



भारतीय लघु उद्योग विकास बैंक
Small Industries Development Bank of India

मुंबई स्थित कार्यालय की कारों के लिए चालक (डाइविंग) सेवाएँ
प्रदान करने से संबंधित एजेंसियों का चयन
Finalisation of Agency for providing
Driving services for office cars at Mumbai

मुंबई स्थित भारतीय लघु उद्योग विकास बैंक (सिडबी) के वरिष्ठ अधिकारियों द्वारा प्रयोग में लाई जाने वाली कारों के लिए चालक-सेवाएँ प्रदान करने के लिए प्राधिकृत एजेंसियों से मुहरबंद प्रतिवचन आमंत्रित किए जाते हैं। एजेंसी को प्राधिकृत अखिल भारतीय वित्तीय संस्थाओं, सार्वजनिक/ निजी क्षेत्र के बैंकों / उपक्रमों और निजी क्षेत्र की वृहत कंपनियों, जिनकी कुल वार्षिक बिक्री ₹ 80 लाख या उससे अधिक हों, को सेवाएँ प्रदान करने का न्यूनतम 3 वर्ष का अनुभव होना चाहिए। संविदा की शर्तें और पात्रता मानदंड क्रमशः संलग्नक I और संलग्नक II में विनिर्दिष्ट हैं। दिनांक 02 जुलाई, 2016 से दिनांक 24 जुलाई, 2016 तक किसी भी कार्यदिवस (शनिवार, रविवार एवं सार्वजनिक अवकाश को छोड़कर) पर 10.00 से 17.30 बजे तक इसे अधोहस्ताक्षरी के कार्यालय से भी प्राप्त किया जा सकता है।

Sealed responses are invited from reputed agencies for providing driving services for office cars used by Senior Officials of Small Industries Development Bank of India (SIDBI) at Mumbai. The agency should have at least 3 years experience in providing services of Drivers to reputed organisations like All India Financial Institutions, Public/Private Sector Banks / Undertakings and Large Private Sector Companies with cumulative sales turnover of ₹80 lakh in last three financial years. The eligibility criteria and terms and conditions of the contract are furnished in the **Annexure I** and **Annexure II**, respectively. The same are also available in the office of the undersigned between 10.00 hrs to 17.30 hrs on any working day (except Saturday, Sunday & Public holidays) from July 02, 2016 to July 24, 2016

प्रतिवचन, निम्न विवरण के अनुसार, दो भागों में, प्रस्तुत की जानी अपेक्षित हैं ;

The responses should be submitted in two parts described as under;

भाग-1 (परिचय), पुराने कार्यनिष्पादन/ अनुभव का विवरण होना चाहिए, जो पिछले तीन मूल्यांकन वर्षों में प्रतिष्ठित कंपनियों या वित्तीय सस्थाओं को प्रदत्त/ दी जा रही ऐसी संविदाओं/ सेवाओं के आदेश / बिलों और / या प्रमाणपत्रों की प्रतियों से विधिवत समर्थित होना चाहिए।

Part I (introduction), containing details of past performance / experience duly supported by copies of orders / bills and / or certificates for such contracts/services provided/being provided to reputed companies and financial performance in last three assessment years.

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भाग II मुहरबंद लिफाफे में प्रस्तुत किया जाए, जिसमें बैंक के वरिष्ठ अधिकारियों द्वारा प्रयोग में लाई जाने वाली कारों के लिए चालक-सेवाएँ प्रदान करने के लिए दरें (निर्धारित प्रोफार्मा में) हों।

Part II to be submitted in sealed cover containing the rates (in prescribed Performa) for providing driving services for office cars used by Senior Bank Officials.

25,000/- (Rupees Twenty Five Thousand only) की बयाना जमा राशि (वापसी योग्य) माँग ड्राफ्ट/ आदेश पर भुगतान, सिडबी, मुंबई पर देय के माध्यम से भाग-1 के साथ भेजी जानी चाहिए। भाग 1 के साथ बयाना जमा राशि संलग्न न किए जाने पर बोली निरस्त कर दी जाएगी।

Earnest money deposit (refundable) of ₹25,000/- (Rupees Twenty Five thousand only) by way of Demand Draft/Pay Order drawn in favour of "Small Industries Development Bank of India", payable at Mumbai may be submitted along with Part I. *The bid would be rejected in case EMD is not enclosed with Part I.*

प्रस्तुत की जाने वाली दरें निम्नलिखित को संबोधित होनी चाहिए।

The responses to be addressed to:

उप महाप्रबंधक / Deputy General Manager
प्रशासन उद्-भाग /Administration Vertical
सिडबी बीकेसी कार्यालय /SIDBI BKC Office
एमएसएमई विकास केंद्र / MSME Development Centre
सी -11, जी ब्लॉक /C-11,G Block
बांद्रा कुर्ला कॉम्प्लेक्स /Bandra Kurla Complex
बांद्रा (पूर्व) Bandra (East) Mumbai-51

