



**REQUEST FOR PROPOSAL FOR PROCUREMENT OF THE SERVICE OF
CAR HIRING AGENCIES/ COMPANIES FOR PROVIDING CARS ON
MONTHLY HIRE BASIS FOR THE BANK'S EXECUTIVES/ OFFICERS**

RFP/ Tender No. LD/2025-26/01 Dated 04.09.2025

**State Bank of India
Corporate Centre,
Liaison Department,
Mezzanine Floor,
State Bank Bhavan,
Nariman Point,
Mumbai – 400021**

**Tel no. 022-22740050
Mail ID: cm.liaisoncc@sbi.co.in**

1. SCHEDULE OF EVENTS

Sl. No.	Particulars	Remarks
1	Contact details of issuing department (Name, Designation, Mobile No., Email and office address for sending any kind of correspondence regarding this RFP)	Name: Udaysing Sulane Designation: AGM & Chief Liaison Officer Email ID: cm.liaisoncc@sbi.co.in Contact Address: SBI, Corporate Centre, State Bank Bhavan, Liaison Dept, Mezzanine Floor, Nariman Point, Mumbai 400 021. Contact Number: 022-22740050
2	Bid Document Availability including changes/ amendments, if any to be issued	RFP may be downloaded from Bank's website https://bank.sbi procurement news from 06.09.2025
3	Last date for requesting clarification	Up to 15.00 Hrs. on 17.09.2025 All communications regarding points/ queries requiring clarifications shall be given in writing or by e-mail.
4	Pre - bid Meeting at (venue)	From 15:00 Hrs. on 20.09.2025 at Corporate Centre or through online meeting. (Link for the same may be asked for by advance email, email please be sent to cm.liaisoncc@sbi.co.in) (Two representatives per bidder will be allowed to participate)
5	Clarifications to queries raised at pre-bid meeting will be provided by the Bank.	It will be posted on Bank's website on 25.09.2025
6	Last date and time for Bid submission	Up to 15:00 Hrs. on 03.10.2025
7	Address for submission of Bids (Please incorporate details of e-Procurement Agency portal wherein online bid has to be submitted)	https://etender.sbi/SBI
8	Date and Time of opening of Technical Bids	15:30 Hrs. on 03.10.2025.
9	Opening of Price Bids	Price Bid of technically qualified bidders only will be opened on a subsequent date.
10	Reverse Auction	Not applicable
11	Tender Fee	NIL

12	Earnest Money Deposit	<p>Rs.50,00,000/- (Rupees Fifty Lakh Only)</p> <p>In form of Demand draft/ Bankers' cheque issued by any Scheduled Commercial Bank drawn in favor of "State Bank of India" payable at Mumbai or it should be in form of Bank Guarantee (as prescribed in Appendix-O) issued in favour of State Bank of India by any scheduled commercial bank in India. In case, SBI is the sole banker of the Bidder, a Letter of Comfort from SBI would be acceptable.</p> <p>Exemption of tender fee and EMD for Micro & Small Enterprises (MSE) units and Start-ups shall only be provided subject to satisfying the requirements mentioned in clause 50 of this RFP.</p> <p>EMD shall be valid up to 180 days from bid submission date.</p>
13	Bank Guarantee	<p>The selected bidder(s) would be required to submit a Performance Bank Guarantee to the Bank for an amount equivalent to 5% of the value of the contract as specified in the bid documents within 30 days from issuance of purchase order. The Bank Guarantee should be valid for a period of 3 years and 3 months from the effective date of the contract.</p> <p>The Bank Guarantee should be issued by any scheduled Commercial Bank in a format provided in Appendix H.</p>
14	Contact details of e-Procurement agency appointed for e-procurement	<p>E procurement Technologies, Ahmedabad</p> <p>Website URL: https://etender.sbi/SBI</p> <p>e- mail: etender.support@sbi.co.in</p> <p>Contact details of support team for e tendering: +91 7859800624 / 9081000427 / 7859800609 / 9510813528</p>

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2. INVITATION TO BID:

- i. **State Bank of India** (herein after referred to as '**SBI/ the Bank**'), having its Corporate Centre at Nariman Point Mumbai and Mumbai Metro LHO at Bandra Kurla Complex., Global IT Centre, Belapur. This Request for Proposal (RFP) has been issued by **the Bank** on behalf of above-mentioned offices for procurement of the service of car hiring agencies/ companies for providing cars on monthly hire basis for the bank's executives/ officers. The selected bidder(s) will be required to provide approximately **471** brand new cars (Purchased as first hand on or after **01/11/2025**) with 'RENT A CAR' permit of Mumbai RTO (with Black number plates) on hire for use by the Bank's Executives in Mumbai on a monthly hiring basis, for a period of **36 months (3 years)**.
- ii. The number of cars required by the Bank as mentioned above is the approximate number and the Bank, at its absolute discretion, may increase or reduce the number of cars at any time as per the actual requirement of the Bank.
- iii. In order to meet the service requirements, the Bank proposes to invite online Bids from eligible Bidders as per details/ scope of work mentioned in **Appendix-E** of this RFP.
- iv. Bidder shall mean any entity (i.e. juristic person) who meets the eligibility criteria given in **Appendix-B** of this RFP and willing to provide the Services as required in this RFP. The interested Bidders who agree to all the terms and conditions contained in this RFP may submit their Bids with the information desired in this RFP. Consortium bidding is not permitted under this RFP.
- v. Address for submission of online Bids, contact details including email address for sending communications are given in Schedule of Events of this RFP.
- vi. The purpose of SBI behind this RFP is to seek a detailed technical and commercial proposal for procurement of the Services desired in this RFP.
- vii. This RFP document shall not be transferred, reproduced or otherwise used for purpose other than for which it is specifically issued.
- viii. Interested Bidders are advised to go through the entire RFP before submission of online Bids to avoid any chance of elimination. The eligible Bidders desirous of

taking up the project for providing of proposed Services for SBI are invited to submit their technical and commercial proposal in response to this RFP. The criteria and the actual process of evaluation of the responses to this RFP and subsequent selection of the successful Bidder will be entirely at Bank's discretion. This RFP seeks proposal from Bidders who have the necessary experience, capability & expertise to provide SBI the proposed Services adhering to Bank's requirements outlined in this RFP.

3 DISCLAIMER:

- i. The information contained in this RFP or information provided subsequently to Bidder(s) whether verbally or in documentary form/ email by or on behalf of SBI, is subject to the terms and conditions set out in this RFP.
- ii. This RFP is not an offer by State Bank of India, but an invitation to receive responses from the eligible Bidders.
- iii. The purpose of this RFP is to provide the Bidder(s) with information to assist preparation of their Bid proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this RFP and where necessary obtain independent advices/ clarifications. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.
- iv. The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process.
- v. The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.
- vi. The Bidder is expected to examine all instructions, forms, terms and specifications in this RFP. Failure to furnish all information required under this RFP or to submit

a Bid not substantially responsive to this RFP in all respect will be at the Bidder's risk and may result in rejection of the Bid.

- vii. The issue of this RFP does not imply that the Bank is bound to select a Bidder or to award the contract to the Selected Bidder, as the case may be, for the Project and the Bank reserves the right to reject all or any of the Bids or Bidders without assigning any reason whatsoever before issuance of purchase order and/or its acceptance thereof by the successful Bidder as defined in Award Criteria and Award of Contract in this RFP.

4. DEFINITIONS:

In this connection, the following terms shall be interpreted as indicated below:

- i. **"The Bank"** 'means the State Bank of India (Corporate Centre, Mumbai Metro and GITC Belapur only).
- ii. **"Bidder"** means an eligible entity/ firm submitting the Bid in response to this RFP.
- iii. **"Bid"** means the written reply or submission of response to this RFP.
- iv. **"The Contract"** means the agreement entered into between the Bank and Service Provider, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- v. **"Vendor/Service Provider"** is the successful Bidder found eligible as per eligibility criteria set out in this RFP, whose technical Bid has been accepted and who has emerged as successful Bidder(s) as per the selection criteria set out in the RFP and to whom notification of award has been given by the Bank.
- vi. **"Services"** means all services, scope of work and deliverables to be provided by a Bidder as described in the RFP and include provision of other obligation of Service Provider covered under this RFP.

5. SCOPE OF WORK:

As given in **Appendix-E** of this document.

6. ELIGIBILITY CRITERIA/ PRE-QUALIFICATION/ TECHNICAL CRITERIA:

Bid is open to all Bidders who meet the eligibility and technical criteria as given in **Appendix-B & Appendix-C** of this document. The Bidder has to submit the documents substantiating eligibility criteria as mentioned in this RFP document.

- i. The bidder should not have been blacklisted by any Govt./ PSU/ Banks/ Pvt. Ltd./ MNCs for corrupt or fraudulent/ unethical practices or non-delivery or non-performance during the last three years as on the date of issuance of tender.
- ii. Disclaimer certificate/ undertaking in this regard is to be submitted on company's letter head by the agencies.
- iii. Any effort on the part of bidder to influence bid evaluation process or award of contract may result in the rejection of the bid.
- iv. The Agency/ Company to have at least one office in Mumbai which is duly registered under the Shops & Establishments Act and/ or any other applicable laws and conform to all such rules of RTO Mumbai & policies/ rules of the state government.
- v. The Agency/ Company should be registered for the purpose of GST as applicable, and one GST number shall be within Mumbai jurisdiction.
- vi. The Agency/ Company should be an assessee of Income Tax and should have valid PAN number.
- vii. The Agency/ Company should be in business of hiring of cars for the **last 3 years**. The relevant Rent a Car permit from Mumbai RTO should be valid as on the date of submission of the Technical Bid. Expired Rent-a-Car permit submitted for renewal with Mumbai RTO and its renewal is in process will not be accepted, in such cases it shall have been duly renewed on date of submission of technical bid. Applied for Rent-a-car permit with Mumbai RTO is also not acceptable. Bidder to have **at least 100 cars** in his own name as on date of RFP. Vehicle Inspection report **not older than 7 days** have to be submitted in this regard.
- viii. The income from car rental income turnover should not be less than **7.50 crores** as per audited balance sheets of each financial years **2021-22, 2022-23 and 2023-24**. Provisional Balance Sheet for **2024-25** duly signed by company's/ agency's statutory auditor also needs to be submitted.

- ix. The Agency/ Company should have at least one office in Mumbai with Mumbai GST registration certificate, Utility Bill or registered rent agreement should also be submitted.
- x. The Agency/ Company should have its own well equipped service station or tie up arrangement with a reputed well equipped service station in Mumbai for the maintenance of cars, within 10 kilometers radius of SBI workplace.
- xi. The Agency/ Company should have fuel refilling arrangements within 5 km radius of the following three establishments:
 - a. State Bank Bhavan, Nariman Point
 - b. “Synergy”, Local Head Office, Bandra Kurla Complex, Bandra East.
 - c. GITC, Belapur Railway Station

(Agency/ Company need to give undertaking in this regard and submit it along with other documents). Car refilling arrangements shall be available on all days of week and not restricted to some days in a week.

- xii. Availability of dedicated 24 * 7 helpline facility needs to be ensured. Undertaking in this regard to be submitted.

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

The Bidder shall also submit **PRE-CONTRACT INTEGRITY PACT** along with technical Bid as prescribed in **Appendix-N** duly signed by the Bidder on each page and witnessed by two persons. The **Pre-Contract Integrity Pact** shall be stamped as applicable in the State where it is executed. Bid submitted without Pre-Contract Integrity Pact, as per the format provided in the RFP, shall not be considered.

7. COST OF BID DOCUMENT:

The participating Bidders shall bear all the costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstration or presentations which may be required by the Bank or any other costs incurred in connection with or relating to their Bid. The Bank shall not be liable in any manner

whatsoever for the same or for any other costs or other expenses incurred by a Bidder regardless of the conduct or outcome of the bidding process.

8. CLARIFICATION AND AMENDMENTS ON RFP/PRE-BID MEETING:

- i. Bidder requiring any clarification on RFP may notify the Bank in writing strictly as per the format given in **Appendix-L** at the address/ by e-mail within the date/ time mentioned in the Schedule of Events.
- ii. A pre-Bid meeting will be held in person or online on the date and time specified in the Schedule of Events which may be attended by the authorized representatives of the Bidders interested to respond to this RFP. Two authorised representatives' names to be advised with their email IDs, at least two days in advance of scheduled pre-bid meeting date, to enable us to give them due access for virtual meeting.
- iii. The queries received from interested bidders in writing by email to us email id: cm.liaisoncc@sbi.co.in, query to be sent prior to pre-bid meeting timeline will be replied and response of the Bank thereof (without identifying source of query) will be posted on the Bank's website or conveyed to the Bidders.
- iv. The Bank reserves the right to amend, rescind or reissue the RFP, at any time prior to the deadline for submission of Bids. The Bank, for any reason, whether, on its own initiative or in response to a clarification requested by a prospective Bidder, may modify the RFP, by amendment which will be made available to the Bidders by way of corrigendum/ addendum. The interested parties/ Bidders are advised to check the Bank's website regularly till the date of submission of Bid document specified in the Schedule of Events/email and ensure that clarifications/ amendments issued by the Bank, if any, have been taken into consideration before submitting the Bid. Such amendments/ clarifications, if any, issued by the Bank will be binding on the participating Bidders. Bank will not take any responsibility for any such omissions by the Bidder. The Bank, at its own discretion, may extend the deadline for submission of Bids in order to allow prospective Bidders a reasonable time to prepare the Bid, for taking the amendment into account.
- v. No request for change in commercial/ legal terms and conditions, other than what has been mentioned in this RFP or any addenda/ corrigenda or clarifications issued in connection thereto, will be entertained and queries in this regard, therefore will not be entertained.

- vi. Queries received after the scheduled date and time will not be responded/acted upon.
- vii. Any changes in RFP including amendments in bid submission dates, corrigendum will be communicated by email to bidders or posted on Bank's website <https://bank.sbi>. No subsequent publishing in this regard will be done through print media. Bidder shall regularly check bank's website for any latest updates, till finalisation of bid process.

9. CONTENTS OF BID DOCUMENT:

- i. The Bidder must thoroughly study/ analyse and properly understand the contents of this RFP, its meaning and impact of the information contained therein.
- ii. Failure to furnish all information required in this RFP or submission of Bid not responsive to this RFP in any respect will be at the Bidder's risk and responsibility and the same may finally result in rejection of its Bid. The Bank has made considerable effort to ensure that accurate information is contained in this RFP and is supplied solely as guidelines for Bidders.
- iii. The Bid prepared by the Bidder, as well as all correspondences and documents relating to the Bid exchanged by the Bidder and the Bank and supporting documents and printed literature shall be submitted in English.
- iv. The information provided by the Bidders in response to this RFP will become the property of the Bank and will not be returned. Incomplete information in Bid document may lead to non-consideration of the proposal.

10. EARNEST MONEY DEPOSIT (EMD):

- i. The Bidder shall furnish EMD for the amount and validity period mentioned in Schedule of Events of this RFP.
- ii. EMD is required to protect the Bank against the risk of Bidder's conduct.

- iii. The EMD should be in form of Demand Draft/ Bankers Cheque issued by any Scheduled Commercial Bank drawn in favour of “State Bank of India” payable at Mumbai or it should be in form of Bank Guarantee (as prescribed in **Appendix-O**) issued in favour of State Bank of India by any scheduled commercial bank in India. In case, SBI is the sole banker of the Bidder, a Letter of Comfort from SBI would be acceptable.

Scanned copy of original EMD i.e. Demand Draft/ Bankers Cheque or Bank Guarantee, as the case may be, should be uploaded on portal of e-Procurement agency along with technical bid. Original EMD delivered through registered post/ courier or given in person to the Bank at the address specified in Schedule of Event Sl. No. 1, within the bid submission date and time for the RFP.”

- iv. Any Bid not accompanied by EMD for the specified amount and not submitted to the Bank as mentioned in this RFP will be rejected as non-responsive.
- v. The EMD of the unsuccessful Bidder(s) would be refunded/ returned by the Bank within 2 weeks of the Bidder being notified as being unsuccessful.
- vi. The EMD of successful Bidder will be discharged upon the Bidder signing the Contract and furnishing the Bank Guarantee for the amount and validity as mentioned in this RFP, which should be strictly on the lines of format placed at **Appendix-H**.
- vii. No interest is payable on EMD.
- viii. The EMD may be forfeited: -**
- (a) if a Bidder withdraws his Bid during the period of Bid validity specified in this RFP; or
- (b) if a Bidder makes any statement or encloses any form which turns out to be false/ incorrect at any time prior to signing of Contract; or

- (c) if the successful Bidder fails to accept Purchase Order and/ or sign the Contract with the Bank or furnish Bank Guarantee, within the specified time period in the RFP.
- ix. If EMD is forfeited for any reasons mentioned above, the concerned Bidder may be debarred from participating in the RFPs floated by the Bank/ this department, in future, as per sole discretion of the Bank.

11. BID PREPARATION AND SUBMISSION:

a) DOCUMENTS COMPRISING THE BID

The Bid is to be submitted separately for technical and Price on portal of e-Procurement agency for **providing of cars on monthly hire basis** in response to the **RFP No. LD/2025-26/01 dated 04.09.2025**. Documents mentioned below are to be uploaded on portal of e-Procurement agency with digital signature of authorized signatory.

PART I - TECHNICAL BID (One) (common for both the cars)

TECHNICAL BID SHALL CONTAIN THE FOLLOWING

1. Bid form (Appendix A)
2. Bidder's eligibility Criteria (Appendix B)
3. Technical bid evaluation criteria format (Appendix C)
4. Agency's/ Company's general details/ information, Bidder details, as per format (Appendix D)
5. Scope of Work, Terms & Conditions (Appendix E)
6. Certificate of Local content (Appendix G) – Not Applicable
7. Bank Guarantee Format (Appendix H)
8. Other terms and penalties (Appendix I)
9. Service level agreement (Appendix J)
10. Non-disclosure Agreement (Appendix K)

11. Pre-Bid Query Formant (Appendix L)
12. Format for submission of Client Reference (Appendix M) (These clients shall be Govt. Departments/ PSUs/ Reputed Public limited companies; overall bidder has to submit minimum of three client references.)
13. Pre-Contract Integrity Pact (Appendix N-to be stamped as an agreement)
14. Scanned copy of original EMD i.e. Demand Draft/ Bankers Cheque or Bank Guarantee (Appendix O), as the case may be, should be uploaded on portal of e-Procurement agency along with technical bid.
15. Undertaking by the agency/ company to have fuel refilling arrangement within 5 km radius of SBI corporate Centre, Nariman Point, Mumbai Metro LHO Bandra Kurla Complex and GITC Belapur. (Appendix P)
16. Undertaking for Number of back up vehicles available with bidder with car model details and year of its purchase (Appendix Q)
17. Undertaking as to availability of 24 x 7 dedicated helpline facility. (Appendix R)
18. Letter of Authority (Appendix S)
19. Documents relating to Agency's Eligibility Criteria (Appendix T)
20. No Deviation Confirmation ((Appendix U)

Also please note to submit:

1. All bid and supporting documents shall be submitted in English. **All bid pages and supporting documents to be initialed by authorized signatory with company/ agency rubber stamp.**
2. **MSME** registration certificate, if applicable, to claim EMD exemption.
3. **Entire RFP set to be initialed by authorized signatory with company/ agency/ company's rubber stamp.**
4. PAN Card copy
5. GST Registration certificate including for Mumbai office
6. In vogue currently valid Rent a Car Permit issued by RTO Mumbai
7. Minimum 100 Owned cars RC book Vehicle Information report/ certificate in bidder's name to be submitted.
8. Agreement/ work order purporting existing minimum two Tie-up agreements for monthly hiring of minimum 25 cars or more by Govt. Departments, Public

sector undertakings or by reputed public, private limited companies and MNCs.

9. Audited financial statements for last three years and provisional for 2024-25 duly signed by bidder's statutory auditor.
10. Pre-Contract Integrity pact on non-judicial stamp paper to be invariably submitted along with other bid documents. (Appendix N).

Part II (PRICE BID)

1. **The price bid will be through e-tendering.** Monthly car hire charges quote to include car maintenance charges, fixed driver charges.
2. **The process of price bid would be done through Bank's empaneled service provider M/s e-procurement technologies ltd.,** within specified timing as mentioned in schedule of events.

The price bid/ commercial quote shall contain only monthly rental charges (including maintenance, Driver's salary as per Central Minimum Wages Act for 12 hours, Insurance and permit renewal) to be charged for each car for both types of the cars (Cars meant for General Manager and Deputy General Manager). Price bid should be strictly as per the stipulated format devised by bank's empaneled e-procurement agency. Price bid offer shall be valid for three months from the date of submission of quotes and once formal contract agreement is entered with, it is valid and binding during contract period of 36 months

Conditional Price e-Bid will not be accepted.

Before finalization of bid process, if price revision is envisaged by the Bank, revised commercial e-bid may be invited to be submitted online subsequently.

b) EVALUATION CRITERIA FOR DETERMINATION OF TENDER

The bids will be examined by the Bank to determine whether they are complete and whether the required bid security and other details/ documents have been furnished/ submitted. Bids determined as not substantially responsive will be rejected. The Bank may at its discretion waive any minor non-conformity or irregularity in bid if it does not constitute a material deviation. The decision of the Bank whether any deviation is material or not shall be final and binding to all. Bidders not confirming with technical bid criteria stipulated by the Bank will not be considered for further evaluation.

