

Tender ID: AOPAT/P&E/AS/128

Dated:14.11.2025

**STATE BANK OF INDIA
PREMISES & ESTATE DEPARTMENT,
ADMINISTRATIVE OFFICE, J C ROAD, PATNA-800001
NOTICE INVITING TENDER
TENDER FOR HIRING OF VEHICLE FROM AGENCIES / COMPANIES ON FIXED
MONTHLY RENTAL BASIS**

**BID START DATE: 18.11.2025
CLOSE DATE: 28.11.2025; LATEST BY 05:00PM**

State Bank of India, Administrative office, J C Road, Patna invites sealed tenders from interested Government Registered Travel Agencies for hiring of **1 (one) Honda CITY(White)** vehicle on fixed monthly rental including fuel consumption along with driver as under:

(1) Bank requires one (1) nos of **Honda city White** vehicle for hiring on fixed monthly rental basis with driver and including fuel cost. The contract with the transporter/ agency will be valid for three years.

(2) **Rs.50,000/- (Rs. Fifty thousand only)** as earnest money in the form of Bank Draft favouring SBI AO,Patna payable at **J C Road Branch (01233)** to be attached for the vehicles which will be converted into security deposit (STDR) for period of three years for the lowest bidder (L1).

(3) Technical and Price Bids to be submitted in two separate sealed envelopes super-scribing Technical / Financial Bids on the top of the envelope. Mobile number should be mentioned by the bidder on the envelope mandatorily.

(4) Bidders who do not meet the technical bid criteria or the terms and conditions stipulated by the Bank, will not be considered further for price bid.

(5) Both the bids should be submitted from **18.11.2025** to the Deputy Manager (P&E), 1st floor, SBI, AO, J C Road, Patna latest by **05:00 PM on or before 28.11.2025** during office hours on working days.

(6) The Bank does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason. No correspondence will be made in this regard.

(7) The date of opening of the Bid will be **01.12.2025 at 15:30 Hrs.**

(8) Bank reserves the right to cancel the tender at any time without assigning any reason.

9. The Bidder shall provide vehicle having Month & Year of manufacturing **June 2025 and after** model only.

10. The order will be awarded to the bidder who qualifies technical bid and whose Price bid is found as lowest one and no correspondence with others shall be entertained.

11. The Bidder shall provide / quote the rates for the vehicle of the types mentioned in the Price Bid form. The colour of the vehicle shall be white.

12. In case L1 backs out, EMD amount will be forfeited, Bank may blacklist the bidder and may also initiate action before appropriate legal forums/ regulators etc.

13. The Successful Bidder to whom the contract will be awarded shall commence his services within Seven (7) days from the date of award of contract. The Place of reporting for start of duty will be Administrative Office, Patna, J C Road, Patna-800001 or any other place as advised by the Bank.

14. The bidder may contact Dy Manager (P&E) on mobile no. **8486708913** on all working days in day time for any query / clarification.

15. Final award of the contract will be subject to the approval of the Competent Authority in the Bank.

Annexures to the Tender Documents:

This tender includes the following annexure/ Schedule/ Formats which are integral part of this Tender.

1. **Annexure “A”** - PERFORMA FOR TECHNICAL BID (TENDER FORM.) & UNDERTAKING.

2. **Annexure “B”** – PRICE BID FOR MONTHLY HIRING BASIS

****To be signed on every page.**

ANNEXURE- A

OFFER LETTER (TECHNICAL BID)

(Please submit this form duly filled/ signed in a separate sealed envelope addressed to the Deputy General Manager (B&O), State Bank of India, Administrative office, 1st Floor, J C Road, Patna super-scribing the envelope **“TECHNICAL BID FOR HIRING OF ONE VEHICLE HONDA CITY (Petrol/Hybrid/EV version& white.) ON FIXED MONTHLY RENTAL INCLUDING FUEL WITH DRIVER.**

I. Minimum Eligibility Criteria

1. The Bidder should be a registered or well-established transport operator.
2. The contractor must undertake to pay appropriate wages to the drivers.
3. The bidders should not have been blacklisted by any Ministry/ Department/ Bank / Organization etc.
4. If any agency in the past has turned out L1 and not delivered the job are ineligible.
5. The Bidder must have a valid PAN / GST No. and should be registered for the purpose of GST as applicable.
6. All the motor vehicles to be hired by the Bank should be registered as Commercial /Tourist vehicles (Yellow plates) and licensed in the name of the Bidder.
7. The make of the vehicle to be hired should be June.2025 or later Model only.
8. The Successful Bidder to whom the contract may be awarded shall commence his services within Seven (7) days from the date of award of contract.

