



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

**AO, AGRA**

**TENDER NOTICE**

**HIRING OF TWO CASH VANS ALONG WITH DRIVER FOR SCAB AGRA**

START DATE: ----14.12.2018

CLOSE DATE: 28.12.2018

SBI Infra Management Solutions Pvt. Ltd. on behalf of State Bank of India invites Application on the prescribed format from reputed agencies/contractors to hire Two Fortified Cash Vans with driver at scab Agra for carrying Cash along with Banks Official and Bank Guards to deliver and pick Cash to/from Branch within the District 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 contract shall be for minimum three years, subject to annual review by the Bank for satisfactory services of the providing agency.

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	HIRING OF TWO CASH VANS ALONG WITH DRIVER AT SCAB AGRA
2.	Earnest Money Deposit (EMD)	Rs. 10,000/- (Ten 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 Regional Manager, RBO-1, 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	28.12.2018, 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 28.12.2018. 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 28.12.2018
7.	Date and time of opening of Bids (Technical Bids)	28.12.2018, 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
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**

### **HIRING OF CASH VANS ALONG WITH DRIVER AT AGRA MAIN BRANCH**

Dear Sir,

With reference to above, we hereby quote our product and rates in the performa specified\ thereat, for the captioned work as 'Annex-IV' & 'Annex-V' in two separate sealed envelopes.

2. We have read and understood all the contents laid down in the Notice, for **Supply of Cash Vans on hire along with driver to SCAB Agra** and agree to abide by them.
3. **We have also noted that in case our Agency does not meet the criteria laid down in this Notice in relation to Agency credentials and/or the Cash Van proposed by our Agency is not in conformity with the Technical Specifications stipulated by you in this Notice, our bid will be summarily rejected.**
4. We also understand that **SBI reserves the right to reject any or all quotations without assigning any reason therefore.**

Yours faithfully,

**(Signature with date and Seal of the Bidder)**

**TERMS AND CONDITIONS****1. PREQUALIFICATION FOR AGENCY**

- a. The Agency should have well established Office(s) in UP.
- b. The Agency should be in the business of supplying cash vans to the Banks for atleast 2 years or more.
- c. The Agency should possess a valid PAN/ TAN number.
- d. The Agency should possess a valid Service Tax number.

**2. TECHNICAL SPECIFICATIONS FOR CASH VAN**

- a. Cash Van should be air-conditioned. The model to be offered should have **Air conditioner as a standard feature given by the manufacturer.**
- b. It should be a brand new LCV with an Engine Capacity of not less than 2200 CC, preferably Turbocharged.
- c. Turning Radius: not more than 8 meters.
- d. Should have puncture resistant tires.
- e. Ground clearance: not less than 190 mm.
- f. Should accommodate minimum 1 Driver + 4 Passengers.
- g. Body should be of sheet metal of minimum 18 gauge and floor should be of minimum 16 gauge checkered plate.
- h. There should be at least 4 iron eyelets on cash cage floor, of sufficient diameter (say 2.5") bolted to the chassis from below. The eyelets should be spaced in a way so as to accommodate multiple cash box stacks in the cash cage.
- i. The entrance of the cash cage should be from the left side of the van and the rear should be completely closed.
- j. There should be **manufacturer built** two rows of seats in the driver/passenger cabin. Front row for the driver and co-driver (guard) and rear row for 3 passengers.
- k. Should have on board GPS vehicle tracking system with its tracking/monitor with the Chief Manager of both branches.
- l. Should have a motorized siren installed.
- m. CCTV system with 1 camera inside cabin (where cash is stored), 1 camera to capture rear of the vehicle and 1 camera to capture the front of the vehicle. DVR should be hidden from the public view but with convenience of handling / viewing the screen by the cashier/ guard. Power supply to drawn from the vehicle itself. Camera to be IR, minimum 640 TVL. DVR, vehicle mounted, minimum 30 days recording @ minimum full D1 (all channels simultaneously). Minimum two external USB ports.
- n. All windows and wind screen should have wire mesh protection. Each window mesh should have a circular porthole of diameter of 6" for use of weapon.
- o. All the locks to be used should be that of Link/Godrej not below 12 mm.
- p. The Gate for the Cash cabin should comprise of a rolling shutter with two Locks, followed by a collapsible gate / double door with two locks arrangement.