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

- i. **The Price Bid will be accepted only from those bidders who have submitted all documents as detailed in this RFP and obtained a minimum score of 60% in the technical evaluation score matrix.** The main parameters in the e-price bid will be the monthly rentals (including viz. maintenance, driver fixed charges, etc.)
- ii. Separate L-I will be finalized for both car models as per monthly car rental charges of the car.
- iii. The Bank wishes to shortlist three agencies based on the quotes received from the agencies/ companies. The L-I, L-II and L-III agencies/ companies will be allocated cars in the following proportion, subject to L-II and L-III agencies are matching the car monthly hiring charges rates L-I agency/ company. The proportion of allocation of cars will be as under: -

L-I	50%
L-II	30%
L-III	20%

However, if less than 3 vendors are found eligible in technical parameters or less than 3 vendors wish to match L-I quote, then Bank may allocate the work to less than 3 vendors increasing the percentage of allocation in the same proportion.

The numbers of cars will be at the nearest percentage. This will be applicable to both categories of cars.

Please also note that this percentage will be applicable only for the required cars in this RFP. The percentage for additional cars will be at the discretion of the Bank depending upon the services rendered by the agencies.

- (iv) Notwithstanding the above, during the contract period, the Bank at its sole discretion may cancel the purchase order issued to any of the Vendor/s if it's not satisfied with the performance of the Vendor like delivery timelines, service delivery or breach of any other terms and conditions of the RFP. The Bank is not under any compulsion to place any specific quantity with any of the Vendor/s if it is not satisfied with the performance of the Vendor and performance of the services and the Bank at its sole discretion will have the right to place the entire or a part of the order to the other selected Vendor for continuity of required services. The Bank's decision at any or all the stages of the above-mentioned qualification process will be final and no correspondence on this issue will be entertained from any of the selected vendors in this respect.

For General Managers : New Honda City ZX CVT Strong Hybrid, Platinum White Pearl Colour, (123 Cars) allocation amongst successful bidders will be in proportion of above mentioned points.

For Deputy General Managers : Honda City ZX CVT (Petrol), Platinum White Pearl Colour (348 Cars) - allocation amongst successful bidders will be in proportion of above mentioned points.

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

The bidder must adhere strictly to the instructions given by the Bank's empaneled e-procurement agency while quoting online price bid.

If the bidder, whose bid has been found to be the lowest evaluated bid withdraws or whose bid has been accepted, fails to sign the procurement contract as may be required, or fails to provide the security as may be required for the performance of the contract or otherwise withdraws from the procurement process, the Procuring Entity shall re-tender the case.

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

b) DATE & TIME OF SUBMISSION

i. The Bid is to be submitted separately for technical and Price on portal of e-Procurement agency for **providing of** cars on monthly hire basis in response to the **RFP No. LD/2025-26/01 dated 04.09.2025**. Documents mentioned below are to be uploaded on portal of e-Procurement agency with digital signature of authorised signatory:

- (a) Index of all the documents, letters, bid forms etc. submitted in response to RFP along with page numbers.
- (b) Bid covering letter/Bid form on the lines of **Appendix-A** on Bidder's letter head.
- (c) Proof of remittance of EMD and Tender Fee as specified in this document.

Proof of remittance of EMD (if directly credited in designated account) and Tender Fee as specified in this document. In case, EMD is submitted in form of DD/ BC/ BG, scanned copy of original DD/ BC/ BG should be uploaded subject to compliance of requirement mentioned in clause no 12 "*DEADLINE FOR SUBMISSION OF BIDS*" sub-clause (ii).

- (d) Specific response with supporting documents in respect of Eligibility Criteria as mentioned in **Appendix-B** and technical eligibility criteria on the lines of **Appendix-C**.
 - (e) Bidder's details as per **Appendix-D** on Bidder's letter head.
 - (f) Audited financial statement and profit and loss account statement as mentioned in Part-II.
 - (g) A copy of board resolution along with copy of power of attorney (POA wherever applicable) showing that the signatory has been duly authorized to sign the Bid document.
 - (h) If applicable, scanned copy of duly stamped and signed Pre-Contract Integrity Pact subject to compliance of requirement mentioned in clause no 12 "*DEADLINE FOR SUBMISSION OF BIDS*" sub-clause (ii).
 - (i) If applicable, copy of registration certificate issued by competent authority as mentioned in Sl No 2 of Eligibility Criteria under Appendix-B.
- ii. **Price Bid** for providing of Cars in response to the **RFP No. LD/2025-26/01** dated **04.09.2025** should contain only indicative Price Bid strictly on the lines of **Appendix-F**. The Indicative Price must include all the price components mentioned. Prices are to be quoted in Indian Rupees only.

Bidders may please note:

- (a) The Bidder should quote for the entire package on a single responsibility basis for Services it proposes to provide.
- (b) While submitting the Technical Bid, literature on the Services should be segregated and kept together in one section.
- (c) Care should be taken that the Technical Bid submission shall not contain any price information. Such proposal, if received, will be rejected.
- (d) The Bid document shall be complete in accordance with various clauses of the RFP document or any addenda/corrigenda or clarifications issued in connection thereto, duly signed by the authorized representative of the Bidder. Board resolution authorizing representative to Bid and make commitments on behalf of the Bidder is to be attached.
- (e) It is mandatory for all the Bidders to have class-III Digital Signature Certificate (DSC) (in the name of person who will sign the Bid) from any of the licensed certifying agency to participate in this RFP. DSC should be in the name of the

authorized signatory. It should be in corporate capacity (that is in Bidder capacity).

- (f) Bids are liable to be rejected if only one Bid (i.e. Technical Bid or Indicative Price Bid) is received.
- (g) If deemed necessary, the Bank may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substances of the Bid already submitted or the price quoted.
- (h) All bidders will be asked to give concise presentation (if required) as to their USPs, how best they can meet entire requirements of bank as package based on details in this RFP in technical bid opening meeting. The Bidder may also be asked to give presentation for the purpose of clarification of the Bid.
- (i) The Bidder must provide specific and factual replies to the points raised in the RFP.
- (j) All the enclosures (Bid submission) shall be serially numbered.
- (k) Bidder(s) should prepare and submit their online Bids well in advance before the prescribed date and time to avoid any delay or problem during the bid submission process. The Bank shall not be held responsible for any sort of delay or the difficulties faced by the Bidder(s) during the submission of online Bids.
- (l) Bidder(s) should ensure that the Bid documents submitted should be free from virus and if the documents could not be opened, due to virus or otherwise, during Bid opening, the Bid is liable to be rejected.
- (m) The Bank reserves the right to reject Bids not conforming to above.

Two Representatives of Bidders if they so choose may present themselves during the opening of the Technical Bid/ price bid opening & to make concise presentation. However technical/ price bid would be opened even in the absence of any or all the authorized representatives of the bidders. Please advise names of two authorized representatives who will be present for virtual technical bid meeting to us with their email ids by email to us: cm.liasoncc@sbi.co.in email to be sent two days in advance of scheduled technical bid meeting date, to enable us to give them due access for virtual meeting. Concise presentation by prospective bidder is to be restricted to 10 to 15 minutes.

Result of successful L-1, L-2, L-3... bidders will be posted on bank's website likely on date mentioned in the "Schedule of Events".

12. DEADLINE FOR SUBMISSION OF BIDS:

- i. Bids must be submitted online on portal of e-Procurement agency by the date and time mentioned in the “Schedule of Events”.
- ii. Wherever applicable, the Bidder shall submit the original EMD Demand Draft/ Bankers Cheque/ Bank Guarantee and Pre- Contract Integrity Pact together with their respective enclosures and seal it in an envelope and mark the envelope as “Technical Bid”. The said envelope shall clearly bear the name of the project and name and address of the Bidder. In addition, the last date for bid submission should be indicated on the right and corner of the envelope. The original documents should be submitted within the bid submission date and time for the RFP at the address mentioned in SI No 1 of Schedule of Events, [failing which Bid will be treated as non-responsive](#).
- iii. In the event of the specified date for submission of Bids being declared a holiday for the Bank, the Bids will be received up to the appointed time on the next working day.
- iv. In case the Bank extends the scheduled date of submission of Bid document, the Bids shall be submitted by the time and date rescheduled. These reschedule will be posted on bank’s website, please track updates by regularly visiting bank’s website for any updates. All rights and obligations of the Bank and Bidders will remain the same.

13. MODIFICATION AND WITHDRAWAL OF BIDS:

- i. The Bidder may modify or withdraw its Bid after the Bid’s submission, provided modification, including substitution or withdrawal of the Bids, is received on e-procurement portal, prior to the deadline prescribed for submission of Bids.
- ii. No modification in the Bid shall be allowed, after the deadline for submission of Bids.
- iii. No Bid shall be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified in this RFP. Withdrawal of a Bid during this interval may result in the forfeiture of EMD submitted by the Bidder.

14. PERIOD OF BID VALIDITY AND VALIDITY OF PRICE BID:

- i. Bid (technical as well as price bid) shall remain valid for duration of 3 calendar months from Bid submission date.
- ii. In exceptional circumstances, the Bank may solicit the Bidders’ consent to an

extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder is free to refuse the request. However, in such case, the Bank will not forfeit its EMD. However, any extension of validity of Bids or price will not entitle the Bidder to revise/modify the Bid document.

- iii. Once Purchase Order or Letter of Intent is issued by the Bank, the said price will remain fixed for the entire Contract period and shall not be subjected to variation on any account, including exchange rate fluctuations and custom duty. A Bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

15. BID INTEGRITY:

Willful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that the Bank may take. All the submissions, including any accompanying documents, will become property of the Bank. The Bidders shall be deemed to license, and grant all rights to the Bank, to reproduce the whole or any portion of their Bid document for the purpose of evaluation and to disclose the contents of submission for regulatory and legal requirements.

16. BIDDING PROCESS/OPENING OF TECHNICAL BIDS:

- i. All the technical Bids received up to the specified time and date will be opened for initial evaluation on the time and date mentioned in the schedule of events. The technical Bids will be opened in the presence of representatives of the Bidders who choose to attend the same on portal of e-Procurement agency. However, Bids may be opened even in the absence of representatives of one or more of the Bidders.
- ii. In the first stage, only technical Bid will be opened and evaluated. Bids of such Bidders satisfying eligibility criteria and agree to comply with all the terms and conditions specified in the RFP will be evaluated for technical criteria/specifications/eligibility. Only those Bids complied with technical criteria shall become eligible for indicative price Bid opening and further RFP evaluation process.
- iii. The Bank will examine the Bids to determine whether they are complete, required formats have been furnished, the documents have been properly signed, EMD for the desired amount and validity period is available and the Bids are generally in order. The Bank may, at its discretion waive any minor non-conformity or irregularity in a Bid which does not constitute a material deviation.
- iv. Prior to the detailed evaluation, the Bank will determine the responsiveness of each

Bid to the RFP. For purposes of these Clauses, a responsive Bid is one, which conforms to all the terms and conditions of the RFP in toto, without any deviation.

- v. The Bank's determination of a Bid's responsiveness will be based on the contents of the Bid itself, without recourse to extrinsic evidence.
- vi. At the time of opening of the technical Bids and preliminary evaluation or after opening of the technical Bids and preliminary evaluation, some or all the Bidders may be asked to make presentations on the Service proposed to be offered by them.
- vii. If a Bid is not responsive, it will be rejected by the Bank and will not subsequently be made responsive by the Bidder by correction of the non-conformity.
- viii. The Bank reserves the right to appoint consultant if so, decided by the Bank at any stage of bidding process.

17. TECHNICAL EVALUATION:

- i. Technical evaluation will include technical information submitted as per technical Bid format, demonstration of proposed Services, reference calls and site visits, wherever required. The Bidder may highlight the noteworthy/superior features of their Services. The Bidder will demonstrate/substantiate all claims made in the technical Bid along with supporting documents to the Bank, the capability of the Services to support all the required functionalities at their cost in their lab or those at other organizations where similar Services is in use.
- ii. During evaluation and comparison of Bids, the Bank may, at its discretion ask the Bidders for clarification on the Bids received. No change in prices or substance of the Bid shall be sought, offered or permitted. No clarification at the initiative of the Bidder shall be entertained after bid submission date. No document submission is allowed after bid submission timelines. Bidder has to ensure all documents are submitted as required in this RFP, any lapses in submission of any document cannot be rectified after bid submission date and time.

18. EVALUATION OF PRICE BIDS AND FINALIZATION:

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

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

- a) The Price bids will be accepted only for those bidders who have submitted all documents as detailed in this RFP and coupled with those who have also to obtain a minimum score of 60% in the technical evaluation scoring matrix.
- b) Based on the Price Bid submitted by agencies: -
 - i. The price Bid(s) of only those Bidders, who are short-listed after technical evaluation, would be opened.
 - ii. All the Bidders who qualify in the evaluation process shall have to participate in the online process to identify L-I bidder to be conducted by Bank's authorized service provider on behalf of the Bank.
 - iii. Shortlisted Bidders must have a valid digital signature certificate. Such Bidders will be trained by Bank's authorized e-Procurement agency for this purpose. Bidders shall also be willing to abide by the e-business rules framed by the Bank/ Authorised e-Procurement agency.
 - iv. The Bidder will be selected as L1 on the basis of net total of the price evaluation as quoted in the price bids.

19. CONTACTING THE BANK:

- i. No Bidder shall contact the Bank on any matter relating to its Bid, from the time of opening of indicative price Bid to the time, the Contract is awarded.
- ii. Any effort by a Bidder to influence the Bank in its decisions on Bid evaluation, Bid comparison or contract award may result in the rejection of the Bid.

1. AWARD CRITERIA AND AWARD OF CONTRACT:

Allotment will be done in terms of RFP as under:

- i. The Bank wishes to shortlist three agencies based on the quotes received from the agencies/ companies. The L-I, L-II, and L- III agencies/ companies will be allocated cars in the following proportion, subject to L-II and L- III agencies are matching the car monthly hiring charges rates L-I agency/ company. The proportion of allocation of cars will be as under: -

L-I 50%

L-II 30%

L-III 20%

However, if less than 3 vendors are found eligible in technical parameters or less than 3 vendors wish to match L-I quote, then Bank may allocate the work to less than 3 vendors increasing the percentage of allocation in the same proportion.

Separate L-I will be finalized for both car models as per monthly car rental charges of the year.

- ii. Bank will notify successful Bidder in writing by way of issuance of purchase order through letter or fax/ email that its Bid has been accepted. The selected Bidder has to return the duplicate copy of the same to the Bank within **7 working days**, duly Accepted, Stamped and Signed by Authorized Signatory in token of acceptance.
- iii. The successful Bidder will have to submit Non-disclosure Agreement, Bank Guarantee for the amount and validity as desired in this RFP and strictly on the lines of format given in appendix of this RFP together with acceptance of all terms and conditions of RFP.
- iv. Copy of board resolution and power of attorney (POA wherever applicable) showing that the signatory has been duly authorized to sign the acceptance letter, contract and NDA should be submitted.
- v. The successful Bidder shall be required to enter into a Contract with the Bank and submit the Bank Guarantee strictly on the lines of format given in appendix of this RFP, within 30 days from issuance of Purchase Order or within such extended period as may be decided by the Bank. in format prescribed/ approved by the Bank.
- vi. Till execution of a formal contract, the RFP, along with the Bank's notification of award by way of issuance of purchase order and Service Provider's acceptance thereof, would be binding contractual obligation between the Bank and the successful Bidder.
- vii. The Bank reserves the right to stipulate/ call for, at the time of finalization of the Contract, any other document(s) to be enclosed as a part of the final Contract.

- viii. Failure of the successful Bidder to comply with the requirements/ terms and conditions of this RFP shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD and/ or BG.

Upon notification of award to the successful Bidder, the Bank will promptly notify the award of contract to the successful Bidder on the Bank's website. The EMD of each unsuccessful Bidder will be discharged and returned within 2 weeks.

20. POWERS TO VARY OR OMIT WORK:

- i. No alterations, amendments, omissions, additions, suspensions or variations of the work (hereinafter referred to as variation) under the contract shall be made by the successful Bidder except as directed in writing by Bank. The Bank shall have full powers, subject to the provision herein after contained, from time to time during the execution of the contract, by notice in writing to instruct the successful Bidder to make any variation without prejudice to the contract. The finally selected Bidder shall carry out such variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents. If any, suggested variations would, in the opinion of the finally selected Bidder, if carried out, prevent him from fulfilling any of his obligations under the contract, he shall notify Bank thereof in writing with reasons for holding such opinion and Bank shall instruct the successful Bidder to make such other modified variation without prejudice to the contract. The finally selected Bidder shall carry out such variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents. If the Bank confirms its instructions, the successful Bidder's obligations shall be modified to such an extent as may be mutually agreed.
- ii. In any case in which the successful Bidder has received instructions from the Bank as to the requirements for carrying out the altered or additional order it will be same terms and conditions of this RFP.
- iii. If any change in the work is likely to result in reduction in cost, the parties shall agree in writing so as to the extent of change in contract price, before the finally selected Bidder(s) proceeds with the change in work order.

21. WAIVER OF RIGHTS:

Each Party agrees that any delay or omission on the part of the other Party to exercise any right, power or remedy under this RFP will not automatically operate as a waiver of such right, power or remedy or any other right, power or remedy and no waiver will be effective unless it is in writing and signed by the waiving Party.

Further the waiver or the single or partial exercise of any right, power or remedy by either Party hereunder on one occasion will not be construed as a bar to a waiver of any successive or other right, power or remedy on any other occasion.

22. CONTRACT AMENDMENT:

No variation in or modification of the terms of the Contract shall be made, except by written amendment, duly signed by the authorized signatories from both sides bank and bidder.

23. BANK'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The Bank reserves the right to accept or reject any Bid in part or in full or to cancel the bidding process and reject all Bids at any time prior to contract award as specified in Award Criteria and Award of Contract, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Bank's action.

24. BANK GUARANTEE:

- i. Performance security in form of Bank Guarantee [BG] for the amount with validity period as specified in this RFP strictly on the format at **Appendix-H** is to be submitted by the finally selected Bidder (s). The BG has to be issued by a Scheduled Commercial Bank other than SBI and needs to be submitted within the specified time of receipt of formal communication from the Bank about their Bid finally selected. In case, SBI is the sole Banker for the Bidder, a Letter of Comfort from SBI may be accepted.
- ii. The Bank Guarantee is required to protect interest of the Bank against the risk of non-performance of Service Provider in respect of successful implementation of the project and/or failing to perform/ fulfil its commitments/ obligations in respect of providing Services as mentioned in this RFP; or breach of any terms and conditions of the RFP, which may warrant invoking of Bank Guarantee.

25. SERVICES: (DELETE, WHICHEVER IS NOT APPLICABLE AS PER THE SCOPE OF WORK)

As given in **Appendix-E** of this document.

26. PENALTIES:

As mentioned in **Appendix-I** of this RFP.

27. RIGHT TO VERIFICATION:

The Bank reserves the right to verify any or all of the statements made by the Bidder in the Bid document and to inspect the Bidder's facility, if necessary, to establish to its satisfaction about the Bidder's capacity/ capabilities to perform the job.

28. RIGHT TO AUDIT:

- i. The Selected Bidder (Service Provider) shall be subject to annual audit by internal/ external Auditors appointed by the Bank/ inspecting official from the Reserve Bank of India or any regulatory authority, covering the risk parameters finalized by the Bank/ such auditors in the areas of services etc. provided to the Bank and Service Provider is required to submit such certification by such Auditors to the Bank. Service Provider and or his/ their outsourced agents/ sub – contractors (if allowed by the Bank) shall facilitate the same The Bank can make its expert assessment on the efficiency and effectiveness of the security, control, risk management, governance system and process created by Service Provider. Service Provider shall, whenever required by the Auditors, furnish all relevant information, records/data to them. All costs for such audit shall be borne by the Bank. Except for the audit done by Reserve Bank of India or any statutory/regulatory authority, the Bank shall provide reasonable notice not less than 7 (seven) days to Service Provider before such audit and same shall be conducted during normal business hours.
- ii. Where any deficiency has been observed during audit of Service Provider on the risk parameters finalized by the Bank or in the certification submitted by the Auditors, Service Provider shall correct/resolve the same at the earliest and shall provide all necessary documents related to resolution thereof and the auditor shall further certify in respect of resolution of the deficiencies. The resolution provided by Service Provider shall require to be certified by the Auditors covering the respective risk parameters against which such deficiencies have been observed.
- iii. Service Provider further agrees that whenever required by the Bank, it will furnish all relevant information, records/data to such auditors and/or inspecting officials of the Bank/Reserve Bank of India and/or any regulatory authority(ies). The Bank reserves the right to call for and/or retain any relevant information /audit reports on financial and security review with their findings undertaken by Service Provider. However, Service Provider shall not be obligated to provide records/data not related to Services under the Agreement (e.g. internal cost breakup etc.).

- iv. Service provider shall grant unrestricted and effective access to a) data related to the outsourced activities; b) the relevant business premises of the service provider; subject to appropriate security protocols, for the purpose of effective oversight use by the Bank, their auditors, regulators and other relevant Competent Authorities, as authorised under law.

