

**SBI CAPITAL MARKETS LTD, MUMBAI**

**NOTICE INVITING PROPOSALS/BIDS FROM ELIGIBLE COMPANIES/AGENCIES FOR PROVIDING ON HIRE CARS TO SBI CAPITAL MARKETS LTD., ON MONTHLY RENTAL BASIS**

SBI Capital Markets Ltd., (SBICAP), Mumbai invites proposals/Bids from the eligible Companies/Agencies for providing on hire the cars, on monthly rental basis, duly approved by the RTO and Government of Maharashtra, as applicable.

Proposals /Bid documents duly filled and signed should be addressed to:

**The Asstt. Vice President & GH (Admin & IT),  
SBI Capital Markets Ltd,  
202, Maker Tower 'E'  
Cuffe Parade,  
Mumbai- 400005  
Tel Nos: 22178312/22178356  
Contact Persons: Shri P. Mukherjee/Shri Prakash Prasade**

in two separate sealed envelopes, one containing '**Technical Bid**' with Earnest Money deposit (EMD) and other with '**Financial Bid (A) and/or Financial Bid (B)**' and to be delivered in person or post/courier so as to reach the Asstt. Vice President (Admin & IT) at the above mentioned address **not later than 15.00 hrs on 20.10.2016** Tenders submitted by post/courier should be enclosed in a cover superscripted as "Tender documents for Hiring of Cars on Monthly Rental Basis". SBICAP shall not be responsible for any postal/courier delay and tender documents received subsequent to the stipulated time and date shall be rejected.

**The Bidder shall deposit EMD of Rs. 30000/- by way of Demand Draft drawn in favour of SBI Capital Markets Ltd., payable at Mumbai. Tenders/bids received without EMD will be rejected. The EMD will not bear any interest. The EMD will be forfeited in the event of any evasion/refusal or delay on the part of successful bidder to execute the contract. The EMD will be refunded to the bidders, whose tenders/bids are not accepted, without any interest.**

The '**Technical Bid**' shall be opened on the same day at 1700 Hrs at the above address in the presence of bidders, who choose to attend for the same. The date and time of opening the Technical Bid can be changed at the Company's discretion. The '**Financial Bid (A) and/or Financial Bid (B)**' will be opened only in respect of qualified/shortlisted Companies/Agencies at a later date.

**The tendering process shall be on the basis of a Two Part bid as follows:**

**Part 1 (Technical Bid)** – To be submitted in the prescribed format alongwith all the documents prescribed herein.

(Please use appropriate Forms made available on our Website: [www.sbicaps.com](http://www.sbicaps.com) under the link '**Tenders**'.)

**Part 2 [Financial Bid (A) and/or Financial Bid (B)]** –To be submitted in the prescribed format of '**Financial Bid (A) and/or Financial Bid (B)**' as the case may be as detailed herein.

**Procedure for Submitting the Proposals/Bids:**

- (a) **Envelope No.1, Technical Bid**: Envelope No.1, (technical bid) shall contain:
- i) Covering letter (Proposal/Bid Form) accepting Terms & Conditions.
  - ii) Technical Bid form duly filled in along with all specified enclosures
  - iii) Notice inviting Proposals/Bids
  - iv) Duly accepted copy of 'Instructions to the Tenderers' and
  - v) Duly accepted copy of 'Prequalification /Eligibility Criteria'
  - vi) Demand Draft favouring SBI Capital Markets Ltd, towards **Earnest Money Deposit of Rs. 30000/-**.

Each page and correction if any should be duly signed by Tenderer.

The Envelope shall be super scribed as **"Envelope No.1 – Technical Bid"** with the Subject as "Hiring of Cars on monthly Rental Basis" for SBI Capital Markets Ltd, Mumbai.

- (b) **Envelope No.2 [Financial Bid (A) and/or Financial Bid (B)]** – Envelope No. 2 shall contain only 'Financial Bid (A) and/or Financial Bid (B)' form duly filled in. The tenderer must sign each page and corrections, if any.