लिफाफे पर मुंबई स्थित कार्यालय हेतु प्रयोग में लाई जाने वाली कारों के लिए चालक सेवाएँ प्रदान करने की व्यवस्था अंकित किया जाना चाहिए और वे उन्हें 25 जुलाई, 2016 को 13.00 बजे तक प्राप्त हो जानी चाहिए। भाव दरें प्रशासन उद्-भाग के श्री अमृत आनंद, सहायक प्रबंधक एवं श्री संजय काचरू, सहायक महाप्रबंधक, सिडबी, मुंबई कार्यालय को व्यक्तिगत रूप से प्रस्तुत की जा सकती हैं। निर्धारित रूप से प्रस्तुत नहीं की गईं भाव-दरों पर विचार नहीं किया जाएगा।

The envelope should be superscribed ' Arrangement for providing driving services for office cars at Mumbai' and should be submitted not later than 13.00 hrs. on July 25 ,2016. The quotations may be submitted by hand to Shri Amrit Anand and Shri Sanjay Kachroo of Administration Vertical SIDBI Mumbai Office. The quotations which are not submitted in the prescribed manner will not be considered.

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सिडबी किसी भी भाव-दर या सभी भाव-दरों को बिना कोई कारण बताए निरस्त कर सकता है।

The Bank reserves the right to accept or reject any or all quotations without assigning any reasons.

सिडबी अधिकारियों के संपर्क विवरण

Contact details of SIDBI officials

Shri Amrit Anand AM(Hospitality) (022)67531134 aamrit@sidbi.in	Shri Sanjay Kachroo AGM(Hospitality) (022)67531198 kachroo@sidbi.in
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Clarification, if any sought by agency should be made in writing (Letter/E-mail etc) and submitted on or before July 15, 2016. The text of the clarifications asked (without identifying the source of enquiry) and the response given by the Bank, together with amendment / corrigendum to the bidding document, if any, will be posted on the Bank (www.sidbi.in) website and CPP Portal latest by July 20, 2016. It would be responsibility of the agency to check the websites before final submission of bids.

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Annexure – I

The Eligibility Criteria

S.N.	Eligibility 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 driving services for office cars to reputed organizations like all India Financial Institutions, Public/Private Sector Organisations / Banks / undertakings and large private sector Organisations, MNCs with cumulative sales turnover of ₹80 lakh or more.
(3)	The agency should have been registered with Excise Department for Service Tax. Attach a copy of the registration certificate.
(4)	The agency should have achieved annual sales turnover of ₹18 lakh in any of the last three Assessment Years 2013, 2014 and 2015. Attach a copy of the relevant IT return / Balance Sheet /Profit & Loss A/c statement.
(5)	The agency should have been an Income Tax Assessee having filed Income Tax returns for the FY 2013, 2014 and 2015. In case the agency is exempted from paying income tax, the exemption certificate issued by IT Department may be enclosed.
(6)	In case of partnership firm, a copy of the partnership deed registered with Registrar of Firms may be submitted OR in case the agency is private limited company, the certificate of incorporation issued by Registrar of Companies should be submitted.

Terms and Conditions of Contract

- 1) The contract shall be valid for 24 months from the date of awarding of the contract which could be further extended for a maximum period of one year subject to satisfactory performance and mutually agreed terms and conditions. However, notwithstanding anything contained herein, SIDBI [hereinafter referred as the Bank] shall have the right to terminate the agreement /contract 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 driving services, Ordinarily Four(04) Nos. driver would be required to be provided for office cars used by Senior Officials of SIDBI as also other official duties at Mumbai. The duty timing would be 08:00 AM to 08:00 PM from Monday to Saturday.
- 3) The service agency should note that, the number of drivers may increase or decrease based on Banks requirement.
- 4) 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. It will ensure that there is no FIR lodged or criminal investigation going on against the individuals deployed for driving, the individuals will not take any type of intoxication while on duty. Medical fitness including the eye-sight (vision) of the individuals is fit for purpose of this service. . In case the individual deployed is found having taken any intoxication, it shall be treated as breach of contract and, such individual shall never be deployed again for services of the Bank.
- 5) 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. The service agency will also maintain the verified record of performed duty during Sunday and Public Hoildays and will attach/present with the monthly bill for payment.
- 6) The service agency shall ensure that the individuals engaged shall have and carry always with them while on duty a valid commercial driving license and accident free minimum experience of 3 years in driving four wheelers / cars.
- 7) The service agency shall ensure that the individuals engaged wear clean uniform, are well behaved and follow decent manners.
- 8) The service agency shall be responsible for police verification as well as identity of individuals engaged by the agency.

