

TENDER ID: BAN/OAD/202512001



**OFFICE ADMINISTRATION DEPARTMENT
LHO BENGALURU – 560 001**

Ph: 080-25943867

e-mail: agmoad.lhoban@sbi.co.in

**INVITES RATE CONTRACT TENDERS
FOR
HIRING OF VEHICLES ON DAILY / MONTHLY ON CALL BASIS**

Assistant General Manager (OAD)
Office Administrative Department, State Bank of India,
3rd Floor, New Annexe Building,
SBI LHO Campus, #65, St.Mark's Road
Bengaluru -560001

TECHBID

Issued to:

M/s.....

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PART A

STATE BANK OF INDIA OFFICE ADMINISTRATIVE DEPARTMENT, LHO BENGALURU NOTICE INVITING TENDER

The AGM, State Bank of India, Office Administrative department, Local Head Office , Bengaluru -560001, invites two-bid tender from eligible Travel agencies hereinafter called “**Service Providers**” for hiring of vehicles on daily/ monthly basis to the Top Executives of State Bank of India in Bengaluru. For further details please log on to our website www.bank.sbi under SBI in the News > Procurement News. Eligible Vendors can download this whole tender from the website: <https://etender.sbi> from 16.12.2025 to 29.12.2025 up to 03:00 pm.

Details of the tenders are as under :

e-Tender Contact persons ; **Hiral Purohit** - 9510812971 / 9904406300/7968136815/7940016815

Details of the tenders are as under;

| | | |
|---|--|---|
| 1 | Date of commencement of Bidding Process | Date: 16.12.2025 |
| 2 | Last date and time for receipt of written queries for clarification from bidders | Date: 24.12.2025 Time: 5.00 PM |
| 3 | Last date for submitting Bidding Documents | Date: 29.12.2025 Time: 1.00 PM |
| 4 | Opening of Technical Bid | Date : 29.12.2025; Time : 3.00 PM Qualified technical bidders will be considered for financial bid opening. |
| 5 | Opening of Financial Bid | Date : 30.12.2025; Time: 3.00 PM |
| 6 | Earnest Money Deposit. | ₹.50,000/- To be submitted in the form of Demand Draft drawn in favour of Assistant General Manager (OAD), SBI, LHO, Bengaluru and to be submitted physically |
| 7 | Validity of offer | 90 days from the date of tendering. |
| 8 | Mode of tender submission | Tenders will be accepted only in e-tender portal : https://etender.sbi |
| 9 | Contact Person of e-tender service provider for any clarifications regarding eTendering procedure, system requirements, digital signature etc. | M/s e-Procurement Technologies Ltd, Ahmadabad Hiral Purohit Executive - Implementation & Support E-Procurement Technologies Limited M: hiral.purohit@eptl.in M: +91-9510812971 / 9904406300 Tender support 022-22811110 |

| | | |
|----|------------------------------------|---|
| 10 | Date and Time of opening of tender | Date: 29.12.2025 Time 3:00 PM |
| 11 | Contact person | Name: Shri. Nagaraja A Venkataramana Tantri , Assistant General Manager (OAD) Contact No: 080-25943867/9620740442 (Available during Bank's working days 10AM-5PM) |
| 12 | Pre Bid Meeting | Date: 22.12.2025 Time 10:30 AM |
| 13 | Download of Tender details | All the eligible service providers may download the tender details including terms and conditions etc from the Bank's web site : https://bank.sbi/web/sbi-in-the-news/procurement-news |
| 14 | Submission of Technical Bid | Vendors shall Download the entire Technical Bid to get acquainted with the terms and conditions and shall upload the technical bid (pages 1 to 14) and supporting documents with respect to eligibility except price bid without fail in the e-tendering portal after putting the signature and seal. Failing to upload as stated above, the tender will be rejected. Price bid shall be submitted only in e-tender portal. |
| 15 | Submission of Financial Bid | Price bid shall be submitted only in e-tender portal Separately. |

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

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

* Please note that all the information desired needs to be provided. Incomplete information may lead to non-consideration of the tender.

