

h) The decision of the bank over imposition of any aforesaid penalties shall be conclusive, binding and non -objectionable on the part of the Tenderer.

## **8. OTHER TERMS AND CONDITIONS**

- 1) The Bank, shall review the performance of the Tenderer 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 Tenderer'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 Tenderer as per requirement under the contract, are not provided, or where the Tenderer 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 vehicles provided to Bank may be withdrawn by the Tenderer for maximum two days in a particular month for carrying out maintenance and servicing etc. with replacement by same make / model /year 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 Tenderers
- 4) The Bank reserves the right to terminate the contract by giving 15 days notice and without assigning any reason whatsoever.
- 5) Bids should be complete in all respects and incomplete bids will be summarily rejected. The Bank will not entertain any correspondence in this regard.
- 6) In case the date of opening of the tenders happens to be a holiday, then, the tender will be opened on the next working day at the same time and place.
- 7) Canvassing in any form on the vehicle / from the vehicle provided to the Bank entails disqualification from further consideration.
- 8) Any Tenderer found influencing or intimidating other Tenderers / Tender process will be liable to / for disqualification.
- 9) The Bank's decision in respect of any dispute arising out of the hiring of vehicle services shall be final and binding on the Tenderer or his driver/s.
- 10) The Tenderer shall procure and arrange at his expense all necessary permits, certificates and licenses required under any or all applicable laws, regulations, or-

ordinances and other rules in effect at the place where service/s is / are to be performed, and the Tenderer 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 Kolkata shall alone have exclusive jurisdiction.
- 12) The Tenderer 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.
- 13) The Bank reserves the right to hire motor vehicles from various empanelled tenderers. Approval of their tender or bid for engagement of their vehicles for Bank's use or inclusion of their name in the approved panel does not amount to an appointment or right for an appointment to be made as such in the Bank and the Bank is fully free and is entirely at liberty to choose any vehicle of any make or model from any one or all the successful Tenderer /s of Bank's choice at the Bank's sole discretion and no Tenderer shall have any right to claim that they alone should be entrusted or engaged with Bank's requirement of vehicles of any category.
- 14) In case of vehicles hired on monthly basis, the payments to the successful Tenderer/s shall be made by the Bank only in monthly intervals on production of the log-book/trip sheets /duty registers etc. duly signed by the officer who 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 offer rate decided by selection committee as LI rate.
- 15) 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 only after submission of original receipt to the said effect.
- 16) The journeys in KMDA area shall be treated as local duty. However toll tax, state tax and parking charges, if any will be borne by the bank.
- 17) In the case of vehicles hired on daily basis, the time and mileage will be calculated from garage to garage and the charges will be paid accordingly.
- 18) *In case of Local duties, Night Charges (on agreed rates) will be payable to the Drivers, if the vehicle is used after 11 PM.*

19) In the case of vehicles hired on daily basis, the minimum running charges for out station duty will be calculated on 150 kilometers per day basis as described earlier in this document.

20) ***In case of Monthly hired vehicles:***

i. ***Additional amount (on agreed rates) will be payable to the Drivers for SUN-DAYS and three National holidays i.e. Republic Day (26th January), Independence Day (15<sup>th</sup> August) and Gandhi Jayanti (2nd Oct.).***

ii. ***In case of Night stay at outstations:***

a) *Only 12 hours duty will be reckoned for payment per day, if vehicle is de-tained at outstation.*

*b) Night stay charges to the Driver will be payable after 11 PM.*

iii. *150 KMs limit (per day) for outstation tour will not be applicable.*

21. The drivers engaged shall be fully trained and experienced ones. They should be medically fit in all respects. They should be free from infectious diseases.

22. The successful Tenderer/s should ensure that the drivers maintain cleanliness and wear clean and prescribed uniform with name & badge. The cost of uniform shall be borne by the tenderer.

23. The drivers should be of proven integrity, courteous, polite and prompt while rendering the services. They should not engage in road rage under any circumstances..

24. The Tenderer 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 Labour (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 Tenderer/s. Tenderer shall comply with all relevant laws, rules, regulation etc. and shall keep the bank fully indemnified to the said effect.

25. The Tenderer 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.

26. The Tenderer/s and his driver/s shall always keep and maintain the confidentiality of information that may come to their knowledge or the conversations, documents, addresses, places of visits etc. They are duty bound not to disclose such information to any person or persons without the prior permission in writing from the concerned officer and the Bank.

27. The Tenderer shall ensure that only qualified, experienced drivers possessing valid driving licenses are deputed for duty, and those who undertake 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 copies of which should be submitted to Assistant General Manager (Administration), SBI, LHO, Kolkata.

28. The Tenderer 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 his duty, etc.

29. The Tenderer shall depute drivers in uniform white shirt / trouser / Navy Blue Pull-over / Cap at his cost.

30. The Tenderer shall engage drivers who have required knowledge and idea of roads & streets of Kolkata City and its neighboring areas. The drivers to be engaged by the Tenderer shall be the employee/ staff/worker of the tenderer only and there shall be no employer-employee relationship between the bank and the drivers. No claim whatsoever shall lie against Bank of such driver nor of Tenderer.

31. Driver shall report their duty at the Liaison Department, whenever required.

32. The Bank reserves the right to cancel the empanelment at any time during the tenure of two years for any failure to adhere to the terms and conditions agreed herein. The Bank will communicate the termination by giving fifteen (15) days' notice 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.

33. 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 Tenderers.

**Kolkata**  
**Date**

**SIGNATURE OF OWNER / DIRECTOR**  
**AUTHORISED SIGNATORY**  
**Official Seal/Stamp**

**TECHINICAL BID**  
**(Sealed in an envelope – A)**

**Passport size  
Photograph of the  
Bidder/ authorized  
Signatory**

**Profile of the Tenderer:**

1. Name of the Bidder/ firm \_\_\_\_\_

2. Name of the person submitting the Bid whose photograph is affixed Shri/Smt. \_\_\_\_\_

**(In case of Proprietary/Partnership firms/ Company, the Bid has to be signed by Proprietor/ Partners only, and authorized signatories as the case may be)** Tenderer will submit the attested copy of the PAN card / Election Commission I-Card / Passport of the proprietor or authorized signatory in case of proprietor is not signing the tender document. 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-firm

4. Tel no. with STD code

(O)..... (Fax)..... (R).....

5. Type of the Firm/Company: Date of Registration \_\_\_\_\_

- i) Proprietorship
- ii) Partnership
- iii) Private Limited
- iv) Public Limited

**(Please attach attested copies of documents of registration/ incorporation of the firm if any)**

6. Name-of-Proprietor/Partners/Directors

7. Bidder's-bank, its-address-and-his-current-account-number

8. Permanent Income Tax member, Income Tax  
circle

**(Please attach a copy of last income tax return)**

9. List of Major existing Clients for similar services during the last three years, and a certificate from the clients.

**Passport size photographs of  
the Bidder/ authorized**

***Signatory holding  
power of Attorney***

10. Infrastructure capabilities:

(a) Particulars of vehicles available with the Bidder:

Type of Vehicle(s)	Registration numbers

11. Any other information / documents which may help the Bank in assessing the Tenderer's capabilities.

12. Is your firm/company carrying on any other business, if yes provide details.

13. Turnover for the last 3 years. Please furnish year-wise details separately, duly certified by Chartered Accountant.

14. What is the time limit required to provide the services in case empanelled?

**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 found incorrect at any time, the same shall be construed to be a misrepresentation, enabling Bank to cancel contract and forfeit the EMD(earnest Money Deposit)
- c) I / we further undertake that as and when called upon by the Bank for inspection, I/We shall produce original (s) of the documents the 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 relatives (husband/wife/son/father/brother/sister /mother, mother in law, father in laws).
- e) All the vehicles to be provided by us under this contract shall be registered as commercial vehicles in the name of the tenderer fulfilling the norms prescribed by Govt. of West Bengal, Department of Transport, West Bengal.
- 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

Kolkata

Date:

Signature of Tenderer/Authorized signatory.....

Name of the Tendererr.....

