

**CANARA BANK,
CIRCLE OFFICE PUNE**

DOCUMENT
FOR
HIRING OF CARS ON MONTHLY BASIS

IMPORTANT

To be submitted in a sealed cover along with EMD super scribing the
name of work and name and address of the tenderer

Premises & Estate Section, Circle Office Pune
F.P. 790(Part), Shivaji Road, Shivaji Nagar, Pune-411005
Tel: 020-25530622, 25571000 Extn: 228/234. Email-pecopne@canarabank.com

Sealed quotations on lumpsum rate basis are invited from **eligible agencies/ firms/ Agency/firms for hiring of cars on monthly basis for CANARA BANK, CIRCLE OFFICE PUNE.** The details are given below:

Earnest Money	:	<u>Rs. 5000/- (Five Thousand only)</u> by crossed demand draft in favour of 'CANARA BANK, CIRCLE OFFICE, PUNE' payable at Canara Bank Circle Office Pune.
Last date & time of submission of quotations.	:	20.02.2021 on or before 03:00PM as per instructions in the tender documents
Place of Submission and opening of quotation.	:	Canara Bank, Premises & Estate Section, Circle Office Pune
Time and date of opening of Technical bid	:	3.30 PM on 20.02.2021 on or after
Time and date of opening of Price Bid	:	3.30 PM on 20.02.2021 on or after
Components of Offer	:	Part A - NIT Part B-General Rules & Instructions to Offerer. Part C - Eligibility criteria for shortlisting Part D - General Conditions of Contract Part E - Details of the building Part F-Scope of the works Schedule A Annexure A, B & C Part G -Price Bid

SENIOR MANAGER

PART B- GENERAL RULES AND INSTRUCTIONS TO THE OFFERER

1. Sealed tenders for the works as per the Scope of Works detailed in PART E are hereby invited from eligible Companies/Agencies/Firms as per the eligibility criteria of this tender (PART C).
2. Quotations should be addressed to the Senior Manager/Manager, Premises & Estate Section, Circle Office, Pune to be submitted in a sealed cover along with EMD and super scribing the name of work and name and address of the Offerer.
3. The sealed tenders will be received by the Senior Manager/Manager, Premises & Estate Section, Circle Office, Pune on or before the last date and time of submission specified.
4. The sealed quotations will be opened at Senior Manager/Manager, Premises & Estate Section, Circle Office, Pune on or after 20.02.2021 at 3.30 pm.
5. The local address of the agency/firms, the name of the person to whom all the correspondence are to be addressed should be indicated, with telephone number (both office and residence), mobile and fax numbers and email.
6. All entries in tender documents should in one ink. Eraser and over writing are not permitted. All cancellation and insertion should be duly signed by tendered concerned with proper indication of the name designation and address of the person signing.
7. The offerer shall fill in all the required particulars in the blank space provided for this purpose in the offer documents and also sign in each and every page of the offer document before submitting offer.
8. The rate should be quoted in figures as well as in words in Indian Currency only.
9. In case the rate quoted in figures differs from those quoted in words, the rates quoted in words will be taken as the tendered rate and shall be binding on the tenderer.
10. **In quoting rates, the tendered are advised to take into account all factors including any fluctuation in market rates. No claim for enhanced rates will be entertained on this account after acceptance of the tender or during the currency of the contract.**
11. The rate to be quoted by the offerer shall be firm and shall cover and include cost of all the components such as cost of vehicles, registration charges, driver salary, vehicle maintenance, service and repair charges, Insurance charges, replacement of tyres/batteries etc, oil/lubricant replacements, all materials/services required for keeping the vehicle neat, clean and road worthy. and all statutory levies, taxes such as "Octroi, sales tax, VAT, excise duty, PF, ESI whichever is applicable but excluding GST arising from Act passed by Parliament or State Legislature and rules framed there-under. The rates shall be quoted on the format as per Part-F (GST shall be payable separately as applicable).
12. **In quoting rates, the offerer are advised to take into account all factors including any fluctuations in market rates.** The offerer shall note that no claim for enhancement of rates, on the ground that cost of materials, labour has increased, existing statutory levies have been increased, after tender, or in any other ground,

will be entertained on any account **after acceptance of the tender or during the currency of the contract.**

