

**Request for Quotation for Providing Vehicles on Hire on Need Basis**

The Regional Director  
Reserve Bank of India  
HRMD, 5<sup>TH</sup> Floor  
15, N.S.Road  
Kolkata

Dear Sir,

We have carefully examined the scope of work specified in the Memorandum given below and read the terms and conditions for providing vehicles on hire as specified in Annex 1B & 1C. We hereby offer to provide the services as specified in Annex 1C in accordance with instructions and conditions as in Annex 1B and Annex 1C and declare that the terms & conditions are acceptable to me / us and binding on me / us.

**MEMORANDUM**

a)	Scope of work (detailed in Annex 1C)	Providing AC Cars / SUVs etc as and when required by Reserve Bank of India, Kolkata
b)	Mode of Payment	As specified in Annex 1 C
c)	Bank Guarantee or FD with lien to RBI	Rs.50,000/-
d)	Validity of Empanelment & rate contract	2 years

For and behalf of M/s -----

(Signature with seal)

Name :

Designation :

Place ;

Date :

**General Instructions & Conditions**

1. The applicants having minimum 3 (three) years experience of 'Car Rentals' with reputed Govt. / Public Sector Enterprises / Banks / other reputed agencies (provide work certificate in this regard)
2. The Company / applicant should own & possess cars like Honda City, Innova, D'Zire, Etios, Toyota Camri, Altis, Bolero, Scorpio, Tata Sumo etc (all AC) and all should have registration for **commercial use**
3. The Company / applicant should own at least 10 cars each of Honda City, Innova, D'Zire (documentary proof is required) and they should not be more than 3 (three yrs old)
4. All the vehicles should be owned by the Company / applicant and have valid tax permit
5. The company should have its Office & Garage at Kolkata manned with adequate staff for round the clock service
6. All the drivers should have uniforms and mobile phones & driving licence in their own name
7. The applicants should have applicable tax registrations (PAN, TIN, VAT, CST, Service Tax etc)
8. Bank Guarantee or 'FD with lien to RBI' for Rs.50,000/- is to be furnished by all successful / empanelled vendors
9. Price bids are to be submitted for each category of vehicles for both per k.m and per hour basis as also indicating night charges, minimum charges and applicable taxes
10. The empanelled vendor/s shall be solely responsible for full compliance with the provisions of the "Sexual Harassment of women at work place (Prevention, Prohibition and Redressal ) Act, 2013". In case of any complain of sexual harassment is received in the Bank against the empanelled vendor/s, the complaint will be referred to the appropriate committee constituted under the said act. The empanelled vendor/s shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.
11. The empanelled vendor/s shall not disclose directly or indirectly any information, material and details of the Bank's infrastructure/systems/equipments/Security Area/system and modalities of distribution of currency etc, which may come to the possession or knowledge of the empanelled vendor/s during the course of discharging its contractual obligations to any third party and shall at all times hold the same in strictest confidence. The empanelled vendor/s shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The empanelled vendor/s shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the empanelled vendor/s and the vendor/s shall be liable for damages.

The empanelled vendor/s shall take all appropriate actions with respect to its employees to ensure the obligations of non-disclosure of confidential information under this agreement are fully

satisfied. The empanelled vendor's obligations with respect to non-disclosure and confidentiality will survive the expiry or the termination of this agreement for whatever reason.

**12. L1 rates for each category of vehicle will be computed. Vendors willing to provide all vehicles at these L1 rates will be empanelled**

13. Cars may be hired from any empanelled car hire agencies as and when we require

14. The Bank and the Empanelled vendors will have to execute a rate contract that will remain valid for two years. The Contract shall be executed in duplicate. The Bank and the Vendor shall be entitled to one copy each.

15. The Bank reserve the right to terminate the contract of any empanelled vendor, giving one month's notice, without assigning any reason whatsoever. Vendor intending to discontinue the service may do so by giving 1 month's notice.

16. Tenders are divided in 2 parts, Part-1 (Technical Bid – Annex 1D) containing information about the applicant and Part-2 containing Price Bid only.

17. Price Bid of only those Tenderers will be opened who are found eligible after scrutiny of Part-1.

18. Vendors will be asked to be present during the opening of both the Bids on .....

**SCOPE OF WORK**

1. The Vendor will provide AC Cars Honda City, Innova, D'Zire, Etios, Toyota Camri, Altis, Bolero, Scorpio, Tata Sumo etc (all AC) and all should have registration for **commercial use**
2. The Company / applicants should own at least 10 cars each of Honda City, Innova, D'Zire (documentary proof is required) and they should not be more than 3 (three yrs old)
3. All vehicles must have clean interior, upholstery, well maintained exterior & noiseless drive
4. All vehicles must provide a) one newspaper b) one bottle of branded packaged drinking water and c) face tissue paper
5. All the drivers should have valid driving licences, uniforms & mobile phones. They should be courteous, well conversant with roads / routes around Kolkata & suburbs and able to converse in English / Hindi & preferably Bengali
6. The driver should report for duty at specified time and remain with the car during duty hours. He must ensure to fill the duty slip details – garage out time, k.m, release time, k.m , parking charges etc and have it signed by the guest
7. All the papers viz. insurance, registration, road tax, pollution related to the vehicle must remain with the drivers
8. Vendors should convey, without fail, at least 3 hours before reporting time, the car no, driver's name and mob no to officials of car desk and to the guest by SMSes
9. In case the vendor fails to provide cab / vehicle on our request, the Bank shall be free to cancel the contract of the vendor and de-list him from the panel without any notice
10. In case of any break down of the vehicle en-route, replacement should be immediately sent
11. The rate quoted should exclude all taxes. However, all applicable taxes should be mentioned separately.
12. Bills may be submitted to the Bank, along with duty slips, fortnightly for payment. While making payment, Bank will deduct applicable taxes at source and issue certificate in this regard.

Part – I – Technical Bid**TENDER/APPLICATION FOR EMPANELMENT OF CAR HIRING AGENCIES / COMPANIES FOR PROVIDING VEHICLES TO RESERVE BANK OF INDIA, KOLKATA**

The Regional Director (West Bengal & Sikkim)  
 Reserve Bank of India  
 Human Resources Management Department  
 15, Netaji Subhas Road  
 Kolkata – 700 001

**BASIC INFORMATION**

<b>S.No.</b>	<b>Information Required</b>	<b>Information submitted by the Applicant (Attach Separate Sheet if Required)</b>
1	Name of the Organisation	
2	Type of Organisation, whether Proprietorship, Partnership, Company, Society etc.	
3a	Name of the Proprietor/ Partners/Directors	
3b	<p>Authorised Person of the tenderer to make commitment to the Bank.</p> <p>(Name, Contact details including telephone/fax/e-mail)</p> <p>Communication with regard to the tender would be done on Telephone/FAX/e-mail given in this column.</p>	
4	<p>Registration (firm, company etc.)</p> <p>Registration Authority:</p> <p>Registration Date :</p> <p>Registration Number :</p>	
5	Experience in supply of required items	_____ years
6	Name and Address of the Bankers and Bank Account Details	<p>Banker's Name :</p> <p>Branch Address :</p> <p>Contact No :</p> <p>Type of Account :</p> <p>Account No. :</p> <p>IFSC No :</p>

S.No.	Information Required	Information submitted by the Applicant (Attach Separate Sheet if Required)		
7	Copies of Audited Balance Sheet & P & L A/C statement for last 3 yrs (indicating separately turnover through supply of cars on hire)	S.No.	Year	Amount (in Rs. In Lakhs)
		1	2013-2014	
		2	2014-2015	
		3	2015-2016	
8a	Registered office address and telephone number			
8b	Office address through which the work will be handled			
8c	Address of Garage			
9a	Whether working with any of the Government/semi-government undertaking/s as approved supplier and if so furnish details.			
10	PAN/TAN/TIN No.			
11	Whether the organization is registered under Shops & Establishment Act and has necessary certificate to run Tours & Travels? Please enclose the registration certificate.			
12.	List of cars owned in the name of the applicant with Registration Number/s, Permit Number/s, Date of purchase, Insurance Policy. Copies of the documents should be attached. The list should be category wise (categories as indicated in Price Bid) and in descending order of date of purchase, with documentary evidence.			

Copies of documents to be submitted :

1. Trade Licence
2. Registration under Shops and Establishment Act.
3. Feedback from at least two clients (Government/Semi-government/public sector undertakings, banks/MNC s) also indicating the period of car hire service provided by the contractor.
4. TAN/PAN/
5. Service Tax Registration
6. List of owned cars (category wise) with details viz. Model, Registration Number, Date of Purchase etc.
7. Bank Guarantee/FD Lien for RBI
8. Audited Balance Sheet & P & L A/C statement for last 3 yrs (indicating separately turnover through supply of cars on hire)

**The Bank reserves the right to call for proof/verify the furnished information.**

### **DECLARATION OF THE TENDERER**

1. The above information is true to the best of my knowledge and if any information is found untrue or false. I/we may be debarred from the tender process/being given the contract.
2. I/We agree to abide by the terms and conditions stipulated by the Bank and mentioned in Annex IB and Annex IC.
3. I/We understand that the Bank reserves the right to accept or reject any or all the tender/s either in full or in part without assigning any reason there for.
4. I/We understand that after empanelment, I/We would be under the obligation to supply cars to Reserve Bank of India, Kolkata at the lowest quote given in the price bid by the co-bidders, under each category.
5. No other firm/company having one of our Partners/Directors as its Partner/Director has applied for empanelment.
6. I/We understand that
  - i) Prices will be all inclusive (except applicable taxes)
  - ii) cost of mineral water bottles, face tissue papers, first aid box and newspapers in the vehicle will not be paid extra.
  - iii) Parking / Toll charges shall be reimbursed to the VENDOR on production of valid receipts.

**Signature**

**Name and Seal of the Vendor**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017**



Reserve Bank of India  
Human Resource Management Department  
Kolkata

PART –II – PRICE BID

EMPANELMENT OF CAR HIRING AGENCIES FOR PROVIDING VEHICLES TO RESERVE BANK OF INDIA, KOLKATA

AC Vehicles

S.No.	Name of Vehicle	Rate per km			Rate per hour			Minimum Charges, If any	Night Charges, If any	No. of vehicles available
		Base Rate	Service Tax	Other Taxes	Base Rate	Service Tax	Other Taxes			
	D'Zire									
	INNOVA/ SCORPIO/ HONDA MOBILIO/ FORD ECOSPORT/ TATA SUMO /ANY OTHER 7 SEATER SUVs									
	HONDA CITY/HYUNDAI VERNA									
	CAMRI / ALTIS / COROLLA									
	12 SEATER AC BUS									

Airport pick-up & drop charges Lump-sum (excluding parking fees) for D'zire only may be given for following locations:-

RBI Senior Officers' Qtrs, New Road, Alipore	RBI Officers' Qtrs, Ultadanga	RBI Qtrs, Sec-III, Block-LB, Tank-16, Salt Lake	RBI Qtrs, Dover Lane