



# ANDHRA PRADESH GRAMEENA VIKAS BANK

Head Office :: WARANGAL

(A Government of India Undertaking)

(Sponsored by State Bank of India)

**Planning & Development Department**

## **REQUEST FOR PROPOSAL (RFP)**

**Tender Ref. No.: 8 Date: 04.12.2017**

### **Tender for providing Vehicle on Hire to Bank's Top Executive**

***Last date of receipt of tenders: 21.12.2017 up to 2.00PM***

***Period of Contract – Two Years***

***General Manager-1***

**Tender Cost – Free – Download from [www.apgvbank.in](http://www.apgvbank.in)**

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## I. Invitation for Tender

Andhra Pradesh Grameena Vikas Bank, Head Office, Warangal, (APGVB) invites offers in THREE sealed envelopes, viz;

1. EMD (Ernest Money Deposit)
2. Technical Bid
3. Commercial Bid

from eligible, reputed transport operator for supply / provision of class of vehicle on hire as specified below:

S. No	HRIRING OF VEHICLE	EMD Rs.
1	<b>Vehicle - INNOVA CRYSTA - 2017 MODEL</b> <b>Not older than one month or have not run beyond 1000 Kms</b>	25,000

Tender Reference	<b>No.8 /2017-18 dated 01.12.2017</b>
Tender Cost	Free – Download from <a href="http://www.apgvbank.in">www.apgvbank.in</a>
Earnest Money Deposit (EMD)	Rs.25000/- Demand Draft in separate Envelope
Tender document available from	04.12.2017 in Bank's website
Last Date & Time for receipt	21.12.2017, 02:00 PM
Mode of receipt of tenders	Tender Box placed at 4 <sup>th</sup> Floor or through Courier or Post or in person by Officers seated in P&D Department K.Kishan Rao, Manager – Contact - 7382297156 K.Ram Reddy, Sr.Manager – Contact - 9440663873
Date and time of opening Bids/Offers	On <b>21.12.2017</b> at <b>03:00</b> PM
Place of Opening of offers	Andhra Pradesh Grameena Vikas Bank Head Office, H.No.2-5-8/1, Ram Nagar, Hanmakonda, Warangal Urban District I – 506 001 Telangana State
Address for Communication	General Manager (I) Andhra Pradesh Grameena Vikas Bank, Head Office, H.No.2-5-8/1, Ram Nagar, Hanmakonda, Warangal Urban District- 506001 Telangana State
Contact Telephone Numbers	Phone: 0870-2577766 Parandham Achary – Contact - 9440903909 K.Kishan Rao, Manager – Contact - 7382297156 K.Ram Reddy, Sr.Manager – Contact - 9440663873
Email ID	<a href="mailto:cmpd@apgvbank.in">cmpd@apgvbank.in</a>

## **II. PROCESS OF TENDER:**

Clarifications, if any, should be submitted to the Bank before the date mentioned above. The queries may also be asked over phone or sent to the mailbox [cmpd@apgvbank.co.in](mailto:cmpd@apgvbank.co.in).

Bids received shall be opened in the presence of the representatives of the vendors who attend the opening of Tender on the date and time specified above.

The Tender Opening Process shall start in following sequence:

1. **EMD Envelope:** Should enclose Demand Draft in original for Rs.25,000/- favouring Andhra Pradesh Grameena Vikas Bank, payable at Warangal.

Any Tender NOT accompanied with the EMD will not be processed further

2. **Technical Bid/Offer:** This envelope should contain all the requirements of Technical Specifications, Terms and Conditions, various formats and proforma for submitting the offer described in this tender document and its Annexures, duly signed by the competent authority under their seal/stamp on all pages.

All documents enclosed should be chronologically/serially numbered and arranged.

