

NIT No.	M&C/2024-25/001
Date:	12/09/2024



MARKETING & COMMUNICATION
STATE BANK OF INDIA
LOCAL HEAD OFFICE
BANK STREET, KOTI
HYDERABAD 500 001

TENDER FOR INVITATION OF ONLINE PRICE BIDS FROM EMPANELLED AGENCIES/COMPANIES FOR PROVIDING CARS ON NEED BASIS FOR THE BANK'S EXECUTIVES

Agencies/Companies who are on the panel of SBI, Hyderabad Circle, (LHO) under NEED BASIS category are only eligible (Bidders should submit proof of the same)

NIT No. M&C/2024-25/001 Dated: 12/09/2024

Important Dates:

Opening date of Tender Documents (Date of download of tender document from Bank's web site)	13/09/2024 at 10.00AM
Last date for submission of Online Price Bids	27/09/2024 at 3 PM
Date of opening of Online Price Bids	27/09/2024 at 3.30 PM

Address for Communication:

State Bank of India,
Marketing & Communication (3rd floor)
Local Head Office,
Bank Street, Koti, Hyderabad -500 001.

Mail id: agmprcsb.lhohyd@sbi.co.in

INVITATION OF PRICE BID

State Bank of India, Marketing & Communication Dept (M & C) at its Local Head Office, Bank Street, Koti, Hyderabad invites Online Price Bids from empanelled agencies /companies for providing cars on NEED basis (Purchased as first hand on or after 01/04/2023 with 'RENT A CAR' permit (with Black number plates) for use by the Bank by its offices at Hyderabad as well as other centers across Telangana State.

2. The number of cars required by the Bank on NEED basis will be at Bank's discretion and as per requirement of the Bank.

3. Please note that all the information desired needs to be provided. Incomplete information may lead to non-consideration of the proposal.

4. Bank reserves the right to change the dates mentioned in this Tender document, which will be published as Corrigendum in Bank's website only.

5. The information provided by the applicants in response to this Tender document will become the property of SBI and will not be returned. SBI reserves the right to amend, rescind or reissue this Tender and all amendments will be published as Corrigendum in Bank's website only and such amendments will be binding on them.

6. Submission of BIDs/Tender Documents: Tenders should be submitted online in the website <https://etender.sbi> along with relevant documents/forms No other mode of Price Bid submissions shall be entertained by the Bank. The empanelled Agencies / Companies shall obtain digital key and enroll themselves with Bank's authorized e-Tender Portal Agency i.e., M/s e-procurement Technologies Ltd and should be conversant with the online price bid submission thereof.

DISCLAIMER

The information contained in this Tender document or information provided subsequently to Applicant(s) or applicant(s) whether verbally or in documentary form by or on behalf of State Bank of India (Bank), is provided to the Applicant(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 is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of Price Bid. The purpose of this Tender invitation is to provide the Applicant(s) with information to assist the formulation of their proposals. This Tender invitation does not claim to contain all the information

each Applicant may require. Each Applicant should conduct his/her/its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and obtain independent advice wherever necessary. 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 Applicant.

MAKE AND MODELS OF THE CAR REQUIRED BY THE BANK

S. No.	Make & Model
1.	Honda City/Maruti Ciaz/Innova crysta or any other equivalent
2.	Toyota Hycross/Camry or any other equivalent
3.	Lexus/Volvo or any other equivalent
4.	Maruti Dzire or any other equivalent

All the cars to be provided will be brand new cars (Purchased as first hand on or after 01/04/2023) as per the car models specified & preferred colour.

CALCULATION OF CHARGES

1. The applicants have to quote price for 'local trip' and 'outstation trip' separately.
2. The round trip distance upto 80Kms & upto 10 hours will be treated as one 'full day local trip'. In case of round trip distance upto 40Kms & Upto 5 hours will be treated as 'half day local trip' and the half of 'full day local trip' charges will be paid.
3. The round trip distance upto 300Kms & upto 24 hours will be treated as outstation trip.
4. Calculation of the kilometers used and hours of utilization will be reckoned from garage to garage. The garage location should be located within 10Km radius from SBI-LHO, Koti.
5. The price quoted for both case should include fuel, maintenance and driver charges. GST as applicable will be paid extra.
6. Toll and Parking charges will be paid extra as per the actual after duly certified by the executive using the vehicle.