29. SUBCONTRACTING:

As per the scope of this RFP, sub-contracting is not permitted.

30. VALIDITY OF AGREEMENT:

The Agreement/ SLA will be valid for the period of 3 year(s). The Bank reserves the right to terminate the Agreement as per the terms of RFP/ Agreement.

31. LIMITATION OF LIABILITY:

- i. The maximum aggregate liability of Service Provider, subject to below mentioned sub-clause (iii), in respect of any claims, losses, costs or damages arising out of or in connection with this RFP/ Agreement shall not exceed Rs. 15 lakhs or total amount paid to Service Provider in respective month under which such claims rise, whichever is greater.
- ii. Under no circumstances shall either Party be liable for any indirect, consequential or incidental losses, damages or claims including loss of profit, loss of business or revenue.
- iii. The limitations set forth herein shall not apply with respect to:
- (a) claims that are the subject of indemnification pursuant to infringement of third party Intellectual Property Right;
 - (b) damage(s) occasioned by the Gross Negligence or Willful Misconduct of Service Provider,
 - (c) damage(s) occasioned by Service Provider for breach of Confidentiality Obligations,
 - (d) Regulatory or statutory fines imposed by a Government or Regulatory agency for non-compliance of statutory or regulatory guidelines applicable to the Bank, provided such guidelines were brought to the notice of Service Provider.

For the purpose of abovementioned sub-clause (iii)(b) “**Gross Negligence**” means any act or failure to act by a party which was in reckless disregard of or gross indifference to the obligation of the party under this Agreement and which causes

injury, damage to life, personal safety, real property, harmful consequences to the other party, which such party knew, or would have known if it was acting as a reasonable person, would result from such act or failure to act for which such Party is legally liable. Notwithstanding the forgoing, Gross Negligence shall not include any action taken in good faith.

“Willful Misconduct” means any act or failure to act with an intentional disregard of any provision of this Agreement, which a party knew or should have known if it was acting as a reasonable person, which would result in injury, damage to life, personal safety, real property, harmful consequences to the other party, but shall not include any error of judgment or mistake made in good faith.

32. CONFIDENTIALITY:

Confidentiality obligation shall be as per Non-disclosure agreement (Appendix K)

33. DELAY IN SERVICE PROVIDER’S PERFORMANCE:

- i. Services shall be made by Service Provider within the timelines prescribed in this RFP document
- ii. If at any time during performance of the Contract, Service Provider should encounter conditions impeding timely delivery and performance of Services, Service Provider shall promptly notify the Bank in writing of the fact of the delay, it’s likely duration and cause(s). As soon as practicable after receipt of Service Provider’s notice, the Bank shall evaluate the situation and may, at its discretion, extend Service Providers’ time for performance, in which case, the extension shall be ratified by the parties by amendment of the Contract.
- iii. Any delay in performing the obligation/ defect in performance by Service Provider may result in imposition of penalty, liquidated damages, invocation of Bank Guarantee and/or termination of Contract (as laid down elsewhere in this RFP document).

34. SERVICE PROVIDER’S OBLIGATIONS:

- i. Service Provider is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract.
- ii. Service Provider is obliged to work closely with the Bank’s staff, act within its own authority and abide by directives issued by the Bank from time to time and complete

implementation activities.

- iii. Service Provider will abide by the job safety measures prevalent in India and will free the Bank from all demands or responsibilities arising from accidents or loss of life, the cause of which is Service Provider's negligence. Service Provider will pay all indemnities arising from such incidents and will not hold the Bank responsible or obligated.
- iv. Service Provider is responsible for activities of its personnel or sub-contracted personnel (where permitted) and will hold itself responsible for any misdemeanours.
- v. Service Provider shall treat as confidential all data and information about the Bank, obtained in the process of executing its responsibilities, in strict confidence and will not reveal such information to any other party without prior written approval of the Bank as explained under 'Non-Disclosure Agreement' in **Appendix-K** of this RFP.

35. TECHNICAL DOCUMENTATION: (DELETE, WHICHEVER IS NOT APPLICABLE)

- i. Service Provider shall provide GPS reports on monthly basis.

36. INTELLECTUAL PROPERTY RIGHTS AND OWNERSHIP:

- i. For any technology/ software/ product used/ supplied by Service Provider for performing Services for the Bank as part of this RFP, Service Provider shall have right to use as well as right to license such technology/ software/ product. The Bank shall not be liable for any license or IPR violation on the part of Service Provider.

37. LIQUIDATED DAMAGES:

Intentionally left blank.

38. CONFLICT OF INTEREST:

- i. Bidder shall not have a conflict of interest (the "Conflict of Interest") that affects the bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Bank shall be entitled to forfeit and appropriate the Bid Security and/or Performance Security (Bank Guarantee), as the case may be, as mutually agreed upon genuine estimated loss and damage likely to be suffered and incurred by the Bank and not by way of penalty for, inter alia, the time, cost and effort of the Bank, including consideration of such Bidder's proposal

(the “Damages”), without prejudice to any other right or remedy that may be available to the Bank under the bidding Documents and/ or the Agreement or otherwise.

ii. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the bidding Process, if:

- (a) the Bidder, its Member or Associate (or any constituent thereof) and any other Bidder, its Member or any Associate thereof (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Bidder, its Member or an Associate thereof (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Bidder, Member or Associate, as the case may be) in the other Bidder, its Member or Associate, has less than 5% (five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 2(72) of the Companies Act, 2013. For the purposes of this Clause, indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the “Subject Person”) shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary; or
- (b) a constituent of such Bidder is also a constituent of another Bidder; or
- (c) such Bidder, its Member or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder, its Member or Associate, or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, its Member or any Associate thereof; or
- (d) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or

- (e) such Bidder, or any Associate thereof, has a relationship with another Bidder, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other's information about, or to influence the Bid of either or each other; or
 - (f) such Bidder or any of its affiliates thereof has participated as a consultant to the Bank in the preparation of any documents, design or technical specifications of the RFP.
- iii. For the purposes of this RFP, Associate means, in relation to the Bidder, a person who controls, is controlled by, or is under the common control with such Bidder (the "Associate"). As used in this definition, the expression "control" means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law or by contract.

39. CODE OF INTEGRITY AND DEBARMENT/BANNING:

- i. The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding Process. Notwithstanding anything to the contrary contained herein, the Bank shall reject Bid without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt/fraudulent/coercive/undesirable or restrictive practices in the bidding Process.
- ii. Bidders are obliged under code of integrity to Suo-moto proactively declare any conflicts of interest (pre-existing or as and as soon as these arise at any stage) in RFP process or execution of contract. Failure to do so would amount to violation of this code of integrity.
- iii. Any Bidder needs to declare any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other procuring entity. Failure to do so would amount to violation of this code of integrity.
- iv. For the purposes of this clause, the following terms shall have the meaning hereinafter, respectively assigned to them:
 - (a) **"Corrupt practice"** means making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage

in the procurement process or to otherwise influence the procurement process or contract execution;

- (b) **“Fraudulent practice”** means any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a RFP process or to secure a contract or in execution of the contract;
- (c) **“Coercive practice”** means harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- (d) **“Anti-competitive practice”** means any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the Bank, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
- (e) **“Obstructive practice”** means materially impede the Bank’s or Government agencies investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the Bank’s rights of audit or access to information;

v. Debarment/Banning

Empanelment/participation of Bidders and their eligibility to participate in the Bank’s procurements is subject to compliance with code of integrity and performance in contracts as per terms and conditions of contracts. Following grades of debarment from empanelment/participation in the Bank’s procurement process shall be considered against delinquent Vendors/Bidders:

(a) Holiday Listing (Temporary Debarment - suspension):

Whenever a Vendor is found lacking in performance, in case of less frequent and less serious misdemeanors, the vendors may be put on a holiday listing (temporary debarment) for a period upto 12 (twelve) months. When a Vendor is on the holiday

listing, he is neither invited to bid nor are his bids considered for evaluation during the period of the holiday. The Service provider/ Vendor is, however, not removed from the list of empanelled vendors, if any. Performance issues which may justify holiday listing of the Vendor are:

- Vendors who have not responded to requests for quotation/tenders consecutively three times without furnishing valid reasons, if mandated in the empanelment contract (if applicable);
- Repeated non-performance or performance below specified standards (including after sales services and maintenance services etc.);
- Vendors undergoing process for removal from empanelment/participation in procurement process or banning/debarment may also be put on a holiday listing during such proceedings.

(b) Debarment from participation including removal from empanelled list

Debarment of a delinquent Vendor (including their related entities) for a period (one to two years) from the Bank's procurements including removal from empanelment, wherever such Vendor is empaneled, due to severe deficiencies in performance or other serious transgressions. Reasons which may justify debarment and/or removal of the Vendor from the list of empaneled vendors are:

- Without prejudice to the rights of the Bank under Clause 39 " *CODE OF INTEGRITY AND DEBARMENT/BANNING* " sub-clause (i) hereinabove, if a Bidder is found by the Bank to have directly or indirectly or through an agent, engaged or indulged in any corrupt/fraudulent/coercive/undesirable or restrictive practices during the bidding Process, such Bidder shall not be eligible to participate in any EOI/RFP issued by the Bank during a period of 2 (two) years from the date of debarment.
- Vendor fails to abide by the terms and conditions or to maintain the required technical/operational staff/equipment or there is change in its production/service line affecting its performance adversely, or fails to cooperate or qualify in the review for empanelment.
- If Vendor ceases to exist or ceases to operate in the category of requirements for which it is empaneled.
- Bankruptcy or insolvency on the part of the vendor as declared by a court of law; or
- Banning by Ministry/Department or any other Government agency;

- Other than in situations of force majeure, technically qualified Bidder withdraws from the procurement process or after being declared as successful bidder: (i) withdraws from the process; (ii) fails to enter into a Contract; or (iii) fails to provide performance guarantee or any other document or security required in terms of the RFP documents;
- If the Central Bureau of Investigation/CVC/C&AG or Vigilance Department of the Bank or any other investigating agency recommends such a course in respect of a case under investigation;
- Employs a Government servant or the Bank's Officer within two years of his retirement, who has had business dealings with him in an official capacity before retirement; or
- Any other ground, based on which the Bank considers, that continuation of Contract is not in public interest.
- If there is strong justification for believing that the partners/directors/proprietor/agents of the firm/company has been guilty of violation of the code of integrity or Integrity Pact (wherever applicable), evasion or habitual default in payment of any tax levied by law; etc.

(c) Banning from Ministry/Country-wide procurements

For serious transgression of code of integrity, a delinquent Vendor (including their related entities) may be banned/debarred from participation in a procurement process of the Bank including procurement process of any procuring entity of Government of India for a period not exceeding three years commencing from the date of debarment.

40. TERMINATION FOR DEFAULT:

- i. The Bank may, without prejudice to any other remedy for breach of Agreement, written notice of not less than 30 (thirty) days, terminate the Agreement in whole or in part:
 - (a) If Service Provider fails to deliver any or all the obligations within the time period specified in the RFP/Agreement, or any extension thereof granted by the Bank;
 - (b) If Service Provider fails to perform any other obligation(s) under the RFP/Agreement;
 - (c) Violations of any terms and conditions stipulated in the RFP.

- (d) On happening of any termination event mentioned in the RFP/ Agreement.
- (e) If any charge sheet is filed by a competent authority of the Government against the Agency/ Company, or the Agency/ Company is convicted by a criminal court on grounds of moral turpitude. It is clearly understood by the Agency/ Company that if a charge sheet is filed by any competent authority of the Government against the Agency/ Company, the Agency/ Company is obliged to notify the Bank within fifteen days of filing of the charge sheet. Failure to do so shall result in forfeiture of all payments due for service rendered after the date of the filing of the charge sheet.
- (f) The Agency/ Company is involved in wrongful billing. In addition to hereto wrongful billing shall also result in the Agency/ Company being debarred from participating in any other tender of the Bank. Excess amount will be recovered, if required by invocation of bank guarantee.
- (g) The engagement is not in the interest of the Bank, or the Bank no more requires any such service.
- (h) In case of misbehavior by driver or the supervisor staff of the company, such drivers or supervisor staff will have to be removed from the service. The agency will have to ensure that such drivers, staff will not get reappointment with other car agencies those are dealing with the Bank.
- (i) If any changes take place in the proprietorship or partnership of the Agency/ Company, the Bank should be intimated within 30 (Thirty) days of such changes, failing which all payments will be withheld and Bank may terminate the hire agreement as may be deemed necessary, Whatever be the reason of changes, the subject hire agreement would be terminated unless the new company/ entity accepts the subject Hire agreement at the same rates, terms and conditions laid down herein. The agency/ company shall refund the excess money paid if any, to them for the term for which the agreement/ arrangement is made.
- (j) Failure to accept surrender of excess car/s by the bank hired under this RFP, after giving due notice of 15 days of surrender by the bank.

Prior to providing a written notice of termination to Service Provider under abovementioned sub-clause 40 (i) (a) to 40 (c), the Bank shall provide Service Provider with a written notice of 30 (thirty) days to cure such breach of the Agreement. If the breach continues or remains unrectified after expiry of cure period, the Bank shall have right to initiate action in accordance with above clause.

- ii. In the event the Bank terminates the Contract in whole or in part for the breaches attributable to Service Provider, the Bank may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and subject to limitation of liability clause of this RFP Service Provider shall be liable to the Bank for any increase in cost for such similar Services. However, Service Provider shall continue performance of the Contract to the extent not terminated.
- iii. If the Contract is terminated under any termination clause, Service Provider shall handover all documents/ executable/ Bank's data or any other relevant information to the Bank in timely manner and in proper format as per scope of this RFP and shall also support the orderly transition to another vendor or to the Bank.
- iv. During the transition, Service Provider shall also support the Bank on technical queries/support on process implementation.
- v. The Bank's right to terminate the Contract will be in addition to the penalties/ liquidated damages and other actions as specified in this RFP.
- vi. In the event of failure of Service Provider to render the Services or in the event of termination of Agreement or expiry of term or otherwise, without prejudice to any other right, the Bank at its sole discretion may make alternate arrangement for getting the Services contracted with another vendor. In such case, the Bank shall give prior notice to the existing Service Provider. The existing Service Provider shall continue to provide services as per the terms of the Agreement until a 'New Service Provider' completely takes over the work. During the transition phase, the existing Service Provider shall render all reasonable assistance to the new Service Provider within such period prescribed by the Bank, at no extra cost to the Bank, for ensuring smooth switch over and continuity of services, provided where transition services are required by the Bank or New Service Provider beyond the term of this Agreement, reasons for which are not attributable to Service Provider, payment shall be made to Service Provider for such additional period on the same rates and payment terms as specified in this Agreement. If existing Service Provider is breach of this obligation, they shall be liable for paying a penalty of Rs. 15 lakhs, which may be settled from the payment of invoices or Bank Guarantee for the contracted period or by invocation of Bank Guarantee.

41. FORCE MAJEURE:

- i. Notwithstanding the provisions of terms and conditions contained in this RFP, neither party shall be liable for any delay in in performing its obligations herein if and to the extent that such delay is the result of an event of Force Majeure.

- ii. For the purposes of this clause, 'Force Majeure' means and includes wars, insurrections, revolution, civil disturbance, riots, terrorist acts, public strikes, hartal, bundh, fires, floods, epidemic, quarantine restrictions, freight embargoes, declared general strikes in relevant industries, Vis Major, acts of Government in their sovereign capacity, impeding reasonable performance of Service Provider and/ or Sub-Contractor but does not include any foreseeable events, commercial considerations or those involving fault or negligence on the part of the party claiming Force Majeure.
- iii. If a Force Majeure situation arises, Service Provider shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- iv. If the Force Majeure situation continues beyond 30 (thirty) days, either party shall have the right to terminate the Agreement by giving a notice to the other party. Neither party shall have any penal liability to the other in respect of the termination of the Agreement as a result of an event of Force Majeure. However, Service Provider shall be entitled to receive payments for all services actually rendered up to the date of the termination of the Agreement.

42. TERMINATION FOR INSOLVENCY:

The Bank may, at any time, terminate the Contract by giving written notice to Service Provider, if Service Provider becomes Bankrupt or insolvent or any application for bankruptcy, insolvency or winding up has been filed against it by any person. In this event, termination will be without compensation to Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Bank.

43. TERMINATION FOR CONVENIENCE:

- i. The Bank, by written notice of not less than 30 (thirty) days, may terminate the Contract, in whole or in part, for its convenience,
- ii. In the event of termination of the Agreement for the Bank's convenience, Service Provider shall be entitled to receive payment for the Services rendered (delivered) up to the effective date of termination.

44. DISPUTES RESOLUTION:

- i. All disputes or differences whatsoever arising between the parties out of or in connection with the Contract (including dispute concerning interpretation) or in discharge of any obligation arising out of the Contract (whether during the progress of work or after completion of such work and whether before or after the termination of the Contract, abandonment or breach of the Contract), shall be settled amicably. If, however, the parties are not able to solve them amicably within 30 (Thirty) days after the dispute occurs, as evidenced through the first written communication from any Party notifying the other regarding the disputes, the same shall be referred to and be subject to the jurisdiction of competent Civil Courts of Mumbai only. The Civil Courts in Mumbai, Maharashtra shall have exclusive jurisdiction in this regard.
- ii. Service Provider shall continue work under the Contract during the dispute resolution proceedings unless otherwise directed by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the competent court is obtained.

45. GOVERNING LANGUAGE:

The governing language shall be English.

46. APPLICABLE LAW:

The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subjected to the exclusive jurisdiction of courts at Mumbai.

47. TAXES AND DUTIES:

- i. Service Provider shall be liable to pay all corporate taxes and income tax, State Govt. Taxes, etc. as applicable, that shall be levied according to the laws and regulations applicable from time to time in India and the price Bid by Service Provider shall include all such taxes in the quoted price. Bidder may consider future incidental taxes, charges as such whilst quote of price bid. However, Bank will pay GST on invoices as statutorily applicable.
- ii. Prices payable to Service Provider as stated in the Contract shall be firm and not subject to adjustment during performance of the Contract, irrespective of reasons whatsoever,
- iii. Income/ Corporate Taxes in India: The Bidder shall be liable to pay all corporate

taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and the price Bid by the Bidder shall include all such taxes in the contract price.

iv. Parties shall fulfil all their respective compliance requirements under the GST law. This shall include (but not be limited to):

- (a) Bank shall pay GST amount after verifying the details of invoice on GSTR 2B on GSTN portal.
- (b) In case any credit, refund or other benefit is denied or delayed to the Bank due to any non-compliance of GST Laws by the vendor including but not limited to, failure to upload the details of invoice or any other details of the supply of goods or services, as the case may be, as required under GST Law on the appropriate government's goods and services tax network portal, the failure to pay applicable GST to the Government or due to non-furnishing or furnishing of incorrect or incomplete documents by the party, vendor would reimburse the loss to the Bank including, but not limited to, any tax loss or denial of credit, interest and penalty and reasonable fee for contesting the demand. Amount payable under this clause shall survive irrespective of termination of agreement if the demand pertains to the agreement period.
- (c) In case of any tax demand or denial of ITC or refund or any other benefit by the GST authorities, both the parties may mutually decide whether to contest the matter. In case, it is decided to contest the matter, the vendor is required to deposit the disputed demand including interest and penalty proposed with the other party without waiting for the outcome of the legal proceeding. In case the matter is finally decided in favour of the other party, the other party is required to refund the amount received from the defaulting party without any interest.

v. All expenses, stamp duty and other charges/ expenses in connection with the execution of the Agreement as a result of this RFP process shall be borne by Service Provider. The Agreement/ Contract would be stamped as per Maharashtra Stamp Act, 1958 and any amendment thereto.

48. TAX DEDUCTION AT SOURCE:

- i. Wherever the laws and regulations require deduction of such taxes at the source of payment, the Bank shall effect such deductions from the payment due to Service Provider. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by the Bank as per the laws and regulations for the time being in force. Nothing in the Contract shall relieve Service Provider from his responsibility to pay any tax that may be levied in India on income and profits made

by Service Provider in respect of this Contract.

- ii. Service Provider's staff, personnel and labour will be liable to pay personal income taxes in India in respect of such of their salaries and wages as are chargeable under the laws and regulations for the time being in force, and Service Provider shall perform such duties in regard to such deductions thereof as may be imposed on him by such laws and regulations.
- iii. Bank will deduct TDS at applicable rate while making payment under GST Act 2017 and Income Tax Act 1961.

49. TENDER FEE:

NIL for this RFP

50 EXEMPTION OF EMD AND TENDER FEE:

Micro & Small Enterprises (MSE) units and Start-ups* are exempted from payment of EMD and tender fee provided the Services they are offering, are rendered by them. Exemption as stated above is not applicable for providing services, rendered by other companies.

Bidder should submit supporting documents issued by competent Govt. bodies to become eligible for the above exemption.

