

REQUEST FOR PROPOSAL

PROCUREMENT OF THE SERVICE OF CAR HIRING AGENCIES/COMPANIES FOR PROVIDING CARS ON MONTHLY HIRE BASIS FOR THE BANK'S EXECUTIVES/OFFICERS

RFP/TenderNo.SBI/IAD/ADMIN/4//2021-22Dated23.11.2021

CLARIFICATIONS TO THE QUERIES IN PRE-BID MEETING DATED 09.12.2021

S No.	Query	Response
1	Please provide us with the Checklist of the documents to be submitted for Technical Bid	For check list of documents please refer to the Page No.16 to Page No. 18 of RFP Document
2	Kindly clarify if we have to just submit our "Best Bid" at one shot in the E-financial bidding process	Yes
3	Please advise how the Fuel amount would be calculated and reimbursed	Bank will reimburse fuel cost separately based on mileage specified by the Bank. However no minimum kilometres running is guaranteed by the bank.
4	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.	No minimum kilometres running is guaranteed by the bank. No separate per KM maintenance charge will be paid by Bank.
5	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	As per scope of this RFP sub-contracting is not permitted.
6	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	Extra usage charges should be paid to the chauffeurs only and proof should be submitted for having paid to chauffeurs.

	the balance as their management service fee for operating the project. In this case proof would be submitted only for the disbursed amount paid to the chauffeurs.	
7	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	No request for change in commercial/legal terms and conditions, other than what has been mentioned in this RFP or any addenda/corrigenda or clarifications issued in connection thereto, will be entertained and queries in this regard, therefore will not be entertained.
8	National Holidays – We understand national holidays would be 26 th January ; 1 st May ; 15 th August & 2 nd October...Kindly Confirm.	Yes
9	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	No
10	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	The Average cost of fuel on monthly basis will be calculated and applied for the particular month
11	Is it mandatory for the Drivers to have a SB account with SBI...and the salary to be credited in the same account.	Yes
12	We are given to understand that for Maruti Ciaz Pearl Snow White Colour has been discontinued. Pearl Arctic White is the new colour. Request you to advise.	Bank reserves the right to modify the requirements if it considers to be in the best interest of the Bank.
13	The tender mandates bidder to have at least 10 cars on our name. We however have an investor model of fleet available with us Let us know if this ok for participation	The bidder/bidder company should have at least 10 cars in their name.
14	Will we be eligible for participation if we have made not made profits in the last 4 financial years?	No

15	The tender document says "Sub-contracting is not permitted". Can you please clarify it?	As per scope of this RFP sub-contracting is not permitted
16	We do not have the audited balance sheet for FY 2020-21 alone, since the auditing is in progress. Instead we can share the ITR forms for the same. Let us know if it is ok.	Bidder has to submit audited financial statements for last three years and provisional for 2020-21 duly signed by bidder's statutory auditor
17	We do not have a RTO permit in Hyderabad as of date. However, we can apply for the same once we win the contract. Let us know if it is ok for participation.	No
18	Should we submit the price bid along with the technical bid ?. OR Should we submit price bid after the technical bid is successfully accepted ?	e- Price indicative bid / quote not to be submitted along with all other bid documents, if price bid is submitted along with technical bid documents, bid will be summarily rejected. Indicative price bid format is given just for information in appendix.
19	Should we submit the tender documents online or should we send hard copy to Hyderabad. OR Should we submit in both the ways ?	Technical Bid to be submitted (in hard copy only) by envelope directly to SBI, IAD, Nireekshan Bhavan, Hyderabad.
20	Should we submit price bid through e-tender OR by hard copy in separate envelope ?	Through online e-tendering only which will be done through Bank's empanelled service provider M/s. e-procurement technologies ltd.

Asst. General Manager (Administration)

Date : 13.12.2021