7. The variable charges to be paid have been fixed by the Bank, which will be common for all the empanelled agencies. The variable charges shall be calculated as under:

7(a). FOR LOCAL TRIPS

S. NO.	MAKE & MODEL	Applicable for LOCAL Trips		
		Charges for Extra Kilometers (beyond 80Kms) [Rs. Per Km]	Charges for Extra Hours (beyond 10 Hours) [Rs. Per Hour]	Driver Bhatta [Rs. Per Trip]
1	Honda City/Maruti Ciaz/Innova crysta or any other equivalent	23	180	130
2	Toyota Hycross/Camry or any other equivalent	26	200	150
3	Lexus/Volvo or any other equivalent	100	500	250
4	Maruti Dzire or any other equivalent	16	110	130

7(b). FOR OUTSTATION TRIPS

S. NO.	MAKE & MODEL	Applicable for OUTSTATION Trips		
		Charges for Extra Kilometers (beyond 300Kms) [Rs. Per Km]	Charges for Extra Hours (beyond 24 Hours) [Rs. Per Hour]	Driver Bhatta [Rs. Per Trip]
1	Honda City/Maruti Ciaz/Innova crysta or any other equivalent	25	200	400
2	Toyota Hycross/Camry or any other equivalent	26	200	400
3	Lexus/Volvo or any other equivalent	100	200	500
4	Maruti Dzire or any other equivalent	16	200	400

8. The rate contract will be valid for ONE year from the date of order issued. No additional charges shall be payable for fuel rate variation in the entire contract period.
9. GST will be paid extra as applicable.

ELIGIBILITY CRITERIA:

The Bidder should have valid empanelment certificate issued by SBI, Hyderabad circle as a Car rental service provider for 'NEED BASIS' requirement and should submit the copy of evidence as proof. The applicants shall be disqualified if eligibility criteria are not fulfilled or the documents submitted are found to be false or insufficient. Bank reserves the rights to modify or amend the eligibility criteria. The Bank's decision will be final & binding in this regard

PRICE BID VALIDITY

The Price Bid shall be valid for a period of 3 months from the date of submission of the quotes. On issuing the rate contract, the rates quoted will remain constant and unchanged for a period of ONE year from the date of order issued.

EMD

Earnest Money Deposit (EMD) of **Rs.50,000/-** should be submitted at the office of The AGM (M&C), 3rd floor, SBI-LHO Hyderabad, Bank Street, Koti, Hyderabad-500001. 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 Hyderabad. Such EMD shall not carry any interest. Any Bid not accompanied by the requisite EMD shall be deemed to be invalid and will be rejected. The EMD will be refunded to the ineligible and unsuccessful bidders, within 15 days from the completion of the tender process. In case of successful bidder / bidders, earnest money deposit will be forfeited by the Bank if:-

- a) After submission of the tender, if the tenderer fails/refuses to comply with any /all of the terms & conditions of the tender.
- b) The tenderer withdraws the offer during the validity period i.e. 3 months from the date of submission of tender.
- c) Any Bid not accompanied by EMD for the specified amount and not submitted to the Bank as mentioned in this RFP will be rejected as non-responsive.

- d) EMD of successful Bidder will be discharged upon the Bidder signing the Contract and furnishing the Bank Guarantee for the amount and validity as mentioned in this RFP, which should be strictly on the lines of format prescribed by the bank.
- e) No interest is payable on EMD.

SECURITY DEPOSIT

In case of successful bidder / bidders, the EMD will be continued with the Bank, till submission of "SECURITY DEPOSIT", of Rs.1.00 lakhs and the same should be submitted within a period of 30 days, from the date of the finalization of the tender and the finalization of agencies.

DOCUMENTS COMPRISING THE PRICE BID

Price Bid shall be submitted in online with following documents,

1. Copy of EMD
2. Copy of Empanelment letter/mail issued/sent by SBI, Hyderabad Circle.
3. Copy of signed Price Bid submission form
4. Copy of this tender document signed by the bidder in all pages (from first page to last page) as an acceptance of the tender conditions.
5. Letter of authority in favour of any one or two agency's executives conferring authority to attend the Price Bid opening on specified date and venue as per format
6. Confirmation of no deviation as per format

EVALUATION CRITERIA FOR DETERMINATION OF TENDER

The Price Bids will be examined by the Bank to determine whether they are complete and other details / documents have been furnished / submitted. Price Bid determined as not substantially responsive will be rejected. The Bank may at its discretion waive any minor non-conformity or irregularity in Price Bid if it does not constitute a material deviation. The decision of the Bank whether any deviation is material or not shall be final and binding to all.

Stages of Tendering Process:

- a) The online documents submitted by the bidders will be evaluated on the basis of aforesaid eligibility criteria.
- b) The online price bids of eligible bidders only will be opened.
- c) Based on the Price Bids submitted by empanelled Car Rental Agencies/ Companies, the L-I rate will be decided for each type of car separately.

- d) All the participated agencies except L-1 bidder will be asked to match the L-1 rate for each type of car & trip category. All other agencies other than L-1 bidder are having the rights to accept or reject the all or any L-1 rates as per their discretion.
- e) In case L-1 bidder backs out, EMD amount will be forfeited, Bank may blacklist the applicant and may also initiate action before appropriate legal forums/regulators etc. and the whole tender process will be cancelled.
- f) The L-1 bidder for each type of car & trip category gets the first priority for providing cars at all the time. The priority will pass on to the next lowest bidders i.e L2, L3 etc and so on of that particular type of car and trip category in case of L-1 bidder is not fulfilling the entire or partial demand at that particular time of requirement.
- g) The applicant must adhere to the format given while submitting the Price Bid. The Bank reserves the right to accept or reject any Price Bid without assigning any reason.

DATE & TIME OF SUBMISSION

The empanelled agencies/companies may submit their Price Bids in online mode as specified earlier. The tender document to be downloaded from the Bank's website www.sbi.co.in (under 'procurement news') and the price bids along with necessary documents to be submitted online through portal <https://etender.sbi> on or **before the date mentioned in the NIT document page no.1.**

The empanelled Agencies / Companies shall obtain digital key and enroll themselves with Bank's authorized e-Tender Portal Agency i.e., M/s e-procurement Technologies Ltd and should be conversant with the online price bid submission thereof.

e-Procurement technologies Limited, Ahmedabad.

Primary Contact: Ms. Geeta-079-68136810, geeta@auctiontiger.net

- 1. Anshul Juneja:- 079-68136840, anshul.juneja@eptl.in
- 2. KanchanKumari:- 079-68136820, kanchan.k@eptl.in
- 3. JaymeetRathod:- 079-68136829, jaymeet.rathod@eptl.in
- 4. Salina Motani:- 079-68136843, salina.motani@eptl.in
- 5. VinayakKhambe:-079-68136835, vinayak.k@eptl.in
- 6. ImtiyazTajani :- 079-68136831, imtiyaz@eptl.in
- 7. HemangiPatel:- 079-68136852, hemangi@eptl.in
- 8. Nadeem Mansuri:-079-68136853, nadeem@eptl.in
- 9. Deepak Narekar:- 079-68136863, deepak@eptl.in
- 10. Sujith Nair:- 079-68136857, sujith@eptl.in
- 11. Devang Patel:- 079-68136859, devang@eptl.in

Date & Time of Price Bids Opening—As mentioned in NIT document page no.1. Representatives of Applicants if they so choose may present themselves during the opening of the Price Bids at,

Address: Premises & Estate Department, 3rd floor, State Bank of India, Local Head Office, Bank Street, Koti, Hyderabad – 500 001.

