

TENDER NOTICE FOR HIRING OF CASH VANS

Canara Bank, Lucknow Circle requires Five (5) new TATA 407 vehicle on hire basis for three years and renewable on mutually agreeable terms as per the conditions laid down by our HO with necessary modifications for Cash Van remittance duties at following place with following number of vans:

Currency Chest	No. of Vans
Allahabad	1
Agra	1
Etah	1
Aligarh	2

EMD AMOUNT:

Rs. 5,000/- (Rupees Five Thousand only) for each cash van in the form of Demand Draft of a scheduled bank drawn in favour of “Canara Bank” payable at “LUCKNOW” (in a separate sealed cover, super-scribing “EMD for Cash Vans” and submitted along with Technical bid. (For Eg., if applying for One/Two cash vans, a single DD is sufficient for the multiplied total amount towards EMD)

CONTENTS OF THE TENDER:

The tender is “TWO ENVELOPE CONCEPT” and it has to be submitted as such. It should be placed in sealed cover, with the name of the project written on the envelope mentioning “Technical Bid” and “Price Bid” as the case may be and submitted in two different sealed envelopes simultaneously on the prescribed date and time as detailed below:

PART 1. Notice Inviting tender & Cash Van Hiring Terms and Conditions form the “**First Envelope**” under caption “**Technical Bid**”

PART 2. Price Bid - The “**Second Envelope**” under caption “**Price Bid**”.

Both the bids should be submitted on the same date and time but in separate envelopes, sealed and super-scribed the details on the envelope.

SUBMISSION OF TENDER:

The original tender as issued should be submitted in the respective envelopes. The **second envelope super-scribed as “Price Bid”** should be sealed and submitted on the same given date and time simultaneously along with Technical Bid. Non submission of the same along with shall automatically render the entire tender being rejected.

Last Date of Submission:

Sealed envelopes to be submitted on or before **14/09/2017** up to **5:00 PM**. The sealed tenders will be dropped in the Tender Box and shall be addressed to “The Senior Manager, Premises and Estate Section, Canara Bank Circle Office, Vipin Khand, Gomti Nagar, Lucknow, PIN 226010 with super-scribed as “Offer for Cash Vans at _____”

DATE OF OPENING:

Tenders will be opened on **15/09/2017** at **3:30 PM**. In case of any unavoidable circumstances the tender shall be opened on the next day.

ELIGIBILITY CRITERIA-HIRING OF CASH VANS

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. Generally, the routine works of the Bank are awarded/hired are made on calling competitive tenders/quotations from reputed and eligible contractors/ vendors/ service providers and in case of emergent works/works of small magnitude, the Bank may opt to award the work/procure supply from any of the eligible agencies, by open tendering process.

2. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexure but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation as required and described.

3. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions will be reimbursed by the Bank.

4. Documentary proof with respect to the prequalification criteria shall be furnished along with the application form. In this regard, copies of the work orders and satisfactory service certificates and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejections and no correspondence will be entertained in this regard.

5. The applicant/authorized person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.

6. The evaluation will be based on the experience, reputation, empanelment with their Banks, PSUs, logistical support of the applicant, their financial capabilities, quality consciousness, etc and if found necessary may also include inspecting the services undertaken by them for which, necessary co-ordination shall be made by them. Decision of the Bank regarding selection/rejection for awarding the work will be final and binding and no further correspondence will be entertained.

7. 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 application of such applicant will be cancelled immediately and EMD will be forfeited.

8. Applications received after the due date and time is liable for rejections.

9. Vendors who had previously failed to execute the work awarded by Canara Bank, Lucknow Circle in the past need not apply.

10. Canara Bank reserves its right to reject any/or all the applications without assigning any reasons whatsoever.

ELIGIBILITY CRITERIA:

The following should be the service provider's eligibility criteria for supplying cash vans to our Currency Chests as mentioned in the document and the same to be submitted along with the tendering process.

