

CHANDIGARH ZONE

TENDER

CASH VAN SERVICES ON HIRE BASIS FOR

BANK OF INDIA BRANCHES

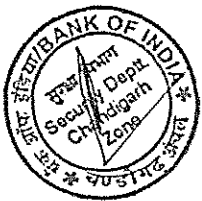
IN

CHANDIGARH ZONE

DATE OF ISSUE OF TENDER : 04.11.2020

LAST DATE FOR SUBMISSION OF TENDER : 25.11.2020 at 3.00 pm

DATE OF OPENING OF TENDER : 25.11.2020 at 4.00 pm



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CHANDIGARH ZONE

Ref No.CZO/IK/20-21/0016

Date: 04.11.2020

TENDER NOTICE

INVITING OFFER FOR CASH VAN SERVICES ON HIRE BASIS

Bank of India, Chandigarh Zone invites sealed tenders from reputed agencies having office in **Chandigarh/Punjab/Haryana** for providing **05 nos. of Cash vans** with drivers to be deployed at Bank's Branches i.e **Chandigarh, Hissar, Gurgaon, Faridabad and Panipat Currency Chest on hire basis for transportation of Bank's cash for a period of four years.**

Firms / Agencies applying should be in this business for at least **THREE** years and should preferably have nation-wide network. Firms should be registered under all applicable statutory legislations of the land such as Acts relating to Income Tax, GST, Contract Labour, EPF, ESI etc. and should have at least **ONE** running contract with RBI or Public sector bank / private bank. The tenders in Bank's Format duly stamped and signed on each page should be submitted before the specified time and date at Bank's Chandigarh Zonal Office, Security Department at the contact address as mentioned in the tender .

Following points should be importantly noted while submitting the tenders:

Tender Document can be obtained from Security Department, Zonal Office Chandigarh from 05 Nov 2020 to 24.11.2020(Between 10.30 am to 4.30 pm) on working days against payment of Rs.1000/- as cost of tender document payable by means of Pay order / DD drawn in favour of "Bank of India" at Chandigarh. Vendors using the Tender Documents downloaded from the Tender section of Bank's website (www.bankofindia.co.in), must enclose DD / pay order of Rs.1000/- favouring Bank of India payable at Chandigarh along with their **TECHNICAL BID. Earnest Money Deposit (EMD) of Rs.1,00,000.00 (Rupees one Lakh)** in the form of DD / Pay order favouring Bank Of India and Payable at Chandigarh must be enclosed with the Technical bid of the tender.

The Technical Bid and Financial bids should be sealed in separate envelopes and the envelopes should be super-scribed: "Technical Bid for cash van services Chandigarh Zone" OR "Financial Bid for cash van services – Chandigarh Zone", as the case be. Both the envelopes must be kept and sealed in a third envelope, super-scribed as "Tender for cash van services - Chandigarh Zone" . **Last date for submission of tender is 25.11.2020 upto 3.00 pm. Technical bids will be opened on the same day at 4.00 pm i.e. on 25.11.2020 at our Chandigarh Zonal Office .Financial bids of only those bidders who are found technically qualified based on their technical bids will be opened subsequently with prior intimation. Please note that Bank reserves the right to reject the offers without assigning any reason whatsoever.**



Zonal Manager

ADDRESS FOR SUBMISSION OF TENDERS

BANK OF INDIA, CHANDIGARH ZONAL OFFICE

SECURITY DEPARTMENT

BANK OF INDIA, ZONAL OFFICE

STAR HOUSE

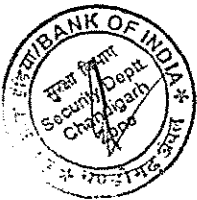
SCO NO 76-82 ,SECTOR 31-A

CHANDIGARH, PIN-160030

Contact person : Captain Inderpreet Kaur , Shri Dheeraj Yadav
Contact Nos. : 0172-2671505, 0172-2671531,01722671545
Email : Chandigarh.Security@bankofindia.co.in

