



PREMISES AND ESTATE SECTION, CIRCLE OFFICE, HYDERABAD  
3-5-879, Opp. OLD MLA QUARTERS, HYDERGUDA, HYDERABAD 500 029  
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**NOTICE INVITING APPLICATIONS FOR PROVIDING CASH VANS TO CURRENCY CHESTS  
AT HYDERABAD AND WARANGAL**

**NAME OF THE WORK:** PROVIDING CASH VANS TO CURRENCY CHESTS AT HYDERABAD AND  
WARANGAL

This document consists of the following:

- A. Notice inviting applications
- B. General rules and instructions to the intending applicants
- C. Appendix -1
- D. Appendix -2
- E. Appendix -3
- F. Price Bid

**A. NOTICE INVITING OFFERS**

Canara Bank, Circle Office, Hyderabad invites offers from eligible individuals/ firms/ companies for hiring cash vans for the use of its Currency Chests at **Hyderabad and Warangal**. The eligible and interested contractors may collect the “**Document**” from this office by paying non-refundable fee of **Rs. 200/-** (Two Hundred only) by way of Cash/Demand Draft favoring “**Canara Bank, Circle Office, Hyderabad**” Payable at **HYDERABAD** .

Alternatively, the document can also be down loaded from the website of Bank namely [www.canarabank.com](http://www.canarabank.com) and the document fee of Rs.200/ as detailed above (in the form of DD) may be submitted along with the duly filled in document. The document submitted without the prescribed fee will be liable for rejection. Applicants who have already paid Rs 200/-, while purchasing the application directly, need not enclose DD while submitting the filled in application form.

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and superscribed as ‘**OFFER FOR CASH VANS - 2019**’ and shall be submitted to the below mentioned office of **CANARA BANK** on **or before 08.05.2019 up to 3.00 PM** and the tender shall be opened at **3.30 PM.**

**THE DIVISIONAL MANAGER**  
CANARA BANK, PREMISES AND ESTATE SECTION  
3-5-879, HYDERGUDA,  
HYDERABAD 500 029.

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.

**Date: 25.04.2019**

**DEPUTY GENERAL MANAGER**

## **GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS**

1. Canara Bank, Circle Office, Hyderabad requires **Four(4)** numbers of brand new Force Tempo Traveller / TATA407 vehicles with suitable modifications as detailed in this document on hire basis for a period of **Five(5) years** for cash remittances between their branches/Currency Chests/ RBI locations.
2. The hiring of the vehicle will be for a period of Five(5) years subject to review of the performance every six (6) months. Unsatisfactory performance would render the contract liable for termination.
3. **The hire charges shall include the cost of all expenses towards fuel, maintenance & repair cost of the vehicle, Fitness Certificate, insurance cover for the vehicle and all wages/remuneration to the driver under various applicable labour laws, road taxes, and any other incidental charges that may arise while operating the vehicles for the bank's purpose.**
4. All transport risks, accidents, mishaps that may occur during the services provided to bank will be at the sole risk and responsibility of the hirer. The owner of the vehicle / applicant shall totally indemnify the Bank from all risks, accidents, claims arising out of the any incident during the operation of the vehicle. The successful bidder shall submit an indemnity bond after entering into the hire contract agreement. The proforma of the Indemnity bond is made available in this document as Appendix 2.
5. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" only as per Appendix 3. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank. The authorized person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the contract of such applicant will be cancelled immediately.
6. Applications received after the due date and times are liable for rejections. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

### **VEHICLE SPECIFICATIONS:**

1. Vehicle Should be brand new Force Tempo Traveller /TATA 407 shall have, Telangana State Permit, shall have 1+4 seating arrangement and requisite registration, and should be registered as Commercial Vehicle (Yellow board). Offered Vehicle should be modified as specified hereunder:

#### **Cash Van Modifications:**

1. Vehicle should accommodate minimum 1+4 passengers and insurance coverage should also cover minimum 1+4 passengers. The service provider also shall take and service the policy of fidelity insurance for reasonable amount covering the cash van and driver.
2. 20 gauge Cold Rolled Close Annealed (CRCA) sheets for all sides & roof top for paneling. In the interiors, insulation should be provided in the form of thermocol provided between interior and exterior paneling.

3. There should be two rows of seats in the driver's cabin, front row for driver and co-driver and the rear row for three persons to sit.
4. **Necessary endorsement of RTO for modification/seating capacity is needed in the RC book. The cash van will have RTO passing, Telangana State registration and Commercial Goods Carriage permits for commercial activity as required for the Bank.**
5. All the laws applicable to Telangana and local laws, ordinance, regulations and codes will be complied.
6. All doors should have flaps and locking provision from inside. Driver and rear side doors should have locking facility from both the sides.
7. The security alarm should be fixed so that it should sound on activation even when the ignition key is not on. One additional switch should be provided in the rear where the second armed guard is seated.
8. The entrance of the cage should be from the rear door where a seat should be provided for the Armed Guard also. A collapsible grill gate should be fixed for locking the boxes inside.
9. Engine immobilizing switches should be provided near the driver and the Armed Guard in the rear.
10. Arrangement for mobile charging.
11. All windows and wind screen should have wire mesh protection (of not more than 1 sq. inch). No window to be provided in the cash box area. Each window mesh should have a rectangular port hole of width 6 inches for use of weapon.
12. A provision to keep a 2 Kg CO<sub>2</sub> type fire extinguisher to be provided opposite to the seat of the Armed Guard in the rear.
13. All doors to have glass window pane with regulator.
14. All windows and front wind screen shall have 1" square thick wire-mesh to cover wind shield from stone pelting. Front wind screen to have 1" square thick wire meshes in two partitions.
15. All doors to have strong inter locking facility.
16. Rear door to have strong steps to board the boxes into the cash van.
17. The van shall be equipped with a First Aid kit box having sufficient amount of cotton and bandages with necessary medicines.
18. All seats shall have a minimum of 6" seat cushion.
19. Adequate numbers of MS Rings, box securing chains of requisite length shall be provided in the cash cage firmly fixed with the body of the van.
20. The drawings showing above requirements are enclosed for reference.

#### **DRIVER**

1. The driver shall be experienced and should be able to carry out minor repairs.

2. The vehicle owner shall be responsible for the behavior and proper conduct of the Driver.
3. He must carry a valid Driving License to drive a goods transport commercial vehicle and updated documents of the cash van.
4. The driver shall maintain secrecy of the Bank's operation.
5. The driver of the cash van shall have police verification report carried out by the cash van owner and the same shall be applicable for relieving driver also by the service provider. Such satisfactory police verification report should be renewed annually.
6. Proof of identity with photographs and proof of residence in respect of all the drivers who shall be deployed on the cash vans must be handed over to the concerned Currency Chest.

**OTHER TERMS AND CONDITIONS:**

1. The vehicle to be hired on consolidated monthly rental basis including cost of fuel, replacement of tyres, break down maintenance, periodical maintenance/ services, driver's salary, their batta, etc and all inclusive.
2. The vehicle shall be insured under comprehensive policy and the policy should be lodged with the Bank. Road Tax, Insurance and all other charges payable to statutory agencies, etc are to be paid out of the rate quoted by the service provider. Any claim/charges arising out of usage of vehicles like accidents, damages of life and property of third party etc, is to be borne/dealt by the service provider.
3. The service provider should always maintain the vehicle in good running & road worthy condition and should provide alternative driver/assistant whenever the regular person is not available, having bonafide & valid driving license and police verification certificate done.
4. The Bank has the right to request for change of the Driver /Attendant of the vehicle in the event of their misbehavior/rash-driving/misconduct etc or in the event of and frequent breakdown of the vehicle and non-compliance of such direction, Bank can terminate the contract of hiring within 3 days by issuing notice.
5. The service provider has to supply the vehicle along with necessary modifications to suit cash remittance purpose and certified by Manager (Security), Canara Bank, CIRCLE OFFICE/CIRCLE OFFICE.
6. The driver should be available exclusively at the office hours on all working days. He shall report to duty at least 30 minutes before the commencement of the working hours.
7. Proportionate amount will be deducted from monthly payment for the days the vehicle is not in working condition for more than two consecutive days and not more than one occasion in a month. In case the vehicle is not in running condition on more than once in a month, even for one day, proportionate amount will be deducted from monthly payment.
8. If the cash van is used by the service provider for own use, without the permission of the Manager of respective office, written warning shall be issued and repetition of the same may lead to termination of the service.
9. Service provider has to enter into an agreement on requisite stamp paper as per Bank's format, detailing all the contractual terms.
10. On acceptance of the application of the successful bidder the above terms & condition & other, if any, would be entered upon through an agreement.

11. In the event of non compliance of the agreed term & condition or default in supplying the vehicle Bank can terminate the contract of hiring at any time by giving 3 days notice. In such a case, the service provider has to reimburse the bank all the expense incurred by the bank in this regard.
12. The Bank shall be indemnified by the service provider against any claims/damages arising out of usage of vehicle like accidents, damages to life and property of third party etc.
13. The hiring shall be based on the following model:
  - Fixed rate for a distance of 3000 Kms (Excluding GST)
  - Rate per km for distance more than 3000 Kms (Excluding GST)

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

14. The payment of hire charges shall be made before 5<sup>th</sup> of the succeeding month. No advance for hiring shall be paid.
15. The bank may at its discretion utilize the cash van for the same or other purpose on Bank duty at any of the places mentioned above.
16. A permanent mobile phone to be provided to each cash van irrespective of the cash van driver at the owners cost and recharged enough to make emergency calls to the concerned Bank officials and Police stations. The mobile number shall have important contact numbers of Bank officials to contact in case of an emergency.
17. The Price Bid shall be on a fixed rate basis. No upward revision in the rates would be considered on account of subsequent increase in Government Taxes, Customs Duty, Excise Tax, Sales tax, Toll Tax, minimum wages etc. where as ,Keeping in view the huge variation in diesel prices the present rate quoted will be deemed to be inclusive of price of diesel as on date of quote. In case there is substantial variation in diesel prices ,the same will be reviewed every year and appropriate increase/decrease will be effected at the discretion of Bank to the extent of % age of increase/decrease in diesel price.
18. Control Certificate: To be obtained by the Service Provider within due date as per norms.
19. Fitness Certificate from RTO: To be submitted once in a year.
20. If the cash van is utilized by the owner for any purpose for his/their own use, except for servicing and producing before the transport authorities or law enforcing authorities, the agreement is liable to be terminated.
21. All papers relating to Vehicle/Driver must be up to date.
22. Goods Carriage Certificate: To be obtained by the service provider.
23. Security of Vehicle & Driver: At the risk of Service Provider.
24. Insurance: Insurance will be covered for the vehicle with minimum 1+4 passengers.

25. GPS based vehicle tracking system will be provided at Bank's cost. Safety of the equipment to be ensured. If damaged due to the negligence of the driver/owner the cost of the equipment shall be deducted from the monthly payment.

26. Rent/Rate quoted shall include all types of Charges / Entry Fee / Toll Charge / Repair / Cost of Insurance etc. **GST shall be paid by the Bank applicable to the rate for the distance run in a month.**

27. The presence of the driver along with valid driving license to be ensured during vehicle inspection. Police Verification of the driver along with photo pasted in the verification form also needs to be submitted. Failing to do so the cash van shall not be certified to be deemed fit.

28. Applicable TDS shall be deducted from the rent and paid to the Tax authorities. Service Tax as applicable shall be paid to the Tax authorities by cash van owner only as per the bills duly quoting the Service Tax Registration number.

29. **Tender may be cancelled at the discretion of the Bank without assigning any reason whatsoever.**

30. I/We agree with the above terms and conditions and signed in all pages of this document to this effect.

Place:

Signature of the Offeror

Date:

Name of the Offeror

Address of offeror with contact Address & mobile numbers

**OFFER LETTER**

To  
**The Deputy General Manager,  
 Premises and Estate Section  
 Canara Bank, Circle Office,  
 HYDERABAD.**

**Name of work: "HIRING OF VAN FOR CURRENCY CHESTS AT HYDERABAD & WARANGAL.**

Dear Sir,

I/We have read and examined the Notice Inviting the OFFERS, General rules & Instructions to tenderers, Appendices, Application Form, Bid Offer, drawings, and all other documents referred to in this Documents and all other contents in the tender document for the work.

I/We hereby offer my four wheeler for the specified use on hire basis to CANARA Bank at the rates quoted in accordance in all respects with the tender documents and in all respects in accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for **90 days** from the due date of submission thereof and undertake not to make any modifications in its terms and conditions. A sum of Rs \_\_\_\_\_ is hereby forwarded as earnest money in form of Demand Draft of \_\_\_\_\_ (Name of the issuing Schedule Bank) bearing no. \_\_\_\_\_ and date \_\_\_\_\_.

In the event of the acceptance of my tender , I agree that the earnest money shall be retained by Employer towards Caution deposit to render satisfactory services referred to in the tender documents as per the terms and conditions contained or referred to therein.

I/We agree that should I/We fail to deposit the full amount of Initial security deposit and/or fail to provide the vehicle for performance with necessary modifications specified **and/or** execute the agreement **and/or** execute the Indemnity bond and/ or submit the documents as per the above tender documents, an amount equal to the amount of the earnest money deposit mentioned in tender documents shall be absolutely forfeited by the Employer and the same may at the option of the Employer be recovered without prejudice to any other right or remedy available in law, out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/us under this contract or otherwise.

I/We hereby declare that I/We treat these tender documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any persons other than a person to whom I/We am /are authorised to communicate the same or use the information in any manner prejudiced to the safety of the State / the Employer.

I/We fully understand that you are not bound to accept the lowest or any tender you may receive.

Shri. \_\_\_\_\_, Partner / Proprietor / Authorised representative of the Company, is the person authorised to negotiate commercial, technical terms & conditions & sign on behalf of the firm any Agreement, Bills & receipts for this work.

I/We agree that until a formal agreement on stamp paper is prepared and signed, this tender with your written acceptance thereof shall constitute a binding contract between us.

Dated the: \_\_\_\_\_ day of 2019

Name & address:  
Full Postal Address including  
Pin Code NO. & Telephone NO.

Signature of Contractor



**APPENDIX-1:: CONTRACT AGREEMENT FORMAT**

This agreement made on this \_\_\_\_\_ day of the month of \_\_\_\_ in the year two thousand fifteen (\_\_\_\_. 2019) BETWEEN, **Canara Bank** a body corporate constituted under the Banking & Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Circle Office, at 3-5-879, Opp. Old MLA Quarters, Hyderguda, Hyderabad 500 029, and carrying on Banking business among other places at , represented by its Senior Manager/Manager and holder of Power of Attorney Sri \_\_\_\_\_ of the **ONE PART** (hereinafter referred to as Bank);

AND

M/s. \_\_\_\_\_ duly represented by one of its Proprietor/Partner \_\_\_\_\_, aged \_\_\_\_ years, S/o Sri \_\_\_\_\_, residing at \_\_\_\_\_ and having their office at \_\_\_\_\_ (hereinafter called the Contractor) of the Other part.

WHEREAS THE Bank is desirous of undertaking the .....and has accepted the tender opened on \_\_\_\_\_.2019 submitted by the contractor & the contractor has agreed to perform as set out and subject to the terms & conditions set forth in the said documents mentioned herein under.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.,
  - a) The Tender Document comprising Notice inviting the tender, General rules & Instruction to tenderers, General Conditions of the Contract, Special; conditions, Appendices, Priced schedule of quantities, Tender Drawings.
  - b) Corrigendum to tender document if any.
  - c) Letter from contractor dt. \_\_\_\_\_ in response to the negotiation meeting discussions held on \_\_\_\_\_
  - d) Letter of Acceptance issued to contractor by Bank - letter No. \_\_\_\_\_ dt \_\_\_\_\_
  - e) Letters from and to the Contractor, if any, leading to and prior to acceptance letter.
3. In consideration of the payments to be made by the Bank to the Contractor the Contractor hereby covenants and agrees with the Bank to execute, complete and perform the works in conformity in all respects with the Tender document as mentioned in the aforesaid documents which shall form part of this agreement.

In witness whereof, the parties hereunto have set their respective hands and seals the day and year first above written.

For & on behalf of the  
Contractor with seal

For & on behalf of the  
Canara Bank with seal

**APPENDIX -2****INDEMNITY BOND FORMAT**

THIS DEED OF INDEMNITY BOND executed at HYDERABAD on this \_\_\_\_\_ day of \_\_\_\_\_ month of year two thousand and Nineteen (2019) By M/s \_\_\_\_\_ duly represented by proprietor / one of its partners Sri \_\_\_\_\_, aged \_\_\_\_ years, son of Sri \_\_\_\_\_, residing at \_\_\_\_\_.

In favour of

Canara Bank, a body corporate constituted under the Banking companies (Acquisition and Transfer of undertakings) Act, 1970, having its Circle Office at 3-5-879, Opp. Old MLA Quarters, Hyderguda, Hyderabad 500 029- 560002 and having one of its duly authorized representative The Manager, Currency Chest, Hyderabad and Warangal Whereas I am the authorized partner of M/s \_\_\_\_\_, and had applied for \_\_\_\_\_ .

Whereas as my company has become successful in securing the subject contract through competitive tendering and the work of ..... has been awarded in our favour by Canara Bank, Currency chest, Hyderabad and Warangal vide their letter \_\_\_\_\_.

And whereas for undertaking the \_\_\_\_\_ work, my company has entered into contract agreement with Canara Bank on \_\_\_\_\_ .

Now this Deed Witnessed that in pursuance of the aforesaid contract agreement dt. \_\_\_\_\_ me/my company based on the works completed by me/my company in respect of \_\_\_\_\_ and referred to above,

I hereby undertake to indemnify and keep harmless the Canara Bank & its officials/ staff from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at any location when my hired vehicle is at service to Canara Bank, due to faulty performance, faulty maintenance and for violating rules and regulations, any possible damage to any third party and members of public in course of rendering the vehicle hire services work **for which I shall be solely responsible.**

Signature of Contractor with seal

**APPENDIX -3****APPLICATION FORM- HIRING OF CASH VANS****NAME OF THE VEHICLE OFFERED::**

Indicate whether it is FORCE TEMPO TRAVELLER/  
/TATA 407 etc)

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

Telephone No. Office :

Residence :

Mobile :

Fax :

E-Mail :

2.  
a) Status of the Firm(Whether company/  
Partnership / proprietary) :
- b) Name of the Proprietor/ Partners/ Directors  
(with professional qualifications, if any):
- I)  
II)  
III)
- c) Year of establishment :

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

4. Registration with Tax Authorities :

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

b) GST No:  
(Furnish copies)

- c) Details of the vehicle offered
1. Name of the Vehicle and features:
  2. Vehicle Registration Number:

3. Annual Road Tax payment month:

4. Annual Insurance payment month:

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

Sl. No.	Year	Turnover
1	2018-19	
2	2017-18	
3	2016-17	
Average		

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

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

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

1)

2)

3)

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

Sl No	Name	Educational Qualifications	Age	DL NO & validity	Past History of the Driver	Any other

Copy of the Driving Licence of drivers to be enclosed.

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

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

### **DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of CANARA BANK in selection of hirer will be final and binding to me / us.
4. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the contract can be cancelled at the discretion of the bank.

Place :  
Date :

SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANISATION

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

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

**PRICE BID**

SL NO.	DESCRIPTION	OFFERED RATE PER CASH VAN (TO BE QUOTED BY THE BIDDER)
1	Monthly fixed hire charges for providing cash van as per the terms & conditions fully described in this document for running 3000 Kms minimum in a calendar month.  (WRITE IN FIGURES AND WORDS)	
2	Rate per kilometer for running the vehicle over and above 3000 kilometers fixed distance.  (WRITE IN FIGURES AND WORDS)	

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

**SIGNATURE OF THE APPLICANT WITH SEAL**