- a. The service provider should be an individual/registered company/firm preferably involved in providing cash van to Scheduled Commercial Banks for the past three years / or in the same line of business for the past three years as on 31.08.2017. Documentary evidence in support of the same should be enclosed with the technical bid.
- b. Satisfactory certificate from the concerned Manager of Bank/Financial Institution should be enclosed. The certificate along with the copy of the client work order must clearly indicate
 - a) Number of cash vans being employed by the service provider.
 - b) Time from which it is employed

APPLICATION FORMAT FOR ELIGIBILITY OF CASH VAN SERVICE PROVIDERS

Sl. No	Criteria	Details
1.	Name of the Applicant	
2.	Address	
	Telephone No Office	
	Residence Address	
	Mobile	
	Fax	
	Email	
2.a	Status of the Firm (whether Company/ Partnership/Proprietary)	
b	Name of the Proprietor /Partners/ Directors (With professional Qualifications, if any)	
c	Year of establishment. Whether registered with Registrar of Companies /firm. If so No. & Date	
d	Is the Company/Firm a service provider of Cash Management Services	
e	Registration with Tax Authorities	
f	Income Tax PAN No	
g	GST No	

Turnover of the Company/firm/individual:

Sl. No	Year	Turnover (In Rs. Lacs)
1.	2014-15	
2.	2015-16	
3.	2016-17	

Details of the services being provided at present:

Sl. No	Name of the Services Offered	Name of the organization (Address with complete contact address, Ph No, email)	No of Cash Vans	Whether Satisfactory Certificate Attached
1.				
2.				
3.				

Note: Copies of satisfactory completion certificate obtained from the clients shall be enclosed.

DECLARATION

1. I/We have been given all the required information in this regard from Canara Bank. All the information furnished by me / us here above in 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/annexure.
3. I/ We agree that the decision of CANARA BANK in selection of vendors will be final and binding to me /us.
4. I/We understand Canara Bank is not bound to accept any proposal they may receive and that the evaluation would be carried out based on the applicable eligibility criteria and the specific supported documents submitted by me/us.
5. I/We agree to pay all the taxes/insurance/statutory charges as levied by local authorities.
6. 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 empanelment shall be cancelled at the discretion of the Bank.

Place:

Date:

**SIGNATURE OF APPLICANT
NAME & DESIGNATION
SEAL OF ORGANISATION**

Checklist (To be filled by Applicants)

Sl. No	Criteria	Compliance
1.	Have you signed in all the sheets?	Yes / No
2.	Whether copy of PAN & GST 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 undertaken the works is enclosed?	Yes / No
7.	IT Returns for the last 3 years	Yes / No

PART -I: TECHNICAL BID

Cost of Application and EMD Details:

Sl. No	Details		
1.	Applying for Currency Chest in: ETAH / ALIGARH/AGRA/ ALLAHABAD	Number of Cash Vans _____ (_____)	
3.	EMD of Rs.5,000/- enclosed for each cash van	DD Amount _____ DD No. _____ Date: _____	

TERMS & CONDITIONS

EMD IS TO BE SUBMITTED ALONG WITH TECHNICAL BID. SUBMISSION OF THE EMD IN THE PRICE BID ENVELOPE SHALL RENDER THE TENDER BEING REJECTED ON THE GROUNDS OF NON SUBMISSION OF THE EMD.

Period of Hiring	:	THREE YEAR - further renewable for a period of TWO YEARS (totalling to FIVE YEAR) or 1 LAKH kilometer - whichever is earlier.
Type of vehicle	:	TATA 407 (Non A/c)
Age of Vehicle	:	Brand New

All maintenance cost, replacements of tyres, tubes & spares, salary of driver, battery & fuel cost, statutory payments are to be borne by the service provider.