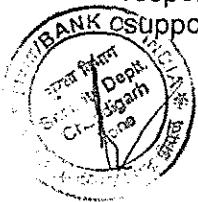
TENDER DOCUMENT

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|----|---|--------------|
| 1. | <u>GENERAL TERMS & CONDITIONS</u> | APPENDIX "A" |
| 2. | <u>MANDATORY ELIGIBILITY CRITERIA</u> | APPENDIX "B" |
| 3. | <u>TECHNICAL SPECIFICATIONS FOR CASH VAN MODIFICATION</u> | APPENDIX "C" |
| 4. | <u>TECHNICAL BID PROFORMA</u> | APPENDIX "D" |
| 5. | <u>DECLARATION</u> | APPENDIX "E" |
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GENERAL TERMS AND CONDITIONS

1. Tender Document can be collected from Bank's Zonal Office, Security Department against payment of non- refundable Rs.1000/- as cost of tender document by means of Pay order / DD drawn in favour of "Bank of India" and payable at **Chandigarh**. The tender documents can also be downloaded from Tender Section of Bank's website www.bankofindia.co.in. Those using the tender Documents downloaded from Bank's website must enclose DD / pay order of Rs.1000/- favouring Bank of India payable at **Chandigarh** along with their TECHNICAL BID as cost of the tender document.
2. Earnest Money Deposit (EMD) of Rs.1,00,000.00 (Rupees one Lakh only) in the form of DD / Pay order favoring Bank Of India and Payable at **Chandigarh** must be enclosed with the Technical bid. Tender submitted without tender cost & EMD will be summarily rejected. Upon finalization of the process and award of the contract, EMD in respect of unsuccessful bidders will be returned within 30 days from the date of opening of the financial bid.
3. EMD of the successful bidder will be liable to forfeiture, if the bidder fails to honour the offer and deploy the cash vans in accordance with the terms of tender. After successful award of the contract, the EMD so submitted by the bidder will be converted into Security Deposit and will be kept by the Bank for the entire period of contract. The security deposit so kept might be appropriated by the Bank against any deficiency in service by the vendor and / or loss / damage suffered by the Bank for such deficiency in service.
4. The tender is in two bid system. The Technical Bid and Financial bid should be sealed in separate envelopes and the envelopes should be super-scribed 'Technical Bid for cash van services – **Chandigarh Zone**' / "Financial Bid for cash van services – **Chandigarh Zone**" as the case be. Both the envelopes must be kept and sealed in a third envelop super-scribed as "Tender for cash van services –**Chandigarh Zone**".
5. The Technical bid (Appendix D), duly filled, will be submitted along with all other Appendices of this documents except Appendix G i.e. the financial bid, along with a covering letter by the bidder, the DDs / Pay Orders of tender document cost and EMD. All the pages of the tender document must be signed and stamped by the bidder as confirmation of having read the terms and conditions as laid down in the tender document and agreeing to the same while submitting the tender. The bidder may at its discretion enclose detailed profile of its agency / firm along with the Technical bid. The Financial Bid envelope shall contain only the price quoted strictly in the prescribed format (Appendix G).
6. Tenders received after the due date and time will not be accepted.
7. All amounts should be mentioned both in words and figures and any corrections shall be duly authenticated by the signatory otherwise the tenders will be treated as invalid. In case of a discrepancy in the amount written in figure and words, the latter will be taken in consideration as correct.
8. Technical eligibility will be based strictly on the parameters mentioned in Appendix "B" Information given by the bidder in support of their eligibility must be supported by documentary proof. After opening of the Technical bid, the Bank will have the right to seek additional documents / clarifications in case of inconsistencies found in the technical bid. Non-response / ambiguous responses to such clarifications or non-submission of additional Supporting documents as sought will result in disqualification of the bidder.





Relationship beyond banking

9. The cash vans being deployed by the bidder in other Banks / organizations must be owned by them. Documentary proof to the effect must be submitted. Similarly, the driver deployed by the bidder on these cash vans must be on their pay roll Documentary proof such as recent EPF / ESI subscription statement / extract of the salary/wage payment record having names of employees for the last financial year duly certified by their auditor must be submitted. Outsourcing of the cash vans or manpower is NOT permitted and will result in disqualification.

10. Copies of various statutory registrations with government regulatory bodies including GST registration certificate (Form GST REG 06 with Annexure 'A' & 'B') must be submitted.

11. The successful bidder, on award of the contract, must ensure to provide the services at the earliest but in any case not later than 90 days from award of the contract. Failure to provide the services within stipulated time or failure to comply with the terms as mentioned in the tender documents in terms of vehicle, modifications, obtaining various regulatory registrations / policies, will result in withdrawal of the work order by the bank and forfeiture of the EMD submitted.

