



**Tender for appointment of Service Provider
For Hiring of Cars as & when required for official purpose
at Baroda Corporate Centre, BKC, Mumbai**

Issued By:

**Bank of Baroda, Corporate Office Administration Dept., Baroda
Corporate Centre, C-26, G-Block, Bandra Kurla Complex, Bandra
(East), Mumbai - 400 051**

Reference: BCC:OA:114: 2554 Dated 18.08.2022
Email: oa.bcc@bankofbaroda.com
Website: www.bankofbaroda.in
Contact: 022-66985182 /5180

TENDER DOCUMENT FOR APPOINTMENT OF SERVICE PROVIDER FOR HIRING OF CARS AS & WHEN REQUIRED FOR OFFICIAL PURPOSE AT BARODA CORPORATE CENTRE, BKC, MUMBAI

TENDER SUBMITTED BY: M/S. _____

Name and Address:

**Contact Details: Landline:
Mobile No:**

**LAST DATE FOR SUBMISSION
OF TENDER DOCUMENTS: 08.09.2022 (up to 3.00 pm)**

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Schedule of Tender

1	Mode of Tender	Offline
2	Date of availability of tender in website to the Service provider for downloading	18.08.2022
3	Date of publication in newspaper	18.08.2022
4	Date, time and venue of pre-bid meeting	06.09.2022 at 3.00 pm (Online)
5	Date of closing of tender	08.09.2022
6	Date & time of opening of pre-qualification Bid	08.09.2022 at 3.00 pm
7	Date & time of opening of Price Bid	Will inform after the verification of pre-qualification Bid

Note:

- **In the event of any unforeseen closure of work/ holiday on any of the above days, the same will be opened / held on the next working day.**
 - **Tenders received after due date and time shall be summarily rejected.**
 - **Tenders not complying with the provisions of bidding documents are liable to be rejected.**
 - **In case of any problem/dispute, decision of General Manager & Head (FM, COA, PD, RD & Security) will be final and binding on all parties.**
- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority (**Annexure E**).
- II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. "Bidder from a country which shares a land border with India" for the purpose of this Order means: -
- a. An entity incorporated, established or registered in such a country; or

- b. A subsidiary of an entity incorporated, established or registered in such a country; or
- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose *beneficial owner* is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or
- f. A natural person who is a citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

IV. The *beneficial owner* for the purpose of (iii) above will be as under:

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation—

- a. “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent, of shares or capital or profits of the company;
- b. “Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

- VI. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

Confidentiality:

This document is meant for the specific use by the Company / person/s interested to participate in the current tendering process. This document in its entirety is subject to Copyright Laws. Bank of Baroda expects the bidders or any person acting on behalf of the bidders strictly adhere to the instructions given in the document and maintain confidentiality of information. The bidders will be held responsible for any misuse of information contained in the document, and liable to be prosecuted by the Bank In the event that such a circumstance is brought to the notice of the Bank. By downloading the document, the interested party is subject to confidentiality clauses.

TENDER NOTICE

Bank of Baroda, Baroda Corporate Centre, Mumbai - 400 051, invites sealed tenders from reputed service providers for hiring of cars as and when required for official purpose at Baroda Corporate Office, BKC, Mumbai.

On or before **3.00 pm on 08.09.2022** for more details, please log on to our website <http://www.bankofbaroda.in> under Tender Section.

**VENUGOPAL N.
GENERAL MANAGER & HEAD
(FM, COA, PD, RD & SECURITY)**

**CORP. OFFICE ADMINISTRATION
BCC, MUMBAI
REFERENCE: BCC:OA:114: 2554
DATE: 18.08.2022**

DISCLAIMER

Bank of Baroda, Mumbai has prepared this document to give background information on the tender to the interested parties. While Bank of Baroda has taken due care in the preparation of the information contained herein and believe it to be accurate, neither Bank of Baroda nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so, and they do not rely only on the information provided by BANK OF BARODA in submitting the application forms. The information is provided on the basis that it is non-binding on Bank of Baroda or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Bank of Baroda reserves the right not to proceed with the appointment or to change the terms and conditions of the tender, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.

No reimbursement of cost of any type will be paid to persons or entities expressing interest.

TENDER DETAILS - PRE-QUALIFICATION CRITERIA

Bank of Baroda, Baroda Corporate center, Mumbai invites sealed tenders through advertised tender enquiry from service providers for hiring of cars as & when required for official purpose at Baroda Corporate Office, BKC, Mumbai. Only those Service provider that fulfil the following Pre-Qualification Criteria will be considered.