3. **Financial / Commercial Offer :** This envelope should contain the price bid on the Annexures specifically provided in this tender and filed in the same sequence

4. All the above THREE envelops should be enclosed in another big, single envelope

### **NOTE**

#### **MODIFICATIONS OR CORRIGENDUM TO THIS TENDER DOCUMENT**

**Any modifications or corrigendum to this tender document that may require after floating this tender shall be uploaded to the same website address, i.e., [www.apgvbank.in](http://www.apgvbank.in), on any day before closure of the tender.**

**The aspiring vendors may visit the website till the last day of tender for updates.**

## **MINIMUM ELIGIBILITY CONDITIONS AND GUIDELINES FOR PARTICIPATION IN TENDER**

- (i) The Tenderer should be a well-established transport operator.
- (ii) Tenderer must have at least 5 vehicles registered.
- (iii) The Tenderer must have a valid PAN / TIN number and Income tax returns for previous two years with minimum financial turnover of Rs.20.00 lakhs per annum.
- (iv) Tenderer must have been successfully executed minimum one contract from a Government Office / Department / Central or State PSU or a reputed organization during the last 2 years (proof to be enclosed).

**EMD:** Intended transport operator(s) who are willing to participate in the tender should reach at the above mentioned address of APGVB on or before **21/12/2017** along with their profile (as per the Annexure-I) and Earnest Money Deposit (EMD) of **Rs.25,000/-** by a **demand draft / bankers cheque** in favour of the **ANDHRA PRADESH GRAMEENA VIKAS BANK, payable in Warangal**, failing which the Tenderer(s) will not be allowed to participate in Tendering.

APGVB has the right to accept / reject any / all tenders without assigning any reason.

## **REQUIREMENTS – Type of Vehicle**

1. Specific models / types of air-conditioned vehicle (**Vehicle - INNOVA CRYSTA – 2017 MODEL - Not older than one month or have not run beyond 1000 Kms**) on monthly hiring basis for the use of Chairman, Andhra Pradesh Grameena Vikas Bank, Head Office, Warangal.
2. The Tenderer shall provide vehicles in good hygienic condition that are not older than 1 month and not have run beyond 1000 kms.
4. All the vehicles supplied to the Bank should be registered as Commercial vehicles and shall have comprehensive insurance cover with adequate clause to cover the passenger for injuries / death. In no case vehicle which is not registered for commercial purpose shall be supplied to the Bank.
5. All the vehicles supplied should always carry mandatory spares viz., tool kit, fuses, tyre, spark plugs, fan belts & First Aid Box, etc.
6. The vehicles shall be provided with Bluetooth enabled audio player of suitable make / brand.

## **TERMS & CONDITIONS**

The Transport agency in the event of award of contract among other usual conditions will also be subject to the following special terms and conditions:

1. The Tenderer has to supply vehicle on monthly hire basis. The contract shall be terminated on the expiry of **2 years** by efflux of time or may be terminated earlier at one month's notice at the option of the Bank if any of the stipulated services agreed upon by the Tenderer are not met to the satisfaction of the Bank. The Tenderer shall

have the option to terminate the agreement after giving three months notice to the Bank of such termination.

2. Depending up on the service rendered by the Travel Agency, the period of contract may be extended for one more year.

3. The rates / rents shall be firm during the contract period and any request for escalation in the rate / rent will not be entertained on any grounds whatsoever.

4. **Financial quotation** should be as per **Annexure-II** only.

5. The bid quoted must include the rates, rents, taxes and duties levied by the Central Government and / or State Government and / or Local Authority and other contingencies. No claim in respect of taxes or levy whether existing or future shall be entertained by the Bank.

6. The order will be awarded to the bidder whose bid is found the lowest (L-1).

7. The Bank does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reason for doing so.

8. Successful Tenderer shall sign an agreement in accordance with this draft agreement and it will constitute a binding contract between the Bank and the travel agency. The Tenderer shall bear all the costs and expenses in respect of all charges, stamp duties etc. of the agreement.

9. In addition to the **Earnest Money Deposit (EMD)** of **Rs.25,000/-** (No interest shall be paid on EMD), the successful tenderer shall deposit another sum of **Rs.25,000/-** as part of **security deposit** which shall remain deposited with the Bank during the period of contract. The Security Deposit shall be held in Term Deposit with the ANDHRA PRADESH GRAMEENA VIKAS BANK in the joint names of the Bank and the tenderer and the deposit receipt will be kept in the custody of the Bank.