SL	Particular	Whether copy of desired certificate/ documents is enclosed
1	Name & full address of the applicant with Telephone No. / Landline / Mobile	
2	Photocopy of PAN (self attested)	
3	GSTIN Registration (self attested)	
4	Experience in providing commercial registered vehicles to commercial institution(s)/any reputed organization – supporting evidence to be enclosed. (If any)	
5	Details of Draft enclosed (as mentioned in para v of other terms and conditions)	

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Bank Draft for Rs. 50000/- as earnest money enclosed. Details are given below

Bank Name	Issuing Branch Name	Date	Amount

Other Preferable Criteria

- i) Registration as an approved travel agency with the State / Central Govt./ any other reputed organization.
- ii) Already providing services to State Bank of India.(evidence to be enclosed).

II. Other terms and conditions

RESPONSIBILITY FOR PROVIDING CAR ON MONTHLY RENTAL BASIS

1. I / we shall make available / provide one commercial registered vehicle "HONDA CITY (White)" with driver to State Bank of India, Administrative office, Patna for 3 years on fixed monthly rental basis within 7 days from the date of acceptance of my offer by the Bank.
2. The vehicle will not be more than six months old at the time of hiring. I/we shall provide vehicle manufactured in JUNE 2025 and onwards model only.
3. The monthly rental should include cost of fuel & lubricant for running vehicle up to **1500 KMs per month** and for 360 hours per month (this includes outstation run also). Monthly rental shall include all types of charges/repairs/cost of insurance/fuel/lubricant etc.
4. Comprehensive insurance cover / policy will be taken by me / us against all types of risk, accident, death covering third party claims and passengers claims which will include personal accident claims.
5. The owner of the vehicle(s) will arrange for the monthly/periodical servicing/maintenance, at his own cost, only on weekly off days/holidays.

III) SCOPE OF SERVICES.

1. In case of breakdown of any car, an alternative will be made available by me / us immediately.
2. In case of monthly servicing etc. an alternative will be made by me / us and information regarding servicing will be given to the official well in advance to avoid disruption of work.
3. The drivers of the cars shall have valid driving license and will always be well dressed (with proper cap), well behaved and aware of all driving norms under the Motor Vehicles Act and the rules / notification therein. They will be provided a mobile phone by me / us.

4. The Bank will have absolute discretion to terminate arrangement without any prior notice.
5. All the taxes of every description will be borne by me / us.
6. The car to be provided to the Bank on rent will remain under my/ our ownership and legal possession.
7. Agreement will be executed by me/us on such terms and conditions at my / our cost as may be required by the Bank.
8. The Bank shall have no relationship with the driver as master and servant.
9. I / we shall comply with all the provisions applicable under the Labor laws.
10. I / we shall produce PF & ESI details of employees as and when demanded by the Bank.

IV. Further, the following terms & conditions as given below are acceptable to me /us

1. Minimum run – The bank shall guarantee a minimum run of **1500 KMs per month** as duty for which monthly agreed rate(s) shall be paid. Beyond this only extra charges for the kilometres shall be applicable as Rs. 10 per kilometre. The kilometres will be calculated on cumulative basis at the end of the month.
2. Extra Hours – The Bank will pay for any extra hours beyond **360 hours in a month at Rs. 50/- per hour** for the extra hours only.
3. In case of outstation run where night stay is involved, **Rs.150/-** (Rs. One hundred fifty only) per night will be payable by the Bank (night halt applicable only in case of outstation duty/stay).
4. The Agency will be paid monthly hiring charges which would include return on the cost of vehicle, per month maintenance and driver charges, cost of fuel & lubricant. The toll/parking/state taxes will be paid as per actual by Bank on submission of the receipt.
5. The fuel charges to be reimbursed by the Bank will be @ **12km/litre** for petrol/Hybrid/EV model.
6. Type of Vehicle required: HONDA CITY (Petrol/Hybrid/EV version, White in color, JUNE,2025 or onward model only).
7. No enhancement would be allowed on account of any reason, whatsoever, including increase in the fuel prices during the period of contract.
8. I / we also agree that the amount of EMD will be retained as Security deposit (STDR) for the successful bidder.

