

RFP FOR PROVIDING SUPPLY OF CUSTOMISED CASH VANS ON HIRE BASIS FOR MOVEMENT OF CASH BETWEEN THE CURRENCY CHEST AND BANK BRANCHES ALL OVER INDIA UNDER RATE CONTRACT

ANNEXURE I - BID COVERING LETTER

Ref No

Date:

To,
The General Manager
CANARA BANK, CASH MANAGEMENT SECTION,
GENERAL ADMINISTRATION WING,
HEAD OFFICE - ANNEX,
29, K R ROAD, DWARAKANATH BHAVAN, 3RD FLOOR,
BASAVANAGUDI, BENGALURU - 560004

Dear Sir,

SUB: Our bid for RFP for Empanelment of Vendors for Supply of Customized Cash Van on Hire Basis for the purpose of movement of Cash among the Bank's Currency Chests and Branches all over India under Rate Contract

Ref: RFP REFERENCE NO. GAW:CMS:01/2019 DATED:26.06.2019

Having examined the tender document including all annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer for subject items are in conformity with the said tender in accordance with the schedule of prices indicated in the commercial offer and made part of this offer.

If our offer is accepted, we undertake to provide Customized Cash van in conformity with the RFP/TENDER terms and conditions.

We agree to abide by this offer till 180 days from the date of opening of Commercial Bid and for such further period as mutually agreed between the Bank and successful bidder, and agreed to in writing by the bidder.

We also agree to keep the Earnest Money Deposit/Bank Guarantee in lieu of EMD during the entire validity period of the tender. However if we withdraw our offer within the said validity period, you shall have the right to forfeit the EMD/invoke the Bank Guarantee in lieu of EMD, without reference to us.

We agree to abide by and fulfill all the terms and conditions of the tender and in default thereof, to forfeit and pay to you or your successors, or authorized nominees such sums of money as are stipulated in the conditions contained in tender together with the return acceptance of the contract.

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We accept all the Instructions, Technical Specifications, Terms and Conditions and Scope of Work of the subject RFP.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive without assigning any reason whatsoever. We are enclosing herewith our DD or Fixed deposit of Canara Bank No. _____ Dtd. _____ for Rs.....drawn on _____ Bank towards Earnest Money Deposit or Bank guarantee. No. (strike whichever is not applicable)

Dated this _____ day of _____ 2019.

Signature. _____

Name of the company/Authorized Supplier with seal

(PLEASE ENSURE THAT ALL THE COLUMNS ARE FILLED BEFORE SUBMITTING THE TENDER)

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ANNEXURE II - BIDDER'S PROFILE

Sr. No.	Parameters	Respons	
1	Name of the Service Provider (SP)		
2	Constitution		
3	Year of Establishment/ Incorporation in India		
4	Names of the Partners/Directors		
5	Addresses of Firm/Company		
	a) Head Office		
	b) Local Office in Bengaluru (if any)		
6	Authorized Contact person		
	a) Name and Designation		
	b) Telephone number/Mobile No		
	c) E-mail ID.		
7	Website Address, if any		
8	Name and Address of the Principal Banker		
9	Permanent Account Number (PAN)		
	Financial Performance		
10	Turnover from cash transportation (Rs. in crores)	2015 16	
		2016-17	
		2017-18	
		2018-19	
11	Net Profit/Loss (Rs. in crores)	2015 16	
		2016-17	
		2017-18	
12	Paid up Capital (Rs. in crores)	2015 16	
		2016-17	
		2017-18	
		2018-19	
13	Net Worth	2015 16	
		2016-17	
		2017-18	
		2018-19	

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14	GST Registration No.	
15	No. of Banks to whom cash movement facility is being provided at present: Name(s)and addresses of such institutions with contact details of their key persons	
16	No of other organizations to whom cash movement / door step banking facility is being provided: Name(s)and address/es of such organizations with contact details of their key persons	
17	Other activities of the SP	
18	No. offices State-wise and addresses thereof	
19	No. of cash vans presently in use	
20	Make/ model of the vehicles (<u>List to be appended</u>)	
21	Age of the oldest vehicle	
22	No. of persons deployed on each vehicle excluding the driver	
23	Whether all cash van related activities are computerized and end of day reports are sent to the clients every day	
24	Types of arms provided to the guards	

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Declaration

1. I/We have read the instructions and terms conditions given in the notice Inviting Request for Proposal (RFP) for providing cash movement services to the Bank. I/ We understand that any decision to be taken by the Bank will be on the basis of the information furnished/ declarations made by us in the RFP. Should the information given by us in this document prove to be false / incorrect at any time afterwards, contract awarded to us will be liable for termination without any prior notice. I/ We shall be solely responsible for the consequences and decision of the Bank will be binding on me/ us
2. I/We understand and agree that the decision of the Bank in short-listing/ selection of the Service Provider(s) will be final and binding on me/ us. Likewise, the decision of the Bank in allotment of States/ Centres will be final and binding on us.
3. I/We declare that no material fact with regard to operations of cash movement services has been suppressed / withheld by us and I/we have no objection in the Bank making independent inquiries with the Banks/clients for whom we are presently providing cash movement services.

Place:

Date:

**Authorized Signatories
Name & Designation , seal of the Company**

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ANNEXURE III - COMPLIANCE TO RFP TERMS & CONDITIONS

Sr. No.	Clause details	Bidder's Compliance (Y/N)
1	Introduction	
2	Integrity Pact (IP)	
3	Objectives of the RFP	
4	Invitation of Tender Bids	
5	Eligibility Criteria of Bidder	
6	Scope of Work	
7	Terms and Conditions	
8	Independent Service Provider	
9	Sub-Contractors	
10	Cost of RFP	
11	Bid Security/EMD	
12	Performance Bank Guarantee	
13	Language of Bid	
14	Cost of Bidding	
15	Period of Validity of Bid	
16	Clarification/Amendment of Bidding Document	
17	Authorization to Bid	
18	Bidding Process (Two part Bid)	
19	Technical Bid	
20	Commercial Bid	
21	Opening and evaluation of BIDs	
22	Preliminary Examination	
23	Technical Evaluation	
24	Commercial evaluation process	
25	Price Composition	
26	Taxes, Duties and other statutory regulations	
27	No Erasures or Alterations	
28	Bidding Document	
29	Contacting the Bank	
30	Bank's Right to Accept or Reject any Bid or All Bids	
31	Fraud & Corrupt Practices	
32	Revelation of Prices	
33	Clarifications of Bids	
34	Bid Validity	
35	Deadline for Submission of Bids	
36	Late Bids	
37	Signing of Contract	
38	General Terms & Conditions	
39	Contract Period	
40	Rejection of Bids	

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Sr. No.	Clause Details	Bidder's Compliance (Y/N)
41	Pre Bid Meeting	
42	Modification and Withdrawals of Bid	
43	RFP Response	
44	Liquidated Damage	
45	Price Validity	
46	Payment Terms	
47	Delivery	
48	Authorised Signatory	
49	Compliance with Laws	
50	Confidentiality and Secrecy	
51	Indemnity	
52	Non-Transferable Offer	
53	Normalization of Bids	
54	Ownership and Retention of Documents	
55	Penalty	
56	Audit	
57	Limitation of liability	
58	Force Majeure	
59	Insurance	
60	Enforceability	
61	Assignment	
62	Minimum wages	
63	Successors	
64	Termination of Contract	
65	Deduction from Purchase Price	
66	Waiver	
67	Proprietary Rights	
68	Liability of the Successful Bidder	
69	Negligence	
70	Review of Contract and performance	
71	Proposal Ownership	
72	Notification of Award	
73	Arbitration	
74	Submission of Bids	
75	Other terms and conditions	
76	Jurisdiction	

Authorized Signatory:

Place:

Name & Designation:

Date:

Business Address & email id:

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ANNEXURE IV - ELIGIBILITY CRITERIA

Sr. No.	Criteria	Documents to be submitted	Compliance Yes/No
1	The bidder should commit themselves to Integrity Pact (IP) with the Bank	Submit Integrity pact in Annexure XI	
2	Bidder should have been registered as a company/firm under the Indian Companies Act/Partnership Act.	Certificate of Registration/ Certificate of Incorporation	
3	The bidder should have been in Cash in Transit and/or Doorstep banking services in India for at least 2 years as on 1 st April, 2018	Copy of Purchase order and satisfactory service certificate from Public Sector/Schedule Commercial Bank	
4	The bidder should have minimum net worth of Rs.100 Crores and should be maintained at all times	A certificated from chartered accountant (Company's Statutory Auditor) who has signed the audited balance sheet of the company/firm confirming net worth. If, company/firm is not dealing now with that CA who has signed the balance sheet of earlier years, the present chartered accountant/statutory auditor can sign the certificate.	
5	The bidder should have earned a revenue of not less than Rs.40 crore per annum from the cash in transit services for the last 2 financial years i.e. FY 2015-16 and 2016-17 OR 2016-2017 and 2017-18 as the case may be	A certificated from chartered accountant (Company's Statutory Auditor) who has signed the audited balance sheet of the company/firm confirming revenue of not less than Rs.40 crore per annum. If, company/firm is not dealing now, with that CA who has signed the balance sheet of earlier years, the present chartered accountant/statutory auditor can sign the certificate.	
6	The Bidder should have made operating profit in at least two financial years out of three financial years i.e. FY 2014-15,2015-16 and 2016-17 OR 2015-16, 2016-2017 and 2017-18 as the case may be	Audited financial statements of last three years to be submitted	