12. Insurance: On award of contract, the vendor shall be fully responsible for comprehensively insuring the cash vans against all risks including theft, arson and accident at its own cost. The vendor shall also take appropriate life / accidental insurance coverage for the driver deployed on the cash vans and bank will not have any liability towards damage of the vehicle/ injury or accidental death of the driver. They shall also take and service the policy of fidelity insurance for Rs. 1.00 Crore, as cover against any loss on account of any action by the staff of the agency. A copy of the all the insurance policies including the Fidelity Insurance must be submitted prior to award of the contract.

13. Successful bidder shall enter into an agreement with the Bank's Branch of deployment on Bank's prescribed format (Appendix F) before physical deployment of cash vans.

14. Certain terms and condition related to deployment and operation of cash van services are mentioned below for ready reference:

a) The vehicle to be provided has to be strictly as per the Make & Model mentioned in the tender document i.e. "Mahindra Bolero Camper/ Tata Xenon"

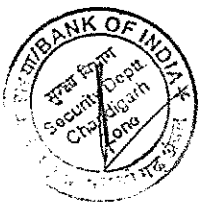
b) The vehicle to be deployed must be NEW i.e. **registered on or after the date of Tender notice published by the Bank.**

c) The vendor must get all the modifications carried out and security fittings installed as per Appendix "C" of the tender document The vehicle will be deployed after Security Department of the Zone confirms and accepts the modifications / installations.

d) There will be no change in rates for the entire period of contract irrespective of the increase / decrease in fuel prices / other operational cost.

e) Though the contract will be for a period of Four years, annual review of the performance will be done by the Bank and if found unsatisfactory in terms of services rendered, non-compliance with statutory regulations or terms of tenders, the Bank may at its discretion terminate the contract at any point of time during the period of contract by giving 30 days advance notice.

f) The bidder will undertake to provide the cash van services on all working days of the Bank. The Driving time and distance from the parking place / garage to the Branch/Currency Chest and back is to be excluded.



- g) Overnight parking of the vehicle will have to be arranged by the agency and Bank will not make any payment on that count.
- i) A log book will be required to be maintained for each vehicle where in details of movement of the vehicle with timings, places and distance is to be entered and got authenticated by the Branch officials on daily basis. The log book will be the basis for calculation of extra kilometer run / overtime charges
- j) The bidder will be required to provide a mobile phone in working connection with the cash van. The mobile phone will be kept in possession of the bank officials while the cash van is on duty.
- k) All cash vans will be required to be provided with GPS installations from a single service provider. The credentials for logging in the GPS application will be provided to the Bank for its exclusive use and tracking. Charges for installation and annual plan will be borne by the bidder
- l) Payment of various charges and their periodicity has been clearly mentioned in the financial bid pro-forma and it will be strictly adhered to.
- m) Submission of police verification report (PVR) of the driver must be ensured before physical deployment of the vehicle. The driver once deployed cannot be changed without prior intimation to the Bank. Submission of the PVR of the new driver as also for any driver sent as temporary reliever must be ensured.

15. For any clarification, you may contact Bank's official on the details given below on all working days between 10.30 am and 4.30 pm.

- a) Contact Person : Captain Inderpreet Kaur
- b) Phone : 0172-2671505
- c) Mobile : 7087427087
- d) Email : Chandigarh.security@bankofindia.co.in

16. Bank reserves the right to reject any / all the tenders without assigning any reason whatsoever.

Date:

(Authorized Signatory)
Seal of the firm



ELIGIBILITY CRITERIA

The mandatory requirements for empanelment are as follows:

Ser	Eligibility Criteria	Documents Required
1.	The bidder Company / Firm should have been in the business of providing cash van services for the last three years as on 04.11.2020	Order copies / any other proof indicating that the bidder is in the business since last 3 years on the date of eligibility.
2.	The bidder should have been providing(running) cash van services to at least one Public Sector Bank / Private Bank / RBI.	Relevant order copies and should submit report of satisfactory service from them.
3.	The Service provider must have an average annual turnover of at least 25.00 lakh during the last three years.	Audited Balance Sheet for last three financial years
4.	The bidder should have own fleet of at least 05 Cash Vans operating under various running contracts. [Sub-contracting or outsourcing of vehicles by bidder is not acceptable].	List of vehicles with copy of relevant documents. Copies of documents of the running contracts to be provided
5.	The bidder should have Credible Supervisory Infrastructure.	Details of Branches / offices along with address and contact details of the supervisory officials.
6.	The bidder should have drivers on their pay roll on each of their cash vans with valid driving license and their antecedents must be duly verified by the police. Sub- contracting of drivers will not be allowed.	List of Drivers along with their Police Verification reports to be furnished.
7.	Should have required Statutory Registrations under shop & Establishment Act, Income Tax, GST, Contract Labour Act (Regulation & Abolition) 1970, EPF, ESI etc. (as applicable)	Copies of Registration certificates to be attached.