Pre-Qualification Criteria:

- a) The contracting agency/firm/company should be based in Mumbai or having its office in Mumbai.
- b) The Service Provider/firm/company should have the minimum experience of five years as on 31.03.2021 in the field of providing cars on hire basis to any Public Sector undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc. Experience from Call Centre organizations will not be considered. The tenders of the Transport Service Provider/firm/company with inadequate/irrelevant experience as mentioned above are liable for rejection.
- c) Should have minimum turnover of **Rs.50.00 Lakh (Rupees Fifty Lakhs Only)** for each year during last three financial years in providing cars on hire basis (Submit audited balance sheet of F.Y. 2018-19, 2019-20, 2020- 21 and Provisional balance sheet of FY 2021-22) along with **CA certified annual turnover certificate (original) of each year and Provisional annual turnover certificate (original) for FY 2021-22 is to be submitted mandatorily.**
- d) Should have fleet of cars of different popular brands/ models registered as tourist vehicles on its own name having valid tourist permit (Copies of the tourist vehicle registration certificates, Insurance policies to be attached).
- e) The Service provider/firm/company shall mandatorily maintain all required Insurance Coverage under the applicable Laws.
- f) **Earnest Money Deposit (EMD)** of Rs.25,000/- (Rs. Twenty Five Thousand Only) has to be paid along with the tender by RTGS / NEFT / Online Fund Transfer. **The EMD shall be forfeited by the Bank, if tenderer withdraw his tender after opening.**
- g) The Service provider/ firm/company should not be a delisted / blacklisted entity by any Government department / PSU / PSE or banks / Financial Institutions for providing cars on hire basis. **Self-declaration to that effect should be submitted together with the Pre-Qualification Bid (Annexure D).** The service provider should have reputed background. The service provider should be a financially sound company/firm.
- h) Before applying for the tender, the service providers in their own interest shall ascertain and satisfy themselves that they fulfill the above conditions. If the service provider does not fulfill pre-qualification terms and conditions, their Price Bid will not be opened. The service provider may also note that issuance of blank tender document does not mean that the qualifying requirements have been fulfilled.
- i) Tender Forms & Tender Document can be downloaded from our website (<https://www.bankofbaroda.in>). The said tender will be available on Bank's website under Tenders' Section as per date mentioned in the "Schedule of Tender".

- j) Eligible service providers may submit their bids at Office Administration Department, BCC, BKC, Mumbai by **3.00 pm of 08.09.2022**. They must ensure that all relevant documents are submitted with the tender application. The service providers are required to preserve the originals of documents ready for verification by the Bank of Baroda at any point of time. The service providers may note that tender cannot be submitted after the cut-off date and time. No extension of time will be permitted for submission of tenders and/or documents.
- k) A Pre-Bid Meeting will be conducted at **3.00 pm on 06.09.2022 (Tuesday)**. However, considering the present situation of Covid-19 pandemic, it is decided to hold the meeting **Online (on Microsoft Teams)** with the participants to clarify their doubts regarding applying for the tender and its process. An applicant, who is interested to participate in the meeting, may furnish his/ her name and e-mail ID to **traveldeskbcc@bankofbaroda.com** with a copy mark to **oa.bcc@bankofbaroda.com** by **04.00 pm on 05.09.2022**.
- l) “Pre-qualification Bid” will be opened at **03.00 pm of 08.09.2022** in the presence of such service providers who desire to remain present. An applicant, who is interested to participate in the opening of bid, may furnish his/ her name and e-mail ID to **traveldeskbcc@bankofbaroda.com** with a copy mark to **oa.bcc@bankofbaroda.com** by **02.00 pm of 08.09.2022**. On scrutiny of the “Pre-qualification Bid”, the “Price Bid” of the eligible service providers shall be opened after completion of Pre-qualification evaluation.
- m) The rates quoted in the Price Bid shall be valid for at least **-24- months** from the date of award of tender. Tender for a shorter period shall be liable for rejection.
- n) Bank reserves the right to award contract for all required services either to one party or more than one party from/ among the eligible/ qualified bidder/ bidders and the empanelment of service provider/firm/company will be awarded on the basis of past experience as per Bank’s convenience. Bank also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Bank in this regard shall be final and binding on all.
- o) The Bank need not necessarily accept the lowest tender and the decision of the Bank in this regard will be final.
- p) Bank Officials shall visit the clients of the eligible bidders to receive on the spot information regarding the quality of services provided, quality and age of vehicles owned by service providers, quality of drivers employed etc.
- q) The tenders of the service provider/firm/company not in possession of valid statutory sanctions / registrations / permits are liable for rejections.

Note: Service Provider currently providing service to the Bank is also requested to apply afresh tender.

**GENERAL MANAGER & HEAD
(FM, COA, PD, RD & SECURITY)
BANK OF BARODA
BARODA CORPORATE CENTRE**

INSTRUCTIONS TO SERVICE PROVIDER

The tender documents complete in all respect must be dropped in Tender box **ONLY**** kept at the office address as under:

General Manager and Head (FM, COA, PD, RD & SECURITY)
Bank of Baroda
1st Floor, Baroda Corporate Centre, G- Block,
Bandra Kurla Complex, Bandra (E), Mumbai- 400051.

****No other mode of submission of Tender will be accepted.**

The last date for submission of tender document is **08.09.2022 up to 03:00 p.m.**

2. The complete tender documents (Pre-Qualification Bid and Price bid) in separate sealed envelopes, duly marked as “Pre-Qualification Bid” and “Price bid” are to be placed in a single cover superscribed “**Tender for appointment of Service Provider for hiring of cars as & when required for official purpose at Baroda Corporate Office, BKC Mumbai.**” along with credentials as mentioned in Pre-Qualification Bid should be submitted.
3. The application has to be submitted in **three separate envelopes** as under:
 - (i) **Envelope marked as I: Pre-Qualification Bid**, duly completed in all respects be put in this envelope and duly sealed. The envelope to be superscribed as “**Pre-Qualification bid for Tender for appointment of Service Provider for hiring of cars as & when required for official purpose at Baroda Corporate Office, BKC Mumbai.**”
 - (ii) **Envelope marked as II: Price bid** be put in this envelope and sealed. This envelope to be superscribed as “**Price bid for Tender for appointment of Service Provider for hiring of cars as & when required for official purpose at Baroda Corporate Office, BKC Mumbai.**”. The envelope will be opened only if the offer is found suitable as per the pre-qualification criteria and parameters for selection for the purchase of Transport Service Provider. The date of opening will be intimated to the service providers separately.
 - (iii) **Envelope marked as III: Master Envelope** –The above two sealed envelopes No.I (Pre-Qualification Bid) & No.II (Price Bid) be placed in envelope No.III (Master Envelope) and sealed (i.e. envelope marked as III, will contain two envelopes marked as (I &II). This envelope marked as No.III would be superscribed as “**Tender for appointment of Service Provider for hiring of cars as & when required for official purpose at Baroda Corporate Office, BKC Mumbai.**”.
4. **The duly filled-in, signed, sealed and super scribed Tender document complete in all respect must be dropped in the Tender Box ONLY placed at the above mentioned address.**

No other mode of submission of Tender will be accepted.

Other Details:

1. Pre-Qualification Bid: -

- a) This will contain the Bank’s terms and conditions for the services (Rates and amounts of items shall not appear anywhere in this part) with service providers’ covering letter and the **EMD (Earnest Money Deposit) of Rs.25,000/-**. EMD will be waived for service providers having

valid relevant MSME registration certificate and Government Organizations. If aforesaid valid MSME or NSIC registration certificate is not found then Bank will reject the Bid considering as without EMD. Micro and Small Enterprises need to submit the declaration with respect to EMD exemption. Format of the same is attached (**Annexure F**).

- b) The service provider will have to pay Earnest Money Deposit along with the tender by RTGS/NEFT/ Online Fund Transfer. The payment receipt of the EMD is to be sealed in one cover superscribed as “**EMD**”. No interest is payable on EMD. The amounts deposited by the unsuccessful bidders would be refunded after the suitable service provider is finalized.

The earnest money deposit may be forfeited or the bank guarantee in lieu of EMD may be invoked by the Bank:

1. If the Bidder withdraws its bid during the period of bid validity period specified by the Bidder on the Bid Form; or
2. In case of the successful Bidder, if the Bidder fails to:
 - Sign the Contract within 1 month of issue of purchase order / letter of intent.

Unsuccessful Bidder's- Bid security money deposit will be returned by the Bank within four weeks from closure of the Tender.

- c) EMD can be deposited through RTGS/NEFT/Online fund transfer **on or before 1.00 pm on --- 08.09.2022** to the designated account, the details of which are given as under:-

Account Number: – 29040400000417

Type of Account: - OD Account

Bank Name: - Bank of Baroda.

Account Name:- BCC OFFICE ADMN AND SECURITY

Branch: - BKC

IFSC: - BARB0BANEAS (5th character is “ZERO”)

- d) Tenders without earnest money will be rejected. Earnest money in the form of Demand Draft/ Banker's Cheque (Pay Order) shall be accepted. However, online payments would be preferred.
- e) In terms of any change in terms & condition, addendum shall be notified only on Bank's website. No further advertisement/notice shall be released in newspaper. Service Providers bidding for this tender are advised to check the website before submission of EMD / commencement of tender process.
- f) **Each page of the tender document including attachments should be duly signed by the authorized signatory** (who has signed the Bid), and submitted with the Pre-Qualification Bid in token of bidder's confirmation to accept the terms and conditions and other provisions contained in it.

2. Price Bid: -

- a) Price Bid - Part-II – This will contain only rates in Indian Rupees in figures (**exclusive of applicable GST**). No other tax/charges, except for the prevalent GST for the respective item, will be included. No request for any change in terms and conditions after the opening of the Price bid will be entertained.

3. Scope of Work: -

Hiring of cars as & when required for official purpose at Baroda Corporate Office, BKC Mumbai. Only those Service provider that fulfill the Pre-Qualification Criteria will be considered.

4. Applicable Law and Jurisdiction:-

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Mumbai.

5. Process for evaluation of Pre-Qualification Bid:

Pre-Qualification bids shall be opened by a committee constituted by the Bank for the evaluation of the applications/Bids. After evaluation of the Pre-Qualification bids, a list of applicants who are eligible shall be prepared by the Bank based on the pre-qualification criteria prescribed by the Bank. Pre-Qualification Bids shall be evaluated based on the documents/information furnished by the applicants/bidders, eligibility criteria prescribed by the Bank, inspection of office premises and infrastructure of the applicants/bidders etc., if required. The Bank will arrange to inspect the Office Premises, if desired and status of applicants/bidders through a Committee of Officials of the Bank and/or through an Investigator appointed for the purpose to verify the existence of firm/establishment, its infrastructure and status of the firm/establishment of applicants/bidders in providing efficient services, so as to take a decision about the qualification of the applicant in "Pre-Qualification Bid" evaluation, if required. The decision of Bank of Baroda in this regard shall be final and binding on the applicants/bidders. In case of any variations / conditions / deviations stipulated by the applicants/bidders in their Pre-Qualification bid, the same will not be accepted by the Bank.

TERMS AND CONDITIONS OF THE TENDER & GENERAL INFORMATION

Please read the following Terms & Conditions carefully before filling up the Tender Document. Incomplete Tenders will be rejected.

1. The contract shall be initially for a period of one year and may be extended for a further period subject to satisfactory performance at the discretion of Bank on the same terms and conditions or with some addition/ deletion/ modification for a further period of maximum up to -2- years.
2. Bank may for any reason whatsoever at its absolute discretion may repudiate / terminate this tender by issuing a notice of one month to the registered office of the service provider without assigning any reason. Bank reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
3. Bank reserves the right to terminate the contract at any time without assigning any reasons by giving a one month notice to the contracting service provider/firm/company.
4. The service provider/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of Bank.
5. The service provider agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Maharashtra / India particularly applicable to the transport business.
6. The service provider agency /firm/company may get any car requirement from the Bank and shall provide the services promptly as per requirement. The service provider agency /firm/company should be in a position to cater any car requirement on short notice as and when desired by Bank.
7. Booking confirmation should be mandatorily received by email to Travel desk Department and on mobile of Guest as well as booking person's mobile by SMS. Confirmation stating Vehicle and driver details must be received -6- hours prior to pick-up time by SMS on mobile of Guest as well as booking person's mobile.
8. The service provider agency /firm/company shall also abide by the relevant Rules and Regulations to engage drivers on the cars provided on Bank's location and will obtain requisite licenses, sanctions & permits which should be valid during the tenure of contract.
9. There will be no dead mileage for cars deployed. The kilometer reading for the purpose of "car run" and "hours of duty" shall be reckoned from the time and KM reading (Mileage) car reaches to Baroda Corporate Centre, BKC
10. The cars to be supplied should be in excellent condition mechanically as well as getup wise i.e. outer look / upholstery etc. The car should be decent looking and should be well maintained. The cars used should not be older than two years at any point of contract.
11. The contracting Service provider/firm/company shall provide immediate replacement in case of breakdown of car with same type / quality of car immediately.
12. The drivers of the cars should be fully conversant with the routes, conversant with using Google Map Facility and should possess valid driving license (T) in his name. The drivers must wear uniform while on duty (prescribed by RTO/Statutory Authority), proficient in speaking local languages, well mannered, courteous with proven integrity, etc. and should always carry a mobile phone –smart phone with him.

13. Cars should be washed, neat, clean with well-maintained upholstery and sun control facility.
14. The service provider/firm/company shall deploy driver(s) only after valid police verification. All drivers deployed will carry and display Identity Card issued by the service provider.
15. In case, the drivers employed by the successful service provider/ firm / company commits any act of omission / commission that amounts to misbehavior/misconduct / indiscipline / incompetence, Bank may impose penalty as deemed fit on the service provider/firm/company.
16. The service provider/firm/company and the Bank shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues /disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Mumbai. The contract will be interpreted as per Indian Laws.
17. Upon receiving necessary orders from the competent Official of Bank, the successful service provider / firm / company shall immediately replace any of its drivers / car against whom any unsatisfactory report has been put on record.
18. The successful service provider/ firm / company shall assign a “Supervisor “(single point of contact person) who shall be responsible for immediate interaction with the Bank so that optimal services could be availed without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as mobile) so as to respond to the call for services in emergent cases.
19. All the deputed drivers must carry sufficient cash / credit / debit cards to meet the charges for Toll, Parking, fuel, out of pocket expenses etc.
20. The cars deployed should be insured in all respects by the successful service provider / firm / company. Bank shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers deployed by service provider / firm / company in the course of their performing the functions/ duties, or for any payment as compensation. Bank shall not be liable in any matter whatsoever.
21. Employees/car drivers engaged by the Bidder/Service Provider shall be in sole employment of the Bidder/Service Provider and the Bidder/Service Provider shall be solely responsible for their salaries, wages, statutory payments etc. under the relevant laws. That under no circumstances shall Bank Of Baroda be liable for any payment or claim or compensation (including but not limited to compensation on account of injury/death/termination) of any nature to the employees and personnel/car drivers of the Bidder/Service Provider.
22. Hired cars will report to pick up location at pre-booked timings. In exceptional cases, Bank may call vehicles before pre booked timings or retain vehicles after pre-booked hours to cater to sudden work exigencies.
23. Bank will not be responsible for any kind of fine / challan on account of violation of traffic rules, damage or accident to the car or to any other vehicle or injury/loss to any driver and contracting Service provider will settle such issues on their own at their own cost. Damage / Loss to the Bank official will be recovered from the service provider / firm /company.
24. The service provider / firm / company shall ensure that cars and drivers provided is not changed often during one assignment. Frequent changes of cars and drivers will not be permitted in one assignment. In case of change, the service provider / firm / company will educate and train the driver to be well versed about Bank’s requirements and ordered booking.