Bidders may please note:

- i. NSIC certificate/ Udyog Aadhar Memorandum/ Udyam Registration Certificate should cover the items tendered to get EMD/tender fee exemptions. Certificate/ Memorandum should be valid as on due date/ extended due date for Bid submission.
- ii. "Start-up" company should enclose the valid Certificate of Recognition issued by Department for Promotion of Industry and Internal Trade (DPIIT), (erstwhile Department of Industrial Policy and Promotion), Ministry of Commerce & Industry, Govt. of India with the technical bid.
- iii. *Start-ups which are not under the category of MSE shall not be eligible for exemption of tender fee.
- iv. Bidder who solely on its own, fulfils each eligibility criteria condition as per the

RFP terms and conditions and who are having MSE or Start-up company status, can claim exemption for EMD/ tender fee.

- v. If all these conditions are not fulfilled or supporting documents are not submitted with the technical Bid, then all those Bids without tender fees /EMD will be summarily rejected and no queries will be entertained.

NOTICES:

Any notice given by one party to the other pursuant to this Contract shall be sent to other party in writing or by Fax and confirmed in writing to other Party's address. The notice shall be effective when delivered or on the notice's effective date whichever is later.

Part-II

Appendix –A**BID FORM (TECHNICAL BID)**

[On Company's letter head]

(To be included in Technical Bid)

Date: _____

To:

< Address of tendering office >

Dear Sir,

Ref: RFP No. SBI: LD/2025-26/01 04/09/2025

~~~~~

We have examined the above RFP, the receipt of which is hereby duly acknowledged and subsequent pre-bid clarifications/ modifications/ revisions, if any, furnished by the Bank and we offer to provide Services detailed in this RFP. We shall abide by the terms and conditions spelt out in the RFP. We shall participate and submit the Bid on the date advised to us.

## i. While submitting this Bid, we certify that:

- The undersigned is authorized to sign on behalf of the Bidder and the necessary support document delegating this authority is enclosed to this letter.
- We declare that we are not in contravention of conflict-of-interest obligation mentioned in this RFP.
- Price bid will be submitted by us have been arrived at without agreement with any other Bidder of this RFP for the purpose of restricting competition.
- Price bid submitted by us have not been disclosed and will not be disclosed to any other Bidder responding to this RFP.
- We have not induced or attempted to induce any other Bidder to submit or not to submit a Bid for restricting competition.
- We have quoted for all the services/items mentioned in this RFP in our indicative price Bid.
- The rate quoted in the price Bids are as per the RFP and subsequent pre-Bid clarifications/ modifications/ revisions furnished by the Bank, without any exception.

## ii. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

- iii. We undertake that we will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Bank, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- iv. We undertake that we will not resort to canvassing with any official of the Bank, connected directly or indirectly with the bidding process to derive any undue advantage. We also understand that any violation in this regard, will result in disqualification of bidder from further bidding process.
- v. It is further certified that the contents of our Bid are factually correct. We have not sought any deviation to the terms and conditions of the RFP. We also accept that in the event of any information/ data/ particulars proving to be incorrect, the Bank will have right to disqualify us from the RFP without prejudice to any other rights available to the Bank.
- vi. We certify that while submitting our Bid document, we have not made any changes in the contents of the RFP document, read with its amendments/clarifications provided by the Bank.
- vii. We agree to abide by all the RFP terms and conditions, contents of Service Level Agreement as per template available at **Appendix-J** of this RFP and the rates quoted therein for the orders awarded by the Bank up to the period prescribed in the RFP, which shall remain binding upon us.
- viii. Till execution of a formal contract, the RFP, along with the Bank's notification of award by way of issuance of purchase order and our acceptance thereof, would be binding contractual obligation on the Bank and us.
- ix. We understand that you are not bound to accept the lowest or any Bid you may receive and you may reject all or any Bid without assigning any reason or giving any explanation whatsoever.
- x. We hereby certify that our name does not appear in any "Caution" list of RBI/ IBA or any other regulatory body for outsourcing activity.
- xi. We hereby certify that on the date of submission of Bid for this RFP, we do not have any past/ present litigation which adversely affect our participation in this RFP or we are not under any debarment/blacklist period for breach of contract/fraud/corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking/ State or Central

Government or their agencies/departments. We also certify that we have not been disqualified/ debarred/ terminated on account of poor or unsatisfactory performance and/or blacklisted by any Scheduled Commercial Bank/ Public Sector Undertaking/ State or Central Government or their Agencies/ Departments at any time, during the last 3 years.

- xii. We hereby certify that on the date of submission of Bid, we do not have any Service Level Agreement pending to be signed with the Bank for more than 6 months from the date of issue of purchase order.
- xiii. We hereby certify that we have read the clauses contained in O.M. No. 6/18/2019-PPD, dated 23.07.2020 order (Public Procurement No. 1), order (Public Procurement No. 2) dated 23.07.2020 and order (Public Procurement No. 3) dated 24.07.2020 along with subsequent Orders and its amendment thereto regarding restrictions on procurement from a bidder of a country which shares a land border with India. We further certify that we and our OEM are not from such a country or if from a country, has been registered with competent authority (where applicable evidence of valid certificate to be attached). We certify that we and our OEM fulfil all the requirements in this regard and are eligible to participate in this RFP.
- xiv. If our Bid is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract in the prescribed form and we shall be solely responsible for the due performance of the contract.
- xv. We, further, hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank in the RFP document.

Dated this ..... day of ..... 20..

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

(In the capacity of)

Duly authorised to sign Bid for and on behalf of

\_\_\_\_\_  
**Seal of the company.**

**Appendix-B****Bidder's Eligibility Criteria**

Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

| <b>S. No.</b> | <b>Eligibility Criteria</b>                                                                                                                                                                                                                                                                              | <b>Compliance (Yes/No)</b> | <b>Documents to be submitted</b>                                                                                                                                                                    |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.            | The Bidder must be an Indian Company/ LLP/ Partnership/ Proprietorship firm registered under applicable Act in India.                                                                                                                                                                                    |                            | Certificate of Incorporation issued by Registrar of Companies and full address of the registered office along with Memorandum & Articles of Association/ Partnership Deed.                          |
| 2.            | The Bidder (including its OEM, if any) must comply with the requirements contained in O.M. No. 6/18/2019-PPD, dated 23.07.2020 order (Public Procurement No. 1), order (Public Procurement No. 2) dated 23.07.2020 and order (Public Procurement No. 3) dated 24.07.2020 and revision/ amendment thereto |                            | Bidder should specifically certify in <b>Appendix A</b> in this regard and provide copy of registration certificate issued by competent authority wherever applicable.                              |
| 3.            | The Bidder must have minimum car hire rental income turnover of Rs.7.50 Crore during last 3 (Three) of 4 financial year(s) i.e. 2021-22, FY 2022-23, FY 2023-24 and FY 2024-25                                                                                                                           |                            | Copy of the audited financial statement and GST returns are to be attached for required financial years. (Certificate from statutory auditor for preceding/ current 2024-25 year may be submitted.) |
| 4.            | The Bidder should be profitable organization on the basis of profit before tax (PBT) for at least 02 (two) out of last 04 (four) financial years mentioned above.                                                                                                                                        |                            | Copy of the audited financial statement along with profit and loss statement for corresponding years and/ or Certificate of the statutory auditor.                                                  |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | Bidder should have experience of minimum 3 years in providing the Services and to have 100 cars in the name of respective agency/ company, should also have 2 existing tie ups of minimum 25 cars with Govt. organization/ PSUs/ Reputed Public Ltd. Companies/ Private Ltd Companies/ MNCs as on RFP date. Agency/ company to have in its name RENT A CAR permit issued by RTO Mumbai and valid as on RFP date. |  | Copy of the order and/ or Certificate of completion of the work. The Bidder should also furnish user acceptance report.<br>i) Documentary evidence viz. work order, Contract agreement etc. for the same must be provided.<br>ii) Xerox copies of minimum 100 RC books/ cards purporting ownership by the agency/ company.<br>iii) Copy of valid Rent a Car permit from RTO Mumbai to be submitted.                                                                                                                                                                             |
| 6. | At least 3 Client references and contact details (email/ landline/ mobile) of customers for whom the Bidder has executed similar projects in India. Out of these 3 client references, a minimum of two are of Govt. Department/ PSUs or reputed listed public Ltd. Companies. (Start and End Date of the past Projects to be mentioned)                                                                          |  | Bidder should specifically confirm on their letter head in this regard as per <b>Appendix-M</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 7. | Past/ present litigations, disputes, if any (Adverse litigations could result in disqualification, at the sole discretion of the Bank)                                                                                                                                                                                                                                                                           |  | Brief details of litigations, disputes related to product/ services being procured under this RFP or infringement of any third party Intellectual Property Rights by prospective Bidder/ OEM or disputes among Bidder's board of directors, liquidation, bankruptcy, insolvency cases or cases for debarment/ blacklisting for breach of contract/ fraud/ corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking/ State or Central Government or their agencies/ departments or any such similar cases, if any are to be given on Company's letter head. |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                                                                                                                                                                                                                                                                                                                              |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. | Bidders should not be under debarment/blacklist period for breach of contract/fraud/corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking/ State or Central Government or their agencies/ departments on the date of submission of bid for this RFP and also certify that they have not been disqualified/ debarred/ terminated on account of poor or unsatisfactory performance and/or blacklisted by any Scheduled Commercial Bank/ Public Sector Undertaking/ State or Central Government or their Agencies/ Departments at any time, during the last 3 years.. |  | Bidder should specifically certify in <b>Appendix A</b> in this regard.                                                                                                                                                                                                                                                                                                                      |
| 9  | The Bidder should not have any Service Level Agreement pending to be signed with the Bank for more than 6 months from the date of issue of purchase order.                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Bidder should specifically certify in <b>Appendix A</b> in this regard.                                                                                                                                                                                                                                                                                                                      |
| 10 | Undertaking Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | Undertaking to be submitted in respect of fuel refilling arrangements, tie up with reputed service center for maintenance of vehicle, availability of 24 x 7 helpline facility, all these as per terms of this RFP.<br>i) Undertaking that agency/ company will have tie up with reputed Service Centre/ Workshop for maintenance of respective make of vehicles (for both cars separately). |
| 11 | GST Details (including for Mumbai jurisdiction)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | GST Number<br>Place & Registration Authority                                                                                                                                                                                                                                                                                                                                                 |
| 12 | EMD Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Bank Draft/ Banker Cheque/ Pay Order/ Bank Guarantee No                                                                                                                                                                                                                                                                                                                                      |

|    |                            |  |                                     |                  |
|----|----------------------------|--|-------------------------------------|------------------|
|    |                            |  | Dated                               |                  |
|    |                            |  | Drawn on                            |                  |
| 13 | PAN card Details           |  | PAN number of the bidder/ agency    |                  |
| 14 | Annual Turnover Statements |  | Balance Sheet for the year          |                  |
|    |                            |  | Year      Turnover      Income from |                  |
|    |                            |  | Car Rental      Net Profit/ Loss    |                  |
|    |                            |  | Year                                | Net Profit/ Loss |
|    |                            |  | 2021-22                             |                  |
|    |                            |  | 2022-23                             |                  |
|    |                            |  | 2023-24                             |                  |
|    |                            |  | 2024-25                             |                  |

Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the Bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

**Name & Signature of authorised signatory**

**Seal of Company**

## Appendix-C

TECHNICAL BID EVALUATION MATRIX

| Parameter                                                                                                               | Scoring Criteria                                                                                                                                                          | Marks                 | Minimum Eligibility Marks | Marks Obtained |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------|----------------|
| Car given on hire by the agency/ company as on date of RFP                                                              | => 150<br>=> 125 but < 150<br>=> 100 but < 125<br>< 100                                                                                                                   | 20<br>15<br>10<br>NIL | 10                        |                |
| Tie up arrangements with Govt organizations/ PSUs/ reputed public limited cos./ Reputed Pvt. Ltd./ MNCs in last 5 years | Yes (=> 5 Years)<br>Yes (=> 3 Years but < 5 years)<br>< 3 years                                                                                                           | 20<br>10<br>NIL       | 10                        |                |
| Workshop or Tie up arrangements for maintenance of vehicles (distance from workplace)                                   | Owned/ Tie up arrangement within 5 kms radius<br>Owned/ Tie up arrangement above 5 kms radius but within 10 kms radius.<br>Owned/ Tie up arrangement beyond 10 kms radius | 15<br>10<br>NIL       | 10                        |                |
| In line of this activity (existence in this line)                                                                       | => 7 years<br>=> 5 years but < 7 years<br>=> 3 years but < 5 years<br>< 3 years                                                                                           | 10<br>05<br>03<br>NIL | 03                        |                |

|                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                         |            |           |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|--|
| Constitution of the bidder                                                                                                                                                                                                                                                                                                                                                                     | Company                                                                                                                                                 | 10         |           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                | Partnership / LLP                                                                                                                                       | 07         | 03        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                | Proprietorship                                                                                                                                          | 03         |           |  |
| Arrangement of back up vehicle in case of need                                                                                                                                                                                                                                                                                                                                                 | => 10                                                                                                                                                   | 10         |           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                | => 7 but < 10                                                                                                                                           | 05         | 03        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                | => 5 but < 7                                                                                                                                            | 03         |           |  |
| Approach and Methodology for Proposed Hiring Arrangements: A brief presentation outlining the following:<br>1. Unique Selling Points (USPs)<br>2. Availability of back up drivers in case of leave/ long leave/ medical issues etc.<br>3. Training facilities for drivers<br>4. Implementation of safety measures and road traffic rules<br>5. Ensuring drivers are familiar with local routes | Acceptance and vetting by banks committee members<br><br>- 03 Marks<br><br>- 03 Marks<br><br>- 03 Marks<br>- 03 Marks<br>- 03 Marks<br>Total - 15 Marks | 15         | 06        |  |
| <b><u>Total</u></b>                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                         | <b>100</b> | <b>45</b> |  |

**A bidder not scoring the minimum eligibility criteria marks in the sub-categories mentioned above and not scoring aggregate 60% marks will not be considered for commercial evaluation.**

**Name & Signature of authorised signatory**

**Seal of Company**

**Appendix-D****Bidder Details**

## Details of the Bidder

| S. No. | Particulars                                                                                                                                                                                                                                                                | Details |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1.     | Name                                                                                                                                                                                                                                                                       |         |
|        | Constitution of the Bidder                                                                                                                                                                                                                                                 |         |
|        | Name and address/es of Promoters/ Directors                                                                                                                                                                                                                                |         |
| 2.     | Date of Incorporation and/ or commencement of business                                                                                                                                                                                                                     |         |
| 3.     | Certificate of incorporation                                                                                                                                                                                                                                               |         |
|        | Registered address of the agency/ company                                                                                                                                                                                                                                  |         |
|        | Office Address, if it is different from above said Registered Address                                                                                                                                                                                                      |         |
| 4.     | Brief description of the Bidder including details of its main line of business                                                                                                                                                                                             |         |
| 5.     | Company website URL                                                                                                                                                                                                                                                        |         |
| 6.     | Company Pan Number                                                                                                                                                                                                                                                         |         |
| 7.     | Company GSTIN Number                                                                                                                                                                                                                                                       |         |
| 8.     | Particulars of the Authorized Signatory of the Bidder <ul style="list-style-type: none"> <li>a) Name</li> <li>b) Designation</li> <li>c) Address</li> <li>d) Phone Number (Landline)</li> <li>e) Mobile Number</li> <li>f) Fax Number</li> <li>g) Email Address</li> </ul> |         |
| 9.     | Number of years since, in business of providing cars on monthly rental basis.                                                                                                                                                                                              |         |
| 10.    | Make and Number of owned cars held in bidder's name as on technical bid submission date                                                                                                                                                                                    |         |
| 11.    | Make and number of Cars held under Rent a Car permit valid in Mumbai as of technical bid submission date                                                                                                                                                                   |         |

**Name & Signature of authorised signatory****Seal of Company**

## Appendix-E

## Scope of Work and Payment Schedule

| Sl No | Particulars                 | Requirements/ Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Description of Services     | <p>All the cars for the purpose of monthly Hiring basis should be brand new cars and as per the models approved by the Bank. Brand new cars mean and include any car of the specified make/ model purchased as first-hand on or <b>after 01<sup>st</sup> November 2025</b>, procured and registered under Rent a Car permit, RTO Mumbai.</p> <p>Proper reading light should be provided in the car if not already provided by the car manufacturing company.</p> <p>Sun-screen film must be provided in every car to protect from direct sun light within the permissible limits of RTO/ Govt. In addition to the film, removable sun flaps to be provided for both rear windows.</p>                                                                                                           |
| 2     | Description of Deliverables | <p>The agency shall change the driver, if not found suitable or desirable by the bank official/ executive and make immediate arrangements to provide a substitute. If the driver is unable to attend or proceeds on leave for whatsoever reason, the agency shall provide substitute without delay. Needless to mention, all such drivers should also be medically fit, and antecedents verified by police and also satisfy any other requirements in respect of the driver mentioned in this document.</p> <p>The drivers should be on pay roll of the empaneled agency. The driver should be provided with uniforms i.e. Black trouser and light blue full sleeves shirt with an emblem or the name of the agency on the shirt's pocket, black shoes and a reliable mobile connection for</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>communication with the user executive and its capital/ recurring cost will be borne by the agency. In driver's mobile Google Map facility shall be available with all drivers so they can access it for route direction and faster route availability on real time basis.</p> <p>The car must be kept clean and periodically serviced. The car should always be in good condition. Weekly sanitization of the car should be ensured.</p> <p>The log sheet/ parking/ toll charges receipts will have to be signed by the executives on daily basis to avoid any misuse/ pilferage.</p> <p>The driver will comply with the orders given by the Liaison Officer, Security Officer or any other responsible functionary of the Bank regarding safety and security when the car is in the Bank's premises. The drivers should be in uniform provided by the company/ agency, neatly dressed, courteous and obedient. All the drivers should shave daily and should have a decent haircut.</p> <p>All the cars should be GPS enabled for direction/ route map purpose. In addition, all the cars should be provided with full size floor mats so as to cover the entire carpet, three cushions, mobile charger, side and rear window sun shields, tissue boxes, car perfume and one full size umbrella in every car. Bank will call for monthly GPS reports for run of cars from agency/ company.</p> <p>The agencies will also appoint dedicated Managers/ Supervisors who will visit the sites every day to monitor cars and drivers as surprise check and always available for executives in case any requirement.</p> |
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|   |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                                                           | <p>In case of breakdown of any car or if car is in workshop, the agency will have to provide replacement vehicle of same or higher model, which is not 3 years older.</p> <p>The agency to ensure having availability of 4 sealed mineral water bottle of 250 ml each of Bisleri or equivalent brand in vehicle, round the clock for the executive. Agency to also ensure that these bottles are within its usage period.</p> <p><b>The car to be sanitized on a weekly basis, hand sanitizer bottle to be kept in car. Any additional recommendation issued by the government must be followed by driver.</b></p>                                                                                                                                                                                                                                                                                                                                      |
| 3 | Third-Party Components                                                    | <p>As the drivers are employees of the agency concerned, they should comply with Central Minimum Wages Act and provisions relating to their employment with their agency concerned. The Bank will not be liable for any non-compliance.</p> <p>The drivers should have a valid driving license which should be produced by them as and when demanded by the Bank and/ or Traffic/ Govt. authorities. The driver should be medically fit and should be conversant with the routes and places in Mumbai and around. The renewal of the driving licenses will be the responsibility of the agency. The agency should have all the relevant personal and family details of the drivers and proper police verification should be done and a copy of the report of all drivers should be submitted to the Bank. In case of reliever driver, the driver should have the proper proof of identification and/ or deputation letter from the agency/ company.</p> |
| 4 | Term of the Project – Project Schedule; Milestones and delivery locations | <p>Unless intimated otherwise, the present agreement will be initially for a period of 36 months (3 years) which will be reviewed every year and in case the services are found satisfactory, the arrangement</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>may continue for a further period of one year on existing terms &amp; conditions.</p> <p>In case the agency/ company obtains financial assistance from any institution, organization and bank, the Bank will not be responsible/ liable to meet the repayment of loan instalments to the lender. Cars if financed by State Bank of India and later rejected/ denied/ recalled for any reasons of non-compliance of the terms and conditions of the contract, the provider agency/ company will not have any financial claim during the contract period on State Bank of India. The financial repayment responsibility of all such cars if any will solely lie on the agency/ company.</p> <p>In case the loan facility for purchase of new cars is to be availed, the same should be done preferably from SBI only.</p> <p>Physical dent, paints or damage to the car due to any reason during the tenure of the contract should be rectified promptly so as to maintain decent look of the car during the hired period. Failure to comply would enable the Bank to reject such cars for any further period of the Contract.</p> <p>The empaneled agencies should provide and cater for the entire additional requirement of new cars, if any, during the tenure of the contract from the date of commencement of the tender, on the same rates &amp; terms and conditions, which may be approximately 10% or more/ less of the total order. However, bank reserves right to surrender excess vehicle/s hired under this RFP by giving 15 days surrender notice.</p> <p>Minimum 50% of the allotted cars to be provided by the company/ agency at first</p> |
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|   |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                        | <p>Instance i.e., within 30 days of engagement and balance within next 15 days. In other words, supply of all the required cars will be completed within a period of 45 days. Failure to commitment of this terms and conditions, would be viewed seriously by the Bank, to the extent that it will be treated as non-compliance of the contract. In case the delay in supplying of the cars is attributable to the Honda Company manufacturers, then the Bank may extend the duration, subject to production of suitable letter from the manufacturers, duly signed by the authorized signatory of the company.</p> <p>The Bank reserves the right to reject all or any one offer at its own discretion and without citing any reasons.</p> <p><b>Contract Period:</b><br/>The agreement will be for a period of 3 (Three) years from the date of commencement of the hiring of the cars, and in case the services are found satisfactory, the arrangement may continue for a further period of one year on existing terms &amp; conditions.</p> |
| 5 | Maintenance Term       | <p><b>Repairs and Maintenance:</b><br/>All repairs and maintenance will be the sole responsibility of the agency/ company. The agency/ company have to ensure that the cars are periodically maintained and kept in good condition and road worthy.</p> <p><b>Fuel:</b><br/>The fuel (Petrol) will be provided by the agency/ company. The use of oil or other consumables will also be provided by the agency. The cost of the fuel (Petrol) will be paid separately on monthly basis, as per the actual usage i.e. as finalized after the bidding process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6 | Help Desk Requirements | The agency should have an office with                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|   |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                          | <p>telephone facility and contact point for 24 hours and the telephone/ mobile numbers of the concerned shall be given to the user official. In addition, the Company/ Agency should make dedicated arrangement to ensure that all the cars report on time and are kept clean at the start of duty each morning and a confirmation by SMS is sent to the user executive, every day.</p> <p>Rest room/ change room or meals to the drivers will be the responsibility of the agency/ company. The drivers will be the staff of the agency and Bank will not be responsible for violation of any rules/ regulations in this regard. Bank will not be responsible in any way for the driver's injury, disablement, or loss of life due to an accident while on duty.</p>                                                                                                                                                                                                                                                                                                                                                                     |