Date:-

(Authorised Signatory)
Seal of the firm



**TECHNICAL & SECURITY SPECIFICATIONS FOR CASH VAN ON
NEW MAHINDRA BOLERO CAMPER / TATA XENON VEHICLE.**

1.	Cash van shall be fabricated on AC Mahindra Bolero Camper / TATA Xenon having 05 doors (02 for front sets, 02 for middle seats and 01 at the rear for cash cage)
2.	All doors (except rear) to have glass window pane with regulators.
3.	All windows shall have 1" square thick wire mesh having 5" to 6" wide firing slot spread across the window on lower side of the window.
4.	Front wind screen to have 1" square thick wire mesh, in two partitions to cover wind – shield from stone pelting.
5.	All doors to have door locking facility from inside & outside and the rear door to have internal (in built) lock and L-drop with pad locking arrangement.
6.	All doors to have independent locking system not connected with each other.(No central locking system)
7.	Cash cage to have fixed partition (half portion made of thick tin sheet and upper half to have 12mm square iron rod grill partition). In the front portion and a collapsible gate with double locking arrangement at the rear and folding rail at the ground.
8.	Rear door to have strong steps to board the boxes and on the cash van
9.	Arrangement for seating shall be as under (in addition to driver seat) : a) Co-driver seat - Original Seats. b) Full length seat in the middle - Original Seats
10.	An alarm system having an inbuilt programmable auto-dialer facility with a panic switch each at co-driver seat, middle seat shall be provided. The same shall be connected directly with battery so that siren can be sounded even if vehicle is in 'off' position.
11.	The cash van will be installed with a CCTV system having three cameras covering the rear, front and the cash cabin areas with storage capacity to hold at least two weeks recording. The CCTV system should have adequate power backup facility to ensure that even if the power supply through the vehicle electrical system , if given, is switched off, the system functions for at least 30 minutes. The system must have the capability of remote viewing.
12.	Cash Van should be provided with GPS. All the charges for GPS will be inclusive in the monthly rental for cash vans. Credentials for using the GPS application shall be made available to the Bank for their exclusive use.
13.	A Mobile phone with a working service connection in the name of the vendor with outgoing call facility will be provided by the vendor and the same shall be with the Cashier for use in emergency 1 while the cash van is moving from one place to other. All charges relating to it shall be borne by the vendor.
14.	One spare stepney shall always be carried along with the vehicle. This should not be kept inside the cash cage.
15.	One dry chemical fire extinguisher (one kg. capacity) ABC type (stored pressure) shall be provided in the vehicle.
16.	One first aid box with adequate first aid kit shall be fitted near driver's seat Periodical change of the contents of the first aid kit to keep it usable will be ensured by the vendor.
17.	All seats are to be provided with washable seat covers.
18.	The cash van shall be marked with "ON GOVERNMENT OF INDIA DUTY"
19.	Driver shall always have complete tool kit containing spare fan belts, air pump, Bulbs, jack and handle and tools to open wheels and required for minor repairs.
20.	Adequate numbers and length of box securing chains shall be provided in the cash cage firmly fixed with body of the vehicle.
21.	The driver of the cash van shall have police verification report and the same shall be applicable for relieving driver also.
22.	Original documents of cash van should carried by the driver on cash van while on duty.



(Authorised Signatory)
Seal of the firm

APPENDIX "D"

Technical Bid

1.	Name of the applicant firm	
2.	Address of the Registered Office (Submit the Copy of the Rent Agreement) & In case of owned Premises , Copy of Electricity Bill	
3.	Address of local office (Submit the Copy of the Rent Agreement / in case of owned Premises , Copy of Electricity Bill)	LOCAL OFFICE MAY BE INSPECTED BY BANK OFFICIALS FOR VERIFICATION
4.	Type of organization (Proprietorship / Partnership / Pvt.Ltd.) Along with documentary Proof	
5.	Name of the Proprietor/Partners/ Directors of Applicant with address with phone numbers	
6.	Name of the Registering Authority with Date and registration number	
7.	Details of GST Registration (Copy of GST Registration certificate to be enclosed)	
8.	Details of Income tax assessment (copies of PAN & IT Returns of last three financial years to be enclosed). Along with the Computation of Income .	
9.	Agency's Turnover for last 3 years [Balance sheet (Audited balance sheet if applicable) to be submitted for last Three financial years. Form 3CB to be submitted in case tax Audit is Applicable. Sale Tax & GST Returns to be submitted for last 03 years	Year I
		Year II
		Year III
10.	If you are registered in the panel of Any other government body /PSU /PSB / Private bank, etc. Please furnish details	
11.	No. of cash vans held by Agency	
12.	Details of the running contracts with RBI / PSU / PSB / Private Bank to include Name of organization, period of contract, value of contract, etc.	Yes/No

Date:



(Authorised Signatory)
Seal of the firm

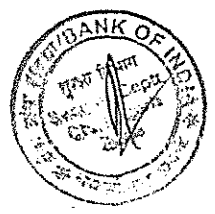
Appendix 'E'

DECLARATION

1. I/ We have read the instructions appended to the Performa and I/we understand that if any false information is detected at a later date, any future contract made between ourselves and Bank of India, on the basis of the information given by me/us can be treated as invalid by the Bank and I/we will be solely responsible for the consequences
2. All the information furnished by me/us hereunder is correct to the best of my knowledge and belief
3. I/we agree that I/we have no objection if enquiries are made about the service extended be me /us to other organizations as mentioned in the technical bid.
4. I/we agree to pay all the taxes/insurance/statutory charges as levied by local authorities,
5. I/we agree to maintain the vehicle in good condition at all times.
6. I/we agree to get the antecedents of the driver verified through the Police Dept before actual deployment.
7. I/we agree to modify the vehicle as per the Bank's requirement and as per security norms.
8. I/we agree to enter into formal agreement as per Bank's format

Date

**(Authorised Signatory)
Seal of the firm**



DRAFT OF AGREEMENT

This Agreement made at _____ this day of _____ 20__ BETWEEN BANK OF INDIA a body corporate constituted under the Banking Companies (Acquisition and transfer of undertaking) Act 1970 having its Head Office at Star House C-5 G Block Bandra Kurla Complex Bandra (East) Mumbai 400051, and having its Zonal Office at _____

_____, herein after referred to as Bank (which expression shall unless excluded by or repugnant to the context be deemed to include its successor in interest and assigns) of the ONE PART and M/S _____, having its office at _____

_____, herein after referred to as the Agency of the OTHER PART

IT IS HEREBY AGREED BETWEEN PARTIES HERETO AS FOLLOWS

- i) The Agency agrees to provide as requested by the Bank, _____ Cash vans along with driver. This/These cash van/s shall be based at _____ center(s) and used as per Bank's requirement
- ii) The Agency shall provide Cash vans with drivers. The Cash vans will be based on Mahindra Bolero Camper / Tata Xenon vehicle and modified as per the Bank's standard design and fitted with Security Alarm, fire extinguishers and GPS System.
- iii) The Agency shall also provide one Mobile phone with a working connection with the Cash Van. The cost of talk time will be borne by Agency. This phone shall be in possession of the Branch while the cash van is on duty and will be used in cases of emergencies/ exigencies during movement of the cash vans.
- iv) The agency will comply with all the statutory requirements pertaining to the cash van such as Vehicle Insurance, RTO passing and PUC etc. The agency will also comply with the life / accidental insurance of the driver. In the event of any accident with the cash vans, the bank will not be held liable / responsible for any claim / loss / damage.
- v) The Agency will submit Police Verification Report of the Drivers (including replacement / relieving driver). The Agency should provide the Driver/s with an Identity card.
- vi) The Agency will provide the Cash van for eight clear working hours per day on all bank's working days. The Driving time and distance from the parking place / garage to the Branch/Currency Chest and back is to be excluded.
- vii) Unused mileage in a month, if any, shall be utilized in subsequent month. Thus Payment towards the excess kilometres i.e. beyond the annual mileage of _____ kms, if any, will be paid at the end of the year @ Rs _____ per kilometer. Overtime charges and overnight stay charges will be payable on monthly basis.
- viii) The distance covered from the parking area to the concerned Branch (with which the van is attached) will not be reckoned for the purpose of calculations.