10. The Tenderer shall not at any time sub-contract or assign in whole or in part its obligations, liabilities, privileges, benefits and rights in or under this contract for any purpose and to any intent in favour of any third party without prior consent of the Bank. If it is found that the transport agency failed to adhere to this condition, Bank will terminate the contract without any further notice.

11. All taxes which the Bank may be liable to deduct or called upon to so deduct, during the currency of the arrangement shall be set- off against the bills raised by the travel agency and paid to the respective department or authorities as may be required under law and the travel agency shall have no claim against the Bank in respect of such payments.

12. The Tenderer shall provide vehicles of **2017** model (not beyond 1 month old) only. The cars must be available at the Bank's disposal for the duration of contract.

13. In the event of the Bank requiring more number of vehicles during the contract period, the agency should be in a position to meet the additional requirement and supply the vehicle(s) at the contract rates only.

14. On receipt of intimation from the Bank of the acceptance of tender, the successful tenderer shall be bound to implement the contract within fourteen days thereof.

15. The successful Tenderer/s should ensure that one driver shall be allotted to be with the car and the driver allotted should observe cleanliness and wear clean, neat and proper uniform (white shirt and white pant) with their names printed on plastic cards / badges. The Tenderer/s at their own expenses shall provide or arrange the uniform and plastic cards / badges of the drivers. No change of vehicle / driver will be allowed without prior permission of the Bank.

16. The Tenderer shall ensure that only qualified, experienced drivers possessing valid driving licenses are deputed to or be on duty, who undertakes full responsibility of safety and security of Bank's staff, by ensuring safe driving. All drivers reporting to the Bank must have their License, certified copy/ies of which should be submitted to the General Manager-I, APGVB, HO, Warangal.

17. The driver(s) should be of proven integrity, courteous, polite and prompt while rendering the services and should not misbehave in any manner with the Bank officials / staff / customers / public. They should be free from road rage.

18. The Tenderer shall engage drivers who have required awareness about the Cities (Warangal, Hyderabad and Secunderabad) and the vicinities around. The drivers engaged shall be fully trained and they should be medically fit in all respects.

19. The Tenderer shall always ensure that the hours of work and other service conditions of employment of his / its drivers are in accordance with all applicable laws and rules including Contract Labour (Abolition & Regulation) Act 1970, Minimum Wages Act etc. All liabilities and penalties arising out of violation of any of the laws, rules and regulations shall only be borne by the Tenderer/s.

20. Since the drivers are supplied by the Tenderer, the terms and conditions of their service, necessary supervision and control over them shall be the responsibility of the Tenderer and the Bank shall not be responsible for any claims which will be raised by such drivers or anyone claiming through them.

### **Start of Duty, Mileage & Extra Hours**

21. The Place of reporting for start of duty may be the Head office or residence of the officer concerned as the case may be. Place of Reporting and completion of duty for monthly cars for the purpose of calculation of mileage run shall be the place of start of duty. It may be changed from time to time and due intimation will be given whenever a change is decided by the Bank.

22. No dead mileage will be paid for by the Bank for reporting / return of vehicles to or from place of duty i.e., the Bank shall not pay for the kilometres covered from Tenderer's garage / office to or from any of the above reporting points.

23. After closing of duty the vehicle shall be parked overnight / holiday at the residence of the official or Bank's office.

24. The vehicles along with driver should be available to the Bank round the clock on all days during the period of contract. Whenever the Bank is closed for holidays / the officer is on leave / out of station, the requirements of vehicle would be indicated to the drivers / transporters.

25. The Vehicles should be fixed with the Bank's logo / Name plates. The vehicles shall be at the disposal of the Bank and shall not be used for any other duty / purpose.

26. Vehicles, whenever required, can be taken outside the Cities of Warangal, Hyderabad & Secunderabad and shall be utilized without extra payments on account of overtime or special kilometre rate. Any overtime payable to the driver shall be the responsibility of the Tenderer. The Tenderer should also indicate separately the halting allowance payable to the driver for the day, if the driver remains outside from the head quarters. It shall be paid on per night basis only.

27. Calculation of the kilometres used and hours of utilization will be reckoned only after the vehicle has reported at officer's residence / the Bank's premises. In other words the Bank will not pay to the Tenderer for the distance covered and the time taken for the vehicle to reach officer's residence / Bank's premises from his garage and vice versa.

28. The Tenderer and the drivers shall have mobile phones to enable the Bank to contact them at any time and place. The motor vehicles hired on monthly basis are required to report for duty at their designated reporting places at the time intimated by the Bank's Executives/ Liaison Department.

29. Drivers shall report for their entry into the Bank at the Liaison Department, whenever required.

30. The Tenderer or the drivers shall not use or occupy any area/ premises/building of the Bank for any purpose/s other than for parking the vehicles.

### **Indemnity & Liability**

31. The Tenderer agrees to indemnify the Bank against all losses or claims in respect of any or all statutory / financial obligations arising out of any negligence or misconduct on the part of the driver howsoever and in whatsoever manner caused to the Bank. The Bank will not enter into any litigation whatsoever under any circumstances in respect of afore-stated statutory / financial obligations. Any litigation if so warranted /compelled will be conducted and pursued by the Bank at the cost of the Tenderer only.

32. The Bank shall be liable only for paying hiring charges The Tenderer shall be responsible and answerable for all claims from third parties including the employees of the Bank in the event of any accident or injury, death, loss or damage leading to / involving any liability caused by the Tenderer or its driver/s or employees. The drivers will be the employees of the tenderer. The Bank will have no master servant relationship with the driver. If during the contract period, any loss or damage to property or life, death due to accident etc., is caused either to the passenger, driver or any other third party, the Bank shall not be responsible for the same.

33. In case the staff / drivers of the Tenderer suffer/s any injuries / damages or meet with an accident in the Bank premises or outside the Bank premises, while driving the vehicle or otherwise, the entire cost of compensation should be borne by the Tenderer.

34. The vehicles must be covered with comprehensive insurance policy against every conceivable liability, Road taxes, State permits / licenses etc, and the Tenderer must comply with all the statutory obligations in respect of the driver and the vehicle more specifically those contained in the Motor Vehicles Act from time to time and at all times. Proof of such compliance will have to be furnished to the Bank at half yearly intervals.

35. The Tenderer shall comply with the Rules / regulations under Motor vehicle act and also prescribed by the Telangana Transport Authority for running the vehicles in



addition to the respective State Authorities where the Vehicle/s is / are used by the Bank or its Executives.

36. The Tenderer should be able to replace the vehicles that are not roadworthy or not having, valid documents.

37. **Periodical maintenance** of the vehicles shall be done by the Tenderer at its own cost and expenses. During the period of maintenance, the Tenderer shall provide suitable standby vehicle of same make and model, which again shall be in good condition and road worthy and safe in all respects.

**Changing of tyres:** The tyres should be immediately changed after the normal wear & tear (say between 40000 – 45000 kms of running). It shall be the tenderer's responsibility not to risk the lives of the Bank staff travelling due to worn out tyre vulnerability.

**Daily maintenance** shall be the responsibility of the tenderer/driver. Like, *Outside Cleanliness, Inside Cleanliness/dusting off, White Towels washing and changing.* The **White Turkey Towels** should be provided by the tenderer for seating.

38. The vehicle shall always carry mandatory spares viz., tool kit, fuses, tyre, spark plugs, fan belts & First Aid Box, etc.

39. All claims and incidental expenses towards repairs, servicing the vehicle etc. shall be borne by the Tenderer.

40. The Tenderer shall be responsible for all legal compliances prescribed by Government of India and the respective State Governments concerned which shall among others include law relating to Income Tax, Accidents, ESI, PF, Contract Labour (Abolition & Regulation) Act etc. The Tenderer along with the Motor vehicle Insurance Premium etc shall submit proof of payment of statutory dues. Any breach of the applicable laws, rules and regulations would entitle the Bank to cancel the contract.

41. Payment to the Tenderer will be based upon the logbook maintained by the driver. It is, therefore, necessary that the logbook is / be signed by the Bank's user staff using the vehicle on a daily basis. The logbook will also contain complaints and poor services noticed by the Bank's user staff. In case of deficiency of services / complaints, the Bank may impose suitable costs / damages to be deducted from the monthly bill of the Tenderer. The decision of the General Manager will be final and binding on the Tenderer.

42. The security deposit of the successful tenderer shall remain deposited with the Bank during the period of empanelment which will be returned to the tenderer after expiry of contract. The security deposit together with the interest accrued can be forfeited in case tenderers violates the terms and conditions of tender during this period.

### **Penalties**

43. While all contractual obligations will be strictly observed and enforced, deductions will however be made for poor or unsatisfactory services, such as;

- (i) In case of vehicles older than the model specified, penalty at the rate of one day's vehicle rent will be levied per day.
- (ii) In case the meter is found faulty / tempered on check, penalty of Rs. 2000/- shall be levied and the vehicle shall be replaced by another vehicle. The vehicle of which meter was found faulty shall not be taken back on duty.

- (iii) Late reporting for duty beyond 30 minutes will be fined of Rs.500/-. In case, no alternate vehicle is arranged within half-hour, the cost incurred by the Bank for using Taxi for the service will be borne by the contractor/ tenderer.
- (iv) Where a vehicle has not been provided for the whole day despite requisition thereof, a penalty at the rate of a day's vehicle rent shall be levied along with reimbursement cost of hiring a replacement vehicle.
- (v) Even in case of breakdown during journey, if the official has to hire another (taxi) vehicle, such costs shall be borne by the tenderer and the same shall be deducted from the monthly rent/charges payable
- (i) The Bank reserves the right of imposing the above penalties and the amount of such penalties shall be deducted from the monthly bills of the Tenderer or the earnest money deposit kept with the Bank as the case may be.
- (ii) Wherever the Tenderer or his driver / employee/s, after the award of the contract, is / are found indulging in fraudulent acts and dishonest practices like fake duty slips, overwriting to increase the kilometres and hours and similar kind of wrong practices by the Tenderer/driver, the contract shall be liable to be cancelled by the Bank with immediate effect and the earnest money shall be forfeited.

#### **Other Terms and Conditions**

44. The Bank, shall review the performance of the Tenderer on a monthly basis. Where the performance is not satisfactory or where damage to the Bank's property is caused by / at the instance of the Tenderer's driver / staff or where requisite vehicles were not engaged / provided during any month as evident from the logbook or where vehicles, agreed to be brought / maintained by the Tenderer as per requirement under the contract, are not provided, or where the Tenderer or his driver/s indulged in fraudulent activities then without prejudice to the Bank's other rights, powers and remedies under this contract, appropriate deductions will be made as per the assessment made by the Head of the Liaison Department and the same shall be binding and final and no further representation will be entertained by the Bank.
45. The attached vehicles may be withdrawn by the Tenderer for maximum two days in a particular month for carrying out maintenance and servicing etc. but only on replacement of the same by a substitute vehicle and with prior intimation to the bank.
46. The Bank reserves the right to change the specifications / requirements at any stage before concluding the Tender but after giving due intimation to the Tenderers.
47. The Bank reserves the right to terminate the contract by giving one month notice if any of the stipulated services agreed upon by the Tenderer are not met to the satisfaction of the Bank or without assigning any reason whatsoever.
48. Profile of the Tenderer should be complete in all respects and incomplete profile(s) will be summarily rejected. The Bank will not entertain any correspondence in this regard.
49. Canvassing in any form entails disqualification from further consideration.
50. Any Tenderer found influencing or intimidating other Tenderers / Tender process is and will be liable to / for disqualification.