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- 9) The service agency shall issue identity cards to the engaged individuals and submit a copy of that to SIDBI for records.
- 10) 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.
- 11) 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. Expenditure towards Fuel / Service shall be borne by the Bank.
- 12) The individuals employed by the service agency as herein above 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.
- 13) Service agency shall follow all the laws related to labour for the individuals engaged by it.
- 14) The service agency should ensure compliance with the requirements of **Contract Labour (R & A) Act 1970, 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 privity with the individuals deployed by the service agency in execution of the contract work.
- 15) 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.
- 16) Evaluation of the service agency's performance by the Bank and decisions taken thereof shall be final and binding upon the service agency and no correspondence will be entertained.
- 17) The service agency shall be required to offer a minimum of 5 weeks credit period.
- 18) The Bank may terminate the contract at any time after giving one month's notice particularly in, but not limited to any of the following events:

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- i. Suspected 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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(Part – I)
THE FORMAT FOR TECHNICAL BID
[SERVICE AGENCY FOR PROVIDING DRIVERS FOR OFFICE CARS AT SIDBI MUMBAI]

The Deputy General Manager,
Administration Vertical,
SIDBI, MSME Development Centre,
C-11 G Block, Bandra Kurla Complex,
Bandra (E), Mumbai – 400 051.

SI No.	Particulars	Details to be filled in by the Agency
(1)	Name of the Agency Contact Person & Ph no	
(2)	Regd. Office/ Business address of the Agency	
(3)	Date of Incorporation / Constitution.	
(4)	PAN No. of the Agency [Attach copy of PAN card]	
(5)	Service Tax Registration No. [Enclose a copy of registration certificate]	
(6)	Whether registered with Registrar of Firms / Companies? [Enclose Partnership Deed / Registration certificate with Registrar of Companies]	
(7)	Whether the agency has 3 years experience in providing Driving Services to reputed organizations like all India Financial Institutions, Public Sector Banks / undertakings and large private sector organisations / MNCs with annual sales turnover of ₹80 lakh or more? (attach supporting documents)	
(8)	Whether the agency is in existence for the last three years? (attach supporting documents)	
(9)	Whether registered with Central and Excise Department for Service Tax? (Attach a copy of registration)	
(10)	Whether the agency has achieved annual sales turnover of ₹18 lakh in any of the last three Financial Year i.e. FY 2013/ FY 2014 and FY 2015?	

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SI No.	Particulars	Details to be filled in by the Agency
	(Attach a copy of P & L A/c of relevant assessment year)	
(11)	<ul style="list-style-type: none">Whether the agency has been an Income Tax Assessee having filed Income Tax returns for the Assessment Years 2013, 2014 and 2015? (Attach copies of Income Tax Returns for all the three assessment Years).In case the agency is exempted from paying income tax, the exemption certificate received from IT Department may be enclosed.	

I / We agree to abide by the terms and conditions stipulated by the Bank and mentioned in the **Annexure II**.

I / We also undertake to ensure compliance with the requirements of Contract Labour (R & A) Act, 1970, EPF, W.C. Act, 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 shall it be responsible for any shortcomings arising out of noncompliance of the necessary regulations / laws.

Date:

SIGNATURE
Name and Seal of the firm / Company

(The format shall be sent in a separate sealed cover superscribing – “ *Technical Bid for ‘PROVIDING DRIVING SERVICES FOR OFFICE CARS’* ”)

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(Part – II)
The Format for Financial Bid
[AGENCY FOR PROVIDING DRIVEING SERVICES FOR OFFICE CARS AT SIDBI MUMBAI]

The Deputy General Manager,
Administration Vertical,
SIDBI, MSME Development Centre,
C-11 G Block, Bandra Kurla Complex, Bandra (E),
Mumbai – 400 051.

Dear Sir,

We offer the rates per month per DRIVER for “PROVIDING DRIVING SERVICES FOR OFFICE CARS AT SIDBI MUMBAI” as under:

Sr. No.	Particulars	Cost per Driver (₹)	
		First Year	Second Year
1	All inclusive monthly charges for 12 hr driving services (8 am to 8 pm) during Monday to Saturday (26 days per month)		
2	Per hour charges on driving services on working days beyond regular service hours.		
3	Charges for Sunday's, if any		
4	Outstation charges, if any.		
5	Total Cost		
6	Total cost for two Years (for arriving at L1)		

Note:

- (1) Please note the agency will have to provide excess driving services other than ordinary requirement. Excess services may be required during the period of contract. However, charges for such services shall be same as above.
- (2) The above rates are exclusive of applicable taxes which would be paid at actuals.

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(3) Any request for change of rates during the tenure of the contract would not be entertained by the Bank.

(4) L1 would be based on total cost quoted for two years, S.N.6 of above table.

(5) All payments shall be subject to TDS, as applicable, at the time of payment.

I / We agree to undertake providing driving services subject to terms and conditions stipulated in **Annexure II** by the Bank at the rates quoted above.

Date:

SIGNATURE
Name and Seal of firm

(The rates will be offered in separate sealed cover superscribing "Financial Bid for Providing Driving Services")