The acceptance of a tender will rest with the Bank/ employer which does not bind itself to accept the lowest tender, and reserves to itself the authority to reject any or all of the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. **The bank / employer reserves the right to accept the tender in full or in part and the bidder shall have no claim for revision of rates/other conditions if his tender is accepted in part.**

No erasures or alterations. Details must be completely filled up. The corrections or alterations, if any, should be authenticated. In case of the corrections/alterations are not properly authenticated, the offer will be rejected.

Method of Evaluation of tender: All the competitive tenders will be received on the specified date and time. On the same day or on a specified date & time in event of any compelling circumstances, the tenders will be opened in the presence of the available bidders. The bidders are expected to attend the tender opening and their inability in participating will not in any way prevent the employer from undertaking the opening of the bids at “Technical Bid” and Price Bid opening stages.

Both the envelopes, super-scribed as “Technical Bid” and “Price Bid”, will be simultaneously accepted, but the envelope super-scribed as “Technical Bid” alone will be opened initially and details of EMD etc., shall be recorded, while the Price Bid shall be maintained in the safe custody of the Employer.

In the first stage, offers will be evaluated against the stipulated eligibility parameters and conditions of the Bank. Offers not complying with these will be rejected summarily. In the second stage, after the technical evaluation, if necessary after discussions with the bidder, such of those bidder found technically acceptable will be short listed and their envelope super-scribed "Price Bid" shall be opened on a given date and time in presence of the short listed bidders.

Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the vendors who resort to canvassing will be liable for rejection.

It will be obligatory on the part of the bidder to sign the tendered documents and after the work is awarded, he / they will have to enter into an agreement for each cash van with the competent authority of the Employer.

The bidder shall agree that until a formal agreement on stamp paper as per the format of the Bank is prepared and signed, this tender shall constitute a binding contract between the bidder and the Bank/ Employer.

Determination of L1 Price. The price bid will be evaluated based upon the "consolidated amount" quoted by the bidder for running up to 2000 km per month (excluding GST). The rates should be specified clearly with values written in words and figures, excluding GST.

The bidder is also expected to quote the rates for distance travelling more than 2000 km in a month on "per km basis" (excluding GST). The rates should be specified clearly with values written in words and figures, excluding GST.

Cash Van Modifications:

- 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.
- 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 thermo cool provided between interior and exterior paneling.
- 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.
- **Necessary endorsement of RTO for modification/seating capacity is needed in the RC book. The cash van will have RTO passing, Uttar Pradesh State**

registration and Commercial Goods Carriage permits for commercial activity as required for the Bank.

- All the laws applicable to Uttar Pradesh and local laws, ordinance, regulations and codes will be complied.
- All doors should have flaps and locking provision from inside. Driver and rear side doors with provision to lock from both the sides.
- The security alarm should be fixed so that it should sound on activation even when the ignition key is not on. One additional switch / Call bell should be provided in the rear where the second armed guard is seated.
- 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.
- Engine immobilizing switches should be provided near the driver and the Armed Guard in the rear.
- Arrangement for mobile charging.
- 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.
- A provision to keep a 2 Kg CO₂ type fire extinguisher to be provided opposite to the seat of the Armed Guard in the rear.
- All doors to have glass window pane with regulator.
- 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.
- All doors to have strong inter locking facility.
- Rear door to have strong steps to board the boxes into the cash van.
- The van shall be equipped with a First Aid kit box having sufficient amount of cotton and bandages with necessary medicines.
- All seats shall have a minimum of 6” seat cushion.
- Adequate numbers and length of box securing chains shall be provided in the cash cage firmly fixed with the body of the van.

Driver:

- The driver shall be experienced and should be able to carry our minor repairs.
- The vehicle owner shall be responsible for the behavior and proper conduct of the Driver.
- He must carry a valid Driving License to drive a goods transport commercial vehicle and updated documents of the cash van.
- The driver shall maintain secrecy of the Bank’s operation.
- 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.