51. The Bank's decision in respect of any dispute arising out of the hiring of vehicle services shall be final and binding on the Tenderer or his driver/s.

52. The Tenderer shall procure and arrange at his expense all necessary permits, certificates and licenses required under any or all applicable laws, regulations, ordinances and other rules in effect at the place where any service/s is / are to be performed, and the Tenderer further agrees to hold and keep the Bank indemnified from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other rules.

53. The contract shall be governed, interpreted and enforced in accordance with law of India and Courts at Warangal shall alone have exclusive jurisdiction.

54. The Bank reserves the right to hire motor vehicles from various empanelled tenderers. The Tenderers should understand and be clear that the approval of their tender or bid for engagement of their vehicles for Bank's use or inclusion of their name in the approved panel does not amount to an appointment or right for an appointment to be made as such in the Bank and the Bank is fully free and is entirely at liberty to choose any vehicle of any make or model from any one or all the successful Tenderer/s of Bank's choice at the Bank's sole discretion and no Tenderer shall have any right to claim that he / it alone should be entrusted or engaged with Bank's requirement of vehicles of any category.

55. In the case of vehicles hired on monthly basis the payments to the successful Tenderer/s shall be made by the Bank only in monthly intervals on production of the logbook/trip sheets /duty registers etc duly signed by the officer who hired or used the vehicle. No advance payment shall be made under any circumstances. The Drivers shall demand no such amounts from the Bank Officers / Users towards fuel or repair charges during the journey. The bills / claims shall be made strictly as per the rates quoted in the Price Bid.

56. The Bank shall only bear and pay the taxes / expenses in connection with out station journeys like toll tax, passenger tax, State tax and parking charges. These taxes / expenses shall be reimbursed along with the monthly bills claimed by the Tenderer.

57. The journeys within the limits of Warangal shall be treated as local duty. However toll tax, state tax and parking charges, if any will be borne by the bank.

58. In the case of vehicles hired on daily basis, the time and mileage will be calculated from garage to garage and the charges will be paid accordingly.

59. In case of night halt in respect of outstation duty, Night Charges @ Rs.200/- will be paid to the transporter for Drivers. The payment of such amount shall be the responsibility of the tenderer / transporter.

60. Additional amount of Rs. 200/- per day will be paid to the transporter for drivers working on SUNDAYS in respect of Outstation duty. The payment of such amount shall be the responsibility of the tenderer / transporter.

61. In case of Night stay at outstations:

- (i) Only 12 hours duty will be reckoned for payment per day, if vehicle is detained at outstation.
- (ii) Night stay charges of Rs. 200/- per day will be paid to the transporter for Drivers for duty after 11 PM.

62. The drivers shall not enter the office premises / floors of the Bank for any other reasons except for attending to the services of the officers to whom the agency's car is allotted for services.

63. The Tenderer/s and his driver/s shall always keep and maintain the information that may come to their knowledge or information about the officials, or the conversations, documents, addresses, places of visits etc strictly in confidence and confidential and they are duty bound not to disclose such information to any person or persons without the prior permission had in writing from the concerned officer and the Bank.

64. The Tenderer should be able to replace the drivers who are found absent from duty, or found indulging in misbehaviour, missing trips/ outstation visits, misusing the log sheets, refusing to do duty, etc.

65. The Bank reserves the right to scrap the Panel at any time during the tenure of (2 + 1) three years for any failure to adhere to the terms and conditions agreed herein. The Bank will communicate the Termination by giving one month notice and the Contract shall be deemed to have been terminated for all purposes on the expiry of the thirtieth (30) day from the date of receipt of the notice.

66. The Bank reserves the right to reject or accept or cancel partly or in full any or all tenders without assigning any reason whatsoever. The decision of the Bank in this regard is final and binding on the Tenderers.

67. Each of the documents should be signed by the person or persons submitting the tender in token of his / her / their having acquainted himself / herself / themselves with the general / specific / special conditions etc as laid down. Any document not signed is subject to rejection at the sole discretion of the Bank.

68. The documents submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. The tender is otherwise liable for rejection at the sole discretion of the Bank.