PENALTIES

- (a) In case of vehicles older than the model specified, penalty at the rate of one day's vehicle rent will be levied per day.
- (b) In case the meter is found faulty/tempered on check, **penalty of Rs. 2000/-** shall be levied and the vehicle shall be replaced by another vehicle. The vehicle of which meter was found faulty shall not be taken back on duty.

(c) Late reporting for duty will be fined of Rs.500/-. In case, no alternate vehicle is arranged within half-hour, the cost incurred by the Bank for using Taxi for the service will also be borne by the contractor/ Bidder.

(d) Where a vehicle has not been provided for the whole day despite requisition thereof, a Rs. 2000/-penalty at the rate of a day's vehicle rent shall be levied along with reimbursement cost of hiring a replacement vehicle.

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

(f) Wherever the Bidder or his driver / employee/s, after the award of the contract, is / are found indulging in fraudulent acts and dishonest practices like fake duty slips, overwriting to increase the kilometres and hours and similar kind of wrong practices by the Bidder/driver, Non-payment of EMI of Vehicles supplied to the Bank, the contract shall be liable to be cancelled by the Bank with immediate effect and the security deposit shall be forfeited.

Prevention of Sexual Harassment

The bidder / agency shall be solemnly responsible for full compliance with the provisions of "The Sexual Harassment of Women while on duty (Prevention, Prohibition and Redressal) Act, 2013". The bidder shall be responsible for educating its employees about prevention of sexual harassment at while on duty and related issues.

TERMINATION

The Bank may, without prejudice to any other remedy for breach of contract, may terminate the contract/agreement by **fifteen (15) days' notice** in the event of unsatisfactory performance or on breach of any stipulated conditions or qualitative dimensions of the various services specified/agreed upon by the contractor, or the engagement is not in the interest of the Bank or the Bank no more requires any such service and the Contract shall be deemed to have been terminated for all purposes on the expiry of the fifteenth (15) day from the date of receipt of the notice.

Signature of applicant with seal

Name of applicant

Designation

Name of the Firm

- **To be signed on every page.**

UNDERTAKING:

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

Signature of applicant with seal

Name of applicant

Designation

Name of the Firm

**Annexure “B”
(PRICE BID)
FOR HIRING OF VEHICLE ON FIXED MONTHLY RENTAL BASIS**

(Please send this form duly filled / signed in a separate sealed envelope to the Deputy General Manager (B&O), State Bank of India, Administrative office, 1st Floor, J C Road, Patna writing thereon the envelope “PRICE BID FOR HIRING OF ONE HONDA CITY (Petrol/Hybrid/EV version& white) ON FIXED MONTHLY RENTAL INCLUDING FUEL WITH DRIVER.

Name & full address of the applicant along with Telephone no. or Mobile phone no.	
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We hereby offer our financial bid and quote my / our rate for one Honda City, June 2025 or onwards model on hire basis to State Bank of India, Administrative office, Patna.

On monthly rental basis for one vehicle (with driver)	
a) Monthly rent to be charged with all the costs (cost of fuel & lubricant for running vehicle up to 1500 KMs per month and for 360 hours per month) This includes outstation run also	Rs..... per month
b) Fuel expenses to be reimbursed per litre	12 KM/Ltr for Petrol version
c) If used for more than 360 hours in a month, extra charges per hour	Rs. 50/- per hour
d) b) If used for more than 1500 km in a month, extra charges per km	Rs.10 /- per km
e) In case of outstation run where night stay is involved, a night halt per night in lieu thereof will be charged.	Rs. 150/- per night (only night halt will be applicable for outstation duty)

1. I/we agree that the lowest quoted bid for 1(a) above will be considered as L1.
2. I/we understand that the earnest money is refundable except to L1 bidder for whom the earnest money will be treated as security money. I/we agree that the earnest money of L1 bidder will be forfeited if L1 bidder does not enter into agreement with the Bank in this regard.

Signature of applicant with seal

