



**STATE BANK OF INDIA,**  
ADMINISTRATIVE OFFICE, BALASORE  
OT ROAD, SAMBAD CHOWK  
BALASORE, ODISHA-756001

PART-1  
**(Technical Bid)**

**TENDER FOR  
HIRING OF AIRCONDITIONED CASH VANS EQUIPPED WITH DRIVER  
THEREIN ON MONTHLY RENTAL BASIS FOR USE AT CAC UNDER  
DIFFERENT RBOs OF AO BALASORE**

**Tender ref no: AO BAL/25-26/Ops/01**

**Date: 1 May 2025**

**Name of the Tenderer: Asst General Manager (Ops),  
State Bank of India,  
Administrative Office, Balasore,**

**Address: The Asst. General Manager (Ops),  
State Bank of India, Administrative Office, Balasore,  
OT Road, Sambad Chowk , Balasore, Odisha-756001.**

**GSTIN: .21AAACS8577K1Z1**

**LAST DATE OF SUBMISSION: ON 21/05/2025 up to 3:00 PM**

## NOTICE INVITING TENDER

**Tender No: AO BAL/25-26/Ops/01**

**Date: 01 May 2025**

State Bank of India, Administrative Office, Balasore invite technical Bid from Registered Travel Agents/firms/companies/trusts having adequate experience in providing airconditioned Cash Vans for cash remittance works to Banks/other reputed organizations on hire basis for use at its Currency Administration Cells ('CAC') at its existing Currency Chest branches under Administrative Office, Balasore as per the criteria specified in the tender document. The contract will be for a period of 3 (three) years, shall be renewed annually subject to satisfactory performance of the firm.

2. The other details of the tender are as under:

1	Name of Work	Hiring of airconditioned cash vans equipped with driver on monthly rental basis for use at CACs and Branches under Administrative Office, Balasore
2	Cost of Tender documents cum processing Fee Nonrefundable)	Nil
3	Earnest Money Deposit (EMD)	DD of ₹ 1,45,000.00 (Rupees One Lakh fortyfive thousand Only) as EMD submitted in favour of, " <b>Asst. General Manager (Ops), AO Balasore</b> , payable at <b>Balasore</b> shall be submitted to the office of the Asst. General Manager (Ops), Administrative Office, Balasore, along with the tender document.
4	Security Deposit (ISD)	The successful Contractor whose tender is accepted by the Bank shall be bound to deposit 5% of the annual work order towards Security Deposit in the form of pledged fixed deposit issued by any Nationalized/Scheduled Bank favouring " <b>State Bank of India</b> ". All eligible vendor/ firm are required to submit Security Deposit irrespective of their registration as MSME.
5	Date for downloading of Tender Document	01/05/2025 to 21.05.2025 from Bank's website " <a href="https://www.sbi.co.in/portal/web/home/procurement-news">https://www.sbi.co.in/portal/web/home/procurement-news</a>
6	Pre-Bid Meeting	At 3.00 PM on 14.05.2025 at office of the Asst General Manager (Ops), AO -Balasore
7	Date of clarifications on the Bidder's queries at Office.	21.05.2025 (No individual communication shall be provided to the Bidder).
8	<b>Last date &amp; time for submission of Technical bid along with EMD, Cost of tender document cum processing Fee and other documents as specified in the tender</b>	The eligible prospective vendors are required to submit the following document physically on or before on <b>21.05.2025 at 15:00 Hrs</b> i) Earnest Money Deposit (EMD). ii) Process Compliance form in company letter head duly signed and stamped by authorize representative. <b>(Annexure I)</b>

		<p>iii) Letter of Undertaking in company letter head duly signed and stamped by authorize representative. (<b>Annexure II</b>).</p> <p>iv) All bidders need to submit a declaration-cum-certificate (along with evidence) in this regard as per (<b>Annexure III</b>).</p> <p><b><u>All the bidders need to submit the tender document (hard copy) at the office of the Asst. General Manager (Ops), AO Balasore, before the due date.</u></b></p> <p><b>Tenders received without any one or more document mentioned above shall be rejected. Price Bid of the qualified bidders shall be conducted online after scrutiny of technical bids, which shall be intimated later. For pre-qualification criteria, please refer the Technical Eligibility Criteria of Tender document</b></p>								
9	Address for submission and opening of Technical bid.	<p>The Asst. General Manager (Ops), State Bank of India, Administrative Office, Balasore, OT Road, Sambad Chowk , Balasore, Odisha-756001.  Email: <a href="mailto:agmops.aobal@sbi.co.in">agmops.aobal@sbi.co.in</a>  Mob: 9330842898 ( AGM (OPS))  Mob: 9438915102 ( Zonal Security Officer)</p>								
10	Date and Time of Opening of Technical Bid	3:00 PM on 21.05.2025								
11	Date and Time of opening of <b>Price-Bid</b> ( through e-bidding)	Will be intimated later. Shall be intimated to the bidders only qualifying the technical scrutiny.								
12	Validity for Offer	3 (three) months from the date of opening of price bid								
13	Distribution of work amongst L-1, L-2 and L-3 bidders	<p>The work will be distributed amongst the L1, L2 and L3 as under, provided L2 and L3 agree to work at L1 price:</p> <table border="1"> <tr> <td>Bidder Rank</td> <td>Hiring of cash vans equipped with driver on monthly rental basis for use at Currency Administration Cells, under the RBOs of SBI AO Balasore.</td> </tr> <tr> <td>L1</td> <td>Balasore, Baripada &amp; Keonjhar (11 Cash Van)</td> </tr> <tr> <td>L2</td> <td>Angul (4 Cash van)</td> </tr> <tr> <td>L3</td> <td>Paradeep (3 Cash van)</td> </tr> </table> <p>If the L2 bidder/ vendor backs out/ does not agree to work on L1 rate, then corresponding share of L2 shall be allotted to L1. Similarly, if the L-3 backs out / does not agree to work on L1 rate, then corresponding share of L3 shall be allotted to L1.</p> <p>If L2 and L3 deny to execute work as per L1 rate, in such case total work shall be allotted to L1</p>	Bidder Rank	Hiring of cash vans equipped with driver on monthly rental basis for use at Currency Administration Cells, under the RBOs of SBI AO Balasore.	L1	Balasore, Baripada & Keonjhar (11 Cash Van)	L2	Angul (4 Cash van)	L3	Paradeep (3 Cash van)
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L1	Balasore, Baripada & Keonjhar (11 Cash Van)									
L2	Angul (4 Cash van)									
L3	Paradeep (3 Cash van)									

3. In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.
4. Tenders received without EMD shall be summarily rejected and such bidders **shall not be allowed to participate in the online tendering process.** Vendors participating by virtue of MSME/NSIC certificate if, emulate to L1 aftermath the tendering procedure withdraw/back out to execute the job, it leads to great loss to the Bank and inconvenience to the SBI. Therefore serious bidders are requested to participate.
5. The intending bidders shall be asked to quote their offers online mode.
6. Bank reserves their rights to accept any or to reject all the tenders in part or whole without assigning reasons thereof and no correspondence shall be entertained in this regard.
7. The interested vendors shall submit the documents/testimonials pertaining to eligibility criteria on or before 21.05.2025, at the office of undersigned.
8. Tenders can be downloaded from **www.sbi.co.in (link) <Procurement News>**. It shall be responsibility of the Vendor to arrange and ensure that all pages of tender are properly bound Tenders in loose pages shall be disqualified.
9. All the bidders are requested to ensure that they have a valid digital signature certificate well in advance to participate in the online event.
10. All the bidders need to submit the tender document duly filled (hard copy) at this office through Post/courier/physically etc., before the due date. (Price Bid to be quoted online).
11. Conditional tenders shall be summarily rejected.
12. In case of any dispute arising regarding the job contract including the interpretation or the scope or working thereof, the decision of the SBI, AO-Balasore shall be final and binding on the Contractor.
13. The tenderer must obtain himself on his own responsibility and his own expenses all information and data which may be required for the purpose of filling this tender document and enter into a contract for the satisfactory performance of the work.
14. The Tenderer is requested to satisfy himself regarding capacities that may be required, labour, the law and order situation, climatic conditions, local authorities requirement, traffic regulations etc.; The tenderer will be fully responsible for considering the financial effect of any or all the factors while submitting his tender.
15. Design and layout of the vehicle is to be approved by the Bank; However all the fabrication work/ modification is in the scope of the vendor and will be done by vendor himself.
16. State bank of India has every right to reject any or all tenders without assigning any reason.
17. Bank has every right to increase or decrease the number of vans required and no extra or above the quoted rate is payable on this account.

**Sd/-**

**Asst General Manager (Ops)  
AO, Balasore**

## SAMPLE BUSINESS RULE DOCUMENT

### ONLINE E-TENDERING FOR HIRING OF AIRCONDITIONED CASH VANS EQUIPPED WITH DRIVER ON MONTHLY RENTAL BASIS FOR USE AT CAC UNDER AO, BALASORE

#### (A) Business rules for E-tendering:

1. Only Vendors/contractors fulfilling eligibility Criteria shall only be eligible to participate.
2. SBI will engage the services of an E-tendering service provider who will provide necessary training and assistance before commencement of online bidding on Internet.
3. In case of e-tendering, SBI will inform the vendor through its service provider to enable them to participate, contact and get trained.
4. Business rules like event date, closing and opening time etc. also will be communicated through service provider for compliance.
5. Contractors have to send by email, the compliance form in the prescribed format (provided by service provider), before start of E-tendering. Without this the vendor will not be eligible to participate in the event.
6. The e-tendering will be treated as closed only when the bidding process gets closed in all respects for the item listed in the tender.

#### (B) Terms & conditions of E-tendering:

SBI shall finalize the Tender through e-tendering mode for which Antres System Ltd. has been engaged by bank an authorized service provider. Please go through the guidelines given below and submit your acceptance to the same along with your Commercial Bid.

1. E-tendering shall be conducted by SBI through Antres System Ltd. on prespecified date. While the Contractors shall be quoting from their own offices/ place of their choice, Internet connectivity and other paraphernalia requirements shall have to be ensured by Contractors themselves. In the event of failure of their Internet connectivity, (due to any reason whatsoever it may be) SBI shall not be held responsible & no-further request by the bidder/ tenderer shall be entitled. In order to ward-off such contingent situation bidders are requested to make all the necessary arrangements/ alternatives such as back-up power supply whatever required so that they are able to circumvent such situation and still be able to participate in the E-tendering successfully. Failure of power at the premises of Contractors during the E-tendering cannot be the cause for not participating in the E-tendering. On account of this the time for the E-tendering cannot be extended and SBI is not responsible for such eventualities.
2. Antres System Ltd., shall arrange to train your nominated person(s), without any cost to you. They shall also explain you all the Rules related to the E-tendering. You are required to give your compliance on it before start of bid process.
3. **BIDDING CURRENCY AND UNIT OF MEASUREMENT:** Bidding will be conducted in Indian currency & Unit of Measurement will be displayed in Online E-tendering.
4. **BID PRICE:** The Bidder has to quote the rate as per the Tender Document provided by SBI.
5. **VALIDITY OF BIDS:** The Bid price shall be firm for a period specified in the tender document and shall not be subjected to any change whatsoever.
6. **Procedure of E-tendering:** I. Online E-tendering:

(a) The hard copy of the Technical as well as Price Bid Document are available on the Bank's website during the period specified in the Notice Inviting Tender (NIT).

(b) Online e-tendering is open to the bidders who qualify in the technical shall participate in the price bidding as provisions mentioned hereinabove through SBI approved Service Provider.

(c) The Price-Bid shall be made available online by the Service Provider wherein the contractors will be required to fill-in their percentage rates for each item.

(d) The Contractors are advised not to wait till the last minute to submit their online item-wise quote in the price bid to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.

(e) It is mandatory to all the bidders participating in the price bid to quote their rates for each and every item.

(f) In case, contractor fails to quote their percentage for any one or more tender items, if any, then their tender shall be treated as "Incomplete Tender" and shall be liable for rejection.

7. **LOG IN NAME & PASSWORD**: Each Bidder is assigned a Unique User Name & Password by Antres System Ltd. The Bidders are requested to change the Password after the receipt of initial Password from Antres System Ltd. All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.

8. **BIDS PLACED BY BIDDER**: Bids will be taken as an offer to execute the work as Specified. Bids once made, cannot be cancelled / withdrawn and the Bidder shall be bound to execute the work at the quoted bid percentage. At the end of the E-tendering, SBI will decide upon the winner. SBI decision on award of Contract shall be final and binding on all the Bidders. After getting L1 price / bid, top three bidders shall be decided based on the lowest bid submitted and ranked as L1, L-2 and L-3.

9. **DISTRIBUTION OF WORK**. The work will be distributed amongst the L1, L2 and L3 as under, provided L2 and L3 agree to work at L1 price:

Bidder Rank	Hiring of cash vans equipped with driver therein on monthly rental basis for use at Currency Administration Cellss, under the RBOs of SBI AO Balasore.
L1	Balasore, Baripada & Keonjhar (11 Cash Van)
L2	Angul (4 Cash van)
L3	Paradeep (3 Cash van)

If the L2 bidder/ vendor backs out/ does not agree to work on L-1 rate, then corresponding share of L-2 shall be allotted to L-1. Similarly, if the L-3 backs out / does not agree to work on L-1 rate, then corresponding share of L-3 shall be allotted to L-1.

If L-2 and L-3 deny to execute work as per L-1 rate, in such case total work shall be allotted to L-1.

10. SBI shall be at liberty to cancel the E-tendering process / tender at any time, before ordering, without assigning any reason.

11. SBI shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.

12. Other terms and conditions shall be as per your techno-commercial offers and other correspondences till date.

13. **OTHER TERMS & CONDITIONS:**

- (a) The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers / bidders.
- (b) The Bidder shall not divulge either his Bids or any other exclusive details of SBI to any other party.
- (c) SBI decision on award of Contract shall be final and binding on all the Bidders. SBI reserves its rights to extend, reschedule or cancel any E-tendering within its sole discretion.
- (d) SBI or its authorized service provider Antres System Ltd. shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.
- (e) SBI or its authorized service provider Antres System Ltd. is not responsible for any damages, including damages that result from, but are not limited to negligence.
- (f) SBI or its authorized service Antres System Ltd. will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.
- (g) All the Bidders are required to submit the Process Compliance Statement (Annexure I) duly signed in the E-Tender portal during price bid.
- (h) All the bidders are requested to ensure that they have a valid digital signature Certificate well in advance to participate in the online event.

Signature of Contractor with Seal

(ANNEXURE I)

**Process Compliance Form**

(The bidders are required to print this on their company's/ firm's letter head and sign, stamp before faxing)

To

Date:

Antares Systems Limited,  
Registered Office at: - 137/3, Honganasu,  
Kengeri, Mysore Road, Bangalore – 560060.  
Ph.: - 080-49352000 / 40482000  
Fax: - 080-49352034

**Sub: Agreement to process the terms and conditions for the online bidding**

**AGREEMENT TO PROCESS THE TERMS AND CONDITIONS FOR THE E-TENDERING FOR "HIRING OF AIRCONDITIONED CASH VANS EQUIPPED WITH THE DRIVER THEREIN ON MONTHLY RENTAL BASIS FOR USE AT CURRENCY ADMINISTRATION CELLS UNDER STATE BANK OF INDIA, ADMINISTRATIVE OFFICE, BALASORE".**

Dear Sir,

This has reference to the Terms & Conditions for the E-tendering mentioned in the hiring of the cash vans tender documents of State Bank of India, Administrative Office, Balasore and this letter confirms that:

- 1) The undersigned is the authorized representative of \_\_\_\_\_ in order to participate in the tender process of hiring of cash vans equipped with the driver therein at currency administration cells under State Bank of India, Administrative Office, Balasore pursuant to the resolution passed in the meeting of the board of directors of said company held on \_\_\_\_\_.
- 2) We have studied the Commercial Terms and the Business rules governing the E-tendering as mentioned in RFP of SBI as well as this document and confirm our agreement to thereto.
- 3) We also confirm that we have taken the training on the E-tendering tool and have understood the functionality of the same thoroughly.
- 4) We confirm that SBI and Antres Systems Ltd. shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-tendering platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the E-tendering event.
- 5) We confirm that we have a valid digital signature certificate issued by a valid Certifying Authority.
- 6) We, hereby confirm that we will honor the Bids placed by us during the E-tendering process.

With regards,

Signed and Delivered by \_\_\_\_\_ Ltd., pursuant to the Resolution of its Board of Directors passed on the \_\_\_ day of \_\_\_\_\_ 202\_ by the hand of Shri/Ms. \_\_\_\_\_, \_\_\_\_\_, its Authorised Director/Official

COMMON SEAL of \_\_\_\_\_ Ltd. has pursuant to the Resolution of its Board of Directors passed in that behalf on the \_\_\_ day of \_\_\_\_\_, 202\_, hereunto been affixed in the presence of Shri/Ms. \_\_\_\_\_, \_\_\_\_\_, of the Company, as per Memorandum and Articles of Association.

Signed Sealed and Delivered by

For and on behalf of  
M/s. \_\_\_\_\_

Shri/Smt./Kum.

1.

Shri/Smt./Kum.

2.

Shri/Smt./Kum.

3.

Shri/Smt./Kum.

4.

(Delete whichever is not applicable and add appropriate facts for any other constituted entity)

## Technical Eligibility Criteria

The bidder must fulfil the following technical specifications in order to be eligible for opening of financial bids and award of the contract:-

1. The bidder must have Registered Office or a branch office located at any place of Odisha state having a certificate under the Shop and Commercial Establishment Act, 1956 issued by the Odisha Government. An attested copy of the registration Certificate of their office in Odisha state or the certificate under the Shop and Commercial Establishment Act, 1956 issued by Odisha government shall be enclosed.

2. In case of partnership firms, a copy of the Partnership Agreement, or General Power of Attorney duly attested by a Notary Public, should be furnished on a stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

3. The bidder should have a minimum annual turnover of ₹ 44 Lakhs average during the last three financial years viz. 2022-23, 2023-24 & 2024-25. Copies of profit and loss account and balance sheets duly certified by the CA along with ITR for these three years must be enclosed with the quotations.

4. Experience of having successfully completed similar works during last 7 years ending last day of months previous to the one in which applications are invited should be either of the following:

(a) Three similar (3 nos.) completed works costing not less than the amount equal to 40% of the estimated cost, viz. ₹ 59,00,000.00 (Rupees Fifty Nine Lakhs Thousand Only).

Or

(b) Two similar (2 nos.) completed works costing not less than the amount equal to 50% of the estimated cost, viz. ₹ 73,00,000.00 (Rupees Seventy Three Lakhs Only).

Or

(c) One similar (1 nos.) completed work costing not less than the amount equal to 80% of the estimated cost, viz. ₹ 1,17,000.00 (Rupees One Crore Seventeen Lakhs Only)

(d) Works completed as on 31/03/2025 will be considered only, bidders without submission of completion certificate is liable for rejection.

5. The bidder should have its own bank account, PAN Card, GST registration certificate. A self-certified copy of the documents must be attached with the tender. Without GST registration, the bid will be summarily rejected.

6. The bidder must have vehicles not older than 2 years (not before 30.06.2023) registered in its name. A list of such vehicles with self-attested copies of RCs should be attached with the quotation. Preferably the agency should have involved in similar hiring. Further, the bidder should also submit an undertaking that, they shall provide brand new vehicles, suitably modified as per the banks requirement within 15 days of allotment of the work order.

7. An undertaking from the bidder firm stating that the firm has not been blacklisted by any Central Government Department/Ministry/PSU/Bank, or State Government etc. must be attached with the bid documents.

8. The bidder must have a minimum three years' experience in supplying Vehicles on rent basis to reputed organizations particularly Central/State Govt./ Govt. Departments/PSUs. The bidder will be required to submit along with the bid document a proof of work experience. The certificate should be from a prominent organization (Government organization/semi quasi govt./PSU/Bank).

9. The firm should follow labour laws and should be registered with ESIC, EPF, and other statutory norms of Govt. of India.

10. The preferable Vehicle are Mahindra Bolero Pickup/Mahindra Maxi truck Plus/TATA xenon Yodha or equivalent. Specification of vehicle may vary in between Displacement not less than 2200 CC, preferably turbojet: Power 60BHP to 95 BHP, Torque 180 to 290 Nm. The specification are minimum may vary depending up on manufacturer's specification.

Signature of Contractor with Seal

## Instructions to the bidders

1. Sealed bids will be submitted in two parts namely Technical bid and Financial (Price bid to submit online when intimated) in two different cover superscribing **“HIRING OF AIRCONDITIONED CASH VAN EQUIPPED WITH DRIVER THEREIN ON MONTHLY RENTAL BASIS FOR USE AT CURRENCY ADMINISTRATION CELLS UNDER SBI, AO-BALASORE”**.
2. The technical bid will contain only documents relating to eligibility criteria and Tender cost & EMD. The financial bid shall be submitted online and bids of the technically qualified bidder will only be opened.
3. Earnest Money Deposit (EMD): The bidder should deposit EMD amounting to Rs. 1,45,000/- (Rupees One Lakh Forty Five Thousand Only) along with the technical bid in the form of Demand Draft/Pay Order/ Banker’s Cheque Payable which will be returned to the unsuccessful bidder(s) and award of contract to the successful bidder(s) on finalization. The bid without EMD shall be rejected and no correspondence will be entertained on this subject.
4. Performance Security: The successful bidder(s) will have to deposit performance security amounting to 5% of the tendered amount (as stated in Sr no of 4 of Tender document). The security deposit shall be forfeited in case of any default on the part of the agency in not providing proper or satisfactory service. In this regard, the decision of competent authority of SBI shall be final and binding on the agency. The security deposit amount will be released to the agencies after successful completion of the contract period.
5. The bidders should convey acceptance of the award of contract within 3 (three) days of receipt of the work order.
6. The bidders should execute the agreement within 7 days of the receipt of the work order and position the vehicle equipped with driver therein at the CACs allotted within 15 days of receipt of workorder or as directed by State Bank of India.
7. The intending bidders shall quote their offers online in the e-Tendering agency portal appointed by State Bank of India.
8. After taking into account the Percentage rebate/addition offered by all the bidders over the Estimate Cost, “Net Tender value” of each bidder shall be evaluated (Mostly by the online system itself) and the bidder offering “Lowest Tender Amount” for projects pertaining to “Procurement/Purchase contract” and “Highest Tender amount” for “sales contracts” shall be declared as “Successful bidder”.
9. The Percentage Offer’ shall be uniformly applicable to each and every item involved or as furnished in the price bid.
10. In case, the lowest Tendered Amount of two or more bidders is same/tie, then revised offer shall be asked from all those bidders, who quoted same. However, the revised offer shall be in no manner can be lesser than the initial offer for procurement and vice-versa for sales contract. The successful bidders shall be decided on the basis of revised offers.
11. The process of online re-bidding amongst two or more contractors offering same percentage shall continue till L-1 bidder is evolved.

12. In case, any of such bidder(s) quoted same tender amount during initial bidding or subsequent re-bidding refuses to submit revised offer, it shall be treated as “withdrawal of tender” by the contractor before acceptance. The earnest money of such contractors shall be forfeited.

13. The contractor(s), whose earnest money is forfeited because of nonsubmission of revised offer, shall not be allowed to participate in the retendering process of said project.

14. The vendors/bidders offering 10% or below with respect to the estimated cost of tender, shall be treated as erratic and unreasonably low offers. Therefore, the successful bidder doing so, as stated, need to submit an undertaking to undertake the job. In addition they are liable to submit “Additional Security Deposit” which is (equal to difference in estimated cost vis-a vis final tender amount quoted) as performance Guarantee in the form of “Unconditional Bank Guarantee” or Demand Draft favoring SBI.

15. The rate quoted by the tenderer shall remain firm and shall cover and include cost of wages to the driver(s), vehicle maintenance, equipment deployed, contractors profit, overhead charges and all statutory levies, applicable taxes, EPF, ESI, and any other statutory component as per the Central Government Minimum Wages Act but excluding Goods & Service Tax (GST).

16. In quoting rates, the tenderers are advised to take into account all factors including any fluctuations in market rates. Please note that the rate quoted in the tender shall remain firm and valid for the contract period of ‘THREE YEAR’ from the date of commencement of work. During this period no request for enhancement / escalation in rates shall be considered under any circumstances in respect to monthly hiring charges and variable components.

17. Price variation for Fuel cost: In case of there is substantial variation in diesel prices (i.e. minimum 10% increase/decrease of the diesel prices on the last date of submission of the Tender/last revision date i.e, Rs\_\_\_\_\_/ Litre, the same will be reviewed and appropriate increase/decrease will be effected proportionately on the rate quoted by the bidder subject to at the discretion of Bank. (For eg. Bid price Rs.10.00 and fuel price increased by 10%, then revised rate is Rs.11.00 and fuel price is decreased by 10%, then revised rate is Rs. 9.00)

18. “Restrictions under Rule 144(XI) of General Financial Rules 2017 of Ministry of Finance, India order no F. No 6/18/2019/PPD dated 23<sup>rd</sup> July 2020”.

i. Any bidder from a Country which shares a land border with India will be eligible to bid in this tender ONLY if the bidder is registered with the competent Authority (registration committee constituted by the Department for promotion of Industry and Internal Trade of India).

ii. ‘Bidder’ (including the term ‘tenderer’, ‘consultant’ or ‘Service Provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial judicial person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

iii. ‘Bidder from a country which shares a land border with India (such a country) for this purpose means:

(a) An entity incorporated, established or registered in such a country; or

(b) A subsidiary of an entity incorporated, established or registered in such a country; or

(c) An entity substantially controlled through entities incorporated, established on registered in such a country; or

(d) An entity whose beneficial owner is situated in such a country; or

- (e) An Indian(or other) agent of such an entity; or
- (f) A natural person who is a citizen of such a country; or
- (g) A consortium or joint venture where any member of the consortium or joint venture fails under any of the above.

iv. The beneficial owner for the purpose of (iii) above will be as under:  
 In case of A company or Limited Liability partnership, the beneficial owner is the natural person(s), who, I whether acting alone or together, or through one or more judicial person, has a controlling interest or who exercises control through other means.

Explanation-

(a) “Controlling ownership interest” means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company;

(b) “Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

1. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more judicial person, has ownership of or entitlement to more than fifty percent of capital or profits of the partnership;
2. In case of an unincorporated association or body of individuals, the beneficial owner is the person, has ownership of or entitlement to more than fifty percent of the property or the capital or profits of such association or body of individuals;
3. Where no natural person is identified under(1) or(2) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
4. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifty percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

v. An agent is a person to do any act for another, or to represent another in a dealing with third person.

vi. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the competent Authority as referred under section 19(1) hereto.

vii. All bidders need to submit a declaration-cum-certificate (along with evidence) in this regard as per “Annexure III”. Failure to submit such a valid declaration will make the bid liable for rejection.”

19. The SBI reserve their rights to accept any or to reject all the bids without assigning any reasons therefor and no correspondence shall be entertained in this regard.

We have read and understood the abovementioned and shall abide by the same.

Signature of the Contractor with Seal

Name: .....  
 Place: .....  
 Date: .....

**INFORMATION ABOUT ENTITY**

1.	Name of the entity	
2	Authorized person	
3.	Address with contact nos.	
4.	email ids	
5	Details of vehicles owned by the entity (commercially registered) in their name. Photocopy of RC book to be attached.	
6.	Details of work experience during the last three years along with the photocopy of certificates issued by the organizations. Amount of business in Year 2022-23 Amount of business in Year 2023-24 Amount of business in Year 2024-25	
7.	Details of ITR filed during the last three financial years Year 2022-23 Year 2023-24 Year 2024-25 Average	
8.	Annual Turn Over in rupees during the last three years along with the photocopy of certificate duly vetted by C.A. Turnover in Year 2022-23 Turnover in Year 2023-24 Turnover in Year 2024-25 Average Turnover:	

I/We hereby agree to the terms & conditions of the tender

Place:

Sign & Seal of the Entity

Date:

**LETTER OF UNDERTAKING**

To,  
The Asst General Manager (Ops)  
State Bank of India, Administrative Office,  
Balasore, OT Road,  
Sambad Chowk, Balasore,  
Odisha-756001

Dear Sir,

**TENDER FOR “HIRING OF AIRCONDITIONED CASH VAN EQUIPPED WITH DRIVER ON MONTHLY RENTAL BASIS FOR USE AT CACs OF DIFFERENT RBOs UNDER ADMINISTRATIVE OFFICE, BALASORE”.**

Having examined the terms & conditions, drawings, specifications, design relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto and affecting the quotation, I/We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum on the percentage rate basis mentioned in the attached schedule and in accordance in all respect with the specifications, design, drawings and instructions in writing referred to in conditions of Tender, conditions of contract and with such conditions so far as they may be applicable.

**MEMORANDUM**

a	Description of work	<b>HIRING OF AIRCONDITIONED CASH VAN EQUIPPED WITH DRIVER ON MONTHLY RENTAL BASIS FOR USE AT CURRENCY ADMISTRATION CELLS OF DIFFERENT RBOs UNDER YOUR ADMINISTRATIVE OFFICE- BALASORE</b>
b	Earnest Money	<b>Rs 1,45,000.00 (Rupees One Lakh Forty Five Thousand Only)</b> by means of Demand Draft / Pay Order/ Banker’s cheque from any scheduled Nationalized Bank drawn in favour of “ <b>Asst. General Manager (Ops)</b> ” and payable at “ <b>Balasore</b> ”.
c	Time allowed for completion of work from the date of issue of work order.	As specified in the (NIT)

Should this tender be accepted, I/we hereby agree to abide by and fulfill the terms and provisions of the said conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to SBI Administrative Office, Balasore the amount mentioned in the said conditions.

I/we have deposited Demand Draft / Banker’s Cheque / FDR for a sum of Rs.1,45,000/- (**Rupees one lac forty-five thousand only**) as Earnest money deposit with SBI Administrative Office,

Balasure. Should I/we do fail to execute the contract when called upon to do so, I/we hereby agree that this sum shall be forfeited by SBI Administrative Office, Balasure.

We understand that as per terms of this tender, the SBI may consider accepting our tender in part or whole or may entrust the work for another work of similar nature. We, therefore, undertake that we shall not raise any claim / compensation in the eventuality of Bank deciding to drop any of the items from the scope of work of this tender at any stage during the contract/execution period. Further, we also undertake to execute the work entrusted to us in phases on our approved rates and within the stipulated time limit without any extra claim for price escalation.

As when asked by the Bank, I/we shall submit the supporting technical data sheet, specification and make of the items as per the BOQ.

We, hereby, also undertake that, we will not raise any claim for any escalation in the prices of any of the material during the currency of contract/execution/completion period.

I / We have not made any modification / corrections / additions /deletions etc. in the PQ/Tender documents downloaded from web by me / us. In case at any stage later, it is found there is difference in our downloaded PQ/Tender documents from the original and / or any documentation, SBI shall have the absolute right to disqualify / reject our Tender and also debar me / us in participating in any future tenders of SBI without any prior intimation to me / us.

I/We hereby undertake and confirm that all the information furnished in this tender is correct and true to the best of our knowledge and belief and we own full responsibility for its correctness and authenticity

I / We hereby understood and accordingly confirm that all Tender documents along supporting documents/annexures etc. are required to be submitted by us strictly in the prescribed format only. In case, the Bid/documents submitted by us along with this tender is found in any other formats and not complying this condition, we hereby authorize the SBI to summarily reject our tender for which we shall not make any protest.

Yours faithfully,

Signature of contractor with Seal

**Annexure-III**

**Declaration-cum-Certificate on the letter head of bidder regarding restrictions on procurement from bidders from a country or countries, on grounds of defense in India or matters directly related thereto, including national security.**

I/We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India:

I/We, the bidder (specify full name \_\_\_\_\_) certify that we are NOT from such a country OR, if from such a country, has been registered with competent Authority.

I/We hereby certify that we fulfill all requirements in this regard and is eligible to be considered.

(Signature of authorized Signatory along with Seal) Name of authorized Signatory:  
Designation of Authorized Signatory:

List of Evidences enclosed:

1. Copy of certificate of valid registration with the competent authority viz. registration committee constituted by the Department for promotion of Industry and Internal Trade of India (Score out, if not applicable).

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Date:

Place:

## **GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

### **DEFINITIONS:**

In the contract, the following expressions shall, unless the context otherwise requires, have the meaning hereby respectively assigned to them.

**'The Contract'** means the documents forming the tender and acceptance thereof and the formal agreement executed between SBI and the contractor under the guidance/co-ordination of SBI, together with the documents referred to therein including these conditions and other instructions issued by the SBI from time to time and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

**'Bank'** means State Bank of India, a Statutory Corporation constituted under the State Bank of India Act, 1955 and having its Central Office at State Bank Bhavan, Madame Cama Road, Nariman Point, Mumbai 400021 and Administrative Office amongst other places at OT Road, Samba Chowk, Balasore-756001.