- 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:

- The vehicle to be provided on hire basis on consolidated monthly rental basis including all maintenance costs, replacements of tyres, tubes & spares, salary of driver, driver bhatta etc., battery & fuel cost, statutory payments etc and all inclusive.
- 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.
- 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.
- 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 frequent breakdown of the vehicle and non-compliance of such direction, Bank can terminate the contract of hiring within 3 days by issuing notice.
- The service provider has to supply the vehicle along with necessary modifications to suit cash remittance purpose and certified by Manager (Security), Canara Bank, Lucknow Circle.
- 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 i.e., at 09:30 hrs.
- 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.
- 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.
- Service provider has to enter into an agreement on requisite stamp paper as per Bank's format, detailing all the contractual terms.
- On acceptance of the application of the successful bidder the above terms & condition & other, if any, would be entered upon through an agreement.

- 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.
- 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.
- The hiring shall be based on the following model:
 - Fixed rate for a distance of 2000 KM (Excluding GST)
 - Rate per km for distance more than 2000 km. (Excluding GST)
- In case the vehicle is not provided by the service provider for the entire 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).
- The payment of hire charges shall be made after the end of the month. No advance for hiring shall be paid.
- 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.
- A 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.
- **The Financial 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, Diesel prices, Toll Tax, minimum wages etc.**
- Pollution Control Certificate: To be obtained by the Service Provider within due date.
- Fitness Certificate from R.T.O: To be submitted once in a year.
- 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.
- All papers relating to Vehicle/Driver must be up to date.
- Goods Carriage Certificate: To be obtained by the service provider.
- Security of Vehicle & Driver: At the risk of Service Provider.
- Insurance: Insurance will be covered for the vehicle with minimum 1+4 passengers.
- EMD shall carry no interest and shall be retained by the Bank till the finalization of the tenders. EMD of unsuccessful bidders will be returned after finalization of contract. EMD submitted by successful bidder shall be converted/adjusted as Security Deposit. In case the firms are not found eligible technically, the EMD and Price bid shall be returned within a reasonable time from the date of opening of Tender. In case of withdrawal by successful bidders, they will be liable for forfeiture of EMD.

- Total Security Deposit of Rs.10000/- per cash van will have to be deposited by the L1 Offerer. No interest shall be paid on the security deposit.
- 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 the cost of the equipment shall be deducted from the monthly payment.
- Rent/Rate quoted shall include all types of Charges, Repair/ Cost of Insurance etc. **GST alone shall be paid by the Bank applicable to the rate for the distance ran in a month. No hike or additional rent will be paid over & above quoted rate** other than specified in this tender document.
- 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.
- Applicable TDS shall be deducted from the rent and paid to the Tax authorities. GST as applicable shall be paid to the Tax authorities by cash van owner only as per the bills duly quoting the GST Registration number.
- **Tender may be cancelled at the discretion of the Bank without assigning any reason whatsoever. Bank may place orders for availing the services for any place in any number or for all of the respective Currency Chests.**
- Last Date for submission of offer letter **14/09/2017** by **5.00 PM** in a closed & sealed envelope duly marked "Hiring of Cash Van for _____".
- I/We agree with the above terms and conditions and signed in all pages of this document to this effect.

Place:

Signature of the Offerer

Date:

Name of the Offerer

Address of offerer with contact Address & mobile numbers

PART II: FINANCIAL BID
FOR CURRENCY CHEST AT-

(To be sent separately in a separate cover)

My financial offer for hiring of cash vans is as under:-

Details	Rates/Van (in Rs.) (1 Van)
Up to 2000 kms per month (Excluding GST)	
Rupees per km beyond 2000 kms/ month (Excluding GST)	
Overtime charges per hour over & above 8 hours	
Halting Charges	
Toll Charges	By Bank

* GST at applicable rates shall be paid by the Bank on the submission of bills duly mentioning the GST Registration number.

Place:

Signature of the Bidder

Date:

Name of the Bidder

Address of Bidder with contact Address & mobile numbers.