



## **SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.**

### **TENDER NOTICE**

#### **INVITATION OF BIDS FOR HIRING OF TAXI/MOTOR VEHICLES AT AO, AGRA**

**START DATE: ----13.12.2018**

**CLOSE DATE: 27.12.2018**

SBI Infra Management Solutions Pvt. Ltd. on behalf of State Bank of India invites Application on the prescribed format from reputed agencies/contractors engaged in the business Transport, for hiring various models of fuel-efficient Public Service Vehicles (Taxi) (Air Conditioned) with required State Permits/ Licenses for use within/outside Agra on monthly hiring basis for State Bank of India, Administrative Office, Agra under Two-Bid systems i.e. Technical Bid and Financial Bid. Interested persons fulfilling the minimum eligibility criteria may apply in prescribed format which may be downloaded from the Bank's website [www.sbi.co.in](http://www.sbi.co.in) and <https://bank.sbi> under link 'Procurement News'.

The Bank may require approx 5-6 vehicles and more like Honda Amaze, Maruti Swift Dzire, Toyota Etios, and/or Tata Nexon Vehicles on regular basis and as & when required basis. The contract with the Transporters shall be valid for a period of two years.

All the Vehicles will on the monthly basis as described in the tender documents for the specified models/ variants only. The Bidders are required to quote most competitive rates for providing vehicles (L1 shall be the offer for each type of vehicle in respect of which lowest rate is quoted.) The price bids of Bidders who qualify in technical bids shall only be opened. The interested parties should send their bids, along with earnest money deposit, in the format which can be downloaded from the website [www.sbi.co.in](http://www.sbi.co.in). And <https://bank.sbi>. The Bidders are requested to read carefully and understand the terms and conditions before submitting the bid.

#### **Details of the tender are given below:**

1.	Name of Work	For Hiring of Taxi/Motor Vehicles on monthly basis for State Bank of India, Administrative Office, Agra
2.	Earnest Money Deposit (EMD)	Rs. 5,000/- (Five Thousand only) in the form of Demand Draft/ Banker's Cheque only issued by Scheduled / Nationalized Bank drawn in favour of State Bank of India, payable at Agra with technical Bids.
3.	Security Deposit	Rs. 50,000/- (Fifty Thousand only) in the form Bank's STDR in favour of Deputy General Manager, SBI, Administrative Office, Agra, within 7 days of date of award of contract.
4	Processing fees	Rs. 5000/- (Rs. Five Thousand Only) non-

		refundable in the form of DD/Bankers Cheque issued by any Nationalized/ Scheduled Bank drawn in favour of SBI Infra Management Solutions Pvt. Ltd., Payable at Agra
4.	Cost of tender documents	Tender documents to be downloaded from Bank's website free of cost.
5	Last date and time of receipt of tender	27.12.2018, 15:00 Hrs
6.	Address at which the Bids are to be submitted	By Registered Post & Acknowledgement to SBI Infra Management Solutions Pvt., Ltd., Ground Floor, 59-61/4, State Bank of India, Administrative Office, Sanjay Place, Agra -282002 so as to reach to him not later than 15:00 hrs on 27.12.2018. Or personally delivered in Tender Box, SBIIMS kept on ground floor in the office of Administrative Office, 59-61/4, Sanjay Place, Agra -282002 on all working days between 10:00 hrs to 17:00 hrs but not later than at 15:00 hrs on 27.12.2018
7.	Date and time of opening of Bids (Technical Bids)	27.12.2018, 15:30 Hrs  Date and time of opening of financial bid will be announced at the time of opening of Technical bids.
8.	Place of opening tenders	SBI Infra Management Solutions Pvt., Ltd., Ground Floor, 59-61/4, State Bank of India, Administrative Office, Sanjay Place, Agra -282002
9.	Validity of offer	3 (Three) months from last date of submission
10.	Technical Bid	Annexure-I
11.	Financial / Price Bid	Annexure-II
12.	Undertaking & declaration	Annexure-III
13.	Certificate for the documents Downloaded from the website	Annexure-IV
14.	Letter of authorization for attending bid opening	Annexure-V
In case the date of opening/closing of Bids is declared a holiday in UP, the bids will be opened/closed on the next working day at the same time. Bank has the right to accept / reject any/all bid without assigning any reasons. The Bank also reserves its right to reject any bid which, in the opinion of the Bank, is too low or unrealistic for effectively carrying out the obligations required under the terms and conditions of the tender.		
Place: Agra		

**DISCLAIMER**

The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of State Bank of India (Bank), is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

This Tender invitation is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of bids. The purpose of this Tender invitation is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender invitation 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 in this Tender document and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender.

Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender documents. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

## ANNEXURE-I

(Sealed in an envelope-A)

### TECHNICAL BID

#### Profile of the Bidder:

1. Name of the Bidder \_\_\_\_\_
2. Name of the person submitting the Bid whose photograph is affixed Shri/Smt. \_\_\_\_\_

**(The Bid should be signed as per terms and conditions mentioned in the Tender Documents)** Bidder will submit the attested copy of the PAN card/Election Commission I-Card/Passport of the proprietor or authorized signatory in case of proprietor is not signing the tender document. The tender is liable to be rejected if the signature and photograph do not match with the photograph affixed and the signature made in the tender documents.

3. Address of the Bidder \_\_\_\_.
4. E-mail ID (active) \_\_\_\_\_
5. Tel no. with STD code  
(O).....(Fax).....(R).....  
(Mob.).....
6. Registration & incorporation particulars of the Bidder:      Date of Registration  
\_\_\_\_\_  
  - i) Proprietorship Concern
  - ii) Partnership Firm
  - iii) Private Limited Company
  - iv) Public Limited Company

**(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law)**

7. Name of Proprietor/Partners/Directors \_\_\_\_\_
8. Bidder's bank, its address and his current account number  
\_\_\_\_\_
9. Permanent Income Tax member, Income tax circle \_\_\_\_\_

**(Please attach a copy of last income tax return)**

10. List of Major existing Clients for similar services during the last two years.

11. Infrastructure capabilities:

Particulars of vehicles available with the Bidder: Taxis of the model and make as required under this tender or equivalent to these model and make in the name of Bidder.

Type of Vehicle(s)	Registration Nos	Year

12. Any other information / documents which may help the Bank in assessing the Bidder capabilities.

13. Is the bidder is carrying on any other business, if yes provide details.

14. Turnover for the last 2 years. Please furnish year-wise details separately.

**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) 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 UP, Department of Transport, UP.

f) It is certified that I /we have not been debarred or blacklisted form 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.

Place: Agra

Date

Signature of Bidder/Authorised signatory.....

Name of the Bidder.....

Seal of the Bidder

**List of enclosures**

Copy of Partnership Deed/Proprietorship Deed/Article & Memorandum of Association, as the case may be.

Permanent Account No. (PAN) Copy

Certificate of GST No.

Power of Attorney in the name of person signing this bid (Authorised signatory)

Financial Turnover proof of Rs. 5.00 lacs for the last two years.

Copies of ONE such contracts indicating number of vehicles deployed and value of contract.

EMD of Rs. 5,000/-in favour of "**SBI, payable at Agra**

DD Of Rs 5000/- in favour of SBI Infra Management Solutions Pvt. Ltd., Payable at Agra

Photocopy of the Registration/incorporation of the Bidder.

Copy of Registration certificates of commercial cars (Taxis) in the name of bidder.

Annexure III & IV

**ANNEXURE —II**

(Sealed in an envelope — B)

**FINANCIAL BID****SCHEDULE OF HIRE CHARGES****MONTHLY BASIS - Rates to be quoted for (2018 models)**

Type of Vehicle	Type of Fuel	Monthly Rental upto 2500 Kms per month (Rs.)	Extra per Km beyond 2500 Kms (Rs.)	Extra per hour beyond 12 hours per day (rate per hour) (Rs.)	Remarks
Honda Amaze, Maruti Suzuki Swift Dzire, TOYOTA ETIOS, Tata Nexon	Diesel		<b>RS. 8/-</b>	<b>Rs. 50/- subject to maximum of Rs. 150/-</b>	
Honda City, Maruti Ciaz	Diesel		<b>Rs 10/-</b>	<b>Rs. 50/- subject to maximum of Rs. 150/-</b>	

We agree to abide by this Bid for the period as per tender terms & conditions from the date of opening of financial bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

These cars, wherever required, can be taken outside UP and shall be utilized without extra payment on account of overtime or special Kilometer rate.

The bidder, whose monthly rates are lowest, will be treated as L 1 bidder for each type of vehicle.

Note: Rates are inclusive of all Taxes, levies, and duties except GST. GST shall be paid as per actual.

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of the Bidder

Name of Bidder\_\_\_\_\_

Official Seal / Stamp

## ANNEXUR-III

### UNDERTAKING & DECLARATION

*For understanding the terms & conditions of tender and scope of work.*

**(a) Certified that:**

1. I/We have read, understood, and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.

**(b) The bidder hereby covenants and declares that:**

1. All statutory obligations for last three years ending have been complied with.
2. If I/We fail to enter into the agreement & commence the work in time, the EMD/SD deposited by us will stand forfeited to SBI.
3. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, SBI reserves the right to debar our tender offer/cancel the LOA/Work order if issued and forfeit the EMD/SD/bill amount pending with SBI. In addition, SBI may debar us from participation in its future tenders.
4. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. .... to .... (Including all documents like Annexure(s), Schedules etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
5. I/We declare that I/We/our Company / LLP / Partnership / Society / Proprietorship has not been blacklisted by any Central / State Government Department / Public Sector Undertaking.

Date.....

.....

Signature of Bidder

Place.....

Name of the Bidder .....

along with date & seal



**ANNEXURE —IV**

**CERTIFICATE FOR THE DOCUMENTS**

**DOWNLOADED FROM THE WEBSITE**

"I..... (Authorized Signatory) hereby declare that the Tender Documents submitted has been downloaded from the website <https://www.sbi.co.in> and no additional/deletion/correction has been made in the documents downloaded.

In case at any stage, it is found that the information given above is false / incorrect, SBI shall have the absolute right to take any action as deemed fit/without any prior intimation.

Signature of the Bidder with Seal

**ANNEXURE —V**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

Subject : Authorisation for attending bid opening on..... (date)

in the Bidding of .....

Following persons are hereby authorized through duly passed resolution\*/power of attorney\* to attend the bid opening for the tender mentioned above on behalf of..... (Bidder) in order of preference given below:-

Order of Preference	Name	Specimen Signature
	Contact No.:	
	Contact No.:	

\* Certified copy should be enclosed

Signature of the Bidder with Seal

Or

Officer authorized to Sign the Bid Documents on behalf of bidder.

Note

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

CHECK LIST FOR THE HELP OF BIDDER (Indicative)

Serial No.	Details of documents to be submitted.
1.	Registration no. /License no. as a Taxi Transporter/ operator etc. Certificate under Shop & Commercial Establishment Act .
2.	GST Registration Certificate
3.	PAN Card
4.	Income tax return of previous two years
5.	Proof for (proprietor firm) / Partnership firm) / Pvt. Ltd/Public Ltd Co registration certificate, certificate of incorporation/partnership deed and relevant documents
6.	Financial Turnover proof of Rs.5.00 lacs for the last two years
7.	Proof of Successfully execution of minimum one contract from a Government Office / Department / Central or State PSU or a reputed organization during the last two years.
8.	Technical Bid (Annexure-I)
9.	Financial/Price Bid (Annexure-2)
10.	Undertaking & Declaration for understanding the terms & conditions of tender and specification of work along with a declaration that they have not been blacklisted for corrupt / fraudulent practices / non-delivery of services and non-performance. - ANNEXURE —III
11.	Certification for the 'tender Document Downloaded from the SBI Website. - ANNEXURE —IV
12.	Letter of Authorization for Attending Bid Opening. (Annexure — V)
13.	Power of Attorney — if applicable
14.	Details of Demand Draft for Earnest money deposit (EMD) for Rs.5,000/-
15.	Authority to sign the Bids/Tender Documents
16.	Copy of Registration certificates of commercial cars (Taxis) in the name of bidder
17.	Other documents/compliance certificate not stated above