



## **SBI LIFE INSURANCE COMPANY LIMITED**

Tender No. AMC/MGNT SER/03/2017-2018

Dated: 23<sup>rd</sup> August, 2017

### **TENDER DOCUMENT FOR HIRING OF VEHICLES – NEED BASIS**

SBI Life Insurance Company Limited invites bids for providing '**HIRING OF VEHICLES – ON NEED BASIS**' for our Seawoods and Belapur Office at Navi Mumbai from reputed transport / fleet owners / agency for a period of 24 months from 01.10.2017 to 30.09.2019.

Tender documents can be obtained from the Office of the Advisor-Administration, SBI Life Insurance Company Limited, Central Processing Centre, 7th Level (D Wing), Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai - 400 706 or downloaded from our website [www.sbilife.co.in](http://www.sbilife.co.in)

***The Last date of submission of tender documents will be 08.09.2017 at 03.00 PM***

***Term of Contract will be effective from 01.10.2017 to 30.09.2019***

Interested parties can submit tender in a sealed cover super scribed "**Hiring of Vehicles – Need Basis**" addressed to Advisor-Administration, 7<sup>th</sup> floor, Central Processing Centre, SBI Life Insurance Co Ltd, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706.

SBI Life reserves the right to reject any/all proposals without assigning any reason whatsoever

**Advisor-Administration**

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### **Notice Inviting Tender**

TENDER FOR **“HIRING OF VEHICLES – NEED BASIS PURELY ON CONTRACTUAL TERM”** FOR A PERIOD OF TWO YEARS FOR USE IN SBI LIFE, CPC, SEAWOODS & BELAPUR.

1. Sealed quotations are invited for hiring of vehicles on need base basis latest by 08.09.2017 up to 03:00 P.M. Bidder may be a sole proprietor/partnership firm/company.

In case of firm/company, Bidder must provide names and residential address (both existing and permanent in the format given below:

Sr. No.	Names of the proprietor(s)/director(s)	Current Residential Address	Permanent Residential Address
<b>A</b>			
<b>B</b>			

The period of contract will be for an period of two years from 01-10-2017 to 30-09-2019, the day when the letter of commencement is issued in this regard, which shall be treated for all practical purposes as the date of the commencement of the contract. The contract shall be further extendable for one year or such period as SBI Life deems fit. The criteria for extension shall be purely the performance of the contractor during the initial contractual period of one year. The said extendable period shall purely be at the discretion of SBI Life and at the same terms and conditions.

#### **2. Estimated Requirement -**

Sr. No.	Type of vehicle	Number	Normal place of duty for reporting **
1.	Wagon R / Santro / Logan / Swift Dzire / Skoda / Ertiga / Honda City / Mahindra Xylo / Toyota Innova	Need Basis	From SBI Life, Seawoods to various parts in Mumbai / Navi Mumbai.  Also may be extended to outstation duties for Officers of SBI Life.

- Vehicle should have (Yellow) number plate.

3. (a)	Last date of submission	<b>Up to 03:00 P.M. on 08.09.2017</b> at SBI Life Insurance Company Limited, Central Processing Centre, 7th Level (D-Wing), Seawoods Grand Central, Tower-2, Plot No.R-1, Sector-40, Seawoods, Navi Mumbai – 400706.
(b)	Date and time of opening	<b>At sole discretion of SBI Life</b> at SBI Life Insurance Company Limited, Central Processing Centre, 7th Level (D-Wing), Seawoods Grand Central, Tower-2, Plot No.R-1, Sector-40, Seawoods, Navi Mumbai - 400706

**4. Eligibility Criteria:** Firms must provide information and provide documents as evidence:-

- (i) Bidder must be in business of providing services for hiring of vehicles for last 5 years.
- (ii) Must have travel and transport as its nature of business **(certificate to this effect if available)**.
- (iii) Bidder must have fleet of cars at his disposal and must be in a position to attend the emergency situation by arranging alternative car.
- (iv) Experience in providing services for hiring of vehicle in at least one State/Central Govt./PSU/Pvt Ltd Co.
- (v) Firm must have Service Tax Registration No. and Authority with whom registered.
- (vi) Firm must have Permanent Account Number for Income Tax and GST Registration No
- (vii) Firm must provide details of registered office (Address) with Telephone No. / Mobile No.
- (viii) Firm must provide details of Address for communication along with Phone No. / Mobile No.
- (xii) The bidder should have adequate number of vehicles of the same model to meet the requirement of SBI Life.