* Bank reserves the right to change the dates mentioned in the tender document, which will be published as Corrigendum in the Bank's Website only. Bank reserve the right to amend, rescind or reissue this tender and all amendments will be published in the Bank's website only and such amendments will be binding on them/ the bidder

Bid Submission: Service Providers shall Download the entire Technical Bid to get acquainted with the terms and conditions and put their signature and seal on all pages to acknowledge the same. Submit the signed copy of technical bid as stated above in separate Cover

The Technical bid cover shall contain

- NIT
- Technical Bid including all required documents including all annexures except financial bids mentioned in Techbid
- EMD in the form of DD in favour of Assistant General Manager(OAD), SBI, LHO, Bengaluru

*****The vendor shall submit Financial Bid in **online** only.

Cover should super scribed as “TENDER FOR HIRING OF VEHICLES ON DAILY / MONTHLY BASIS FOR SBI, BENGALURU”.

Envelope Template

| | |
|--|---|
| TENDER FOR HIRING OF VEHICLES ON DAILY / MONTHLY BASIS FOR SBI, BENGALURU ” | |
| From, ----- ----- ----- ----- | To. Assistant General Manager (OAD) Office Administration Department State Bank of India Local Head Office Bengaluru |

*

Interested Service provider who are willing to participate in the tender should apply online as mentioned above and Earnest Money Deposit (EMD) of **₹50,000/-** by a demand draft in favour of the Assistant General Manager (OAD), State Bank of India, payable in Bengaluru should reach at the above-mentioned address of SBI on or before **29.12.2025 1.00 PM**. Failing which the Tenderer(s) will be disqualified. EMD of unsuccessful tenderers will be returned/refunded within **30 days** of award of contract, without any interest.

****MSME certificate holders are exempted for EMD, should submit the exemption certificate on or before 29.12.2025 1.00 PM to the above-mentioned address.**

Assistant General Manager (OAD)
State Bank of India
LHO Benagluru

REQUIREMENTS

1. The vehicles shall be of the specific models / types of air-conditioned vehicles as per the detailed list given in **Annexure-II** for the use of Top Executives of State Bank of India, Local Head Office, Bengaluru Circle for the initial contract period of **1 year** extendable **two terms of one year** each on satisfactory performance of the vendor.
2. The Service provider shall provide brand new **Petrol/Hybrid/Electric vehicle** or the age of the vehicle should not be more than **3 years**.
3. All the vehicles supplied to the Bank should be registered as Commercial vehicles (Yellow Board) and shall have comprehensive insurance cover with adequate clause to cover the passenger for injuries / death.
4. In no case vehicle, which is not registered for commercial purpose shall be supplied to the Bank.
5. The colour of the vehicles should be **White**.
6. All the vehicles supplied should always carry mandatory spares viz., tool kit, fuses, tyre, spark plugs, fan belts & First Aid Box, etc.
7. The vehicles shall be provided with Bluetooth enabled audio player of suitable make / brand.
8. Mineral water bottle, sanitizer and tissue paper should be placed in the car.

MINIMUM ELIGIBILITY AND CONDITIONS FOR SERVICE PROVIDER

1. The applicant should not have been blacklisted by any Govt. / PSU / Banks / Any Organization for corrupt or fraudulent practices or non-delivery or non-performance during the **last three years** as on the date of issuance of tender. Disclaimer certificate / undertaking in this regard needs to be submitted as part of the Tender submission Form.
2. The **Travel Agency** should be duly registered under the Shops & Establishments Act and/or any other applicable laws and conform to all such rules of RTO & policies / rules of the Karnataka State Government.
3. **The Agency** should be registered for the purpose of GST as applicable.
4. **The Agency** should be an assessee of Income Tax and should have valid PAN number.
5. The Agency should be in business of car rental services for **the last 7 years ending 30.11.2025**. In this regard, the Agency shall submit necessary registration certificate.
6. The Agency should have successfully rendered excellent Car rental services with supply of cars for **Central Govt/State Govt/Public Sector Undertakings/ RBI /Public Sector Banks in Bengaluru during the past 7 years ending 30.11.2025 fulfilling the criteria as mentioned hereunder**. In this regard, copies of the Work Order and Agreement to be submitted.
7. The average turnover from car rental should not be less than **₹ 25 lakhs per year as per three audited balance sheets of the last financial years viz. 2022-23, 2023-24 & 2024-25**.
8. The firm should not be in loss during any of the past three years.
9. The service provider - Travel Agency **should have its full-fledged office in Bengaluru. In this regard, the relevant registration certificate/trade license / copy of rent agreement to be submitted.**

The applicants to submit relevant documents in support of the requirements under the eligibility criteria. The applicants shall be disqualified if any of these criteria are not fulfilled or the documents submitted are found to be false or insufficient. Bank reserves the rights to modify or amend the eligibility criteria. The Bank's decision will be final & binding in this regard.

TERMS & CONDITIONS

The Service provider in the event of award of contract will be subject to the following terms and conditions:

1. The Service provider has to provide vehicle on daily basis and monthly hire basis. The rate contract shall be terminated on the expiry of **contract period** or may be terminated earlier at one month notice at the option of the Bank, if any of the stipulated services agreed upon by the Service provider do not meet to the satisfaction of the Bank. The Service provider shall have the option to terminate the agreement after giving **Three month** notice to the Bank of such termination.
2. Depending upon the service rendered by the service provider, and they agrees to continue with same rate and other terms and conditions, the period of contract may be extended further.
3. The rates / rents shall be firm during the contract period and any request for escalation in the rate / rent will not be entertained on any grounds whatsoever. If required rate committee of SBI will decide for any increment in rates not more than 5% of initial agreed rate.
4. The service provider must quote the rates as shown in the **Annexure I.**
5. The bid quoted must include the rates, rents, taxes and duties levied by the Central Government and / or State Government and / or Local Authority and other contingencies excluding GST. No claim in respect of taxes or levy whether existing or future shall be entertained by the Bank.
6. The service provider must obtain for himself on his/their own responsibility and at his/their own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract and acquaint himself with all local conditions.
7. Bank invites tender for rates of different type of cars to provide Top executives of SBI as per their eligibility. However, for the purpose of awarding the work, lowest **4 bidders** will be given preference who **agree to the L1 rate**. If any of the bidders are not willing to accept L1 rate, the next lowest bidder will be given preference. While arriving at the L1 rate the criteria as mentioned in the **calculation of charge (as per para 46)** shall apply. The decision of the Bank in this regard is final and binding on the bidders.

8. In future (within the contract period) if bank requires to engage additional agencies, preference will be given to the bidders who have participated in the tender and are agreeable to the L1 rate who will be allotted the work in similar fashion as stated above.

9. The Bank does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reason for doing so.

10. Successful service provider shall sign an agreement as specified by the Bank and it will constitute a binding contract between the Bank and the service provider. The service provider shall bear all the costs and expenses in respect of all charges, stamp duties etc. of the agreement.

11. The service provider shall not at any time sub-contract or assign in whole or in part its obligations, liabilities, privileges, benefits and rights in or under this contract for any purpose and to any intent in favor of any third party without prior consent of the Bank. If it is found that the Service Provider failed to adhere to this condition, Bank will terminate the contract without any further notice.

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

13. The service provider shall provide **New Petrol / Hybrid/Electric vehicles or the age of the vehicle not more than 3 years**. The cars must be available at the Executives disposal for the duration of Contract.

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

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

16. The driver should be qualified, experienced, possessing valid driving license, who undertakes full responsibility of safety and security of Bank's staff, by ensuring safe driving. All Drivers reporting to the Bank must have their License.

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

18. The service provider should have required awareness about Bengaluru and important places/ locations around Karnataka. The Drivers engaged shall be fully trained and they should be able to communicate with the executives who are not able to speak local language. Drivers should be medically fit in all respects.
19. All the vehicles supplied should always carry mandatory spares viz., tool kit, fuses, tyre, spark plugs, fan belts & First Aid Box, etc.
20. The vehicles shall be provided with Bluetooth enabled audio player of suitable make / brand.
21. Sufficient quantity of mineral water bottles, sanitizer and tissue paper should be placed in the car.
22. The life period of vehicle should be up to maximum of **3 Yrs**. If vehicle with life period **exceeding 3 Yrs is provided that agency contract will be terminated in first instance.**
23. **Separate rates for Airport pickup and drop** should be mentioned in the online Financial Bid.
24. **The Service provider will submit bills by 5th of every month to the Liaison Department of the Bank on monthly basis for release of payments by the Bank and the Payment will be made to the Service provider by the Bank by crediting to their account with the Bank.**
25. The travel agency should send **Photo of "Trip Sheet", duly signed** by the Sr. Executive/ Official, to the Liaison Officer, immediately after completion of the journey through 'WhatsApp'. **Meter reading should be from the Pickup point and up to the Drop point only.**
26. **There will be no provision for payment towards extra kilometers and extra hours from and to garage/office of the Service Provider.**
27. Driver should report to Airport arrival gate with placard one hour before the actual pick-up time. However, this one hour may be claimed in the Trip sheet.
28. The Parking and toll charges bills should match the timing of usage of the vehicle.
29. If any Senior Executive/ Official required to receive or drop-off at VIP Parking, the Driver should inform the Liaison Officer in advance, one hour prior to the entry.
30. The Trip sheet details should be as per the format given by the bank as **ANNEXURE-II.**

31. Vehicle and driver details should be shared in advance (8 Hours prior to the Reporting Time) to Senior Executive/Official with intimation to Liaison Team. Before starting for the duty driver should confirm the delay of flight or cancellation of duty from the top executive to avoid inconvenience to both the parties.

32. The Driver should not take signature on blank "Trip Sheet". Trip details regarding from place and to place should be recorded at the back side of the trip sheet date wise. If required the GPS record to be submitted.

33. The Service provider shall not use or occupy any area/ premises/building of the Bank for any purpose/s other than for parking the vehicles and should not involve in any commercial activity.

34. The Bank's decision in respect of any dispute arising out of the hiring of vehicle services shall be final and binding on the service provider.

35. The contract shall be governed, interpreted and enforced in accordance with law of India and Courts at Bengaluru shall alone have exclusive jurisdiction.

36. The Bank shall only bear and pay the taxes / expenses in connection with outstation journeys like toll tax, passenger tax, State tax and parking charges. These taxes / expenses shall be reimbursed along with the bills claimed by the tenderer.

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

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

39. The service provider shall always keep and maintain the information that may come to their knowledge or information about the officials, or the conversations, documents, addresses, places of visits etc strictly in confidence and confidential and they are duty bound not to disclose such information to any person or persons without the prior permission had in writing from the concerned officer and the Bank.

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

41. The Bank reserves the right to reject or accept or cancel partly or in full any or all tenders without assigning any reason whatsoever. The decision of the Bank in this regard is final and binding on the service provider.

42. Documents submitted online should also be submitted physically to Committee except financial bid.

43. For Monthly Rentals:

a) Brand new vehicle should be provided for the period of 3 Years along with the same driver, should be available to the Bank round the clock on all days during the period of contract. Whenever the Bank is closed for holidays / the officer is on leave / out of station, the vehicle has to report to Liaison Department. The vehicle will be allotted by liaison department from one executive to another executive on transfer/out of station.

b) The Vehicles should be fixed with the Bank's logo / Name plates. The vehicles shall be at the disposal of the Bank and shall not be used for any other duty / purpose.

c) Vehicles, whenever required, can be taken outside Bengaluru City and shall be utilized without extra payments on account of overtime or special kilometer rate.

d) If for any reason the driver could not attend to the duty, the Service provider should provide substitute driver for his car without any delay. Such driver should be medically fit and antecedents verified by police. Otherwise another vehicle has to be provided till the time regular driver is back on duty.

e) In the case of vehicles hired on monthly basis the payments to the successful service provider shall be made by the Bank only in monthly intervals on production of the logbook/trip sheets /duty registers etc duly signed by the officer who hired or used the vehicle. No advance payment shall be made under any circumstances. The Service providers shall demand no such amounts from the Bank Officers / Users towards fuel or repair charges during the journey. The bills / claims shall be made strictly as per the rates quoted in the online Financial Bid.

44. PAYMENT TERMS:

- The Vendor shall submit all the bills pertaining to a month, **with in 5th day** of every preceding month.
- Payment will be made on monthly basis, **within 15 days** after the receipt of invoice for the preceding months through account transfer after deducting applicable TDS. And TDS certificate will be provided if required.

- Payment will be arranged by Office Administration Department of SBI Local Head office against certification and recommendation of Liaison Department
- Support documents like; trip sheet, fast tag, parking receipts, interstate tax receipts etc should be attached with the Bills to enable SBI to arrange payment.

45. The online Financial Bid shall be evaluated based on the evaluation criteria as mentioned as under:

FINANCIAL BID EVALUATION CRITERIA

- The Service provider must Quote the amount for the fixed Daily / Monthly charges for each type of car.
- Toll/parking charges will be paid extra as per the actual and duly certified by the executive.
- The driver **Bata** should be mentioned in the quote (**Example ₹50/-**) after 10 PM and or before 6 AM for daily basis. For Outstation one “day Bata” also will be paid as same as above. (Example if vehicle starts before 6 AM and reach back after 10 PM total 3 Bata’s will be paid). For monthly hired vehicle, only one Bata will be paid after 10 hours of duty in one day.
- The Service provider will have to quote the **extra hour** charges above the fixed limit of 8 hours for daily basis vehicle (**Example ₹5/- per hour** beyond 8 hours).
- The outstation charges should be mentioned separately. (**Example:** Minimum **Km** per day 250 Km with Per km rate **₹2/ Km**, Driver Bata Rs 50/ per day). No extra hours will be paid for outstation as it is for 24 Hours.
- The vehicle used for Outstation duty will be started from Bengaluru till the completion of total trip. If vehicle comes back to Bengaluru from outstation, the vehicle will continue with outstation package till end of the duty on that particular day.**
In a single day, outstation and local duties cannot be clubbed together.
- For monthly rented vehicle no extra hours and no extra kms per day is applicable. Only monthly Kms limit is applicable and if it is crossing the monthly limit, the extra Km charge only will be paid as per quoted daily basis rate.

46. CALCULATION OF CHARGES

Example for Daily Rentals: -

a). Travel for 220 Km/18 Hours duty started from 5 AM Till 11 PM

8Hr/80Km, Fixed Charges: Rs 1200/-,

Extra Km Charges Rs 5/ Km

Extra hour Charges Rs 2/ Hour

Bata before 6 AM and after 10 PM= ₹10

8 hrs/80Kms charge=1200

Charge for Extra Km (220-80=140 km) = $140 \times ₹5 = ₹700$

Charges for Extra Hour(18-8=10 hours)= $10 \times ₹2 = ₹20$

Bata = $2 \times ₹10 = ₹20$

TOTAL PAYMENT FOR ABOVE TRIP= $1200+700+20+20 = ₹1940$ +GST Applicable+ All other charges actual on receipt*

Example for Monthly Rentals :-

b). Quoted: **2400 Km** per month (With Fuel)

Fixed Charges: Rs 30000

Extra Km Charges Rs 5/ Km

Driver Bata Rs. 5/ Day (for more than 10 hours per day for local and if going outstation then ₹10 per day)

Km will be calculated for the month (For 30 days)

From 01st June to 30th June total Kms run 3000 Kms, total days worked more than 10 hours local is 20 days and outstation 3 days (started on 27th June at 5AM and returned back on 29th June 11 PM)

Monthly Rent : ₹30000

Extra Km Charge (3000-2400=600 Km)= $600 \times ₹5 = ₹3000$

Bata (Local)= $20 \text{ days} \times ₹5 = ₹100$

Bata(Outstation)= $3 \text{ days} \times ₹10 = ₹30$

TOTAL PAYMENT FOR ABOVE TRIP= 30000+3000+100+30=₹33130+GST Applicable+ All other charges actual on receipt*

* Toll , parking, interstate tax etc

47. CONDITIONS FOR SELECTING SERVICE PROVIDERS (refer online Financial bid)

a. The service will be shared with Consolidated lowest quote service provider as per Annexures : -

- i. For Local conveyance Daily Basis, Monthly Basis, For Outstation and for Airport pickup/Drop L1,L2,L3 and L4 will be selected separately and will be giving marks as L1=100 marks, L2=70 Marks, L3=50 Marks and L4=30 Marks.
- ii. To find out consolidated L1,L2,L3 and L4, We will add the marks and from highest marks L1,L2,L3 and L4 will be declared if all L1,L2,L3 and L4 agrees to L1 rates in all categories.
- iii. Work will be awarded equally with all 4 Agencies as per convenience.

b. There will be a Rate Negotiation Committee meeting along with the L1 to L4 Quoted service providers for consolidating the rates.

c. If the first four Quoted service providers are unwilling, then committee will go for the next lowest Quoted service provider for giving the service.

d. If the L1 Quoted service provider not willing to provide the service, the L2 Will be considered as L1 and in no case tender will be cancelled and the decision of the Committee will be FINAL.

48. L1 Tenderers accepted by Bank should submit the entire tender duly signed with company seal and date physically to the Local Head Office within 3 days of receipt of confirmation after tender opening date.

Date:

Place:

SIGNATURE OF THE AUTHORISED SIGNATORY

PROFILE OF THE SERVICE PROVIDER

| | |
|---|--|
| NAME OF THE AGENCY/COMPANY | |
| CONSTITUTION OF THE Firm – proprietary/partnership/LLP/Company | |
| Details of Local authority registration | |
| PAN | |
| GST No | |
| NUMBER OF YEARS IN OPERATION (minimum - 7 years) | |
| REGISTERED ADDRESS | |
| OFFICE ADDRESS – local address | |
| NO. OF CARS PROVIDED ON RENTAL BASIS IN Govt/ PSUs/Limited Companies in Bengaluru. | |
| NAMES & ADDRESS OF THE DIRECTORS /PROMOTERS | |
| TELEPHONE NUMBER | |
| E-MAIL ADDRESS & WEB SITE | |
| TELE FAX NUMBER | |
| CONTACT PERSON | |
| MOBILE NUMBER | |
| Brief write up/Profile of the company | |

Bidder's Bank account details

SBI / Bank Account Name: _____

AC No. _____

IFSC Code: _____

UNDERTAKING:

- a) I /We hereby certify that all the information furnished above are true to my knowledge. I have no objection to the Bank verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- b) I / we further undertake that as and when called upon by the Bank for inspection, to produce original (s) of the documents of which copies have been attached hereto.
- c) All the vehicles to be provided by us under this contract shall be registered as commercial vehicles in our name / company's name fulfilling the norms prescribed by Govt. of Karnataka, Department of Transport, Bengaluru.
- d) It is certified that I / we have not been debarred or blacklisted from participation in Govt., tenders at the time of purchasing this tender document.
- e) I / We also certify that, I / We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally.
- f) I hereby declare that vehicle will not be Hypothecated to any other financial institution other than State Bank of India.

Place: Bengaluru Signature of Service provider.....

Date: Name of the Service provider.....

List of enclosures:

- a). Permanent Account No. (PAN) Copy, b). GST Copy
- c). Registration certificate of Firm/company. d). Address proof of the company (local address)
- e). Address Proof of owner/s of the firm.

The above details shall be prepared in firms letter head

TYPES OF VEHICLES TO BE PROVIDED

AS PER DESIGNATION OF EXECUTIVES

| Sl No | Designation | Type of vehicle to be provided | Tentative Requirement (For information to the Bidders as per previous year data) |
|-------|-------------|--|--|
| 01 | Chairman | KIA Carnival Limousine or Equivalent | Once or twice in a year |
| 02 | MD | Fortuner or equivalent | 8 to 10 duties in a year |
| 03 | DMD | Innova Hycross or Equivalent | Approx 100 duties per year |
| 04 | CGM | Innova Crysta or Equivalent | Approx 150 duties per year |
| 05 | GM | Honda City ZX / KIA Carens Prestige Plus or Equivalent | Approx 800 duties per Month |
| 06 | DGM | MarutiXL6 Alpha Plus or Equivalent | Approx 2000 duties per Month |

**Equivalent Vehicle means the vehicle with same Cubic capacity (cc) and seating capacity of any other company.

For LOCAL DUTY

Vendor Name:

| SI No | Type of Vehicle | Daily Rent (4 Hrs/40 Kms) | Daily Rent (8 Hrs/80 Kms) | Extra Per hour Charge (in ₹) | Extra Per Km Charge (in ₹) | Daily Bata (Before 6:00AM & after 10:00PM) (in ₹) | TOTAL FOR 24 HOURS [a+b+(cx16)+d+e] | Remarks |
|-------|--|---------------------------|---------------------------|------------------------------|----------------------------|---|-------------------------------------|---------------------|
| | | (a) | (b) | (c) | (d) | (e) | (f) : (f1,f2,f3,f4) | (g) =f1+f2+f3+f4 |
| 1 | Innova Hycross | | | | | | | |
| 2 | Innova Crysta | | | | | | | |
| 3 | Honda City ZX / KIA Carens Prestige Plus | | | | | | | |
| 4 | MarutiXL6 Alpha Plus | | | | | | | |

For OUTSTATION DUTY

Vendor Name:

| Sl No | Type of Vehicle | Daily Minimum Km Limit (In Kms) | Per Km Rate (In ₹) | Out station Bata (in ₹) | TOTAL [h*i]+j (in ₹) | Remarks |
|-------|---|------------------------------------|-----------------------|----------------------------|----------------------------|---------------------|
| | | (h) | (i) | (j) | (k) : (k1,k2,k3,k4) | (m) =k1+k2+k3+k4 |
| 1 | Innova Hycross | | | | | |
| 2 | Innova Crysta | | | | | |
| 3 | Honda City ZX / KIA Carens Prestige Plus | | | | | |
| 4 | MarutiXL6 Alpha Plus | | | | | |

For MONTHLY RENTAL

Vendor Name:

| Sl No | Type of Vehicle | Monthly Rent for 2400 Km with Fuel | Extra Per Km Rate [when exceeds 2400 Kms] | Local Bata (Before 6:00AM & after 10:00PM) | Out station Bata (Day Bata plus Bata for Before 6:00AM & after 10:00PM) | TOTAL [n+o+p+q] | Remarks |
|-------|--|------------------------------------|---|--|---|------------------------|---------------------|
| | | (in ₹) | (in ₹) | (in ₹) | (in ₹) | (in ₹) | |
| | | (n) | (o) | (p) | (q) | (r) : (r1,r2,r3,r4) | (s) =r1+r2+r3+r4 |
| 1 | Innova Hycross | | | | | | |
| 2 | Innova Crysta | | | | | | |
| 3 | Honda City ZX / KIA Carens Prestige Plus | | | | | | |
| 4 | MarutiXL6 Alpha Plus | | | | | | |