Note: The Cash Van should include, but not be limited to the above mentioned specifications.

**(Signature with date and Seal of the Bidder)**

### **3. GENERAL CONDITIONS:**

**a.** The Bid should be in a sealed envelope bearing name & address of the Agency submitting it. This Sealed bid should contain the following:

- i. Forwarding letter (Annexure-I)
- ii. Terms & conditions (Annexure-II)
- iii. Bidder's prequalification form. (Annexure- III)
- iv. Sealed Envelope containing Technical Bid (Annexure- IV)
- v. Sealed Envelope containing Price Bid (Annexure-V)

**b.** Submission of bid at 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 28.12.2018. 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 28.12.2018

All the submissions including the brochures of the quoted cash van shall become the property of the Bank.

**c. No Bid will be received after 1500 hrs on 28.12.2018.**

**d. Each page** of the enclosures of the Bid ie Annexure-I to Annexure V will have to be signed with date and seal of the agency. Bid documents are required to be signed by the authorized person submitting the same in token of his/their having read and understood the contents of this Notice.

**e.** Bids received unsigned and/ or in unsealed envelopes and/ or without the Earnest Money and/or beyond the stipulated date and time will be rejected.

**f.** In case the Bid is signed by an authorized signatory, letter of authority attesting the signatures of the authorized signatory should also be enclosed with the forwarding letter.

**g.** Text of the Annexure being enclosed in the Bid should not be altered. Agency's credentials as required in Annexure-III, Technical data of cash van offered as required in Annexure-IV and Price quote as required in Annexure-V should be in exactly the same format as given in the Annexure. If the Bid is submitted in any other format, it is liable to be rejected.

**h.** Technical Bid should be submitted on the format provided at Annexure-IV, in an exclusive sealed envelope, super scripted "TECHNICAL BID FOR SUPPLY OF CASH VANS AT SCAB Agra". The Bidders will have to enclose technical details/pamphlet(s)/ literature of the quoted cash van in support of their conformity to the laid down technical specifications along with technical Bid.

**i.** Price Bid should be submitted on the format provided at Annexure-V, in an exclusive sealed envelope, superscripted "PRICE BID FOR SUPPLY OF CASH VANS AT SCAB Agra ". Prices should not be revealed in any part of the Bid other than the price Bid. The prices quoted should be valid for minimum 180 days from the date of submission of the Bid.

**(Signature with date and Seal of the Bidder)**

**j.** One Agency should offer only one Bid. More than one option in a single bid will render it to be ambiguous and void.

**k.** Bid form must be filled in English and all entries must be made by hand written in pen (ball pen/ink). If any of the documents are missing or unsigned, the Bid will be considered invalid.

**l.** Bids with corrections and/or over-writing are liable to be rejected, if these are not authenticated by the authorized signatory.

**m.** Bids in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.

**n. One** authorized representative of the Bidder or the Bidder himself may be present during the opening of the Bid. Documents relating to Agency's credentials, as required at Annexure II and literature of the quoted cash van should also be brought along. Technical queries of the Committee will also have to be answered to its satisfaction.

**o.** Technical Bid will be opened only if the Agency's credentials meet the pre qualification laid down by the Bank at Annexure- II. Price Bid will be opened only if the Agency's credentials and technical specifications of the quoted cash van meet the requirements laid down in this Notice.

**p.** The Earnest Money in respect of unsuccessful bidders will be returned to them in due course of time. The Earnest Money for the successful bidders will be returned after one year of their service to the Bank.

**q.** The Bank reserves the right to reject any or all Bids without assigning any reasons whatsoever. The Bank also reserves the right to change or modify any terms & conditions, specifications at a later date/during the process of Bidding/ actual hiring of the cash van.

**r.** The right of acceptance or rejection of a Bid will rest exclusively with the State Bank of India, which does not bind itself to accept the lowest Bid, and reserves to itself the authority to reject any or all of the Bids received and to place order on any Agency without assigning any reason.