The Envelope shall be super scribed as **"Envelope No.2 – Financial Bid (A) and/or Financial Bid (B)"** as the case may be with the Subject as "Hiring of Cars on monthly Rental Basis" for SBI Capital Markets Ltd, Mumbai.

The proposal/Bid shall be valid for a period not less than 90 days after the date of opening of the 'Financial Bid (A) and/or Financial Bid (B)'.

All the rates quoted in the proposal/Bid shall remain firm till the completion of the process. No escalation of prices/rates will be entertained for any reasons.

The hiring as per this tendering shall not amount to an hire purchase arrangement in accordance with the Motor Vehicles Act.

SBI Capital Markets Ltd reserves the right to accept either in part or as whole or reject any or all the tenders without assigning any reasons whatsoever.

All the attached documents/formats/notice shall also form part of this tender notice.

Please use appropriate forms made available on our website, [www.sbicaps.com](http://www.sbicaps.com) under the link "Tenders".

Sd/-  
**for SBI Capital Markets Limited, Mumbai**

**Dated :** \_\_\_\_\_

## **SBI CAPITAL MARKETS LTD, MUMBAI**

### **PROVIDING ON HIRE CARS TO SBI CAPITAL MARKETS LTD., (SBICAP) ON MONTHLY RENTAL BASIS**

#### **SBI CAP'S REQUIREMENT OF CARS:**

- The cars required by SBICAP would be on monthly hiring basis for a initial period of 3 years and in case the services are found satisfactory, the arrangement may continue for a further period of 2 years at the discretion of SBICAP. The arrangement will also be reviewed every year.
- The cars to be provided should have "T" marking and GPS devices fitted in them.
- The cars required on monthly basis should be Brand new or not more than 6 months old (Petrol or Diesel version) of **Toyota Etios G/GD car or Maruti Suzuki Ciaz VXi/VDi car or Honda City E/E Diesel Car** having, AC, Power windows, Power Steering, music system etc.
- The successful Bidder will be required to **provide 10 - 20 cars** within one month of finalization of new arrangement.
- For any reasons, i.e. Poor maintenance, poor service or conduct of the driver below desirable/acceptable standards of SBICAP, the SBICAP would terminate the agreement after issuing a notice of 30 days time and SBICAP shall not be responsible for any financial liability of the car/cars or any other consequence of such termination.

#### **OTHER TERMS AND CONDITIONS:**

1. (a) All the cars for the purpose of monthly hiring basis, initially at any stage of the contract should be Brand new or not more than 6 months old and one of those approved models/make by SBICAP i.e. (Petrol or Diesel version) of **Toyota Etios G/GD or Maruti Suzuki Ciaz VXi/VDi car or Honda City E/E Diesel Car** as may be agreed by SBICAP.  
(b) All the cars should be fitted with GPS devices to ensure the safety and security of the executives of SBICAP and the easy tracking of cars.
2. The cars should be made available for 12 hours service daily and the start of service timings will be as per the convenience of the user