13. The rate quoted in the offer shall remain valid for a period of 'THREE MONTHS' from the date of opening quotations, for acceptance by Bank. The quoted rates shall be firm for the contract period and no escalation in rates are payable on any grounds.
14. The offerer should specifically note that it is tenderers responsibility to provide all items which are not specifically mentioned in the scope of works, but which are necessary to complete the subject services.
15. The Bank will not be bound to accept the lowest tender/quotations and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
16. No employee of Canara Bank shall be engaged by the agency/firm during the course of hiring contract.
17. The offerer shall deposit a sum of **Rs. 5,000/-** Earnest Money Deposit along with the tender document. This EMD (Earnest Money Deposit) shall be in the form of demand draft from any nationalized bank or from a scheduled bank drawn in favour of Canara Bank, Circle Office Pune
18. The agency has to maintain an attendance register of the persons employed and the same will be inspected daily by the Bank's Officer-in-charge.
19. If any of the driver employed by the agency/firm is found to be under performing or any misbehavior is found / reported while on duty, Bank reserves the right to ask for a suitable substitute.
20. No alteration or additions are to be made by the Agency/firms to the tender document. Violation of this instruction will attract rejection of the tender at the discretion of the Bank.
21. The offer shall be quoted on prescribed Form only and quoting in any other form will be rejected. All rates shall be quoted on the proper form of the offer alone. Quoted rates and units different from prescribed in the schedule will be liable for rejection.
22. If any offerer withdraws his tender before the said period or makes any modifications in the terms and conditions of the offer which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the EMD as aforesaid.
23. All the parts of this tender documents i..e Tender Notice, Eligibility Criteria, General rules and Instructions of tenderers, offer letter , General conditions of contract, Annexure, technical specifications shall form a part of the contract document
24. The EMD of unsuccessful offerer shall be returned within 15 days after award of work.
25. The EMD of successful tenderers shall be returned within 15 days after submission of Performance Guarantee.

**DIVISIONAL MANAGER
CANARA BANK,
CIRCLE OFFICE
PUNE**

PART C - ELIGIBILITY CRITERIA FOR SHORTLISTING

1. The agency/firm should be duly registered under the Shops & Establishments Act and/or any other applicable laws and conform to all such rules of RTO & Policies rule of the state government. The agency/firm should be in the business of hiring of cars for the last 3 years. Proof of which shall be submitted by way of relevant Certificate of registration or any other documents to the satisfaction of the Bank.
2. The agency/firm shall have a registered office in Pune with full fledged office setup and shall be having fleet of cars of minimum 2 cars with T permit (either owned or with valid hired contracts). Documentary proofs for owning the cars or valid hired contacts are to be submitted as per Banks satisfaction.
3. The average annual turnover of the Agency should be atleast Rs 3.00 lacs in the last three accounting years ending 31.03.2020 and shall be profit making. Proof of which shall be submitted by way of IT returns, Audited Balance sheet or VAT/sales tax as applicable.
4. The agency/firm should be Income tax assessee and should have valid PAN number and GSTIN number. The agency/firm shall be registered for the purpose of GSTIN if applicable.

The evaluation will also involve inspection of cars, verification of documents, discussion with the Agency and feedbacks from the Clients. The Agency may also be required to furnish additional information, if any, to ensure clarity on deliverables.

NOTE : THE AGENCY OR VENDOR NEEDS TO QUOTE FOR THE NEW VEHICLES OFFERED.

Applicants are advised to furnish complete details/information about their qualifications, past experience and expertise. Complete documentary proof with respect to the details furnished in the application form. **Tender documents which do not contain the above details/documents are liable to be summarily rejected without any reference to the tenderers. As such tenderers are advised to submit the required documents/information in the first instance itself.** Intending tenderer should furnish the details about their tenderer as per the pro-forma provided in the “ Schedule A”.