25. For all intents and purposes, service provider / firm / company shall be the “Employer” within the meaning of different Labour Legislations in respect of drivers so employed and engaged at. The Drivers deployed by the service provider / firm / company shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against the Bank.
26. The drivers employed by the successful service provider/ firm / company shall be medically fit. The Bank reserves the right to get the drivers of the Service provider / firm / company medically examined, if and when required. If cases of rash driving, drink & drive or harassment is reported against the driver, contract will be immediately terminated apart from initiation of necessary legal action.
27. The Company / Firm / service provider shall submit the bills as per the agreed rates immediately after completion of the booked service to the Bank in the Travel desk, Office Administration Department, Baroda Corporate Centre, BKC, Mumbai.
28. Payment against Bill shall be made only after scrutiny & verification by the Office Administration Department. No interest will be payable on the non-payment due to delayed submission of bill and non-satisfactory services. No advance payment will be made.
29. Bank shall not be responsible for payments for the services, if any, provided by Company / Firm / Service provider to the bank staff on their personal requests.
30. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by the Bank to the service provider.
31. In case, the Company / Firm / service provider fails to comply with any statutory /taxation liability under appropriate law, and as a result thereof Bank is put to any loss / obligation, monetary or otherwise, Bank shall be entitled to get itself reimbursed out of the outstanding bills of the Service provider, to the extent of the loss or obligation in monetary terms.
32. Parking space or any sort of arrangement for parking will not be done by the Bank. At public pick-up points, the parking & requisite permission from Authorities are to be obtained by the appointed Service Provider.
33. The service provider shall submit the details of cars owned by him which are to be deployed with respect to make of vehicle, year of manufacturing as under:

Sr No	Make of Vehicle	Year of Manufacturing	Seating Capacity
1		*	
2			

*** (RC Book and Fitness Certificate should be submitted)**

34. The successful tender will have to make agreement with the Bank broadly covering scope of work, requirements, terms and conditions of the services to be provided to the Bank on a judicial stamp paper as per the prevailing requirement, the cost of which will be borne by the service provider/firm/company.

35. Bank reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

36. **Penalty Clause:**

In case of delay in reporting of the vehicle as per stipulated timeline, the Bank shall impose suitable penalty except in case of “force majeure” as defined below.

FORCE MAJEURE: Neither party shall be liable for any delay in performing obligations or for failure to perform obligations if the delay or failure results from any of the following (whether happening in India or elsewhere) FORCE MAJEURE, Act of God or any governmental Act, fire, earthquake, explosion, accident, industrial dispute, civil commotion or anything beyond the control of either party. The parties hereto shall make all reasonable endeavor’s to minimize any such delay. Upon cessation of the event giving rise to the delay, the parties shall, in so far as may be practicable under the circumstances, complete performance of their respective obligations as described in these terms and conditions. If a Force Majeure situation arises, the effecting Party shall promptly notify the other Party in writing of such conditions and the cause thereof, within fifteen calendar days. Unless otherwise directed by the Bank in writing, the service provider shall continue to perform service provider’s obligations under this Agreement as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

37. The service provider / firm / company shall not use the name, logo, trademark of Bank in any manner either for any credit arrangements or otherwise and it is agreed that Bank shall not in any way be responsible for the debts/liabilities, or obligations of service provider / firm / company and/or its employees.

38. **Right to Reject Bids:**

Bank reserves the absolute and unconditional right to reject the response to this Tender, if it is not in accordance with its requirements and no correspondence will be entertained by the Bank in the matter. The bid is liable to be rejected if:

- ▶ It is not in conformity with the instructions mentioned in the Tender document.
- ▶ It is not accompanied by the requisite Application Money and Earnest Money Deposit (EMD).
- ▶ It is not properly or duly signed.
- ▶ It is received through Telex / telegram / fax
- ▶ It is received after expiry of the due date and time.
- ▶ It is incomplete including non- furnishing the required documents.
- ▶ It is evasive or contains incorrect information.
- ▶ There is canvassing of any kind.
- ▶ Submitted by related parties.
- ▶ It is submitted anywhere other than the place mentioned in the Tender.

Further Bank reserves the rights to:

- ▶ Reject any or all responses received in response to the Tender.
- ▶ Extend the time for submission of all proposals.

- ▶ Cancel the Tender at any stage, without assigning any reason whatsoever.
- ▶ Revise any part of the Tender document, by providing a written addendum at any stage till the closing date of the Tender. The Bank reserves the right to issue revisions to this Tender document at any time before the closing date. The addendums, if any, shall be published on Bank's website only.

39. **Information Confidentiality:**

This document is meant for the specific use by the Company / person/s interested to participate in the current tendering process. This document in its entirety is subject to copyright laws. Bank of Baroda expects the bidders or any person acting on behalf of the bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information. The Bidders will be held responsible for any misuse of the information contained in the document and liable to be prosecuted by the Bank, in the event of such circumstances being brought to the notice of the Bank. By downloading the document, the interested party is subject to confidentiality clauses.

(The Bank reserves the right to add/delete /modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application by the Bank would not guarantee the award of work.)

COVERING LETTER

To,

The General Manager & Head
(FM, COA, PD, RD & Security)
Bank of Baroda
Baroda Corporate Centre
Mumbai,

Re: Tender for hiring of cars as & when required for official purpose at Baroda Corporate Office, BKC, Mumbai.

Having examined the conditions specified in the memorandum herein set out and acquired the requisite information relating thereto as affecting the tender, we hereby offer to provide Car Hire services specified in the said memorandum while strictly adhering to the terms and conditions specified in it, at the rates mentioned in Price Bid of the quotations (rates to be submitted) and in all other respects in accordance with such conditions as may be applicable.