However, Price Bids would be opened even in the absence of any or all the authorized representatives of the applicants.

TERMS OF SERVICE /MISCELLANEOUS

- a) The applicants who emerged as L-1 bidder or accepted the L-1 rates have to execute a contract with the Bank in the format prescribed/ approved by the Bank.
- b) The broad terms and conditions of the contract/ service shall be as mentioned in the **Annexure A**.
- c) The Bank reserves the right to cancel the tender process at any time before finalization and execution of the contract with or without assigning any reason(s).
- d) Language of Price Bid: All Price Bids and supporting documentation shall be submitted in English.
- e) SBI reserves the right to accept or reject any or all Price Bids without assigning any reason(s) thereof and Bank's decision in this regard will be treated as final. Price Bids may be accepted or rejected in total or any part or items thereof. No contractual obligation whatsoever shall arise from the Tender process unless and until a formal order and agreement is signed and issued by duly authorized officials of the Bank.
- f) Any Price Bid not containing sufficient information and documents which preclude a thorough analysis will be rejected.
- g) The Bank shall have the right to reject the Price Bids not submitted in the prescribed format or incomplete in any manner.
- h) State Bank of India is not responsible for non-receipt of Price Bids within the specified date and time due to any reason(s) including postal delays or holidays or not adhering the system requirements or not having proficient in online tender submission or any other reasons.
- i) The Bank also reserves the right to alter/modify any/some/all the requirements as it may deem necessary and notify the same on its website www.sbi.co.in(under 'procurement news'). The applicants should be agreeable for the same. All

changes amendments would be informed through Bank's website only. No publishing will be done through print media.

- j) Price Bids not confirming to the Tender requirements may not be considered by SBI. However, SBI reserves the right, at any time, to waive any of the requirements of the Tender, if in the sole discretion of SBI, the best interest of SBI be served by such waiver.
- k) Applicants who do not meet the eligibility criteria stipulated by the Bank will not be considered for further evaluation.
- m) SBI shall have the right to cancel the Tender process at any time prior to award of contract, without thereby incurring any liabilities to the affected applicant(s). Reasons for cancellation, as determined by SBI in its sole discretion include but are not limited to, the following:
 - i) Services contemplated are no longer required.
 - ii) Scope of work was not adequately or clearly defined due to unforeseen Circumstances and/or factors and/or new developments.
 - iii) The project is not in the best interest of SBI.
 - iv) Any other reason.
- n) Pre-Price Bid meeting, if any, will be held to brief the intending applicants about the requirements of the Bank and to furnish clarification on any points/queries received from them. No separate communication will be sent for this meeting.
- o) SBI reserves the right to verify the validity of Price Bid information and to reject any Price Bid where the contents appear to be incorrect, inaccurate or inappropriate at any time during the process of Tender or even after award of contract.
- p) SBI reserves the right to modify the conditions in the event of changes in the market conditions and/or technology etc. through publishing corrigendum in Bank's website.
- q) Bank reserves the right to appoint a consultant, if so decided by the Bank at any stage during tendering process.
- r) All pages of Price Bid document should be stamped and signed by authorized signatory of the applicant.
- s) Applicants should carry out any change request necessitated by the Bank. Bank reserves the right to discontinue/close the project at any point of time without assigning any reason thereof and Bank's decision in this regard will be treated as final. By responding to this document, it is construed that the applicant has agreed to fully adhere to all the requirements of this Tender.

Annexures to the Tender Documents:

This tender includes the following annexure/ Schedule/ Formats which are integral part of this Tender.

1. Annexure “A” - Scope of services and detailed terms and conditions agencies / companies responsibility for providing car on NEED basis.
2. Annexure “B” - Part-1 / F-I covering letter - Price Bid submission form.
3. Part 1 / F-II - letter of authority - proforma for letter of authority for attending and subsequent negotiations/conferences.
4. Part 1 / F-III – no deviation confirmation.

For State Bank of India

Asst. General Manager
Marketing & Communication

ANNEXURE "A"

SCOPE OF SERVICES AND DETAILED TERMS AND CONDITIONS AGENCIES / COMPANIES RESPONSIBILITY FOR PROVIDING CAR ON NEED BASIS

1. All the cars for the purpose of Need Basis should be brand-new air-conditioned cars and as per the models approved by the Bank. Brand new cars means and include any car of the specified make / model purchased as first hand on or after 1st April, 2023.
2. The agency / company have to pay the drivers as per the Minimum Wages Act applicable in Hyderabad. Since the driver will be the employee of the agencies / company, therefore any rise in the minimum wages has to be borne by the agency/company and cannot be charged to the Bank. The agency / company have to take all the incidental charges into account.
3. The agency shall comply with all the rules and regulations relevant to supply and running of cars on rental basis as stipulated by RTOs across Telangana State, and other Government Authorities. The agency shall comply with all the local/ municipal laws and statutory rules as applicable and will indemnify the Bank against all actions, claims, suits etc. for non- compliance of laws.
4. The agency should have an office with telephone facility and contact point for 24 hours and the telephone/mobile numbers of the concerned shall be given to the user official. In addition, the Company/Agency should make dedicated arrangement to ensure that all the cars report on time and are kept clean at the start of duty each morning and a confirmation by SMS / call is to be given to the user executive, every day. Drivers should be medically fit and their antecedents should be verified by the police.
5. As the drivers are employees of the agency concerned, they should comply with local laws and provisions relating to their employment with their agency concerned. The Bank will not be liable for their non-compliance.
6. The drivers should have a valid driving license which should be produced by them as and when demanded by the Bank and / or Traffic / Govt. authorities. The driver should be medically fit and should be conversant with the routes and places in the twin cities (i.e.,Hyderabad &Secunderabad) and also across Telangana State. The renewal of the driving licenses will be the responsibility of the agency. The agency should have all the relevant personal and family details of the drivers and proper police verification should

be done and a copy of the report of all drivers should be submitted to the Bank.

7. Rest room/change room or meals to the drivers will be the responsibility of the agency / company. The drivers will be the staff of the agency and Bank will not be responsible for violation of any rules / regulations in this regard. Bank will not be responsible in any way for the driver's injury, disablement, or loss of life due to an accident while on duty.
8. The agency shall change the driver, if found unsuitable or undesirable by the user official and make immediate arrangements to provide a substitute. If the driver is unable to attend or proceeds on leave for whatsoever reason, the agency shall provide substitute without delay. Needless to mention, all such drivers should also be medically fit and antecedents verified by police and also to satisfy any other requirements in respect of the driver mentioned in this document.
9. The driver should be provided with uniforms i.e. black trouser and light blue full sleeves shirt with an emblem or the name of the agency on the shirt's pocket, black leather shoes and a reliable mobile connection for communication with the user executive and its capital/ recurring cost will be borne by the agency.
10. The car must be kept clean and periodically serviced and the car should always be in good condition.
11. Proper reading light should be provided in the car if not already provided by the car manufacturing company. The vehicles supplied should always carry mandatory first aid kit, Fire Extinguisher and spares viz. tool kit, fuses, tyre, spark plugs etc.
12. The driver will comply with the orders given by the Liaison officer, Security Officer or any other responsible functionary of the Bank regarding safety and security when the car is in the Bank's premises. The drivers should be in uniform provided by the company/ agency, neatly dressed, courteous, obedient, polite, prompt and should be free from road rage. All the drivers should shave daily and should have a decent haircut.
13. The agency should maintain a record of the running of the car which should be authenticated by the user official concerned on the log sheet. The driver should ensure that the log sheet, toll / parking receipts are signed by the official. If any of these receipts are not countersigned by the user official, the Bank will not pay those charges. Random checking by Liaison Dept. or any

other responsible functionary of the Bank will be carried out. For the purpose of accuracy and automation, Bank may seek the feedback on usage and trip experience from the using official digitally for which the agency would have to cooperate.

14. In case the car breaks down on the way or found missing from duty, the agency has to arrange immediately similar AC Car and also has to bear the expenditure thereof, till suitable alternative arrangements are made by the said agency. Thereafter, the agency will arrange another car of similar specification till the car concerned is repaired/replaced.
15. In case of 3 or more such repeated instances such as car breaks down, poor car ambience, unpleasant experience by user official with car or driver in a year, Bank may reject the car or terminate the contract of the agency /company. In the event of replacement of the vehicle provided for unavoidable reason, the authorized make/model of car should be provided with prior intimation to the official using the car and in consultation with Liaison Department of the Bank.
16. The car provided to the Bank will be covered by comprehensive insurance at the cost of the agency. The Bank shall not be responsible for any damage to the car and compensation to anyone in the event of injury/disablement or loss of life as a result of accident.
17. The agency shall indemnify the Bank against any damage/ loss out of accident caused by the car. The agency shall also indemnify the bank against any loss to the Bank/Bank's official arising out of its own or driver's act or non-performance.
18. All applicable taxes inclusive of passenger tax, road tax and permit charges, PUC charges, insurance premiums etc. will be borne by the agency.
19. Toll tax and parking charges shall be paid by the agency and will be reimbursed by the Bank along with the bill on production of relevant receipts duly authenticated by the user executive. No parking charges will be paid during official hours for parking the car at office / residence.
20. The Agency will be paid for usage charges which would include vehicle rent, maintenance cost, Fuel cost and driver charges.
21. The Company should ensure and confirm to the Bank that all the drivers provided to the Bank on duty are paid salary and benefits due to them as per "Minimum Wages Act" laid down by the Government Agency.

22. Unless intimated otherwise, the present agreement/empanelment will be initially for a period of 36 months (3 years) which will be reviewed every year and in case the services are found satisfactory, the arrangement may continue for a further period (one / two years) as decided by the Bank at appropriate time.
23. The Bank reserves the right to terminate this agreement/empanelment either in part or in full without assigning any reason, by giving 15 days' notice to the agency 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.
24. The agreement will be terminated without any prior notice if the agency violates any of the terms and conditions of the agreement accepted by the agency at any stage of the contract.
25. In case the agency / company obtain financial assistance from any institution, organization and bank, the Bank will not be responsible/ liable to meet the repayment of loan installments to the lender. Cars if financed by State Bank of India and later rejected / denied / recalled for any reasons of non-compliance of the terms and conditions of the contract, the provider agency/company will not have any financial claim during the contract period on State Bank of India. The financial repayment responsibility of all such cars if any will solely lie on the agency/company.
26. In case of any physical dent, paints scratch or damage to the car due to any reason during the hired period (if hired for more than a day), the same should be rectified promptly so as to maintain decent look of the car during the hired period or the agency should replace the car of same make/model or equivalent with prior approval from the bank.
27. All the cars should be GPS enabled for direction / route map purpose. In addition, all the cars should be provided with full size floor mats so as to cover the entire carpet, three cushions, mobile charger, side and rear window sun shields, tissue boxes, car perfume, mineral water bottles and one full size umbrella in every car. The Drivers should be conversant in following the GPS mapping.
28. The Bank reserves the right to reject all or any one offer at its own discretion and without citing any reasons.