**5. Instructions for Bidders: -**

- (i) In case of the application being made by a partnership firm, a copy of Partnership Deed is required to be submitted along with the tender.
- (ii) In case of the application being made by a Private Limited Company, a copy of the Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles of Association of the company is required to be submitted.
- (iii) **The slab of 8 Hrs / 80 Kms and 4 Hrs / 40Kms will be calculated from Pick up Point and end point of the drop location of the Guests / Staff Member/s. No garage to garage kms will charged.** Extra hours will be as per actual reporting of vehicle at pick point which will be as SBI Life's intimation to Bidders via Email / SMS / Phone at the time of booking

(iv) The tender shall be submitted in sealed cover envelop marked **“HIRING OF VEHICLE – NEED BASIS”** on top and addressed to “Advisor-Administration”, SBI Life Insurance Company Limited, Central Processing Centre, 7<sup>th</sup> Floor, Seawoods Grand Central, Tower No. 2, Seawoods, Navi Mumbai – 400614 by 03:00 PM on 08.09.2017.

(v) It is the responsibility of the Bidders to see that the completed bidding documents are submitted by the specified time and date.

(vi) The bid shall consist of one part called as **“SINGLE BID”** which will consist of **‘Technical Bid’** and **‘Price Bid’**.

(vii) Both the bids to be placed in a single envelope (clearly written on the envelope cover with **“HIRING OF VEHICLE – NEED BASIS”** written on it.

**All pages of the tender documents must be signed by the firm, in token of its understanding & acceptance.**

**[Signature of Bidder]**

### **General terms and conditions**

1. The contract shall be for the period of two years. The contract may be extended by SBI Life, CPC, on mutual understanding for a period of one year subject to satisfaction of the service provided during the contract period.
2. Right to Accept or Reject: SBI Life, shall not be bound to accept the lowest or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for the action of SBI Life.
3. Bidder shall furnish the documents as per Technical BID Form at "Annexure-A".
4. Bidder will enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc.
5. The driver should be well conversant about the Mumbai / Navi Mumbai routes and must carry the mobile phone with him for which, no separate payment shall be made by SBI Life. The driver(s) should come on duty before time. One day compulsory rest in a week shall be given to the driver. On the days of rest, if required by SBI Life, alternate driver will be provided by the bidder. The driver should obey the instructions of the officer authorized by SBI Life in this regard and should have valid driving license.
6. The agency should abide by all statutory requirements for running the vehicle on contract and SBI Life will in no way be liable towards taxes, fee, penalties, cost of fuel, and salary to drivers, maintenance or any other charges payable except the contract price, parking charges and toll tax, if any.
7. The vehicle should have necessary permits from the transport Dept. / Authority. SBI Life will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
8. The vehicle on hire shall be available at all time including Saturdays, Sundays and public holidays.
9. The contractor should have enough resources to repair their cars in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notices. In case the vehicle is found not to be in working condition, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the contractor.
10. The A/c vehicles should have functional A/c and in case the same is not in working condition, the rates shall be reduced by 10% from the bill for non-performance.
11. Contractor shall comply all statutory Acts, labour laws/regulations/motor vehicle Act etc.
12. All legal obligations which include insurance, pollution control, road tax & other compliances shall be compiled by the contractor & SBI Life will not own any responsibility in this regard.
13. The billing will be done on submission of invoices. Bill should be neatly typed and submitted in duplicate, in connection with the service to this office. Payment will be made

within 7-10 days from the receipt of bill, clear in all respect through Direct Credit / NEFT /RTGS only. TDS shall be deducted as per govt. order/statutory requirement.