**'Contract value'** means the value of the entire work as stipulated in the work order conveying acceptance of the tender subject to such additions thereto or deductions there from as may be made under the provision hereinafter contained.

**'Contractor'** or **'Vendor'** means the firm, company or person engaged by the Bank to carry out certain assignments, which expression shall, unless it be repugnant to the subject or context thereof shall be deemed to mean and include its successors and permitted assigns.

**'Competent Authority'** means authority nominated to exercise power of approval, sanction and acceptance concerning administrative, financial and technical aspects of transactions done on behalf of Sate Bank of India.

**'Day'** means a calendar day beginning at 00 hours and ending at 23.59 hours and tenure of 24 hours respectively.

**'Month'** means calendar month.

**'The schedule of quantity'** means the schedule of quantity as specified and forming part of this contract.

**'Week'** means seven consecutive days.

**'Works'** or **'work'** means the work(s) described in the "Scope of Work" and/or to be executed in accordance with the contract and includes labour, materials, apparatus, equipment of all kinds to be provided, the obligations of the contractor hereunder and work to be done by the contractor under the contract.

Where the context so requires, words imparting the singular only also include the plural and vice versa; and, any reference to masculine gender shall include feminine gender and vice versa.

**LANGUAGE:** The language in which the contract documents shall be drawn shall be **English**.

## SCOPE OF WORK & CONTRACT

1. The Contractor shall provide cash vans (not older than two years from the date of signing the agreement), built as per Bank's specifications with trained and expert driver for cash movement as directed by the Bank and will use its endeavour to operate the services efficiently. The identified Contractor will be under obligation to provide the cash van duly fabricated within two weeks' time, failing which a penalty levied by the Bank shall be paid by such Contractor for a period of 15 days of default thereto. Thereafter, Bank will be at liberty to double the penalty amount or engage another cash van and such Contractor shall have no right to be participated in or considered in re-tendering exercise.
2. The hiring of the vehicle will be for a period of three years subject to review of the performance every twelve (12) months. Unsatisfactory performance would render the contract liable for termination.
3. ***The hire charges shall include the cost of all expenses towards fuel, maintenance & repair cost of the vehicle, Fitness Certificate, insurance cover for the vehicle and all wages/remuneration to the driver under various applicable labour laws, road taxes, and any other incidental charges that may arise while operating the vehicles for the Bank's purpose.***
4. All transport risks, accidents, mishaps that may occur during the services provided to the Bank will be at the sole risk and responsibility of the Contractor. The Contractor shall totally indemnify the Bank from all risks, accidents, claims arising out of the any incident during the operation of the vehicle. The successful bidder or the Contractor shall submit an indemnity bond after entering into the hire contract agreement. The proforma of the Indemnity bond is made available in this document as Appendix 2.
5. The details of the applicants and their experience shall be furnished in the prescribed "Applications Format" only as per Appendix 1. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank. The authorized person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the contract of such applicant will be cancelled immediately.
6. Applications received after the due date and times are liable for rejections. SBI reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

### VEHICLE SPECIFICATIONS:

Vehicle Should be LCV (Light Commercial Vehicle), with an Engine capacity of not less than 2200 CC, preferably Turbocharged, shall have, Odisha State Permit, shall have 1+4 seating arrangement and requisite registration, and should be registered as Commercial Vehicle (Yellow board). Offered Vehicle should be modified as specified hereunder:

1. Vehicle should not be more than 02 years old at the time of hiring and not more than 05 years old at any point of time. The vehicles to be provided should not be older than 30.06.2023 and should not have covered more than 50,000 Kms. The Vehicles to be provided by the contractor should be in perfectly good and sound conditions mechanically as well as also well maintained during the contract period. The colour of the vehicle shall be decided later.
2. The vehicle(s) provided should have desired safety features such as AC, ABS, EBD, ESC, Manual/Powered windows/Breaking /Steering etc. in good working conditions.
3. Ground Clearance – Not less than 190 mm.
4. Vehicle should accommodate minimum 1 + 4 passengers (factory built

5. Vehicle should have four (04) doors for driver/ passengers and one separate door for cash cabin.
6. All doors to have independent locking system from inside and outside.
7. Should have tubeless tyres including Stepney.
8. Complete tool kit containing jack and handle and tools to open wheels and minor repairs.
9. Factory fitted air conditioner.

#### **CASH VAN MODIFICATIONS:**

1. Vehicle should accommodate minimum 1+4 passengers and insurance coverage should also cover minimum 1+4 passengers. The service provider also shall take and service the policy of fidelity insurance for reasonable amount covering the cash van and driver.
2. 19 gauge Cold Rolled Close Annealed (CRCA) sheets for all sides & roof top for paneling. In the interiors, insulation should be provided in the form of thermocol provided between interior and exterior paneling.
3. Body should be of a sheet metal of minimum 19 Gauge, however the floor should be of minimum 16 Gauge chequered plate.
4. There should be at least 4 iron eyelets on cash cage floor, of sufficient diameter (say 2-2.5"), bolted to the chassis from below. The eyelets should be spaced in a way so as to accommodate multiple cash box stacks in the cash cage.
5. There should be two rows of seats in the driver's cabin, front row for driver and co- driver and the rear row for three persons to sit.
6. **Necessary endorsement of RTO for modification/seating capacity is needed in the RC book. The cash van will have RTO passing, Odisha State registration and Commercial Goods Carriage permits for commercial activity as required for the Bank.**
7. All the laws applicable to Odisha and local laws, ordinance, regulations and codes will be complied.
8. All doors should have flaps and locking provision from inside. Driver and rear side doors should have locking facility from both the sides.
9. The security alarm should be fixed so that it should sound on activation even when the ignition key is not 'ON'. One additional switch for activation of alarm should be provided in the rear where the second armed guard is seated.
10. The entrance of the cage should be from the left side of the van and rear should be completely closed. The cash compartment should have a door & a collapsible grill gate should be fixed for locking the boxes inside.
11. Engine immobilizing switches should be provided near the driver.

12. All windows and wind screen should have wire mesh protection (of not more than 1 sq. inch). No window to be provided in the cash box area. Each window mesh should have a rectangular port hole of width 6 inches for use of weapon.
13. All doors to have glass window pane with regulator.
14. All windows and front wind screen shall have 1" square thick wire-mesh to cover wind shield from stone pelting. Front wind screen to have 1" square thick wire meshes in two partitions.
15. All doors to have strong inter locking facility. Left side door of cash compartment should have strong steps to board the boxes into the cash van.
16. All seats shall have a minimum of 6" seat cushion.
17. Adequate numbers of MS Rings, box securing chains of requisite length shall be provided in the cash cage firmly fixed with the body of the van.
18. The drawings showing above requirements to be enclosed for reference along with technical bid by the bidder.
19. The vehicle should be GPS enabled at every point of time.
20. The bidder has to modify the vehicle as per instructions received from the Bank/RBI, if required.

#### **DRIVER**

1. The driver should not attain 60 year age during the currency of contract. He should be experienced, expert in speaking of local language and should be able to carry out minor repairs.
2. The driver should be replaced with a suitable driver at the instruction of the Manger CAC/ Branch within 7 days.
3. The Contractor shall be responsible for the behaviour and proper conduct of the Driver. The copy of the aadhar card and the address proof of the driver shall be furnished.
4. He must carry a valid Driving License to drive a goods transport commercial vehicle and updated documents of the cash van.
5. The driver shall maintain secrecy of the Bank's operation.
6. The driver of the cash van shall have police verification report carried out by the Contractor and the same shall also be applicable for relieving the driver by the Contractor. Such satisfactory police verification report should be renewed annually.
7. Proof of identity with photographs and proof of residence in respect of all the drivers who shall be deployed on the cash vans must be handed over to the concerned Currency Administration Cells('CAC')/branch.

## **CASH COMPARTMENT SECURITY:**

1. Cash cage compartment should have door and grille gate.
2. The entrance of the cage should be from the left side of the van and rear should be completely closed.
3. Locking arrangement: One internal lock and 02 pad locks at the door of cash cabin.
4. All windows and wind screen should have wire mesh protection (of not more than 1 square inch). Each Window mesh should have a circular port-hole of dia. 6 inches for use of weapon.

## **DRIVER CABIN:**

1. It should have mobile charging facility.
2. Fitted CCTV system with GPS system. Specification of CCTV:- (Minimum specification) Mobile NVR: a) 04 Ch Mobile NVR - GPS & 4G Support with SD Card/ SSD, catering for 30 days footage. b) Username/Password & wireless mouse will be shared only with CAC Managers. c) NVR to be stored securely under a lock and key. d) 04 Number - 2MP IR Mini network vandal proof cameras Locations: On Dash board facing the front, one inside the driver compartment covering the all the personnel, One in the back compartment covering the cash compartment and front partition, one inside the cash compartment covering the back compartment and cash loading activities, one covering the rear view of the road. e) 7' LCD Screen For Local (Driver) Viewing. The system shall be under proper Warranty / AMC.
3. The Cash Van operating at CAC needs to be equipped with GPS based vehicle tracking system, so that CAC-in charge can monitor the movement of its vehicle. It is the responsibility of the Vendor to install and arrange GPS in each Vehicle. Minimum specification of GPS System:- Cash van should be GPS enabled and monitored live with geo-fencing mapping with the additional indication of the nearest police station in the corridor for emergency. - GPS System with user name and strong Password shall be provided, - GPS System shall be able to generate on line reports and periodical reports including present position. P to P and total distance The user name and password should be shared in sealed cover to the CAC Manager. GPS system with vehicle tracking software with live monitoring and tracking at the branch location for deviations , breakdowns , SOS activations. - SOS button to be installed discreetly with easy access to staff in the van. System to be powered by vehicle battery. GPS system to be connected to the ignition to stop/immobilize the vehicle on receiving the SOS alert from the van. The option of resetting of this password shall be with CAC Manager. GPS installed shall have controlling technology for disabling / immobilizing the Cash Van whenever required remotely. The system shall be under proper Warranty / AMC.
4. Hooter for security purpose. Vandal Proof Hooters : 2 Num. One inside the bonnet and one placed outside on the body of the cash van, with a panic button in Driver and Back compartments.
5. Fire Safety - The CASH VAN shall be provided with portable Fire-Extinguishers (2 Kg CO2 gas type & 2 Kg ABC type). One Fire-Extinguishers shall be kept in the drivers compartment & other one in the rear compartment near the door. FEs shall be properly secured using clamps on the body of the vehicle. - Periodical servicing/ refilling of the Fire Extinguishers to be carried out.
6. The van shall be equipped with a First Aid kit box having sufficient amount of cotton and bandages with necessary medicines near driver's seat.