- official. For using the car beyond 12 hours service, overtime charges would be applicable on hourly basis at rates, as approved by SBICAP.
3. The successful bidder (agency) shall comply with all the rules and regulations relevant to supply and running of tourist taxis stipulated by RTO, Mumbai and other Government authorities.
  4. The successful bidder (agency) shall comply with all the applicable laws as applicable and will indemnify SBICAP against all actions, claims, suits etc., for non-compliance of laws.
  5. The agency shall ensure that all documents in respect of the vehicle such as registration certificate, comprehensive insurance policy, pollution under control certificate, tax payment receipts, etc., are update and valid and also ensure that all such documents are properly kept in the custody of the driver in accordance with the Motor Vehicle Act.
  6. The agency should have an office with telephone facility and contact point for 24 hours and the telephone/mobile numbers concerned shall be given to the user official. In addition, the Company/Agency should make dedicated arrangement to ensure that all the cars report on time and are kept clean at the start of duty each morning and a confirmation by SMS is sent to the user official, everyday.
  7. Drivers should be medically fit and have antecedents, police verified. The driver should be provided with uniform and a reliable mobile connection for communication with the user executive and its capital/recurring cost will be borne by the agency and not by SBICAP.
  8. The car must be kept clean and periodically serviced and provided with neat seat covers, which should be changed, after every 15 days.
  9. The agency shall bear the expenses in regard to periodic washing of seat covers and general upkeep of the car.
  10. No rest room/change room or meals will be provided by SBICAP to the drivers.
  11. The drivers will be the staff of the agency and not of SBI Capital Markets Ltd. As such, SBICAP will not be responsible in any way for the driver's injury, disablement or loss of life due to an accident while on duty. As the drivers are staff of the agency concerned, the agency should comply with local laws and provisions relating to their employment with their agency concerned. SBICAP will not be liable for their non-compliance.

12. The drivers should have a valid driving licence which should be produced by them as and when demanded by SBICAP. The driver should be medically fit and will be conversant with the routes and places in Mumbai and around. To ensure the renewal of the driving licenses will be the responsibility of the agency.
13. The agency shall change the driver, if not found suitable or desirable by the official and make immediate arrangements to provide a substitute. If the driver is unable to attend the duty or on weekly off or proceeds on leave or whatsoever reason, the agency shall provide substitute without delay. Needless to mention, all such drivers should also be medically fit and antecedents verified by the police.
14. The drivers should be in uniform provided by the Company/Agency, neatly dressed, courteous and obedient.
15. The agency should maintain a record of the running of the car on a daily basis, which should be authenticated by the user official concerned on the log sheet and submit it alongwith monthly GPS Travel Report at the time of submission of monthly bills.
16. In case the car breaks down on the way or found missing from duty, the agency will have to pay taxi fare applicable for AC taxi, till suitable alternative arrangements are made. Further, the agency will arrange another suitable car till the car concerned is repaired/replaced. The agency will be doing suitable periodical maintenance to avoid break downs. SBICAP may also impose penalty of Rs. 1500/- (Rupees One thousand Five hundred only) per instance on any violations of the terms & conditions and on repetition of such incidents to the extant car, may reject the car or terminate the contract of the Company /Agency at the sole discretion of SBICAP depending upon the magnitude of the offence.
17. In the event of replacement of the vehicle provided for unavoidable reason, the authorized make/model of car should be provided with prior intimation to the official for whom the car is engaged and in consultation with Administration Department of SBICAP.
18. The car provided to SBICAP will be covered by comprehensive insurance at the cost of the agency. SBICAP shall not be responsible for any damage to the car and compensation to anyone in the event of injury/disablement or loss of life as a result of accident. The agency

shall indemnify SBICAP against any damage/loss out of accident caused by the car.

19. The car should be registered in the name of the Agency in Mumbai/Maharashtra in accordance with the Motor Vehicles Act with Taxi/Tourist Registration as applicable in respect of the services to be provided as per this tender /contract.
20. All applicable taxes inclusive those of passenger tax and road tax will be borne by the Agency and not by SBICAP. Toll tax, parking charges, etc., shall be paid by the agency, which will be reimbursed by SBICAP along with the monthly bills.
21. The Agency will be paid monthly hiring charges, which would include per month cost of the vehicle with Driver as per details given above which should further include charges for 1200 kms and 2500 kms per month. Any additional kms run over and above the given slabs, would be paid in addition @ per km rate approved by SBICAP.
22. The Agency should ensure and confirm to SBICAP that all the drivers provided to SBICAP on duty are paid salary and benefits due to them as per “Minimum Wages Act”, laid down by the Government and all other labour &/or other laws in respect of such persons are complied with.
23. Unless intimated otherwise, the agreement will be initially for a period of 3 years, which will be reviewed every year and in case the services are found satisfactory, the arrangement may continue for a further period of 2 years at the discretion of SBICAP.
24. SBICAP shall reserve the right to terminate the agreement without assigning any reasons, by giving 30 days notice to the Agency concerned during the contract period. No compensation whatsoever will be paid by SBICAP to the agency on such termination. If the termination for any valid reason happens in the middle of the month, pro-rata hire charges shall be payable by SBICAP to the agency.
25. The agreement will be terminated without any notice, if the agency violates any of the terms and conditions of the agreement accepted by the agency at any stage of the contract.
26. SBICAP is not in any way responsible/liable to meet the repayment of loan installments to the lender(s) in case the vehicles are obtained under any borrowing arrangement.

