

**TENDER FOR HIRING OF A CAR MODEL (MARUTI ERTIGA)
FOR THE BANKS USE ONLY**

**NAME OF THE TENDER: HIRING OF A CAR MODEL (MARUTI ERTIGA)
FOR CORPORATE OFFICE, CRGB**

SINGLE BID SYSTEM

BID WILL BE ACCEPTED AFTER VERIFICATION OF CREDENTIALS, PRE-QUALIFICATIONS, DRIVER CREDENTIALS, VEHICLE CONDITION ETC. AS MENTIONED IN THE BID

BID MUST BE SEALED IN A COVER. THIS COVER TO BE SUPERSCRIBED " BID FOR HIRING OF CAR FOR BANK USE"

Last date for submission of Sealed Tender: **Before 22.05.2023** up to 3.00 PM

Opening of Sealed Tenders: 22.05.2023 at 4.00 PM

Tender to be submitted to:

General Manager (Administration)
CHHATTISGARH RAJYA GRAMIN BANK
Corporate Office
Plot No-47, Sector-24
Atal Nagar, Naya Raipur (C.G)- 492018
Contact No - 0771 - 2288128 , 127

Name of the Contractor:



NOTICE INVITING TENDER (NIT)

Sealed tenders are invited in SINGLE bid system for approved model of the vehicle of make / model as mentioned in the tender, from the prospective contractors / hirers / car owners / firms recognized by the department of Tourism, Govt. of India / Govt. of C.G. / State Govt. / Any other reputed public institution / Body and experience in supplying commercial vehicles / cars / taxis to any state / central Govt. organizations or a large Public Sector Undertaking.

1	Name of the work	TENDER FOR HIRING OF A CAR (MONTHLY BASIS) New Car Model (Maruti Ertiga)
2	Cost of tender document. Tenders forms are available at office of the Regional Manager RO-Raipur, Sundernagar free of cost.	WAIVED.
3	Date and Time where tender forms are available.	From 17.05.2023 to 22.05.2023 (up to 2.00 pm)
4	Time and last date of submission of Tender	Up to 3.00 PM on 22.05.2023
5	Place & Address for submission of tender.	General Manager (Administration) CHHATTISGARH RAJYA GRAMIN BANK Corporate Office Plot No-47, Sector-24 Atal Nagar, Naya Raipur (C.G.)- 492018
6	Date, Time and Place of opening of tenders.	At 4.00 PM on 22.05.2023
7	Quantum of Earnest Money Deposit (EMD)	Rs.5,000/- demand draft drawn in favour of Chhattisgarh Rajya Gramin Bank, payable at Raipur
8	Quantum of Security Deposit.	As per terms of the tender document.
9	Terms of payment of Bills.	MONTHLY
10	Duration of the contract.	12 MONTHS
11	Estimated annual hiring charges	Rs. 2.00 Lakhs Plus taxes as applicable
12	Taxes	Rates quoted should include all Taxes (other charges like Transportation etc.). However, Income Tax, if applicable shall be deducted at source while making monthly bills.
13	Electronic Payment	Electronic payment shall be preferred. Please furnish Bank details, Name of the bank, Name of the branch, Account no, Name of the accountholder, IFSC CODE, PAN, GST Registration No:
14	Any additional Information	-----

Note: Any additional details, if required, on case to case basis may be added/included.

The Bank reserves the right to cancel or postpone the tenders at any stage without assigning any reason.



TERMS AND CONDITIONS OF THE CONTRACT

- Tenderer offering the bid to hire the car to the Bank shall be referred as car owner or contractor or vehicle owner or transporters hereafter in the tender.
- Lowest bidder shall be considered for award of the contract. The acceptance of a tender will rest with the competent Authority, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reasons. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.
- Bid should not be altered or changed or corrected. Any tender documents found altered / changed / modified / corrected in any form, tender stands canceled.
- All compensation or other sums of money payable by the contractor to Bank under the terms of this contract may be deducted from the security deposit, or from any sum that may be or may become due to the contractor on any account whatsoever and in the event of the Security Deposit being reduced by reasons of any such deductions, the contractor shall within 10 days of being asked to do make good in cash or by cheque any sum which have been deducted from his security deposit.
- Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected. If at all any rebate(s) is/are to be offered the tenderer shall first quote his rates strictly on the terms and conditions stipulated in tender document and then show separately rebate(s) offered specifying the conditions for such rebate(s). Failure to follow this procedure will render the tender liable to summarily rejection.
- Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- The tender should quote their (own) rates for hiring the car on monthly basis only.
- It will be obligatory on the part of the contractor to sign the tender documents for all the component parts and that, after the work is awarded, he will have to enter into an agreement for each component with the competent authority in the bank.