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7	The Bidder should be operating minimum fleet of 300 specifically fabricated cash vans (owned/leased).		
8	The bidder should have at least one running contract with Public Sector/Scheduled Commercial Bank for similar line of activity i.e. Cash transport or door step banking.	A copy of purchase order and satisfactory service certificate from the Public Sector/Scheduled Commercial Bank to be submitted.	
9	<p>The bidder should have registered itself :</p> <p>1 Under the Shops & Establishment Act, if applicable, in the states where it is operating/ offering to provide its services.</p> <p>2 Under the Central Excise, Sales Tax act & GST, as applicable.</p> <p>3 Under Contract labour (Regulation & Abolition) Act, 1970 with the Central & State Governments.</p> <p>4 With the Employees State Insurance Corporation (ESI)</p> <p>5 Under the EPF and MIS Provision Act, 1952</p> <p>6 Security personals should be sourced through companies licensed under PASARA Act.</p> <p>7 All the license/ permissions as required under the law for engagement of Armed Guards/ use of Arms</p>	Self attested copies of certificates in support of this clause to be submitted.	
10	The bidder should be an Income Tax Assesses	Self attested PAN card and Income Tax Returns for the last three financial years.	

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11	Bidder should not have been black listed at any time by the Central /any of the State Governments/ PSUs in India or abroad, or by any Financial Institutions in India or abroad.	Submit declaration in Annexure XIV	
12	The bidder should ensure that there are no pending cases against the bidder involvingv0 cheating/fraudulent activities.	Submit declaration in Annexure XIV	
13	Bidder should not be defaulter in repayment of installment against credit with any Bank	Submit declaration in Annexure XIV	

Authorized signatory

Name & Designation

Business Address & email id:

Place:

Date:

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ANNEXURE V - CASH VAN SPECIFICATION

S No.	Technical Requirement	Service provider Compliance (Yes/No)	Make/ Part No. Wherever applicable
	DEDICATED CASH VAN SPECIFICATIONS		
1	The cash van body shall be fabricated on Light Commercial Vehicle (LCV) with an engine capacity of not less than 2200 CC, preferably turbocharged as specified by the Bank from time to time		
2	The cash van should have three compartments viz. Driver, Passenger and Cash Compartment. Passenger compartment should accommodate custodians and armed guards.		
3	Fabricating and Mounting cash van body on the vehicle of the Bank's choice with steel framing i.e. 18 gauge M.S. exterior paneling and 20 gauge M.S. Interior paneling. The cash van also should have following: (The schematic diagram of cash van is provided at the end of this Annexure		
4	The full-width and full height partition between the crew compartment and the Cash compartment should be partially (i.e. 40 cms from the ceiling) of fixed heavy-duty welded mesh made of 3mm diameter wire and the remaining portion of fixed M.S Structure having aluminium paneling on both sides.		
5	The Cash compartment and the Guard Compartment should be segregated by a partition made partially of M.S Structure having aluminum paneling on both sides and partially of collapsible gate with proper locking arrangements.		
6	The Cash Compartment should have strong metal hooks fitted onto its body and iron chains to facilitate securing the cash boxes to the Cash Compartment		
7	The entrance of the cash compartment shall be from the rear side to ensure proper visibility, operational feasibility and CCTV surveillance. The Cash compartment should be inaccessible from outside the van unless operated internally through manual or electronic lock and cash compartment is specially reinforced with steel with only one door and grill gate.		

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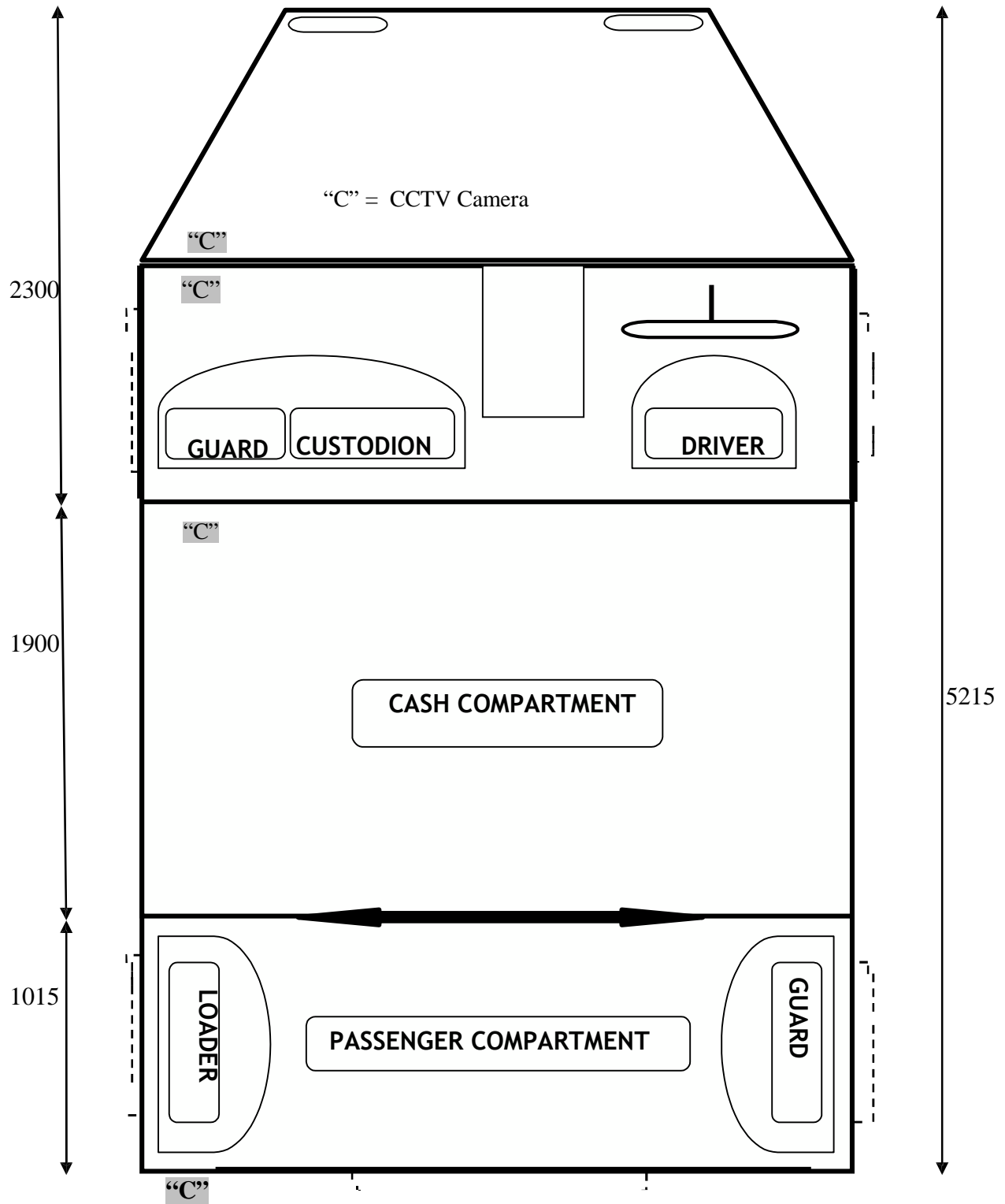
8	Two doors in front and one door at the rear with aluminum extruder buffed Section windows with sliding glasses.		
9	Windshield should be a single piece, clear toughened glass in the front with a provision for fixing anti - riot wire mesh covering. All other glasses to have fixed anti-riot mesh covering.		
10	The wire mesh on the co-driver window and other windows should have gun ports of 2.5 inch dia to enable the Armed Guards fire at outside targets, if need be.		
11	20 gauge aluminum checkered plate for flooring.		
12	Two rear-view mirrors in front i.e. one on each side.		
13	Should have Security alarm with GSM based auto-dialer system with a motorized siren should be fitted on rooftop with activation points (Panic switches) with guard, driver and the custodian. (Even at the rear side at the vehicle)		
14	Heavy Duty Shock Absorbers should be fitted for the rear portion of the Chassis.		
15	Roadworthy and tip top condition, not older than 3 years vehicle on the date of execution of agreement should be pressed into service		
16	All essential features of an efficient vehicle required. (Pollution compliant, GPS, CCTV recording facility, safety features, regulatory compliant vehicle along with other features). Insurance to be compliant in respect to all the passengers (1+4) including driver and all staff. (Armed Guards/Custodians/Loader).		
17	All cash van should be GPS enabled and monitored live with geo-fencing mapping with the additional indication of the nearest police station in the corridor for emergency.		

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18	Each cash van should have tubeless tyres, wireless (mobile) communication and hooters.		
19	The vehicle should have a ground clearance of not less than 190 mm.		
20	The cash van shall be equipped with hooter, fire extinguishers and emergency lights to ensure quick reaction in case of an attack.		
21	All cash vans to be accorded security clearance from respective Security Officers before it becomes functional on duty (in writing).		