SIGNATURE OF THE TENDRER WITH SEAL

PART D - GENERAL CONDITIONS OF THE CONTRACT

DEFINITIONS:

BANK shall mean “ Canara Bank” Head Office or its authorized representatives.

AGENCY/FIRM shall mean the successful tenderer to whom the work is awarded.

CONTRACT means this “NIT” (Notice Inviting Tender) and its components.

1. SECURITY DEPOSIT:

1.1. The successful bidder should submit a Security Deposit for **10% value of the contract** within **fifteen days** from the date of acceptance of the offer for due performance of the Contract.

1.2. The Security Deposit shall be by way of Performance Bank Guarantee/DD issued by a Scheduled Bank in India other than Canara Bank.

1.3. The Performance Bank Guarantee should be valid for 36 months from the date of commencement of contract. The guarantee should also contain a claim period of three months from the last date of validity.

1.4. The Performance bank guarantee will be returned to the bidder within 15 days after completion of Contract period subject to satisfactory performance and on the agency/firm rendering a No Demand and No Due Certificate, and after adjusting any sums due to Canara Bank from the agency/firm.

1.5. The Bank shall invoke the Performance Bank guarantee before the expiry of validity, if the successful bidder breaches the contract or fails to complete his obligations under the contract. The bank shall notify the bidder in writing before invoking the bank guarantee. The proceeds of the Performance Bank guarantee shall be payable to the Bank.

2. Canara Bank shall have the right to withhold payment of, or make recoveries from claims due to the agency/firm in respect of any loss or damage caused or occasioned in respect of the properties of Canara Bank under the terms and conditions of this Contract or any payment necessitated due to the infringement of any statutory obligations by the agency/firm.
3. The agency/firm shall not transfer or sublet the work to any one without the prior written approval of Canara Bank.
4. For any negligence of the service employed by the agency/firm or for any loss or damage caused or occasioned by himself, his agents or workmen in respect of the property of Canara Bank, the agency/firm shall be personally responsible and shall make good the loss forthwith.
5. Whenever under the contract any sum of money shall be recovered from, or payable by the agency/firm, the same shall be paid by the agency/firm on demand such amount may also be deducted from any sum due, or from any sum which at any time there after becomes due to the agency/firm under his contract or under any other contract or from his security deposit, in respect of this work or in respect of any other works.
6. Without prejudice to any rights or remedies under this agreement if the agency/firm dies, the Canara Bank authorities shall have the right to terminate this agreement without any liability whatsoever as regards execution of the work for the balance contract period after the death of the agency/firm.

7. TERMINATION:

- (a) Canara Bank shall be at liberty to terminate the contract by issuing **one month's notice** to the agency/firm without assigning any reason whatsoever. Bank shall not entertain any claim compensation by Agency/firm for such termination of Contract.
- (b) As regards unsatisfactory performance or non compliance with any of the terms and conditions of the contract by the agency/firm or abandoning the work, Canara Bank shall have the right to terminate the contract forthwith with one month's notice and rearrange the work through other agencies at the risk and cost of the agency/firm and under such circumstances, the security deposit paid by the agency/firm shall stand forfeited.
8. The agency/firm shall follow such Act, rules and regulations of the State/Central Government that are in force and that may be framed from time to time for completion of work. Canara Bank shall not be responsible for any infringement of the various statutes in force by the agency/firm.
9. The agency/firm shall take, at his own cost the necessary licence from statutory authorities in respect of this Contract. The expenses in completing the formalities in executing the agreement including execution on stamp paper will also be met by the agency/firm.
10. Any additional items of work not covered by the contract shall be at a rate agreed by mutual discussion between the agency/firm and the Bank.
11. STATUTORY DEDUCTION towards INCOME TAX will be made as per Rules. Income Tax will be deducted in every monthly bills payable to agency/firm.
12. Prevailing Minimum Wages as notified by Regional Labour Commissioner (Central) has to be paid to the drivers employed by Agency/firm.
13. Payment to the drivers shall be paid on or before 7th of every month and confirmed to the Bank.
14. Service tax/GST charged by the Contract shall be reimbursed after production of receipts.

