



ANDHRA PRADESH GRAMEENA VIKAS BANK

(A Government of India Undertaking) Head Office :: WARANGAL (Sponsored by State Bank of India)

Operations Department

TENDER NO -11

Dated: 08.09.2021

Name of the Vendor _____

Address: _____

Phone No: _____

Last date for submission of completed Tender document on **20.09.2021 By 15.00 Hrs. (IST)**

Submission of Tender: The tender shall be submitted in two parts, viz., Technical Bid and commercial Bid. These two bids should be in separate covers and kept in one big cover and submitted to Head office on or before 20.09.2021 before 3.00PM

Tender document should reach to the below mentioned address on or before last date.

ANDHRA PRADESH GRAMEENA VIKAS BANK

HEAD OFFICE, WARANGAL,
GENERAL MANAGER (OPERATIONS)

H.no-2-5-8/1, Second Floor,
Opp: Life line Hospital, Ramnagar,
Hanmakonda, Telangana-506001.

The offers submitted by Telegram/Fax/email shall not be considered.
No such correspondence will be entertained in this matter.

TENDER NOTICE FOR HIRING OF VEHICLE

Tender is invited from reputed parties/agencies supplying vehicle with drivers on Monthly Hire-basis for official use of Andhra Pradesh Grameena Vikas Bank, Head Office: Warangal. Interested parties / agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids as given in the instructions for bid submission.

There should be attachments for Technical Bid (Annexure-A), Financial Bid in BOQ Format (Annexure-B) and Tender Acceptance Letter (Annexure-C). The Financial Bid/Bids will be taken up only if the technical specifications are found satisfactory; otherwise the Tender will be straight way rejected.

**Details of tender notice are also available on our website:-
www.apgvbank.in .**

The details of the Vehicles to be hired are as under:

Sr. No.	Category (7 Seater Only)	No. of Vehicles required
1.	Vehicle –Toyota Fortuner –(Model-2021)* OR Ford Endeavour–(Model-2021)* OR KIA Carnival–(Model-2021)* OR Inova Crysta–(Model-2021)*	01 (One)

***Variant of the vehicle should be Moderate Only**

Vendors should be allowed to quote the price bid for all the types of vehicles or any of the Vehicles and Prices bids should quote separately for different vehicles and should submit in a single cover

Data Sheet

Item	Description
Name of the Hirer	Andhra Pradesh Grameena Vikas Bank, Warangal
Tender Inviting Authority	General Manager(Operations), Warangal
Tender Name	Hiring of Vehicle
Tender No.	11
Method of Selection	Open Tender
Availability of Tender Documents	To be downloaded from Our Bank Website at www.apgvbank.in
Date and time of Tender notice issuance	08.09.2021
Last date and time for Bid/Proposal submission (On or before)	20.09.2021 before 3.00 PM
Bid Opening Time, Date & Venue	At Head Office, 20.09.2021 on 04.00PM at Hanmakonda
Language of Bid Submission	ENGLISH
Currency	Indian Rupees (INR)
Period of Hiring	3 years (01.10.21 to 30.09.24) & which may be further extended to another one years on satisfactory services on the same terms and conditions.

Tender for hiring of Motor Vehicle for Andhra Pradesh Grameena Vikas Bank, Warangal Document Download: Tender documents may be downloaded from our Bank website at www.apgvbank.in.

GENERAL TERMS AND CONDITIONS OF THE TENDER NOTICE:

- 1) The service provider should be a Individual/ proprietorship/partnership/ registered firm/ company and the vehicle(s) should be registered in Telengana Only.
- 2) The service provider should have minimum 3 years of experience of providing vehicles to any govt. department/ other reputed firms/ other offices and relevant documents to substantiate the same should also be submitted with the technical bid in the specified format (**Annexure F**).
- 3) The contract for providing vehicles will be given to the lowest bidder who fulfills all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing requisite vehicle, this office may empanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-I (Firm who has quoted lowest rates) tenderer.
- 4) This office reserves the right to revise the requirements of vehicles being hired.
- 5) In any case, the payment would be made based on the actual usage of the vehicles.
- 6) Rates to be quoted for Diesel type vehicle only.
- 7) The tenderer should ensure that after getting the contract the vehicle deployed by him are of latest model (**2021**) and shall have clean seat covers/ towels, car perfume and should be in good running condition for which no extra payment would be made. Vehicles should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the competent authority.

Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.

8) The vehicles shall be for exclusive use of this Office and should not be used by the Service Provider for any other purpose.

9) The vehicles shall be made available on all days including Saturday, Sunday & Holidays, if required.

10) The calculation of mileage shall be **from the reporting point to the reporting point** and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Office may get odometer of the vehicle checked from any authorized workshop at the cost of Service Provider.

11) LPG Cylinders should not be used for running the vehicle in any case.

12) In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.

13) The service provider shall provide name & addresses of the drivers presently employed by him (**Annexure D**).

14) The tenderer should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office. **Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.**

15) The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a **proper uniform** & must carry a mobile phone in working conditions, for which, **no separate payment** shall be made by this office.

16) The driver(s) deputed on duty should carry valid driving license. They should also not have been involved in more than two punch or challan/s for negligent driving. The Service Provider should also ensure that they have arrangement for establishing contact

and round the clock service. For this purpose, they should have adequate numbers of telephones/mobiles. Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.

17) This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider. Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.

18) The drivers should be well conversant with the roads and routes of Telengana & Andhra Pradesh. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.

19) The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers.

20) The tenderer should ensure that after getting the contract the drivers the drivers deputed by him have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.

21) During the period of operation, the driver should not ordinarily be changed unless desired/allowed by this office. If the vehicle does not report for duty on any day(s) or the driver reports late or there is violation of any other provision of the tender, then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. The Service Provider shall also be liable for a penalty of Rs. 1000/- per day for each such incident. **Any such penalty would be deducted by this office from the monthly bill without giving any prior notice.**

22) The service provider should provide a single contact person/ supervisor for the fleet deployed to this office. It would be responsibility of the supervisor to keep track of the vehicles, also any instruction regarding vehicles would be communicated by this office to the supervisor through phone or whatsapp. It would be the responsibility of the supervisor to ensure that the vehicle reaches the desired

location and report to the desired officer within time.

23) A daily record indicating time and mileage shall be maintained in a log - book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.

24) This Office will reimburse taxes including GST, toll tax and parking charges against production of documentary evidence.

25) All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.

26) Fuel charges will be reimbursed after submission of log book to the office on monthly Basis

27) Oil charges will be provided @ 500 KMPL, Driver Batha for vehicle usage more than 8 hours is Rs. 200, and Driver Batha for Hyderabad is Rs.300 and for Night halt charges Rs.300 will be provided.

28) Bank proposed to give mileage @ 8 kmpl

29) The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

30) If the vehicles are not provided from the desired location, a penalty up to Rs.. 1000/- per day or can be imposed besides termination of contract.

31) The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract and should not change the vehicle without prior information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this Office temporarily.

32) The service provider will comply with labour laws in force and all liabilities in this

connection will be his responsibility.

33) The contract will be initially for a period of three years which may be further extended to another one years on satisfactory services on the same terms and conditions.

34) In case quality of service by the Service Provider is found unsatisfactory, this Office may terminate the contract after giving one month notice. In case of such termination, services of other empanelled Service Providers will be utilized at the contracted rates.

35) Bidders have to submit a Bid Security (Earnest Money) of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft from a Commercial Bank in favor of General Manager(Operations) with their bids. The Bid Security should remain valid for a period of at least forty five (45) days beyond the date of bid validity.

36) During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.

37) No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.

38) In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.

39) This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.

