



छत्तीसगढ़ राज्य ग्रामीण बैंक

(भारत सरकार, राज्य शासन और भारतीय स्टेट बैंक का संयुक्त उपक्रम)

प्रधान कार्यालय : महादेवघाट रोड, सुंदरनगर, रायपुर (छ.ग.)

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Reference No. – CRGB/GB/Notice-1/2020-21

Date:-04.08.2020

सूचना (NOTICE)

INVITATION OF PROPOSALS FORM REPUTED AGENCIES / VENDORS FOR PROVIDING CASH VAN (DELIVERY & PICKUP) SERVICES FOR CHHATTISGARH RAJYA GRAMIN BANK BRANCHES/OFFICES IN STATE OF CHHATTISGARH

छत्तीसगढ़ राज्य ग्रामीण बैंक सबसे ज्यादा शाखाओं के साथ छत्तीसगढ़ राज्य में सबसे बड़ा बैंक है। इसकी 613 शाखाएँ राज्य के सभी 28 जिलों में स्थित हैं। बैंक का प्रधान कार्यालय रायपुर में है एवं इसके 10 क्षेत्रीय कार्यालय राज्य के सभी प्रमुख शहरों रायपुर, बिलासपुर, जांजगीर, रायगढ़, धमतरी, जगदलपुर, अंबिकापुर, बैकुंठपुर, दुर्ग एवं राजनांदगांव में स्थित हैं।

छत्तीसगढ़ राज्य ग्रामीण बैंक अपने बैंक की शाखाओं में कैश (DELIVERY & PICKUP) की आवश्यकता की आपूर्ति हेतु अनुभवी, विश्वसनीय एवं पात्र REPUTED AGENCIES से प्रस्ताव आमंत्रित करता है। छत्तीसगढ़ राज्य स्थित **OUTSOURCING AGENCIES** जो हमारे 10 क्षेत्रीय कार्यालयों के अधीन समस्त शाखाओं हेतु **CASH VAN (DELIVERY & PICKUP) SERVICES** प्रदान करने में सक्षम हों संलग्न प्रारूप में मय दस्तावेज बंद लिफाफे में दिनांक 20.08.2020 को शाम 3 बजे तक अपना प्रस्ताव प्रस्तुत करें।

बैंक द्वारा सर्वप्रथम अपनी किसी एक क्षेत्रीय कार्यालय के अधीन शाखाओं में इस सुविधा का परीक्षण (Trial) किया जायेगा, सफल परीक्षण पश्चात् अन्य क्षेत्रीय कार्यालयों की शाखाओं में इस सुविधा का विस्तार किया जायेगा।

किसी भी प्रकार की सिफारिश अयोग्यता समझी जावेगी।

किसी भी प्रकार की शंका समाधान या जानकारी के लिए कार्यालयीन समय में संपर्क किया जा सकता है।

स्थान – रायपुर

दिनांक –04.08.2020

Dr. ...
महाप्रबंधक (प्रशासन)

Seal & Signature of vendor



SCOPE AND ELIGIBILITY CRITERIA FOR PROVIDING CASH VAN SERVICES (DELIVERY & PICKUP) TO BRANCHES OF CHHATTISGARH RAJYA GRAMIN BANK IN CHHATTISGARH

Scope of Work:

To provide the Cash Van (Delivery and Pickup) Services in the Branches of CHHATTISGARH RAJYA GRAMIN BANK (CRGB) with all personnel as per guidelines issued by statutory authorities in this regard.

Proposal of Cash Van (Delivery and Pickup) Services should be as per specifications mentioned in **Annexure-I** along with Driver, two Armed Guards, One loader and one cashier for safe transportation of cash (Delivery and Pickup) from our Nodal branches to link branches as and when requirements comes from regional office of CRGB.

Proposals will be valid for the period of One Year, with the provision to renew every year based on the performance and it will be at the sole discretion of the bank.

Eligibility Criteria:

- 1) The applicant should have a registered firm and well established offices in state of Chhattisgarh and should have a good knowledge of Geographical Locations of Chhattisgarh.
- 2) The applicants who intend to provide Cash Van (Delivery/Pickup) Services to bank branches of Chhattisgarh Rajya Gramin Bank in Rural, Semi Urban and Urban area of across Chhattisgarh and should have the experience of successfully providing similar services in other Public Sector Banks /Private Banks since last three FY ending 31.03.2020.
- 3) Applicant who was empanelled or providing the same type of services in any other organizations / Public Sector Banks /Private Banks for the same services will be preferred.
- 4) The applicant should not have been black listed / barred by any of the Government Departments / PSU's / Public Sector Banks / Private Banks during the last three years. An undertaking for the same is to be submitted by the applicant.
- 5) The applicant should be an Income Tax assesses and should possess a valid PAN in the name of Company/Firm.
- 6) The applicant should be a profit making firm in the last three years with an average annual high turnover. Copies of the Audited Balance sheet for the last three years (2017-18, 2018-19 & 2019-20) should be submitted along with application.
- 7) The applicant should be registered with GST department and have a valid regular GSTIN.
- 8) Applicant must submit copies of documentary proof like GST Registration, Registration of Firm, PAN Card of Firm/ PAN Card of the Proprietor in the case of the Proprietorship Firm, Last 3 year ITR of Firm or Proprietor as the case may be, KYC of the owner/s, Office address proof, Work Order / Contract, Successful completion certificates, Undertaking etc. so as to satisfy the all eligibility criteria.
- 9) Applicant must submit their company profile mentioning with their vision, mission, quality policy, manpower strength with their licensee armed guards, past experience, presently providing their services to company/banks, Insurance policy of cash van and high tech features of cash van etc.

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- 10) The applicant has to deposit Application fee (non refundable) of ₹ **1,000.00** (Rupees One Thousand Only) by way of Demand Draft favoring "**Chhattisgarh Rajya Gramin Bank**" Payable at Raipur along with the application. The application received without Application fee will not be entertained.
- 11) All applications (complete in all respect) submitted in sealed envelope super scribe as "**APPLICATION/PROPOSALS FOR PROVIDING CASH VAN SERVICES (DELIVERY AND PICKUP)**" and must reach below address on or before 3 pm of 20.08.2020. Application received afterwards will be rejected.

**GENERAL MANAGER (ADMIN),
CHHATTISGARH RAJYA GRAMIN BANK,
HEAD OFFICE, MAHADEOGHAT ROAD,
SUNDER NAGAR,
RAIPUR (C.G.) – 492 013
0771-4388830/7974052311**



Seal & Signature of vendor

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. BRIEF DESCRIPTION:

- a. The proposal invited for receiving Cash Van (Delivery and Pickup) Services from Nodal branches to link branches from the reputed outsourcing Agencies/vendor. Bank will select L-1 vendor on complete evaluation of techno commercial based. However, the Bank reserves the right to award the work to any of the vendor.
- b. Bank reserves the right to accept the offer of only one vendor in full or more than one vendor in part or reject any or all proposals, without assigning any reason therefore and irrespective of L1 criteria, at any stage.
- c. Initially Bank will do the trial run from selected vendor/agency for Cash Van (Delivery and Pickup) Services to the branches of anyone regional office of CRGB in state of Chhattisgarh. After successful trial in one region bank may extend this services to the branches of other regional offices.

2. CONFIDENTIALITY:

- a. The appointed Agency should not disclose to anyone, other than Chhattisgarh Rajya Gramin Bank, the information/data relating to the individual details thereof, received or deliver in any manner whatsoever.
- b. The appointed agency shall be required to enter into a proper Non-disclosure Agreement for this purpose with CRGB. The appointed agency shall be responsible for any violation of the Non-disclosure Agreement and shall be liable to Chhattisgarh Rajya Gramin Bank for the unauthorized disclosure/use of the information /data in the possession of the Agency.
- c. If Bank found the appointed agency shall disclose the information, CRGB have the rights to cancel the work order / black list for the services / penalize the agency for breaching the contract.

3. TENDER FEE & EMD

- a. Non refundable Application fee Rs.1,000.00 (Rupees One Thousand only) should be paid in form of demand draft in favor of Chhattisgarh Rajya Gramin Bank payable at RAIPUR attached with application.
- b. Earnest Money Deposit (EMD) of ₹ 1,00,000.00 (Rupees One Lakh Only) also to be submitted in favor of Chhattisgarh Rajya Gramin Bank payable at RAIPUR along with offer/application. EMD shall not carry interest and retained by the bank during the service period. EMD of unsuccessful bidders will be returned after finalization of tender process.
- c. In case of withdrawal of proposal by successful bidders they will be liable for forfeiture of EMD.
- d. EMD amount will be forfeited in the event of the agency failure to observe any terms and conditions of this tender or noncompliance with the condition of contract.

Seal & Signature of vendor



4. COST OF BIDDING

Cost incurred by the applicants in applying, in providing necessary clarifications or attending discussions or site visits will not be reimbursed by the Bank.

5. AWARDING RATE CONTRACT

a. The process of selecting vendor in two stages. First vendors will be evaluating on their eligibility and technical criteria. Commercial bid will be open only the vendor of who qualify in technical stage. Vendor/ agency will be decided on complete techno commercial evaluation of package cost as given in Commercial bid (Annexure VI). The selected bidder will have to provide the services at lowest rates.

b. The bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever. If the lowest tender received from one or more firm than bank has the full right to give on their discretion to only firm or may equally distributed to both the L-1 vendors based on the their services to branches/regional office specific.

c. If in view of CRGB the L-1 vendor is not in position to provide the services in the prescribed time frame, the bank will have rights to divide the work order among L-1, L-2 and L-3 vendors in a proportion, subject to L-2/L-3 vendors matching L-1 prices. However, the L-2 and L-3 vendors together will not get order, which is higher than L-1 vendor.

6. TERMS & CONDITIONS FOR SERVICE PROVIDER

1. The bidder is required to have minimum 3 years of experience in the area of Cash transportation/security.
2. The bidder should have / obtain before commencement of the work the requisite approvals, certificates from all statutory authorities.
3. The bidder should have adequate qualified skilled staff and required infrastructure including cash vans / gunmen etc.
4. The bidder should produce satisfactory performance certificates from the existing Bank clients.
5. Engagement of Service Provider will be valid for the period of one years, with the provision to renew every year based on the performance and it will be at the sole discretion of the bank, unless terminated by the Bank at its own convenience by giving a prior notice of 30 days by means of email, fax, telephonically or post to the Agency without giving any reason and without any cost or compensation therefore.
6. The Bank reserves the right to reject any or all applications without assigning any reason therefore. Decision of the Bank in regard will be final. Bank reserves its right to re-tender for the purpose.
7. The fee payable to the appointed Service Provider shall be paid within 30 days after satisfactory completion of the entire assignment, on calendar month basis, after receiving the certificates as per the Bank's requirement.

Seal & Signature of vendor



8. The Service Provider also has to arrange for adequate transit insurance (Minimum 05 crore per van).
9. During transit if any Cash Van get breakdown than it is the sole responsibilities of the service provider to make alternate arrangements to safe delivery of cash to pre-decided destination without any delay.
10. It is the responsibility of the Service Provider to arrange for all required consumables for the vehicles, its repairs / maintenance during contract period. Bank will not liable for any vehicle expenses i.e. Toll tax, Road tax, fast tag charges and RTO Charges etc.
11. The quantity of cash vans mentioned is tentative and the actual number may increase or decrease depending upon the requirement during the contract period.
12. Concerned Agency will have to enter into an agreement (as per the format decided by the bank) with the Chhattisgarh Rajya Gramin Bank Head Office Raipur.
13. Persons employed by the Service provider should be insured and cover under PF/EPF scheme as per labor law of Government of India.
14. The service provider/vendor/agency shall be solely responsible and liable for all payments due to his employees including salaries, wages, overtime(if any),employee Insurance, contributions to provident fund, provision of uniforms and any other dues payables to his employees under any law of the state or Central Government whatsoever.
15. The rates quoted once will be treated as final. No alteration either in rates or in term & conditions will be entertained.
16. The successful vendor(s) to whom the work is awarded will be under direct liaison of the representative of CRGB, HO, Raipur and has to follow his instructions from time to time.
17. In case of any dispute, decision of CRGB authority shall be final and abiding to the vendor.
18. The vendor(s) will not be permitted to assign or give sub contract of the work awarded to him without prior permission from CRGB authority. The decision of CRGB authorities in this regard shall be final and binding to the vendors/bidders.
19. The vendor(s) must meet necessary statutory and legal compliances. CRGB will not be responsible for any legal action arising out of non-compliance to statutory & other similar legal compliances.
20. No attempt shall be made by the vendor(s) or their staff deputed at CRGB to unlawfully reveal, misuse or encroach upon the intellectual or private data/information to which they have access.

Seal & Signature of vendor



21. Any loss or damage caused to the CRGB property by the personnel deputed by the vendor will be recovered from payment of bill to the vendor and the decision of CRGB authority in this matter will be treated as final and abiding to the vendor.
22. Each page of the application should be signed & stamped by person/persons on behalf of the bidder. A letter of authorized signatory is also to be attached in case employee is signing the tender documents on behalf of firm/agency.
23. Conditional proposals will not be accepted.

7. TERMS OF EXECUTION OF WORK AND PENALTY CLAUSE

- (i) Any delay in providing services of the cash vans over the stipulated period will attract penalty of 1% of the contract value per week subject to maximum of 10% of the contract value.
- (ii) Bank reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by the Bank to the service provider. Part of week will be treated as a week for this purpose. However, the Bank may condone the penalty for delay of less than a week. The decision to further continue/ discontinue the contract with the service provider lies fully with the Bank.
- (iii) In case the cash vans being deployed for duty, fail and the complaint is received by service provider, the cash van must be made functional or provide alternative van within 24 hrs of the complaint .
- (iv) When cash vans and armed guards are not provided on any working day, a penalty of 5% of the monthly rate per day would be applied for such periods. **Cash Vans will not be accepted on duty in the absence of armed guards.**

8. TECHNICAL BID

- a. The Technical Bid should be complete in all respects and contain all information required in the document. It should not contain any price information. Technical Bid should confirm that all required particulars have been quoted.
- b. It is mandatory to submit the technical details duly filled in along with the offer. In case of non- submission or partial submission of technical details, the Bank, at its discretion, may not evaluate the offer. The Technical Bid must be submitted in an organized and structured manner. No brochures / leaflets etc. should be submitted in loose form.

The Technical Bid should comprise of the following:-

- (i) Specifications of Cash Van (**Annexure-I**)
- (ii) Covering letter on the prescribed format (**Annexure-II**)
- (iii) Technical Bid Parameters complete with all the columns filled in with photocopies of required certificates / documents/proof/P & L & Balance sheets, Copies of order executed etc. as mentioned in Evaluation criteria (**Annexure-III**)
- (iv) Declaration by the service provider (**Annexure-IV**).
- (v) Please attach/mention the list of company's offices/ local office in Chhattisgarh along with their date of opening and contact no.

Seal & Signature of vendor



9. COMMERCIAL BID

The rates quoted should be only in Indian Rupees and inclusive of following, for One Cash Van strictly as per the format given as **Annexure VI:-**

a. Cash Van

Charges per month for One Cash Van along with the driver, one cashier, two armed guards (preferably ex-serviceman) and one loader performing duties **for 9 hrs daily from 9.30 a.m to 06.30 p.m.** on all bank working days for 2500 kms in a month for TATA/MAHINDRA or equivalent chassis.

b. Common Services

Charges per additional km/overtime if any. The vehicle will be used for 2500 km in a month, however, the Bank will have every right to use the vehicle beyond 2500 km in a month. In case the vehicle is used for less than 2500 km in a month, the lesser consumption will be rolled over to next months.

10. NO PRICE VARIATIONS

The Commercial bid shall be on a fixed rate basis. No upward revision in the rates would be considered on account of subsequent hike in fuel charges and Government taxes etc.

11. VALIDITY PERIOD OF THE OFFER

The offer should remain valid for 180 days from the date of opening of Price Bid.

12. SUBMISSION OF TENDER DOCUMENTS

a. The tender document should be submitted in **two separate envelopes (First containing Technical Bid and Second containing Commercial Bid)** properly sealed and clearly marked / **super scribed as the case may be on or before 20.08.2020 at 3.00p.m. by speed post/by hand.**

b. **Please note to submit Commercial Bid in separate sealed envelope. If Commercial Bid is not submitted in separate envelop the Tender will be rejected.**

c. **ENVELOPE No. 1** the envelope containing Technical Bid shall be super scribed as,

“TECHNICAL BID for Providing Cash Van (Delivery & Pickup) Services to Chhattisgarh Rajya Gramin Bank and shall contain the information as per the proforma **“TECHNICAL BID PARAMETRES”** along with copies of the required documents. **It should not contain any price information.**

d. **ENVELOPE No. 2** the envelope containing Commercial Bid shall be super scribed as,

“COMMERCIAL BID for Providing Cash Van (Delivery & Pickup) Services to Chhattisgarh Rajya Gramin Bank and shall contain the rates for Cash Van Services to be submitted only in the format given in the Tender Document. Any other format shall not be acceptable.

Seal & Signature of vendor



13. **Late Bids:**

Any Bid received after the deadline (time period) for submission of Bids prescribed, will be rejected and returned unopened to the bidder.

14. **General Guidance**

- a. Please read the terms and conditions carefully before filling the proposal.
- b. Please seal and sign all the pages of the tender document including Appendix, if any.
- c. Based on service reports, bidder may be disqualified.
- d. The Bank reserves all rights to accept or reject the proposal without assigning any reason what so ever, cancel or withdraw this tender process.
- e. Corrections or alternations are not allowed on tender document if any correction made it should be properly authenticated otherwise tender will be rejected.
- f. If the application is submitted by a limited company/partnership firm, it should be signed by duly authorized person holding the power of attorney. Any supporting documents as called for by the Bank as and when requires shall be submitted by the Company/firm.

15. **OPENING OF BIDS**

The Technical Bids and Commercial Bids will be opened **on 21/08/2020 at 3.00 P.M.** in the presence of the service provider/ their authorized representatives with valid authorization letters issued by their company/firm for attending tender process. No separate intimation will be given in this regard to the service providers for deputing their representatives.

16. **EVALUATION PROCESS**

Technical Bids will be evaluated on the basis of compliance with eligibility criteria, technical specification, other terms and conditions stipulated in the tender document. Commercial Bids of only those Service providers who qualify in the technical evaluation will be opened. Bank reserves the right to reject a proposal under any of the following circumstances:-

- (i) If Tender fee and EMD is not submitted
- (ii) If Tender Documents are incomplete and /or not accompanied by all stipulated documents.
- (iii) If any of the terms and conditions and mandatory declarations are not accepted.
- (iv) If required information with appropriate documents in support of the same is not submitted as per **Annexure**.
- (v) Agency should have been in the business for minimum of 3 years. This period of 3 years in business should have been completed on the date of application. Proof for previous three years for services provided to RBI/ other banks and should submit report of satisfactory Service from them.

17. **EVALUATION OF PRICE BIDS AND FINALISATION**

- a. Only those Bidders who qualify in pre-qualification and Technical evaluation would be shortlisted for commercial evaluation i.e. financial bids.

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b. The L1 Bidder will be selected on the basis of net total of the price evaluation as quoted. However, the Bank reserves the right to reject the L-1 bid if it's not fulfilling the Technical evaluation.

18. Payment Terms

- a. No Advance payment will be made for any work order released.
- b. The necessary TDS will be made as per Government norms.
- c. Payment of bills will be made centrally by the Chhattisgarh Rajya Gramin Bank, Head Office Raipur after receiving the consolidated monthly bills from Service Provider having duly verified by the respective Regional Office of Currency chest / Main Branch of CRGB within 15 days of submission of such bill.
- d. Payments for additional kilometers will be calculated on monthly basis for cash van operating in specified region. In case of failure on the part of the vendors to provide services work to the satisfaction of the Branch/ Office, CRGB authority reserves the right to impose the penalty charges as per terms and conditions.
- e. Bills / Invoice should be submitted with full detailed / annexed branch wise separately for cash van services used for the route during the month and should be authenticated by regional manager of specified region of CRGB.

19. Delays in the Bidder's performance in successful implementation of the project

Performance of the services shall be made by the Bidder in accordance with the time schedule and other terms & conditions as specified in the tender/Contract. Any delay in performing the obligation /defect in performance by the Bidder may result in imposition of liquidated damages, and/or termination of contract.

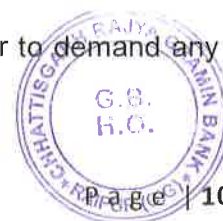
20. Audit

- a. The Bank may, at its discretion, get the services & deliverables of the finally selected bidder inspected/ audited by its internal/ external inspectors/ auditors. The finally selected bidder shall facilitate the same.
- b. The selected bidder shall, whenever required, furnish all relevant information, records, and data to such auditors and / or inspecting officials of the Bank / Reserve Bank of India and or any regulatory authority / Bank's Bidder / Testing agency entrusted by the Bank to carry out this work.
- c. The Bank may, at its discretion carry out a pre inspection by a team of Bank officials or demand a demonstration of the services proposed on a representative model in Bidder's office as per specification provided by the Bank.
- d. The Bank at its discretion may carry out periodic inspection/quality checks on continual basis and where necessary may reject the products/solution which does not meet the specifications provided by the Bank.

21. Termination of Contract

- a. The Bank alone shall have the right to terminate the contract with the selected bidder at any time during the contract period, by giving a written notice of at least one month, for any valid reason.
- b. The selected bidder shall not have right to terminate the contract or to demand any damages on account of termination of the Contract by the Bank.

Seal & Signature of vendor



c. Bank may at any time terminate the Contract by giving written notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. The event of termination will be without compensation to the Bidder.

d. Notwithstanding the above, the Chhattisgarh Rajya Gramin Bank shall have the right to terminate the contract any time without assigning any reasons.

e. Chhattisgarh Rajya Gramin Bank reserves the right to terminate the contract any time if detrimental in the interest of the Bank.

22. **Maintaining of Log Book, Fuel Charges & others**

a. The monthly vehicle hiring charges to include the cost of the driver, cost of fuel, oil, Coolant, battery, tyres and spare parts etc. i.e. all inclusive.

b. Service provider should also maintain a log book for Daily Kilometer run of the vehicle for which they should make the endorsement or take signature of the bank staff/manager to justify the daily run of the Cash Van as per Speedo meter from starting point to end point.

23. All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts situated at RAIPUR.



Seal & Signature of vendor

**SPECIFICATIONS AND DESIGN OF CASH VAN ON A
TATA/MAHENDRA CHASSIS OR EQUIVALENT**

Design & Seating Capacity

Cash Van will have minimum of two compartments and have seating capacity for 01 Driver + 04 persons. (2 Armed Guards, 1 Cashier and 1 Loader) Area between Driver's Cabin and Cash Compartment will be separated by steel sheet partition.