15. LABOUR:

- 15.1 The Agency/firm shall employ suitable drivers for all the cars provided. The agency /firm should make suitable substitute arrangements when the regular driver is absent from the duties.
- 15.2 The minimum age of the labour employed shall not be below 18 years.
- 15.3 The agency/firm shall comply with the provisions of the Workmen's Compensation ACT 1923, the payment of the Wages Act 1936, Factories Act, Minimum Wages Act 1948, Employment of Children Act 1938, Employers Liability Act 1938, Industrial Disputes Act 1947 and other Acts Central or States, that may be applicable to him. He shall be liable to pay all such sum, or sums that may become payable as contribution, compensation, penalty, fine or otherwise, which the provision of the said acts, to or on behalf of any workmen employed by the agency/firm by an authority empowered under the relevant Act. Any cost incurred by Canara Bank in connection with any claim or proceedings under the said Acts or in respect of loss, injury or improper performance of this contract by the agency/firm, is workmen, servant and any money which may become payable to Canara Bank as aforesaid shall be deemed to be deducted by Canara Bank or may be recovered by the management of Canara Bank from the agency/firm in the other manner.

- 15.4 The agency/firm is required to take Insurance for all the workers employed on the works towards payments for workmen compensation. The Insurance has to be taken within 15 days of the award of work and has to be provided at the signing of the agreement. The agency/firm shall be fully responsible for the consequences arising out of default and Bank may treat it as breach of Contract and reserves the right to terminate the Contract.
- 15.5 The agency/firm shall pay wages to his workmen at the rates as applicable under the Minimum Wages Act as per Central Government guidelines for equivalent categories. The agency/firm shall disburse the wages and obtain their signature in the payment register on or before 7th of every month. If it falls on Sunday, payment shall be made on previous day.
- 15.6 The duration of duty for the drivers is twelve hours per day per person. To keep the efficiency and alertness the overtime will be kept to the barest minimum as detailed elsewhere in the tender.

16. INDEMNITY BOND:

- 16.1: Agency/firm shall sign an Indemnity Bond in an approved format as per ANNEXURE A before commencing of the Contract, indemnifying the Bank from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the site due to faulty work and for violating rules and regulations for which the agency/firm shall be solely responsible.
- 16.2: In case of any damage to property by the agency/firm, Canara bank shall have the right to recover the cost of such damages from payments due to the agency/firm and decision of the Bank shall be binding on the Agency/firm.
- 16.3: In case of any delay in completion of a job due to mishaps attributable to lapses by the agency/firm, Canara Bank shall recover the cost of such delay from payments due to the agency/firm, after notifying suitably and giving him opportunity to present his case,
- 16.4 If the agency/firm fails to improve the standards of safety in its operation to the satisfaction of Canara Bank after being given a reasonable opportunity to do so, and/or if the agency/firm fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions regarding safety issued by the authorized Canara Bank official, Canara bank shall have the right to take corrective steps at the risk and cost of the agency/firm after giving a notice of not less than seven days indicating the steps that would be taken by Canara Bank.
- 16.5 The agency/firm shall submit report of all accidents, property damage, dangerous occurrence to the authorized Canara Bank official immediately after such occurrence, but in any case not later than twelve hours of the occurrence. Such reports shall be furnished in the manner prescribed by Canara Bank. In addition, the agency/firm to the authorized Canara Bank official shall also submit periodic reports on safety from time to time as prescribed.
- 16.6 Before commencing the work, the agency/firm shall appoint/nominate a responsible officer to supervise implementation of all safety measures and liaison with his counterpart of Canara Bank.

17. ARBITRATION

- 17.1 All disputes or differences of any kind whatsoever which shall at any time arise between the parties hereto touching or concerning the works or the execution or maintenance thereof of this contract or the rights touching or concerning the works or the execution

of maintenance thereof of this contract or the construction remaining operation or effect thereof or to the rights or liabilities of the parties or arising out of or in relation thereto whether during or after determination foreclosure or breach of the contract (other than those in respect of which the decision of any person is by the contract expressed to be final and binding) shall after written notice by either party to the contract to the other of them and to Canara Bank hereinafter mentioned be referred for adjudication to a sole Arbitrator to be appointed as hereinafter provided.

17.2 For the purpose of appointing the sole Arbitrator referred to above, Canara Bank will send within thirty days of receipt of the notice, to the agency/firm a panel of three names of persons who shall be presently unconnected with the organization for which the work is executed.

17.3 The agency/firm shall on receipt of the names of aforesaid, select any one of the persons named to be appointed as a sole Arbitrator and communicate his name to Canara Bank within thirty days of receipt of the names. Canara Bank shall thereupon without any delay appoint the said person as the Sole Arbitrator. If the agency/firm fails to communicate such selection as provided above within the period specified, the competent authority of Canara Bank shall make the selection and appoint the selected person as the Sole Arbitrator.

17.4 If Canara Bank fails to send to the agency/firm the panel of three names as aforesaid within the period specified, the agency/firm shall send to Canara Bank a panel of three names of persons who shall all be unconnected with either party. Canara Bank shall on receipt of the named as aforesaid select anyone of the persons name and appoint him as the Sole Arbitrator. If Canara Bank fails to select the person and appoint him as the Sole Arbitrator within 30 days of receipt of the panel and inform the agency/firm accordingly, the agency/firm shall be entitled to appoint one of the persons from the panel as the Sole Arbitrator and communicate his name to Canara Bank.

17.5 If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another Sole Arbitrator shall be appointed as aforesaid. The work under the Contract shall, however, continue during the arbitration proceedings and no payment due or payable to the agency/firm shall be withheld on account of such proceedings. The Arbitrator shall give a separate reasoned award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion.

17.6 The fees and expenses, if any, of the Arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The Arbitrator may direct to and by whom and in what manner the cost of the reference and of the award including the fees and expenses or any part thereof shall be paid and may fix or settle the amount of costs to be so paid.

17.7 The award of the Arbitrator shall be final and binding on both the parties. Subject to the aforesaid, the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made hereunder, and for the time being in force, shall apply to the arbitration proceeding under this clause.

18. The Scope of work shall be as per Part - F

19. **PAYMENT TERMS:** The payments shall be on monthly basis on format prescribed by Bank, subject to production of Attendance Register, Proof of payment of wages, filing returns to Statutory Authorities if any, trip sheet/log books etc .

20. The successful tenderer shall enter into agreement with the Bank on the format as per ANNEXURE - B within fifteen days from the date of acceptance of the tender.
21. **FORFEITURE OF EMD:** Bank reserves the rights to cancel the order and forfeit the EMD if,
- Security Deposit is not submitted within the stipulated time;
 - Agreement is not entered within stipulated time;