40) Contract can be terminated by either party prematurely by giving advance notice of Three months.

41) Proof of payment of appropriate GST will be required to be submitted to this Office.

GENERAL MANAGER (OPERATIONS)

Encls:

Annexure-A: Technical Bid

Annexure-B: Financial Bid

Annexure-C: Tender Acceptance Letter

Annexure-D: Details of Regular Drivers

Annexure-E: Details of Current fleet of vehicles

Annexure-F: Experience Details

APPLICATION FORM

Name of the Vendor	
Address Of the Vendor	
Telephone Number	
PAN of the Vendor	
GST No(If applicable)	
Whether Enclosed ITRs of last three years	YES/NO
Whether Enclosed Annexure A with signature	YES/NO
Whether Enclosed Technical Bid Undertaking with signature	YES/NO
Whether Enclosed Annexure C with signature	YES/NO
Whether Enclosed Annexure D with signature	YES/NO
Whether Enclosed Annexure E with signature	YES/NO
Whether Enclosed Annexure F with signature	YES/NO

We confirm that we are eligible as per Terms and Conditions of the Tender No 10

Signature
Stamp & Name of the Authorized Signatory

Annexure 'A'
TECHNICAL
BID

Qualifying criteria for Quotation

(Documents to be attached to substantiate every information)

Si. No.	Technical Parameter
1	Name, Address and Telephone no. of Service provider
2	Details of the regular drivers as per Annexure D & Undertaking
3	Details of the vehicles as per Annexure E & Undertaking
4	Experience details as per Annexure F
5	ITR for Assessment Year 2019-20, 2018-19, 2017-18
6	Valid GST Registration & PAN
7	Undertaking to indemnify the department against all damages/charges
8	All pages of the tender document must be signed by the bidders, in token of his / their understanding / acceptance.

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.

Signature

Name of Authorized Signatory

Technical BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

If the work of providing vehicle to your office on Monthly hiring basis is provided to me, then I undertake that:

1. The vehicle provided by me to your office would be of latest model i.e. 2021.
2. I would ensure that the driver provided by me to your office does not have any Police records/ Criminal cases (previous or pending) against him nor he has been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the driver before deputing him for service to this Office.
3. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me.
4. The drivers deployed by me would have experience of minimum 3 years.
5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

Signature

Name of Authorized Signatory

ANNEXURE-B
Price bid (BOQ)

Sr. No.	Category	Rent Quoted per Month
1.	Name of the vehicle	

*** Vendors should be allowed to quote the price bid for all the types of vehicles or any of the Vehicles and Prices bids should quote separately for different vehicles and should submit in a single cover**

Signature
Name of Authorized Signatory

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

1. I/We _____(name)_____submit the Price Bid for _____ (Tender name/no.) _____ and related Activities envisaged in the Bid document.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- 3 I/We offer to work at the rates as indicated in the price Bid.
- 4 I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Signature

Name of Authorized Signatory

Annexure-C
TENDER ACCEPTANCE LETTER
(To be given on Company/Firm Letter Head)

Date:
To,

Sub: Acceptance of Terms & Conditions of Tender.
Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Signature

Name of Authorized Signatory

Annexure-D
Details of Regular
Driver

S. No.	Driver Name	License Number	Issuing Authority	Issue Date	Valid Upto	Private/commercial
1						

Annexure-E
Details of Current fleet of vehicles

(legible copy of RC, Insurance & PUC to be attached)

S. No.	Registration Number	Owned/Leased/Hired	Make and Model	Manufacturing date	Insurance Number & Validity date	PUC Number and validity date
1						

Annexure-F Experience Details

(Copy of completion certificates to be attached)

S. No.	Name of hirer	Hiring Period	Number of vehicles supplied	Completion certificate date
1		2019-20		
2		2018-19		
3		2017-18		

- Experience certificate would be considered for that financial year in which minimum 7 month's service has been provided

Signature
Name of Authorized Signatory