27. The successful bidder should execute a valid contract as per the format approved by the SBICAP along with a security deposit of Rs.100000/- (i.e Rs.70000/- + Earnest Money Deposit of Rs. 30000/-, which will be considered as a Security deposit), Or a performance guarantee from a nationalized Bank in the format approved by SBICAP for the same amount within 30 days from the declaration of successful bidder. Failure to do so, the Earnest money Deposit of Rs. 30000/- will be forfeited.
28. The Security Deposit of Rs. 1,00,000/- will be refunded without interest to the successful bidder after 3 months of expiry of contract.
29. Violation of any terms and conditions of the tender shall also be a reason for forfeiting the security/earnest deposit at the discretion of SBICAP.
30. Physical dent, paints or damage to the car due to any reason during the tenure of the contract should be rectified promptly so as to maintain decent look of the car during the hired period. Failure to comply would enable SBICAP to reject such cars for any further period of the Contract.
31. All repairs and maintenance will be the sole responsibility of the Agency/Company. The Agency/Company have to ensure that the cars are periodically maintained and kept in good condition and road worthy.
32. Car hiring Agency/Company, within 30 days of the date of award letter, should be able to provide 10 – 20 cars. Failure to commitment of the terms and conditions would be considered as a failure of the Agency and the Earnest Money deposit of Rs. 30,000/- shall be forfeited.
33. Tenders/offers not satisfying the pre-qualification/eligibility criteria and procedure prescribed in the tender document will be treated as invalid and rejected summarily. The bidding will be of two parts viz Technical bid and Financial bid and they carry a weightage of 30% and 70% respectively. Further, the Company reserves the right to accept or reject any or all the offers without assigning any reasons, there for.

34. The selection of the make /model/variant (i.e petrol or diesel version) and the number of cars thereof will be at sole discretion of SBI Capital Markets Ltd.
35. The "Notice Inviting Tender" and these "Instructions for Tenderers" shall form part of the Tender Documents.

**Sd/-**

**Asstt. Vice President & GH (Admin & IT)**

**For Further details/clarifications please contact:**

1. Shri P Mukherjee, Asstt. Vice President & GH (Admin & IT)  
Phone: 22178312 Mob:9771944610  
Email: [pradeep.mukherjee@sbicaps.com](mailto:pradeep.mukherjee@sbicaps.com)
2. Shri Prakash P Prasade, Chief Officer (Liaison & Admin)  
Phone: 22178356 Mob:9820803803  
Email: [prakash.prasade@sbicaps.com](mailto:prakash.prasade@sbicaps.com)

Dated : \_\_\_\_\_ Sd/-  
for SBI Capital Markets Limited, Mumbai

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**We Accept the above Terms & Conditions**

**Signature of the Authorized Person**

**Name:**

**Company/Agency Seal**

**Date:**



Proposal/Bid Form

To:

Date:

**The Vice President (Admin & IT)  
SBI Capital Markets Limited,  
171, Maker Tower, 'F', 17th floor,  
Cuffe Parade, Mumbai – 400 005.**

Sir,

**PROVIDING ON HIRE CARS TO SBI CAPITAL MARKETS LTD., (SBICAP)  
ON MONTHLY RENTAL BASIS**

Having examined the prequalification/eligibility criteria, other terms and conditions with regard to providing the cars on hire on monthly rental basis as stated in the 'Notice for Proposals/Bids', we submit our offer for providing on hire cars to SBI Capital Markets Ltd., on monthly rental basis.

