

बैंक ऑफ इंडिया  
Bank of India

BOI



Chandigarh Zonal Office  
Bank of India, Zonal Office, Star House  
SCO. 76-82, Sector 31 -A,  
Chandigarh Pin -160030

Ph. -0172-2671505; E-mail:- Chandigarh.security@bankofindia.co.in

**TENDERS FOR CASH VAN ON HIRE BASIS**

Tenders are invited for 05 Nos. air conditioned cash vans (fabricated on NEW AC Mahindra Bolero Camper/Tata Xenon) on Hire basis to be deployed at **Chandigarh, Panipat, Hissar, Faridabad and Gurgaon**. Firms applying should be in this business for at least 3 years and should preferably have an all India network. Firm should be registered under PF Act, ESI Act, Shop Establishment Act and should have at least one running contract with RBI/Public/ Private Sector Banks.

Application forms for Technical and Financial Bid can either be collected from our office from Bank of India, Zonal Office, Star House, SCO. 76-82 , Sector 31 -A, Chandigarh Pin -160030, during working hours, against payment of **Rs. 1000/-** or the same can be downloaded from our website [www.bankofindia.co.in](http://www.bankofindia.co.in) under the tender tab and a DD for the amount of Rs 1000/- to be submitted along with technical bids as application fee. **The Last date for submission of tenders is 25 August 2020 till 1700hrs. Technical bids of the Tenders will be opened at 1100hrs (time) on 31 August 2020.**

The Technical and Financial Bids should be submitted in separate sealed covers bearing title 'Technical Bid' and 'Financial Bid'. Both these Envelopes should be submitted in an Envelope titled 'Tender for Cash Vans'. The Earnest Money & Application fee should be enclosed in 'Technical Bid' Envelope.

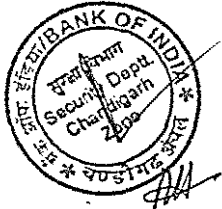
Please note that the Financial Bids of only those tenders will be opened who are found 'qualified' in Technical Bid. Technical Bids not accompanied by cost of Tender & Earnest Money Deposit will be rejected.

**Earnest Money:** EMD of Rs 100000/- (rupees one lakh only) shall be given with the offer. This shall carry no interest and shall be retained by the bank. EMDs of unsuccessful bidders will be returned after finalization of contract. EMD submitted by successful bidder shall be converted/adjusted as Security Deposit and will be held by the Bank for the period of contract. In case the firms are not found eligible technically, the EMD & Financial Bid shall be returned after finalization of technical bid.

**In case of withdrawal by successful bidders, they will be liable for forfeiture of EMD.**

**Address for collection and submission of application forms:**

Bank of India  
Security Department  
Zonal Office  
Star House ,  
SCO. 76-82 ,  
Sector 31 -A,  
Chandigarh  
Pin -160030



  
PUKHRAJ PANGRIYA  
ZONAL MANAGER

ELIGIBILITY CRITERIA

The mandatory requirements for empanelment are as follows:

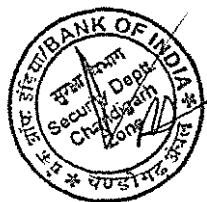
Ser	Eligibility Criteria	Documents Required
1	The bidder Company / Firm should have been in the business of providing cash van(s) along with driver(s) for the last three years as of 01 <sup>st</sup> July 2020	Order copies / any other proof indicating that the bidder is in the business since last 3 years to be furnished.
2	They should have an Office in the State of Punjab/Chandigarh/Haryana	Proof of the office to be furnished.(With address and name of the Manager)
3.	The bidder should have provided cash van services to a PSU Bank / RBI / Reputed Private Bank.	Relevant order copies and report of satisfactory service from the existing clients to be furnished.
4	The Service provider must have an average annual turnover of over <b>Rs. 50.00 Lacs</b> , during the last three years	Audited Balance Sheet for last 3 years.
5	The bidder should not have made loss in the last three years as of 31.03.2020	Audited Balance Sheet for last 3 years.
6	The bidder should have own fleet of atleast 10 Cash Vans. <b>[Sub-contracting or outsourcing of vehicles by bidder is not acceptable].</b>	List of <b>10 vehicles</b> with copy of relevant documents, i.e Regn. certificates & Insurance policies.
7	The bidder should have Credible Supervisory Infrastructure and Network	List of Name of employees and offices with Copies of relevant documents should be enclosed for providing cash van services.
8	The bidder should have drivers on their pay roll with valid driving licence and their antecedents duly verified by the police. Sub contracting will not be allowed.	List of <b>10 Drivers</b> to be furnished with supporting documents.
9	<b>Should have required Statutory Registration of Income Tax, Service Tax, Contract Labour Act (Regulation &amp; Abolition) 1970 – if applicable, EPF, ESI etc.</b>	<b>Copies of these Documents to be attached</b>
10	The bidder should be free from any litigation, in the services provided, with any bank/financial institution. The bidder should not have been blacklisted by any of the institutions as mentioned in point 2 above.	<b>Declaration to this effect to be submitted.</b>



Signature of the Bidder

**TERMS AND CONDITIONS**

1. Tender document can be collected from Bank of India, Zonal Office, Star House ,SCO. 76-82 , Sector 31 –A, Chandigarh Pin -160030–. Tender forms can also be downloaded from Bank's website [www.bankofindia.com](http://www.bankofindia.com)
2. **An Earnest Money Deposit (EMD) of Rs. 100000/- (Rupees One Lakh Only) and non - refundable an application fee of Rs. 1000 /- should be paid along with **Technical Bid** by way of Demand Draft drawn in favour of 'Bank of India' payable at Chandigarh . **Tender submitted without application money & EMD will be rejected.****
3. Upon finalization of awarding the contract, Earnest Money Deposit of unsuccessful tenderers will be refunded.
4. The tender is in 2 bid systems viz. "**Technical Bid**" and "**Price Bid**". Hence there shall be two sealed covers duly filled completely and duly super scribed as "**Tender under Technical Bid**" and "**Tender under Price Bid**" and the same shall be submitted to from Bank of India, Zonal Office, Star House ,SCO. 76-82 , Sector 31 –A, Chandigarh Pin - 160030.
5. The cover of **Technical Bid** shall contain the details of Cash van vendor's profile, duly filled up & signed Appendix 'A', Appendix 'B', Appendix 'C' and Appendix 'D', along with the Demand Draft of EMD & Application fee and relative enclosures.
6. The Financial Bid cover shall contain only the price quoted as per the prescribed format and any price submitted other than in the prescribed format shall be treated as invalid.
7. Last date for submission of Tenders is 25 August 2020 up to 5 PM. Technical bids of the Tenders will be opened at 11AM on 31 August 2020 at from Bank of India, Zonal Office, Star House ,SCO. 76-82 , Sector 31 –A, Chandigarh Pin -160030.
8. **All amounts should be mentioned both in words and figures and any corrections shall be duly authenticated by the signatory otherwise the tenders will be treated as invalid.**
9. **Insurance:** Service providers shall be fully responsible for comprehensively insuring the cash vans against all risks including theft, arson and accident at its cost. They also shall take and service the policy of **fidelity insurance** for Rs. 1 Crore, as cover against any loss to the Bank on account of any action by the staff of the agency.
10. Successful tender shall enter into an agreement with the Bank, as per Bank's prescribed format.
11. The Successful tenderers shall be agreeable to open an account with any branch of Bank of India convenient to them and the payment will be settled through the said account.



12. **Contract Period:** The contract will be for three years; subject to annual review and renewable after expiry of the contract, however the rates quoted will be valid for one year. There shall be no change in the package rate indicated during the first year period. Any revision of rate (if any) shall be considered after completion of the first year and thereafter annually. Decision of the Bank in this regard would be final.