29. Calculation of the kilometers used and hours of utilization will be reckoned from garage to garage. The garage location should be located within 10Km radius from SBI-LHO, Koti.
30. In case the Executive / Official using the car for one way or part journey, the return journey distance travelled by shortest route to the garage will be considered for calculation of kilometers and toll charges if any.
31. **Repairs and Maintenance:**
All repairs and maintenance will be the sole responsibility of the agency/ company. The agency / company have to ensure that the cars are periodically maintained and kept in good condition and road worthy.
32. **Fuel:**
The fuel (Petrol) will be provided by the agency / company. The use of oil or other consumables will also be provided by the agency. **The rental charges is inclusive of such expenditure (Fuel, oil, Driver Salary, Rent etc) and no separate claim will be entertained by Bank.**
33. **Rate Contract Period:**
The rate contract will be valid for ONE year from the date of issue of order and no rate variation shall be entertained. The bank may at its own discretion may increase/decrease/call for fresh price bid after the expiry of ONE year rate contract period from the empanelled agencies.
34. **Payment Terms:**
It will be ensured that the bills will get settled within 30 days from the date of submission of bills. The payment will be made through account with State Bank of India only, for which agency will have to furnish their bank account details.
35. **Arbitration:**
Any dispute or difference whatsoever arising between the Parties out of the contract or the validity or breach thereof, there shall first be an attempt to mutually settle the same amicably. If however, the said settlement being not possible shall thereafter be referred to a Sole Arbitrator, who will be Deputy General Manager of the Bank.

The venue of the said Arbitration shall be at Hyderabad, and the provision of the Arbitration and Conciliation Act, 1996 shall apply to the said proceedings. The Award of the Arbitrator shall be final and binding upon both the parties.

36. Termination Clause:

The Bank reserves its right to terminate the Rental agreement for any reason at its absolute discretion including but not limited to the following:

- a) If the agency / company is adjudicated insolvent by a Competent Court or files for insolvency or if the hirer being a company is ordered to be wound up by a Court of competent jurisdiction.
- b) If the Agency / Company commit any breach of the terms of this rental agreement / tender document.
- c) If any charge sheet is filed by a competent authority of the Government against the Agency / Company, or the Agency / Company is convicted by a criminal court on grounds of moral turpitude.
- d) The Agency / Company is involved in wrongful billing. In addition to hereto wrongful billing shall also result in the Agency / Company being debarred from participating in any other tender of the Bank.
- e) The engagement is not in the interest of the Bank or the Bank no more requires any such service.
- f) In case of misbehavior by driver or the supervisor staff of the company, such drivers or supervisor staff will have to be removed from the service. The agency will have to ensure that such drivers, staff will not get appointment with other car agency those are dealing with the Bank.
- g) The incidence as in Para (15)
- h) If there is a change in the name of the Agency/Company etc. arising out of:
 - i. Merging with some other company or
 - ii. Collaboration with some other company or
 - iii. For any other reason or, if any changes take place in the proprietorship or partnership of the Agency / Company, the Bank should be intimated within 30 (Thirty) days of such changes, failing which all payments will be withheld and Bank may terminate the rental agreement as may be deemed necessary, whatever be the reason of changes, the subject rental agreement would be terminated unless the new company/entity accepts the subject rental agreement at the same rates, terms and conditions laid down herein. The agency /company shall refund the excess money paid if any, to them for the term for which the agreement / arrangement has run

37. It is clearly understood by the Agency / Company that if a charge sheet is filed by any competent authority of the Government against the Agency / Company, the Agency / Company is obliged to notify the Bank within 15 (Fifteen) days of filing of the charge sheet. Failure to do so shall result in forfeiture of all payments due for service rendered after the date of the filing of the charge sheet.

Signatory

State Bank of India

Seal of the agency / company

ANNEXURE "B"

Part-1 /F-I

Covering Letter on the letter head of the Applicant

PRICE BID SUBMISSION FORM

To,
State Bank of India,

Dear Sir,

After examining the invitation for Price Bid including scope of services and detailed terms and conditions, the receipt of which is hereby duly acknowledged, we, the undersigned, are pleased to our Price Bid and in conformity with, the said terms and conditions.

We confirm that this Price Bid is valid for a period of 3 months from the date of opening of Price Bid, and it shall remain binding upon us and may be accepted by any time before the expiration of that period.