| 7 | Performance Requirements | <p>The working hours of the drivers should be as per the applicable legal provisions. However, the agency has to make available the service of the drivers not less than 12 (twelve) hours a day without any extra charges. Overtime will accrue after 12 hours of driver duty. However, in case of duty between 00:00 hrs. to 05:00 am night retention charges to be paid. The duration of 12 hours duration can be in three slots i.e. from 7 AM to 7 PM, 8 AM to 8 PM and 9 Am to 9 PM or as determined by the Bank uniformly or individually more depending upon the convenience of the executive. In case of outstation duty beyond MMRDA area of Virar/ Kalyan/ Panvel, only one allowance will be paid to the driver i.e. either Overtime or night charges or outstation charges or holiday duty allowance. If duty hours extend beyond 12 midnight only night charges will be paid. If driver is actually called and worked for duty on Sunday/ National holiday, then Rs. 500/- will be paid for such holiday duty.</p> <p>The agency should maintain a daily record of the running of the car which should be authenticated</p> |

|   |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                          | <p>by the user official concerned on the log sheet. The driver should ensure that the log sheet, toll/ parking receipts are signed on daily basis. If any of these receipts are not countersigned by the executive, the Bank will not pay those charges. Random checking by Liaison dept. will be carried out on regular basis.</p> <p>The agency will do suitable periodical maintenance to avoid break downs in case of failure to do so, the Bank reserves the right to impose penalty on the agency. On repetition of such incident to the extant, Bank may reject the car or terminate the contract of the agency/ company. In the event of replacement of the vehicle provided for unavoidable reason the authorized make/ model of car should be provided with prior intimation to the official for whom the car is engaged and in consultation with Liaison Department of the Bank.</p> <p>Parking of the car during the office hours will be arranged by the agency/ company at their cost within 1 kilometer radius from the Bank. However, Toll tax shall be paid by the agency/ company which will be reimbursed by the Bank along with the monthly bills on production of relevant receipts duly authenticated by the user executive. No parking charges will be paid during official hours for parking the car at office/ residence. Care to be taken to ensure sufficient fastag balance is available at all times.</p> |
| 8 | Scalability Requirements | <p>Whenever the user official so directs as per Bank's extant rules the car will report to the Liaison Department, Corporate Centre/ Mumbai Metro LHO BKC/ GITC Belapur and the car will be used in the general pool of the Bank till the validity of such period as desired by the official. The car provided to the Bank will be covered by comprehensive insurance at the cost of the agency. The Bank shall not be responsible for any</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|   |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                     | damage to the car and compensation to anyone in the event of injury/ disablement or loss of life as a result of accident.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 9 | Regulatory/ Compliance Requirements | <p>The agency/ company must pay the drivers as per the Central Minimum Wages Act. The Agency Company shall maintain a register to this effect and produce for perusal of the Bank on demand. Since the driver will be the employee of the agency/ company, therefore, any rise in the minimum wages must borne by the agency/ company and cannot be charged to the Bank. The agency/ company has to take all the future incidental charges into account. Driver's fixed monthly salary payable by agency/ company to be included in monthly rental hire e-bid quote.</p> <p>The agency shall comply with all the rules and regulations relevant to supply and running of hired cars under Rent-a-car permit as stipulated by RTO, Mumbai and other Government Authorities. The agency shall comply with all the local/ municipal laws and statutory rules as applicable and will indemnify the Bank against all actions, claims, suits etc. for non-compliance of laws.</p> <p>The agency shall indemnify the Bank against any damage/ loss out of accident caused by the car. All applicable taxes inclusive of passenger tax, road tax and permit charges etc. will be borne by the agency.</p> <p>The Company should ensure and confirm to the Bank that all the drivers provided to the Bank on duty are paid salary and benefits due to them as per the "Central Minimum Wages Act " laid down by the Government. All the drivers should have a SB account preferably in SBI and the monthly salary of the driver should be credited in the account. Bank will verify regularly that the drivers</p> |

|    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                       | are being paid as per the Central Minimum Wages Act.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 10 | Security Requirements | If the Agency/ Company violates any of the terms of the service or the Agreement, the Bank at its sole discretion may invoke the Performance Guarantee i.e. 5% of the value of contract submitted/ to be submitted by the Agency/ Company. Failure of the Agency/ Company to renew the Guarantee before its expiry may also be a sufficient reason for the Bank to invoke the Guarantee.                                                                                                                                                                                                                                                                                                                                            |
| 11 | Backup system         | In case the car breaks down on the way or found missing from duty, the agency will have to pay taxi fare applicable for AC Taxi in exceptional circumstances, as soon as possible, back-up car to be provided to concerned executive. Further the agency will arrange another car of similar specification till the car concerned is repaired/ replaced.                                                                                                                                                                                                                                                                                                                                                                            |
| 12 | Payment schedule      | <p>The Agency/ company will be paid monthly car hiring charges which would include per month cost of the vehicle including maintenance and driver fixed charges, etc. The fuel charges as per actual usage as per terms of RFP with toll/ parking will be paid as per actual. No minimum car run kilometers is guaranteed by the bank.</p> <p><b>Payment Terms:</b></p> <p>The Bank will pay properly submitted valid invoices within 30 days from the date of receipt of the invoice subject to the same are in order and necessary receipts/ documents are enclosed. The payment will be made through an account with a scheduled commercial bank only, for which the agency will have to furnish their bank account details.</p> |

### **OTHER TERMS OF THE PAYMENT / USE**

- i) Fuel charges will be reimbursed at 15 Km Per Litre for New Honda City ZX CVT Strong Hybrid and 10 Km Per Litre for Honda City ZX CVT (Petrol). No minimum guarantee is given as to car run kilometers by the bank. However, the rate of petrol will be normal petrol of HPCL and prevailing at the time of monthly bill to be paid.
- ii) The monthly rental is fixed as quoted by L-1 bidder in price e-bid and variable driver charges will be paid by the bank based on actual working and terms of RFP, which will be common for all empaneled agencies. Variable charges will also include fuel charges which will be based on actual run of the car and mileage fixed by the Bank. No minimum kilometers run of car is guaranteed by the bank. The details of fixed and variable charges are given below:

| <b><u>Sr. No.</u></b> | <b><u>Models of the Car</u></b>                                                | <b><u>Fixed Monthly rental</u></b> | <b><u>Night Charges between mid-night 00.00 hrs. to 05.00 A.M.</u></b> | <b><u>Overtime after 12 hours fixed duty</u></b> | <b><u>Outstation *Charges for travel beyond MMRDA Panvel/ Virar/ Kalyan</u></b> | <b><u>Sundays/ National Holidays</u></b> |
|-----------------------|--------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------|
| <b><u>1.</u></b>      | <b><u>New Honda City ZX CVT Strong Hybrid, Platinum White Pearl Colour</u></b> |                                    | <b><u>Rs. 500/- per night</u></b>                                      | <b><u>Rs.100/- per hour</u></b>                  | <b><u>Rs.950/- per day</u></b>                                                  | <b><u>Rs. 500/- per day</u></b>          |
| <b><u>2</u></b>       | <b><u>Honda City ZX CVT (Petrol), Platinum White Pearl Colour</u></b>          |                                    | <b><u>Rs. 500/- per night</u></b>                                      | <b><u>Rs.100/- per hour</u></b>                  | <b><u>Rs. 950/- per day</u></b>                                                 | <b><u>Rs. 500 per day</u></b>            |

- **For Outstation duty, only one allowance is payable which can be either Overtime Allowance, Outstation Allowance, Night Duty Allowance or Holiday Duty Allowance.**

- Bank will reimburse the extra usage charges only after production of proof for payment of these extra usage charges to the driver. Bank will reimburse fuel cost separately based on mileage specified by the Bank which is 15 Km Per Litre for New Honda City ZX CVT Strong Hybrid and 10 Km Per Litre for Honda City ZX CVT (Petrol). However, no minimum kilometer running is guaranteed by the Bank.
- iii) The car will be required by the executives for 365 days in a year. The car will be parked at the executive's residence in the evening after duty and keys of the car should be deposited with the executive.
- iv) The new cars to be provided to the Bank executives should be in the name of the bidder agency/ company only, procured and registered under rent a car permit of RTO Mumbai. Also, the 100 cars specified in the eligibility criteria should also be in the name of the bidder.
- v) The entire responsibility of fueling of cars will be that of the agency/ company. The agency/ company will have to tie up with petrol pumps, which is within radius of 5 kms from work office of SBI i.e. one in south Mumbai, one in nearby to BKC, also near to CBD Belapur. Co-ordinators from the agency/ company will have to be earmarked/ nominated to monitor the fueling of all the cars on regular basis. Bank executives will not accompany the cars for the purpose of fueling.
- vi) No Bank executive will drive the hired cars, only in case of exceptional emergency they may drive. They will be driven only by the nominated drivers arranged by your agency/ company.
- vii) All the cars will be allotted to the respective executives by name & designation. Only when the executive goes out on leave and surrenders the car to liaison department, those cars will be used as pool cars for general duties.
- viii) The cost of all the car add-ons will be borne by the company/ agency. The car add-ons required by the Bank will be as follows:
  - Music System
  - GPS navigation system on real time basis to be installed in all cars
  - Floor Mats
  - Reading Lamp for the rear seat
  - Mobile Charger
  - Leather Seat Covers
  - Perfume/ Tissues on regular basis
  - One full size umbrella
  - Requisite Mobile data to be made available in Driver's mobile phone.
  - Other accessories details are attached on Page No 71.

- ix) The car provided to the Bank will be covered by comprehensive Insurance at the cost of the company. The Bank and user executive will not be responsible for any insurance premium or any damage to the car and compensation to anyone in the event of injury/ disablement or loss of life as a result of accident. The company shall indemnify and keep the Bank indemnified against all or any damage/ loss out of accident caused by the car.
- x) Bank reserves right to surrender excess cars hired under RFP no. LD/2025-26/01 dated XX.XX.2025, immediately without giving any notice.
- xi) Annexure “I” in regard of penalties clauses on various incidents and instructions for drivers is attached which may please be noted for meticulous compliance.
- xii) The tender documents to form part and parcel of this agreement.

**INSTRUCTIONS FOR DRIVERS:**

- a) Driver(s) duty hours are fixed at 12 hours per day from the time of reporting. The duration of 12 hours duration can be in three slots i.e., from 7 AM to 7 PM, 8 AM to 8 PM and 9 AM to 9 PM or as determined by the Executive depending upon the convenience.
- b) It's driver's duty to get log sheet signed on daily basis by the Executives.
- c) All columns should be filled on daily basis. No columns in the log sheet should be left blank. Cutting/ overwriting if any, should be authenticated by the user executives.
- d) All the toll receipts/ parking receipts have to be authenticated by the user Executive on daily basis.
- e) The drivers are required to submit the log sheets to the executives on 1<sup>st</sup> Date of every month to be forwarded to Liaison dept. The fixed charges will be paid without log sheets.
- f) The driver will park the car at the residential complex of the Executive after working hours. The driver of the car should deposit the car keys with the Executives after working hours and collect it at the time of reporting.
- g) The driver will not take the car to any other place for parking, he has to park the car at the Executive's residence after working hours.
- h) During the office hours, the car should be parked within 1 kilometer radius from the office or as instructed by the Executive.
- i) The driver will always be in uniform as prescribed and provided by the agency.
- j) The driver should ensure availability of proper network/ charging on mobile for better connectivity.
- k) Refilling of fuel is driver's responsibility. Driver should refill without delay.
- l) Car should be cleaned frequently. If found not cleaned penalty to driver will be imposed.
- m) He should not demand for extra usage charges from the executive. If reported by the executive, immediately driver will be suspended. Liaison dept will ensure no duty is given to that particular driver by any of the empanelled agencies.
- n) Whenever the user official so directs/ surrenders, as per Bank's extant instructions, the driver will report to the Liaison Department at Corporate Centre and car will be used in the

general pool of the Bank till the validity of such period as desired by the Executive. The information for surrendering the car may be advised through SMS/ WhatsApp message.

o) Driver has to inform well in advance to the executive before going on leave. Alternate arrangements should be conveyed well in advance.

p) All penalty clauses must be conveyed to the drivers.

q) All agencies are advised not to hire/ employ any driver if fired by other agencies providing cars to Bank executives. Agencies will be held liable in that case and penalize accordingly which may be resulted in termination of contract.

r) All drivers should be informed accordingly.

**Name & Signature of the  
Authorized Signatory**

**Dy. General Manager (Estate)  
State Bank of India**

**Seal of the agency/ company**

**Make and Models of the car required by the Bank**

For General Managers: New Honda City ZX CVT Strong Hybrid – in Platinum White Pearl Colour.

For Deputy General Managers: New Honda City ZX CVT (Petrol), Platinum White Pearl Colour.

All the cars to be provided will be brand new cars (purchased as first-hand on or after 01/11/2025) as per the car models specified and colours specified above, to be procured and registered under Rent a Car permit of Mumbai RTO. List of extra accessories will be provided separately which has to be provided in new cars in both the categories.

Note:

- a) In the final order, there may be a variation of +/- (Plus/ Minus) 10% more or less in figure mentioned for the car requirement for DGM.s i.e. New Honda City ZX CVT (Petrol), Platinum White Pearl Colour 348 Cars
- b) In the final order, there may be a variation of +/- (Plus/ Minus) 10% more or less in the figure mentioned for the car requirement of GM's i.e. New Honda City ZX CVT Strong Hybrid – in Platinum White Pearl Colour 123 cars.
- c) The car requirement covers the following SBI Offices, Corporate Centre, GITC Belapur and Mumbai Metro LHO, BKC. Accordingly, the empaneled agencies will have to enter into three separate agreements with these three offices.

**During contract period of 36 months, the bank reserves the right to surrender excess vehicles previously hired under this RFP with immediate effect, without prior notice for the surrender of vehicle/s.**

**New Honda City ZX CVT Strong Hybrid,  
Platinum White Pearl Colour & Honda City ZX  
CVT Petrol- Platinum White Pearl Colour**

| <b>Sl.<br/>No.</b> | <b>Description</b>     |
|--------------------|------------------------|
| 1                  | Coat Hanger with Foam  |
| 2                  | Tyre Inflator          |
| 3                  | Emergency Hammer       |
| 4                  | Micro Fibre Cloth      |
| 5                  | Mobile Charger         |
| 6                  | Car Perfume            |
| 7                  | Back Seat Organizer    |
| 8                  | Cushion                |
| 9                  | Floor Mat              |
| 10                 | Tissue Case (Box)      |
| 11                 | Car Cover              |
| 12                 | Reading Lamp           |
| 13                 | Floor Mat              |
| 14                 | Utility Package        |
| 15                 | Door Visor with Chrome |
| 16                 | Jumper Cable           |
| 17                 | One Full Size Umbrella |

**Appendix-F1****Price Bid**

***Note: Suitable information should be sought in Price Bid. An example of Price Bid format is placed below for guidance.***

The Price Bid needs to contain the information listed hereunder and needs to be submitted on portal of e-Procurement agency.

**Name of the Bidder:**

|                       |                                                                                 |
|-----------------------|---------------------------------------------------------------------------------|
| Date of Advertisement |                                                                                 |
| Valid up to           | 3 Years from the date of Agreement.                                             |
| Delivery              | State Bank of India<br>1. Corporate Centre<br>2. GITC Belapur<br>3. LHO, Mumbai |
| Emission norms        | Compliance with local norms                                                     |
| Term                  | 3 Years.                                                                        |

**New Honda City ZX CVT Strong Hybrid – in Platinum White Pearl colour****PRICE BID AMOUNT:**

**RENT PER MONTH (Inclusive of driver fixed remuneration for 12 hours duty as per Central Minimum Wages Act., maintenance charges, insurance, road tax, etc.)**

**Rs..... + GST as applicable**  
**Fuel Reimbursement: 15 KM/ Litre**

**Appendix-F2****Price Bid**

***Note: Suitable information should be sought in Price Bid. An example of Price Bid format is placed below for guidance.***

The Price Bid needs to contain the information listed hereunder and needs to be submitted on portal of e-Procurement agency.

**Name of the Bidder:**

|                       |                                                                                 |
|-----------------------|---------------------------------------------------------------------------------|
| Date of Advertisement |                                                                                 |
| Valid up to           | 3 Years from the date of Agreement.                                             |
| Delivery              | State Bank of India<br>1. Corporate Centre<br>2. GITC Belapur<br>3. LHO, Mumbai |
| Emission norms        | Compliance with local norms                                                     |
| Term                  | 3 Years                                                                         |

**Honda City ZX CVT (Petrol) – in Platinum White Pearl Colour****PRICE BID AMOUNT:**

**RENT PER MONTH (Inclusive of driver fixed remuneration for 12 hours duty as per Central Minimum Wages Act., maintenance charges, insurance, road tax, etc.)**

**Rs..... + GST as applicable**

**Fuel Reimbursement: 10 KM/ Litre**

**Name & Signature of authorised signatory**

**Seal of Company**

**Name & Signature of authorised signatory**

**Seal of Company**

**Appendix–G**

**Certificate of Local Content**

<Certificate from the statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content, on their letter head with Registration Number with seal.>

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Ref.: RFP No.:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

This is to certify that proposed \_\_\_\_\_ <details of services> is having the local content of \_\_\_\_\_ % as defined in the above mentioned RFP.

2. This certificate is submitted in reference to the Public Procurement (Preference to Make in India), Order 2017 including revision thereto.

**Signature of Statutory Auditor/Cost Auditor**

**Registration Number:**

**Seal**

**Counter-signed:**

**Bidder**

**OEM**

< Certified copy of board resolution for appointment of statutory/cost auditor should also be enclosed with the certificate of local content.>

**OR****Format for Self-Certification of Local Content**

Date:

To,

---

---

---

Dear Sir,

**Ref.: RFP No.:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

This is to certify that proposed \_\_\_\_\_ < details of services > is having the local content of \_\_\_\_\_ % as defined in the above mentioned RFP.

1. The details of location(s) at which the local value addition is made are as under:

| Sl No | Product details | Name of place |
|-------|-----------------|---------------|
| 1     |                 |               |
| 2     |                 |               |

3. This certificate is submitted in reference to the Public Procurement (Preference to Make in India), Order 2017 including revision thereto.

**Signature of authorised official****Name:****Company seal:**

## Appendix-H

**BANK GUARANTEE FORMAT**  
***(TO BE STAMPED AS AN AGREEMENT)***

1. THIS BANK GUARANTEE AGREEMENT executed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 201 by \_\_\_\_\_ (Name of the Bank) \_\_\_\_\_ having its Registered Office at \_\_\_\_\_ and its Branch at \_\_\_\_\_ (hereinafter referred to as "the Guarantor", which expression shall, unless it be repugnant to the subject, meaning or context thereof, be deemed to mean and include its successors and permitted assigns) IN FAVOUR OF State Bank of India, a Statutory Corporation constituted under the State Bank of India Act, 1955 having its Corporate Centre at State Bank Bhavan, Nariman Point, Mumbai and one of its offices at \_\_\_\_\_ (procuring office address), hereinafter referred to as "SBI" which expression shall, unless repugnant to the subject, context or meaning thereof, be deemed to mean and include its successors and assigns).
2. WHEREAS M/s \_\_\_\_\_, incorporated under \_\_\_\_\_ Act having its registered office at \_\_\_\_\_ and principal place of business at \_\_\_\_\_ (hereinafter referred to as "Service Provider/ Vendor" which expression shall unless repugnant to the context or meaning thereof shall include its successor, executor & assigns) has agreed to develop, implement and support \_\_\_\_\_ (name of Service) (hereinafter referred to as "Services") to SBI in accordance with the Request for Proposal (RFP) No. **LD/2025-26/01** dated 04/09/2025.
3. WHEREAS, SBI has agreed to avail the Services from Service Provider for a period of \_\_\_\_\_ year(s) subject to the terms and conditions mentioned in the RFP.
4. WHEREAS, in accordance with terms and conditions of the RFP/Purchase order/Agreement dated \_\_\_\_\_, Service Provider is required to furnish a Bank Guarantee for a sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) for due performance of the obligations of Service Provider in providing the Services, in accordance with the RFP/Purchase order/Agreement guaranteeing payment of the said amount of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) to SBI, if Service Provider fails to fulfill its obligations as agreed in RFP/Agreement.
5. WHEREAS, the Bank Guarantee is required to be valid for a total period of \_\_\_\_\_ months and in the event of failure, on the part of Service Provider, to fulfill any of

its commitments/ obligations under the RFP/Agreement, SBI shall be entitled to invoke the Guarantee.

AND WHEREAS, the Guarantor, at the request of Service Provider, agreed to issue, on behalf of Service Provider, Guarantee as above, for an amount of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only).

**NOW THIS GUARANTEE WITNESSETH THAT**

1. In consideration of SBI having agreed to entrust Service Provider for rendering Services as mentioned in the RFP, we, the Guarantors, hereby unconditionally and irrevocably guarantee that Service Provider shall fulfill its commitments and obligations in respect of providing the Services as mentioned in the RFP/Agreement and in the event of Service Provider failing to perform/ fulfill its commitments/ obligations in respect of providing Services as mentioned in the RFP/Agreement, we (the Guarantor) shall on demand(s), from time to time from SBI, without protest or demur or without reference to Service Provider and not withstanding any contestation or existence of any dispute whatsoever between Service Provider and SBI, pay SBI forthwith the sums so demanded by SBI not exceeding Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only).
2. Any notice/ communication/ demand from SBI to the effect that Service Provider has failed to fulfill its commitments/ obligations in respect of rendering the Services as mentioned in the Agreement, shall be conclusive, final & binding on the Guarantor and shall not be questioned by the Guarantor in or outside the court, tribunal, authority or arbitration as the case may be and all such demands shall be honoured by the Guarantor without any delay.
3. We (the Guarantor) confirm that our obligation to the SBI, under this Guarantee shall be independent of the agreement or other understandings, whatsoever, between the SBI and Service Provider.
4. This Guarantee shall not be revoked by us (the Guarantor) without prior consent in writing of the SBI.

**WE (THE GUARANTOR) HEREBY FURTHER AGREE & DECLARE THAT-**

- i. Any neglect or forbearance on the part of SBI to Service Provider or any indulgence of any kind shown by SBI to Service Provider or any change in the terms and conditions of the Agreement or the Services shall not, in any way, release or discharge the Bank from its liabilities under this Guarantee.

- ii. This Guarantee herein contained shall be distinct and independent and shall be enforceable against the Guarantor, notwithstanding any Guarantee or Security now or hereinafter held by SBI at its discretion.
- iii. This Guarantee shall not be affected by any infirmity or absence or irregularity in the execution of this Guarantee by and/ or on behalf of the Guarantor or by merger or amalgamation or any change in the Constitution or name of the Guarantor.
- iv. The Guarantee shall not be affected by any change in the constitution of SBI or Service Provider or winding up/ liquidation of Service Provider, whether voluntary or otherwise
- v. This Guarantee shall be a continuing guarantee during its validity period.
- vi. This Guarantee shall remain in full force and effect for a period of \_\_ year(s) \_\_\_\_\_ month(s) from the date of the issuance i.e. up to \_\_\_\_\_. Unless a claim under this Guarantee is made against us on or before \_\_\_\_\_, all your rights under this Guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.
- vii. This Guarantee shall be governed by Indian Laws and the Courts in Mumbai, India alone shall have the jurisdiction to try & entertain any dispute arising out of this Guarantee.

**Notwithstanding anything contained herein above:**

- i. Our liability under this Bank Guarantee shall not exceed Rs \_\_\_\_\_/-  
(Rs. \_\_\_\_\_ only)
- ii. This Bank Guarantee shall be valid upto \_\_\_\_\_
- iii. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if SBI serve upon us a written claim or demand on or before \_\_\_\_\_

**Yours faithfully,**

**For and on behalf of bank.**

\_\_\_\_\_  
**Authorised official**

**Appendix-I****Penalties**

**If the following incidents are reported by the Executive the proposed penalty as per the RFP will be imposed on the agency, details are as under:**

| <b>Incident</b>                                                                                 | <b>Penalties</b>                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Driver without uniform                                                                          | Rs. 500/- per incident for first 25 incidents. Subsequently, Rs. 2,000/- for next 25 incidents. After 50 such incidents of one agency, agency may be blacklisted. |
| Driver over-speeding/ driving rashly/ not obeying traffic rules.                                | Rs. 1,000/- per incident. After 2 incidents driver is to be suspended and replaced with new driver.                                                               |
| Driver without valid driving license but still performing duties. Misconduct/ misbehavior issue | Rs. 500/- and immediate suspension of driver.                                                                                                                     |
| Driver under influence of alcohol/ banned substance                                             | Rs. 2,500/- and immediate suspension/ termination from duty.                                                                                                      |
| Driver carrying unauthorized passengers                                                         | Rs. 1,000/- and immediate suspension/ termination from duty. After 25 such incidents of one agency, agency may be blacklisted.                                    |
| Vehicle not kept properly clean/ sanitize                                                       | Rs. 500/- per incident and after 10 incidents, suspension of driver                                                                                               |
| In case of breakdown of vehicle, back up vehicle not reported at the schedule time              | Rs. 500/- per incident and if 10 such incidents are reported for a particular agency, contract will be terminated, and agency may be blacklisted.                 |
| Incident of manipulation in fuel reimbursement and/ or manipulation in odometer                 | Rs. 10,000/- per incident and if 10 such incidents are reported for a particular agency, contract will be terminated, and agency may be blacklisted.              |

**Service Level Agreement****(To be executed by successful bidder)**

This agreement for **providing cars on monthly hire basis for the Bank's Executives / Officers** (hereinafter 'the Agreement') made on \_\_\_\_\_ day of \_\_\_\_\_.

Between

**State Bank of India**, constituted under the State Bank of India Act, 1955 having its Corporate Centre and Central Office at State Bank Bhavan, Madame Cama Road, Nariman Point, Mumbai-21 Mumbai Metro LHO at Bandra Kurla Complex, Global IT Centre, Belapur through its Liaison Department at Mumbai hereinafter referred to as "**the Bank**" which expression shall unless repugnant to the context or meaning thereof shall include its successors & assigns of the First Part

AND

\_\_\_\_\_, incorporated under \_\_\_\_\_ Act having its registered office at \_\_\_\_\_ and principal place of business at Mumbai hereinafter referred to as "**Service Provider**" which expression shall unless repugnant to the context or meaning thereof shall include its successor, executor & permitted assigns of the Second Part.

The Bank and the Service Provider are sometimes individually referred to as a "**Party**" and collectively as "**Parties**" throughout this Agreement, and the words Party and Parties shall be construed accordingly.

**RECITALS****WHEREAS**

- (i) The Bank is desirous of availing services for **providing cars on monthly hire basis for the Bank's Executives / Officers.**
- (ii) The Service Provider has agreed to provide the services as may be required by the Bank mentioned in the Request for Proposal (RFP) No. **LD/2025-26/01** dated **04.09.2025** issued by the Bank along with its clarifications/ corrigenda, referred hereinafter as a "RFP" and same shall be part of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, undertakings and conditions set forth below, and for other valid consideration the acceptability and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

## **1. DEFINITIONS & INTERPRETATIONS**

**1.1. Capitalised Terms:** The following capitalized terms, unless the context otherwise requires, shall have the meaning set forth below for all purposes of this Agreement<sup>1</sup>:

**1.1.1. “Agreement”** means this agreement including all its Annexures, Schedules, Appendix and all amendments therein agreed by the Parties in writing.

**1.1.2. “Service”** means services to be provided as per the requirements specified in the Agreement and any other incidental services and other obligations of the Service Provider covered under the Agreement.

### **1.2. Interpretations:**

**1.2.1.** Reference to a person includes any individual, firm, body corporate, association (whether incorporated or not) and authority or agency (whether government, semi government or local).

**1.2.2.** The singular includes the plural and vice versa.

**1.2.3.** Reference to any gender includes each other gender.

**1.2.4.** The provisions of the contents table, headings, clause numbers, italics, bold print and underlining is for ease of reference only and shall not affect the interpretation of this Agreement.

**1.2.5.** The Schedules, Annexures and Appendices to this Agreement shall form part of this Agreement.

**1.2.6.** A reference to any documents or agreements (and, where applicable, any of their respective provisions) means those documents or agreements as amended, supplemented or replaced from time to time provided they are amended, supplemented or replaced in the manner envisaged in the relevant documents or agreements.

**1.2.7.** A reference to any statute, regulation, rule or other legislative provision includes any amendment to the statutory modification or re-enactment or, legislative provisions substituted for, and any statutory instrument issued under that statute, regulation, rule or other legislative provision.

**1.2.8.** Any agreement, notice, consent, approval, disclosure or communication under or pursuant to this Agreement is to be in writing.

## **2. COMMENCEMENT & TERM**

**2.1.** This Agreement shall commence from its date of execution mentioned above/ deemed to have commenced from \_\_\_\_\_ (**Effective Date**).

**2.2.** This Agreement shall be in force for a period of 3 years from the effective date, unless terminated in accordance with the termination clauses of this Agreement.

**2.3.** The Bank shall have the right at its discretion to renew this Agreement in writing, for a further term of one year on the same terms and conditions.

**2.4.** Unless terminated earlier in accordance with this Agreement, the Agreement shall come to an end on completion of the term specified in the Agreement or on expiration of the renewed term.

## **3. SCOPE OF SERVICES:**

The scope and nature of the work which the Service Provider has to provide to the Bank (Services) is as follows:

**3.1.1.** As per scope of work (Annexure E of RFP)

## **4. REPRESENTATIONS AND WARRANTIES**

**4.1** Each of the Parties represents and warrants in relation to itself to the other that:

**4.1.1** It has all requisite corporate power and authority to execute, deliver and perform its obligations under this Agreement and has been fully authorized through applicable corporate process to do so.

**4.1.2** The person(s) signing this agreement on behalf of the Parties have the necessary authority and approval for execution of this document and to

- 4.1.3 Bind his/ their respective organization for due performance as set out in this Agreement. It has all necessary statutory and regulatory permissions, approvals and permits for the running and operation of its business.
- 4.1.4 It has full right, title and interest in and to all software, copyrights, trade names, trademarks, service marks, logos symbols and other proprietary marks (collectively 'IPR') (including appropriate limited right of use of those owned by any of its vendors, affiliates or subcontractors) which it provides to the other Party, for use related to the services to be provided under this Agreement and that any IPR provided by a Party does not infringe the IPR status of any third party.
- 4.1.5 It will provide such cooperation as the other Party reasonably requests in order to give full effect to the provisions of this Agreement.
- 4.1.6 The execution and performance of this Agreement by either of the Parties does not and shall not violate any provision of any of the existing Agreement with any of the party and any other third party.
- 4.1.7 The vendor represents that none of the promoter/ shareholders of the vendor belong to or originate from a country that had been identified as "high risk country" in the FATF Public Statement issued by the RBI.

#### **4.2 Additional Representation and Warranties by Service Provider.**

- 4.2.1 The Service Provider shall perform the Services and carry out its obligations under the Agreement with due diligence, efficiency and economy, in accordance with generally accepted techniques and practices used in the industry and with professional standards recognized by international professional bodies and shall observe sound management practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods.
- 4.2.2 The Service Provider has the requisite technical and other competence, sufficient, suitable, qualified and experienced manpower/ personnel and expertise in providing the Services to the Bank.
- 4.2.3 The Service Provider shall duly intimate to the Bank immediately, the changes, if any in the constitution of the Service Provider.
- 4.2.4 The Service Provider warrants that to the best of its knowledge, as on the Effective Date of this Agreement, the services and products provided by the

Service Provider to the Bank do not violate or infringe any patent, copyright, trademarks, trade secrets or other intellectual property rights of any third party.

- 4.2.5** The Service provider shall ensure that all persons, employees, workers and other individuals engaged by the Service Provider in rendering the Services under this Agreement have undergone proper background check, police verification and other necessary due diligence checks to examine their antecedence and ensure their suitability for such engagement. No person shall be engaged by the Service provider unless such person is found to be suitable in such verification and the Service Provider shall retain the records of such verification and shall produce the same to the Bank as and when requested.

## **5.1 RESPONSIBILITIES OF THE BANK - As per scope of work**

## **6. RESPONSIBILITIES OF THE SERVICE PROVIDER**

- 6.1** As per scope of work (Annexure E of RFP)

## **7. CONFIDENTIALITY**

- 7.1** For the purpose of this Agreement, Confidential Information shall mean (i) information of all kinds, whether oral, written or otherwise recorded including, without limitation, any analyses, compilations, forecasts, data, studies or other documents, regarding the past, current or future affairs, business, plans or operations of a Party to which the other Party will have access, (ii) the existence of the contemplated terms and the fact that discussions or negotiations are taking place or have taken place between the Parties concerning the contemplated terms, (iii) any and all information regarding the contemplated terms and any agreements that may be entered into in relation thereto and (iv) any customer details or other data received by a Party from the other Party or its customer(s) or otherwise shared between the Parties in connection with the Service.
- 7.2** In consideration of each Party providing the other Party or its' representatives with the Confidential Information, the Parties agree as follows:
- 7.2.1** Each Party shall keep confidential and shall not, directly or indirectly, disclose, except as provided in sub-clauses below, in any manner whatsoever, in whole or in part, the Confidential Information without the other Party's prior written consent.

- 7.2.2** Each Party shall hold the Confidential Information in confidence and shall exercise all reasonable diligence in ensuring that the Confidential Information is not disclosed to third parties and will refrain from using the Confidential Information for any purpose whatsoever other than for the purposes of this Agreement or for the purpose for which such information is supplied.
- 7.2.3** Notwithstanding the above, each Party may reveal the Confidential Information to those of its representatives, those of its' holding company and those of its subsidiaries who are involved in the negotiation or evaluation of the project and shall procure and ensure that each of them complies with the obligation to keep the Confidential Information secret, private and confidential and strictly observes the terms of this Agreement.
- 7.2.4** The confidentiality obligation shall not apply to such portions of the Confidential Information which one of the Parties can demonstrate (i) are or become generally available to the public other than as a result of any breach of this Agreement, (ii) were in its possession on a non-confidential basis prior to the date hereof or (iii) have been rightfully received from a third party after the date hereof without restriction on disclosure and without breach of this Agreement, said third party being under no obligation of confidentiality to the other Party with respect to such Confidential Information; or (iv) where confidential information is independently developed by receiving party without any reference to or use disclosing party's confidential information.
- 7.2.5** In the event that a Party becomes legally compelled pursuant to any statutory or regulatory provision, court or arbitral decision, governmental order, or stock exchange requirements to disclose any of the Confidential Information, the compelled Party, as far as possible will provide the other Party with prompt written notice. In any case, the compelled Party will furnish only that portion of the Confidential Information which is legally required and will exercise all reasonable efforts to obtain reliable assurance that confidential treatment will be accorded to the Confidential Information.
- 7.2.6** In the event of termination or expiry of this Agreement, each Party shall either (i) promptly destroy all copies of the written (including information in electronic form) Confidential Information in its possession or that of its representatives; or (ii) promptly deliver to the other Party at its own expense all copies of the written Confidential Information in its possession or that of its representatives, provided, however, that (i) no notes, memoranda, analyses, studies or other documents prepared by it or its advisers in connection with the Services shall be returned or destroyed, but they shall be disposed in accordance with any specific directions in this Agreement or held and kept confidential, and that (ii) each Party shall be permitted to retain one copy of

the Confidential Information for the purposes of dispute resolution, compliance with regulatory agency or authority and internal compliance procedures, provided such copies being held and kept confidential.

- 7.2.7** By furnishing the Confidential Information, no Party makes an express or implied representation or warranty as to the accuracy or completeness of the Confidential Information that it has disclosed and each Party expressly disclaims any liability that may be based on the Confidential Information, errors therein or omissions there from, save in the case of fraud or willful default.
- 7.3** The Service Provider shall not, without the Bank's prior written consent, disclose the Agreement, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Service Provider in the Performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary to purposes of such performance.
- 7.4** The Service Provider shall not, without the Bank's prior written consent, make use of any document or information received from the Bank except for purposes of performing the services and obligations under this Agreement.
- 7.5** Any document received from the Bank shall remain the property of the Bank and subject to clause 7.2.6 shall be returned (in all copies) to the Bank on completion of the Service Provider's performance under the Agreement.
- 7.6** The obligations set out in this Article shall survive the term of this Agreement and for a period of five (5) years thereafter provided, confidentiality obligations of the Service Provider in respect of any customer data of the Bank shall be absolute, unconditional and without any time limit, irrespective of the expiry/ termination of the Agreement.
- 7.7** Service Provider agrees to indemnify and hereby keeps the Bank indemnified against all actions, claims, loss, damages, costs, charges, expenses (including Attorney / Advocate fees and legal expenses) which the Bank may suffer or incur on account of breach of confidentiality obligations as per this Agreement by Service Provider or its employees, agents, representatives, Service Provider further agrees to make good the loss suffered by the Bank upon first demand by the Bank which shall be final, conclusive and binding on Service Provider.

- 7.8** The Service Provider agrees to comply with obligations arising out of the Digital Personal Data Protection Act, 2023 as and when the act is made effective. Any processing of Personal Data by the Service Provider in the performance of this Agreement shall be in compliance with the above Act thereafter. The Service Provider shall also procure that any sub-contractor engaged by it shall act in compliance with the above act, to the extent applicable. The Service Provider understands and agrees that this agreement may have to be modified in a time bound manner to ensure that the provisions contained herein are in compliance with the above Act.

## **8. RELATIONSHIP BETWEEN THE PARTIES**

- 8.1** It is specifically agreed that the Service Provider shall act as independent service provider and shall not be deemed to be the Agent of the Bank except in respect of the transactions/ services which give rise to Principal - Agent relationship by express agreement between the Parties.
- 8.2** Neither the Service Provider nor its employees, agents, representatives, Sub-Contractors shall hold out or represent as agents of the Bank.
- 8.3** None of the employees, representatives or agents of Service Provider shall be entitled to claim permanent absorption or any other claim or benefit against the Bank.
- 8.4** This Agreement shall not be construed as joint venture. Each Party shall be responsible for all its obligations towards its respective employees. No employee of any of the two Parties shall claim to be employee of other Party.
- 8.5** All the obligations towards the employees of a Party including that on account of personal accidents occurred while working in the premises of the other Party shall be with the respective employer and not on the Party in whose premises the accident occurred.
- 8.6** For redressal of complaints of sexual harassment at workplace, parties agree to comply with the policy framed by the Bank (including any amendment thereto) in pursuant to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 including any amendment thereto.

## **9. SUB-CONTRACTING**

- 10.** No sub-contracting of any part of the Services by the Service Provider shall be allowed.

## PERFORMANCE GUARANTEE & PENALTY

- 10.1** The Service Provider has to furnish a performance guarantee for an amount equivalent to 5% of the value of the contract as specified in the bid documents within 30 days from issuance of purchase order, valid for a period 3 year(s) 3 month(s) from a Scheduled Commercial Bank other than State Bank of India in a format provided/ approved by the Bank. The Bank Guarantee is required to protect the interest of the Bank against the risk of non-performance of the Service Provider in respect of successful implementation of the project and/ or failing to perform/ fulfil its commitments/ obligations in respect of providing Services as mentioned in this Agreement; or breach of any terms and conditions of the Agreement, which may warrant the invoking of Bank Guarantee.
- 10.2** Performance of the obligations under the Agreement shall be made by the Service Provider in accordance with the time schedule<sup>15</sup> specified in this Agreement.
- 10.3** Subject to clause 16 of this Agreement, any unexcused delay by the Service Provider in the performance of its Contract obligations shall render the Service Provider liable to Termination of the Contract for default.
- 10.4** If at any time during performance of the Contract, the Service Provider should encounter unexpected conditions impeding timely completion of the Services under the Agreement and performance of the services, the Service Provider shall promptly notify the Bank in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable, after receipt of the Service Provider's notice, the Bank shall evaluate the situation and may at its discretion extend the Service Provider's time for performance, in which case the extension shall be ratified by the Parties by amendment of the Agreement.
- 10.5** The Service Provider shall be liable to pay penalty at the rate mentioned below in respect of any delay beyond the permitted period in providing the Services.
- 10.5.1** As per Annexure I of the RFP
- 10.6 Limitation Clause:** In case of deficiency in services as defined in Service Level Agreement (SLA) by the Service Provider or by his authorized agent which causes Reputational Loss, Financial Loss etc. to the Bank a penalty may be imposed on the Service Provider, as decided by the Bank limiting to Rs. 15 lakhs or total amount paid to Service Provider in respective month under which such claims rise, whichever is greater and/ or termination of services followed by intimation to professional licensing authority and to IBA as well.

## 11. FORCE MAJEURE

- 11.1** Notwithstanding anything else contained in the Agreement, neither Party shall be liable for any delay in performing its obligations herein if and to the extent that such delay is the result of an event of Force Majeure.
- 11.2** For the purposes of this clause, 'Force Majeure' means and includes wars, insurrections, revolution, civil disturbance, riots, terrorist acts, public strikes, hartal, bundh, fires, floods, epidemic, quarantine restrictions, freight embargoes, declared general strikes in relevant industries viz. Major Acts of Government in their sovereign capacity, impeding reasonable performance of the Contractor and/ or Sub-Contractor but does not include any foreseeable events, commercial considerations or those involving fault or negligence on the part of the party claiming Force Majeure.
- 11.3** If a Force Majeure situation arises, the Service Provider shall promptly notify the Bank in writing of such conditions, the cause thereof and the likely duration of the delay. Unless otherwise directed by the Bank in writing, the Service Provider shall continue to perform its obligations under the Agreement as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 11.4** If the event of Force Majeure continues for a period more than 30 days, the Bank shall be entitled to terminate this Agreement at any time thereafter. Neither party shall have any penal liability to the other in respect of the termination of this Contract as a result of an Event of Force Majeure. However, Service Provider shall be entitled to receive payments for all services actually rendered up to the date of the termination of this Agreement.

## **12. COMPLIANCE WITH LAWS**

- 12.1** Service Provider hereby agrees and declares that it shall be the sole responsibility of Service Provider to comply with the provisions of all the applicable laws, concerning or in relation to rendering of Services by Service Provider as envisaged under this agreement.
- 12.2** Service Provider shall procure and maintain all necessary licenses permissions, approvals from the relevant authorities under the applicable laws throughout the currency of this Agreement.
- 12.3** Service Provider shall be solely liable & responsible for compliance of applicable Labour Laws in respect of its employees, agents, representatives and

sub-Contractors and in particular Laws relating to terminal benefits such as Pension, Gratuity, Provident Fund, Bonus or other benefits to which they may be entitled and the Laws relating to Contract Labour, Minimum Wages, etc., and the Bank shall have no liability in these regards. Further, the Service Provider would indemnify/ make good for the losses to the Bank for noncompliance or any claims against the Bank arising out of any noncompliance as above.

- 12.4** Service Provider confirms that it has full authority to enter into this Agreement and render the Services as envisaged under this Agreement and all Corporate or other necessary approvals have been obtained for entering into this Agreement with the Bank. Further, the persons executing this Agreement on behalf of the Service Provider have full authority and power to execute this Agreement and bind Service Provider.

**Note:** A reference may be made in the agreement for incorporating additional clauses in respect of specific requirements of compliance of Contract Labour Regulation & Abolition Act, 1970 and rules wherever needed as per the scope of work.

### **13. RIGHT TO AUDIT**

- 13.1** It is agreed by and between the Parties that the Bank shall have the right to audit the Equipment and Services anytime during the term of this Agreement. All costs for such audit shall be borne by the Bank and whenever certification is required by external empaneled auditors appointed by the Bank, cost of certification will be borne by the Vendor (Service Provider).
- 13.2** The bank shall have the right to conduct audits on the Service Provider whether by its internal or external auditors, or by agents appointed to act on its behalf and to obtain copies of any audit or review reports and findings made on the service provider in conjunction with the services performed for the Bank.
- 13.3** The Bank shall have the right to direct the Service Provider to get themselves audited by external empaneled auditors appointed by the Bank annually or as decided by the Bank, covering the risk parameters finalized by the Bank and the vendors are required to submit such certification by the Auditors to the Bank. The Bank can make its expert assessment on the efficiency and effectiveness of the security control, risk management, governance system and process created by the Service Provider. The Service Provider shall, whenever required by the Bank's empaneled Auditors, furnish all relevant information, records/ data to them. Where any deficiency has been observed

during audit of the Service Provider on the risk parameters finalized by the Bank or in the certification submitted by the empaneled Auditors, the Service Provider shall correct/ resolve the same at the earliest and shall provide all necessary documents related to resolution thereof and the empaneled auditor shall further certify in respect of resolution of the deficiencies. The resolution provided by the Service Provider shall require to be certified by the empaneled Auditors covering the respective risk parameters against which such deficiencies have been observed.

**13.4** The Service provider agrees to maintain the following books/ records and the Bank shall have the access to all books, records and information relevant to the Services available with the Service Provider.

1. Workmen employed.
2. Muster roll
3. Register of wages
4. Employment card
5. Register of Overtime.

**13.5** The Parties agree that the Bank shall have the right, but without any obligation to monitor and assess the Services to enable the Bank to take necessary corrective measures, provided any such monitoring shall not amount to supervision of any of the jobs of the Service Provider or the employees of the Service Provider.

**13.6** The Bank should have right to conduct surprise check of the Service Provider's activities in respect of the Services.

**13.7** The Service Provider agrees that the Bank shall have the right to disclose the details of this Agreement, and the details of Services covered herein to the Reserve Bank of India and Indian Banks' Association.

**13.8** The service provider agrees to allow the Reserve Bank of India or persons authorized by it to access the documents, records of transactions, and other necessary information stored or processed by the service provider in respect of this Agreement or the Services.

**13.9** The Service Provider agrees to preserve the documents and data in respect of the Services for such period in accordance with the legal/regulatory obligation of the Bank in this regard.

**13.10** The Service Provider agrees that the Complaints/ feedback, if any received from the customers of the Bank in respect of the Services by Service Providers shall be recorded and Bank/ Reserve Bank of India shall have access to such records and redressal of customer complaints by the Service Provider.

#### **14. FEES, TAXES, DUTIES & PAYMENTS**

**14.1** Service Provider shall be paid fees and charges in the manner detailed in Annexure “Scope of Work” subject to deduction of income tax thereon wherever required under the provisions of the Income Tax Act by the Bank.

**14.2** All duties and taxes or any other tax imposed by the Government in lieu of the same, if any, which may be levied, shall be borne by the Service Provider and the Bank shall not be liable for the same.

**14.3** All expenses, stamp duty and other charges/ expenses in connection with execution of this Agreement shall be borne by Service Provider.

**14.4** The Bank may withhold payment of any product/ services that it disputes in good faith and may set-off penalty amount or any other amount which Service provider owes to the Bank against amount payable to Service provider under this Agreement.

#### **15. GENERAL INDEMNITY**

**15.1** Service Provider agrees and hereby keeps the Bank indemnified against all claims, actions, loss, damages, reputation loss, costs, expenses, charges, including legal expenses (Attorney, Advocates fees included) which the Bank may suffer or incur on account of any deficiency in Services rendered by Service Provider or any acts of commission/ omission on the part of employees, agents, representatives or Sub-Contractors of Service Provider. Service Provider agrees to make good the loss suffered by the Bank on first demand made by the Bank in this regard which shall be final conclusive and binding on Service Provider. The Service Provider shall also obtain a Comprehensive Insurance Policy to cover all losses, cost, expenses or claims which the Bank may be exposed to due to the deficiency in services provided by the Service Provider or due to any fraud, negligence, misconduct of the Service Provider or any acts of commission/ omission on the part of his officers, employees, agents, representatives or Sub-contractor of the Service Provider. The Insurance obtained shall cover all direct losses and indirect losses such as Reputational Loss, Financial Loss, Operational Loss etc.

**15.2** Service Provider further undertakes to promptly notify the bank in writing any breach of obligation of the agreement by its employees or representatives including confidentiality obligation and in such an event, the Bank will in addition to and without prejudice to any other available remedies be entitled to immediate equitable relief in a Court of competent jurisdiction to protect its interest including injunctive relief.

**15.3** The Service Provider shall be directly and vicariously liable to indemnify the Bank in case of any misuse of data/ information of the Bank by the Service Provider, deliberate or otherwise.

**15.4** The Service Provider shall indemnify and keep fully and effectively indemnified the Bank against all costs, claims, damages, demands, expenses and liabilities of whatsoever nature arising out of or in connection with all claims of infringement of trade mark, patent, copyright, industrial design or any other intellectual property rights of any third party arising from the Services or use of software or any other product under this Agreement, subject to the following condition(s):

**15.4.1** The Bank shall promptly notify the Service Provider in writing of any allegations of infringement of which it has notice;

**15.4.2** The Bank shall not make any admission of claims causing prejudice to the defense of the Service Provider against such claims without the Service Provider's prior written consent;

## **16. TERMINATION**

**16.1** The Bank may, without prejudice to any other remedy for breach of contract, with written notice of not less than thirty (30) days sent to the Service Provider, terminate the Agreement in whole or in part:

- a) if the Service Provider fails to deliver any or all the obligations within the time period specified in the Agreement, or any extension thereof granted by the Bank.
- b) if the Service Provider fails to perform any other obligation(s) under the Agreement.
- c) on the happening of any termination event mentioned herein above in this Agreement.

d) for convenience.

**16.2** The Bank shall have a right to terminate the Agreement immediately by giving a notice in writing to Service Provider in the following eventualities:

**16.2.1** If any Receiver/ Liquidator is appointed in connection with the business of the Service Provider or Service Provider transfers substantial assets in favour of its creditors or any orders/ directions are issued by any Authority/ Regulator which has the effect of suspension of the business of Service Provider.

**16.2.2** If Service Provider applies to the Court or passes a resolution for voluntary winding up of Service Provider or any other creditor/ person files a petition for winding up or dissolution of Service Provider.

**16.2.3** If Service Provider, in reasonable opinion of the Bank is unable to pay its debts or discharge its liabilities in normal course of business.

**16.2.4** If Service Provider is unable to render the services up to the mark as envisaged under this agreement upon a reasonable assessment of the circumstances by the Bank which affect rendering of the services by Service Provider as envisaged under this agreement.

**16.2.5** If any acts of commission or omission on the part of Service Provider or its agents, employees, sub-contractors or representatives, in the reasonable opinion of the Bank tantamount to fraud or prejudicial to the interest of the Bank or its customers.

**16.2.6** If Service Provider is owned/ controlled wholly/ partly by any other bank operating in India.

**16.2.7** If any officer/ employee/ director of Service Provider or their relatives as defined in section 2 (71) of the Companies Act, 2013 becomes a director of the Bank.

**16.3** In the event of the termination of the Agreement, Service Provider shall be liable and responsible to return to the Bank all records, documents, data and information including Confidential Information pertains to or relating to the Bank in its possession.

**16.4** In the event of termination of the Agreement for any reason, Bank shall have the right to give suitable publicity to the same including advising the Indian Banks' Association & publishing in one National & Vernacular News Paper each as well, if so required.

**16.5** Upon termination or expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except:

- a) such rights and obligations as may have accrued on the date of termination or expiration;
- b) the obligation of confidentiality; and
- c) any right which a Party may have under the Application Law.

## **17. CONTINGENCY PLANS & CONTINUITY ARRANGEMENTS**

**17.1** The Service Provider shall arrange and ensure proper contingency plans to meet any unexpected obstruction to the Service Provider or any employees or sub-contractors of the Service Provider in rendering the Services or any part of the same under this Agreement to the Bank.

**17.2** The Service Provider agrees for the following continuity arrangements to ensure the business continuity of the Bank.

**17.2.1** In the event of this Agreement comes to end on account of termination or by the expiry of the term/ renewed term of the Agreement or otherwise, the Service Provider shall render all reasonable assistance and help to the Bank and to any new contractor engaged by the Bank, for the smooth switch over and continuity of the Services.

**17.2.2** In the event of failure of the Service Provider to render the Service, without prejudice to any other right the Bank shall have as per this Agreement, the Bank at its sole discretion may make alternative arrangements for getting the Services from any other source. And if the Bank gives a prior notice to the Service Provider before availing such service from any other alternative source, the Service Provider shall be liable to reimburse the expenses, if any incurred by the Bank in availing such services from the alternative source.

## **18. BUSINESS CONTINUITY AND OPERATIONAL RESILIENCE (BC&OR)**

**18.1** Service provider shall maintain readiness and preparedness for business continuity on an ongoing basis.

**18.2** Service provider shall develop and establish a robust framework for documenting, maintaining and testing business continuity annually and recovery procedures.

**18.3** Service Provider shall undertake and test the Business Continuity and Disaster Recovery Plan at annual intervals, ensure occasional joint testing and recovery exercise with the link office as decided by the Bank.

## **19. DISPUTE RESOLUTION**

**19.1** All disputes or differences whatsoever arising between the parties out of or in connection with this Agreement (including dispute concerning interpretation) or in discharge of any obligation arising out of the Agreement (whether during the progress of work or after completion of such work and whether before or after the termination of the Contract, abandonment, or breach of the Contract), shall be settled amicably. If, however, the parties are not able to solve them amicably within 30 (thirty) days after dispute occurs as evidenced through the first written communication from any Party notifying the other regarding the disputes, the same shall be referred to and be subject to the exclusive jurisdiction of competent courts of Mumbai only.

**19.2** Service Provider shall continue to work under the Agreement during the dispute resolution unless otherwise directed by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the competent court is obtained.

## **20. GOVERNING LAW & JURISDICTION**

**20.1** The Agreement shall be governed and construed in accordance with the Laws of Republic of India.

**20.2** The Parties agree to submit to the exclusive jurisdiction of the appropriate court at Mumbai in connection with any dispute between the Parties under the Agreement.

## **21. ENTIRE AGREEMENT**

**21.1** This Agreement constitutes the entire agreement between the Parties with respect to the subject matter thereof and supersedes all prior written

agreements, undertakings, understandings and negotiations, both written and oral, between the Parties with respect to the subject matter of the Agreement, except which are expressly annexed or attached to this Agreement and saved by this Agreement. No representation, inducement, promise, understanding, condition or warranty not set forth herein has been made or relied upon by any Party hereto.

**21.2** This Agreement comprises following Appendices/ Addendums/ Annexure/ Schedules which shall be integral part of this Agreement, and the Parties shall be bound by the terms and conditions contained therein:

**21.2.1** Scope of Work (Annexure E of the RFP)

**21.2.2** Copy of duly accepted work order

**21.3** If there is any ambiguity between any clause in this Agreement and any clause in any of the Appendices/ Annexure, etc., or any ambiguity among the Appendices, Annexure, etc., the order of priority of documents in resolving such ambiguity shall be as follows:

**21.3.1** Terms & Conditions of the RFP

**21.3.2** Scope of Work (Annexure E of the RFP)

**21.3.3** Copy of duly accepted work order.

## **22. SEVERABILITY**

If any part or any provision of this Agreement is or becomes illegal, invalid or unenforceable, that part or provision shall be ineffective to the extent of such invalidity or unenforceability only, without in any way affecting the validity or enforceability of the remaining parts of said provision or the remaining provisions of this Agreement. The Parties hereby agree to attempt to substitute any invalid or unenforceable provision with a valid or enforceable provision, which achieves to the greatest extent possible the economic, legal and commercial objectives of the invalid or unenforceable provision.

## **23. NOTICES**

**23.1** Any notice, invoice, approval, advice, report or any other communication required to be given under this Agreement shall be in writing and may be given by delivering the same by hand or sending the same by prepaid registered mail, postage prepaid or facsimile to the relevant address set forth below or such other address as each Party may notify in writing to the other Party from time to time. Any such notice given as aforesaid shall be deemed to be served or received at the time upon delivery (if delivered by hand) or upon actual receipt (if given by postage prepaid or facsimile).

- 23.3** Address for communication to the Parties are as under:

Assistant General Manager  
Liaison Department, Mezzanine floor  
State Bank of India, Corporate Centre  
Nariman Point Mumbai 400021

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Name and address of the vendor

In case there is any change in the address of any one of the parties, it shall be promptly communicated in writing to the other party.

**24.1** Any provision of this Agreement may be amended or waived, if, and only if such amendment or waiver is in writing and signed, in the case of an amendment by each party, or in this case of a waiver, by the Party against whom the waiver is to be effective.

**24.2** No failure or delay by any Party in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall any single or partial exercise of any other right, power or privilege. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.

**24.3** Neither this Agreement nor any provision hereof is intended to confer upon any person/s other than the Parties to this Agreement any rights or remedies hereunder.

**24.4** The Service Provider shall execute and deliver such additional documents and perform such additional actions, as may be necessary, appropriate or reasonably requested to carry out or evidence the transactions contemplated hereby.

- 24.5** In case of any change in applicable laws that has an effect on the terms of this Agreement, the Parties agree that the Agreement may be reviewed, and if deemed necessary by the Parties, make necessary amendments to the Agreement by mutual agreement in good faith.