SIGNATURE OF THE OFFERER WITH THE SEAL

PART E - SCOPE OF THE WORKS & TERMS AND CONDITIONS

1. The vehicles should be Petrol / Diesel variant with valid taxi (yellow board) Registration and Insurance in the name of the bidder.
2. The vehicles shall not be more than 1 year old at the time of hiring.
3. The vehicle should provide minimum mileage of 12 kms within the City limits and 14 kms in highways with AC on.
4. The vehicle should be registered in the bidders name and should have comprehensive insurance as per the Bye Laws of local RTO authorities. The agency should comply with all the rules and regulations relevant to supply and running of tourist taxis stipulated by RTOs and other Government Authorities. The agency shall comply with all the local / municipal laws and statutory rules as applicable and will indemnify the Bank against all actions, suits etc for non compliance of laws.
5. Price Bid is sought on monthly fixed charges which are all inclusive like cost of vehicle, registration, insurance, maintenance and servicing, regular/periodical repairs, lubricant consumption, replacement of batteries /tyres etc., all inclusive. Nothing extra shall be payable other than fuel charges.
6. Bank shall bear Toll Expenses, Parking fees, any interstate permit for interstate travel etc. However, Bank will not pay any penalty or fee levied for violating traffic rules by the driver.
- 8 The vehicle should be available round the clock on all the days of the year and shall be in the Bank's premises or at the residence of the user executive as per the discretion of user executive. The keys of the hired cars should be deposited to the user official overnight so as to move the vehicle in case of need or in emergencies.
9. The start of duty timings will be as per the convenience of the user Executive. The duty timing for the drivers will be 12 hours per day and no extra charges will be payable within this period. In case of using the cars beyond 12 hours, overtime charges will be paid by the Bank to the agency which is detailed in point no. 10. The start of duty timing starts from the residence of the user Executive while picking up and ends at the place where the Executive get dropped in the day end.
10. In case of any extra hours more than 12 hours, for going to airport/within the city urban limits, the agencies will be compensated with the charges of Rs. 50/- per hour subject to maximum of Rs. 200/- per day.
- 11 In case of outstation trip, no extra Bata charges will be provided for the driver. However in the event of driver staying back beyond 12.30 AM, the agency will be reimbursed with Rs. 250/-. The cost includes his cost of returning back to his place and no other extra charges will be paid.
12. All the payments towards the extra hours will be paid only to the agency. According to the company policy the compensation of drivers for extra hours shall be at the company's cost and Bank will not pay any other cost other than the expenses detailed above.
13. In case, the car breaks down on the way or the driver is absent from the duty, the agency will have to provide alternate car and driver without any delay. Failure to do so will entail levy of penalty as per tender conditions apart from deduction of proportionate hire charges.
14. Penalty for absence of Driver/not providing alternate vehicle:
 - Upto 05 days in a month: Rs 500.00 per day or part thereof.
 - More than 05 days in a month: Rs 750.00 per day or part thereof
15. All the repairs and maintenance will be sole responsibility of the agency/ company. The agencies have to do periodical maintenance to keep the vehicle in good condition and road worthy and to avoid breakdowns. In case of failure to do so the Bank reserves the right to impose penalty on the agency. On repetition of such incidents to the extent, Bank may reject the car or terminate the contract of the agency / firm.
16. When the user official is on leave the car with driver shall report at the Bank and the car

will be available to the Bank till the validity of such period as desired by the user official.

16. The drivers should be well behaved and should be in the age group between 25 years to 45, physically fit and possess valid driving license for T permit Vehicles issued by the RTO and should possess personal insurance.
17. The agency should have an office with telephone facility and contact point for 24 hours and the telephone and mobile number of the concerned shall be given to the user official. The driver should be physically fit and police verification of his credentials must have been made and necessary certificate is to be submitted.
18. The agency should provide the driver uniform and mobile handset and connection for communication with the user Executive. The capital and recurring cost to be borne by the agency.
19. The agency shall provide suitable substitute in the event of absence of regular driver. The agency shall change the driver, if found not satisfactory or desirable by the user Executive and make immediate arrangements to provide a substitute. The substitute drivers should be physically fit and have antecedents, police verified.
20. Rest room/change room or meals to the drivers will be the responsibility of the agency/company. The drivers will be staff of the agency and Bank will not be responsible for violation of any rules/regulation in this regard. Bank will not be responsible in any way for the driver's injury, disablement, or loss of life due to an accident while on duty.
21. The car must be kept clean and periodically serviced. The seat covers should be periodically dry cleaned. The agency shall bear the expenses with regard to periodic washing of seat covers and general upkeep of the car. The time for cleaning of the car cannot be included in the working hours for the purpose of calculations.
22. The agency should maintain a record of the running of the car on a daily basis which should be authenticated by the user Official concerned on the log sheet.
23. The agency should make arrangements for filling the fuel from the petrol pump which is on the regular route of the user from the residence to office of the user official. Extra running for filling fuel and any use of the vehicle by the driver will be at the cost of the agency. The agency should submit the fuel bills with certification from the user official on a fortnight basis and the same will be reimbursed to the agency within 7 working days.
24. The agency can also offer the driver cum owner basis on their payroll with valid contract. However the agency has to take responsibility to provide vehicle and driver in whatsoever reasons. The payment in such cases also will be made only to the agency-
25. The agency should ensure and confirm to the Bank that all the drivers provided to the Bank on duty are paid salary and benefits due to them as per "Minimum Wages Act" laid down by the Government.
26. The contract will be terminated without any prior notice, if the agency violates any of the terms and conditions of the agreement accepted by the agency at any stage of the Contract.
27. The agency shall indemnify the Bank against any damage/loss out of accident caused by the car, any damage to the car and compensation to anyone in the event of loss/disablement or loss of life as a result