We understand that Tender Document is not exhaustive and any action and activity not mentioned in Tender Document but may be inferred to be included to meet the intent of the Tender Document shall be deemed to be mentioned in Tender Documents unless otherwise specifically excluded and we confirm to perform for fulfillment of Agreement and completeness of the service requirement in all respects.

We declare that we have not been blacklisted by any Govt./ PSU/ Banks/ any Organization for corrupt or fraudulent practices or non-delivery or non-performance etc.

We understand that you are not bound to accept any Price Bid that you may receive.

SIGNATURE OF AUTHORISED PERSON WITH SEAL

DATE:

Duly authorized to sign Price Bid for and on behalf of

(SIGNATURE OF WITNESS) WITNESS NAME: ADDRESS:

LETTER OF AUTHORITY

**PROFORMA FOR LETTER OF AUTHORITY TO ATTEND PRICE BIDS
OPENING MEETINGS AND SUBSEQUENT NEGOTIATIONS/ CONFERENCES**

No.

Date:

To

State Bank of India,

Dear Sir,

We _____
hereby authorize following representative(s) to attend Price Bid opening and for any
other correspondence and communication against above Tender Document:

1) Name & Designation _____ Signature _____

2) Name & Designation _____ Signature _____

We confirm that we shall be bound by all commitments made by aforementioned
authorized representatives.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

Note: This letter of authority should be on the letterhead of the Agency / Company
and should be signed by a person competent and having the power of attorney **to
bind the Agency / Company.**

Not more than two persons are permitted to attend the Price Bid opening.

NO DEVIATION CONFIRMATION

To,
State Bank of India,

Dear Sir,

We understand that any deviation/exception in any form may result in rejection of Price Bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the Price Bid and we agree that if any deviation/exception is mentioned or noticed, our Price Bid may be rejected.

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)

PRICE BID
PROVIDING CARS ON NEED BASIS FOR THE BANK'S EXECUTIVES FOR SBI
LOCAL HEAD OFFICE, KOTI, HYDERABAD

S.No	Description	Unit	Quoted Rate in Rs.
1	Rental Charges for providing Car on NEED BASIS including fuel, oil, driver, insurance, legal expenses, RTO expenses, repairs, maintenance, service charges etc (including all, except toll, parking charges & GST) for 'LOCAL FULL DAY TRIP' with round trip traveling distance UPTO 80 KMS and traveling hours UPTO 10 HOURS for the following category of cars		<p style="font-size: 2em; color: red; font-weight: bold;">To be submitted online. Do not fill here.</p>
1.1	Honda City/Maruti Ciaz/Innova 21crysta or any other equivalent	Per Trip	
1.2	Toyota Hycross/Camry or any other equivalent	Per Trip	
1.3	Lexus/Volvo or any other equivalent	Per Trip	
1.4	Maruti Dzire or any other equivalent	Per Trip	
2	Rental Charges for providing Car on NEED BASIS including fuel, oil, driver, insurance, legal expenses, RTO expenses, repairs, maintenance, service charges etc (including all, except toll, parking charges & GST) for 'OUTSTATION TRIP' with round trip traveling distance UPTO 300 KMS and traveling hours UPTO 24 HOURS for the following category of cars		
2.1	Honda City/Maruti Ciaz/Innova crysta or any other equivalent	Per Trip	
2.2	Toyota Hycross/Camry or any other equivalent	Per Trip	
2.3	Lexus/Volvo or any other equivalent	Per Trip	
2.4	Maruti Dzire or any other equivalent	Per Trip	

Note:

1. Toll, Parking charges and GST will be paid extra as applicable.
2. In case of round trip distance upto 40Kms & Upto 5 hours will be treated as 'half day local trip' and the half of 'full day local trip' charges will be paid.
3. Separate L-1 rate and L-1 bidder will be identified for each type of car and each type of trip.

(SIGNATURE OF AUTHORIZED PERSON WITH SEAL)