Seal of the Tenderer

**List of enclosures:**

- a. Copy of Partnership Deed/Article & Memorandum of Association, as the case may be.
- b. Permanent Account No. (PAN) Copy
- c. Certificate of GST No.
- d. Power of Attorney in the name of person signing this bid (Authorized signatory)
- e. Turnover of Rs.10.00 lacs for the last three years (balance sheet of last three financial year duly certified by Chartered Accountant.
- f. Copies of ONE such contracts indicating number of vehicles deployed and value of contract along with certificate of the contracted company.
- g. EMD of Rs 25,000/- in favour of ***“The Assistant General Manager (Admin.), State Bank of India, LHO, Kolkata”***.
- I. Photocopy of the Registration Book

**ANNEXURE – II**

(Sealed in an envelope – B)

**PRICE BID - I**

Admin//Tender/Vehicle/2022/ Dated: / /

**SCHEDULE OF HIRE CHARGES****MONTHLY BASIS -**

Type of Vehicle	Monthly Rental upto 1500 Kms per month (Rs.)	Extra per Km beyond 1500 Kms (Rs.)	Extra per hour beyond 12 hours per day (rate per hour) (Rs.)	Night Charges after 11:00PM (Rs.)	Outstation per night halt (Rs.)	Holiday / Sunday Halting
Toyota Altis						
Ciaz						
Honda City						
Maruti Suzuki Swift Dzire						

We agree to abide by this Bid for the period as per tender terms & conditions from the date of opening of financial bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

These cars, wherever required, can be taken outside Kolkata/ KMDA and shall be utilized without extra payment on account of overtime or special Kilometer rate. The Tenderer should also indicate separately the halting allowance payable to the driver for the day, the driver remains outside from the Head quarter.

Note: Rates are inclusive of all Taxes, levies, and duties except Service Tax,. Service Tax shall be paid as per actual.

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of the Tenderer

Name of Tenderer

\_\_\_\_\_  
Official Seal / Stamp

**ANNEXURE – III**

(Sealed in an envelope – B)

**PRICE BID - II**

Admin//Tender/Vehicle/2022/ Dated: / /

**SCHEDULE OF HIRE CHARGES****DAILY BASIS FOR LOCAL DUTY (within KMDA)**

Rated to be quoted for Vehicles only.

Type of Vehicle	Up to 60 Kms & 6 hours for half day	Up to 80 Kms & 8 hours for a day	Extra Kms Rate Per Km	Extra Hour Rate per hour	Local Halting after 11:00PM (Rs.)
Toyota Altis					
Honda City or equivalent vehicle					
SWIFT DZIRE or equivalent vehicle					
INNOVA / CRYSTA or equivalent vehicle					

We agree to abide by this Bid for a period as per tender terms & conditions from the date of opening of financial bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Note: Rates are inclusive of all Taxes, levies, and duties except Service Tax, Service Tax shall be paid as per actual.

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of the Tenderer

Name of Tenderer

\_\_\_\_\_  
Official Seal / Stamp

**ANNEXURE – IV**  
(Sealed in an envelope – B)

**PRICE BID – III**

Admin//Tender/Vehicle/2026/ Dated: ...../...../.....

**SCHEDULE OF HIRE CHARGES**  
**DAILY BASIS FOR LOCAL DUTY OUTSIDE KMDA**

Type of Vehicle	Rate per km	Minimum k.m. Per day	Minimum hour per day	Extra Hour Rate per hour	Any other information
INNOVA / CRYSTA or equivalent vehicle					
Honda City or equivalent vehicle					
Runion/ Ertiga					
SWIFT DZIRE or equivalent vehicle					

We agree to abide by this Bid for a period as per tender terms & conditions from the date of opening of financial bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Note: Rates are inclusive of all Taxes, levies, and duties except GST, GST shall be paid as per actual.

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of the Tenderer

Name of Tenderer

\_\_\_\_\_  
Official Seal / Stamp

**ANNEXURE – V**  
(Sealed in an envelope – B)

PRICE BID - IV  
Admin/LO/Tender/Vehicle/2026/ Dated: ../...../...  
**SCHEDULE OF HIRE CHARGES**  
**OUTSTATION REQUIREMENT (2024/2025 Models)**

Type of Vehicle	Rate per KM	Minimum KM per day	Night Charges	Any other information
Toyota Altis				
Honda City or equivalent vehicle				
SWIFT DZIRE or equivalent vehicle				
INNOVA / CRYSTA or equivalent vehicle				

We agree to abide by this Bid for a period as per tender terms & conditions from the date of opening of financial bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Note: Rates are inclusive of all Taxes, levies, and duties except Service Tax, Service Tax shall be paid as per actual.

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of the Tenderer

Name of Tenderer

\_\_\_\_\_  
Official Seal / Stamp