

REPLY TO PRE-BID QUERIES

Sr. No.	RFP Terms & Conditions	Queries of prospective Bidders	Our Reply
1	Is there any relaxation in the EMD amount for companies with smaller turnovers that do not fall within the MSME purview.	N.A.	NO
2	Is there any relaxation in the profitability criteria for companies with smaller turnovers since most of the revenue is redeployed for business growth in the initial years.	N.A.	NO
3	In the event of partial / full termination of the Agreement for the Bank's convenience, will the service provider be paid any amount on account of the balance period of the agreement.	N.A.	NO
4	Do all the drivers need to be on the payrolls of the service provider or can they be taken on a partner's payrolls as well.	N.A.	SHOULD BE ON SHORTLISTED (EMPANELED) COMPANY'S PAY ROLL.
5	Does the 45 days delivery period also include fitting the cars with GPS and other defined accessories. What happens in case they is a delay in car delivery from the concerned OEM's end.	N.A.	45 DAYS ARE FIXED DELIVERY PERIOD AS CARS ARE READY WITH THE CAR MANUFACTURERS.
6	Out of the 3 client references required, is it mandatory to show the minimum number of cars as well. This may not be possible since the quantity of cars given to the customers is not fixed and varies daily basis the demand. Can these references be from reputed private companies only. Do these need to be from current customers only or can references from past customers also be included.	N.A.	ONLY CURRENT CONTRACT WILL BE CONSIDERED.
7	The dedicated Managers/Supervisors are required to visit which sites daily.	N.A.	The Dedicated supervisors have to visit all three offices.
8	Can companies participate in this RFP / Tender through a consortium.	N.A.	NO
9	Please provide us with the Checklist of the documents to be submitted for Technical Bid.	N.A.	Will be provided.

10	Since we had submitted all the documents during earlier bidding; do we need to resubmit the again.	N.A.	YES. Resubmission is required.
11	EMD of Rs 50 Lakhs was already submitted during the earlier bidding – Trust the same would be considered for re-bidding process.	N.A.	Its already returned to your executive.
12	Kindly clarify if the Financial bidding will be conducted as “Reverse Auction” OR do we have to just submit our “Best Bid” at one shot.	N.A.	Its one time online submission of your best quote.
13	Petrol Cars with Automatic Transmission will not fetch fuel average of 10 KMPL. Kindly consider the fuel average to be 9 KMPL for both CIAZ as well as Honda City.	N.A.	10 kilometer/liter equation is fixed and NO DEVIATION permitted.
14	We suggest you to advise upon the minimum KMS per month; basis which all bidders should work upon their costings. Accordingly SBI should fix a per kms maintenance charge which would be payable to the services provider.	N.A.	It may be considered as 1500 kilometers per month. However there is no guarantee for minimum kilometres from the Bank. Maintenance charge may be added in your best quote only.
15	The successful bidder may please be allowed to procure the cars in January 2022 so the registration of the cars would be considered in the New Calendar Year.	N.A.	It will be decided on the successful completion of tender process only.
16	We request that no operator should be allowed to subcontract the cars under any kind of scheme to another Operator / Agency / Chauffeurs. All Compliances as per the Law must be adhered by the successful bidder.	N.A.	Sub-contracting is not allowed as per RFP.
17	Regarding Extra usage charges beyond 12 hours of fix duty / Outstation Travel...Please clarify whether the entire amount mentioned in the RFP document is to be paid to the chauffeurs or is it at the discretion of the service provider to decide how much to pay...and keep the balance as their management service fee for operating the project. In this case proof would be submitted only for	N.A.	Drivers should be reimbursed as per minimum wages act. However, extra usage charges are to be paid to drivers in full. Reimbursement will be made only after submission of proof.