14. The driver should not be normally changed unless requested by the using officer or due to weekly rest to the driver.

15. The vehicle should have the comprehensive insurance of vehicle, driver and passengers etc. to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the contractor and no claim whatsoever shall be borne by SBI Life.

16. In case of any dispute of any kind and in any respect whatsoever, the decision of Advisor-Administration, SBI Life shall be final and binding.

17. The contractor shall / can engage any sub-contractor but cannot transfer the contract to any other person.

18. The fuel tank of the vehicle is to be kept full or which shall be sufficient for at least 250 kms per day. Time consumed/mileage required for intermediate refilling shall not be taken into account.

19. The contractor shall provide a log book in which contractor's driver shall ensure that travel particulars such as departure time of vehicle from one point to another, time of arrival at destination, the kms covered for the journey, etc. are entered correctly and signed by the officer travelling in the vehicle. The log book with the entries duly completed should be submitted to the officer-in-charge along with the bill at the end of every month. In case, the signatures mentioned above are not obtained, such journey will not be counted for the purpose of payment. If during any particular trip, it is noticed that the driver has not met the time schedule given to him or that he has caused inconvenience to the passenger, penalty clauses will be invoked.

20. Penalties:-

<b><u>Sl. No</u></b>	<b><u>Causes of Penalties</u></b>	<b><u>Amount(Rs.)</u></b>
1.	Not reporting at all for duty	Rs.1000/- per day
2.	For late reporting per occasion	Rs.100/- per hr. or part thereof.
3.	For not providing mobile phone to driver	Rs.100/- per day / instance
4.	Misbehaviour of driver / not followed instruction of SBIL Officer / Guests	Rs.200/- per day or part thereof

The decision of SBI Life, on all types of penalties, shall be final and binding on the firm.

21. In case for any reason, the commercial vehicle is not provided, the liability of not providing such vehicle and running any other vehicle vests with the service provider only.

22. If any of the terms and conditions (1) to (22) above is not found fulfilled during the currency of contract, the SBI Life reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.

**[Signature of Bidder]**

**TECHNICAL BID****To be filled in by the Bidder (enclose copy of documents to support your statement)**

Sl. No.	Particulars	
1.	Name and Postal Address of the Bidder: _____ _____ _____ _____	Phone :  Mobile:  Email:
2.	Registered under Shops and Establishment Act Yes <input type="checkbox"/>  No <input type="checkbox"/>	
3.a	Income Tax Permanent Account Number (PAN): (attach Proof)	
3.b	Goods and Service Tax Registration Number: (attach Proof)	
4.	Experience (attach performance Certificate from the Govt. / PSU Companies / Public Agencies / Pvt Ltd / Firms: _____ years.	
5.	Vehicle Count Owned by the Bidder:-	

**Date****[Signature of Bidder]****Seal and Stamp**



**TENDER FORM FOR HIRING OF VEHICLE ON NEED BASIS PURELY CONTRACTUAL  
TERM FOR A PERIOD OF TWO YEARS**

**FINANCIAL BID DOCUMENT**

**PRICE SCHEDULE FOR NEED BASED VEHICLE**

Details of rate quoted for requirement of vehicle on need basis for 80 kms and 8 hrs and 40 Kms and 4 Hours.

**Sr. No. 1: Rates for local duty (8 hours / 80 Kms)**

Sr. No	Type of vehicle	Rates for 8 Hrs. / 80 Kms	Extra charge per hour	Extra charges per kms
1	Wagon R / Santro			
2	Swift Dzire / Hundai Xcent / Etios			
3	Honda City / Skoda Rapid / Maruti Ciaz / Nissan Sunny			
4	Mahindra Xylo / Scorpio / Ertiga			
5	Toyota Innova			

**Night Allowances : Rs. \_\_\_\_\_ (Timing: 12 am to 5 am)**

**Sr. No. 2: Rates for local duty (4 hours / 40 Kms)**

Sr. No	Type of vehicle	Rates for 4 Hrs. / 40 Kms	Extra charge per hour	Extra charges per kms
1	Wagon R / Santro			
2	Swift Dzire / Hundai Xcent / Etios			
3	Honda City / Skoda Rapid / Maruti Ciaz / Nissan Sunny			
4	Mahindra Xylo / Scorpio / Ertiga			
5	Toyota Innova			

**Night Allowances : Rs. \_\_\_\_\_ (Timing: 12 am to 5 am)**

**Sr. No. 3: Rates for airport duty**

Sr. No	Type of vehicle	Only drop	Only Pick up
1	Wagon R / Santro		
2	Swift Dzire / Hundai Xcent / Etios		
3	Honda City / Skoda Rapid / Maruti Ciaz / Nissan Sunny		
4	Mahindra Xylo / Scorpio / Ertiga		
5	Toyota Innova		

**Sr. No. 4: Rates for out station duties (Min 250 Kms per day)**

Sr. No	Type of vehicle	Rate per KM	Driver allowance (Per Day)
1	Wagon R / Santro		
2	Swift Dzire / Hundai Xcent / Etios		
3	Honda City / Skoda Rapid / Maruti Ciaz / Nissan Sunny		
3	Mahindra Xylo / Scorpio / Ertiga		
4	Toyota Innova		

**Night Allowances** : Rs. \_\_\_\_\_ (Timing: 12 am to 5 am)

**Note:-**

1. The parking charges / toll tax and state tax, wherever applicable shall be paid at actual on submission of receipts.

2. **Rates once finalized will be fixed at least for a period of two year.** Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes. However, parking fee/toll tax, whenever applicable shall be borne by SBI Life, subject to submission of tax/toll paid receipt/s. **Revision of rates will not be entertained during the period of contract.**

Place: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 2017

**[Signature of Bidder]**

## **AGREEMENT**

**(To be made on Rs 100.00 Non-Judicial Stamp Paper)**

This Agreement is made at..... on this ----- day of -----between SBI Life Insurance Company Limited, Central Processing Centre, 7<sup>th</sup> Floor, Tower No. 2, Seawoods Grand Central, Plot No. 40, Seawoods, Navi Mumbai – 400614, hereinafter called the party of the 1st part and M/s ----- Hereinafter called the party of the 2nd part;

Whereas the party of the 2nd part has agreed to render the services of hired cars to the party of the 1st part for a period of two years w.e.f. .... on the terms and conditions mutually agreed upon as under:

1. The vehicles supplied by the firm on hiring basis to this office, shall not be in any case more than 2 years old.

2. (i) Cars to be provided by the firm shall be in perfectly sound working condition and suitable for use by Senior Officers.

(ii) The firms should have a backup of minimum of 3 cars.

(iii) Firms shall have sufficient number of drivers having experience of driving in Mumbai / Navi Mumbai.

3. All the legal formalities such as registration with RTO, insurance formalities etc. Shall be completed in all respect of all the vehicles provided to this office by the firm.

4. A) (i) The firm should ensure that the drivers employed hold valid driving license, are well behaved, reasonably educated, and conversant with traffic rules / regulations and city roads/routes as well as security instruction.

(ii) Each driver employed by the firm must have a cell-phone duly activated.

(iii) No mileage will be allowed for lunch/tea of driver. Driver should carry his lunch.

(iv) Only drivers having sufficient experience of driving in Mumbai / Navi Mumbai areas shall be deployed to the office of the SBI Life.

(v) The firm shall have an adequate number of telephones for contact round the clock and these may be conveyed to this office.