## **OTHER TERMS AND CONDITIONS:**

1. The vehicle to be hired on consolidated monthly rental basis including cost of fuel, replacement of tyres, break down maintenance, periodical maintenance/ services, drivers' salary, their batta viz. other allowances or remunerations, if any, etc. all inclusive. The rates quoted shall be valid and firm for three years and throughout the contract period.
2. The vehicle shall be insured under comprehensive policy and the policy should be lodged with the Bank. Road Tax, Insurance and all other charges payable to statutory agencies etc. are to be paid out of the rate quoted by the Contractor. Any claim/charges arising out of usage of vehicles like accidents, damages of life and property of third party, etc. is to be borne/dealt by the Contractor.
3. The Contractor should always maintain the vehicle in good running & road worthy condition and should provide alternative driver/assistant whenever the regular person is not available, having bonafide & valid driving license and police verification certificate done.
4. The Bank has the right to request for change of the vehicle/Driver of the vehicle in the event of their misbehaviour/rash-driving/misconduct etc. or in the event of and frequent breakdown of the vehicle and non-compliance of such direction, Bank can terminate the contract of hiring by issuing three days' notice to the Contractor.
5. The Contractor has to supply the vehicle along with necessary modifications to suit cash remittance purpose and certified by the security officials of State Bank of India, posted at AO Balasore/ LHO Bhubaneswar / Designated Bank official for the purpose.
6. The driver/Vehicle should be available exclusively at the office hours on all working days. The driver with vehicle shall report to duty at least 30 minutes before the commencement of the working hours.
7. Proportionate amount will be deducted from monthly payment for the days the vehicle is not in working condition for more than two consecutive days and not more than one occasion in a month. In case the vehicle is not in running condition on more than once in a month, even for one day, proportionate amount will be deducted from monthly payment.
8. If the cash van is used by the Contractor for own use, without the permission of the Manager of the respective CAC/Branch, written warning shall be issued and repetition of the same may lead to termination of the service.
9. Service provider has to enter into an agreement on requisite stamp paper as per Bank's format, detailing all the contractual terms.
10. On acceptance of the application of the successful bidder the above terms & condition & other, if any, would be entered upon through an agreement.
11. In the event of noncompliance of the agreed term & condition or default in supplying the vehicle, the Bank can terminate the contract of hiring at any time by giving 3 days' notice. In such a case, the Contractor has to reimburse the Bank all the expense incurred by the Bank in this regard.
12. The Bank shall be indemnified by the Contractor against any claim/damage arising out of usage of vehicle like accidents, damages to life and property of third party etc.

13. The vehicle will be used by the Bank up to fixed meterage 2500 Km a month on all working days within the monthly charges. If the total distance exceeds the stipulated limit a sum of @ Rs..... per km (*to be decided at time of tendering*) for extra km travel will be paid. Charges for extra hours @ Rs..... per hour will be paid(*to be decided at time of tendering*). Counting of kms will start when the vehicle reports to Bank and end when the Bank releases the vehicle for the day. Charges for out of station, overnight duty shall be Rs..... (*to be decided at time of tendering*) per night over and above the monthly charges as stated above. Monthly Charges given above is excluding GST.

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

15. Payment of Bills:

- i No advance payment will be made.
- ii The bills should be made month-wise by the Contractor and should be submitted to the concerned CAC where the Cash Van is deployed on monthly basis. The bill should indicate the GST registration No. PAN No., amount of PF & ESI Deposited in their respective account. The statement (ECR) should have the PF number of the Driver and the Contractor shall fix its official seal and signature on the statement. A separate sheet mentioning the names of the drivers deputed at CASH Van ('SBI Site') maintained in the Attendance Register is to be submitted at the Bank.
- iii The Proof of Wages/Salary amount credited in the account of the driver operated with any schedule commercial bank is to be submitted at the Bank.
- iv The statement should have the ESIC number of the drivers and the Contractor shall fix its office seal and signature on the statement. A separate covering letter undertaking that the ESIC amounts have been credited rightly as per the statement enclosed should also be submitted. For drivers who are out of the ESIC ambit, clear details of number of drivers covered under ESIC and Workmen compensation policy shall be indicated.
- v The original wages register, signed by your drivers deputed to the Cash Van, in token of receipt of payment for the previous month, should be submitted for certification of SBI representative, as the principal Employer, every month.
- vi The payment of hire charges shall be made after submission of the bills duly verified by the officer in charge of the succeeding month. No advance for hiring shall be paid.

16. **PENALTIES:** In consequence of lapses by the Contractor as decided by the Bank, penalty shall be imposed by the Bank and deducted from the bill payable to the Contractor. Details of penalties which shall be imposed by the Bank on the Contractor for following deficiency of service by the Contractor:

- i. For non-providing of vehicle in time: Rs.100/- per hour of delay. 1% of the per day monthly rental will be deducted in case of delayed reporting by the driver and Rs.1,000/- per day will be deducted in case non availability of vehicle on any day in case of hiring on monthly basis.
- ii. For not providing vehicles: Rs.500/- per default or cost of hiring charges from other sources, whichever is higher;'
- iii' Frequent Breakdown due to poor Condition of VAN/non deployment of specific VAN/ misbehaviour by the Driver: Rs.200/- per default;
- iv. For violation/breach of any of the condition of the contract: Rs.500/- per default and/or Termination of the contract/forfeiture of Performance Security.

However the above penalties can be waived off by the Competent Authority of the Bank depending upon the merit of each case where the lapses are beyond the control of the Contractor.

17. In case of breach of contract by the Contractor, the Performance Security shall be forfeited by the Bank and the Contractor shall be blacklisted for a period of 4 years, in addition to termination of the contract in question. The right of action will rest with the authority of the Bank entering into the agreement with the Contractor.
18. The price quoted is exclusive of GST but inclusive of all other Taxes/octroi /Cess etc.
19. The entire dispute shall be subject to the Balasore jurisdiction.
20. The Bank may at its discretion utilize the cash van for the same or other purpose on Bank duty at any of the places in the operational area of AO Balasore..
21. A permanent mobile phone(feature phone) to be provided to each cash van irrespective of the cash van driver at the Contractor's cost and recharged enough to make emergency calls to the concerned Bank officials and Police stations. Such mobile shall have important contact numbers of Bank officials to contact in case of an emergency. The mobile number of such mobile phone shall be notified in writing to the Manager CAC/branch.
22. The Price Bid shall be on a fixed rate for 3 years. No upward revision in the rates would be considered on account of subsequent increase in Government Taxes, Customs Duty, Excise Tax, Sales tax, GST, Toll Tax, minimum wages etc. whereas, keeping in view the huge variation in diesel prices the present rate quoted will be deemed to be inclusive of price of diesel as on date of quote. In case there is substantial variation in diesel prices, the same will be reviewed every year and appropriate increase/decrease will be effected at the discretion of the Bank to the extent of percentage of increase/decrease in diesel price.
23. Control Certificate: To be obtained by the Contractor within due date as per norms.
24. Fitness Certificate from RTO: To be submitted once in a year.
25. If the cash van is utilized by the Contractor for any purpose for his/their own use, except for servicing and producing before the transport authorities or law enforcing authorities, the agreement is liable to be terminated.
26. All papers relating to Vehicle/Driver must be up to date.
27. Goods Carriage Certificate: To be obtained by the Contractor.
28. Security of Vehicle & Driver: At the risk of the Contractor.
29. Insurance: Insurance will be covered for the vehicle with minimum 1+4 passengers.
30. GPS based vehicle tracking system will be provided by the Contractor at its own cost. Safety of the equipment to be ensured. If damaged due to the negligence of the driver/Contractor the cost of the equipment shall be arranged and installed by the Contractor.
31. Rent/Rate quoted shall include all types of Charges / Entry Fee / Octroi / Repair / Cost of Insurance etc. **GST shall be paid by the Bank applicable to the rate for the distance run in a month.**
32. The presence of the driver along with valid driving license to be ensured during vehicle inspection. Police Verification of the driver along with photo pasted in the verification form also needs to be submitted. Failing to do so the cash van shall not be certified to be deemed fit.

33. Applicable TDS shall be deducted the Bank from the rent and paid to the Tax authorities. Service Tax as applicable shall be paid to the Tax authorities by Contractor only as per the bills duly quoting the Service Tax Registration number.

34. **Tender may be cancelled at the discretion of the Bank without assigning any reason whatsoever.**

35. Agreement for each Cash Van under respective CAC shall be executed separately.

36. **Selection criteria and distribution of works:** Last date for submission/receipt of tender(s) is 21.05.2025 at 15.00 hours. The Technical bids will be opened by a Tender Opening Committee, of the Bank ('TOC') just after closure of tender submission period in the presence of tenderers who wish to be present itself or through their authorized representatives on the same day.

37. Technical bids should be sent as per the attached technical bid. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The tenders received after the above said scheduled date and time will not be considered and entertained in any manner. No tender by FAX/email will be accepted.

38. The technical bids of the bidders will be evaluated and the financial bids of the technically qualified bidder will be opened on the date and time as decided by the TOC through e-bidding .

39. Bids will be taken as an offer to execute the work as Specified. Bids once made, cannot be cancelled / withdrawn and the Bidder shall be bound to execute the work at the quoted bid percentage. At the end of the E-tendering, the Bank will decide upon the winner.

40. In case, the L-1 bidder either do not commence the work within the stipulated period or back out from the project at any stage, the EMD of the L1 bidder(s) will be forfeited if they backs out or refuse to accept the contract at the quoted rates and tender terms and conditions.

41. The decision of the Bank on award of Contract shall be final and binding on all the Bidders. After getting L1 price / bid, top three bidders shall be decided based on the lowest bid submitted and ranked as L1, L-2 and L-3.

42. The work will be distributed amongst the L1, L2 and L3 as under, provided L2 and L3 agree to work at L1 price:

Bidder Rank	Hiring of cash vans equipped with the driver therein on monthly rental basis for use at CAC/branch under the RBO
L1	Balasore, Baripada & Keonjhar (11 Cash Van)
L2	Angul (4 Cash van)
L3	Paradeep (3 Cash van)

43. If the L2 bidder/ vendor backs out/ does not agree to work on L-1 rate, then corresponding share of L-2 shall be allotted to L-1. Similarly, if the L-3 backs out / does not agree to work on L-1 rate, then corresponding share of L-3 shall be allotted to L-1.

44. If L-2 and L-3 deny to execute work as per L-1 rate, in such case total work shall be allotted to L-1.

45. I/We agree with the above terms and conditions and signed in all pages of this document to this effect.

Signature of the Bidder

Place:

Date:

Name of the Bidder

Address of Bidder with contact Address & mobile numbers

**DRAFT FORMAT OF BANK GUARANTEE IN LIEU OF SECURITY DEPOSIT**

(Site specific format shall be approved by the SBI prior to its execution)

(To be submitted on Non-judicial stamp paper of appropriate value purchased in the name of the issuing bank)

B.G. No. \_\_\_\_\_ Value Rs. \_\_\_\_\_ Date:

**To**

The .....  
State Bank of India,  
.....

Dear Sir,

**Bank Guarantee of Rs \_\_\_\_\_ towards Security Deposit for the work of HIRING OF AIRCONDITIONED CASH VAN INCLUDING DRIVER ON MONTHLY RENTAL BASIS FOR USE AT CAC UNDER SBI ADMINISTARTIVE OFFICE, BALASORE**

WHEREAS (Name and address of contractor/ vendor) (hereinafter called 'the Contractor') have entered into contract (**HIRING OF CASH VAN EQUIPPED WITH DRIVER THEREIN ON MONTHLY RENTAL BASIS FOR USE AT CACs UNDER SBI, AO-BALASORE**) with SBI as mentioned vide letter no..... dated .....and the correspondence and tender relating thereto (which is hereinafter referred to as "the Contract") and the Contractor has now agreed to produce a Bank Guarantee amounting to \_\_\_\_\_ of the annual contract value less earnest money deposit of Rs.....(Rupees only), to SBI ..... for performing their part of the Contract obligations.