MEMORANDUM:

A	Description of work	Bank of Baroda, Baroda Corporate Centre, Mumbai - 400 051, invites sealed tenders from reputed service providers for hiring of cars as & when required for official purpose at Baroda Corporate Office, BKC, Mumbai.
B	Tenure	The Contract is initially for one year and may be renewed for a further period of two years (one year each time) and as per the existing terms or with some addition/ deletion/ modification of terms as per Bank's discretion.

2. Should this tender be accepted, We hereby agree to abide by and fulfil all the terms and provisions of the said contract annexed hereto in so far as they may be applicable or in default thereof to forfeit and pay to the Bank of Baroda the amount mentioned in the said conditions.
3. I / We confirm payment of Earnest Money Deposit (Rs.25,000/-) in favor of Bank of Baroda by NEFT/RTGS/online payment, & enclose herewith the details of transaction.
4. We enclose herewith all relevant information/details/list of documents as per prescribed/Mentioned in the format of Application form.

UNDERTAKING BY THE SERVICE PROVIDER:

I / We hereby declare having read the specimen of the terms and conditions attached with the offer document and note to abide the covenants of the terms and conditions.

Signature with rubber stamp:

Name:

Date:

Place:

**PRE-QUALIFICATION BID
FORMAT FOR APPLICATION FORM**

From,

.....
.....
.....
.....

To,

The General Manager & Head
(FM, COA, PD, RD & Security)
Bank of Baroda
Baroda Corporate Centre
Mumbai

Dear Sir,

Re: Application for hiring of cars as & when required for official purpose at Baroda Corporate Office, BKC, Mumbai

Ref: Advertisement in Website/Newspaper Dated -----

We wish to introduce ourselves as Service provider for Car Hire on day to day requirement basis and request you to consider our application for providing car hire services. We furnish hereby the required information about our Service Provider/firm/company/ and business.

S No.	Particulars	Details
1	Name/Address of Service Provider with Tel. No., Fax No., Mobile No. & Email Address. (Please attached proof of address and mention Name Of contact person)	
2	Legal status (individual, proprietary, partnership firm, limited company, corporation, etc.)	(copies of the registration to be attached)
3	Name of Manager or other contact person with designation, Telephone Nos. - Office / residence / Mobile No / email id.	(attach separate sheet)
4	Month and Year of commencement business.	(please attach proof)
5	Statutory details (Photocopies to be attached): 1] Registration number of the firm (as per shop and establishment act). 2] PAN, 3] Service Tax – Registration 4) GST Certificate	Please attach copy of certificate in support of proof
6	Total No of employees (on company's payroll)	(please attach proof)
7	Number of Cars registered / owned in the name of service provider /firm / company	Copies of the tourist vehicle registration certificates, Insurance policies to be attached

8	The Service Provider/firm/company should have the minimum experience of five years as on 31.03.2021 in the field of providing cars on hire basis to any Public Sector undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc. Experience from Call Centre organizations will not be considered.	Please attach separate experience certificate
9	Turnover in the field of providing Cars on hire basis done during the last three years (2018-19, 2019-20 and 2020- 21) (please submit documentary evidence i.e. extract of Profit and Loss account , Balance Sheet & Income Tax return filed) along with CA certified annual turnover certificate (original) is required to be submitted.	Please attach copy of Audited Balance Sheet along with CA certified annual turnover certificate (original) is to be submitted mandatorily

DECLARATION OF THE APPLICANT

We hereby confirm that the information furnished herein above is true & to the best of our knowledge and belief. If any information is found incorrect or false we may be debarred from the tender process / being awarded the contract. You are free to call for confidential opinion from any one of our clients as also from our Banker as you deem fit. We also certify that, we have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Authorized signatory with seal / Stamp:

Name:
Place:
Date:

The above details are submitted as per the Car Hire service provider specifications. We are aware that if the details of car hire services are not submitted in the prescribed format, the same are liable for rejection.

PRICE BID

To,

The General Manager & Head
(FM, COA, PD, RD & Security)
Bank of Baroda
Baroda Corporate Centre
Mumbai,

Re: Price Bid for hiring of cars as & when required for official purpose at Baroda Corporate Office, BKC, Mumbai

We submit price bid for our **M/s** as below:

(It should be typed neatly without any errors. Hand written Price Bid will be summarily rejected. Vendor has to quote rate only.)

Sl No	Make and Model of Car	A	B	C			
		Short Trip (4 Hours / 55kms)	Full Day (8Hours/ 80kms)	Extra Charges		Intercity Charges	
				Per Hour	Per Extra KM	Per KM	Chauffuer Charges
		(Rs)	(Rs)	(Rs)	(Rs.)	(Rs)	(Rs.)
1	Dzire/Etios/Hyundai Accent/Honda Amaze						
2	Honda City /Ciaz /Skoda Rapid						
3	Innova / Innova Crysta						
4	Breeza/Nexon/Creta						
5	Toyota Corolla Altis /Honda Civic						
6	Skoda Octavia						
8	Mercedez Benz						
9	Toyota Camry						
10	Audi/ BMW						

