

- 3.8 The agency shall suitably instruct its drivers to follow the traffic rules while driving the vehicle and also advise them to always carry the valid commercial driving license while on duty and should have accident free experience of minimum 3 years in driving four wheelers / cars.
- 3.9 The agency may please note that in case of any fine /penalty imposed by the traffic police/ RTO authorities on account of not carrying the aforesaid documents or any negligence in driving, wrong parking etc. leading to violation of traffic rules, the entire liability of the same shall be the sole responsibility of the agency / driver.
- 3.10 The agency shall ensure that the drivers engaged wear clean uniform, are well behaved, follow decent manners and refrain from consumption of gutka, alcoholic beverages or any other recreational drugs while on duty.
- 3.11 The agency shall be responsible for police verification as well as identity of drivers engaged by the agency.
- 3.12 The drivers employed / engaged by the agency shall remain always employees of the service agency only and shall have no claim of whatsoever nature against the Bank. The Bank shall in no way or manner be responsible to third parties for any of their acts, omissions or deeds.
- 3.13 In case of any lapse in services, penalty as may be decided by the bank shall be applicable.

4. Pre-bid Clarifications

The intending Service Providers will have to send their queries by email to mail id. Priyadarshini rath priyar@sidbi.in ; Ranjana Bhattacharjee ranjana@Sidbi.in by December 20, 2019, (1300 hrs.) which will be clarified by mail. A Service Provider shall be deemed to have full knowledge of the nature of services to be provided, and no extra claims / deviations / modifications due to any misunderstanding or otherwise shall be allowed.

5. Rates

- 5.1 In case of hired cars, no escalation in rates will be permitted during the period of contract. Should there be an unprecedented rise in the price of fuel etc. during 2nd year of the contract and Bank decides to review the overall ceiling, the Service Provider can put in a request to the Bank for a reasonable increase in the rate for Bank's consideration in the 3rd year if the contract is extended beyond two years. Any decision in this regard by the Bank shall be final, conclusive and binding on the Service Providers.

- 5.2 However, wages of drivers for office cars shall be as per Central Govt.'s Minimum Wages approved by Central Labour Commissioner, New Delhi applicable from October 01, 2019 for skilled category and shall be revised from time to time as applicable. The prevailing rates are given in **Annexure IV (B)**.
- 5.3 No advance will be paid.
- 5.4 Applicable taxes will be deducted at source at the time of settlement of bills unless the Service Provider produces the certificate to the contrary from the Income Tax authorities. Certificate for tax deducted will be issued by the Bank.
- 6. Terms Of Payment:** The payment terms of the Bank are as under:
- 6.1 Payment to service provider shall be made on monthly basis. Service provider shall raise the invoices for services provided during the month and submit the consolidated bills to Administration Vertical in the first week of every month. The Bank after scrutiny will release the payments within 7-10 working days from the date of bill submission under normal circumstances. However, the Agency will ensure to credit the salary of the drivers to their respective accounts within two (2) days of receiving such payments from SIDBI.
- 6.2 All the payments including refund of EMD will be made by SIDBI Lucknow office, electronically through RTGS/ NEFT. All the Service Providers should submit duly filled-in & signed [by authorized signatory and Service Provider's banker] Bank Mandate Form as per format prescribed in **Annexure V**.
- 6.3 At the time of claiming the payments including refund of EMD, Service Provider will be required to confirm in writing the bank a/c and other details furnished in Bank Mandate Form. In case of any changes, Bank Mandate Form would require to be re-furnished.
- 6.4 The Service Provider must accept the payment terms proposed by the Bank. The Financial Bid submitted by the Service Provider must be in conformity with the payment terms proposed by the Bank. Any deviation from the proposed payment terms would not be accepted. The Bank shall have the right to withhold any payment due to the Service Provider, in case of delays or defaults on the part of the Service Provider. Such withholding of payment shall not amount to a default on the part of the Bank.
- 6.5 TDS, if any, will be deducted while releasing the payment.

7. Earnest Money Deposit

Annexure – IV (A)

Format of Financial Bid

Hiring on daily basis

(Amount in ₹)

<u>Particulars</u>	<u>AC Car (Swift Dzire Ethios or Equivalent car)</u>	<u>AC Innova or equivalent Cars</u>	<u>Luxury Cars Honda City, maruti Ciaz or Equivalent cars)</u>	<u>Super Luxury Segment (Skoda, Altis and equivalent cars)</u>
8 hrs / 80 Kms				
4 hrs / 40 Kms				
Per Addl. Kms				
Per Addl. Hrs				
Outstation per Km				
Driver Allow. / day for Outstation duty				

Annexure – IV (B)

Drivers for Office Cars

Salary Break-up / Central Govt.'s Minimum Wage (w.e.f. 01.10.2019)
(As per rates approved by Central Labour Commissioner, New Delhi
applicable from October 01, 2019)

Particulars	Driver (skilled category)
Minimum Wages for 26 days (A)	19058.00
EPF 12% of Rs 15000	1800.00
ESIC 3.25%	619.39
Bonus 8.33% of ₹7000/-	583.10
Sub- Total (A)	22060.49
Service Charge quoted by agency	
Sub- Total (B)	
GST @%	
Sub- Total (C)	
Grand Total (A+B+C)	

Note : GST will be paid as per applicable rates.