



Tender for appointment of Transport Service Provider at Baroda Corporate Centre, 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**

RFP Reference: BCC:OA:RFP:113:1397 Dated 24.05.2021
Email: oa.bcc@bankofbaroda.com
Website: www.bankofbaroda.in
Contact: 022-66985054 /5176

TENDER DOCUMENT FOR TRANSPORT SERVICE PROVIDER

FOR BANK OF BARODA, CORPORATE OFFICE MUMBAI

TENDER SUBMITTED BY: M/S. _____

Name and Address:

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

**LAST DATE FOR SUBMISSION
OF TENDER DOCUMENTS : 15.06.2021 (up to 3.00 pm)**

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Schedule of Tender

1	Mode of Tender	Off-line
2	Date of availability of tender in website to the Vendors for downloading	24.05.2021
3	Date of publication in newspaper	25.05.2021
4	Date, time and venue of pre-bid meeting	07.06.2021 Through Microsoft Teams
5	Date of closing of tender	15.06.2021
6	Date & time of opening of pre-qualification Bid	15.06.2021 Through Microsoft Teams
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 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.

TENDER NOTICE

Bank of Baroda, Baroda Corporate Centre, Mumbai - 400 051, invites sealed tenders from reputed transport service providers for transport services on contractual basis on daily basis (providing bus facility for ferrying staff members to and fro from Baroda Corporate Office, BKC to Bandra / Kurla Stations in morning and evening).

On or before **3.00 pm on 15.06.2021** for more details, please log on to our website <http://www.bankofbaroda.in> under Tender Section.

**SUDHAKARA D. NAYAK A.
GENERAL MANAGER & HEAD
(FM, COA, PD, RD & SECURITY)**

**CORP. OFFICE ADMINISTRATION
BCC, MUMBAI
REFERENCE: BCC:OA:RFP:113:1397
DATE: 24.05.2021**

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 for transport service on contractual basis for buses for daily basis (providing bus service facility for ferrying staff members to and fro from Baroda Corporate Office, BKC to Bandra / Kurla Stations in morning and evening) 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 Transport Service Provider/firm/company should have the minimum experience of five years as on 31.03.2021 in the field of providing passenger vehicles 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 passenger vehicle on hire basis (Submit audited balance sheet of F.Y. 2017-18, 2018-19 and 2019- 20) along with **CA certified annual turnover certificate (original) is to be submitted mandatorily.**
- d) Should have minimum -10- Buses 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 maintain at its own cost all required Insurance Coverage under the applicable Laws.
- f) **Earnest Money Deposit (EMD)** of Rs 25,000/- (Rs Twenty Five Thousand Only) has to pay 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 / FIs for providing passenger vehicle on hire basis. **Self-declaration to that effect should be submitted together with the Pre-Qualification Bid.** The service provider should have reputed background. The service provider should be a financially sound company.
- h) Before applying for the tender copy, the service providers in their own interest shall ascertain and satisfy themselves that they fulfil the above conditions. If the service provider does not fulfil 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.

- j) Eligible Transport service providers may submit their bids at Office Administration Department, BCC, BKC, Mumbai by **3.00 pm of June 15, 2021**. They may ensure that all relevant documents are submitted with the tender application. The Transport service providers are required to preserve the originals of documents ready for verification by the Bank of Baroda at any point of time. The Transport service providers may please 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 **11.30 am on June 7, 2021**. 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 **oa.bcc@bankofbaroda.com by 10.00 am on June 7, 2021**.
- l) “Pre-qualification Bid” will be opened on at **04.00 pm of June 15, 2021** in the presence of such Transport service providers who desire to remain present. However, considering the present situation of Covid-19 pandemic, it is decided to hold the opening of Pre-qualification Bid viz online (on Microsoft Teams) with the participants 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 **oa.bcc@bankofbaroda.com by 03.00 pm of June 15, 2021** On scrutiny of the “Pre-qualification Bid”, the “Price Bid” of the eligible Transport 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 -12- months from the date of award of tender. Tender valid 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. 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, 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 with the Bank is also requested to apply afresh tender.

**CHIEF MANAGER
HRM & COA
BANK OF BARODA
BARODA CORPORATE CENTRE**

INSTRUCTIONS TO TRANSPORT SERVICE PROVIDER

The tender documents complete in all respect may be dropped in tender box 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.

The last date for submission of tender form is **15.06.2021 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 super scribed “**Tender for appointment of Transport Service Provider**” 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 super scribed as “**Pre-Qualification bid for Transport Service Provider**”.
 - (ii) **Envelope marked as II: Price bid** be put in this envelope and sealed. This envelope to be super scribed as “**Price bid Transport Service Provider**”. 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 Transport Service Provider**”.
4. The duly filled-in, signed, sealed and super scribed tender envelope must be dropped in the Tender Box placed at the above mentioned address.