#### **4. RATES & PAYMENT**

**a.** Statutory deductions such as TDS for Income Tax, Sales Tax, Service Tax etc. may be deducted from the billed amount for all payments, as per extant statute.

**b.** The Bank shall not pay for Driver's salary, wages, overtime, Leave, Provident Fund, ESI, Medical Facilities, Gratuity, Bonus, insurance, medical exam, medical cover or any other claim as applicable and stipulated in any Statutory Provisions, Rules or order of Competent Authority governing the business of hiring labour (driver).

**c.** The Bank shall not pay for any Structural modification of the cash van to suit the Bank's laid down technical specifications in this Notice.

**d.** The Bank shall not pay for Installation and commissioning charges for accessories as required in the technical requirements eg. cctv, GPS, hooters, sirens, eyelets, wire mesh, shutters, gates, locks etc.

**(Signature with date and Seal of the Bidder)**

- e. The Bank shall not pay for Fuel charges, GPS tracking network facility charges.
- f. The Bank shall not pay for any expenses for procurement or renewal of registration certificate, insurance, road permit, pollution control certificate and any other such document essential for running of the cash van required under laws governing road transport/ operation of cash van.
- g. The Bank shall not pay for any Challans/ fines/ penalties imposed by the road transport/ statutory authorities governing the business for want of the documents mentioned above.
- h. The Bank shall not pay for the damages/ fines/penalties caused due to the fault/ negligence of the driver or a third party engaged in the event of any accident.
- i. No advance is payable. The Agency which is finally selected for providing the Cash van shall be paid the billed amount after completion of a month's satisfactory service.
- j. Toll Taxes if any and parking during the duty shall be paid by the Bank.
- k. Any delays in provision of the cash van due to technical problems in the vehicle or absence/ negligence of driver or any other reason shall have to be compensated by the Agency @ Rs 500/= per hour of delays caused to a maximum ceiling of 15% of the monthly charges.

#### **5. SPECIAL CLAUSES WITHIN THE PERIOD OF CONTRACT:**

- a. In the event of the Agency being selected by the Bank, the execution of the work of operating the Cash van should be carried out by the staff / employees of the Agency only and no Subletting of the work will be permitted.**
- b. In the event of the Agency being selected by the Bank, the Agency will have to enter into an agreement with the Bank by signing a contract on papers bearing appropriate stamp duties in acceptance to the terms and conditions for providing cash vans on hire to the Bank.
- c. The contract shall be for minimum three years, subject to annual review by the Bank for satisfactory services of the providing agency.
- d. The Cash Van has to be supplied within 30 days from the date of order.
- e. SBI, at its discretion, may carry out inspection/acceptance tests to its satisfaction at the Agency's Office or at site for the Cash Van.
- f. The Cash Van and all its components/accessories shall be guaranteed against any defects or malfunctioning all through the contract period.
- g. The cash van will have to be changed with a new one after 5 years or 1,00,000 kilometers completion, whichever earlier.

**(Signature with date and Seal of the Bidder)**



h. The Agency shall make its own arrangement for the engagement of the driver for cash van and shall be responsible for regulating their service and work conditions in conformity with all Acts, Regulations, Rules or Order of Competent Authority under relevant laws in force during the period of the contract. Agency shall indemnify the Bank from all claims relating to the Driver's salaries, Wages, Overtime, Leave, Provident Fund, ESI, Medical Facilities, Gratuity, Bonus or any other claim as applicable and stipulated in any Statutory Provisions, Rules or order of Competent Authority.

i. The Agency will have to provide for reliever of the cash van driver on the days of his leave without any extra charges to the Bank.

j. The Agency will have to abide by all the laws and regulations governing the business of running cash van and the Bank shall not be liable for any faults/ omissions/ commissions of the Agency in relation to operation of the Cash van. The Cash van should have valid registration certificate, insurance, road permit, pollution control certificate and any other such document essential for running of the cash van required under laws governing road transport/ operation of cash van.

k. The driver for running the cash van should be in possession of a valid driving License at any point of time. He should be physically fit and free from any diseases. The driver should not consume alcohol during duty. He should not drive rash or in a manner to risk the lives of the passengers or cash present inside the Cash van. Any negligence on part of the Driver shall be attributable to the negligence of the Agency.

l. The responsibility of police verification of the driver lies with the agency, which should be submitted with Branches before the job is under taken. The driver should be changed with prior permission from the Chief Managers of Branches. The Agency shall have to abide by all the laws/ acts/ rules such as labour Laws, minimum wages acts and rules, contract labour acts and rules etc. applicable/governing the hiring of Driver for the Cash Van. The Bank shall not be liable for any faults/ omissions/ commissions of the Agency in relation to the hiring of the Driver for the Cash van.

m. The Agency and its employees will strictly undertake not to communicate or allow to be communicated to any person or divulge in any way any information relating to the ideas, concepts, know-how, techniques, data, facts, figures and all information whatsoever concerning, or relating to the Bank and its affairs to which the said employees have access in the course of performance of the contract.

n. **Repair and Maintenance Services:** The Agency shall be responsible for maintenance /repair/ replacement of the Cash Van/ its spares. The Bank shall not pay or reimburse such expenses borne on maintenance/ repair/ replacements whenever carried out, to keep the cash van in a satisfactory running condition. Care should be taken to get the Cash van serviced during Bank holidays so that the Branches are provided with a roadworthy van on its working days. In case, the Cash Van or any part/ component thereof develops any defect during working hours, these should be immediately attended to and rectified free of cost. If the delay is expected to be more than one hour, a

replacement cash van should be provided as a stand-by / stop gap arrangement so that the functioning of Branches cash remittance is not hampered.

o. The Agency shall arrange for service of qualified Service Engineers/Technicians for maintenance, repair and replacement of all spare parts, accessories etc. and render such other support services as may be necessary for satisfactory functioning of the Cash Van. No charges, fees, traveling expenses, accommodation, boarding etc. shall be paid or provided by SBI/ Branch to Service Engineers/Technicians or their assistants.

p. The Agency shall keep SBI informed of the details of Supervisor(s) with addresses, telephone/ FAX/ Mobile numbers etc. who shall be responsible for discharging the Agency's obligation under this clause, to enable the Bank to contact such representative(s) of the Agency.

q. Force Majure: Any failure or delay by bidder or Bank in performance of its obligation, to the extent due to any failure or delay caused by fire, flood, earthquake or similar elements of nature, or acts of God, war, terrorism, riots, civil disorders, rebellions or revolutions, acts of government authorities or other events beyond the reasonable control of non-performing Party, is not a default or a ground for termination.

6. All disputes and differences of any kind whatsoever arising out of or in connection with this Notice shall be referred to arbitration by the sole arbitrator appointed by SBI. The award passed by the arbitrator shall be final and binding on both the parties. Such arbitration shall be governed by the provisions of the Arbitration Act as applicable in India at that time.

**7. Jurisdiction of the court or arbitration will be at UP only.**

**(Signature with date & Seal of the Bidder)**

**ANNEXURE– III**  
**BIDDER's**  
**PREQUALIFICA**  
**TION SI**

	<b>Particulars</b>	<b>Agency's Response</b>	<b>Support Documents</b>	<b>Agency's Response</b>
1	Well established Office in UP	Yes / No-	Photocopy of Office address proof enclosed	Yes / No
2	Supply of cash vans on hire to Banks for last 2 years	Yes / No	Photocopy of Certificate from Bank(s) for satisfactory supply of cash van on hire for 2018 enclosed.	Yes / No
	Photocopy of Certificate from Bank(s) for satisfactory supply of cash van on hire for 2018 enclosed.		Yes / No	
3	Valid PAN / TAN No.	Yes / No	Photocopy of PAN /TAN No. enclosed.	Yes / No
4	Service Tax No	Yes / No	Photocopy of Service Tax registration No. enclosed.	Yes / No
5	EMD of Rs. 10000	Yes / No	Original draft in favour of SBI enclosed.	Yes / No
6	PROCESSING FEES OF Rs. 5000	Yes/No	DD in favour of SBI Infra Management Solutions Pvt. Ltd	Yse/No

**ANNEXURE– IV  
PART-A**

**TECHNICAL BID**

<b>S NO</b>	<b>Particulars</b>	<b>Agency's Response</b>
1	Brand of vehicle (Company)	
2	Model of the vehicle	
3	Seating Capacity (Driver + x)	
4	Engine capacity (in cc)	
5	Turning Radius (meters)	
6	Ground clearance (mm)	
7	Puncture resistant Tyres (yes / No)	
8	Is it a brand new vehicle (Yes / No)	

**Please enclose brochures and catalogues (literature) of the Vehicle quoted with Brand name, make and model number marked/ highlighted clearly.** All Technical data for cash van model quoted as asked by the Bank in Annexure II, should be clearly given in the brochures enclosed.

In the event of being selected to provide the cash vans, I/We hereby undertake to carry out following modifications for the Cash Vans at our own cost. The Bank shall not be charged for this modification. The expenses to be incurred towards this modification have been loaded in the financial quote tendered by me/us in the Price Bid

- a. Air-conditioned of the crew cabin.
- b. Body of sheet metal of minimum 18 gauge and floor of minimum 16 gauge checkered plate.
- c. 4 iron eyelets on cash cage floor, of sufficient diameter (say 2.5") bolted to the chassis from below. The eyelets spaced in a way so as to accommodate multiple cash box stacks in the cash cage.
- d. The entrance from the left side of the van and the rear completely closed.
- e. Two rows of seats in the driver/passenger cabin. Front row for the driver and co-driver (guard) and rear row for 3 passengers.
- f. On board GPS vehicle tracking system with its tracking/monitor with the Branch Manager Branch.
- g. Motorized siren installed.
- h. CCTV system with 1 camera inside cabin (where cash is stored), 1 camera to capture rear of the vehicle and 1 camera to capture the front of the vehicle. DVR should be hidden from the public view but with convenience of handling / viewing the screen by the cashier/ guard. Power supply to drawn from the vehicle itself.
- i. Camera to be IR, minimum 640 TVL.
- j. DVR, vehicle mounted, minimum 30 days recording @ minimum full D1 (all channels simultaneously). Minimum two external USB ports.
- k. All windows and windscreen having wire mesh protection. Each window mesh having a circular porthole of diameter of 6" for use of weapon.
- l. All the locks of Link/Godrej, not below 12 mm.
- m. The Gate for the Cash cabin comprising of a rolling shutter with two Locks, followed by a

collapsible gate / double door with two locks arrangement.

( Signature with date & Seal of the Bidder)

## ANNEXURE– V

### PART-B PRICE BID

Sl.	Particulars	Response
a	Monthly Rate for first 1800 Kms with air-conditioning	
b	Number of months for running the cash van with AC	5*
c	Monthly Rate for first 1800 Kms without air-conditioning	
d	Number of months for running the cash van without AC	7**
e	Number of Months in a Year	12
f	<b>Rationalized Rate Quotient ((axb)+(cxd)) ÷ e</b>	

**Rationalized Rate Quotient:** (in words) \_\_\_\_\_

#### Terms of reference

- Prices quoted should not include any taxes.
- Rates should be inclusive of all expenses incurred on running of cash van.
- Rates beyond 1800 Kms per month will be paid @ Rs. 8.50/= per km. arrived at as follows:

Rs.85/=(Rate of diesel + add trend inflation in diesel rates )÷Mileage of Cash Van (10 Kmpl)

d. Branches generally operates from 10.00 AM to 8.00 PM on all working days of the Bank with rare exceptions.

e. Branches generally remains closed on Bank Holidays.

f. Start Km shall be taken from SCAB Agra and end Km at SCAB, AGRA upon closure of the day's duty.

\*Average running of Cash van with air-conditioner is approximately 5 months(15<sup>th</sup> April-15<sup>th</sup> September) in a year.

\*\*Average running of Cash van without air-conditioner is approximately 7 months in a year.

(Signature with date & Seal of the Bidder)