

Note No: RBO/GRD/OPS/2023-24/221  
Date : 16/03/2024

**TENDER NOTICE**

**STATE BANK OF INDIA, REGIONAL BUSINESS OFFICE, GIRIDIH (63914)**  
**INVITING OFFER FOR NEW AC CASH VAN SERVICES ON HIRE BASIS**

STATE BANK OF INDIA, RBO Giridih, invite sealed tenders from reputed agencies having office in Jharkhand / Bihar for providing New AC cash van (Minimum Tata 407 pickup or similar models) with driver to be deployed at CAC Giridih on hire basis for transportation of Bank's Cash along with 4- security guards and 2- Bank officials.

Firms/ Agencies applying for this tender should be in this business for at least THREE years and should preferably have nation-wide network. Firms should be registered under all applicable statutory legislations of the land such as Acts relating to income tax, GST, Contract Labour, EPF, ESI etc. and should have at least ONE running contract with RBI or Public Sector Bank/ Private Banks.

Following points should be mainly noted while submitting the tenders:

(1) Forms (for Technical Bids & Financial Bids) are available from **02.04.2024 to 20.04.2024** on our official website [www.sbi.co.in](http://www.sbi.co.in) under Procurement News.

(2) **Rs.20,000/- (Rs. Twenty thousand only)** as Earnest Money Deposit (EMD) in the form of Bank's Demand Draft favouring SBI CAC, Giridih payable at SBI, Giridih (0081) to be attached for the vehicle which will be converted into security deposit for period of three years without any interest for the lowest bidder (L1).

(3) Technical and Financial Bids to be submitted in two separate sealed envelopes super scribing Technical / Financial Bids on the top of the envelop.

(4) **Both the bids should be submitted to Regional Business Office, State Bank of India, Nilamber kunj, First Floor, Doctor's Lane, Makatpur, Giridih, Jharkhand, PIN-815301 latest by 20.04.2024 time up to 3.00 PM during office hours on working days.**

(5) The date of opening of the Bid will be intimated to participants on their mobile nos. Mobile number should be mentioned by the bidder on the envelope.

(6) Bank reserves the right to cancel the tender at any time without assigning any reason.

Regional Manager,  
RBO, Giridih.



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## 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 in 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.

  
**Regional Manager,**  
**RBO, Giridih.**  
  


**ELIGIBLE CRITERIA**

The mandatory requirements for empanelment are as follows:

Sr.	Eligibility Criteria	Documents Required
1.	The Bidder company/Firm should have been in the business of currency movement services for the last three years as on 31.03.2023	Order copies/any other proof indicating that the bidder is in the business since last 3 years on the date of eligibility.
2.	The Bidder should have been providing currency movement services at least one Public Sector Bank/Private Bank/RBI	Relevant order copies and should submit report of satisfactory service from them.
3.	The Service provider must have an average annual turnover of at least 25 lakh during the last three years.	Audited Balance sheet for last three Financial Years
4.	The Bidder should have drivers on their pay roll on each or their cash vans with valid driving license and their antecedents must be duly verified by the police. Sub-contracting of drivers will not be allowed.	List of Drivers along with their police verification reports to be furnished.
5	Should have required statutory Registrations under shop & Establishment Act, Income Tax, GST, Contract Labour Act (Regulation & Abolition) 1970, EPF, ESI etc. (as applicable)	Copies of Registration certificates to be attached.

Date:

(Authorized Signatory)  
With Seal



13	A Mobile phone with a working service connection in the name of the vendor with outgoing call facility will be provided by the vendor and the same shall be with the cashier for use in emergency 1 while the cash van is moving from one place to other. Arrangement for mobile charging. All charges relating to it shall be borne by the vendor.
14	One spare stepney shall always be carried along with the vehicle. This should not be kept inside the cash cage. Should have tubeless tyres.
15	One dry chemical fire extinguisher (Two Kg. capacity) ABC type (Stored pressure shall be provided in the vehicle.
16	One first aid box with adequate first aid kit shall be fitted near driver's seat Periodical charge of the contents of the first aid kit to keep it usable will be ensured by the vendor.
17	All seats are to be provided with washable seat covers.
18	The cash Vans shall be marked with "ON GOVERNMENT OF INDIA DUTY"
19	Driver shall always have complete tool kit containing spare fan belts, air pump, bulbs, jack and handle and tools to open wheels and required for minor repairs.
20	Adequate numbers and length of box security chains shall be provided in the cash cage firmly fixed with body of the vehicle.
21	The driver of the cash van shall have police verification report and the same shall be applicable for relieving diver also.
22	All original documents of cash vans should carry by the diver on cash van while on duty.
23	The vehicle owner shall be responsible for the behavior and proper conduct of the Driver.
24	The driver shall maintain secrecy of the Bank's operation
25	Proof of identity with photographs and proof of residence in respect of all the drivers who shall be deployed on the cash vans must be handed over to the concerned Officials.