(vi) The time and distance in respect of hired cars will commence and terminate from SBI Life Office. The dead mileage i.e. from garage to SBI Life, Seawoods and back to garage shall be restricted to 8 Kms

(vii) The office of the SBI Life Insurance Company Limited has a regular requirement for hiring of Cars. The office will also reserve the right to hire cars from any other provider of such services even during the period of contract. Revision of rates will not be entertained during the period of contract.

B) The firm shall ensure that the drivers carries Duty Slip/Log book and the same should be neatly and legibly filled on on-call basis; giving the details such as date, starting time of

booking , closing time of booking, places visited, starting Km reading, closing Km reading, booking given by SBI Life officials, driver name, driver's cell-phone numbers, driver signature, SBI Life official's counter signature in closing the service provided time; failing which the Firm shall have no rights to whatsoever to claim the charges for the services provided for the respective days.

5.(i)“Full Day” would imply a run of the Cars up to 80 Kilometres and /or hours 08 hours duration.

(ii) “Half Day” would imply a run of the Cars up to 40 Kilometres and/or 4 hours duration.

6. The firm shall provide cars which are so duly authorized to run/operate as taxi by the transport department or police dept. or regulating agencies. Requirement of all licensing in this regard, whatsoever, would be the responsibilities of the firm. Cars to be provided by the firm shall use only legally authorized fuel in running the Cars.

7. Rates once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes. However, parking fee/toll tax, whenever applicable shall be borne by SBIL Life subject to submission of tax/toll paid receipt/s.

#### 8. Penalty:

In case of breach of any conditions of the contract and for all types of losses caused including excess cost due to hiring of cars from the market in the event of Contractor failing to provide requisitioned number of cars or not providing cars, the office shall make deductions the rate of hiring rate on prorata basis from the bills preferred by the Contractor or that may become due to the contractor.

<b>Sr. No</b>	<b>Causes of Penalties</b>	<b>Amount(Rs.)</b>
1.	Not reporting at all for duty	Rs.1000/- per day
2.	For late reporting per occasion	Rs. 100/- per hr. or part thereof.
3.	For not providing mobile phone to driver	Rs 50/- per day
4.	Misbehaviour of driver / not followed instruction of SBIL Officer / Guests	Rs 200/- per day or part thereof

#### 9. Car booking cancellation charges.

2 hours before the schedule Time:	Rs. 150/-
1 hour before the schedule Time	Rs. 500/-
Cancellation at the last moment	Rs. 600/-

## **10. Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the Security Deposit in the form of Bankers Cheque / Demand Draft shall be encashed.

## **11. Terms of Payment:**

11.1 No payment shall be made in advance nor any loan from any Bank or Financial Institution recommended on the basis of the order of award of work.

11.2 The Firm shall raise the invoice for the services rendered to SBI Life and the payment shall be made with 7-10 days from the date of submission of invoice. All payment shall be made through NEFT/ECS only in accordance to RBI guideline from time to time. All payment/s to Firm by SBI Life shall attract 'Tax deductions of sources' in accordance with the GOI guidelines from time to time.

11.3 On mutual concern between the SBI Life and Firm, this contract could be extended for further period of one year with same terms and condition and rate.

## **12. Arbitration:**

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts at conciliation do not yield any results within a period of 30 days, either party may request the other for submission of the dispute for decision by an arbitral tribunal containing a sole Arbitrator to be appointed by SBI Life. The arbitration proceedings shall take place in office of the SBI Life, CPC, 7<sup>th</sup> Floor, Seawoods Grand Central, Plot No. 40, Seawoods, Navi Mumbai - 400614. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

In witness whereof, we the parties to this deed have put our hands and signatures to these present on the day and year first mentioned as token of execution of this deed.

For SBI Life Insurance Company Limited      For M/s. \_\_\_\_\_

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(1st party)

-----

(2nd party)

### **Witnesses:**

1.

2.

### **Witnesses:**

1.

2.