- ix) The excess working beyond 8 hrs / day will be payable by Bank @ Rs.80.00 per hour subject to a maximum of 4 hours in a day.
- x) Charges for overnight stay will be payable only if the vehicle stays outstation overnight on duty. When overnight charges are claimed charges for extra hours will not be payable.
- xi) No increase in charges will be considered during the entire period of contract
- xii) The Agency shall keep the Bank indemnified against all penalties claims and liabilities of every kind for any violation of the Statutory Provisions, Rules and Regulations etc.
- xiii) The Drivers provided by the agency will be employee of the Agency and the Bank shall have no liabilities whatsoever in this regard.
- xiv) The agreement will remain in force during the period of contract which will be for a period of FOUR years w.e.f. _____ to _____. The contract, however, will be subject to annual review of performance.
- xv) In case of breakdown of cash van, the agency shall provide an alternate vehicle with necessary modifications/fittings. If the Agency is not able to provide the vehicle, the Bank shall be at liberty to engage/hire another vehicle for the period of disruption of the service and deduct the cost of hiring of this vehicle from the Monthly bill in addition to the pro-rata deduction of charges for the period of disruption of services.
- xvi) The Agency will take a fidelity insurance cover for Rs. 1.00 Crore for any act of dishonesty/ crime on part of their employees resulting in loss to the Bank. The insurance will be for compensating the Bank against any such loss occurring due to involvement of its employees.
- xvii) The contract may be terminated by either party by giving a minimum of One Month's advance notice.
- xviii) All the terms and conditions mentioned in the tender document will form part of the agreement notwithstanding the fact whether a term has explicitly been included in the tender document or not.

Signed for and on behalf of

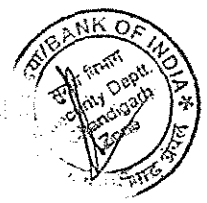
Signed for and on behalf of

BANK OF INDIA by its
Constituted Attorney

Duly authorized in that behalf

In the presence of

In the presence of



APPENDIX "G"

FINANCIAL BID								
1.	Name and address of the applicant							
2.	Monthly rental for providing one AC Mahindra Bolero Camper / TATA Xenon cash van with necessary security fittings and GPS as per Bank's requirement with driver for _____ kms per month. [PAYABLE MONTHLY]	Rs _____ per month [§]						
3.	Per km rate over and above annual run of _____ kms (Monthly Kms x12) kms Note – A. Payment for extra kilometer run will be made on annual basis for the number of kilometers the cash van has run beyond annual run of _____ kms. [PAYABLE ANNUALLY] B. Count of kilometer run will start from and end at the Branch of deployment, on daily basis. Daily run from / to garage will be excluded)	The rate [§] will be based on monthly kilometer run & the rate mentioned at para 2 above and will be worked out as under: <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">Monthly rental</td> <td style="text-align: center;">60</td> </tr> <tr> <td style="text-align: right;">----- X -----</td> <td></td> </tr> <tr> <td style="text-align: right;">Monthly Kms</td> <td style="text-align: center;">100</td> </tr> </table>	Monthly rental	60	----- X -----		Monthly Kms	100
Monthly rental	60							
----- X -----								
Monthly Kms	100							
4.	Overtime charges per hour over and above 8 working hours. (Count of working hours will start from and end at the Branch of deployment Duration of run from / to garage is excluded. A maximum of 4 extra working hours will be Payable in one working day.) [PAYABLE MONTHLY]	Fixed Rs. 80.00 per hour [§]						
5.	Overnight stay charges @ Rs. _____ per night. (Payable only if the cash van has stayed outstation overnight on official duty. <u>Overtime charges will not be payable for both the days, if overnight stay charges are being claimed for the intervening night.</u>) [PAYABLE MONTHLY]	Rs. 600.00 per night [§]						

- [§] The above rates shall be exclusive of GST.
- Bank will not pay any other charges / tax / cess / duty than mentioned above.
- L-1 will be worked out on the basis of rate quoted in para 2 above.

Date:

(Authorised Signatory)
Seal of the firm