FOR AIRPORT PICKUP/DROP UPTO 50 KM ONE SIDE ONLY (WAITING PERIOD MAX 1 HOUR)**

Vendor Name:

| SI No | Type of Vehicle | Airport Pickup/Drop Charge (Max 50 Km one side only) (in ₹) | Remarks |
|-------|---|---|------------------------|
| | | (t) (t) : (t1,t2,t3,t4) | (u) t1+t2+t3+t4 |
| 1 | Innova Hycross | | |
| 2 | Innova Crysta | | |
| 3 | Honda City ZX / KIA Carens Prestige Plus | | |
| 4 | MarutiXL6 Alpha Plus | | |

** If Exceeds 50 Kms or waiting period more than 01 Hour, will be considered as Local duty
(4 Hrs/40 Kms or 8 Hrs/80 Kms)

CONSOLIDATED DATA FOR ARRIVAL OF L1,L2,L3 & L4

| Sl No | Vendor Name | Daily Basis Position [L1,L2,L3 & L4] | Monthly Basis Position [L1,L2,L3 & L4] | Out station Position [L1,L2,L3 & L4] | Airport Drop/Pickup [L1,L2,L3 & L4] | Total Marks [For L1=100 Marks L2=70 Marks L3=50 Maarks L4=30 Marks] |
|-------|-------------|--|--|--|---|---|
| | | (n) | (o) | (p) | (q) | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| L1: | | | | | | |
| L2: | | | | | | |
| L3: | | | | | | |
| L4: | | | | | | |

**Covering Letter on the letter head of the Applicant
TENDER SUBMISSION FORM**

To,

State Bank of India,

Dear Sir,

After examining the invitation for tender including scope of services and detailed terms and conditions, the receipt of which is hereby duly acknowledged, we, the undersigned, are pleased to submit our tender and in conformity with the terms and conditions in the tender documents.

We confirm that this tender is valid for a period of 90 Days from the date of tendering, and it shall remain binding upon us and may be accepted by any time before the expiration of that period.

We understand that Tender Document is not exhaustive and any action and activity not mentioned in Tender Document but may be inferred to be included to meet the intent of the Tender Document shall be deemed to be mentioned in Tender Documents unless otherwise specifically excluded and we confirm to perform for fulfilment of Agreement and completeness of the service requirement in all respects.

We declare that we have not been blacklisted by any Govt/ PSU/ Banks/ any Organization for corrupt or fraudulent practices or non-delivery or non-performance etc.

We understand that you are not bound to accept any tender that you may receive.

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

SIGNATURE OF APPLICANT/AUTHORIZED PERSON WITH SEAL

Date: .

DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES

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

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

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

Place:

Date:

Signature of Applicant/Authorized Signatory with Seal

Name in Capital Letters:

Address:

TRIP SHEET FORMAT (Front Side)

(Name and address of the Travel Agency)

| Trip Sheet | | | | | | | | | |
|---|------------|-------------------------|-----|---------|-----------------|---------------|-------|-----|-----------|
| <u>SBI Official Details</u> | | | | | | | | | |
| Shri/Smt/Ms. _____ | | | | | | | | | |
| Vehicle used by : <u>Self / Spouse</u> | | | | | | | | | |
| Mob No: _____ | | | | | | | | | |
| Branch/ Office: _____ | | | | | | | | | |
| Trip Sheet No | Cab Number | Cab Type & Model (Year) | | | Cab Driver Name | Driver Mob No | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| DATE | OPENING | | | CLOSING | | | TOTAL | | User Sign |
| | Time | AM/PM | KMS | Time | AM/PM | KMS | Kms | Hrs | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| <u>Note:-</u> | | | | | | | | | |
| 1. Please check the Vehicle odometer reading and start and ending time & Sign | | | | | | | | | |

TRIP SHEET FORMAT (Back Side)

(Name and address of the Travel Agency)

| DATE | PLACES VISITED | | | | Local or Out Station | Signature |
|-------------|-----------------------|-----------------------|---------------------|---------------------|---------------------------------|------------------|
| | From place | Start Time | To Place | End Time | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |