

TENDER ID: BAN/P&E/202605001



PREMISES & ESTATE DEPARTMENT

LHO BENGALURU – 560 001

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

Assistant General Manager (P&E)
Premises & Estate Department, State Bank of India,
2nd 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 **PREMISES & ESTATE DEPARTMENT, LHO BENGALURU** **NOTICE INVITING TENDER**

Notice inviting Tenders

The Assistant General Manager (AGM), State Bank of India, Premises & Estate department, Local Head Office, Bengaluru -560001, invites two-bid tender from eligible Travel Agencies hereinafter called "Service Providers" rate contract tenders for hiring of vehicles on daily / monthly on call 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://www.tenderwizard.com/SBIETENDER/> from **08.05.2026 to 21.05.2026 upto 03:00 pm.**

e-Tender Contact numbers; | 08045982100 | 9686196751 | 9686196755 | **8951944383**

Details of the tenders are as under;

1	Date of commencement of Bidding Process	Date: 08.05.2026
2	Last date and time for receipt of written queries for clarification from bidders	Date: 18.05.2026; Time:5.00 PM
3	Last date for submitting Bidding Documents	Date: 21.05.2026; Time: 3.00 PM
4	Opening of Technical Bid	Date: 21.05.2026; Time : 3.30 PM Qualified technical bidders will be considered for financial bid opening.
5	Opening of Financial Bid	Date: 25.05.2026; Time: 3.30 PM
6	Earnest Money Deposit.	₹.50,000/- to be submitted physically in the form of Demand Draft drawn in favour of Assistant General Manager(P&E), SBI, LHO, Bengaluru
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://www.tenderwizard.com/SBIETENDER
9	Contact Person of e-tender service provider for any clarifications regarding eTendering procedure,	Antares Systems Limited #137/3, 'Honganasu' Kengeri, Bengaluru -Mysuru Road, Bengaluru, Karnataka (INDIA) E: mail@antressystems.com

	system requirements, digital signature etc.	Telephone/Mobile No.08045982100, 9686196751, 9686196755, 8951944383
10	Date and Time of opening of tender (Financial Bid)	Date: 25.05.2026 Time 3.30 PM
11	Contact person at SBI LHO, Annex Building, St. Marks Road, Bengaluru	Name: Shri. Nagaraja A Venkataramana Tantri, Assistant General Manager (OAD) Contact No: 080-25943867/9620740442 (Available between on Bank Working days from 10am to 5pm)
12	Pre Bid Meeting	Date: 14.05.2026 Time 11:00 AM Venue: State Bank of India, Local Head Office, Annex Building, 2 nd Floor, St.Mark's Road, Bengaluru-560001
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 and e-Tender Portal: https://www.tenderwizard.com/SBIETENDER
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 17) without fail in the e-tendering portal after putting the signature and seal in all pages. Failing to upload as stated above, the tender will be rendered invalid. 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.
- Bank has the right to accept / reject any / all tenders at any stage without assigning any reason.
- Please note that all the information required by the Bank 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. Any changes / modifications will be published as Corrigendum in the Bank's Website only. Bank reserves 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 the bidder .
- Interested Service providers who are willing to participate in the tender should apply online on or before 3.00 pm of **21.05.2026**, along with the technical bid document with their profile as per the **Annexure-I**. Earnest Money Deposit (EMD) of **₹50,000/-** in the form of a demand draft in favour of the Assistant General Manager(P&E), State Bank of India, payable in Bengaluru to be submitted physically to the below mentioned address, failing which the Tender(s) will be disqualified. EMD of unsuccessful tenderers will be returned/refunded within **30 days** from the closure of Tender Process, without any interest. If any applicant wants to claim exemption from payment of earnest money on the basis of MSME certificate, then MSME certificate along with a bid security declaration form have to be uploaded online by the applicant along with Technical Bid. The format in which declaration has to be given is included as **Annexure IX** in the NIT)



Envelope Template for EMD Submission Only

TENDER FOR HIRING OF VEHICLES ON DAILY / MONTHLY BASIS FOR SBI, BENGALURU "	
From, <u>NAME:</u> <u>ADDRESS:</u> <u>CONTACT PERSON:</u> <u>CONTACT NO:</u>	To. Assistant General Manager (P&E) Premises & Estate Department State Bank of India Local Head Office Bengaluru

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 by **two terms** of **one year** each on satisfactory performance of the vendor.
2. The Service provider shall provide brand new **Electric vehicle(EV)/Hybrid/Petrol** subject to condition that the maximum age of the vehicle, at any point of time, 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 provided to the Bank.
5. The colour of the vehicles should be either **White/Silver**.
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. Sufficient quantity of 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 as per **Annexure VI**.
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. **The travel agency should have taken requisite permissions/approvals/certificates in accordance with the labour laws from the competent authority.**
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 Permanent Account Number(PAN).
5. The Agency should be in business of car rental services for **the last 7 years ending 31.03.2026**. 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 31.03.2026 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 previous financial years viz. 2022-23, 2023-24 & 2024-25 & provisional balance sheet for 2025-26**.
8. The firm should not be in loss during any of the previous 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 / in case of own property, evidence thereof to be submitted.**

10. 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(Technical and financial bid) 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 months** notice to the Bank of such termination.
2. Depending upon the service rendered by the service provider, and they agreeing to continue with same rate and other terms and conditions, the period of contract may be extended by further **two terms** of **one year** each on satisfactory performance of the vendor.
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 the Bank will decide for any increment in rates not more than 5% of initial agreed rate on completion of contract period of one year.
4. The service provider must quote the rates as shown in the **Annexure III.**
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 themselves with all local conditions.
7. Bank invites tender for rates of different type of cars to be provided to 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 and L1 rates only will be taken. 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 favour 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 brand new **Electric vehicle(EV)/Hybrid/Petrol** subject to condition that the maximum age of the vehicle, at any point of time, should not be more than **3 years** The cars must be available at the Executives disposal for

the duration of Contract. **Maximum preference will be given to EV & Hybrid Vehicles.**

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 official.

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. **Such driver should be medically fit and antecedents verified by police and relevant documents will be provided to the Bank.**

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 Drivers provided by 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 **in languages including Hindi and English** . 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 Service provider shall provide brand new **Electric vehicle(EV)/Hybrid/Petrol** subject to condition that the maximum age of the vehicle, at any point of time, should not be more than **3 years**. If any vehicle with age period **exceeding 3 years is provided, the agency contract will be terminated in first instance itself.**

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. Before submitting the bill / Invoice should be uploaded in the GST Portal. Only 5% GST will be applicable for the Vehicle Hiring Services.**

25. The travel agency should send **Photo of “Trip Sheet”, duly signed** by the Senior 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. This should match with the GPS map (GPS Map is compulsory).**

26. **There will be no provision for payment towards extra kilometres 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 is required to be received or dropped 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-VII**. GPS report is mandatory and should be attached with every trip sheet/invoice.

31. Vehicle and driver details should be shared in advance (4 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 (if any) / cancellation of duty from the Top Executive to avoid inconvenience to both the parties. The Travel agent should speak with the Official or Personal Secretary to the Official immediately on receiving the mail from liaison department.

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 as per example given in Annexure VI.

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 Indian Law 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 on actual basis.

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. Any destination beyond the GBA will be treated as **Outstation**.

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 confidential and they are duty bound not to disclose such information to any person or persons without the prior permission obtained in writing from the concerned official 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 by selected L1 to L4 vendors only completion of the tender process.

43. For Monthly Rentals:

a) Brand new vehicle should be provided for the period of 3 Years along with the same driver wherever possible, 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 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 kilometre rate.

d) If for any reason the driver is unable to attend 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 on monthly intervals on production of the logbook/trip sheets /duty registers etc duly signed by the officer who hired or used the vehicle. Log Book should have all the details of the travel day wise with the place of visit and meter reading. 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 (only if the bill is reflected in GST Portal) for the preceding months through account transfer after deducting applicable TDS. And TDS certificate will be provided as per the extant guidelines.
- Payment will be arranged by Office Administration Department of SBI Local Head office against certification and recommendation of Liaison Department
- Support documents such as trip sheet, fast tag log, parking receipts, interstate tax receipts etc. should be attached alongwith the Bills to enable Bank to make payment. Date and time mentioned in the log book should match with the Trip Sheet.

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

FINANCIAL BID EVALUATION CRITERIA

- a) The Service provider must Quote the amount for the fixed Daily /Outstation/Airport pickup and Drop/ Monthly hiring charges for each type of car.
- b) Toll/parking charges will be paid extra as per the actual and duly certified by the executive.
- c) The driver Bata will be paid as per **Annexure VIII** matching with present market rate and necessary changes will be done in future if required with the approval from the Competent Authority.
- d) 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).
- e) The outstation charges should be mentioned separately. (**Example:** Minimum Km per day and Per km rate). No extra hours will be paid for outstation as it is for 24 Hours.
- f) For monthly rented vehicle only fuel rates will be paid along with monthly rental. Fuel charges will be paid as per the average market rate for the month at Bangalore Centre @ 10 Km per litre. For Electric vehicles (EV) energy charges actual bill amount will be paid on produce of receipt.
- g) Any Technical error like typo error, clerical error, jumbling error, spelling mistake etc will be considered as invalid financial bid and will be disqualified from Tender process.**

46. CALCULATION OF CHARGES

Example for Daily Rentals: -

In case of Travel for 220 Km / 18 Hours, duty started at 5 AM and ended at 11 PM

Calculation:

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

Extra Km Charges Rs 5/- per Km (#)

Extra hour Charges Rs 2/- per Hour (\$)

(*) 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) = $10 \times ₹2 = ₹20$

Total payment for above trip = $1200+700+20=₹1920$ + GST Applicable+ All other charges (such as Toll, parking, interstate tax etc on actual basis based on production of receipts) + BATA wherever applicable.

Example for Monthly Rentals :-

Quoted Rent : Rs.30000 (Without Fuel)

Fuel charges will be paid as per the average market rate for the month in Bangalore Centre @10 Km per litre. For Electric vehicles (EV), energy charges based on actual bill amount will be paid on production of receipts.

Driver Bata will be paid wherever applicable as per **Annexure VIII**.

Total payment for above trip = 30000 + Fuel charges + Bata wherever applicable + All other charges (such as Toll, parking, interstate tax etc on actual basis based on production of receipts)

47. CONDITIONS FOR SELECTING SERVICE PROVIDERS (on basis of online Financial bid)

- a. The service will be shared with 'consolidated lowest quote service provider' as per Annexures: -
- i. For Local & Outstation Duties L1, L2, L3 and L4 will be selected separately and will be given marks as L1=200 marks, L2=140 Marks, L3=100 Marks and L4=60 Marks.
 - ii. For Monthly & Airport pickup / Drops L1, L2, L3 and L4 will be selected separately and will be given marks as L1=100 marks, L2=70 Marks, L3=50 Marks and L4=30 Marks.
 - iii. To find out consolidated L1, L2, L3 and L4, marks from both, Point number 47 a (i) and 47 a (ii) will be added. Highest marks of L1, L2, L3 and L4 will be declared thereafter.
 - iv. L1, L2, L3 and L4 should agree to L1 rates in all categories. L1 rate will be considered as lowest quoted rate in all categories separately.
 - v. 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 L1 withdraws his offer before the work order is placed, or before the supply or execution of work order takes place, then Committee can decide for retendering by way of a limited or short notice tender.
- d. 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 to Govt/ PSUs/Limited Companies in Bengaluru.	
NAMES & ADDRESS OF THE DIRECTORS /PROMOTERS	
TELEPHONE NUMBER	
E-MAIL ADDRESS & WEB SITE	
TELE FAX NUMBER	
Name of Contact Person	
MOBILE NUMBER	
Brief write up/Profile of the company	

Bidder's Bank account details

SBI / Other Bank Account Name: _____

Account No. _____

IFSC Code: _____

UNDERTAKING:

- a) I/We hereby certify that all the information furnished above are true to my/our knowledge. I/We 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/We 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
01	Chairman	KIA Carnival Limousine or Equivalent
02	MD	Fortuner or equivalent
03	DMD	Innova Hycross Hybrid or Equivalent EV or Hybrid only
04	CGM	Innova Hycross Hybrid or Equivalent EV or Hybrid only
05	GM	Honda city/KIA Carens or Equivalent EV or Hybrid
06	DGM	Maruti XL6 or Equivalent EV or Hybrid

- In case the vehicle type for the Top-executives are changed by Competent Authority in future the same should be provided with equivalent Cubic Capacity and quoted rate.
- Type of vehicles provided will be decided by the Top-executives (Example-In place of Maruti XL-6 if the travel agency providing Ertiga or Toyota Rumio prior permission to be taken from the Top-executives/User)
- Vendor should provide 20% of the monthly vehicle requirement as Electric Vehicle only for Local Duties as Go Green Initiative of GOI.

For LOCAL & OUTSTATION DUTIES

Vendor Name:

SI No	Type of Vehicle	Daily Rent (in ₹) (8 Hrs / 80 Kms)	Extra Per hour Charge (in ₹)	Extra Per Km Charge (in ₹)	Daily Minimum Km Limit for Outstaion (In Kms)	Total = [A+(B*16)+C+(D*C)]	Remarks
		(A)	(B)	(C)	(D)	(E)	(F) =(E3+E4+E5+E6)
1	KIA Carnival Limousine or equivalent						NA
2	Fortuner or equivalent						NA
3	Innova Hycross Hybrid or Equivalent EV or Hybrid only						
4	Innova Crysta or Equivalent EV or Hybrid only						

5	Honda city/KIA Carens or Equivalent EV or Hybrid						
6	Maruti XL6 or Equivalent EV or Hybrid						

- Sl. No. 1 & 2 (KIA Carnival Limousine or equivalent & Fortuner or equivalent) will not be considered for calculation of L1 because the use of the same are very minimal, but the lowest quoted rate will be applicable whenever required.
- 4Hrs/40 Kms rate will be applicable @ 50% of the 8 Hrs/80 Kms rate wherever applicable.
- Extra Per Km rate is applicable for local & outstation duties

For MONTHLY RENTAL & AIRPORT PICKUP & DROP

Vendor Name:

Sl No	Type of Vehicle	Monthly Rent without fuel	Airport Pickup/Drop Charge (Max 50 Km one side only)	Total J=[G+H]
		(in ₹)	(in ₹)	
		(G)	(H)	(J)
1	Innova Hycross Hybrid or Equivalent EV or Hybrid only			
2	Innova Crysta or Equivalent EV or Hybrid only			
3	Honda city/KIA Carens or Equivalent EV or Hybrid			
4	Maruti XL6 or Equivalent EV or Hybrid			

- a) Fuel charges will be paid as per the average market rate for the month at Bangalore Centre @ 10 Km per litre.
- b) For Electric vehicles (EV) energy charges actual bill amount will be paid on produce of receipt.
- c) If Airport trip exceeds 50 Kms or waiting period more than 01 Hour, will be considered as Local duty .

Annexure: III(c)

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

SI No	Vendor Name	F VALUE	J VALUE	F+J VALUE	LOWEST QUOTED VENDOR (L1,L2,L3,L4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**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:

DISCLAIMER CERTIFICATE CUM UNDERTAKING

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

.....declare that my Travel
agency named _____ not 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.

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- A K Singh (GM)									
Vehicle used by : Self / Spouse									
Mob No: 9111111111									
Branch/ Office: LHO MUMBAI									
Trip Sheet No	Cab Number	Cab Type & Model (Year)			Cab Driver Name	Driver Mob No			
1234	KAXXXX041	Innova Hycross Hybrid (2024)			Manjunath	999999999			
DATE	OPENING			CLOSING			TOTAL		User Sign
	Time	AM/PM	KMS	Time	AM/PM	KMS	Kms	Hrs	
01.04.2099	06.00	AM	14235	07.00	AM	14275	40	1	Sd
01.04.2099	07.00	AM	14275	08.30	PM	14335	55	11:30	Sd
01.04.2099	08.30	PM	14335	09.00	PM	14340	5	00:30	Sd
I have checked the Vehicle odometer reading and start and ending time (Meter reading should be from the Pickup point and up to the Drop point only)									
(Signature of the Official)									

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		
01.04.2099	GARAGE	06.00 AM	AIRPORT	07.00 AM		
01.04.2099	AIRPORT	08.00 AM	GUEST HOUSE	09.30 AM		
01.04.2099	GUEST HOUSE	11.30 AM	ELECTRONIC CITY	12.30 AM		
01.04.2099	ELECTRONIC CITY	07.30 PM	GUEST HOUSE	08.30 PM		
01.04.2099	GUEST HOUSE	08.30 PM	GARAGE	09.00 PM		

BATA CHARGES

LOCAL DUTY (AVAILED ON DAILY BASIS)

- A) Bata charges will be paid for local duties @ Rs.250/- before 06.00 AM and after 10.00PM.

OUTSTATION DUTY (AVAILED ON DAILY BASIS)

- B) Rs.400/- will be paid for outstation duties and Rs.750/- will be paid if it night halt / night driving is involved after 10.P.M or before 6 A.M .

MONTHLY DUTY

- A) Bata charges will be paid for local duties @ Rs.250/- for duty beyond 10 hours per day.
- B) Bata charges will be paid @ Rs.500/- for duty on holidays.
- C) Rs.400/- will be paid for outstation duties and Rs.750/- will be paid if it night halt / night driving is involved after 10.P.M or before 6 A.M .

AIRPORT PICK UP AND DROP

- A) NO BATA will be paid.

BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

(Printed on Bidder's Letter head & to be uploaded online along with valid MSME certificate)

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

I / We, the authorized signatory of M/s _____ participating in the subject project do hereby declare that:

I/we understand that, as per the relevant clause of Tender/bid conditions, bids must be supported by both Bid Security Declaration and valid MSME certificate issued for the purpose of proposed works in lieu of Earnest Money Deposit.

I/we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

In the event we withdraw / modify our bid during the period of validity and/or I/we fail to execute formal contract agreement within the given timeline and/or I/we fail to submit Initial Security Deposit as specified within the given timeline and/or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of State Bank of India for a period as deemed appropriate by the competent authority.

Signature and Seal of Authorised Signatory of bidder

Name of Authorized Signatory: _____

Company Name M/s: _____