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OUTSOURCED CASH VAN DESIGN SPECIFICATION (LCV)



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ANNEXURE VI - AGREEMENT

This agreement made theday of the month ofin the year 2018 at BETWEEN, CANARA BANK , a body Corporate constituted and functioning under the Banking Companies (Acquisition and Transfer of Undertaking) Act 1970 with its Head Office at NO:112, J.C.ROAD, BENGALURU - 560 002 and represented by its duly constituted attorney Shri..... (name and designation), hereinafter referred to as "BANK", which expression shall unless exclude by or repugnant to the context mean and include its successors in interest and assignees, on the one part

AND

(Name of the vendor), a company/firm/partnership firm registered under Companies Act, 1956 and validly existing under Companies Act, 2013/ a firm registered under Partnership Act 1932 having its Registered Office/place of office atrepresented by Shri.....(authorized by the company/firm/partnership firm) hereinafter referred to as the 'SUPPLIER/VENDOR/BIDDER or TENDERER' (which term shall unless repugnant to the context or meaning thereof be deemed to mean and include heirs, representatives, administrators, successors and assigns) on the other part;

WHEREAS,

The Bank with a view to streamline its cash movement operations, desires to engage the services of Service Provider, for the purpose of providing cash movement services within the area as may be advised by the Bank from time to time (hereinafter referred to as the "said Area and logistic services") at Currency Chests/ Branches. The Agency so authorized will have to inter-alia pick up and deliver cash from / to the various Currency Chests/ Branches of the Bank/RBI office within the said Area at the full risk and responsibility of the Service Provider.

The Service Provider is engaged in the business of providing Cash Movement Services which includes cash pick-up/ delivery and has represented to the Bank that it has the necessary and proper infrastructure, manpower, knowledge and expertise in providing such services. The Service Provider has also represented to the Bank that it has obtained all requisite permissions and licenses from the Government/ Regulatory and other authorities for the purpose of doing the said business and the said licenses, permissions are effective and in force.

Based on the representation made by the Service Provider and upon its agreeing to comply with the terms and conditions stipulated by the Bank from time to time, the Bank has agreed to engage the Service Provider for the purpose of Cash movement on the terms and

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conditions contained herein in the RFP & finalized between the vendor and the Bank

IN CONSIDERATION OF THE ABOVE, THIS AGREEMENT WITNESSETH AS FOLLOWS;

1. In this agreement words and expression used shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents, together called the contract documents, not inconsistent with these presents shall be deemed to form and be read and construed as part and parcel of this agreement viz;
 - 2.1 The RFP document with all Annexures and Indicative price bids.
 - 2.2 The Purchase Order, Letter of Acceptance, Letters from & to the vendor, if any, leading to and prior to acceptance.
 - 2.3 Technical Specifications, Special Conditions, Questionnaire, if any, etc.
 - 2.4 Minutes of pre-bid meeting, if any.
 - 2.5 The details submitted in the Technical bid, design, and such other documents.

In consideration of the payments to be made by the Bank to the Vendor, the Vendor hereby covenants and agrees with the Bank to complete the works in conformity with and subject to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents which shall form part of this agreement.

This Agreement supersedes any and all agreements; contracts or addenda relating to the Service Provider in respect of said services. This Agreement is entire in itself and cannot be changed or terminated orally. No modification, waiver or amendment of this Agreement shall be binding unless communicated in writing and signed by both the parties. All legally required amendments shall automatically become an integral part of this Agreement.

This Agreement, together with Schedules, is the entire agreement and expresses the complete, exclusive and final understanding of the parties with regard to the subject matter herein and may not be altered, amended or modified except in writing and signed by the parties.

This agreement is on non-exclusive basis and the Service Provider does not have any exclusive right to provide the said services to the Bank. The Bank is free to engage any other Service Provider(s) or may entrust similar services to any other person/s.

Contract Documents and this agreement shall be construed harmoniously and in the event of difference of opinion between parties as to the meaning and scope of the terms and conditions, reference to the Contract Documents and Agreement shall be had in the

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following order :

- I. Firstly, this agreement
- II. Secondly, Purchase order /letter of acceptance (furnish details)
- III. Thirdly, Technical bid and Commercial bid
- IV. Fourthly, Request for proposal (RFP) dated

Any notice/ letter required to be served by one party to another in pursuance of this Agreement shall be served upon the other, in writing, at the respective address as mentioned herein below:

1. In case of the Service Provider

2. In case of the Bank:

**The General Manager
CANARA BANK, CASH MANAGEMENT SECTION,
GENERAL ADMINISTRATION WING,
HEAD OFFICE - ANNEX,
29, K R ROAD, DWARAKANATH BHAVAN, 3RD FLOOR,
BASAVANAGUDI, BENGALURU - 560004**

All the correspondence, notices or any other communications, shall be deemed to have been duly and sufficiently served on the parties Seven (7) days after the same have been sent by registered post, properly addressed to the parties at their above mentioned respective addresses or, as otherwise intimated by the parties, and if delivered to the parties against acknowledgment such correspondences, notices, or any other communications shall be deemed to have been duly served as on the date of delivery.

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

Signed, sealed and delivered by the said vendor,to

CANARA BANK name of the Bank) in the presence of;

SIGNATURE OF TENDERER (WITH SEAL)

SIGNATURE OF THE AUTHORIZED REPRESENTATIVE OF THE BANK / ACCEPTING AUTHORITY.

WITNESS (SIGNATURE, NAME & ADDRESS):

1)

2)

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ANNEXURE VII - PERFORMANCE BANK GUARANTEE (EMD)

(To be submitted on non-judicial stamp paper of appropriate value purchased in the name of issuing Bank)

To
The General Manager
CANARA BANK, CASH MANAGEMENT SECTION,
GENERAL ADMINISTRATION WING,
HEAD OFFICE - ANNEX,
29, K R ROAD, DWARAKANATH BHAVAN, 3RD FLOOR,
BASAVANAGUDI, BENGALURU - 560004

WHEREAS _____ (Name of Tenderer) (hereinafter called "the Tenderer" has submitted its tender dated _____ (Date) for the execution of (Name of Contract) _____ (hereinafter called "the Tender") in favour of _____ hereinafter called the "Beneficiary";

KNOW ALL MEN by these presents that we, _____ (Name of the issuing Bank), a Body Corporate constituted under the _____ having its Head Office at _____ amongst others a branch/office at _____ (hereinafter called "the Bank" are bound unto the Beneficiary for the sum of Rs _____ (Rupees _____ only) for which payment well and truly to be made to the said Beneficiary, the Bank binds itself, its successors and assigns by these presents;

THE CONDITIONS of this obligation are:

- (a) If the Tenderer withdraws its Tender during the period of Tender validity specified in the Tender; or
- (b) If the Tenderer having been notified of the acceptance of his Tender by the Beneficiary during the period of Tender validity;
- i. fails or refuses to execute the Agreement, if required; or
 - ii. fails or refuses to furnish the performance security, in accordance with clause _____ of conditions of Contract.

We undertake to pay to the Beneficiary up to the above amount upon receipt of his first written demand without the Beneficiary having to substantiate his demand, provided that in his demand the Beneficiary will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

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Notwithstanding anything contained herein

i) Our liability under this Bank Guarantee shall not exceed Rs. _____ (Rupees _____ only)

ii) This Bank Guarantee is valid up to _____ and

iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____ (mention period of guarantee as found under clause (ii) above plus claim period)

Dated _____ day of _____ 2018.

(SIGNATURE & SEAL OF THE BANK)

SIGNED AND DELIVERED

For and on behalf of

(Banker's Name and Seal)
Branch Manager

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ANNEXURE VIII - PERFORMANCE BANK GUARANTEE (FOR SECURITY DEPOSIT)

Guarantee No.....
Amount of Guarantee Rs.....
Guarantee cover from Dated :
To Dated:
Last Date for Lodgment of claim:

The General Manager
CANARA BANK, CASH MANAGEMENT SECTION,
GENERAL ADMINISTRATION WING,
HEAD OFFICE - ANNEX,
29, K R ROAD, DWARAKANATH BHAVAN, 3RD FLOOR,
BASAVANAGUDI, BENGALURU - 560004

In consideration of (hereinafter called "Beneficiary") having agreed to exempt Ltd., having its Registered Office situated at (hereinafter called the "the obligator(s)") from the demand of Security Deposit of Rs.....(Rupees..... only) under the terms and conditions of an agreement dated (hereinafter called the "said Agreement") for the due fulfillment by the said obligator of the terms and conditions contained in the said agreement, on production of the Bank Guarantee for Rs.....(Rupees only), at the request of the obligator _____ Bank, a Scheduled Bank within the meaning of Schedule 2 of Reserve Bank of India Act,1934 having its Head Office at _____ amongst others a branch at (hereinafter referred to as "the Bank") has agreed to give following guarantee in favour of the beneficiary for an amount not exceeding Rs..... (Rupees only) against any loss or damage caused to or suffered or would be caused to or suffered by reason of any breach by the said Obligator(s) of any of the terms and conditions contained in the said agreement.

1. We, the Bank to hereby undertake to pay the amount payable under this guarantee without any demur merely on a demand from the beneficiary stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by reason or any breach of the terms and conditions contained in the said agreement or by reason of the obligator's failure to perform the said agreement. Any such demand in writing made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....