**Bank reserves the right to terminate the contract with immediate effect in case the service provider fails to provide satisfactory services or fails to take security measures or not adhering to the tender terms & conditions. In other cases, Bank reserves the right to terminate the contract during contract period after giving one month notice to the service provider.**

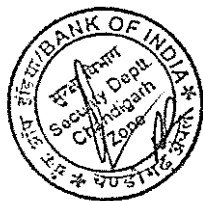
13. Each page of the tender submitted should bear the name and Signature of the owner.
14. For any clarifications, you may contact our Zonal Office Phone No 0172-2671505/2671531 between 10 AM and 5 PM.
15. Bank reserves the right to reject any or/all the tenders without assigning any reason whatsoever.

Name & Signature of the Vendor with seal



**Technical & Security Specifications for  
Cash van on New AC Mahindra Bolero Camper / Tata Xenon vehicle**

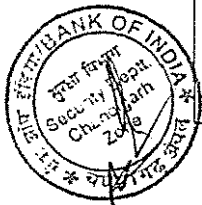
1.	Cash van shall be fabricated on a New AC Mahindra Bolero Camper/Tata Xenon having 05 doors. (02 for front seat, 02 for middle seat and 01 at the rear for cash cage)
2.	All doors (except rear) to have glass window pane with regulators.
3.	All windows shall have 1" square thick wiremesh having 5" to 6" wide firing slot spread across the window on lower side of the window.
4.	Front wind screen to have 1" square thick wiremesh, in two partitions to cover wind shield from stone pelting.
5.	All doors to have door locking facility from inside & outside and the rear door to have internal (in built) lock and aldrop with pad locking arrangement.
6.	All doors to have independent locking system not connected with each other.
7.	Cash cage to have fix partition (half portion made of thick tin sheet and upper half to have 12mm square iron rod grill partition) in the front portion and a collapsible gate with double locking arrangement at the rear and folding rail at the ground.
8.	Rear door to have strong steps to board the boxes and on the cash van
9.	Arrangement for seating shall be as under (in addition to driver seat) : (i) Co-driver seat – Original Seats. (ii) Full length seat in the middle – Original Seats
10.	An alarm system with one panic switch each at co-drivers seat, middle seat shall be provided. The same shall be connected directly with battery so that siren can be sounded even if vehicle is in 'off' position.
11.	Cash Van should be provided with GPS. All the charges for GPS will be inclusive in the monthly rental for cash vans;
12.	A Mobile phone will be provided by the vendor and the same shall be with the Cashier while the cash van is moving from one place to other.
13.	One spare stepney shall always be carried along with the vehicle. This should not be kept inside the cash cage.
14.	One dry chemical fire extinguisher (one kg. capacity) ABC type (stored pressure) shall be provided near driver seat.
15.	One first aid box with adequate first aid kit shall be fitted near drivers seat.
16.	All seats shall have a minimum of 6" seat cushion and also provided with washable seat covers.
17.	The cash van shall be marked with "ON DUTY - GOVERNMENT OF INDIA"
18.	Driver shall always have complete tool kit containing fan belts, air pump, spare bulbs, jack and handle and tools to open wheels and minor repairs.
19.	Adequate numbers and length of box securing chains shall be provided in the cash cage firmly fixed with body of the vehicle.
20.	The driver of the cash van shall have police verification report and the same shall be applicable for relieving driver also.
21.	All original documents of cash van should carried by the driver on cash van during cash van duty



**(Signature of Bidder)**

**APPENDIX "D"****TECHNICAL BID**

<b>Ser</b>	<b>Item</b>	<b>Details to be Provided by Service Provider</b>
1	Name of the applicant Firm/Company/Service Provider	
2	Address of the Registered Office	
3	Address of local office in _____	
4	Type of organisation (Proprietorship/Partnership/Pvt.Ltd.)	
5	Name of the Proprietor/Partners/Directors of Applicant with address with phone numbers	
6	Name of the Registering Authority with : Date and registration number	
7	Whether registered for Service Tax Purpose. If yes, mention number and Date (copies of latest service tax Clearance certificate to be enclosed)	Yes / No
8	Whether an Income Tax assessee (copies of latest income tax clearance certificate to be enclosed).	Yes / No
9	Agency's Turnover for last 3 years (Proof to be submitted)	YearI _____ YearII _____ YearIII _____
10	If you are registered in the panels of any other government/public sector/Private banks, etc. Please furnish details	
11	No. of cash vans held by Agency	_____ Vans.
12	How much time shall the agency take to provide fully fabricated MahindraBolero/Tata Xenon vehicle with specifications as given by Bank	30 Days / 60 Days
13	Minimum time needed for termination of agreement from either side.	30 days/60 days/90 days
14	Whether the agency has adequate parking space available within 5 kms of branch area or shall need additional payment for parking space (please specify).	Yes/No



15	Whether you will resort to sub-contracting	Yes/No
16	Whether the agency shall be able to provide mobile phone & GPS on each cash van. The mobile is to be kept in possession of bank round the clock.	Yes/No
17	Whether your agency shall accept on year lock in period for any increase towards rentals due to hike in FOL cost.	Yes/No
18	Whether the driver shall be ready to carryout extra duty beyond 8 hours, in case of need by the bank.	Yes/No
19	Whether the agency shall be in a position to provide another cash van (as replacement) immediately in case of breakdown of cash van enroute.	Yes/No
20	Whether the agency shall be in a position to provide police verification report of the driver & its replacement before deploying the driver	Yes/No
21	Whether the agency is providing cash van services to any other bank. If yes, then provide the details along with Name of bank, period of contract, value of Contract, etc.	Yes/No



**(Signature of bidder)**

DECLARATION

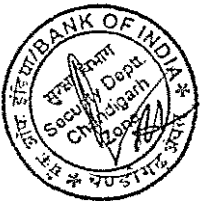
1. I/We have read the instructions appended to the Performa and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and Bank of India, on the basis of the information given by me/us can be treated as invalid by the Bank and I/we will be solely responsible for the consequences
2. All the information furnished by me/us hereunder is correct to the best of my knowledge and belief.
3. I/We agree that I/we have no objection if enquiries are made about the service extended be me /us in the accompanying sheets.
4. I/We agree to pay all the taxes/insurance/statutory charges as levied by local authorities.
5. I/We agree to maintain the vehicle in good condition at all times.
6. I/We agree to get the antecedents of the driver verified through the Police Dept.
7. I/We agree to modify the vehicle as per the Bank's requirement and as per security norms.
8. I/We agree to enter into formal agreement as per Bank's format.
9. I/We agree to keep the cash van in the custody of Currency Chest.
10. I/We agree to install GPS (Global Positioning System) in the cash van at our own expense to track the movement of vehicles as well as mobile phone (with agreed talk time) on each cash van, the custody of which will be with the bank.

Place:

Signature

Date :

Name & Designation & Seal of the company





**APPENDIX "F"**

**FINANCIAL BID**

<b><u>SER</u></b>	<b><u>ITEM</u></b>	<b><u>TO BE FILLED IN BY THE SERVICE PROVIDER</u></b>
1	Name and address of the applicant	
2	Monthly rental for providing one AC Cash van mounted on the Chasis of Mahindra Bolero Camper/Tata Xenon with necessary security fittings and GPS as per Bank's requirement with driver for 2000 kms per month	Rs. _____ per month#
3	Per km rates over & above 2000 kms to be paid after completion of 24000 kms or after 1 year whichever is earlier.	Rs. _____ per month#
	<b>Note: For the purpose of arriving at L-1, the cost of monyhly hiring charges would be calculated at the rate of monthly rate + 500 Kms of additional run over &amp; above 2000 Kms.</b>	
4	Overtime charges per hour over & above 8 hours working	Rs. _____ per hour
5	Mobile telephone to be provided by Service Provider and charges to be borne by the Service provider, as under:	
	a. Fixed charges :	Rs. _____ per month
	b. Talk time	Rs. _____ per month

**#The above rates shall be inclusive of all Taxes, etc.**



Date:

(Signature of Bidder)

## Agreement for Provision of Hired Cash Vans

This Agreement made at \_\_\_\_\_ this day of \_\_\_\_\_ 2020 BETWEEN BANK OF INDIA a body corporate constituted under the Banking Companies (Acquisition and transfer of undertaking ) Act 1970 Star House C-5 G Block Bandra Kurla Complex Bandra (East) Mumbai 400051, and having its Zonal Office at \_\_\_\_\_ hereinafter referred to as Bank (which expression shall unless excluded by or repugnant to the context be deemed to include its successor in interest and assigns) of the ONE PART and M/S \_\_\_\_\_, having its office at \_\_\_\_\_, herein after referred to as the Agency of the OTHER PART.

### IT IS HEREBY AGREED BETWEEN PARTIES HERETO AS FOLLOWS

- i) The Agency agrees to provide, as requested by the Bank, \_\_\_ Cash vans alongwith driver. This/These cash van/s shall be based at \_\_\_\_\_ centre and used as per Bank's requirement. The cash vans will be based at respective currency chests or at identified branch location or within its vicinity to be available in time for the daily-routine.
- ii) The Agency will provide Cash vans with drivers and the Cash vans, build/modified as per the Bank's standard design and fitted with Security Alarm and GPS System.
- iii) The Agency shall also provide one Mobile phone with the Cash Van, with a talk time of Rs. \_\_\_\_\_ per month, to be borne by Agency. This phone shall be in possession of the Officer/Cashier accompanying the cash van, while on move.
- iv) The agency will comply with all the Statutory requirement pertaining to the cash van such as Vehicle Insurance, RTO passing and PUC etc. In the event of any accident with the cash vans, the bank will not be held liable / responsible.
- v) The Agency will submit Police Verification Report as regards the Driver (including replacement Driver) The Agency should provide the Driver/s with Identity card.
- vi) The Agency will provide the Cash van for eight clear working hours per day on the all bank's working days. The Driver Time and distance from the parking place to the Branch/Currency Chest and back is to be excluded.
- vii) Bank will use Cash Van upto a minimum of 2000km per month for which monthly hiring charges of Rs. \_\_\_\_\_ shall be payable by the bank to the agency. Unused mileage in a month, if any, shall be utilized in subsequent months. Payment towards the excess kilometers i.e. beyond the 2000kms of monthly limit (24000Kms in a year), if any, will be paid at the end of ONE year @ Rs \_\_\_/- per kilometer.
- viii) The excess working beyond 8 hrs / day will be payable by Bank @ Rs. \_\_\_/- per hour.
- ix) The distance covered from the parking area to the concerned Branch (with which the van is attached) will not be reckoned for the purpose of calculations. The concerned branch shall maintain a log-book to this effect.
- x) Normally no increase shall be considered in the agreed rates during the currency of the agreement. However, in case of sharp increase in the rates of fuel, bank may, at its sole



- xi) discretion, consider an increase **but only after 1 year of deployment of the cash vans**, i.e. no increase will be considered during the first year;
- xii) The Agency shall keep the Bank indemnified against all penalties claims and liabilities of every kind for any violation of the Statutory Provisions, Rules and Regulations etc.
- xiii) The Drivers provided by the agency will be employee of the Agency and the Bank shall have no liabilities whatsoever in this regard.
- xiv) The agreement will remain in force for a period of 3 years, subject to review after one year. The total contractual period will remain for 3 years w.e.f. \_\_\_\_\_ to \_\_\_\_\_ for the Cash Van Vehicles. The contract may be further extended at the sole discretion of the Bank.
- xv) In case of breakdown of cash van, the agency shall provide an alternate vehicle with necessary modifications/fittings. If the Agency is not able to provide the vehicle, the Bank shall be at liberty to engage/hire another vehicle for the period of disruption of the service and deduct the cost of hiring of this vehicle from the Monthly rental bill.
- xvi) The contract may be terminated by either party by giving a minimum of One Month's Notice.

Signed for and on behalf of  
BANK OF INDIA by its  
Constituted Attorney

Signed for and on behalf of  
the service Provider

or

Duly authorized in that behalf  
in the presence of

In the presence of

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\_\_\_\_\_