Construction

Steel Main frame and roof structure will be a fully welded multi corner bend construction secured to the chassis. Inside the van there will be a peep window cum ventilator between the Driver's cabin and the space of the cash cabin. External and internal panels will be of standard thickness CRCA sheets. Aluminum anti skids floor plate will be provided by vendor in cash van.

Engine Capacity

Vehicle should be designed and fabricated on light commercial vehicle with an Engine capacity of not less than 2200CC, preferably turbocharged.

Manufacturing Date of Vehicle

Cash Van should not be more than two years old at the time of hiring and not more than 05 years old at any point of time.

Doors and Locks

All doors must have independent locking system from inside and outside. Vehicle should have four (04) door for driver/passengers and one separate door for cash cabin. Collapsible gate / shutter with locking arrangement to be provided in Cash Compartment.

Windows and Ground Clearance

Windows on each side with sliding glass in specified aluminum section frames having toughened clear sheet glass with locks. All windows will be covered with iron grill / wire mesh frame with 3" circular hole for gun. Ground clearance of the vehicle should be not less than 190 mm.

Electricals

Van must have 2xFog lights and 2xHalogen high power head lamps. There will be four numbers indicator/stop light on top of the body and one roof lamp each in all the compartments with wiring through PVC sleeves in suitable circuits with central panel in driver's cabin. Adequate numbers of fans will be fitted for driver, cashier and guards.

Standard Fittings

2 x locking hooks with chain for securing cash boxes, battery box, rear bumper, Rear View mirror, first aid box, wire mesh protector for wind screen and windows and one 2 KG DCP type fire extinguisher will be provided. Vehicle should have puncture resistant / tubeless tyres to avoid any breakdown in transit. The spare tyre to be mounted on roof or separate bracket.

Communication System

The cash van to be equipped with GPS and an Alarm System with two distress switches at co-driver seat and seat behind the driver's seat with a hooter and Mobile Telephone with driver / guard.

CCTV

The Cash Van to have a 4 Channel DVR. The cameras to cover all the doors of the cash van. DVR to have recording of minimum 30 days. There should be provision to have a complete security camera system entails being able to access cameras and retrieve the recording using Smartphone.

Seal & Signature of vendor



(To be typed on the service providers/vendor letter head)

To,

**General Manager
CHHATTISGARH RAJYA GRAMIN BANK
MAHADEV GHAT ROAD
SUNDER NAGAR
RAIPUR (C.G.)
PIN-492013**

Sir,

**Submitting of Proposals for Cash Van (Delivery & Pickup) Services for Chhattisgarh
Rajya Gramin Bank Branches/Offices in state of Chhattisgarh**

With reference to your notice no. – CRGB/GB/Notice-1/2020-21 Dated-04/08/2020 having examined and understood the instructions, terms and conditions forming part of the tender forms, we hereby enclose our offer for **Cash Van (Delivery & Pickup) Services** as detailed in your above refereed tender notice as follows-

1. Name of the Organization and Address:
(With Mobile Numbers & Email details)

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.....

2. Name of Head/Chief of the company/firm, Managing Director/CEO/Head/Chief of the company / firm (as the case may be):

.....
.....
.....

3. Whether registered with the Registrar of Companies/Registrar of firms in India. If so, mention number and date and enclose (Armed Guards PSARA No.) Registration Certificate copy.

4. a) Name and address of Bankers:
i)
ii)

5. Income tax PAN of agency:

6. GSTIN of agency:

7. List of agency offices in state of Chhattisgarh

Seal & Signature of vendor



8. DECLARATION

a. I/We am/are aware that in the event of getting a contract, I/We agree to honour the obligation with due diligence and efficiency as required by the Chhattisgarh Rajya Gramin Bank

b. We also agree that in case any poor performance report is received from any of our clients our Bid will be rejected / disqualified.

c. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the tender form.

d. We also confirm that the offer shall remain valid for 180 days from the last date for submission of the offer.

e. We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

f. I/We agree that the decision of Chhattisgarh Rajya Gramin Bank in selection of contractors will be final and binding to me/us.

g. I/We have read the instructions appended in the notice and I/We understand that if any false information is detected at a later date, any contract made between ourselves and Chhattisgarh Rajya Gramin Bank on the basis of the information given by me/us can be treated as invalid by the Bank and I/We will be solely responsible for the consequences.

h. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.

i. I/We agree to all the terms and conditions of the notice.

9. We herewith enclose a Demand Draft for ₹ 1000/- (₹ One Thousand Only which is Non-refundable) and ₹ 1,00,000/- (₹ One Lakh Only which is refundable) favoring in the name of "Chhattisgarh Rajya Gramin Bank" payable at Raipur towards tender fees and Earnest Money Deposit, details of the same are as under –

S. No.	Particular	Demand Draft No.	Issue Date	Amount ₹	Issuing Bank and Branch
1	Application Fee (Non Refundable)			1,000.00	
2	EMD			1,00,000.00	

SIGNATURE:

Authorised Signatories
Name & designation & seal of the Company

Place-
Date-

Seal & Signature of vendor



CHHATTISGARH RAJY GRAMIN BANK
Head Office, Mahadeo Ghat Road, Sunder Nagar RAIPUR (C.G.) 492013

**PARTICULARS TO BE FURNISHED FOR CASH VAN (DELIVERY & PICKUP) SERVICES TO THE
BRANCHES/OFFICES OF CHHATTISGARH RAJYA GRAMIN BANK in the State of
CHHATTISGARH**

TECHNICAL BID PARAMETERS

1.	Name of Firm / Organization / Company	
2.	Office Address Telephone No Mobile No. Fax No. email ID.	
3.	Date of Establishment	
4.	No. of years in business of Cash Van Services (Minimum 3 years experience required)	
5.	Name of the Proprietor/Partners/Directors with Residential address and Telephone No. (also enclose ID & Address proof)	(i) (ii) (iii)
6.	Status of the service provider (Whether Pvt. Ltd Company/Partnership service provider/Proprietorship service provider agency)	
7.	Registration status along with Numbers and dates for Provident fund, ESIC, State Govt. License for Armed Guard services and Cash Van services PSARA License no. (A copy of supporting documents also to be attached)	
8.	Whether the premises (Office) is/are owned or hired.	
9.	Name and address of the Banker's of firm	
10.	Whether registered for Cash Remittance Arrangement Services Purposes (GST). If so, mention registration Certificate Number with date and submitted tax return.	
11.	Whether an assesses of Income Tax. If so, mention permanent account number (PAN). Please also furnish photocopy of income Tax return for the last three years.	

Seal & Signature of vendor



13.	Name and address of Banks where supplying cash van (Minimum- 2 banks including RRB required). If registered in the panel of other Organizations/Public Sector Bank/Private Bank furnishes their names, category and date of registration.	(i) (ii) (iii)
14.	Whether willing to work in Chhattisgarh Rajya Gramin Bank branches and ready to provide cash remittance arrangement services to all branches in state of Chhattisgarh.	
15.	Detailed description and value of contracts for the banks.	
16.	Specify the maximum value of Contracts in a year and also maximum value of single contract in a year.	
17.	Furnish the names of three responsible persons/bodies that will be in a position to certify about the quality/services as well as past performance of your organization.	(i) (ii) (iii)
18.	Attach full details of Cash Vans / Armed Guards held on the Inventory of the company:- (i)Total No of Cash Van held (make & years) (ii)Total No. of drivers held on rolls (iii)Total No. of Armed Guards on rolls (iv)total No. of Loaders on rolls (Please enclose list of drivers armed guards & loder separately)	
19.	Details of Cash Van provided to RBI/Financial services in last three years. (Details as per the format given below along with work order copies and performance certificates in respect of such services)	

S. NO.	Name of Organization	Period of service	Type of Cash Van	Quantity of Cash Van	Contact person & Telephone no. of Bank

Note: Where copies are required to be furnished these are to be certified copies, preferably by the concerned agencies or a Government Officer.

Authorised signatory

(Name & designation, seal of the service provider)

Date:-

Seal & Signature of vendor



DECLARATION BY THE SERVICE PROVIDER

In case my / our Offer is accepted, I / we undertake the following and declare as under:-

1. Undertake to submit **Police verification** of all the staff.
2. That the **armed guards** will possess valid gun licenses, proper uniform with local Police approvals wherever necessary. The **drivers** of the vehicle will possess valid driving license, proper uniform and there residential proof.
3. We will provide mechanically **fit cash vans** as per laid down specifications, which would be not older than two years vintage with laid down quantum of crew with mobile communication. Local reputed garages will be entrusted for regular vehicle maintenance. Cash vans will be provided with valid Fuel cards for fuel refilling.
4. Proposed **Cash Vans** will be made available to the Bank at designated place for their **inspection** at least seven days prior to deployment dates.
5. We will fully indemnify the bank against any loss and have a **Indemnity Policy** for Rs 5.00 Cr (Five Crores) $\pm 20\%$ and **Fidelity insurance** of Rs 5.00 Crores $\pm 20\%$, which would be kept renewed and a copy of such policy provided to bank.
6. Statutory norms like **Minimum wages act; work man compensation act, EPF, ESIC & Third party insurance and insurance** cover for the staff and property and any mandatory requirements laid down by the Government will be complied with. A monthly certificate on compliance of the above of the previous month will be provided along with the monthly bills.
7. The company has **training facilities** for the crew, where the staff will undergo periodic training and a certificate of such training will be submitted to the bank periodically.
8. The company has **valid sanction** for providing cash van services.
9. The company providing Armed Guard should be registered under **PSARA Act of 2005**.
10. The cash van will have **RTO passing** and applicable State Govt. registration and permits for commercial activity as required for the bank/branch with valid pollution control certificate of vehicle along with insurance of the vehicles.
11. All the laws applicable to Union, State and local laws, ordinance, regulations and codes will be complied.
12. We will fully facilitate for the bank's compliance with regard to RBI guidelines on Code of Conduct in Outsourcing of Financial services by Banks.
13. I / We understand that if any false information is detected at a later date, any contract made between ourselves and Chhattisgarh Rajya Gramin Bank, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
14. I / We agree that the decision of Chhattisgarh Rajya Gramin Bank in selection of Service providers will be final and binding to me / us.
15. All the information furnished by me/us hereunder is correct to the best of my knowledge and belief.

Seal & Signature of vendor



16. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.

17. I / We understand that the quantity of cash vans is approximate only and it may decrease or increase as per the requirement of the Bank.

18. The services of our company have not been terminated by any organization for poor/unsatisfactory services and we have not been disqualified by any organization.

Authorised Signatory

(Name & Designation, seal of the Service Provider)

Date:-

Place:-



Seal & Signature of vendor

MANDATORY REQUIREMENTS**(In absence of any information your Tender will be rejected)**

Sl. No	Mandatory Requirement	Complied
1.	Tender fee amount of ₹1000/- ₹ One Thousand Only (non-refundable)	Yes / No
2.	Earnest Money Deposit ₹ One Lakh Only (Refundable)	Yes / No
3.	Covering letter on the prescribed format (Annexure-II)	Yes / No
4.	Technical Bid Parameters complete with all the columns filled in with photocopies of required certificates / documents/proof/ P & L & Balance sheets, Copies of order executed etc. as mentioned in Evaluation criteria (Annexure-III)	Yes / No
5.	Declaration by the service provider as per (Annexure-IV) .	Yes / No
6.	The service provider should have main/branch offices at Raipur or any other place in Chhattisgarh location only. (Enclose addresses proof)	Yes / No
7.	Agency should have been in the business for minimum 3 years in providing cash van services to RBI / Financial Services	Yes / No
8.	The Agency providing the Armed Guards must have a valid PSARA for the states where the cash van will move	Yes / No
9.	The service provider should be registered with the Police & State regulators as per the relevant orders in respect of cash van services	Yes / No
10.	Adequacy of fleet owned by the Agency to meet particular region requirement.	Yes / No
11.	Turnover of last -3- years, CA certificate in original to be enclosed	Yes / No

Seal & Signature of vendor

FINANCIAL BID FOR CASH VAN (Delivery & Pickup) SERVICES

SI NO.	Item Description	Rate In (₹) to be quoted in figures and words
	Crew Combination consisting of	For Cash Van along with driver, two Armed Guards, one Loader and one Cashier for performing duties for 9 hrs daily and 2500 Kms to be used in a month.
	Items	Rate In figures and words
1	Monthly Charges for one cash Van for one month	
2	Charges for running one additional KM for one Cash Van	
3	Charges for running one Cash Van beyond 9 hours for an additional one hour	
TOTAL PACKAGE COST		
	Annual increase (in percentage) in The rates quoted above :-	
	(i) On completion of first year	5%
	(ii) On completion of second year	5%

Awarding Rate Contract

L-I will be decided on **total package cost** as given above and that shall be the bench mark. The selected bidders will have to provide the services at L-I rates. Failing to agree will lead to forfeiture of the EMD. As a result of this the services will be provided at the same rate.

The Security Deposit, either in whole or in part thereof, shall be forfeited in the event of the Agency's failure to observe any terms of this Contract / or non-compliance with the conditions of the Contract.

Note

1. Unit rate must be quoted in words and figures.
2. Unit rate must be inclusive of all taxes.
3. In case of any discrepancy, unit prices quoted in words will be considered.

Authorized Signatory

(Name & Designation, seal of the service provider)

Date:-

Place:-



Seal & Signature of vendor

(On letter head)

UNDERTAKING OF NON BLACKLISTING

We hereby irrevocably undertake that our firm or company or associate or sister concerns is/are not blacklisted by any of the Government Departments / RBI / Public Sector Banks / Private Bank during the last three years as on the date of submission of this application.

(Authorized Signatory)

Name:

Designation:

Seal & Signature of Bidder

Seal & Signature of vendor