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- 2. We, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the beneficiary under or by virtue of the said agreement have been fully paid and its claims satisfied or till the beneficiary certifies that the terms and conditions of the said agreement have been fully discharged this guarantee. Unless a demand for claim under this guarantee is made on us in writing on or before we shall be discharged from all liabilities under this guarantee thereafter.**

- 3. We, the Bank further agree that the beneficiary shall have the fullest liberty, without consent and without effecting in any manner or obligations hereunder, to extend time of performance the said obligator(s) from time to time or to postpone for any time any of the powers exercisable by the beneficiary against the said obligator(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved of our liability by reason of any extension being granted to the said obligator(s) for any forbearance, act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said obligator(s) or by any such matter or thing whatsoever which under the law relating to sureties would not for this provision have effect of so relieving us.**

- 4. We, the Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.**

- 5. Notwithstanding anything contained herein:**
 - I. Our liability under this Bank Guarantee shall not exceed Rs. (Rupees only)**
 - II. This Bank Guarantee is valid upto and**
 - III. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before (mention period of the guarantee as found under clause (ii) above plus claim period)**

**PLACE:
DATE :
SIGNATURE**

For and on behalf of

**(Banker's Name and Seal) Branch
Manager
(Bank's Seal)**

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ANNEXURE IX A -PRICE BID (SOUTHERN REGION)

Sr. No.	Services	Crew/Team	Approved KMs	Unit	Rate (₹)
1(a)	Dedicated Secured Cash Van INCLUDING the cost of Crew/Team Members as per para no.....of this RFP. (The rate quoted shall be firm and binding for period of three (3) years. The rate shall be revised with the mutual consent of the Bank and the bidder after the expiry of three years period).	1 Driver 2 Armed Guards 2 Custodians	Monthly Charges for 8 hours per day and 2000 KM	Per month	
1(b)			Per KM charges for additional KMs above 2000 per	Per Kilometre	
1(c)			Per hour charges for additional hours above 8 hours per	Per man hour	
1(d)			Overnight Stay Charges	Per night	

TOTAL (₹)

Rupees :

N.B. :

- The charges should be quoted inclusive of all taxes, duties, levies etc., but excluding GST. GST will be paid on the bill amount. TCO for one cash van will be calculated taking into account, 500 additional KMs, 50 additional man hours and one night stay.
- The charges shall be rounded off to the nearest 100 of rupees.
- Except for the monthly rental at para 1(a) and rates quoted in para 1(b), 1(c) and 1(d) of the price bid, all other rates/charges quoted by the bidder will be discarded and would not be taken into account while considering the price bid.
- Unit rate must be quoted in words and figures. In case of any discrepancy, unit price quoted in words will be considered.
- Count of Kilometer run will start from and end at the branch/currency chest of deployment on daily basis. Duration of run from/to garage will be excluded.

Place

(Authorized Signatory)
(Name)
(Seal of the Firm/Company)

date

RFP FOR PROVIDING SUPPLY OF CUSTOMISED CASH VANS ON HIRE BASIS FOR MOVEMENT OF CASH BETWEEN THE CURRENCY CHEST, BANK AND CUSTOMERS ALL OVER INDIA UNDER RATE CONTRACT

ANNEXURE IX B -PRICE BID (NORTHERN REGION)

Sr. No.	Services	Crew/Team	Approved KMs	Unit	Rate (₹)
1(a)	Dedicated Secured Cash Van INCLUDING the cost of Crew/Team Members and insurance policy as per para no.....of this RFP. (The rate quoted shall be firm and binding for period of three (3) years. The rate shall be revised with the mutual consent of the Bank and the bidder after the expiry of three years period).	1 Driver	Monthly Charges for 8 hours per day and 2000 KM	Per month	
1(b)		2 Armed Guards			
1(c)		2 Custodians	Per hour charges for additional hours above 8 hours per	Per man hour	
1(d)			Overnight Stay Charges	Per night	
TOTAL (₹)					

Rupees :

N.B. :

- The charges should be quoted inclusive of all taxes, duties, levies etc., but excluding GST. GST will be paid on the bill amount. TCO for one cash van will be calculated taking into account, 500 additional KMs, 50 additional man hours and one night stay.
- The charges shall be rounded off to the nearest 100 of rupees.
- Except for the monthly rental at para 1(a) and rates quoted in para 1(b), 1(c) and 1(d) of the price bid, all other rates/charges quoted by the bidder will be discarded and would not be taken into account while considering the price bid.
- Unit rate must be quoted in words and figures. In case of any discrepancy, unit price quoted in words will be considered.
- Count of Kilometer run will start from and end at the branch/currency chest of deployment on daily basis. Duration of run from/to garage will be excluded.

Place

(Authorized Signatory)
(Name)
(Seal of the Firm/Company)

date

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ANNEXURE IX C -PRICE BID (EASTERN REGION)

Sr. No.	Services	Crew/Team	Approved KMs	Unit	Rate (₹)
1(a)	Dedicated Secured Cash Van INCLUDING the cost of Crew/Team Members and insurance policy as per para no.....of this RFP. (The rate quoted shall be firm and binding for period of three (3) years. The rate shall be revised with the mutual consent of the Bank and the bidder after the expiry of three years period).	1 Driver	Monthly Charges for 8 hours per day and 2000 KM	Per month	
1(b)		2 Armed Guards			
1(c)		2 Custodians	Per hour charges for additional hours above 8 hours per	Per man hour	
1(d)			Overnight Stay Charges	Per night	
TOTAL (₹)					

Rupees :

N.B. :

- The charges should be quoted inclusive of all taxes, duties, levies etc., but excluding GST. GST will be paid on the bill amount. TCO for one cash van will be calculated taking into account, 500 additional KMs, 50 additional man hours and one night stay.
- The charges shall be rounded off to the nearest 100 of rupees.
- Except for the monthly rental at para 1(a) and rates quoted in para 1(b), 1(c) and 1(d) of the price bid, all other rates/charges quoted by the bidder will be discarded and would not be taken into account while considering the price bid.
- Unit rate must be quoted in words and figures. In case of any discrepancy, unit price quoted in words will be considered.
- Count of Kilometer run will start from and end at the branch/currency chest of deployment on daily basis. Duration of run from/to garage will be excluded.

Place

(Authorized Signatory)
(Name)
(Seal of the Firm/Company)

date

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ANNEXURE IX D - PRICE BID (WESTERN REGION)

Sr. No.	Services	Crew/Team	Approved KMs	Unit	Rate (₹)
1(a)	Dedicated Secured Cash Van INCLUDING the cost of Crew/Team Members and insurance policy as per para no.....of this RFP. (The rate quoted shall be firm and binding for period of three (3) years. The rate shall be revised with the mutual consent of the Bank and the bidder after the expiry of three years period).	1 Driver 2 Armed Guards 2 Custodians	Monthly Charges for 8 hours per day and 2000 KM	Per month	
1(b)			Per KM charges for additional KMs above 2000 per	Per Kilometre	
1(c)			Per hour charges for additional hours above 8 hours per	Per man hour	
1(d)			Overnight Stay Charges	Per night	

TOTAL (₹)

Rupees :

N.B. :

- The charges should be quoted inclusive of all taxes, duties, levies etc., but excluding GST. GST will be paid on the bill amount. TCO for one cash van will be calculated taking into account, 500 additional KMs, 50 additional man hours and one night stay.
- The charges shall be rounded off to the nearest 100 of rupees.
- Except for the monthly rental at para 1(a) and rates quoted in para 1(b), 1(c) and 1(d) of the price bid, all other rates/charges quoted by the bidder will be discarded and would not be taken into account while considering the price bid.
- Unit rate must be quoted in words and figures. In case of any discrepancy, unit price quoted in words will be considered.
- Count of Kilometer run will start from and end at the branch/currency chest of deployment on daily basis. Duration of run from/to garage will be excluded.

Place

(Authorized Signatory)
(Name)
(Seal of the Firm/Company)

date

ANNEXURE X-
(INTEGRITY PACT) PRE CONTRACT INTEGRITY PACT

1. GENERAL

This pre-bid contract Agreement (herein after called the Integrity Pact) is made on _____ day of the month of _____ in the year 20____ , between, the Canara Bank, a body corporate constituted under Banking Companies (Acquisition and transfer of undertakings), Act 1970 having its Head office at 112, J.C. Road, Bangalore 560 002,with branches spread over India and abroad (hereinafter referred to as BUYER which expression shall include its successors and assigns) acting through Shri _____, (Designation of the officer) representing _____, of the BUYER, of the FIRST PART

AND

M/s _____ represented by _____ Chief Executive Officer, (which term, unless expressly indicated by the contract, shall be deemed to include its successors and its assignee), hereinafter referred to as the bidder/seller and the second party, is willing to offer/has offered the Stores and / or Services.

2. Whereas the Bidder/Seller is a private company/public company/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Public Sector Undertaking and registered under Companies Act 1956. Buyer and Bidder/Seller shall hereinafter be individually referred to as "Party" or collectively as the "parties", as the context may require.

3. Preamble

3.1 Buyer has called for tenders under laid down organizational procedures intending to enter into contract /s for supply / purchase / etc of _____ and the Bidder/Seller is one amongst several bidders /Proprietary Vendor Customer Nominated Source/Licensor who has indicated a desire to bid/supply in such tendering process. The Buyer values and takes primary responsibility for values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder (s) and / or Seller(s).

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3.2 In order to achieve these goals, the Buyer will appoint Independent External Monitor(s) (IEM) in consultation with Central Vigilance Commission, who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

4. Commitments of the Buyer

4.1 The Buyer commits itself to take all measures necessary to prevent corruption and fraudulent practices and to observe the following principles:-

4.1.1 No employee of the Buyer, personally or through family members, will in connection with the tender, or the execution of a contract demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

4.1.2 The Buyer will during the tender process treat all Bidder(s) /Seller(s) with equity and reason. The Buyer will in particular, before and during the tender process, provide to all Bidder (s) /Seller(s) the same information and will not provide to any Bidders(s) /Seller(s) confidential /additional information through which the Bidder(s) / Seller(s) could obtain an advantage in relation to the process or the contract execution.

4.1.3 The Buyer will exclude from the process all known prejudiced persons.

4.2 if the buyer information on the conduct of any of its employees which is a criminal offence under the Indian Legislation Prevention of Corruption Act 1988 as amended from time to time or if there be a substantive suspicion in this regard, the Buyer will inform to its Chief Vigilance Officer and in addition can initiate disciplinary action.

5. Commitments of the Bidder(s) /Seller(s):

5.1 The Bidder(s)/ Seller(s) commit itself to take necessary measures to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

5.1.1 The Bidder(s) /Seller(s) will not directly or through any other persons or firm, offer promise or give to any of the Buyer's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage during the tendering or qualification process or during the execution of the contract.

5.1.2 The Bidder(s) /Seller(s) will not enter with other Bidders / Sellers into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

5.1.3 The bidder(s) /Seller(s) will not commit any offence under the Indian legislation, Prevention of Corruption Act, 1988 as amended from time to time. Further, the Bidder(s) /Seller(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information constrained or transmitted electronically.

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5.1.4 The Bidder(s) /Seller(s) shall ensure compliance of the provisions of this Integrity Pact by its sub-supplier(s) / sub-contractor(s), if any, Further, the Bidder /Seller shall be held responsible for any violation/breach of the provisions by its sub-supplier(s) /Sub- contractor(s).

5.2 The Bidder(s) /Seller(s) shall ensure compliance of the provisions of this Integrity Pact by its sub-supplier(s) / sub-contractor(s), if any, Further, the Bidder /Seller shall be held responsible for any violation /breach of the provisions by its sub-supplier(s) /sub- contractor(s).

5.3 The Bidder(s) /Seller(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

6. Agents / Agency Commission

The Bidder /Seller confirms and declares to the Buyer that the bidder/Seller is the original manufacturer and has not engaged any individual or firm, whether Indian or Foreign whatsoever, to intercede, facilitate or in any way to recommend to Buyer or any of its functionaries, whether officially or unofficially, to the award of the tender / contract / Purchase order to the Seller/Bidder; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller / Bidder agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in anyway incorrect or if at a later stage it is discovered by the Buyer that the Seller incorrect or if at a later stage it is discovered by the Buyer that the Seller/Bidder has engaged any such individual /firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract /Purchase order, the Seller /Bidder will be liable to refund that amount to the Buyer. The Seller will also be debarred from participating in any RFP / Tender for new projects / program with Buyer for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract / Purchase order either wholly or in part, without any entitlement of compensation to the Seller /Bidder who shall in such event be liable to refund agents / agency commission payments to the buyer made by the Seller /Bidder along with interest at the rate of 2% per annum above LIBOR (London Inter Bank Offer Rate) (for foreign vendors) and Base Rate of SBI (State Bank of India) plus 2% (for Indian vendors). The Buyer will also have the right to recover any such amount from any contracts / Purchase order concluded earlier or later with Buyer.

7.Previous Transgression

7.1 The Bidder /Seller declares that no previous transgressions have occurred in the last three years from the date of signing of this Integrity Pact with any other company in any country conforming to the anti corruption approach or with any other Public Sector Enterprise in India that could justify Bidder's /Seller's exclusion from the tender process.

7.2 If the Bidder /Seller makes incorrect statement on this subject, Bidder /Seller can be disqualified from the tender process or the contract, if already awarded, can

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be terminated for such reason without any liability whatsoever on the Buyer.

8. Company Code of Conduct

Bidders /Sellers are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behavior) and a compliance program for the implementation of the code of conduct throughout the company.

9. Sanctions for Violation

9.1 If the Bidder(s) /Seller(s), before award or during execution has committed a transgression through a violation of Clause 5, above or in any other form such as to put his reliability or credibility in question, the Buyer is entitled to disqualify the Bidder(s) /Seller (s) from the tender process or take action as per the procedure mentioned herein below:

9.1.1 To disqualify the Bidder /Seller with the tender process and exclusion from future contracts.

9.1.2 To debar the Bidder /Seller from entering into any bid from Buyer for a period of two years.

9.1.3 To immediately cancel the contract, if already signed /awarded without any liability on the Buyer to compensate the Bidder /Seller for damages, if any. Subject to Clause 5, any lawful payment due to the Bidder/Seller for supplies effected till date of termination would be made in normal course.

9.1.4 To encash EMD /Advance Bank Guarantees / Performance Bonds / Warranty Bonds, etc. which may have been furnished by the Bidder /Seller to the extent of the undelivered Stores and / or Services.

9.2 If the Buyer obtains Knowledge of conduct of Bidder /Seller or of an employee or representative or an associate of Bidder /Seller which constitutes corruption, or if the Buyer has substantive suspicion in this regard, the Buyer will inform to its Chief Vigilance Officer.

10 Compensation for Damages

10.1 If the Buyer has disqualified the Bidder(s) /Seller(s) from the tender process prior to the award according to Clause 8, the Buyer is entitled to demand and recover the damages equivalent to Earnest Money Deposit in case of open tendering.

10.2 If the Buyer has terminated the contract according to Clause 8, or if the Buyer is entitled to terminate the contract according to Clause 8, the Buyer shall be entitled to encash the advance bank guarantee and performance bond / warranty bond, if furnished by the Bidder / Seller, in order to recover the payments, already made by the Buyer for undelivered Stores and / or Services.

11. Price Fall Clause

The Bidder undertakes that it has not supplied /is not supplying same or similar product/systems or subsystems at a price lower than that offered in the present Bid in respect of any other Ministry /Department of the Government of India or PSU or Coal India Ltd and its subsidiaries during the currency of the contract and if it is

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found at any stage that same or similar product /Systems or Subsystems was supplied by the Bidder to any other Ministry /Department of the Government of India or a PSU or any Public Sector Bank at a lower price during the currency of the contract, then that very price will be applicable to the present case and the difference in the cost would be refunded by the Bidder to the Buyer, if the contract has already been concluded”.

12 Independent External Monitor(s)

12.1 The Buyer has appointed independent External Monitors for this Integrity Pact in consultation with the Central Vigilance Commission (Names and Addresses of the Monitors to be given in RFP).

12.2 As soon as the integrity Pact is signed, the Buyer shall provide a copy thereof, along with a brief background of the case to the independent External Monitors.

12.3 The Bidder(s) / Seller(s) if they deem it necessary, May furnish any information as relevant to their bid to the Independent External Monitors.

12.4 If any complaint with regard to violation of the IP is received by the buyer in a procurement case, the buyer shall refer the complaint to the Independent External Monitors for their comments / enquiry.

12.5 If the Independent External Monitors need to peruse the records of the buyer in connection with the complaint sent to them by the buyer, the buyer shall make arrangement for such perusal of records by the independent External Monitors.

12.6 The report of enquiry, if any, made by the Independent External Monitors shall be submitted to MD & CEO, Canara Bank, 112 JC Road, Bengaluru 560002, within 2 weeks, for a final and appropriate decision in the matter keeping in view the provision of this Integrity Pact.

13. Law and Place of Jurisdiction

This Integrity Pact is subject to Indian Laws, and exclusive Jurisdiction of Courts at Bengaluru, Karnataka, India

14. Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provision of the extant law in force relating to any civil or criminal proceedings.

15. Integrity Pact Duration.

15.1 This Integrity Pact begins when both parties have legally signed it. It expires for the successful Bidder / Seller 10 months after the last payment under the contract, and for all other Bidders / Sellers within 6 months form date of placement of order / finalization of contract.

15.2 If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged / determined by MD & CEO, Canara Bank, 112 JC Road, Bengaluru 560002.

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15.3 Should one or several provisions of this Integrity Pact turn out to be invalid, the reminder of this Integrity Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

16. Other Provisions

16.1 Changes and supplements need to be made in writing. Side agreements have not been made.

16.2 The Bidders (s)/ Sellers (s) signing this IP shall not initiate any Legal action or approach any court of law during the examination of any allegations/complaint by IEM and until the IEM delivers its report.

16.3 In view of nature of this Integrity Pact, this Integrity Pact shall not be terminated by any party and will subsist throughout its stated period.

16.4 Nothing contained in this Integrity Pact shall be deemed to assure the bidder / Seller of any success or otherwise in the tendering process.

17. This Integrity Pact is signed with Canara Bank exclusively and hence shall not be treated as precedence for signing of IP with MoD or any other Organization.

18. The Parties here by sign this Integrity Pact at
_on _____ (Seller/Bidder) and _____ on _____ (Buyer)

BUYER
Name of the Officer
Designation
Name of Wing
Canara Bank

BIDDER
CHIEF EXECUTIVE OFFICER /
AUTHORISED SIGNATORY

Witness

1)

2)

Witness

1)

2)

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**ANNEXURE XI- UNDERTAKING (TO BE SUBMITTED BY ALL BIDDERS
ON THEIR LETTER HEAD)**

**The General Manager
Canara Bank, Cash Management Sction.
GA Wing, Head Office
Bangalore – 560 026**

Dear Sir,

**Sub Empanelment of Vendors for supply of Customized Cash Van on Hire Basis
for the purpose of movement of Cash between the Bank's Currency Chests and
Branches all over India under Rate Contract**

Ref :: This has reference to your above Enquiry for supply of the subject matter

We, _____(bidder name), hereby
undertake that-

We have submitted the above tender documents duly filling at the appropriate places without making any alterations, corrections, omissions in the tender issued by the bank or downloaded from the web site.

As on the date of submission of tender, we are not blacklisted by the Central Government/ any of the State Govt.s in India or any Financial Institution in India.

We are not involved in any legal case that may affect the solvency / existence of our firm or in any other way that may affect capability to provide / continue the services to bank.

There are no pending cases against us involving cheating/fraudulent activities.

We are not a defaulter in repayment of installment against credit with any Bank.

Yours
faithfully,

**Authorized Signatories
(Name, Designation and Seal of the Company)**

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ANNEXURE XII
UNDERTAKING FOR KNOW YOUR EMPLOYEE (KYE)
(TO BE SUBMITTED BY ALL BIDDERS ON THEIR LETTER HEAD)

To
THE GENERAL MANAGER
CANARA BANK, CASH MANAGEMENT SECTION.
GA WING, HEAD OFFICE
BANGALORE – 560 026

UNDERTAKING

1. We _____ (name of the company) hereby confirm that all the Resource (both on-site and off-site) deployed/to be deployed on Bank's project for _____ (Name of the RFP) have undergone KYE (Know Your Employee) process and requisite checks have been performed prior to employment of said employees as per our policy.
2. We undertake and agree to save defend and keep harmless and indemnified the Bank against all loss, cost, damages, claim penalties expenses, legal liability because of non compliance of KYE and of misconduct of the employee deployed by us to the Bank.
3. We further agree to submit the required supporting documents (Process of screening, Background verification report, police verification report, character certificate, ID card copy, Educational document, etc) to Bank before deploying officials in the Bank Premises for _____ (Name of the RFP). ”

Signature of Competent Authority with company seal _____

Name of Competent Authority _____

Company / Organization _____

Designation within Company / Organization _____

Date _____

Name of Authorized Representative _____

Designation of Authorized Representative _____

Signature of Authorized Representative _____

Verified above signature

Signature of Competent Authority _____

Date _____

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ANNEXURE XIII
DETAILS OF BANKS AVAILING SERVICES FOR CASH MOVEMENT

SL NO		
1.	Name of the Bank Address Contact Person Designation Landline No. Mobile No. e-mail ID	
2.	Name of the Bank Address Contact Person Designation Landline No. Mobile No. e-mail ID	
3.	Name of the Bank Address Contact Person Designation Landline No. Mobile No. e-mail ID	
4.	Name of the Bank Address Contact Person Designation Landline No. Mobile No. e-mail ID	

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ANNEXURE XIV

DETAILS OF CASH VANS/CASH VEHICLES IN POSSESSION AS ON 01.04.2019

Sr. No.	Items	
1	Number of Cash Van/Vehicles in Possession (owned/leased) as on 01.04.2019	
2	Number of Vehicles each brand /type (to be given separately)	
3	Age of the vehicle Month & Year of registration and Month & Year of purchase with registration Nos. to be given	
4	Number of institutions/banks being serviced	
5	<p>a) Whether all the vehicles are GPS enabled and monitored live with geo-fencing mapping, radio/wireless/mobile communication with the additional indication of the nearest police station in the corridor for emergency?</p> <p>b) Whether all cash-vans are fitted with tubeless tyres including spare tyre, two panic switches with two motorised hooters and GSM Based Auto dialler system?</p> <p>c) Whether all the vehicles have separate Front Driver cum Guard/passenger compartment, Cash compartment and Rear Guard compartment (as per diagram given at Annexure VI to this RFP) with a CCTV covering both compartments.</p> <p>d) Whether all the cash-van compartments are segregated with wire mesh of/ MS Plates with Hooks available in the body of the Cash Compartments for chain- locking of the cash boxes.</p>	

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	<p>e) Whether the front and rear passenger compartment accommodates one cashier/ custodian and one armed security guards each besides driver.</p> <p>f) Whether all vans are provided with two portable 1 liter fire extinguishers (Type), two emergency lights, one battery operated air-pump and a Puncture repair kit.</p>	
6	<p>If answer to above is NO, please give number of vehicles not adhering to above norms</p>	

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**ANNEXURE XV
FINANCIAL POSITION OF BIDDER FOR LAST THREE FINANCIAL YEARS**

PARTICULAR	2018-2019	2017-18	2016-17	2015-16
TURNOVER				
NET PROFIT (PROFIT				
OPERATING PROFIT				

Note: Enclose

1. Copies of Audited Balance Sheets and P&L statements along with enclosures for last 3 financial years
2. Copies of Articles of association and Memorandum of Association
3. Copies of certificate of incorporation/certificate of commencement of Business

Place:

Date:

Signature::

Name & Designation:

Business Address:

ANNEXURE XVI
CONFIDENTIALITY/ NON DISCLOSURE AGREEMENT

NON-DISCLOSURE AGREEMENT FORMAT (TO BE GIVEN ON THE COMPANY'S LETTER HEAD)

WHEREAS, we _____, having Registered Office at _____, hereinafter referred to as the Bidder, are agreeable for supply of Customized Cash Van on Hire Basis for the purpose of movement of Cash between the Bank's Currency Chests, Branches and Customers all over India under Rate Contract to CANARA BANK having its Head Office at 112, J C Road, Bengaluru-560002 hereinafter referred to as the Bank and,

WEHEREAS, the Bidder understands that the information provided for supply of Customized Cash Van on Hire Basis for the purpose of movement of Cash between the Bank's Currency Chests and Branches all over India under Rate Contract in their request for proposal is confidential and / or proprietary to the BANK, and

WEHEREAS, the Bidder understands that in the course submission of the offer for supply of Customized Cash Van on Hire Basis for the purpose of movement of Cash between the Bank's Currency Chests and Branches all over India under Rate Contract and / or in the aftermath thereof, it may be necessary that the Bidder may perform certain jobs / duties on the Bank properties and / or have access to certain plants, documents, approvals or information of the BANK;

NOWHEREFORE, in consideration of the foregoing,

The Bidder agrees to all of the following conditions, in order to induce the Bank to grant the Bidder specific access to the BANK's property / information.

The Bidder will not publish or disclose to others, nor, use in any services that the Bidder performs for others, any confidential or proprietary information belonging to the BANK, unless the Bidder has first obtained the BANK's written authorization to do so.

The Bidder agrees that notes, specifications, designs, memoranda and other data shared by the BANK or prepared or produced by the Bidder for the purpose of submitting the offer to the Bank for the said solution, will not be disclosed during or subsequent to submission the offer to the Bank, to anyone outside the Bank.

The Bidder shall not, without the BANK's written consent, disclose the contents of this request for the proposal (BID) or any provision thereof, or any specifications, plan, pattern, sample or information (to be) furnished by or on behalf of the BANK

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in connection there with, to any person(s) other than those employed / engaged by the Bidder for the purpose submitting the offer to the BANK and / or for the performance of the contract in the aftermath.

Disclosure to any employed / engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purpose of such performance.

Signature and Seal of Company

Date:

ANNEXURE XVII
SECURITY MEASURES FOR CASH IN TRANSIT

The Service Provider shall ensure the following salient security guidelines while engaging a Private Security Agency and during Cash in Transit:

- 1) No Private security shall be provided by the private security agency for cash transportation activities unless he holds a valid PSARA license under the Act or any Amendments to the Act from time to time.
- 2) For the purpose of providing private security for cash transportation activities, a contract may be entered into between a cash handling agency and the Bank concerned.
- 3) No taxi or hired vehicle shall be used for cash transportation activities by the private Security agency:
 - a. Provided that a vehicle which is on long term contract with the private security agency or Bank or Cash handling agency and the vehicle complies with the conditions for design and specification laid down in Annexure VI.
- 4) Notwithstanding any other provision in these rules, the ex-servicemen, otherwise eligible may preferable be appointed or engaged by the private security agency for providing security for cash transportation activities.
- 5) KYC Verification and Police Verification. No Private security agency shall appoint or engage or deploy any personnel, unless such personnel has undergone through antecedent check and his proper KYC verification and police verification is done, before appointing or engaging or deploying them by the agency, in accordance of the Act or any other law for the time being in force. Every private security agency shall be responsible to comply with checks as per The Gazette of India, Ministry of Home Affairs notification No.24021/13/2016-PM-I dated 08 Aug 2018.
- 6) The private security agency shall ensure that every personnel appointed or engaged for cash transportation activities is imparted training and certified for the security and safe handling of such activities as per the requirements of training laid down in The Gazette of India, Ministry of Home Affairs notification No.24021/13/2016- PM-I dated 08 Aug 2018 and with refresher courses.

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- 7) Cash should be transported only in the owned/leased security cash vans of Service Provider or its first level sub-contractors.
- 8) The Class of Vehicle as “Light Commercial Vehicle “and the seating capacity as “ 5 ” including driver should be clearly endorsed by the RTO in the RC of the vehicle.
- 9) Cash shall be carried in a properly and securely locked steel box with strong pad locks as per the guidelines..
- 10) The cash container shall be secured to the cash compartment with the help of hooks, iron chain and lock. The chain shall be long enough to cover almost six to eight cash boxes.
- 11) Each of cash boxes shall be secured to the floor with separate chains and have locks that can be opened or locked only by using separate keys kept with different custodians (vendor) and cash for each bank branch shall be carried, preferably, in a separate box with the name of the bank branch written on it.
- 12) Each cash van shall be escorted by two armed guards, one armed guard shall sit in the front along with the driver and another in the rear position of the van and while in transit, loading or unloading, answering nature’s call, tea or lunch break, at least one armed security guard shall remain present with the cash van all the time. Staff shall be rotated and assigned the work only on the day of trip.
- 13) Wherever possible, the routes that have heavy traffic flow and that pass through thickly inhabited areas shall be selected. Deserted routes shall not be taken unless such a route is unavoidable to reach the branch to which remittance is being taken.
- 14) When the cash boxes are ready in the branch for loading into the cash van, the two armed guards escorting the cash must load their DBBL guns, keep safety catch at ready position to go out of the branch first to position themselves at advantageous points. Both the armed guards shall always carry 8 rounds of reserve ammunition in their pouches on person at all times and 2 rounds loaded in the weapon.
- 15) Once armed guards are positioned, the loader and cash custodian shall load the boxes one by one into the cash van under the supervision of the accompanying cash officer. The cash boxes shall be chained and locked to the body of the vehicle, as these are being loaded.

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- 16) After the crew and armed guard are seated, the rear door of the cash van shall be locked and its key shall be held by the cash custodian.
- 17) While loading is in progress, the driver of the vehicle along with the ignition key shall stay away from the vehicle. The driver shall be the last person to board the vehicle.
- 18) No one other than those detailed for the remittance duty shall be allowed to enter, or to take a lift on, the vehicle throughout the journey.
- 19) The driver shall board the vehicle after loading cash boxes and drive along the route as may be specified by the Cash custodian of the remittance.
- 20) The van shall not follow the same route and timing repeatedly so as to become predictable and routes will not be divulged to any third person.
- 21) The vendor shall ensure that additional regulations/guidelines as prescribed by Private Security Agencies (Regulation) Act, 2005, the Government of India, and the State Government are adhered to.
- 22) Throughout the journey the guns of the armed guards shall remain loaded and shall be kept in ready position with their 'Safety Catches' applied to 'Safe' position. Guards will carry only NPB weapons with current Gun License/Relationship and Area of Operation specified.
- 23) The armed guards shall remain alert throughout the journey and remain ready to thwart any attempt to rob the cash.
- 24) The driver and the escort shall be on their guard against fake accidents, bogus police officials, unexposed traffic diversions, road blocks and suspicious vehicles and persons following the cash van.
- 25) The vehicle generally shall not halt en route. If the vehicle has to halt for some genuine reasons, it shall be preferably do so at pre-decided police stations/chowkis. In any case, no conversation should be entered into with unknown persons and the doors / windows should not be opened.
- 26) If the same cash van is used for transporting remittances to more than one branch, it is necessary that there are no delays at any one point and that security precautions are not slackened at any of these places. The receiving branches will be informed of arrivals of the van to avoid inordinate delay in receiving / handling over cash.

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- 27) Utmost secrecy should be maintained regarding the dispatch of remittances by all concerned including the service provider.
- 28) Night movement of cash vans should be discouraged. All cash movements should be carried out during daylight. There can be some relaxation in metro and urban areas though depending on the law and order situation specific to the place or the guidelines issued by the local police. If the cash van has to make a night halt, it necessarily has to be in a police station. In case of inter-state movement, changeover of security personnel at the border crossing must be pre-arranged.
- 29) Important telephone numbers of all police station enroute to be available in the cash van.
- 30) In case of breakdown, Guards to take position in front and rear of cash van not allowing any one near the cash van.

The selected Service Provider shall also ensure the following:

1. Minimum fleet size of 300 specifically fabricated cash vans (owned / leased).
2. Cash should be transported only in the owned / leased security cash vans of the Service Provider or its first level sub-contractors. Each cash van should be a specially designed and fabricated Light Commercial Vehicle (LCV) having separate passenger and cash compartments, with a CCTV covering both compartments.
3. The passenger compartment should accommodate two custodians and two armed security guards (gunmen) besides the driver.
4. No cash van should move without armed guards. The gunmen must carry their weapons in a functional condition along with valid gun licenses. The Service Provider or its first level sub-contractor should also furnish the list of its employed gunmen to the police authorities concerned.
5. Each cash van should be GPS enabled and monitored live with geo-fencing mapping with the additional indication of the nearest police station in the corridor for emergency.
6. Each cash van should have tubeless tyres, wireless (mobile) communication and hooters. The vans should not follow the same route and timing repeatedly so as to become predictable. Predictable movement on regular routes must be discouraged. Staff should be rotated and assigned only on the day of the trip. With regard to security, additional regulations /guidelines as prescribed by Private Security Agencies (Regulation) Act, 2005, the Government of India and the State Governments from time to time must be adhered to.

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7. Night movement of cash vans should be discouraged. All cash movements should be carried out during daylight. No vaulting facility shall be provided. The cash held has to be remitted to the Bank's Currency Chest to which the Cash Van is attached or if the same is not possible owing to some external factors, the cash held shall be parked at the designated pooling branches the list of which shall be provided to the Service Provider. There can be some relaxation in metro and urban areas though, depending on the law and order situation specific to the place or the guidelines issued by the local police. If the cash van has to make a night halt, it necessarily has to be in a police station. In case of inter-state movement, changeover of security personnel at the border crossing must be pre-arranged.
8. Proper documentation including a letter from the remitting bank should be carried invariably in the cash van, at all times, particularly for inter-state movement of currency.
9. ATM operations should be carried out only by certified personnel who have completed minimum hours of classroom learning and training. The content of such training may be certified by a Self-Regulatory Organisation (SRO) of Cash-in-Transit (CIT) Companies / Cash Replenishment Agencies (CRAs) who may tie up with agencies like National Skill Development Corporation for delivery of the courses.
10. The staff associated with cash handling should be adequately trained and duly certified through an accreditation process. Certification could be carried out through the SRO or other designated agencies.
11. Character and antecedent verification of all crew members associated with cash van movement, should be done meticulously. Strict background check of the employees should include police verification of at least the last two addresses. Such verification should be updated periodically and shared on a common database at industry level. The SRO can play a proactive role in creating a common data base for the industry. In case of dismissal of an employee, the CIT / CRA concerned should immediately inform the police with details.
12. Safe and secure premises of adequate size for cash processing / handling and vaulting. The premises should be under electronic surveillance and monitoring round the clock. Technical specifications of the vault should not be inferior to the minimum standards for Chests prescribed by the Reserve Bank. The vault should be operated only in joint custody and should have colour coded bins for easier storage and retrieval of different types of contents.
13. All fire safety gadgets should be available and working in the vault which should also be equipped with other standard security systems like CCTV monitoring with recording for at least 90 days, emergency alarm, burglar alarm, hotline with the nearest police station, lighting power backup and interlocking vault entry doors.

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14. Work area should be separate from the cash area. The premises should be under the security of armed guards whose number should have reference to the scale of operations specific to the location but not less than five in any case.
15. Critical information like customer account data should be kept highly secure. Access to the switch server should be restricted to banks. Interfaces where a bank gives access to the service provider or its subcontractor to the bank's internal server should be limited to relevant information and secured.

**ANNEXURE XVIII
CASH REMITTANCE PROCEDURE**

The Service Provider shall render the following services:

1. Pick up/collect/obtain cash, from the Bank's Branches, Bank's Currency Chest and deposit the same with the Bank's Currency Chest and / or Branches as specified from time to time.
2. Obtain signature, receipts, acknowledgements etc and/or any other documents /papers from the Branch officials of our Bank / Bank's Currency Chest and deliver, hand over or forward the same to the Bank's specified Currency Chest / specified branches in accordance with the instructions of the Bank.
3. Generate and prepare and furnish such reports including end of day reports as may be specified by the Bank from time to time.
4. Prepare and complete documentation as per the Bank's requirements.
5. Any other services incidental or related to the aforesaid services.

Note: No discrepancies will be entertained once the Service Provider's officer leaves the Branch premises.

Cash Pick-up Process: The Service Provider shall comply with the following process flow for cash pick-up:

1. The agency will issue an authorization slip on daily basis to the cash officer who is authorized to collect cash on that day.
2. The Currency chest branch / branch official will identify the cash officer authorized to collect cash by I) Authorization slip. II) Identity card
3. All Service Provider's Officers will carry the iron boxes and uniquely numbered plastic seals along with them to be used for all cash pick-ups.
4. The cash shall be handed over to Service Provider's officer only by putting the dual signature of the branch staff on the cash slips of note pockets containing 100 pieces.