We agree to abide by this Offer/Bid for the period of 90 days from the opening of Envelope 2 and extensions-thereof as required by SBICAP from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

We confirm that rates as referred in the 'Financial Bid' to which we give our consent and agree to abide by the same.

If this Offer is accepted, we undertake to enter into and execute at our cost, when called upon by the SBICAP to do so, a contract agreement in the prescribed form. Unless and until a formal Agreement is prepared and executed this offer together with your written acceptance thereof, shall constitute a binding Contract between us.

We understand that if our offer is accepted, we are to be jointly and severely responsible for the due performance of the Contract.

We understand that you are not bound to accept the lowest proposal/Bid/Offer you may receive and may reject all or any of them, without assigning any reasons or giving any explanation what so ever.

We agree to be abided by the other terms and conditions of the tender document.

Signature \_\_\_\_\_

(in the capacity of duly Authorized Person to sign tenders)

Name of the Company/Agency: \_\_\_\_\_

Address of the Company /Agency: \_\_\_\_\_

**SBI CAPITAL MARKETS LTD, MUMBAI**

**PROVIDING ON HIRE CARS TO SBI CAPITAL MARKETS LTD.,(SBICAP)  
ON MONTHLY RENTAL BASIS**

**PREQUALIFICATION/ELIGIBILITY CRITERIA:**

- i) The Agency/Company should be recognized from the State Transport Authority as an Authorised Transporter/Taxi Operator. Further, wherever applicable, the Agency/Company should also be duly registered under the concerned shops and Establishments Act and/or any other applicable laws and confirm to all such rules of RTO/ & polices/rules of the State Government.
- ii) The Agency/Company should be registered for the purpose of Service Tax and Sales Tax etc., as applicable.
- iii) The Agency/Company should be an Assessee under Income Tax Act and should have a valid PAN No.
- iv) The Agency/Company should be in the business of hiring of cars as Authorised Transporter/Taxi Operator for at least 3 years. They should have an average annual turnover of Rs. 100 lacs during last 2 years in the business of providing the vehicles on hire.
- v) The Agency/Company should be in possession of relevant RTO permission for the purpose, valid as on the date of submission of the Bid.
- vi) The Agency/Company should be in possession of minimum 20 cars of its own, either in the name of the Agency/Company or its Proprietor/Director. The vehicles to be procured from other Agencies will not be considered in this regard.

**Note:**

- a) The applicants shall be ineligible if any of these criterias are not fulfilled. The financial bids of only those agencies/companies will be opened who qualify in their technical bids, based on the parameters spelt out in the tender documents.
- b) If any information furnished by the Tenderer is found to be incorrect at a later stage, the agency shall be liable to be debarred from participating all future tendering / execution of contract. SBI Capital Market Ltd. reserves right to verify the particulars furnished by the Tenderer independently.
- c) Where copies are required to be furnished, these are to be certified copies preferably by the concerned Company/Agency/Bankers.
- d) SBI Capital Market Ltd. reserves the right to accept or reject any or all the offers without assigning any reasons thereof.