Note: The above rates are exclusive of GST

SIGNATURE OF OWNER / DIRECTOR/AUTHORISED SIGNATORY

Official Seal/Stamp

Note:

1. Present requirement of vehicles may vary based on banks requirement.
 2. The evaluation of offers shall be done on the basis of combined weightage score, wherein the bidders shall be ranked in terms of the total score obtained*. A, B, and C columns only will be considered for weightage as below:
 - (i) Serial No. 1 - 70% (40% for Short Trip plus 30% for Full Day)
 - (ii) Serial No. 2 - 15% (10% for Short Trip plus 05% for Full Day)
 - (iii) Serial No. 3 - 15% (05% for Short Trip plus 10% for Full Day)
- (*Three charts of calculation, as an example, is attached at the end of the tender document on page no.27,28 and 29 for your reference)**
3. The above rates are exclusive of GST.
 4. The vendor, whose rates are lowest, will be treated as L 1 vendor.
 5. In case of tie in the price bid, both the vendors will be asked to submit a fresh quotation in sealed cover for that particular category of vehicle only and subsequent L1 will be decided.
 6. Rates once finalized based on quoted price will not change for -24- months from the date of award of Tender, irrespective of change in prices of Petrol/diesel/CNG/Government Taxes.

SIGNATURE OF OWNER / DIRECTOR/AUTHORISED SIGNATORY

Official Seal/Stamp

DECLARATION FORM TO BE FILLED IN AND SIGNED BY THE INTENDING APPLICANT

1. I/We have carefully studied and understood the eligibility conditions and other terms and conditions and satisfied myself / ourselves that all the eligibility conditions are being met by me / us.
2. The above information furnished is true to the best of my/our knowledge and if any information is found untrue or false, I/we may be debarred from the empanelment process or if empanelled, I/we may be removed from the approved list of Service Providers.
3. I/We understand that the Bank reserves the right to accept or reject any or all the applications for empanelment either in part or in full, without assigning any reason thereof. The decision of the Bank of Baroda in selection of the Service Providers will be final and binding on me/us.
4. I/We understand that if empanelled, I/We may be removed from the approved list of Service Providers if my / our performance is/are not found to be satisfactory and I/We may also be liable to be debarred from dealing with the Bank for a period extending up to three years or beyond.
5. No other firm / company from our business group has applied for empanelment in the segment applied for with BANK OF BARODA Mumbai.
6. I/we have not been debarred / delisted by any Govt. / Semi Govt. / PSU Organizations/ Regulatory Bodies.
7. I/we also agree that I/We have no objection if enquires are made about the works from our client/banker etc.

Place:

Date:

Signature of the Applicant/Applicants (with seal)

SELF-DECLARATION LETTER

To,

The General Manager & Head
(FM, COA, PD, RD & Security)
Bank of Baroda
Baroda Corporate Centre
Mumbai,

Re: Tender for hiring of cars as & when required for official purpose at Baroda Corporate Office, BKC, Mumbai

In response to the Tender Document for hiring of cars as & when required for official purpose at Baroda Corporate Office, BKC, Mumbai

I / we hereby declare that presently our company / firm Is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company / firm is not delisted / blacklisted by any Government Department/PSU/PSE or Banks/FIs.

At any given point of time, if this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender may be cancelled with immediate effect.

Thanking you,

Yours faithfully,

Authorized signatory with seal / Stamp:

Name:

Place:

Date:

BID SECURITY DECLARATION FORM

Date:

RFP/ Tender No:

To (Insert complete name and address of the purchaser)

1. I/We, the undersigned, declare that M/s..... is a Micro and Small Enterprise and the copy of registration certificate is issued by NSIC/DIPP for Micro and Small Enterprise (MSE) / Startups which are valid on last date of submission of the tender documents are enclosed.
2. I/We, understand that, according to your conditions, bids must be supported by a Bid Securing Declaration as per Rule 170 of General Financial Rules (GFRs) 2017 by Micro and Small Enterprises (MSEs).

OR

- 2A. As per the tender / RFP no: floated for at para no: a Bid Declaration Form in lieu of Bid Security is required to be submitted by me/ as per Rule 170 of General Financial Rules (GFRs) 2017 by Micro and Small Enterprises (MSEs).
3. I/We accept that I/We may be disqualified from bidding for any contract with you for a period of -24- months from the date of notification if I am/ We are in a breach of any obligation under the bid conditions, because I/We
 - a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
 - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to Bidders.

4. I/We understand this Bid Securing Declaration shall cease to be valid if I/We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

5. I/We declare that I am the authorized person ofto make the declaration for and on behalf of Letter of Authority for executing declaration is enclosed.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of: (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: in case of a Joint venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the Bid)