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5. The Service Provider's Officer in the presence of the Bank's Branch Official will count all the packets and Bundles of notes of each denominations and tally the details mentioned in the credit voucher and put one copy of the Bank's Credit Voucher in the iron box.
6. The Service Provider's Officer has to ensure that the Seal Number is written on the Service Provider's copy, acknowledgement Slip as well as the Bank's Branch copy.
7. The Service Provider's Officer will ensure that all the details asked on the slip and the same will be attached to iron box relating to the pick-up and ensure that the Bank's Branch official's signature is taken on the slips. Service Provider will ensure that it will put a stamp - "subject to verification by Bank" on the acknowledgement slips, put one copy of pay in slip in the bag/iron box and close the zip of the bag/close the iron box and seal the bag or seal the iron box firmly.
8. The acknowledgement slips to be used will bear the printed serial numbers in Chronological order. The Currency chest/specified branch will maintain proper control and record of use of acknowledgement slips including those cancelled by the Service Provider's officer.
9. The Service Provider's Officer will carry the iron box to the Currency Chest/ Specified Branch of the Bank which needs to ensure that the box has not been tampered and the seal is intact'. The Banks official will check the number on seal affixed to the container with the number mentioned in the copy of the acknowledgement slip and ensure that the containers are not tampered with, before opening. The Service Provider's officers will open the box and handover the cash to Bank's officers, who will count all the packets and Bundles of notes of each denomination in the presence of the Service Provider's Officer.
10. If there is a discrepancy in the iron box, the iron box has been tampered with, then the contents of the same should be immediately counted and verified for forged notes/ shortages in front of the Service Provider's Officer for confirming the contents of the iron box with respect to that deposited by the Bank's Branch.
11. The Service Provider's Officer will be responsible for the shortage / mismatch if the iron box has been tampered with and the same is pointed out to the Service Provider's Officer at the time of handover of the iron box to the Bank's Officer.
12. The Service Provider should also be in a position to provide branch wise daily

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report, which shall contain the details of branch wise cash deposited in to chest branch/received from chest branch.

13. Any Discrepancy / overwriting in the Credit slip or omission of Seal No. on the slips will be the responsibility of the Service Provider. The seal number on the BANK'S Branch acknowledgement slip will be considered as valid.
14. In case of detection of any forged / fake Note, shortage or mutilation or mismatch or any other discrepancy found during verification of the contents of the iron box after the Service Provider's Officer has left the BANK'S / Customer's premises, the Currency Chest / specified Branch will immediately inform the Service Provider's call centre, and shall not credit the amount to the concerned Branch until the Branch confirms such shortage / discrepancy / mutilation / mismatch.
15. In the event of the Bank's Branch raising any dispute regarding such shortage/mutilation/mismatch/discrepancy, the Chest branch of the BANK will store the discrepant iron box in its vault, till the closure of the dispute by the Branch / Customer.
16. Acknowledgement slips shall be issued by the Service Provider's Officer at the Bank's currency chest / Branch's premises and will have the following text on it "Contents / Cash picked up - Subject to verification by Currency Chest Branch"
17. The Acknowledgement Slips issued by Service Provider's Officer to the BANK'S Branch will be in Triplicate copies. The second copy will be given to the BANK'S Branch. First Copy for Service Provider's Officer Records and Third copy shall be handed over to the Currency Chest Branch.
18. The Service Provider to carry adequate copies of the BANK deposit slips provided by the BANK to be used by BANK'S Branch if required and at the end of the day statement of all the transactions shall be compared and reconciled with BANK'S Branch account nos. and sent to BANK with deposit slips for acknowledgement.

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Cash Delivery Process: The Service Provider shall comply with the following process flow for cash delivery :

1. All Service Provider's Officer will carry the iron boxes containing the cash with uniquely numbered plastic seals to the Currency Chest / Branch of the BANK.
2. The Service Provider's Officer has to ensure that the Seal No. is written on the Service Provider's copy • acknowledgement Slip as well as the BANK'S Branch.
3. The Service Provider's Officer in front of the BANK'S Branch Official will count all the packets (containing 100 pieces) of notes of each denominations and tally the details mentioned in the credit voucher and put one copy of the BANK'S Voucher in the iron box, and the iron box firmly in the slot provided
4. The Service Provider's Officer will enter all the details asked on the slip and the same will be attached to iron box relating to the Cash delivery and ensure that the BANK'S Branch official's signature is taken on the slips.
5. The SERVICE PROVIDER'S Officer will carry the iron box to the concerned Branch of the BANK which needs to ensure that the box has not been tampered and the seal is intact. The SERVICE PROVIDER'S officers will open the box and handover the cash to BANK officers, who will count all the packets and bundles of notes of each denomination and all loose notes. If both the visual & physical checks are OK, then the BANK'S Officer will acknowledge the receipt of cash and then follow the existing procedure for crediting the Currency Chest branch account post verification at his end.
6. If there is a discrepancy in the iron box, BANK'S officer feels that the iron box has been tampered, then the contents of the same should be immediately counted and verified.

Lost/Misplaced / Stolen Currency: The Service Provider's Officer on duty should immediately escalate the incident to:

1. Service Provider's Call Centre.
2. Service Provider's Call Centre will inform the Bank and formally submit a report about the incident & also indemnify the Bank for the amount involved.
3. Service Provider will lodge FIR with the area Police Station.
4. After receipt of FIR Copy from the police station, the Service Provider shall handover a copy to the Bank.

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ANNEXURE XIX
FORMAT FOR SENDING PRE-BID QUERIES

SL NO	PAGE NO OF THE RFP	CLAUSE/ SUB-CLAUSE NO	CLAUSE AS PER RFP DOCUMENT	BIDDER'S QUERY
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Yours faithfully,

Authorized Signatories
(Name, Designation and Seal of the
Company) Date:

**ANNEXURE XX
FORMAT OF THE CLAIM FORM**

(To be submitted by the Service Provider on their Letter
Head) Bill for the month of _____

Sr. No.	Claim details	Rate claimed	Amount in `
1	No. of days the vehicle was put into service : i) Vehicle No. 1 _____ ii) Vehicle No. 2 _____ iii) Vehicle No. 3 _____		
2	No. of Kms covered: i) Vehicle No. 1 _____ ii) Vehicle No. 2 _____ iii) Vehicle No. 3 _____		
3	Claim for 2000 Kms i) Vehicle No. 1 _____ ii) Vehicle No. 2 _____ iii) Vehicle No. 3 _____		
4	Claim for extra kilometers covered i) Vehicle No. 1 _____ ii) Vehicle No. 2 _____ iii) Vehicle No. 3 _____		
5	No. of hours of duty i) Vehicle No. 1 _____ ii) Vehicle No. 2 _____ iii) Vehicle No. 3 _____		
6	Claim for extra hours worked i) Vehicle No. 1 _____ ii) Vehicle No. 2 _____ iii) Vehicle No. 3 _____		
7	Claim for Night Halt i) Vehicle No. 1 _____ ii) Vehicle No. 2 _____ iii) Vehicle No. 3 _____		
	Total		
8	GST, where applicable		

N.B.

1. The consolidated claim should be submitted for each centre, duly supported by the log sheets for the month concerned.

2. The Service Provider should indicate the following details to facilitate TDS and payment of the bill amount through electronic mode:

- i. PAN details :
- ii. Title of account to which the amount is to be credited:
- iii. Account Number in Full :
- iv. Name of the Bank :
- v. Name of the Branch and its address:
- vi. IFSC Code of the Branch :
- vii. GST No.:

Place :

Date :

Signature

(Name and designation) Company Seal

**ANNEXURE XXI
AUTHORIZATION LETTER**

**The General Manager
Canara Bank, Cash Management Sction.
GA Wing, Head Office
Bangalore – 560 026**

Dear Sir,

Sub Empanelment of Vendors for supply of Customized Cash Van on Hire Basis for the purpose of movement of Cash between the Bank's Currency Chests and Branches all over India under Rate Contract

Ref :: RFP REFERENCE NO. GAW:CMS:01/2019 DATED 26.06.2019

This has reference to your above Enquiry for supply of the subject items.

We hereby authorize Mr. Miss/Mrs. _____ to attend the bid opening of the above bids on the due dates on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Attesting Authority

Signature of Authorizing Authority

Name of Authorizing Authority

**ANNEXURE XXII
UNDERTAKING LETTER**

**The General Manager
Canara Bank, Cash Management Sction.
GA Wing, Head Office
Bangalore – 560 026**

Dear Sir,

Sub Empanelment of Vendors for supply of Customized Cash Van on Hire Basis for the purpose of movement of Cash between the Bank's Currency Chests and Branches all over India under Rate Contract

Ref :: RFP REFERENCE NO. GAW:CMS:01/2019 DATED 26.06.2019

This has reference to your above Enquiry for supply of the subject items.

We hereby state that we M/s _____ have submitted the above tender documents duly filling at the appropriate places without making any alterations, corrections, omissions in the tender issued by the bank or downloaded from the web site.

NAME OF THE COMPANY/AUTHORIZED SUPPLIER WITH SEAL