**SBI CAPITAL MARKETS LTD, MUMBAI**

**PROVIDING ON HIRE CARS TO SBI CAPITAL MARKETS LTD., (SBICAP)**

**ON MONTHLY RENTAL BASIS**

**TECHNICAL BID**

1	Name of the Company/Agency	
2	Address	
3	Contact Details (Name of the contact person & Ph Nos.)	
4	Year of Establishment	
5	Status of the Company/Agency (Whether Company/ Firm/ or Proprietary concern)	
6	Name & Address of the Directors/Partners/Proprietor)	
7	Shops & Establishment Act Registration No. & Date (Enclose copy)	
8	Service Tax Registration No. and date (Enclose copy)	
9	PAN No. ( Enclose latest IT Clearance Certificate/ IT Returns for previous 3 years)	
10	RTO Permit/Licence No. and date (Enclose copy)	
11	Annual Turnover for the last 3 years (Enclose copies of Balance Sheets for last 3 years)	(Amount in lakhs) FY 2013-14 FY 2014-15: FY 2015-16:
12	Total number of Cars owned (as on date)	
13	Name and Address of Bankers	

**Signature of the Authorized Person**

**Name:**

**Company/Agency Seal**

**Date:** \_\_\_\_\_

**SBI CAPITAL MARKETS LTD, MUMBAI**

**PROVIDING ON HIRE CARS TO SBI CAPITAL MARKETS LTD., (SBICAP)**

**ON MONTHLY RENTAL BASIS**

**FINANCIAL BID (A) FOR PETROL CARS**

**Brand New or not more than 6 months old**

**Toyota Etios G or Maruti Suzuki Ciaz VXi car or Honda City E Car**

1	Type of the Car	<b>Toyota Etios G-Car</b>	<b>Maruti Suzuki Ciaz VXi Car</b>	<b>Honda City E-Car</b>
2	Rate for 1200 Kms per month	Rs.	Rs.	Rs.
3	Rate for 2500 Kms per month	Rs.	Rs.	Rs.
4	Rate per extra Km	Rs.	Rs.	Rs.
5	Rate per extra hour (beyond normal duty hours of 12 hrs)	Rs.	Rs.	Rs.
6	Outstation Duty Allowance per day (*)	Rs.	Rs.	Rs.
7	Sunday Duty Allowance, if any.	Rs.	Rs.	Rs.
8.	Night retention charges, if any, per night beyond 12.00 midnight	Rs.	Rs.	Rs.

(\*) Outstation Duty Allowance shall be considered beyond:

On Western line : Virar

On Harbour line : Panvel/Uran

On Central Line : Badlapur

**Signature of the Authorized Person**

**Name:**

**Date:** \_\_\_\_\_

**Company/Agency Seal**

**SBI CAPITAL MARKETS LTD, MUMBAI**

**PROVIDING ON HIRE CARS TO SBI CAPITAL MARKETS LTD.,(SBICAP)**

**ON MONTHLY RENTAL BASIS**

**FINANCIAL BID (B) FOR DIESEL CARS**

**Brand New or not more than 6 months old**

**Toyota Etios G or Maruti Suzuki Ciaz VDi car or Honda City E Diesel Car**

1	Type of the Car	<b>Toyota Etios G-Car</b>	<b>Maruti Suzuki Ciaz VDi Car</b>	<b>Honda City E-Diesel Car</b>
2	Rate for 1200 Kms per month	Rs.	Rs.	Rs.
3	Rate for 2500 Kms per month	Rs.	Rs.	Rs.
4	Rate per extra Km	Rs.	Rs.	Rs.
5	Rate per extra hour (beyond normal duty hours of 12 hrs)	Rs.	Rs.	Rs.
6	Outstation Duty Allowance per day (*)	Rs.	Rs.	Rs.
7	Sunday Duty Allowance, if any.	Rs.	Rs.	Rs.
8.	Night retention charges, if any, per night beyond 12.00 midnight	Rs.	Rs.	Rs.

(\*) Outstation Duty Allowance shall be considered beyond:

On Western line : Virar

On Harbour line : Panvel

On Central Line : Badlapur

**Signature of the Authorized Person**

**Name:**

**Date:** \_\_\_\_\_

**Company/Agency Seal**