BIDDER 1

		Rates quoted by Bidder A				Calculation as per rates quoted						
		Short Trip (4 Hours/ 55 kms)	Full Day (8 Hours/ 80 KMs)	Extra Charges		Short Trip (4 Hours/ 55 kms)	Full Day (8 Hours/ 80 KMs)	Extra Charges		Total for Full day (including extra hours and kms)	Weightage	Total Monthly cost (Vehicle wise)
				Per Hour*	Per extra KM			for 4 Hours*	for 15 KMs**			
1	Dzire/ Etios/Hyundai Accent/ Honda Amaze	1000	1600	90	15.5	1000	1600	360	232.5	2192.50	70%	105775
2	Honda City/ Ciaz/ Skoda Rapid	1400	2100	120	21	1400	2100	480	315	2895.00	15%	35950
3	Innova/ Innova Cresta	1700	2350	160	17.5	1700	2350	640	262.5	3252.50	15%	33263
4	Brezza/Nexon/ Creta							0	0	0.00		
5	Toyota Corolla Altis/ Honda Civic	2200	3000	250	30	2200	3000	1000	450	4450.00		
6	Skoda Octavia							0	0	0.00		
7	Mercedes Benz	6500	10250	950	85	6500	10250	3800	1275	15325.00		
8	Toyota Camry	5600	7200	700	65	5600	7200	2800	975	10975.00		
9	Audi / BMW											
Total Estimated cost for a month												174988

NOTE :

1. Calculation is based on presumption of booking -100- vehicles (i.e. equivalent to 100% weightage).
2. Calculation is based on presumption of utilization of Extra hours for -4- hours and extra KMs as -15- kms per vehicle
3. Calculation is based on percentage of weightage as below:

a.) Serial No. 1 - 70% (40% for Short Trip plus 30% for Full Day)

b.) Serial No. 2 - 15% (10% for Short Trip plus 05% for Full Day)

c.) Serial No. 3 - 15% (05% for Short Trip plus 10% for Full Day)

BIDDER 2

		Short Trip (4 Hours/ 55 kms)	Full Day (8 Hours/ 80 KMs)	Extra Charges		Short Trip (4 Hours/ 55 kms)	Full Day (8 Hours / 80 KMs)	Extra Charges		Total for Full day (including extra hours and kms)	Weightage	Total Monthly cost (Vehicle wise)
				Per Hour*	Per extra KM			for 4 Hours*	For 15 KMs**			
1	Dzire/ Etios/Hyundai Accent/ Honda Amaze	1100	1700	114	12.75	1100	1700	456	191.25	2347.25	70%	114418
2	Honda City/ Ciaz/ Skoda Rapid	1800	2800	216	26.5	1800	2800	864	397.5	4061.5	15%	49615
3	Innova/ Innova Crysta	2000	3000	200	19	2000	3000	800	285	4085	15%	40425
4	Brezza/Nexon/ Creta							0	0	0		
5	Toyota Corolla Altis/ Honda Civic	2300	3600	288	31.25	2300	3600	1152	468.75	5220.75		
6	Skoda Octavia							0	0	0		
7	Mercedes Benz	6200	10000	900	80	6200	10000	3600	1200	14800		
8	Toyota Camry	5000	7050	680	60.5	5000	7050	2720	907.5	10677.5		
9	Audi / BMW											
Total Estimated cost for a month												204458

NOTE :

1. Calculation is based on presumption of booking -100- vehicles (i.e. equivalent to 100% weightage).
2. Calculation is based on presumption of utilization of Extra hours for -4- hours and extra KMs as -15- kms per vehicle
3. Calculation is based on percentage of weightage as below:

a.) Serial No. 1 - 70% (40% for Short Trip plus 30% for Full Day)

b.) Serial No. 2 - 15% (10% for Short Trip plus 05% for Full Day)

c.) Serial No. 3 - 15% (05% for Short Trip plus 10% for Full Day)

BIDDER 3

		Short Trip (4 Hours/ 55 kms)	Full Day (8 Hours/ 80 KMs)	Extra Charges		Short Trip (4 Hours/ 55 kms)	Full Day (8 Hours/ 80 KMs)	Extra Charges		Total for Full day (including extra hours and kms)	Weightage	Total Monthly cost (Vehicle wise)
				Per Hour*	Per extra KM**			for 4 Hours*	for 15 KMs**			
1	Dzire/ Etios/Hyundai Accent/ Honda Amaze	1000	1600	100	12	1000	1600	400	180	2180.00	70%	105400
2	Honda City/ Ciaz/ Skoda Rapid	1100	1800	100	13	1100	1800	400	195	2395.00	15%	29450
3	Innova/ Innova Cresta	1900	2600	200	16.5	1900	2600	800	247.5	3647.50	15%	37238
4	Brezza/Nexon/ Creta							0	0	0.00		
5	Toyota Corolla Altis/ Honda Civic	2300	3200	240	26	2300	3200	960	390	4550.00		
6	Skoda Octavia									0.00		
7	Mercedes Benz	7000	11000	1050	90	7000	11000	1050	90	12140.00		
8	Toyota Camry	6000	7500	800	70	6000	7500	800	70	8370.00		
9	Audi / BMW											
										Total Estimated cost for a month		172088

NOTE :

1. Calculation is based on presumption of booking -100- vehicles (i.e. equivalent to 100% weightage).
2. Calculation is based on presumption of utilization of Extra hours for -4- hours and extra KMs as -15- kms per vehicle
3. Calculation is based on percentage of weightage as below:

a.) Serial No. 1 - 70% (40% for Short Trip plus 30% for Full Day)

b.) Serial No. 2 - 15% (10% for Short Trip plus 05% for Full Day)

c.) Serial No. 3 - 15% (05% for Short Trip plus 10% for Full Day)

Tender for hiring of cars as & when required for official purpose at Baroda Corporate Office, BKC Mumbai