AND WHEREAS in terms of said contract, the contractor is required to furnish to SBI ..... a Guarantee of a Scheduled Bank for a value of Rs..... to be valid upto (date).

AND WHEREAS (Name of Bank and its branch) having their office at (address) the Guarantor, at the request of the Contractor hereby furnishes a Performance Bank guarantee in favour of SBI ..... and guarantees in the manner hereinafter appearing. In consideration of the premise, we (name of Bank and its branch) having our office at (address) (hereinafter called "the Guarantor", which expression shall include it successors and permitted assigns) hereby expressly, irrevocably & unreservedly undertake and guarantee under that if the Contractor fails to execute the work according to its obligations under the Contract, then notwithstanding any dispute between SBI ..... and the Contractor, the Guarantor shall, on demand without any demur and protest, without reference to the Contractor pay to SBI ..... immediately any sum claimed by SBI ..... under the Contract up to a maximum amount of Rs. \_\_\_\_\_ (Rupees only).

Such payment shall be made by the Guarantor notwithstanding any right the Contractor may have directly against SBI ..... or any disputes raised by the Contractor with SBI ..... or any suit or proceeding is pending in any competent court or before any arbitrator. SBI's written demand shall be conclusive evidence to the Guarantor that such payment is payable under the terms of the Contract and shall be binding in all respect on the Guarantor.

The Guarantor shall not be discharged or released from the undertaking and guarantee, by any arrangement, variations made between SBI and the Contractor and or indulgence shown to the Contractor by SBI, with or without the consent and knowledge of the Guarantor or by alterations in the obligations of the Contractor by any forbearance, whether as to payment, time performance or otherwise.

This guarantee shall remain valid until or as may be caused to be extended by the Contractor or until discharged by SBI ..... in writing whichever is earlier.

This guarantee shall be a continuing guarantee and shall not be revocable during its currency except with the previous written consent of SBI .....

This guarantee shall not be affected by any change in the constitution of the Contractor, by absorption with any other body or corporation or dissolution or otherwise and this guarantee will be available to or enforceable against such body or corporation.

In order to give effect to this guarantee SBI will be entitled to act as if the Guarantor were the principal debtor and the Guarantor hereby waives all and any of its rights or surety ship.

This guarantee shall continue to be in force notwithstanding the discharge of the Contractor by operation of law and shall cease only on payment of the full amount by the Guarantor to SBI ..... of the amount hereby secured.

This guarantee shall be in addition to and not in substitution of any other guarantee or security for the Contractor given or to be given to SBI in respect of the Contract.

Any notice by way of request and demand or otherwise here under may be sent by post or any other mode or communication to the Guarantor addressed as aforesaid and if sent by post it shall be deemed to have been given at the time when it would be delivered in due course of post and in providing such notice when given by post it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by an officer of SBI that the envelope was so posted shall be conclusive.

These presents shall be governed by and constructed in accordance with Indian Law.

Notwithstanding anything contained hereinbefore the liability of the Guarantor under this guarantee is restricted to a sum of Rs. \_\_\_\_\_.

This guarantee will remain valid upto \_\_\_\_\_ unless a demand or claim under this guarantee is made in writing against us within one year from that date, i.e. on or before

-----, the guarantor shall be discharged from all liability under the guarantee thereafter.

We have power to issue this guarantee in your favour under the Memorandum and Articles of Association of our bank and the undersigned has been duly authorised by the bank (bank issuing the Bank Guarantee) to execute this Guarantee Deed.

Dated the .....

SIGNED AND DELIVERED For & on behalf of (the above named bank)

For & on behalf of (Bankers Name & Seal)

(Signature/s with designation/s of signatories)  
(Banker's seal)

**AGREEMENT FOR PROVIDING AIRCONDITIONED CASH VANS SERVICES  
ARRANGEMENT**

This agreement is made on \_\_\_\_\_ 2025 at \_\_\_\_\_ between State Bank of India, a body corporate constituted under State Bank of India Act, 1955 having its Central Office at State Bank Bhavan, Madame Cama Road, Nariman Point, Mumbai 400021 and a branch amongst other places at \_\_\_\_\_ (hereinafter referred to as "SBI", which expression shall unless it be repugnant to the subject or context thereof, include its successors and assigns) and (i) Shri/Smt./ Kum. \_\_\_\_\_, S/o/D/o/W/o \_\_\_\_\_ at present carrying on business, inter alia, hiring of vehicle at \_\_\_\_\_ as sole proprietor/proprietress under the firm name and style of M/s \_\_\_\_\_, (hereinafter referred to as the "Service Provider" or "Contractor", which expression shall unless repugnant to the context or meaning thereof be deemed to include him/her and his/her heirs, executors, administrators, legal representatives, successors and permitted assigns).

(ii) (a) Shri/Smt./ Kum. \_\_\_\_\_, S/o/D/o/W/o \_\_\_\_\_, (b) Shri/Smt./ Kum. \_\_\_\_\_, S/o/D/o/W/o \_\_\_\_\_, (c) Shri/Smt./ Kum. \_\_\_\_\_, S/o/D/o/W/o \_\_\_\_\_ and (d) Shri/Smt./ Kum. \_\_\_\_\_, S/o/D/o/W/o \_\_\_\_\_ at present carrying on business, inter alia, hiring of vehicle at \_\_\_\_\_ in partnership under the name and style of M/s. \_\_\_\_\_ (hereafter referred to as the "Service Provider", which expression shall unless repugnant to the context or meaning thereof be deemed to include them and survivors or survivor of them or the partners or partner for the time being thereof and his/her/their respective heirs, executors, administrators, legal representatives, successors and permitted assigns).

(iii) \_\_\_\_\_ Ltd., a company within the meaning of the Companies Act, 2013, with its CIN \_\_\_\_\_ and having its registered office at \_\_\_\_\_ at present carrying on business, inter alia, hiring of vehicle (hereafter referred to as the "Service Provider", which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns).

(\*Delete which are not applicable)

Whereas towards the fulfilment of the terms and conditions of the tender through e-bidding made by State Bank of India, Administrative Office, Balasore on \_\_\_\_\_, the Service Provider being the successful L1/L2/L3 (delete whichever is not applicable) bidder thereto and the owner of the vehicle No. \_\_\_\_\_ Make(\_\_\_\_\_) Model(\_\_\_\_\_) bearing chassis No. \_\_\_\_\_, is obligated to provide services of the above referred vehicle for the purpose of Cash Van (hereinafter referred to as "the Vehicle) to SBI on hiring basis which is to be plied within \_\_\_\_\_ and surrounding area. As such, this agreement is made.

Therefore, the terms and conditions of the agreement are as under:

**A. Hiring of AIRCONDITIONED CASH VANS and Consideration Amounts-**

(i). The Bank has agreed to hire from the Contractor the services of vehicles equipped with driver therein for the purpose of Cash Van to be used for supply of cash from the Currency Administration Cell ('CAC') of the Bank to its nearby Branches within the base branch township and surrounding area, more fully described in the Schedule –I herein below. The Contractor shall ensure that the Vehicle equipped with driver therein is available for minimum 08 hours per day covering at least 2500 Km per months.

(ii). In consideration of the Contractor providing services of the vehicle equipped with driver therein, SBI shall pay to the Service Provider monthly charges, more fully described in Schedule –II herein below (hereinafter referred to as the “Hiring Charges”) per Vehicle basis, for providing Vehicle on monthly basis equipped with driver therein. The SBI shall pay to the Service provider Rs \_\_\_\_\_ ( Rupees \_\_\_\_\_) per month being the monthly rental which includes fuel charges for running the vehicle, taxes, insurance, parking charges, registration, octroi charges etc, whereas the GST/Toll taxes/parking charges when on SBI’s duty shall be borne by the SBI. No claim for any additional sum on any account shall be entertained by the SBI. Nonetheless, the Vehicle covering more than 2500 Kms of travel in foregoing hiring services in a month shall entitle additional payment@ Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) per Km which shall be paid by the SBI to the Contractor.

(iii). The Bank will not bear any charges for any taxes, insurance, registration, octroi charges etc. However, the Toll Taxes/Parking charges incurred by the Vehicle, while on SBI’s duty, shall be borne by SBI on actual basis after submission of necessary receipt thereto. No claim for any additional sum on any account shall be entertained by the SBI.

(iv). The Service Provider shall submit the bills for any month, as per the Schedule II herein below to the concerned Currency Administration Cell (‘CAC’) on the subsequent month and after due verification, the payment would be made by the said CAC within 7 days of submission of the bill against the services rendered.

#### **B. AIRCONDITIONED CASH VAN SPECIFICATIONS:**

The Service Provider shall ensure the following at his/her/its end:

Vehicle Should be LCV (Light Commercial Vehicle), with an Engine capacity of not less than 2200 CC, preferably Turbocharged, shall have, Odisha State Permit, shall have 1+4 seating arrangement and requisite registration, and should be registered as Commercial Vehicle (Yellow board). Offered Vehicle should be modified as specified hereunder:

1. Vehicle should not be more than 02 years old at the time of hiring and not more than 05 years old at any point of time. The vehicles to be provided should not be older than 30.06.2023 and should not have covered more than 50,000 Kms. The vehicles to be provided by the Contractor should be in perfectly good and sound conditions mechanically as well as also well maintained during the contract period. The colour of the vehicle shall be decided later.
2. The vehicle(s) provided should have desired safety features such as AC, ABS, EBD, ESC, Manual/Powered windows/Breaking /Steering etc. and in good working conditions.
3. Ground Clearance – Not less than 190 mm.
4. Vehicle should accommodate minimum 1 + 4 passengers (factory built
5. Vehicle should have four (04) doors for driver/ passengers and one separate door for cash cabin.
6. All doors to have independent locking system from inside and outside.
7. Should have tubeless tyres including Stepney.
8. Complete tool kit containing jack and handle and tools to open wheels and minor repairs
9. Factory fitted air conditioner.

### **C. CASH VAN MODIFICATIONS:**

1. Vehicle should accommodate minimum 1+4 passengers and insurance coverage should also cover minimum 1+4 passengers. The Service Provider shall also take and service the policy of fidelity insurance for reasonable amount covering the cash van and driver.

2. 19 gauge Cold Rolled Close Annealed (CRCA) sheets for all sides & roof top for paneling. In the interiors, insulation should be provided in the form of thermocol provided between interior and exterior paneling.

3. Body should be of a sheet metal of minimum 19 Gauge, however the floor should be of minimum 16 Gauge chequered plate.

4. There should be at least 4 iron eyelets on cash cage floor, of sufficient diameter (say 2-2.5"), bolted to the chassis from below. The eyelets should be spaced in a way so as to accommodate multiple cash box stacks in the cash cage.

5. There should be two rows of seats in the driver's cabin, front row for driver and co- driver and the rear row for three persons to sit.

**6. Necessary endorsement of RTO for modification/seating capacity is needed in the RC book. The cash van will have RTO passing, Odisha State registration and Commercial Goods Carriage permits for commercial activity as required for the SBI.**

7. All the laws applicable to Odisha and local laws, ordinance, regulations and codes will be complied.

8. All doors should have flaps and locking provision from inside. Driver and rear side doors should have locking facility from both the sides.

9. The security alarm should be fixed so that it should sound on activation even when the ignition key is not on. One additional switch should be provided in the rear where the second armed guard is seated.

10. The entrance of the cage should be from the left side of the van and rear should be completely closed. A collapsible grill gate should be fixed for locking the boxes inside.

11. Engine immobilizing switches should be provided near the driver

12. All windows and wind screen should have wire mesh protection (of not more than 1 sq. inch). No window to be provided in the cash box area. Each window mesh should have a rectangular port hole of width 6 inches for use of weapon.

13. All doors to have glass window pane with regulator.

14. All windows and front wind screen shall have 1" square thick wire-mesh to cover wind shield from stone pelting. Front wind screen to have 1" square thick wire meshes in two partitions.

15. All doors to have strong inter locking facility. Left side door to have strong steps to board the boxes into the cash van.

16. All seats shall have a minimum of 6" seat cushion.

17. Adequate numbers of MS Rings, box securing chains of requisite length shall be provided in the cash cage firmly fixed with the body of the van.

18. The drawings showing above requirements to be enclosed for reference along with technical bid by the bidder.

19. The vehicle should be GPS enabled at every point of time.

20. The bidder has to modify the vehicle as per instructions received from the SBI/RBI, if required.

#### **D. DRIVER**

1. The driver shall be experienced, expert in speaking of local language and should be able to carry out minor repairs.

2. The Contractor shall be responsible for the behavior and proper conduct of the Driver. The copy of the aadhar card and the address proof of the driver shall be furnished

3. The driver must carry a valid driving license to drive a goods transport commercial vehicle and updated documents of the cash van.

4. The driver shall maintain secrecy of the Bank's operation.

5. The driver of the cash van shall have police verification report carried out by the Contractor and the same shall be applicable for relieving driver also by the Service Provider. Such satisfactory police verification report should be renewed annually.

6. Proof of identity with photographs and proof of residence in respect of all the drivers who shall be deployed on the cash van must be handed over to the SBI.

#### **E. CASH COMPARTMENT SECURITY:**

1. Cash cage compartment should have door and grille gate.

2. The entrance of the cage should be from the left side of the van and rear should be completely closed.

3. Locking arrangement: One internal lock and 02 pad locks at the door of cash cabin.

4. All windows and wind screen should have wire mesh protection (of not more than 1 square inch). Each Window mesh should have a circular port-hole of dia. 6 inches for use of weapon.

#### **F. DRIVER CABIN:**

1. It should have mobile charging facility.

2. Fitted CCTV system with GPS system. Specification of CCTV:- (Minimum specification) Mobile NVR: a) 04 Ch Mobile NVR - GPS & 4G Support with SD Card/ SSD, catering for 30 days footage. b) Username/Password & wireless mouse will be shared only with CAC Managers. c) NVR to be stored securely under a lock and key. d) 04 Number - 2MP IR Mini network vandal proof cameras  
Locations: On Dash board facing the front, one inside the driver compartment covering the all the personnel, One in the back compartment covering the cash compartment and front partition, one inside the cash compartment covering the back compartment and cash loading activities, one

covering the rear view of the road. e) 7' LCD Screen For Local (Driver) Viewing. The system shall be under proper Warranty / AMC.

3. The Cash Van operating at CAC needs to be equipped with GPS based vehicle tracking system, so that CAC-in charge can monitor the movement of its vehicle. It is the responsibility of the Vendor to install and arrange GPS in each Vehicle. Minimum specification of GPS System:- Cash van should be GPS enabled and monitored live with geo-fencing mapping with the additional indication of the nearest police station in the corridor for emergency. - GPS System with user name and strong Pass word shall be provided, - GPS System shall be able to generate on line reports and periodical reports including present position. P to P and total distance The user name and password should be shared in sealed cover to the CAC Manager. GPS system with vehicle tracking software with live monitoring and tracking at the branch location for deviations , breakdowns , SOS activations. - SOS button to be installed discreetly with easy access to staff in the van. System to be powered by vehicle battery. GPS system to be connected to the ignition to stop/immobilize the vehicle on receiving the SOS alert from the van. The option of resetting of this password shall be with CAC Manager. GPS installed shall have controlling technology for disabling / immobilizing the Cash Van whenever required remotely. The system shall be under proper Warranty / AMC.

4. Hooter for security purpose. Vandal Proof Hooters : 2 Num. One inside the bonnet and one placed outside on the body of the cash van, with a panic button in Driver and Back compartments.

5. Fire Safety - The CASH VAN shall be provided with portable Fire-Extinguishers (2 Kg CO2 gas type & 2 Kg ABC type). One Fire-Extinguishers shall be kept in the drivers compartment & other one in the rear compartment near the door. FEs shall be properly secured using clamps on the body of the vehicle. - Periodical servicing/ refilling of the Fire Extinguishers to be carried out.

6. The van shall be equipped with a First Aid kit box having sufficient amount of cotton and bandages with necessary medicines near driver's seat.

#### **G. OTHER TERMS AND CONDITIONS:**

1. The vehicle to be hired on consolidated monthly rental basis including cost of fuel, replacement of tyres, break down maintenance, periodical maintenance/ services, driver's salary, their batta viz. other allowances or remunerations, if any, etc. all inclusive. The rates quoted shall be valid and firm for three years and throughout the contract period.

2. The vehicle shall be insured under comprehensive policy and the policy should be lodged with the SBI. Road Tax, Insurance and all other charges payable to statutory agencies, etc. are to be paid out of the rate quoted by the Service Provider. Any claim/charge arising out of usage of the Vehicle like accidents, damages of life and property of third party etc., is to be borne/dealt by the Service Provider.

3. The Service Provider should always maintain the vehicle in good running & road worthy condition and should provide alternative driver/assistant whenever the regular person is not available, having bonafide & valid driving license and police verification certificate done.

4. The SBI has the right to request for change of the vehicle/driver of the vehicle in the event of their misbehavior/rash-driving/misconduct etc. or in the event of and frequent breakdown of the vehicle and non-compliance of such direction, SBI can terminate the contract of hiring by issuing 3 days' notice to the Service Provider.

5. The Service Provider has to supply the vehicle along with necessary modifications to suit cash remittance purpose and certified by security officials of State Bank of India, posted at AO Balasore/ LHO Bhubaneswar / Designated Bank official for the purpose.

6. The driver/Vehicle should be available exclusively at the office hours on all working days. He shall report to duty at least 30 minutes before the commencement of the working hours.

7. Proportionate amount will be deducted from monthly payment for the days the vehicle is not in working condition for more than two consecutive days and not more than one occasion in a

month. In case the vehicle is not in running condition on more than once in a month, even for one day, proportionate amount will be deducted from monthly payment.

8. If the cash van is used by the service provider for own use, without the permission of the Manager of respective office, written warning shall be issued and repetition of the same may lead to termination of the service.

9. Service provider has to enter into an agreement on requisite stamp paper as per SBI's format, detailing all the contractual terms.

10. In the event of noncompliance of the agreed term & condition or default in supplying the vehicle, SBI can terminate the contract of hiring at any time by giving 3 days' notice. In such a case, the Service Provider has to reimburse the bank all the expense incurred by the bank in this regard.

11. The SBI shall be indemnified by the Service Provider against any claim/damage arising out of usage of vehicle like accidents, damages to life and property of third party etc.

12. The vehicle will be used by the SBI up to fixed meterage of 2500 km a month (*to be decided at time of tendering*) on all working days within the monthly charges. If the total distance exceeds the stipulated limit a sum of @ Rs..... per km (*to be decided at time of tendering*) for extra km travel will be paid. Charges for extra hours @ Rs..... per hour will be paid (*to be decided at time of tendering*). Counting of km will start when the vehicle reports to Bank and end when the Bank releases the vehicle for the day.

13. Charges for out of station, overnight duty shall be Rs..... (*to be decided at time of tendering*) per night over and above as stated above, Monthly Charges given above is excluding GST.

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

15. Payment of Bills:

vii No advance payment will be made.

viii The bills should be made month-wise by the Contractor and should be submitted to the concerned CAC where the Cash Van is deployed on monthly basis. The bill should indicate the GST registration No. PAN No. Amount of PF & ESI Deposited in their respective account. The statement (ECR) should have the PF number of the driver and the Contractor shall fix its official seal and signature on the statement. A separate sheet mentioning the names of the drivers deputed at Cash Van (Site) to maintain Attendance Register is to be submitted at SBI.

ix Proof of Wages/Salary amount credited in the account of the driver operated with any schedule commercial bank is to be submitted at SBI.

x The statement should have the ESIC number of the driver and the Contractor shall fix its office seal and signature on the statement. A separate covering letter undertaking that the ESIC amounts have been credited rightly as per the statement enclosed shall also be submitted to the SBI. For drivers who are out of the ESIC ambit, clear details of number of driver covered under ESIC and Workmen compensation policy shall be indicated.

xi The original wages register, signed by the driver deputed to the Cash Van, in token of receipt of payment for the previous month, should be submitted for certification of SBI representative, as the principal Employer, every month.

xii The payment of hire charges shall be made after submission of the bills duly verified by the officer in charge of the succeeding month. No advance for hiring shall be paid.

17. **PENALTIES:** In consequence of the lapses by the Service Provider as decided by the SBI, penalty shall be imposed by the SBI and deducted from the bill payable to the Service Provider. Details of penalties which shall be imposed by the SBI on the Service Provider for following deficiency of service by the Service Provider:

- i. For non-providing of vehicle in time: Rs.100/- per hour of delay. 1% of the per day monthly rental will be deducted in case of delayed reporting by the driver and Rs.1,000/- per day will be deducted in case non availability of vehicle on any day in case of hiring on monthly basis.
- ii. For not providing vehicles: Rs.500/- per default or cost of hiring charges from other sources, whichever is higher;
- iii' Frequent Breakdown due to poor Condition of VAN/non deployment of specific VAN/ misbehavior by the Driver: Rs.200/- per default;
- iv. For violation/breach of any of the condition of the Contract: Rs.500/- per default and/or Termination of the Contract/forfeiture of Performance Security.

However the above penalties can be waived off by the competent authority of SBI depending upon the merit of each case where the lapses are beyond the control of the Service Provider.

18. In case of breach of contract by the Contractor, the Performance Security shall be forfeited by the Bank and the firm shall be blacklisted for a period of 4 years, in addition to termination of the contract in question. The right of action will rest with the authority entering into the agreement.

19. The price quoted is exclusive of GST but inclusive of all other Taxes/octroi /Cess etc.

20. The entire dispute shall be subject to the Balasore jurisdiction.

21. The bank may at its discretion utilize the cash van for the same or other purpose on Bank duty at any of the places mentioned above.

22. A permanent mobile phone to be provided to each cash van irrespective of the cash van driver at the cost of the Contractor and recharged enough to make emergency calls to the concerned SBI officials and Police stations. Such mobile shall have important contact numbers of SBI officials to contact in case of an emergency. The mobile number of such mobile phone shall be notified in writing to the Manager CAC/branch.

23. The Price Bid shall be on a fixed rate for 3 years. No upward revision in the rates would be considered on account of subsequent increase in Government Taxes, Customs Duty, Excise Tax, Sales tax, minimum wages etc. whereas, keeping in view the huge variation in diesel prices the present rate quoted will be deemed to be inclusive of price of diesel as on date of quote. In case there is substantial variation in diesel prices, the same will be reviewed every year and appropriate increase/decrease will be effected at the discretion of Bank to the extent of % age of increase/decrease in diesel price.

24. Fitness Certificate of cash van from RTO is to be submitted once in a year.

25. If the cash van is utilized by the Contractor for any purpose for his/their own use, except for servicing and producing before the transport authorities or law enforcing authorities, the agreement is liable to be terminated.

26. All papers relating to Vehicle/Driver must be up to date.

27. Goods Carriage Certificate is to be obtained by the Service Provider.

28. Security of the cash van and driver thereto is at the risk of the Service Provider.

29. Insurance will be covered for the cash van with minimum 1+4 passengers.

30. GPS based vehicle tracking system will be provided by the Contractor at their own cost. Safety of the equipment to be ensured. If damaged due to the negligence of the driver/Contractor the cost of the equipment shall be arranged and installed by the Contractor.

31. Rent/Rate quoted shall include all types of Charges / Entry Fee / octroi / Repair / Cost of Insurance etc. **GST shall be paid by the Bank applicable to the rate for the distance run in a month.**

32. The presence of the driver along with valid driving license to be ensured during vehicle inspection. Police Verification of the driver along with photo pasted in the verification form also needs to be submitted. Failing to do so the cash van shall not be certified to be deemed fit.

33. Applicable TDS shall be deducted from the monthly rental payable to the Service Provider and paid to the Tax authorities. Service Tax as applicable shall be paid to the Tax authorities by the Service Provider only as per the bills duly quoting the Service Tax Registration number.

34. The Service Provider shall at all times keep the vehicle comprehensively insured and shall also be responsible to pay all taxes/levies etc. in respect of plying of the vehicle and also to ensure of all mandatory requirements of Motors Vehicle Act and any liability for failure to do so or arising for whatsoever reason under Motor Vehicles Act or otherwise would entirely be of the Service Provider being the owner of the Vehicle and the driver, being in his service and control. SBI ensures to release the bills submitted appropriately within 7 days of its receipt so as facilitate the liability of the Service Provider.

35. The Service Provider agrees to maintain the Cash Van in well-equipped condition all the time.

36. The Service Provider agrees that they and their personnel will at all times comply with all security regulations in effect from time to time at SBI's premises and externally for materials belonging to SBI and otherwise.

37. The Service Provider shall ensure that the cash van is parked at the State Bank of India, \_\_\_\_\_ premises overnight.

38. The Service Provider undertakes that it or its driver shall not communicate or allow to be communicated to any person or divulge in any way any information whatsoever concerning or relating to the SBI and its affairs to performance of the contract under this agreement.

39. The Service Provider shall not permit anyone other than his authorized personnel to perform any of the work, services or other performance required by the Service Provider under this agreement without the prior consent of SBI.

40. Upon termination or after expiry of this agreement, each party shall forthwith return to the other all papers, material and other properties of the other held by each for purpose of execution of this agreement. In addition, each party will assist the other party in the orderly termination of this agreement.

41. On the transfer of all aspects hereof, tangible and intangible as this may be necessary for the orderly, non-disrupted business continuation of each party.

42. No alteration to this agreement shall be effective unless it is in writing and signed by duly authorized representatives of both parties.

43. It is further agreed that the SBI would have the right to:

- (a) Shift the stipulated Van to an alternative site of its choice;
- (b) Disconnect/Connect/substitute peripherals such as VSAT/CDMA etc. acquired from another service provider;
- (c) Install electronic components to enhance performance of the cash van; and
- (d) Generally do any other act as deemed appropriate for fulfillment of the purpose.

This agreement is effective from \_\_\_\_\_ and shall be for initial terms of three years from the said date with option to the SBI to renew the term further for one year on fresh rate and terms and conditions thereto. However, in case of unsatisfactory services, SBI shall have the absolute right to terminate the agreement by giving one month notice in writing to the Service Provider at this recorded address by registered post.

That each party warrants and guarantees that it has full power and authority to enter into and perform this agreement and the person signing this agreement on behalf of each has been properly authorized and empowered to enter in this agreement. Each party further acknowledges that it has read this agreement, understand it and agreed to be bound by it.

**Schedule-I**

**Details of the CAC and the Cash Van**

SL NO	Region	Branch Code	Name of the CAC	No of Cash Van Hired	vehicle no _____ Make(_____) Model(_____) bearing chasis no _____
1					
2					
<b>TOTAL</b>					

**Schedule-II**

**Schedule of Hiring Charges Per Vehicle Per Month:**

	Description	Unit	Amount in ₹
	<b><u>Monthly Hiring Expenses</u></b>		
	Providing cash van equipped with driver on monthly rental basis including minor and major maintenance and fuel to be refilled for distance covering upto 2500km		
1	Fixed Monthly rental of Cash Van equipped with driver and fuel expenses for upto 2500kms @ 25 per km	Monthly	
2	Charges for working on Bank Holidays for 8hrs Payble as per actuals	Per Day	
3	Charges towards per Km, beyond 2500 kms Payble as per actuals	Per Km	
4	Charges towards overtime, beyond 8 hours duty Payble as per actuals	Per Hour	

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date and place hereinabove written.

For State Bank of India

For M/s\_\_\_\_\_

(First Party)

(Second party)

Name:\_\_\_\_\_ Name:\_\_\_\_\_

Designation:\_\_\_\_\_ Designation:\_\_\_\_\_

**DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES**

I/We.....S/o/D/o.....  
.....Residing at.....

..... hereby certify that none of our near relatives(s) as defined in the Tender document is/are employed in SBI as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, SBI shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

[The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son's wife (daughter- in- laws), daughter(s), daughter's husband (son-in-law), brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law)].

Place:

Date:

Signature of Applicant with Seal

**DECLARATION**

**(TO BE SUBMITTED BY THE APPLICANT ON THEIR FIRM/COMPANY'S LETTER HEAD  
ALONGWITH THEIR APPLICATION)**

To,  
The Asst General Manager(Ops)  
State Bank of India,  
Administrative Office,  
Balasore, OT Road, Sambad Chowk  
Odisha-756001

I/We hereby certify that:

1. I / We have submitted document strictly on the format prescribed by the SBI and are available on the Bank's website & there is no change in formatting, number of pages etc.
2. I / We have checked that no page is missing and all pages as per the index and checklist are available & that all pages of document submitted by us are clear & legible.
3. I / We have signed (with stamp) all the pages of the tender document before submitting the same.
4. I / We have sealed the tender documents properly before submitting the same.
5. I / We have read carefully & understood the instructions to the Tender.
6. I / We hereby understood and accordingly confirm that all Tender documents along with supporting documents/annexures etc. are required to be submitted by us strictly in the prescribed format only. In case, the Bid/documents submitted by us along with this tender is found in any other formats and not complying this condition, we hereby authorize the SBI to summarily reject our tender for which we shall not make any protest.
7. I / We have not made any modification / corrections / additions /deletions etc. in the PQ documents downloaded from web by me / us. In case at any stage later, it is found that there is difference in our downloaded PQ documents from the original and / or any documentation, SBI shall have the absolute right to disqualify / reject our Tender and also debar me / us in participating in any future tenders of SBI without any prior intimation to me / us.
8. I/We hereby undertake and confirm that all the information furnished in this tender is correct and true to the best of our knowledge and belief and we own full responsibility for its correctness and authenticity.

Signature of Applicant with Seal

**Detail of vehicle to be deployed for airconditioned cash van on monthly basis**  
**(To be submitted in bidder's letter head)**

Sl No	Make	Model of Vehicle	Willingness for fabricating the vehicle as directed by the Bank (Yes/No)	rate per month

Preferably Vendor may attach a separate sheet

Note:

1. If the vendor expresses unwillingness (NO) to fabricate the chasis/body of the vehicle to deploy as cash van, then the bid will be summarily rejected and will not be considered for further processing.
2. The above rates are exclusive of GST
3. The rates are inclusive of Facility Management services of the Driver, fuel, and other taxes/octroi /maintenance charges.
4. The monthly rent will be paid for a period of 2500 Kms of journey in a month. The distance in excess of 2500 Kms will be paid @ Rs.\_\_\_\_\_ per km and Rs\_\_\_\_\_ per hour in excess of 8 hours per days. Night halt will be paid @ Rs.\_\_\_\_\_ per night in case of outstation journey where night halt is required.
5. The rates will include cost of fuel/lubricants, salary/wages of driver, road taxes/octroi, insurance and maintenance charges
6. The Vehicle is rented on monthly basis, however whenever service is required other than Bank Holidays i.e Sundays and holidays, shall be paid Rs \_\_\_\_\_ per day for discharging duty of 8 hours. The bidder shall provide the same for the entire period as required.
7. The bidder, whose monthly rates are lowest, will be treated as L 1 bidder.
8. In case of tie in the price bid, then the lowest bidders will be asked to submit a fresh quotation in sealed cover and subsequently L1 will be decided. (as stated in Sr No 9 & 10 of "Instruction to Tenderers")
9. The rates will include cost of fuel/lubricants, salary/wages of driver, road taxes/octroi, insurance and maintenance charges.
10. Any Vendors willing to supply new Vehicle may submit a declaration, to procure new Vehicle and arrange the vehicle as per Banks requirement and make operational for Bank within 15 days from the day of discovered L-1/ issue of work order by the Bank.

Signature of Applicant with Seal

**Annexure VIII****Name of CAC/ Branch where airconditioned cash van to be deployed**

<b>SL NO</b>	<b>Region</b>	<b>Branch Code</b>	<b>Name of the CAC</b>	<b>No of Cash Van</b>
1	RBO-1 Angul	61935	CAC ANGUL	2
2	RBO-1 Angul	61936	CAC DHENKANAL	1
3	RBO-1 Angul	61937	CAC TALCHER	1
4	RBO-2 Balasore	61939	CAC BALASORE	2
5	RBO-2 Balasore	61940	CAC BHADRAK	2
6	RBO-3 Keonjhar	61938	CAC KEONJHAR	1
7	RBO-3 Keonjhar	61941	CAC JAJPUR TOWN	1
8	RBO-3 Keonjhar	61943	CAC JAJPUR ROAD	1
9	RBO-3 Keonjhar	2011	BARBIL CURRENCY CHEST	1
10	RBO-4 Paradeep	61920	CAC JAGATSINGHPUR	1
11	RBO-4 Paradeep	61942	CAC KENDRAPARA	2
12	RBO-5 Baripada	61944	CAC BARIPADA	2
13	RBO-5 Baripada	61945	CAC KARANJIA	1
<b>Total</b>				<b>18</b>