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 Transport service providers’ covering letter and the **EMD (Earnest Money Deposit) of Rs. 25,000/- and for Transport services**. Please note that Government organizations are exempted from submitting EMD.
- 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 super scribed as “**EMD**”. No interest is payable on EMD. The amounts deposited by the unsuccessful bidders would be refunded after the suitable Transport service provider is finalized.

- c) EMD can be deposited through RTGS/NEFT fund transfer **on or before 3.00 pm on 15.06.2021** 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:- M/s 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 shall be accepted. However, online payments would be highly preferred.
- e) Further advertisement/notice shall be released on newspaper. In terms of any change in terms & condition, addendum shall be notified only on Bank's website. 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: -

Bus service facility for ferrying staff members to and fro from Baroda Corporate Office, BKC to Bandra / Kurla Stations in morning and evening. Only those Service provider that fulfil the following 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 by issuing a notice of -15- days to the registered office of the transport 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 agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Maharashtra / India particularly applicable to the business.
6. The service provider/firm/company may get additional requirement of vehicles from the Bank and shall provide the services promptly as per requirement. The service provider/firm/company should be in a position to cater additional vehicles requirement on short notice as and when desired by Bank.
7. The service provider/firm/company shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles provided on Bank's location and will obtain requisite licenses, sanctions & permits which should be valid during the tenure of contract.
8. There will be no dead mileage for vehicles deployed on monthly basis. The kilometer range for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the time vehicle reaches from Station(s) to Baroda Corporate Centre, BKC (in morning) and from Baroda Corporate Centre, BKC to Station(s). No mileage will be allowed to drivers for refreshments/medical/transportation/food or for filling fuel etc. Bank shall own no liabilities in this regard.
9. The vehicles to be supplied should be in excellent condition mechanically as well as getup wise i.e. outer look / upholstery etc. The Vehicle should be decent looking and should be well maintained during the contract period. The vehicle used on Bank's location should not be older than two years at any point of contract.
10. The contracting Service provider/firm/company shall provide immediate replacement in case of breakdown of vehicle with same type / quality of vehicle.
11. The drivers of the vehicles deployed on the Bank's location should be fully conversant with the routes of source/destination which has given in tender 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 with him.

12. Buses should be washed every day without fail and seats should be well maintained.
13. The service provider/firm/company shall deploy driver(s) on Bank's location only after police verification. All drivers deployed on Bank's location will carry Identity Card issued by the service provider.
14. 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.
15. 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 resultant contract will be interpreted under Indian Laws.
16. Upon receiving necessary orders from the competent Official of Bank, the successful service provider / firm / company shall immediately replace any of its drivers against whom any unsatisfactory report has been put on record.
17. The successful service provider/ firm / company shall assign a supervisor 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 residence) so as to respond to the call for services in emergent cases.
18. All the charges towards repair / servicing, salary of the driver, petrol expenses, toll and parking charges any other incidental expenses on operations & maintenance of the vehicles deployed on Bank site shall be borne by the successful service provider/ firm / company.
19. The vehicles deployed on Bank's location 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.
20. Hired vehicles will report at Bank's location at designated timings for the designated hours. In exceptional cases, Bank may call vehicles before designated time or retain vehicles after designated time to cater to sudden work exigencies.
21. Bank will not be responsible for any kind of fine / challan on account of violation of traffic rules, damage or accident to the vehicle 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.
22. The service provider / firm / company shall ensure that vehicles and drivers of the vehicles provided on Bank's location is not changed often. Frequent changes of vehicles and drivers will not be permitted. In case of change, the service provider / firm / company will educate the driver to be well versed about Bank's requirements.
23. 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 Bank's location. The Drivers deployed by the service provider / firm / company at Bank shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against Bank.

24. 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 working on Bank's location 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.
25. The Company / Firm / service provider shall submit the bills as per the agreed rates immediately after completion of the calendar month to the Bank in the Office Administration Department.
26. Payment against Bill shall be made only after satisfactory services to be certified by the Office Administration Department. No interest will be payable on the nonpayment due to delayed submission of bill and non-satisfactory services. No advance payment will be made.
27. Bank shall not be responsible for payments for the services provided by Company / Firm / Service provider to the staff on their personal requests.
28. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended form 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.
29. 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.
30. Parking space or any sort of arrangement for parking will not be done by the Bank. At public pick-up points like Bandra Station/ Kurla Station, the parking & requisite permission from Authorities are to be obtained by the appointed Service Provider.
31. The service provider shall submit the details of Buses which are to be deployed with respect to make of vehicle, year of manufacturing as under:

Make of Vehicle	Year of Manufacturing	Bus seating Capacity
TATA, Bharat Benz, Eicher, Force, Ashok Leyland, Mahindra & Mahindra	2019 and above *	35 seater AC Bus

* (RC Book and Fitness Certificate should be submitted)

32. 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 of Rs. 500/- or as per the prevailing requirement, the cost of which will be borne by the service provider/firm/company.
33. Bank reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
34. **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.