	the disbursed amount paid to the chauffeurs.		
18	We request you to consider an amount of Rs 500 to be payable to the chauffeur in case of a Same Day Return Outstation duty.	N.A.	If the outstation journey is more than 12 hours, regular extra usage charges is to be paid.
19	National Holidays – Kindly consider 1 st May (Labour day) also as national holiday and the same should payable to the chauffeurs as other 3 national holidays.	N.A.	1st May Holiday will be considered equivalent to National Holiday.
20	Any car which is returned for any reason whatsoever at any given day of the month; The Rental should be paid to the service provider for the full month.	N.A.	If the car surrendered in between 1st to 15th, Half months rental will be paid however beyond 15th full months rental may be paid.
21	The Fuel reimbursement should be payable @ Fuel price as on 1 st Day of the Month or Last Day of the Month; whichever is higher.	N.A.	Fuel price of the last day of month will be considered for re-imbursement.
22	Is it mandatory for the chauffeurs to have a SB account with SBI...and the salary to be credited in the same account?	N.A.	Preferably it should be with SBI.
23	Whether replies to queries related to Previous Tender (RFP No. LD/2021-22/1 Dated 02.09.2021) will continue to be valid for this Tender?	N.A.	In case of the same terms & conditions of RFP, may be considered valid.
24	Whether Original Power Of Attorney & Board resolution of signing authority was already submitted in Previous Tender (RFP No. LD/2021-22/1 Dated 02.09.2021) that will be considers for this tender or has to submit it again?	N.A.	Fresh set of documents to be submitted this time.
25	Bidder to have at least 100 cars in his own name as on date of RPF. Vehicle Inspection Report not older than 7 days have to be submitted in this regard.	What is vehicle inspection report & from where it will be collected?	Please go through the RTO site for Vehicle inspection Report.
26	Provisional Balance Sheet for 2020-21 duly signed by company's / agency's statutory auditor also needs to be submitted.	As per The code of conduct of ICAI, Auditors/CA are not entitled to sign the provisional financials.	Copies of GSTR-1 & GSTR-3B along with CA certificate is to be submitted.

27	The agency/ company must have two existing tie ups with Government Organizations/ PSUs/ reputed Public Limited Companies for providing car on hire basis. For each tie up minimum number of cars on hire shall be 25 either in Mumbai or Pan India.	Kindly Clarify whether vehicle provided on operating lease basis shall also be considered for the evaluation?	Vehicles on Rental will be considered.
28	Bank will reimburse fuel cost separately based on mileage specified by the Bank which is 10 kilometer per liter. (10 KMPL)	Due to Automatic vehicles it is very difficult to get mileage of 10 KMPL so request to consider mileage 08 KMPL for Honda City ZX CVT (AT) Petrol & 09 KMPL for Maruti Ciaz Hybrid Alpha (AT) Petrol.	The required 10 kilometer per liter (10 KMPL) is fixed and will be fixed for the entire period of Contract.
29	Minimum 50% of the allotted cars to be provided by the company/ agency at first Instance i.e. within 30 days of engagement and balance within next 15 days. In other words supply of all the required cars will be completed within a period of 45 days.	As financing process will take substantial time, Kindly revise 1st mobilization to 60 days & balance to 30 days instead of 30 days & 15 days.	As per RFP Terms & conditions.
30	Copy of the audited financial statement and ST3 returns are to be attached for required financial years.	Please clarify ST 3 returns.	It may be ruled out.
31	Annual Turnover Statements	Whether Net profit is required to be filled OR turnover is required to be filled.	The turnover from the Car rental business.
32	The working hours of the drivers should be as per the applicable legal provisions. However, the agency has to make available the service of the drivers not less than 12 (twelve) hours a day without any extra charges. Overtime will accrue after 12 hours of driver duty.	Request to consider 10 hrs duty instead of 12 hrs duty & overtime will accrue after 10 hrs duty.	As per RFP Terms & Conditions.
33	This agreement (Pre Contract Integrity Pact) will require stamp duty as applicable in the State where it is executed or stamp duty payable as per Maharashtra Stamp Act, whichever is higher.	Please clarify the amount of stamp paper/duty under Maharashtra.	Non Judicial Stamp paper of Rs.100/-
34	Part II/Appendix P – Technical Bid evaluation matrix.	Please clarify the process & documents which are required to be submitted along with appendix to obtain higher marks.	As per RFP requirement.

35	Earnest Money Deposit (EMD) Of Rs.50 lacs (Exemption to MSME registered units) Should accompany the Technical Bid Document.	As per our understanding ,Micro,Small & Medium Enterprise are eligible for exemption for EMD. Kindly clarify?	The Exemption is up-to 31st December as per Govt. Guidelines. Will also applicable in this RFP. However any change in Govt. Guidelines will be applicable.
36	Please explain uploading process of financial bid & portal where the same is to be uploaded? Is there any pre-registration required for the same?	N.A.	E-procurement agency will guide the process to all shortlisted agencies in Technical criteria.
37	Whether tri-party agreement will be considered under existing tie up criteria requirement of providing car on hire basis to government / PSU / Reputed public limited companies of hiring of 25 vehicles?	N.A.	NO
38	Whether multiple contract (Pan India) with one company will be sum up to fulfill the requirement of providing car on hire basis to government / PSU / Reputed public limited companies of hiring of 25 vehicles?	N.A.	NO
39	Point No.7 - Vehicle Inspection report not older than 7 days have to be submitted in this regard	Our query – What is the inspection report required? The report should be authorised by whom? When should this inspection be done (before the tender submission date)?	Vehicle Inspection Report is issued by the RTO only.
40	Point No.10 - Pre Contract Integrity pact on non-judicial stamp paper to be invariably submitted along with other bid documents. (Part - II / Appendix - I)	Our query – What should be the value of non-judicial stamp paper?	Non Judicial Stamp paper of Rs.100/-
41	Part II / Appendix N - Number of back up vehicles available with bidder with details of car model, its year of manufacture, purchase date, as on date of this RFP.	Our query – As per tender requirement, the vehicle required is Honda city and Ciaz. Our vehicles are Maruti Ertiga and Maruti Dzire. Should we submit the details of the cars which are in our fleet?	Only Equivalent back up car details are required.
42	As per tender requirement – Should we submit technical bid online OR should we send hard copy of the technical bid OR should we do both the ways?	N.A.	Technical Bid is to be submitted as per tender requirement only.

43	Should we submit the price bid along with the technical bid?. OR Should we submit price bid after the technical bid is successfully accepted?	N.A.	Price bid will be submitted ONLINE from the successful technical bidders only.
44	Price bid – Should we submit price bid through e-tender OR by hard copy in separate envelope?	N.A.	ONLY ONLINE submission is required.
45	EMD – As per tender requirement, there is no EMD to be paid for MSME. We are in the category of Medium enterprises. Do we qualify for the EMD exemption.	N.A.	All are exempted up-to 31st December however the change in Govt. Guidelines will be applicable.
46	The EMD shall be paid in the form of Demand Draft /Bankers Cheque from Nationalized Bank /Scheduled Commercial Bank in favour of State Bank of India, payable at Mumbai. Such EMD shall not carry any interest.	Requesting your good office to kindly furnish bank details, namely account no. and IFSC code, as the said details are prerequisites in issuing the Bank Guarantee.	Only shortlisted agencies required to submit Bank Guarantee. It will be advised to them only.
47	Make and Models of the car required by the Bank For General Managers: Honda City ZX CVT (AT) (Petrol) – in Platinum White Pearl colour. For Deputy General Managers: Maruti Ciaz Smart Hybrid Alpha (AT)(Petrol) – in Pearl Snow White Colour	As the nation is shifting towards Electric Vehicles (EVs), we feel that SBI should also opt for E-Vehicles (EVs) instead of petrol operated vehicles.	As of now, limited models are available in EVs and charging stations are also less in numbers. May be considered in future.
48	List of extra accessories will be provided separately which has to be provided in new cars in both the categories.	Will the cost of such extra accessories be reimbursed to the contractor?	NO
49	During contract period of 36 months, bank reserve right to surrender excess vehicles previously hired so under this RFP with immediate effect without any notice.	Kindly elaborate this clause. We are not able to rightly interpret the same.	If Bank found excess vehicle on account of shifting of any department outside Mumbai or any other reasons, will surrender the excess vehicles back to the vendors.
50	The Agency / Company to have at least one office in Mumbai which is duly registered under the Shops & Establishments Act and/or any other applicable laws and conform to all such rules of RTO Mumbai & policies / rules of the state government.	We feel that there is no relevance between the Shops & Establishments Act and the rules laid down by RTO, as both are functionally independent. For the purpose of establishment of proof of having office in Mumbai, the documents like Shop Act, Lease Agreement, etc. are relevant. Requesting the department to kindly consider the same	Documents are required as per RFP only.

51	The Agency / Company should be in business of hiring of cars for the last 3 years. The relevant Rent a Car permit from Mumbai RTO should be valid as on the date of submission of the Technical Bid.	Kindly also allow experience of Operation and Maintenance of vehicles like Buses/ Ambulances/ MMUs/First Responders, etc.	All Terms & Conditions are as per RFP only.
52	The income from car rental income turnover should not be less than 7.50 crores as per audited balance sheets of the each financial years 2017-18, 2018- 19 and 2019-20.	Kindly allow income generated from other categories of vehicles like hiring of vehicles/ Operation and Maintenance of vehicles also.	All Terms & Conditions are as per RFP only.
53	The Agency/Company should have its own well equipped service station or tie up arrangement with a reputed well equipped service station in Mumbai for the maintenance of cars, within 10 kilometres radius of SBI workplace.	We have in-house maintenance team. We have experience of contracts of operations and maintenance vehicles. Hence we can very well do the work with our in-house maintenance team, hence kindly clarify, why compulsion of doing it through the some service station or any tie ups? In the lieu of the above, kindly allow the bidders to submit undertaking allowing to have such tie ups post award of the tender.	All Terms & Conditions are as per RFP only.
54	The agency / company must have two existing tie ups with Government Organizations / PSUs / reputed Public Limited, Private Limited Companies and MNCs for providing car on hire basis. For each tie up minimum number of cars on hire shall be 25 either in Mumbai or Pan India.	Kindly also allow experience of Operation and Maintenance of vehicles like Buses/ Ambulances/ MMUs/First Responders, etc	All Terms & Conditions are as per RFP only.
55	usage of car will be considered if 'Driver' is actually called and car is used on Sunday / National holiday and Rs. 500 for such holiday duty. However, in case of outstation duty only one of either Outstation / Overtime / night charges / holiday duty allowance can be claimed. Bank will reimburse the extra usage charges only after production of proof for payment of these extra usage charges to the driver. Bank will reimburse fuel cost separately based on mileage specified by the Bank which is 10 kilometre per litre. However no minimum kilometres running is guaranteed by the bank.	1. Rs. 500 for a holiday duty is inappropriate. The driver should be paid at least double his per day salary. 2. Instead of reimbursing the fuel cost on 10km/litre basis, we request the department to reimburse the cost of fuel at actual.	All Terms & Conditions are as per RFP only. No Deviation is allowed.

56	<p>In case L-I backs out, EMD amount will be forfeited, Bank may black list the bidder and may also initiate action before appropriate legal forums /regulators etc.</p> <p>If L-II, L-III, L-IV and L-V agencies etc. i.e. next bidding agencies are ready to supply cars on L-I rates, Bank may consider the offer and proceed further, otherwise the whole tender process will be cancelled, if no bidder is willing to match price bid quoted by L-1 bidder.</p>	<p>Many times it happens that bidders erroneously put low bid prices which are later on not viable to work and which compels them to withdraw and decline to accept the job. Hence, instead of asking L2 bidder to match rates with L1 bidder, the department should seek rate justification from L2 bidder, negotiate fairly and award the work to L2 bidder, at the best negotiated price.</p>	<p>All Terms & Conditions are as per RFP only.</p>
57	<p>All bidders will be asked to give concise presentation as to their USPs, how best they can meet entire requirements of banks as package based on details in this RFP in technical bid opening virtual meeting.</p>	<p>When the bidder has to make this presentation?</p>	<p>When Bank asked for presentation.</p>
58	<p>At the time of opening of the technical Bids and preliminary evaluation, all the Bidders will be asked to make concise presentations in technical bid virtual meeting on the Service proposed to be offered by them.</p>	<p>This clause contradicts with the previous clause, as the previous clause says that bids will be opened even in the absence of the bidders. Kindly clarify, how the presentations will be made</p>	<p>Bids will be opened and bidders are invited virtually. In no bidder / bidders available, the technical bids will be opened. Presentation may be seen later.</p>
59	<p>If any change in the work order is likely to result in reduction in cost, the parties shall agree in writing so as to the extent of reduction in contract price, before the finally selected Bidder(s) proceeds with the change in work order.</p>	<p>In such cases, the department should provide some guarantee for the investments done to the contractor.</p>	<p>There will be no change in the nature of work except Termination of Contract.</p>
60	<p>Since the driver will be the employee of the agencies / company, therefore any rise in the minimum wages has to borne by the agency/company and cannot be charged to the Bank.</p>	<p>As per pg. no. 18, clause Part II, it stipulates that Driver salary to be paid as per minimum wages, hence the Bank will have to reimburse such rise in the minimum wages to the agencies/ companies at actual as applicable.</p>	<p>No RISE / Compensation will be reimbursed by the Bank on account of any changes. Bids should be prepared in anticipation of all future changes in any Act.</p>
61	<p>In case of outstation Extra usage charge only one allowance can be claimed, either Outstation duty / overtime / night duty / holiday duty allowance.</p>	<p>What in case if all the allowances become applicable, i.e. the driver has travelled on a holiday during night to an outstation beyond his normal working hours?</p>	<p>In case of Outstation travel, No extra hour and night allowances will be paid. However Sunday / holiday allowance will be reimbursed.</p>

62	<p>The Bank reserves the right to terminate this agreement either in part or in full without assigning any reason, by giving 30 days' notice to the agency/ company concerned during the contract period of 36 months (3 years). No compensation whatsoever will be paid by the Bank to the agency on such termination. If the termination for any valid reason happens in the middle of the month, pro rata hire charges shall be payable by the Bank to the agency.</p>	<p>The contractor is going to make huge investment for this project. In case of such terminations, he is going to incur heavy losses. Hence, some guarantee for the investments done to the contractor should be given by the Bank, else the EMIs should be transferred to the new service provider.</p>	<p>The contract will be terminated on account of gross misconduct / repeated complaints and / or violation of Terms & Conditions.</p>
63	<p>Minimum 50% of the allotted cars to be provided by the company/ agency at first Instance i.e. within 30 days of engagement and balance within next 15 days.</p>	<p>Kindly make it 60 days.</p>	<p>All Terms & Conditions are as per RFP only. No deviation is permitted.</p>
64	<p>In the event of termination of the Agreement for the Bank's convenience, Service Provider shall be entitled to receive payment for the Services rendered (delivered) up to the effective date of termination.</p>	<p>The contractor is going to make huge investment for this project. In case of such terminations, he is going to incur heavy losses. Hence, some guarantee for the investments done to the contractor should be given by the Bank, else the EMIs should be transferred to the new service provider.</p>	<p>All Terms & Conditions are as per RFP only. No deviation is permitted.</p>
65	<p>Bidder may consider future incidental taxes, charges as such whilst quote of price e-bid.</p>	<p>A service provider cannot anticipate in case the government levies any new tax. Thus, requesting you to kindly reimburse such new tax is levied by the government.</p>	<p>If there will change in Tax component by Central or State, the tax will be reimbursed as per statutory obligation.</p>
66	<p>Prices payable to Service Provider as stated in the Contract shall be firm and not subject to adjustment during performance of the Contract, irrespective of reasons whatsoever.</p> <p>Since the contract is for 3 years, minimum wage hike is bound to happen and being a principal employer, it would be the responsibility of your good office to ensure that the minimum wages are paid to the employees along with statutory compliances.</p>	<p>Hence we request you to kindly incorporate a suitable price variation clause which will take care of the actual increase in the minimum wages and the same can be reimbursed to the service provider. Similarly, price variation (PV) for material, fuel, consumables, escalation may be incorporated. In absence of such clause the bidder may load the price bid incommensurately, as the same cannot be anticipated by the bidder in advance and hence the bid will be unrealistically burdened.</p>	<p>Price Bids should be prepared accordingly, in anticipation of all future changes in any Act.</p>

67	And to have 100 cars in the name of respective agency/ company and should have 2 existing tie ups of minimum 25 cars with Government organization/ PSUs/Reputed Public Limited Companies as of RFP date Agency / Company to have in its name RENT A CAR permit issued by Mumbai RTO and valid as on RFP date.	Kindly also allow experience of Operation and Maintenance of vehicles like Buses/ Ambulances/ MMUs/First Responders, etc.	All Terms & Conditions are as per RFP.
68	Balance Sheet for the Year Turnover Income from Car Rental Net Profit/ Loss.	N.A.	All Terms & Conditions are as per RFP.
69	The working hours of the drivers should be as per the applicable legal provisions. However, the agency has to make available the service of the drivers not less than 12 (twelve) hours a day without any extra charges. Overtime will accrue after 12 hours of driver duty. However, in case of duty between 00:00 hrs. to 05:00 am night retention charges to be paid.	What are the retention charges? Who will be paying? Kindly clarify	Night charges are clearly mentioned in RFP.
70	Rest room/change room or meals to the drivers will be the responsibility of the agency / company.	All this is beyond the normal duty hours and cannot be anticipated	Bank will not provide Rest rooms / change room or meals within duty hours or after duty hours.
71	Bank reserve right to surrender excess cars hired under RFP no. LD/2021-22/2 dated 14/11/2021, immediately without giving any notice	Clause is not clear. Kindly elaborate and clarify.	Please read answer of your point No. 4
72	Honda City ZX CVT (AT) Petrol- Platinum White Pearl Colour	Who will bear the cost of extra accessories? Ideally, the department should reimburse such extra costs to the agency.	Successful bidders have to incur all expenses towards car and accessories.
73	Maruti Ciaz Hybrid Alpha (AT) Petrol – Pearl Snow White Colour	Who will bear the cost of extra accessories? Ideally, the department should reimburse such extra costs to the agency.	Successful bidders have to incur all expenses towards car and accessories.
74	Service Provider shall provide GPS reports on monthly basis	Please update if Gps device needs to be installed in all cars.	All new High end cars are GPS enabled. If not, then GPS systems are to be installed.
75	RENT PER MONTH (Inclusive of drivers fixed remuneration for 12 hours usage of care as per Minimum Wages Act	We should not use this Term "fixed remuneration for 12 hours as per the Minimum Wages Act", We request that	Salary of the drivers should be paid by the employer as per minimum wages Act.

		<p>you kindly double-check, update, and confirm whether this is correct word. Because SBI and Avis are stand as principle employers, we'd like to be certain about the minimum wage act Pertains to Max Hrs Per day. We'd appreciate it if you could confirm and provide more information</p>	<p>Audited report in this regard is to be submitted to SBI on a periodical basis on company's cost. However SBI reserves the rights to conduct Audit any time to ensure that Drivers are being paid sufficient amount and as per Minimum Wages Act. Please also note that if there is any complaints from executives for asking extra overtime hours by the drivers, it will be treated gross negligence on part of Company / Agency which may be resulted in termination of Contract.</p>
76	<p>As per our car rental experience, verifying with the manufacturers and automotive expertise, and looking at cities like Mumbai, Honda city cannot provide an average of 10 kilometres per litre. We need to make a point that if SBI is freezing on 10 km per litre and the chauffeur is unable to supply it, we have the right to penalise the chauffeur and reclaim the money from the chauffeur, and SBI will not protest and should not question Avis.</p>	N.A.	<p>Average of 10 kilometers / liter is fixed as per recommendation of auto experts and reviews of users. Bidders are supposed to quote the price bids accordingly. However if any driver asked executive to compensate the amount in any form, it will be treated gross misconduct of the company and which may be resulted in termination of contract also.</p>
77	<p>Please note that Driver's/ Chauffer's remuneration will be paid by the agency / company and drivers will be on pay roll of the agency / company. Bank will reimburse the extra usage charges only after production of proof for payment of these extra usage charges to the driver.</p>	<p>Bank will pay extra usage charges for both categories of cars hire same for all empanelled agency / company as under: Extra usage charges for beyond 12 hours fixed duty Rs. 100 per hour. Extra usage charge for Outstation beyond MMRDA area* Virar / Panvel / Kalyan Rs. 950/- per day.* Extra usage charge for Night in between mid-night 00.00 hrs. to 05.00 A.M. Rs. 500/- per day Extra usage charge for Actual usage and driver called on Duty on Sundays/</p>	<p>All above mentioned charges are applicable to drivers / chauffer only and to be paid to them in full.</p>

		National Holidays Rs.500/- per such holiday. We would need more clarity on the subject.	
78	MODIFICATION AND WITHDRAWAL OF BIDS: i. The Bidder may not be able to modify the Bid after the Bid submission, as it is e-bid submission. ii. Financial price e-bid submitted in stipulated date and time for both categories of cars, after submission of Bids, bids cannot be modified or withdrawn later.	Please clarify: are we saying that there will be no reverse auction and that whatever rates we enter are final.	There will be NO REVERSE AUCTION. Only one chance will be available to quote the bid.
79	PART I –TECHNICAL BID SHALL CONTAIN THE FOLLOWING For Technical Bid submission /Qualification certain documents are asked to be submitted before 04.12.2021, the requirement is same as per RFP No. LD/2021-22/1 Dated 02.09.2021. As asked, We had submitted every documents including the Earnest Money.	We request you to please let us know if we need to re submit all over again including EMD	All document with EMD are required to submit as fresh.

CHECK LIST OF BID DOCUMENTS TO BE SUBMITTED

It be submitted in following order to facilitate verification thereof, All enclosures shall be serially numbered as detailed below.