SIGNATURE OF THE AGENCY/FIRM WITH SEAL

Schedule- A
Details about the offerer to be furnished by the offerers

Intending tenderers should furnish details about their tenderer as per the following Pro-format:

1. Name of the Vendor :
- Address :
- Telephone No. :
- Office :
- Residence :
- Mobile :
- Fax :
- E-Mail :

2. a) Status of the Tenderer
Whether proprietary / partnership / :
Pvt. Ltd. / Public Ltd.,

- b) Name of the Proprietor, :
Partners, Directors

I)

II)

III)

- c) Year of establishment :

3. Registration with Registrar :
of Companies (No. & Date)

- 4 . Registration with Tax Authorities :

- a) Income-tax no. PAN/GIR NO; :
(furnish copies of Income-tax Returns)

- b) Sales Tax & commercial Tax : KST No
(Furnish the latest copies of the returns filed): CST No
GSTIN No

- 5 A) No of cars owned :
B) No of cars in Valid hired contracts:

6. A) Names of the Bankers with address :

I)

II)

17. B) Turnover of the Company/tenderer in (Please attach copy of audited balance sheet and profit and loss account for the last three years.

Sl. No.	Year	Turnover
1	2019-2020	
2	2018-2019	
3	2017-2018	

18. Registration with Government / Public Sector / Banks

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

**8. Name & relation, if any, with the staff :
member of CANARA BANK.**

9. Details of similar work contract during the last 2 years as on 31.03.2020 (to satisfy point No.2 of the eligibility criteria)

Sl .No .	Name of Work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Actual Value of the Contract	No of cars provided	If Contract terminated (furnish reasons)

Note: Copies of work orders/contract copy along with Xerox copies of relevant TDS certificate/ satisfactory completion certificate obtained from the client shall be enclosed.

10. Key personnel permanently employed for service engineers in your organization:

Sl No.	Name	Qualifications	Experience	Particulars of work done	Employed in your tenderer since	Any other

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DECLARATION

1. All the information furnished by me / us here above is 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 have read the instructions appended to the pro-forma and I / we understand that if any false information is detected at a later date the pre-qualification shall be cancelled at the discretion of the bank.

Place :

Date :

**SIGNATURE OF THE AGENCY
NAME & DESIGNATION
SEAL OF ORGANISATION**

DETAILS OF VEHICLES PROPOSED FOR DEPLOYMENT

Description of Vehicles	Variant
Maruti Ciaz (Petrol/Diesel -Commercial) BS-6 <u>OR</u> Hyundai Verna (Petrol/Diesel -Commercial) BS-6 <u>*VENDOR TO SPECIFY THE VEHICLE AS MENTIONED ABOVE</u>	

SIGNATURE OF AGENCY/FIRM WITH SEAL

ANNEXURE - A
INDEMNITY BOND FORMAT

THIS DEED OF INDEMNITY BOND executed at Pune on this _____ day of _____ month of year two thousand and twenty one (2021) By M/s _____ duly represented by proprietor / one of its partners Sri _____, aged _____ years, son of Sri _____, residing at _____ (hereinafter referred to as Agency/firm)

In favour of

Canara Bank, a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office, at 112, J.C.Road, Bangalore - 560002.