- 24.6** If this Agreement is signed in counterparts, each counterpart shall be deemed to be an original.
- 24.7** The Service Provider shall not assign or transfer all or any of its rights, benefits or obligations under this Agreement without the approval of the Bank. The Bank may, at any time, assign or transfer all or any of its rights, benefits and obligations under this Agreement.
- 24.8** All plans, drawings, specifications, designs, reports and other documents prepared by the Service Provider in the execution of the Agreement shall become and remain the property of the Bank, and before termination or expiration of this Agreement the Service Provider shall deliver all such documents, prepared under this Agreement along with a detailed inventory thereof, to the Bank.
- 24.9** The Service Provider agrees that they shall not use the logo, trademark, copy rights or other proprietary rights of the Bank in any advertisement or materials or any other written communication with any other party, without the prior written consent of the Bank.
- 24.10** Review of outsourced activity will be carried out by the Bank at half yearly intervals and in case of any deviations regarding delivery of services will be dealt with according to the provisions as mentioned elsewhere in this SLA.
- 24.11** Identification of the employee of vendor(s) to access the Bank's activity/ process outsourced within the Bank will be ensured by way of biometric authentication which could even include Aadhar authentication.
- 24.12** The vendor further undertakes that during the term of the agreement including any renewal thereof, none of the promoters/ shareholders of the vendor shall belong to the country that is identified as high-risk country by RBI.
- 24.13** Rotation of duties of employees engaged by the outsourced agency will be ensured in line with Bank's rotation policy.
- 24.14** All the employees of Third-Party Service Providers shall wear distinct uniform and ID Card of the respective organisation, while on duty.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date and day first mentioned above.

**State Bank of India**

**By:**

**Name:**

**Designation:**

**Date: .../.../2025**

**Service Provider**

**By:**

**Name:**

**Designation:**

**Date:**

WITNESS:

- 1.
- 2.

**25. ANNEXURE, SCHEDULE, ETC.** (Please provide the Annexure, Schedules, etc.)

1. Scope of Work (Annexure E of the RFP)
2. Penalties (Annexure I of the RFP)
3. Copy of duly accepted work order.

**NON-DISCLOSURE AGREEMENT**

THIS RECIPROCAL NON-DISCLOSURE AGREEMENT (the “Agreement”) is made at \_\_\_\_\_ between:

State Bank of India constituted under the State Bank of India Act, 1955 having its Corporate Centre and Central Office at State Bank Bhavan, Madame Cama Road, Nariman Point, Mumbai-21 and its Global IT Centre at Sector-11, CBD Belapur, Navi Mumbai- 400614 through its \_\_\_\_\_ Department (hereinafter referred to as “Bank” which expression includes its successors and assigns) of the ONE PART;

And

\_\_\_\_\_ a private/public limited company/LLP/Firm ~~<strike off whichever is not applicable>~~ incorporated under the provisions of the Companies Act, 1956/ Limited Liability Partnership Act 2008/ Indian Partnership Act 1932 ~~<strike off whichever is not applicable>~~, having its registered office at \_\_\_\_\_ (hereinafter referred to as “\_\_\_\_\_” which expression shall unless repugnant to the subject or context thereof, shall mean and include its successors and permitted assigns) of the OTHER PART;

And Whereas

1. \_\_\_\_\_ is carrying on business of providing \_\_\_\_\_, has agreed to \_\_\_\_\_ for the Bank and other related tasks.

2. For purposes of advancing their business relationship, the parties would need to disclose certain valuable confidential information to each other (the Party receiving the information being referred to as the “Receiving Party” and the Party disclosing the information being referred to as the “Disclosing Party. Therefore, in consideration of covenants and agreements contained herein for the mutual disclosure of confidential information to each other, and intending to be legally bound, the parties agree to terms and conditions as set out hereunder.

**NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS UNDER****1. Confidential Information and Confidential Materials:**

- (a) “Confidential Information” means non-public information that Disclosing Party designates as being confidential or which, under the circumstances surrounding disclosure ought to be treated as confidential. “Confidential Information” includes, without limitation, information relating to developed, installed or purchased Disclosing Party software or hardware products, the information relating to general architecture of Disclosing Party’s network, information relating to nature and content of data stored within network or in any other storage media, Disclosing Party’s business policies, practices, methodology, policy design delivery, and information received from others that Disclosing Party is obligated to treat as confidential. Confidential Information disclosed to Receiving Party by any Disclosing Party Subsidiary and/ or agents is covered by this agreement
- (b) Confidential Information shall not include any information that: (i) is or subsequently becomes publicly available without Receiving Party’s breach of any obligation owed to Disclosing party; (ii) becomes known to Receiving Party free from any confidentiality obligations prior to Disclosing Party’s disclosure of such information to Receiving Party; (iii) became known to Receiving Party from a source other than Disclosing Party other than by the breach of an obligation of confidentiality owed to Disclosing Party and without confidentiality restrictions on use and disclosure; or (iv) is independently developed by Receiving Party.
- (c) “Confidential Materials” shall mean all tangible materials containing Confidential Information, including without limitation written or printed documents and computer disks or tapes, whether machine or user readable.

**2. Restrictions**

- (a) Each party shall treat as confidential the Contract and any and all information (“confidential information”) obtained from the other pursuant to the Contract and shall not divulge such information to any person (except to such party’s “Covered Person” which term shall mean employees, contingent workers and professional advisers of a party who need to know the same) without the other party’s written consent provided that this clause shall not extend to information which was rightfully in the possession of such party prior to the commencement of the negotiations leading to the Contract, which is already public knowledge or becomes so at a future date (otherwise than as a result of a breach of this clause). Receiving Party will have executed or shall execute appropriate written agreements with Covered Person, sufficient to enable it to comply with all the provisions of this Agreement. If Service Provider appoints any Sub-Contractor (if allowed) then Service Provider may disclose confidential information to such Sub-Contractor subject to such Sub

Contractor giving the Bank an undertaking in similar terms to the provisions of this clause. Any breach of this Agreement by Receiving Party's Covered Person or Sub-Contractor shall also be constructed a breach of this Agreement by Receiving Party.

- (b) Receiving Party may disclose Confidential Information in accordance with judicial or other governmental order to the intended recipients (as detailed in this clause), provided Receiving Party shall give Disclosing Party reasonable notice (provided not restricted by applicable laws) prior to such disclosure and shall comply with any applicable protective order or equivalent. The intended recipients for this purpose are:
- i. the statutory auditors of the either party and
  - ii. government or regulatory authorities regulating the affairs of the parties and inspectors and supervisory bodies thereof
- (c) Confidential Information and Confidential Material may be disclosed, reproduced, summarized or distributed only in pursuance of Receiving Party's business relationship with Disclosing Party, and only as otherwise provided hereunder. Receiving Party agrees to segregate all such Confidential Material from the confidential material of others in order to prevent mixing.

3. **Rights and Remedies**

- (a) Receiving Party shall notify Disclosing Party immediately upon discovery of any unauthorized use or disclosure of Confidential Information and/ or Confidential Materials, or any other breach of this Agreement by Receiving Party, and will cooperate with Disclosing Party in every reasonable way to help Disclosing Party regain possession of the Confidential Information and/ or Confidential Materials and prevent its further unauthorized use.
- (b) Receiving Party shall return all originals, copies, reproductions and summaries of Confidential Information or Confidential Materials at Disclosing Party's request, or at Disclosing Party's option, certify destruction of the same.
- (c) Receiving Party acknowledges that monetary damages may not be the only and/ or a sufficient remedy for unauthorized disclosure of Confidential Information and that disclosing party shall be entitled, without waiving any other rights or remedies (including but not limited to as listed below), to injunctive or equitable relief as may be deemed proper by a Court of competent jurisdiction.
- i. Suspension of access privileges
  - ii. Change of personnel assigned to the job
  - iii. Termination of contract

- (d) Disclosing Party may visit Receiving Party's premises, with reasonable prior notice and during normal business hours, to review Receiving Party's compliance with the term of this Agreement.

4. **Miscellaneous**

- (a) All Confidential Information and Confidential Materials are and shall remain the sole and of Disclosing Party. By disclosing information to Receiving Party, Disclosing Party does not grant any expressed or implied right to Receiving Party to disclose information under the Disclosing Party's patents, copyrights, trademarks, or trade secret information.
- (b) Confidential Information made available is provided "As Is," and disclosing party disclaims all representations, conditions and warranties, express or implied, including, without limitation, representations, conditions or warranties of accuracy, completeness, performance, fitness for a particular purpose, satisfactory quality and merchantability provided same shall not be construed to include fraud or wilful default of disclosing party.
- (c) Neither party grants to the other party any license, by implication or otherwise, to use the Confidential Information, other than for the limited purpose of evaluating or advancing a business relationship between the parties, or any license rights whatsoever in any patent, copyright or other intellectual property rights pertaining to the Confidential Information.
- (d) The terms of Confidentiality under this Agreement shall not be construed to limit either party's right to independently develop or acquire product without use of the other party's Confidential Information. Further, either party shall be free to use for any purpose the residuals resulting from access to or work with such Confidential Information, provided that such party shall maintain the confidentiality of the Confidential Information as provided herein. The term "residuals" means information in non-tangible form, which may be retained by person who has had access to the Confidential Information, including ideas, concepts, know-how or techniques contained therein. Neither party shall have any obligation to limit or restrict the assignment of such persons or to pay royalties for any work resulting from the use of residuals. However, the foregoing shall not be deemed to grant to either party a license under the other party's copyrights or patents.
- (e) This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. It shall not be modified except by a written agreement dated subsequently to the date of this Agreement and signed by both parties. None of the provisions of this Agreement shall be deemed to have been waived by any act or acquiescence on the part of Disclosing Party, its agents, or employees, except by an instrument in writing signed by an authorized officer of Disclosing Party. No

waiver of any provision of this Agreement shall constitute a waiver of any other provision(s) or of the same provision on another occasion.

- (f) znt shall be governed by and construed in accordance with the laws of Republic of India. Each Party hereby irrevocably submits to the exclusive jurisdiction of the courts of Mumbai.
- (g) Subject to the limitations set forth in this Agreement, this Agreement will inure to the benefit of and be binding upon the parties, their successors and assigns.
- (h) If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.
- (i) The Agreement shall be effective from \_\_\_\_\_ ("Effective Date") and shall be valid for a period of \_\_\_\_\_ year(s) thereafter (the "Agreement Term"). The foregoing obligations as to confidentiality shall survive the term of this Agreement and for a period of five (5) years thereafter provided confidentiality obligations with respect to individually identifiable information, customer's data of Parties or software in human-readable form (e.g., source code) shall survive in perpetuity.

#### 5. **Suggestions and Feedback**

Either party from time to time may provide suggestions, comments or other feedback to the other party with respect to Confidential Information provided originally by the other party (hereinafter "feedback"). Both party agree that all Feedback is and shall be entirely voluntary and shall not in absence of separate agreement, create any confidentially obligation for the receiving party. However, the Receiving Party shall not disclose the source of any feedback without the providing party's consent. Feedback shall be clearly designated as such and, except as otherwise provided herein, each party shall be free to disclose and use such Feedback as it sees fit, entirely without obligation of any kind to other party. The foregoing shall not, however, affect either party's obligations hereunder with respect to Confidential Information of other party.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ (Month) 20\_\_ at \_\_\_\_\_(place)

For and on behalf of \_\_\_\_\_

|      |  |  |
|------|--|--|
| Name |  |  |
|------|--|--|

RFP for procurement of Services



|             |  |  |
|-------------|--|--|
| Designation |  |  |
| Place       |  |  |
| Signature   |  |  |

For and on behalf of \_\_\_\_\_

|             |  |  |
|-------------|--|--|
| Name        |  |  |
| Designation |  |  |
| Place       |  |  |
| Signature   |  |  |

**Appendix-L**

**Pre-Bid Query Format**  
**(To be provide strictly in Excel format)**

| <b>Vendor Name</b> | <b>Sl. No</b> | <b>RFP Page No</b> | <b>RFP Clause No.</b> | <b>Existing Clause</b> | <b>Query/Suggestions</b> |
|--------------------|---------------|--------------------|-----------------------|------------------------|--------------------------|
|                    |               |                    |                       |                        |                          |
|                    |               |                    |                       |                        |                          |
|                    |               |                    |                       |                        |                          |
|                    |               |                    |                       |                        |                          |

**Appendix–M****Format for Submission of Client References****To whosoever it may concern**

| Particulars                                            | Details |
|--------------------------------------------------------|---------|
|                                                        |         |
| <b>Client Information</b>                              |         |
| Client Name                                            |         |
| Client address                                         |         |
| Name of the contact person and designation             |         |
| Phone number of the contact person                     |         |
| E-mail address of the contact person                   |         |
| <b>Project Details</b>                                 |         |
| Name of the Project                                    |         |
| Start Date                                             |         |
| End Date                                               |         |
| Current Status (In Progress/ Completed)                |         |
| <b>Size of Project</b>                                 |         |
| Value of Work Order (In Lakh) (only single work order) |         |
|                                                        |         |

**Name & Signature of authorised signatory****Seal of Company**

**PRE CONTRACT INTEGRITY PACT**  
**(TO BE STAMPED AS AN AGREEMENT)**

General

This pre-Bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on \_\_\_\_\_ day of the month of \_\_\_\_\_ 201 , between, on the one hand, the State Bank of India a body corporate incorporated under the State Bank of India Act, 1955 having its Corporate Centre at State Bank Bhavan, Nariman Point, Mumbai through its \_\_\_\_\_ Department/ Office at Global IT Center at CBD Belapur, \_\_\_\_\_ 400614, (hereinafter called the "BUYER", which expression shall mean and include, unless the context otherwise requires, its successors) of the First Part

And

M/s \_\_\_\_\_ represented by Shri \_\_\_\_\_, Chief Executive Officer/ Authorised signatory (hereinafter called the "BIDDER/Seller which expression shall mean and include, unless the context otherwise requires, its/ his successors and permitted assigns of the Second Part.

WHEREAS the BUYER proposes to procure (Name of the Stores/Equipment/Item) and the BIDDER/Seller is willing to offer/has offered the stores and

WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is an Office/ Department of State Bank of India performing its functions on behalf of State Bank of India.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:

- Enabling the BUYER to obtain the desired service/ product at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement; and

- Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

**1. Commitments of the BUYER**

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, Bid evaluation, contracting or implementation process related to the contract.
- 1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3 All the officials of the BUYER will report to the appropriate authority any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
- 1.4 In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

**2. Commitments of BIDDERS**

- 2.1 The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its Bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:
- 2.2 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any

person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

- 2.3 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with State Bank of India for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with State Bank of India.
- 2.4 Wherever applicable, the BIDDER shall disclose the name and address of agents and representatives permitted by the Bid documents and Indian BIDDERS shall disclose their foreign principals or associates, if any.
- 2.5 The BIDDER confirms and declares that they have not made any payments to any agents/brokers or any other intermediary, in connection with this Bid/contract.
- 2.6 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original vendors or service providers in respect of product/ service covered in the Bid documents and the BIDDER has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 2.7 The BIDDER, at the earliest available opportunity, i.e. either while presenting the Bid or during pre-contract negotiations and in any case before opening the price Bid and before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 2.8 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, Bid evaluation, contracting and implementation of the contract.
- 2.9 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 2.10 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 2.11 The BIDDER commits to refrain from giving any complaint directly or through any

other manner without supporting it with full and verifiable facts.

- 2.12 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 2.13 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial Interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 2.14 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

**3. Previous Transgression**

- 3.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise/ Public Sector Banks in India or any Government Department in India or RBI that could justify BIDDER's exclusion from the tender process.
- 3.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

**4. Earnest Money (Security Deposit)**

- 4.1 While submitting commercial Bid, the BIDDER shall deposit an amount (specified in RFP) as Earnest Money/Security Deposit, with the BUYER through any of the mode mentioned in the RFP/ Bid document and no such mode is specified, by a Bank Draft or a Pay Order in favour of State Bank of India from any Bank including SBI. However, payment of any such amount by way of Bank Guarantee, if so permitted as per Bid documents/ RFP should be from any Scheduled Commercial Bank other than SBI and promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof for making such payment to the BUYER.
- 4.2 Unless otherwise stipulated in the Bid document/ RFP, the Earnest Money/Security Deposit shall be valid upto a period of five years or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.
- 4.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the

provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same- without assigning any reason for imposing sanction for violation of this Pact.

- 4.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

**5. Sanctions for Violations**

- 5.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:

- (i) To immediately call off the pre contract negotiations without assigning any reason and without giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue, unless the BUYER desires to drop the entire process.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iv) To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Base Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding could also be utilized to recover the aforesaid sum and interest.
- (v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- (vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vii) To debar the BIDDER from participating in future bidding processes of the BUYER or any of its Subsidiaries for a minimum period of five years, which may be further extended at the discretion of the BUYER.
- (viii) To recover all sums paid, in violation of this Pact, by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- (ix) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this

Pact.

- (x) Intimate to the CVC, IBA, RBI, as the BUYER deemed fit the details of such events for appropriate action by such authorities.

- 5.2 The BUYER will be entitled to take all or any of the actions mentioned at para 5.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
- 5.3 The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

#### 6. **Fall Clause**

The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present Bid in respect of any other Ministry/Department of the Government of India or PSU or any other Bank and if it is found at any stage that similar product/systems or sub systems was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU or a Bank at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

#### 7. **Independent Monitors**

- 7.1 The BUYER has appointed Independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission (Names and Addresses of the Monitors to be given).

Shri Otem Dai  
IAS Retired,  
Mobile No. 9402277510  
Email:otemdai@hotmail.com

Shri Satyajit Mohanty  
IPS Retired  
Mobile No. 9437110622  
Email:satyajitmohanty88@gmail.com

- 7.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 7.3 The Monitors shall not be subjected to instructions by the representatives of the parties and perform their functions neutrally and independently.

- 7.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings. Parties signing this Pact shall not approach the Courts while representing the matters to Independent External Monitors and he/she will await their decision in the matter.
- 7.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER.
- 7.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.
- 7.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.
- 7.8 The Monitor will submit a written report to the designated Authority of BUYER/Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the BUYER/ BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.
- 8. Facilitation of Investigation**  
In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.
- 9. Law and Place of Jurisdiction**  
This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.
- 10. Other Legal Actions**  
The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.
- 11. Validity**  
11.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 3 years or the complete execution of the contract to the satisfaction of both

the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract, with the successful Bidder by the BUYER.

11.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

12. The parties hereby sign this Integrity Pact at \_\_\_\_\_ on \_\_\_\_\_

For BUYER

Name of the Officer.

Designation

Office/ Department/ Branch

State Bank of India.

For BIDDER

Chief Executive Officer/

Authorised Signatory

Designation

Witness

1

2

Witness

1.

2.

**Note: This agreement will require stamp duty as applicable in the State where it is executed or stamp duty payable as per Maharashtra Stamp Act, whichever is higher.**

**FORMAT FOR EMD BANK GUARANTEE**

To: \_\_\_\_\_  
\_\_\_\_\_

**EMD BANK GUARANTEE FOR**

**NAME OF SERVICES TO STATE BANK OF INDIA TO MEET SUCH  
REQUIREMENT AND PROVIDE SUCH SERVICES AS ARE SET OUT IN THE  
RFP NO.SBI:xx:xx DATED dd/mm/yyyy**

WHEREAS State Bank of India (SBI), having its Corporate Office at Nariman Point, Mumbai, and Regional offices at other State capital cities in India has invited Request to provide \_\_\_\_\_ (name of Service) as are set out in the Request for Proposal SBI:xx:xx dated dd/mm/yyyy.

2. It is one of the terms of said Request for Proposal that the Bidder shall furnish a Bank Guarantee for a sum of Rs. \_\_\_\_\_ /-(Rupees \_\_\_\_\_ only) as Earnest Money Deposit.

3. M/s. \_\_\_\_\_, (hereinafter called as Bidder, who are our constituents intends to submit their Bid for the said work and have requested us to furnish guarantee in respect of the said sum of Rs. \_\_\_\_\_ /-(Rupees \_\_\_\_\_ only)

4. NOW THIS GUARANTEE WITNESSETH THAT

We \_\_\_\_\_ (Bank) do hereby agree with and undertake to the State Bank of India, their Successors, assigns that in the event of the SBI coming to the conclusion that the Bidder has not performed their obligations under the said conditions of the RFP or have committed a breach thereof, which conclusion shall be binding on us as well as the said Bidder, we shall on demand by the SBI, pay without demur to the SBI, a sum of Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ Only) that may be demanded by SBI. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Bidder under the said conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ Only).

5. We also agree to undertake to and confirm that the sum not exceeding Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ Only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the SBI on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence and the notice from the SBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the

SBI, without protest or demur or without reference to Bidder and notwithstanding any contestation or existence of any dispute whatsoever between Bidder and SBI, pay SBI forthwith from the date of receipt of the notice as aforesaid. We confirm that our obligation to the SBI under this guarantee shall be independent of the agreement or agreements or other understandings between the SBI and the Bidder. This guarantee shall not be revoked by us without prior consent in writing of the SBI.

6. We hereby further agree that –

- a) Any forbearance or commission on the part of the SBI in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said Bid and/or hereunder or granting of any time or showing of any indulgence by the SBI to the Bidder or any other matter in connection therewith shall not discharge us in any way our obligation under this guarantee. This guarantee shall be discharged only by the performance of the Bidder of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only)
- b) Our liability under these presents shall not exceed the sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only)
- c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.
- d) This guarantee shall remain in force upto 180 days provided that if so desired by the SBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.
- e) Our liability under this presents will terminate unless these presents are renewed as provided herein upto 180 days or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the SBI alone is the conclusive proof, whichever date is earlier.
- f) Unless a claim or suit or action is filed against us on or before \_\_\_\_ (date to be filled by BG issuing bank), all the rights of the SBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.
- g) This guarantee shall be governed by Indian Laws and the Courts in Mumbai, India alone shall have the jurisdiction to try & entertain any dispute arising out of this guarantee.

Notwithstanding anything contained hereinabove:

- (a) Our liability under this Bank Guarantee shall not exceed Rs...../- (Rupees ..... only)

(b) This Bank Guarantee shall be valid upto .....

(c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before .....

Yours faithfully,

For and on behalf of

\_\_\_\_\_  
Authorized official of the bank

(Note: This guarantee will require stamp duty as applicable in the State where it is executed and shall be signed by the official(s) whose signature and authority shall be verified)

**Appendix-P**

Undertaking by the agency / company to have car fuel refilling arrangements within 5 kms. radius of SBI Corporate Center, Nariman Point, Mumbai LHO -Bandra Kurla Complex and GITC Belapur.

**Appendix-Q**

Number of back up vehicles available with bidder with details of car model, its year of manufacture, purchase date, as on date of this RFP.

**Appendix-R**

Undertaking as to availability of 24 X 7 dedicated helpline facility. We also undertake that contact number of supervisor / helplines will be duly informed to all user executives to whom our cars are provided.

**Appendix-S**

**LETTER OF AUTHORITY  
PROFORMA FOR LETTER OF AUTHORITY TO ATTEND BIDS OPENING  
MEETINGS AND SUBSEQUENT NEGOTIATIONS/ CONFERENCES**

Date:  
State Bank of India,

Dear Sir,

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

1) Name & Designation \_\_\_\_\_

Signature \_\_\_\_\_

2) Name & Designation \_\_\_\_\_

Signature \_\_\_\_\_

We confirm that we shall be bound by all commitments made by afore-mentioned  
authorized representatives.

Yours faithfully,

**Signature**

**Name & Designation  
For and on behalf of**

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

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

**Appendix-T**

**DOCUMENTS RELATING TO AGENCY'S ELIGIBILITY CRITERIA  
AGENCY IS REQUESTED TO FILL THIS CHECK LIST AND ENSURE THAT  
ALL DETAILS/ DOCUMENTS HAVE BEEN FURNISHED ALONG WITH HIS  
OFFER.**

| Clause                                                                                                                                                                                                                                                                                                    | Documents required                                                                                                                                                                                                                                                                                                                                                           | (Agency to indicate) Yes/No |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| The agency/ company should have been in the business of rental of cars for 3 years with a minimum of 100 cars in the name of the company and should have 2 existing tie up arrangement with Corporate. Each tie up should have minimum 25 cars and services during last 3 years as on <b>31.01.2021</b> . | 1. Documentary evidence like work order, contract agreement etc. for the same must be provided.<br>2. Xerox copy of 100 RC cards of the cars owned by the company.<br>3. Copy of license from RTO for Rent a Cab or "T" permit is to be submitted.<br>4. Undertaking to be submitted on company's letter head that company has not been blacklisted by any PSU/ Govt./ Bank. |                             |
| A letter from an authorized service centre/workshop of respective make of vehicles confirming the tie up for providing fleet maintenance services should be submitted.                                                                                                                                    | Letter of Confirmation by Agency.                                                                                                                                                                                                                                                                                                                                            |                             |

**1. ANNUAL TURNOVER STATEMENT & CAR RENTAL INCOME**

The Agency/ company shall indicate here the turnover and income from car rental for 3 years based on the audited balance sheets & profit & loss account statement. Copy of audited balance sheets including profit & loss account **and ST-3 returns are attached.**

| THREE FINANCIAL YEARS | TOTAL ANNUAL TURNOVER (IN RS.) | INCOME FROM CAR RENTAL | NET PROFIT/ LOSS |
|-----------------------|--------------------------------|------------------------|------------------|
| 2021 – 2022           |                                |                        |                  |
| 2022 – 2023           |                                |                        |                  |
| 2023 – 2024           |                                |                        |                  |
| 2024 - 2025           |                                |                        |                  |

**2. GST DETAILS**

|                                |  |
|--------------------------------|--|
| GST Number                     |  |
| Place & Registration Authority |  |

**3. EMD DETAILS**

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

**Appendix-U**

**NO DEVIATION CONFIRMATION**

To,  
State Bank of India,

Dear Sir,

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

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)