- All taxes including Sales Tax, Octroi, or any other statutory obligation / tax on services, work contract tax, turn over tax etc. in respect of this contract, as applicable, shall be payable by contractor.
- No advance will be granted in any case.
- Deduction of sources such as Income Tax / statutory tax etc shall be recovered as applicable as per Government Rules.
- No employee of the Bank is allowed to work as a contractor for a period of 2 years of his/her retirement from Bank Services without previous permission of the Bank. This contract is liable to be canceled, if either the contractor or any of his employees is any time to be such a person who had not obtained the permission of Bank as aforesaid before submission of the tender or engagement in the contractor's service.
- Estimated hiring charges for 12 months Rs. 2.00 Lakhs Plus taxes as applicable Contractor may quote their own workable rate and need not take the estimated rate as base for any purpose.
- All Expenses will be borne by the owner in case of breakdown of the vehicle including immediate replacement of the vehicle.
- All the charges towards repair / servicing, salary of the driver, all maintenance charges, maintenance of up keep of the vehicles, all incidental charges for maintenance of the vehicles etc shall be borne by the car owner. The vehicle should be available for banks use in all hours i.e. 24x7 in the month including all emergencies.
- Actual parking/toll charges / interstate / entry charges shall be reimbursed on receipt basis and the owner should arrange necessary money available with the driver.
- The vehicle must be insured in all respects. All liabilities of any legal disputes, accidents, etc shall be borne/paid by the firm or car owner.
- Legal disputes, if any during the currency of the contract, shall be jurisdiction of Raipur only.
- The character antecedents of driver to be deployed should be properly verified and recorded and get verified with investigation or legal agencies.



- The driver should wear neat uniform, proficient in speaking in local language, well mannered, courtesies, proven integrity, healthy personal habits and should carry a mobile with him.
- No compromise shall be made by the bank towards punctuality, obedience, promptness, alertness, behavior of the driver. In case of failure the bank reserve the right to cancel the contract forfeiting the deposit without giving any notice.
- The bank will not be responsible for any wrong entry/ wrong parking/penalties / challans of the vehicle/driver.
- Vehicle will be under bank's possession & control for 24 hours & Log book to be maintained.
- Fuel expenses (Diesel) will be reimbursed by bank on actual running basis & **fuel average will be taken as 15 km per liter.**
- Disclaimer: Employees or his Relatives are not eligible to offer this as per the banks service regulations in force.
- Sub-letting of work is prohibited and the tender is not transferable.
- The car owner shall submit the bills within three days after completion of calendar month. All payments shall be made by e-payment process only.
- All penalties/ taxes/insurance/ outstanding dues of any type (except loan for purchase of vehicle) payable to government agencies and make fit the vehicle for free and fair use without any obligations. Any pending outstanding liable the tender rejection.
- AC functioning should be good and gas levels should be maintained satisfactory levels.
- No mileage will be allowed for lunch/ night halt/ morning arrival/ tea/snacks/courtesy calls of the friends or relatives or entertainment of the driver at any station during contract period.
- Monthly rent means calendar month rent i.e. 30 or 31 days. Which should include all running expenses, driver wages, maintenance charges of vehicle for fit and good working condition etc (excluding fuel charges).
- Tender bids shall be opened in the presence of tender committee and the tenders who wish to be present at the time of opening.



- Towels, napkins, air-fresheners shall be replaced at regular intervals and new set should be always be reserved for using the vehicle for any top boss / visitors of the bank.
- The user official can always utilize the taxi vehicle on holidays and also for visiting out of Raipur. In case user official is not returning back to Raipur on the same day, the Bank has to reimburse the Batta to be paid by the agency to the driver for the night halt. The driver batta for the night halt is Rs.200/- per night. The user official of the vehicle is also entitled to utilize the vehicle at any time. The agency will certify along with monthly rental bill that the driver is being paid salary as per Minimum Wage Act.
- The contract shall be for a period of one year initially and will be renewed two times for one year period at the discretion of the bank on satisfactory conduct of services.
- Contract can be terminated giving one months notice from bank side or contractor side in case either of the party wish to conclude the contract on any reasons what so ever it may be.

Yours Faithfully

Chief Manager (GB)



LIST OF APPROVED VEHICLES.

Vehicle should not Older than 2021 model and less than 60,000 Km running .

Make of vehicles :

Model :

COLOUR, OF THE VEHICLE: **White/ Off white**

Eligibility criteria:

- The car should be in excellent working condition mechanically as well as get up wise i.e outer body / upholstery should be of decent look.
- The vehicle having Taxi permit will be preferred.



DETAILS OF THE BIDDER

- NAME, ADDRESS OF THE BIDDER:
- TELEPHONE NOS/ MOBILE NOS:
- PERMANENT ADDRESS:
- PAN and GST details:
- PERSONAL ID (ADHAR CARD)
- BANK DETAILS:
- DETAILS OF THE VEHICLE OFFERED:
- MAKE, MODEL, COLOUR, OF THE VEHICLE:
- YEAR OF THE VEHICLE:



PRICE BID

**TENDER FOR HIRING OF A CAR MODEL (MARUTI ERTIGA)
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**NAME OF THE TENDER: HIRING OF A CAR MODEL (MARUTI
ERTIGA) FOR CORPORATE OFFICE, CRGB**

SR NO	QUOTE FOR	AMOUNT
1	CAR RENT FOR CALENDER MONTH ALONG WITH DRIVER SERVICE (EXCLUDING FUEL CHARGES) <u>WITH TAXI PERMIT</u>	Rs..... IN WORDS.....
2	CAR RENT FOR CALENDER MONTH ALONG WITH DRIVER SERVICE (EXCLUDING FUEL CHARGES) <u>WITHOUT TAXI PERMIT</u>	Rs..... IN WORDS.....

The GST as applicable shall be paid over and above the quoted rates.

Taxes deduction at sources shall be made as applicable from time to time.

DETERMINATION OF L1: LOWEST BID (L1) SHALL BE BASED ON THE QUOTED RATE FOR ITEM NO: 1&2 ABOVE. IN CASE, THE QUOTED RATES ARE HIGH, BANK RESERVE THE RIGHT TO NEGOTIATE OR CANCEL THE TENDER.

Seal and signature of the tenderer.