To be submitted in sealed envelope by 17.00 hrs. 4th Dec. 2021, to Chief Liaison Officer, State Bank of India, Mezzanine floor, State Bank Bhavan, Nariman Point, Mumbai, Name & address of prospective bidder to be mentioned on envelope.

(ALL PAGES NEED TO BE INITIALED BY AUTHORISED REPRESENTATIVE OF PROSPECTIVE BIDDER WITH AGENCY / COMPANY'S STAMP / SEAL IN THE FOLLOWING ORDER)

1. Duly signed on each page of entire set of RFP copy.
2. Earnest Money Deposit Draft / MSME Registration Certificate copy.
3. Rent a Car permit copy of Mumbai RTO valid as on RFP date.
4. Pre-contact integrity pact, Part-II / Appendix-I, on non-judicial stamp paper of Rs.100/-
5. Copy of GST Registration certificate including for Mumbai jurisdiction.
6. Copy of Registration under shop and establishment act of Mumbai.
7. PAN Card copy of agency / company.
8. Audited financial statements for F.Y. 2017-18, 2018-19, 2019-20 and please submit a CA certificate with respect of turnover based on monthly GSTR 1 & GSTR 3B filled during FY 2020-21. Copies of GSTR-1 & GSTR-3B along with CA certificate to be submitted.
9. Recent Utility bill / registered rent agreement copy for agency / company's Mumbai office.
10. In case of company, Certificate of incorporation, along-with Memorandum of Association, Article of Association. For others registration certificate as applicable. Please submit copy thereof.
11. Copies of Vehicle Inspection Report of 100 cars owned by agency / company as of RFP date.
12. Documentary evidence Work order / agreement copy to purport that agency/company is in line of car rental business for minimum of three years.
13. Minimum two existing tie ups with Govt. department / PSUs / Reputed public limited companies for minimum of 25 cars under single work order / agreement. Respective work order / agreement copy to be submitted.
14. Bid form Part II Appendix A.
15. Compliance of bidder eligibility criteria, Part-II / Appendix "B".
16. Covering letter on letter head of prospective bidder, Bid submission form, with Disclaimer certificate, Part II Appendix "C".
17. Bidder details, Part II Appendix "D".
18. Scope of work, Payment schedule and Terms Conditions. Part-II Appendix "E", to be initialed by prospective bidder's authorised representative in RFP set with agency / company's rubber stamp / seal.

19. Indicative e-price bid format for information, no bids to be quoted now with bid documents submission, it will be invited online, Part-II / Appendix "F", to be initialed by prospective bidder's authorised representative in RFP set with agency / company's rubber stamp / seal.
20. Non - disclosure Agreement format, Part II / Appendix G, to be initialed by prospective bidder's authorised representative in RFP set with agency / company's rubber stamp / seal.
21. Minimum three client references, of which two shall be of Govt. departments / PSUs / Reputed Public limited companies to be submitted as per format Part-II Appendix "H".
22. Letter of Authority, Part-II Appendix "J".
23. No deviation confirmation, Part-II, Appendix "K".
24. Periodic maintenance schedule as recommended by manufacturer and Undertaking that bidder will have tie up with reputed maintenance agency, within 10 kilometres radius of SBI work office of Nariman Point / BKC / Belapur, Part-II / Appendix "L".
25. Undertaking that prospective bidder will have tie up reputed fuel refilling outlet, within 5 kilometres radius of SBI work office of Nariman Point / BKC / Belapur. Part-II / Appendix "M".
26. Details of number of back up / stand by vehicles available with prospective bidder, details as per Part-II Appendix "N".
27. Undertaking as to availability of 24 X 7 helpline facility, as per Part-II Appendix "O".
28. Technical bid score evaluation matrix, Part-II, Appendix "P", You will have to submit proof copy as of RFP date, numbers of cars given on hire basis, tie up arrangement with Govt departments /PSUs / reputed public limited companies for last how many years, whether maintenance work shop arrangement with reputed agency will be within 5 kilometre radius (or in between 5 to 10 kilometre radius of SBI Work offices), in line of business of renting cars on hire basis for since how many years, constitution of bidder Company / partnership / sole proprietorship, number of stand by vehicles available with prospective bidder.

Service level agreement, Part-II Appendix "Q", to be initialed by prospective bidder's authorised representative in RFP set with agency / company rubber stamp /s