## **THE TERMS AND CONDITIONS:**

1. The vehicle to be hired on consolidated monthly rental basis including cost of fuel, replacement of tyres, break down maintenance, periodical maintenance/ services, driver's salary, their batta, etc and all inclusive. The rates quoted shall be valid and firm for three years and throughout the contract period.
2. The vehicle shall be insured under comprehensive policy and the policy should be lodged with the Bank. Road Tax, Insurance and all other charges payable to statutory agencies, etc are to be paid out of the rate quoted by the service provider. Any claim/charges arising out of usage of vehicles like accidents, damages of life and property of third party etc, is to be borne/dealt by the service provider.
3. The service provider should always maintain the vehicle in good running & road worthy condition and should provide alternative driver/assistant whenever the regular person is not available, having bonafide & valid driving license and police verification certificate done.
4. The Bank has the right to request for change of the Driver /Attendant of the vehicle in the event of their misbehavior/rash-driving/misconduct etc or in the event of and frequent breakdown of the vehicle and non-compliance of such direction, Bank can terminate the contract of hiring within 3 days by issuing notice.
5. The service provider has to supply the vehicle along with necessary modifications to suit cash remittance purpose and certified by Manager (Security), SBI Bank, posted at RBO/ Designated Bank official for the purpose.
6. The driver/Vehicle should be available exclusively at 10.00 am to 6.00 pm at the office hours on all working days. He shall report to duty at least 30 minutes before the commencement of the working hours as well as duty ends 30 minutes after closing hour at no costs. Reporting time will be 9.30 am and duty closing time will be 6.30 pm daily including Saturday, Sunday and Holiday.
7. Proportionate amount will be deducted from monthly payment for the days the vehicle is not in working condition for more than two consecutive days and not more than one occasion in a month. In case the vehicle is not in running condition on more than once in a month, even for one day, proportionate amount will be deducted from monthly payment.
8. If the cash van is used by the service provider for own use, without the permission of the Manager of respective office, written warning shall be issued and repetition of the same may lead to termination of the service.
9. Service provider has to enter into an agreement on requisite stamp paper as per Bank's format, detailing all the contractual terms.
10. On acceptance of the application of the successful bidder the above terms & condition & other, if any, would be entered upon through an agreement.



**TECHNICAL & SECURITY SPECIFICATIONS FOR CASH VANS**

1	Cash vans shall be fabricated on AC Vans having 05 doors (02 for front seats, 03 for middle seats and 02 at the rear for cash cage) (a) Cash cage compartment should have door and grille gate (b) The entrance of the cage should be from the left side of the van and rear should be completely closed. (c) Locking arrangement: One internal lock and 02 pad locks at the door of cash cabin. (d) All windows and wind screen should have wire mesh protection (of not more than 1 square inch). Each Window mesh should have a circular port-hole of dia. 6 inches for use of weapon.
2	All doors (Except rear) to have glass window pane with regulators.
3	All windows shall have 1" square thick wire mesh having 5" to 6" wide firing slot spread across the window on lower side of the window
4	Front wind screen to have 1" square thick wire mesh, in two partitions to cover wind shield from stone pelting.
5	All doors to have door locking facility from inside & outside and the rear door to have internal (in built) lock and L drop with pad locking arrangement
6	All doors to have independent locking system not connected with each other(No Central Locking system)
7	19 gauge Cold Rolled Close Annealed (CRCA) sheets for all sides & roof top for paneling. In the interiors, insulation should be provided in the form of thermocol provided between interior and exterior paneling
8	Body should be of a sheet metal of minimum 19 Gauge, however the floor should be of minimum 16 Gauge checkered plate
9	Arrangement for seating shall be as under (in addition to driver seat) Co-driver seat- Original Full length seat in the middle –Original Seats
10	An alarm system having an inbuilt programmable auto-dialer facility with a panic switch each at co-driver seat, The same shall be connected directly with battery so that siren can be sounded even if vehicle is in 'off' position.
11	The cash Vans will be installed with a CCTV system having three cameras covering the rear, front and the cash cabin areas with storage capacity to hold at least 30 days recording. The CCTV system should have adequate power backup facility to insure that even if the power supply through the vehicle electrical system, if given is switched off the system functions for at least 30 minutes. The system must have the capability of remote viewing.
12	Cash van should be provided with GPS. All the charges for GPS will be inclusive in the monthly rental for cash vans. Credentials for using the GPS application shall be made available to the Bank for their exclusive use.