Any indulgence, forbearance or waiver, granted or shown or made on the part of the Bank will not prejudice its rights under the contract.

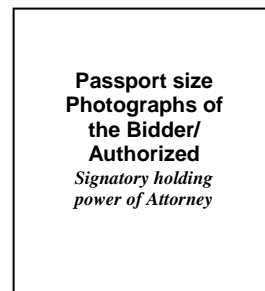
We are agreeable for the above terms and conditions.

**DATE:**

**PLACE:**

**SIGNATURE AND SEAL OF  
THE TENDERER**

**PROFILE OF THE TENDERER**



1. Name of the Bidder/ firm \_\_\_\_\_
2. Name of the person submitting the Bid whose photograph is affixed Shri/Smt. \_\_\_\_\_

**(In case of Proprietary/Partnership firms, the Bid has to be signed by Proprietor/**

**Partner only, as the case may be)** Tenderer will submit the attested copy of the PAN card / Election Commission I-Card / Passport of the proprietor or authorized signatory in case of proprietor is not signing the tender document. The tender is liable to be rejected if the signature and photograph do not match with the photograph affixed and the signature made in the tender documents.

3. Address of the firm \_\_\_\_\_
4. Telegraphic Address \_\_\_\_\_
5. Tel no. with STD code  
(O)..... (Fax).....(R).....

6. Registration & incorporation particulars of the firm: Date of Registration \_\_\_\_\_
  - i) Proprietorship
  - ii) Partnership
  - iii) Private Limited
  - iv) Public Limited

7. Name of Proprietor/Partners/Directors \_\_\_\_\_

8. Bidder'S bank, its address and his current account number  
\_\_\_\_\_  
\_\_\_\_\_

9. Permanent Income Tax member, Income Tax circle \_\_\_\_\_  
**(Please attach a copy of last income tax return)**

10. List of Major existing Clients for similar services during the last three years.

11. Infrastructure capabilities:
  - (a) Particulars of vehicles available with the Bidder:  
Type of Vehicle(s) Registration Nos. Year

12. Any other information / documents which may help the Bank in assessing the Tenderer's capabilities.

13. Is your firm/company carrying on any other business, if yes provide details.
14. Turnover for the last 2 years. Please furnish year-wise details separately.
15. What is the time limit required to provide the services in case empanelled?

**UNDERTAKING:**

- a) I / We hereby certify that all the information furnished above are true to my knowledge. I have no objection to the Bank verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- b) In the event of any information or statement being found to be incorrect in any way and at any time, the same be construed to be a misrepresentation, enabling Bank to avoid / cancel any resultant contract and forfeit the EMD.
- c) I / we further undertake that as and when called upon by the Bank for inspection, to produce original (s) of the documents of which copies have been attached hereto.
- d) None of the vehicles to be provided by us under this contract shall be owned by or registered in the name of any Bank's employee or his/her close relation (husband / wife / son / father / brother / sister).
- e) All the vehicles to be provided by us under this contract shall be registered as commercial vehicles in our name / company's name fulfilling the norms prescribed by Govt. of Telangana, Department of Transport, Hyderabad.
- f) It is certified that I / we have not been debarred or blacklisted from participation in Govt., tenders at the time of purchasing this tender document.
- g) I / We also certify that, I / We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally.

Place  
Date:

Signature of Bidder/Authorized signatory.....  
Name of the Bidder.....

Seal of the Bidder

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**List of enclosures:**

- a. Copy of Partnership Deed/Proprietorship Deed/Article & Memorandum of Association, as the case may be.
- b. Permanent Account No. (PAN) Copy.
- c. Certificate of Service Tax Registration No.
- d. Power of Attorney in the name of person signing this bid (Authorized signatory).
- f. Copies of ONE such contracts indicating number of vehicles deployed and value of contract.
- g. EMD of Rs 25,000/- in favour of "**Andhra Pradesh Grameena Vikas Bank**".
- i. RC copy & Comprehensive Insurance copy of the vehicle