Whereas Canara Bank has invited sealed tenders on monthly rate basis from agencies for providing cars on monthly hiring basis for Canara Bank, Head Office, 112 J C Road, Bangalore.560002. Our Agency/firm was shortlisted and become successful in securing the subject work through competitive tendering and the work specified in the tender documents has been awarded in favour of Agency/firm by Canara Bank, Head Office vide their letter.....

And whereas as per tender documents, the Agency/firm has to enter into a Contract Agreement with Canara Bank and execute an Indemnity Bond before starting the work. The Agency/firm has entered into Contract Agreement with Canara Bank on

In consideration of Canara Bank having awarded the above said Contract, the Agency/firm hereby undertake to indemnify and keep harmless the Canara Bank from any damages, prosecution, other legal suits and claims arising out of any mishaps and for violating rules and regulations, any possible damage to the building and members of public in course of execution of the contract for which Agency/firm shall be solely responsible.

Further, Agency/firm hereby indemnifies and keep Canara Bank indemnified for any loss or damages incurred or suffered or to be incurred or to be suffered by Canara Bank on account of breach of the terms and conditions of the Contract by the Agency/firm and also indemnifies the Bank against any damage/loss out of accident caused by the car, any damage to the car and compensation to anyone in the event of loss/disablement or loss of life as a result of accident.

Signature of Agency/firm with seal

ANNEXURE - B
CONTRACT AGREEMENT FORMAT

This agreement made on this _____ day of the month of ____ in the year two thousand and twenty one (____. 2021) BETWEEN, **Canara Bank** a body corporate constituted under the Banking & Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office, at 112, J C Road, Bangalore- 560 002, its duly constituted attorney (hereinafter referred to as Bank) of the ONE PART :

AND

M/s. _____ duly represented by one of its Proprietor/Partner _____, aged _____ years, S/o Sri _____, residing at _____ and having their office at _____ (hereinafter called the Agency/firm) of the other part.

WHEREAS THE Bank is desirous of entering in to hiring of cars on monthly basis and has accepted the tender opened on _____.2016 submitted by the agency/firm & the agency/firm has agreed to perform as set out and subject to the terms & conditions set forth in the said documents mentioned herein under.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.,
 - a) Notice inviting Tender
 - b) The Tender Document comprising Tender Notice, General rules & Instruction to tenderers, Eligibility Criteria, General Conditions of the Contract, Scope of Works and Terms & Conditions, Schedule A, Annexures A , B,C, Details of vehicles proposed for deployment, Unpriced format of Price bid and Price bid .
 - c) Corrigendum to tender document if any.
 - d) Letter if any from agency/firm dt. _____ in response to the negotiation meeting discussions held on _____
 - f) Letter of Acceptance issued to agency/firm by Bank - letter No. _____ DT _____.
 - g) Letters from and to the Agency/firm, if any, leading to and prior to acceptance letter.

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

**For & on behalf of the
Agency/firm with seal**

**For & on behalf of the
Canara Bank with seal**

PART-F
PRICE BID

(TO BE SUBMITTED ALONG WITH TECHNICAL AND COMMERCIAL BID)

NAME OF WORK : HIRING OF CARS ON MONTHLY BASIS FOR CANARA BANK, CIRCLE OFFICE PUNE
To provide taxi services on monthly hire basis for Canara Bank, Circle Office Pune which is fully described under as per the Technical Bid & Commercial Bid.

Description	Qty	Rate per month per car (Rupees Lump sum)	Rate per month for 2 cars (Rupees Lump sum)
Charges for hiring of car on monthly basis as detailed in the Technical and commercial bid. <u>(The price shall be fixed for three years)</u> #The price quoted shall be exclusive of fuel (diesel/petrol) but inclusive of all as specified in point no. 6 & 7 of scope of works. (Maruti Ciaz OR Hyundai Verna) <u>*VENDOR TO SPECIFY THE VEHICLE AS MENTIONED ABOVE</u>	2		

Note: The rates quoted are excluding GST which will be payable extra if applicable.

Total amount in Words: Rupees _____
 _____ Only

Place:
 Date:

SIGNATURE OF AGENCY/FIRM WITH SEAL