35. The service provider / firm / company shall not use the name 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.

(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 Chief Manager
HRM & COA.
Bank of Baroda
Baroda Corporate Centre
Mumbai,

Re: Tender for Transport Service.

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 Transport services specified in the said memorandum while strictly adhering to the time 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 transport service providers for transport services on contractual basis for providing bus facility for ferrying staff members to and fro from Baroda Corporate Office, BKC to Bandra / Kurla Stations in morning and evening.
b.	Estimate Cost	Approx. 30 Lacs Annually.
c.	Tenure	The Contract is from April 1, 2021 to March 31, 2022 and renewable annually for a further period of two years (one year each time) with an annual increase of up to 5 percent and as per the existing terms and conditions subject to providing satisfactory services.

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:

Tender for appointment of Transport Service Provider at Baroda Corporate Centre, Mumbai

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

From,

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To,

The Chief Manager
HRM & COA.
Bank of Baroda
Baroda Corporate Centre
Mumbai

Dear Sir,

**Re: APPLICATION FOR PROVIDING TRANSPORT SERVICE AT BANK OF BARODA,
BARODA CORPORATE CENTER.**

Ref: Advertisement in Website/Newspaper

We wish to introduce ourselves as Transport Service provider and request you to consider our application for providing Transport 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	Please attach copy of certificate in support of proof
6	Total No of employees (on company's payroll)	(please attach proof)
7	-10- Buses registered / owned in the name of service provider /firm / company	Copies of the tourist vehicle registration certificates, Insurance policies to be attached
8	The Transport Service Provider/firm/company should have the minimum experience of five years as on 31.03.2021 in the field of providing passenger vehicles on hire basis to any Public Sector undertaking (PSU), Govt. Organization, educational institution, or	Please attach separate experience certificate

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	any other reputed private organization, etc. Experience from Call Centre organizations will not be considered.	
9	Turnover in the field of providing passenger vehicles on hire basis done during the last three years (2017-18, 2018-19 and 2019- 20) (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 transport service provider specifications. We are aware that if the transport service providers are not submitted in the prescribed format, the same are liable for rejection.

PRICE BID

To,

The Chief Manager
HRM & COA.
Bank of Baroda
Baroda Corporate Centre
Mumbai,

Re: PRICE BID FOR PROVIDING TRANSPORT SERVICE AT BANK OF BARODA, BARODA CORPORATE CENTER

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

Basic rates (excluding applicable taxes) in rupees for hiring following vehicles on monthly basis

Vehicle Type	Bus Route	Rate per trip
1	2	3
Bus – AC 35 Seater	Bandra/Kurla Station to BOB, BKC (Morning)	
	BOB, BKC to Bandra/Kurla Station (Evening)	
	Total Amount	

Note:

- L-1 will be determined on the basis of the total amount of the **single rate** quoted in column No 3 against **both mentioned Bus routes**.
- Currently we are operating trips as under:

Bus Route	No. of Trips
Bandra Station- BKC (Morning and Evening)*	Morning – 2, Evening – 2
Kurla Station - BKC (Morning and Evening)*	Morning – 3, Evening - 3
Total (per trip rate)	-5- buses in morning and -5- buses in evening (Total -10- buses)

- There may be addition / deletion in the no. of trips as mentioned in the above point. The tariff for the newly added trip will be as per the rate given in the column No 3.
- No minimum guarantee of Business will be ensured by the Bank at any point of time.

Authorized signatory with seal / Stamp:

Name:

Place:

Date:

Price Bid for providing Transport Service

S No	Transport Service Provider	Vehicle Type	Bus Route	Rate per Trip	Lowest Bidder	
		1	2	3		
1	TSP1	35 Seater Bus - AC	Bandra/Kurla Station to BOB, BKC (Morning) BOB, BKC to Bandra/Kurla Station (Evening)	832		
			Total (1)		208000	L2
2	TSP2	35 Seater Bus - AC	Bandra/Kurla Station to BOB, BKC (Morning) BOB, BKC to Bandra/Kurla Station (Evening)	796		
			Total (2)		199000	L1
3	TSP3	35 Seater Bus - AC	Bandra/Kurla Station to BOB, BKC (Morning) BOB, BKC to Bandra/Kurla Station (Evening)	900		
			Total (3)		225000	L3

(Rate per trip *10 trips per day * Actual number of days in a month)

Considering 25 days as actual number of days in a particular months, calculation for month would be

832 X 10 X 25 = 2, 08,000/-

796 X 10 X 25 = 1,99,000/-

900 X 10 X 25 = 2,25,000/-

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 Chief Manager
HRM & COA.
Bank of Baroda
Baroda Corporate Centre
Mumbai,

Re: Tender for Selection of Transport Service for Bank of Baroda

In response to the Tender Document for Selection of Transport Service for Bank of Baroda, Baroda Corporate Centre, 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: