



**Empanelment of agencies providing driver services at Lucknow**

Request for Empanelment (RfE) is invited from reputed agencies interested in providing driver services at SIDBI, Lucknow. Agencies should have achieved annual sales turn over of ₹15 Lakh in any of the last three assessment years (AY 2016, 2017 & 2018). The pre-qualification criteria along with *terms and conditions / scope of work* are furnished in the **Annexure I and Appendix to Annexure I** respectively. The same are also available in the office of the undersigned during 0945 hrs to 1730 hrs on any working day (except Saturday & Sunday) between **June 01, 2018 and June 15, 2018**.

RfE should be submitted in sealed cover containing details of Constitution of the Agency, experience in handling driver arrangement, annual sales turnover, Income Tax Assessee, etc., duly supported by documentary proof as per the format enclosed at Annexure II.

***Earnest money deposit (refundable) of ₹ 18,000/- (Rupees Eighteen thousand only) by way of Demand Draft/Pay Order drawn in favour of "Small Industries Development Bank of India", payable at Lucknow may be submitted along with RfE.***

The RfE to be submitted should be addressed to "The General Manager, Administration Vertical, Small Industries Development Bank of India, SIDBI Tower, 5<sup>th</sup> floor, 15, Ashok Marg, Lucknow - 226 001" and superscribed 'RfE for providing driver services for Bank Cars at SIDBI Lucknow'. RfE should reach us not later than 1700 hours on **June 15, 2018**. The RfE which are not submitted in the prescribed manner will not be accepted. The RfE would be opened on **June 18, 2018 at 1500 hours** and the interested parties can make it convenient to be present at the time of opening the RfE. **The Bank reserves the right to accept or reject any or all RfE without assigning any reasons thereof.**

The General Manager,  
Administration Vertical,  
Small Industries Development Bank of India,  
SIDBI Tower, 5<sup>th</sup> floor  
15, Ashok Marg,  
Lucknow - 226 001

### **Pre-qualification Criteria**

(1)	The agency should be in existence for at least last three years.
(2)	The agency should have at least 3 years experience in providing manpower services to reputed organizations like all India Financial Institutions, Public Sector Banks / undertakings and large private sector Organisations, MNCs with annual sales <b>turnover of ₹100 lakh.</b>
(3)	The agency should have achieved annual sales turnover <b>of ₹15 lakh</b> in any of the last three Assessment Years 2016, 2017 and 2018. Attach copy of the relevant IT return / Balance Sheet /Profit & Loss A/c statement.
(4)	The agency should be an Income Tax Assessee having filed Income Tax returns for the Assessment Year 2018. In case the agency is exempted from paying income tax, the exemption certificate issued by IT Department may be enclosed.
(5)	In case of partnership firm, partnership deed registered with Registrar of Firms may be submitted OR in case the agency is private limited company, the registration certificate with Registrar of Companies should be submitted.
(6)	Registration under GST is mandatory.

The agencies qualifying the above pre-qualification criteria and agree to abide by the terms and conditions given in the Appendix may submit the RfE in a separate sealed cover superscribing - "RfE for Agency providing driver services at SIDBI Lucknow'- REF - NEWSPAPER ADVERTISEMENT DATED June 01, 2018"

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**Appendix to Annexure I**

**Terms and conditions/ scope of work for empanelment of agencies  
providing driver services**

- 1) The empanelment shall be valid for three years from the date of empanelment with SIDBI which could be further extended for a period of two years subject to satisfactory annual performance review. SIDBI shall have the right to terminate the empanelment at any time without being required to give any reason / notice thereof. Such termination will not give any right to the service agency for claim of any compensation or damage.
- 2) The service agency would be responsible for providing drivers ( 3 nos.) for driving office cars used by officials of SIDBI at Lucknow. The drivers shall perform duty for 8 hours each only from Monday to Saturday. In case of duty beyond 8 hours , eligible over time will be paid as per minimum wage Act. However, Bank can reduce or increase number of drivers at the approved rate, if required.
- 3) The service agency would ensure that the individuals engaged for the purpose would attend to work on time and in case of any absenteeism, suitable substitute should be provided to take care of the work. Agency will ensure that (i) there is no FIR lodged or criminal investigation going on against the individuals deployed for driving, (ii) the individuals will not take any type of intoxication while on duty and (iii) the distant vision of the individuals is fit for purpose of this service and a certificate of ophthalmologist may be taken in this respect by the agency. In case the individual deployed is found having taken any intoxication, it shall be treated as breach of contract and on the Bank advising the agency, such individual shall never be deployed again for services of the Bank.
- 4) The service agency shall maintain a register detailing the number of hours for which driving services were provided and mileage and submit along with the bill on monthly basis.
- 5) The service agency shall ensure that the individuals engaged shall have and carry always with them while on duty a valid commercial driving license.

- 6) The service agency shall ensure that the individuals engaged wear clean uniform, are well behaved and follow decent manners.
- 7) The service agency shall be responsible for police verification as well as identity of individuals engaged.
- 8) The service agency shall issue identity cards to the engaged individuals and submit a copy of that to SIDBI for records.
- 9) The office cars for which the individuals are provided will be solely under the care and supervision of the service agency and any damage or loss to the office cars will be entirely the responsibility of the service agency. The service agency shall, to the satisfaction of SIDBI, arrange to maintain the office cars and keep them in perfect running condition.
- 10) The service agency shall maintain the schedule of service /change of lubricants / refilling of fuel of office cars and keep the Bank informed about any service /maintenance required well in advance.
- 11) The individuals employed by the service 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.
- 12) Service agency shall follow all the laws related to labour for the individuals engaged by it.
- 13) The service agency should ensure compliance with the requirements of **Contract Labour (R & A) Act 1970, Govt. of India Minimum Wages Act 1948, EPF, ESI and also abide by all the other statutory requirements necessary in this regards.** SIDBI would neither involve itself in any matters nor be responsible in any manner for any shortcomings arising out of the non-compliance of the necessary regulations / laws. The agency indemnifies the Bank against all monetary or other benefits to which his personnel are entitled to during the period of employment or in relation to employment under various labour laws such as minimum wages act etc. or such other statutes as applicable from time to time. The bank shall have no priviti with the individuals deployed by the service agency in execution of the work.

- 14) The Bank shall not, in any way be responsible to any kind of injury or loss of health to the individuals of the service agency while they are performing their duties for the Bank.
- 15) Evaluation of the service agency's performance by the Bank and decisions taken thereof shall be final and binding upon the service agency.
- 16) The service agency shall be required to offer a minimum of 5 weeks credit period.
- 17) The Bank may terminate the agency from the list of empanelled agencies at any time after giving one month's notice particularly in, but not limited to any of the following events:

- i. Fraud committed by the agency;
- ii. Serious default of the contract terms committed by the agency;
- iii. Sub-contracting without authorization from SIDBI;
- iv. Un-satisfactory services;
- v. Any violation of general terms and conditions
- vi. Any misbehaviour of the individual or their gross negligence.

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**Application format for submitting information by the agency  
for providing driver services**

From,

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To,

**The General Manager,**  
Small Industries Development Bank of India,  
Administration Vertical,  
SIDBI Tower,  
15, Ashok Marg,  
Lucknow - 226 001

Sl. No.	Particulars	Details to be filled in by the Agency
1	Name of the Agency / Contact Person	
2	Regd. office/Local address of the Agency	Regd. Address :  Local Address :
3	Date of Incorporation/Constitution	
4	PAN/ TAN Nos. of the Agency (attach copies)	
5	GST Registration (attach copy )	
6	Whether registered with Registrar of Firms/ Date of Registration ( <b>Attach copy of registration</b> )	
7	In case of partnership firm, partnership deed registered with Registrar of Firms may be submitted OR in case the agency is private limited company, the registration certificate with Registrar of Companies should be submitted.	
8	Whether the Agency has 3 years experience in providing Manpower Services to reputed organisations like All India Financial institutions, public sector banks / undertakings, MNCs and large private sector companies with annual sales turnover of ₹ 100 lakh ( <b>Attach copy of Work Orders</b> )	
9	Whether the Agency meets all statutory requirement as per Minimum Wages Act, Employee Provident Fund Act, Workmen Compensation Act, Contract Labour (Regulation and Abolition) Act etc. as	

	applicable. <b>(Attach copy of registration certificate / licence)</b>	
10	Whether registered with Labour Department ? Date of Registration <b>(Attach copy of registration)</b>	
11	Whether the Agency has achieved annual sales turnover of ₹ 15.00 Lakh in any of the last three Assessment Years (AY 2015-2016, 2016-17 and AY 2017-18 <b>(Attach copy of P&amp;L A/C certified by Chartered Accountant)</b>	
12	Whether the Agency is an Income Tax Assessee having filed its Income Tax return for the last three Assessment Years (AY 2015-2016, 2016-17 and AY 2017-18 <b>(Attach copy of Income Tax Returns)</b>	

I / We agree to abide by the terms and conditions / scope of work stipulated by the Bank and mentioned in the **Appendix to Annexure I.**

I / We also undertake to ensure compliance with the requirements of Minimum Wages Act, Contract Labour Act, 1970, EPF, ESI and also abide by all the other statutory requirements necessary in this regard. I / We agree that SIDBI would neither involve itself in any matters nor be responsible for any shortcomings arising out of the noncompliance of the necessary regulations / laws.

Date:

SIGNATURE  
Name and Seal of the firm / Agency