11. In the event of non compliance of the agreed term & condition or default in supplying the vehicle Bank can terminate the contract of hiring at any time by giving 3 days notice. In such a case, the service provider has to reimburse the bank all the expenses incurred by the bank in this regard.

12. The Bank shall be indemnified by the service provider against any claims/damages arising out of usage of vehicle like accidents, damages to life and property of third party etc.

13. The hiring shall be based on the following model: - Fixed rate for a distance of 100 KMs per day/ 3000 KMs (Excluding GST) in a month; Rate per km for distance more than 3000 KMs (Excluding GST). At the time of submission of monthly Bill the Cost of Diesel will not attract GST, only the part of service charge will attract GST. The monthly bill will clearly mention the cost of Diesel and applicable fixed service charge separately.

In case the vehicle is not provided by the service provider for any period during the month, proportionate amount will be deducted from the monthly hire charges. However, one day will be provided for overhauling / servicing of the vehicle every month (preferably to be done on holiday).

14. The payment of hire charges shall be after submission of the bills duly verification of the officer in charge of the succeeding month. No advance for hiring shall be paid.

15. The bank may at its discretion utilize the cash van for the same or other purpose on Bank duty at any of the places mentioned above.

16. A permanent mobile phone to be provided to each cash van irrespective of the cash van driver at the owners cost and recharged enough to make emergency calls to the concerned Bank officials and Police stations. The mobile number shall have important contact numbers of Bank officials to contact in case of an emergency.

17. The Price Bid shall be on a fixed rate basis. No upward revision in the rates would be considered on account of subsequent increase in Government Taxes, Customs Duty, Excise Tax, Sales tax, Toll Tax, minimum wages etc whereas, Keeping in view the huge variation in diesel prices the present rate quoted will be deemed to be inclusive of price of diesel as on date of quote. In case there is substantial variation in diesel prices, the same will be reviewed every year and appropriate increase/decrease will be affected at the discretion of Bank to the extent of % age of increase/decrease in diesel price.

18. Control Certificate: To be obtained by the Service Provider within due date as per norms.

**19. Fitness Certificate from RTO: To be submitted once in a year.**

20. If the cash van is utilized by the owner for any purpose for his/their own use, except for servicing and producing before the transport authorities or law enforcing authorities, the agreement is liable to be terminated.



21. All papers relating to Vehicle/Driver must be up to date.
22. Goods Carriage Certificate: To be obtained by the service provider.
23. Security of Vehicle & Driver: At the risk of Service Provider.
24. **Insurance: Insurance will be covered for the vehicle with minimum 1+6 passengers.**
25. GPS based vehicle tracking system will be provided by the contractor at their own cost. Safety of the equipment to be ensured at vehicle owner's risk. If damaged due to the negligence of the driver/owner the cost of the equipment shall be deducted from the monthly payment.
26. Rent/ Rate quoted shall include all types of Charges / Entry Fee / Toll Charge / Repair / Cost of Insurance etc. GST shall be paid by the Bank applicable to the rate for the distance run in a month.
27. The presence of the driver along with valid driving license to be ensured during vehicle inspection. Police Verification of the driver along with photo pasted in the verification form also needs to be submitted. Failing to do so the cash van shall not be certified to be deemed fit.
28. Applicable TDS shall be deducted from the rent and paid to the Tax authorities. Service Tax as applicable shall be paid to the Tax authorities by cash van owner only as per the bills duly quoting the Service Tax Registration number.
29. Tender may be cancelled at the discretion of the Bank without assigning any reason whatsoever.
30. I / We agree with the above terms and conditions and signed in all pages of this document to this effect.

Place: Signature of the Bidder

Date: Name of the Bidder

Address of Bidder with contact Address & mobile numbers





**APPLICATION FORM- HIRING OF CASH VANS**

NAME OF THE VEHICLE OFFERED:  
Indicate whether it is TATA 407 etc.)

Name of the Applicant:  
Address (proof to be given):

Telephone No. Office:

Residence:

Mobile:

Fax:

E-Mail:

2. a) Status of the Firm  
(Whether company/ Partnership / proprietary):

b) Name of the Proprietor/ Partners/ Directors (with professional qualifications, if any):

- I)
- II)
- III)

c) Year of establishment:

3. Whether registered with Registrar of Companies/ firm. If so, No. & Date:

4. Registration with Tax Authorities:

a) Income-tax No. PAN/GIR NO:

b) GST No:  
(Furnish copies)

Details of the vehicle offered

1. Name of the Vehicle and features:

2. Vehicle Registration Number:

3. Annual Road Tax payment month:



4. Annual Insurance payment month:

5. Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years). If already existing FIRM. Otherwise mention NA in all columns

Sl. No.	Year	Turnover
01	2022-23	
02	2021-22	
03	2020-21	
	Average	

6. Registration with Government / Public Sector / Banks (PLEASE FURNISH COPIES OF CURRENTLY VALID WORK ORDERS)

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

What are your fields of core competence? Mention the fields on preference Basis

- 1)
- 2)
- 3)

7. Details of the Drivers who will drive cash van:

Sl. No.	Name	Educational Qualification	Age	DL No. & validity	Past History of the Driver	Any other

Copy of Driving License of drivers to be enclosed.



8. Furnish the names of three responsible clients/ persons to whom the satisfactory services are rendered by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS



**APPENDIX "E"**

**DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of SBI RBO ARA in selection of hirer will be final and binding to me / us.
4. I / We have read the instructions appended to the Performa and I / we understand that if any false information is detected at a later date the contract can be cancelled at the discretion of the Bank.
5. I / we agree to maintain the vehicle in good condition at all times.
6. I / we agree to modify the vehicle as per the Bank's requirement and as per security norms.
7. I/we agree to enter into formal agreement as per Bank's format.

Place:

SIGNATURE OF THE APPLICANT

Date:

NAME & DESIGNATION SEAL OF ORGANISATION



**Checklist (To be filled by Applicants)**

- |   |        |
|---|--------|
| 1. Have you signed in all sheets?   | Yes/No |
| 2. Whether Copy of PAN/VAT/Service Tax Registration copy is enclosed?   | Yes/No |
| 3. Whether requisite application fee is paid?   | Yes/No |
| 4. Whether enclosed proof for year of establishment?  | Yes/No |
| 5. Whether proof for average annual financial turnover enclosed?  | Yes/no |
| 6. Whether documentary proof for having rendered satisfactory services is enclosed ? If yes, Number of Certificates enclosed. | Yes/No |
| 7. Whether EMD amount paid by DD?   | Yes/No |



APPENDIX "G"

**FINANCIAL BID**

Sl. No.	DESCRIPTION	ESTIMATED RATE PER CASH VAN PER MONTH (Amount in INR)
1	Monthly fixed hire charges for providing cash van with skilled driver as per the terms & conditions and specifications fully described in this document for running 3000 KMs minimum in a calendar month.	Rs.30000/-
2	Bidders to quote above (+) / below (-)/at par as percentage (only up to 2 ) of the total estimated cost	
3	Final Amount (Exclusive GST)	

\* Rates quoted shall be exclusive of GST and inclusive of all other taxes, duties, costs incurred

- (a) Rates are inclusive of all Taxes, levies, Toll charges and duties except Service Tax/GST. Service Tax/GST shall be paid as per actual. Cost of Diesel will be inclusive of GST.
- (b) Vehicles provided to the Bank shall have a valid permit in Jharkhand / Bihar and for All India as well.
- (c) The Bank reserves the right to review the case of any renderer whose services are found to be unsatisfactory and even cancel his contract.
- (d) For running over and above 3000 Kilometer Rs.10.00/Kilometer will be paid for extra kilometers.

SIGNATURE OF THE APPLICANT WITH SEAL

