

REQUEST FOR PROPOSAL (RFP)  
FOR  
"HIRING OF 3 CASH VAN FOR CURRENCY CHEST  
UNDER PATNA CIRCLE"

RFP REFERENCE NO : PCO/CCVAN/248/2022  
DATE OF RFP : 12/07/2022  
LAST DATE FOR SUBMISSION OF RFP : 03/08/2022(UPTO 3.00PM)  
DATE OF OPENING OF BID : 04/08/2022(AT 11.30AM)  
TOTAL PAGES : 26

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ISSUED BY:  
ASSISTANT GENERAL MANAGER  
PREMISES & ESTATE SECTION  
CIRCLE OFFICE, PATNA

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Contact Numbers : 0612-2325787

Email Id : premisescopat@canarabank.com

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## **TENDER NOTICE FOR HIRING OF CASH VANS**

Canara Bank, a body Corporate and a Premier Public Sector Bank established in the year 1906 and nationalized under the Banking Companies (Acquisition and Transfer of Undertaking Act 1970) having its Head Office at 112, J.C. Road, Bengaluru - 560002 and among others, having Premises & Estate Section at Ground Floor, Luv Kush Tower, Exhibition Road, Patna-800001. The bank intends to hire cash vans for use at currency chest under our Circle. Sealed bids under two bids concept (Technical Bid and Financial Bid) are invited as described in this document. Canara Bank, Patna Circle requires Total Three (03) Nos. Brand New or Used MAHINDRA BOLERO/ FORCE / TATA XENON OR Equivalent vehicles or other reputed make utility vehicle travelled not more than 50,000 KMs and less than 2 years old Cash-Van (modifiable as per Bank's requirement) vehicle on hire basis One (01) at Hajipur, One (01) at Gaya and One (01) at Munger from individual/registered company/firm/sole proprietor authorized agencies offering CASH-VAN services having local office/garage in respective district where cash vans are required along with dedicated driver to carry out cash remittances to and fro between different Branches of Patna Circle at Currency Chest **Hajipur, Gaya & Munger respectively** on monthly rental basis for one year and renewable on mutually agreeable terms as per the conditions laid down by our HO with necessary modifications for Cash Van remittance duties. The Cash-Van shall be attached to respective Currency Chests or at the respective Regional Office / desired location as per Bank's discretion.

**PERIOD OF ISSUE:** 01 Year from date of Agreement.

**EMD :** Rs. 20,000/- (Rupees Twenty Thousand only) per Van by way of crossed Demand Draft in favour of "CANARA BANK" payable at Patna.

**LAST DATE AND TIME FOR SUBMISSION OF OFFER DOCUMENT:** 03.08.2022 upto 03:00 PM.

**DATE / TIME OF OPENING OF TECHNICAL BID:** 04/08/2022 at 11:30 AM (The financial bids of only short listed offerers will be opened on a pre-intimated time & date).

The method of selection / short-listing proposed is highlighted in the enclosed document for information. Bank's decisions in this regard shall be final and binding.

The notification of document is to be downloaded from the Website of Canara Bank <http://www.canarabank.com/> .

### **COST OF TENDER DOCUMENT:**

A non refundable amount of Rs. 500/- + 18 % GST (Rupees Five Hundred only + 18 % GST) amounting to Rs. 590 (Rupees Five Hundred and Ninty only) for each cash van to be submitted as a separate Demand Draft of a scheduled bank drawn in favour of "Canara Bank" payable at "Patna" (along with technical bid in a separate sealed cover, super-scribing "**Cost of Tender Document for Cash Van**") and submitted along with Technical bid. **EMD IS TO BE SUBMITTED ALONG WITH TECHNICAL BID.**

**SECURITY DEPOSIT:**

The successful bidder should submit a Security Deposit for 10% value of the contract including GST within fourteen days from the date of receipt of the Banks' order. If the Security Deposit is not submitted within the stipulated time, Bank reserves rights to cancel the order and forfeit the EMD. The successful bidder should submit Security Deposit by way of Performance Bank Guarantee issued by a Scheduled Bank in India other than Canara Bank. No interest shall be payable by the Bank on the above in case of BG as security Deposit.

**SUBMISSION OF THE EMD IN THE "FINANCIAL BID" ENVELOPE SHALL RENDER THE OFFER LIABLE FOR REJECTION ON THE GROUNDS OF NON-SUBMISSION OF THE EMD.**

**The offer document comprises of:-**

- (a) Notice inviting offers for hiring of cash vans.
- (b) General instructions to offerers.
- (c) Draft agreement to be entered with the successful offerer consisting of scope of services, terms and conditions, payment terms etc.
- (d) Suggested layout & modifications of cash-van as per Annexure-A.
- (e) Confirmation of acceptance of terms and conditions of offer document and agreement as per Proforma-A.
- (f) Application for hiring of cash van as per Proforma-B.
- (g) Financial bid as per Proforma-C.

**CONTENTS OF THE TENDER:**

The tender is "**TWO ENVELOPE CONCEPT**" and it has to be submitted as such. It should be always be placed in sealed cover, with the name of the project written on the envelope mentioning "Technical Bid" and "Financial Bid" as the case may be and submitted in two different sealed envelopes simultaneously on the prescribed date and time as detailed below:

**PART 1.** The first envelope to be super scribed as "*Technical Bid*" should contain application for hiring of cash vans as per Proforma-B and Demand Draft of EMD amount.

**PART 2.** The second separate sealed envelope to be super scribed as "*Financial Bid*" should contain only Financial Quotation as per Proforma-C.

These two envelopes "*Technical Bid*" & "*Financial Bid*" along with duly completed document in the prescribed format accompanying all supporting documents shall be

sealed in a big envelope cover (Size: 30cm X 30cm) and super scribed as "**OFFER FOR HIRING OF CASH VANS FOR HAJIPUR, GAYA & MUNGER**" and shall be submitted to Canara Bank, Premises and Estate Section, Circle Office, Luv Kush Tower, Exhibition Road, Patna-800001 on or before 03/08/2022 up to 3.00 PM.

Non submission of either or any other relevant document shall automatically render the entire tender being rejected.

**Last Date of Submission:**

Sealed envelopes to be submitted on or before 03/08/2022 up to 3:00 PM. The sealed tenders will be dropped in the Tender Box and the individual should enter the details in the Tender Box Register at the time of dropping and shall be addressed to "**The Asst General Manager, Premises and Estate Section**", Circle Office, Patna.

**DATE OF OPENING:**

Technical Bids will be opened on 04/08/2022 at 11:30 AM (The financial bids of only short listed offerers will be opened on a pre-intimated time & date). In case of any unavoidable circumstances the tender shall be opened on the next working day.

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

ASSISTANT GENERAL MANAGER  
PREMISES AND ESTATE SECTION  
CANARA BANK, C.O., PATNA

Date: 12.07.2022

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### GENERAL INSTRUCTIONS TO OFFERERS

- Offers shall be submitted along with the EMD amount of Rs.20,000/- (Rupees Twenty Thousand only) per Van through Crossed Demand Draft favouring "Canara Bank" payable at "Patna". Offers without EMD are liable to be rejected.
- The language for submission of offer shall be English. Offerers must put his initials/signatures on **each & every page** of the offer document.
- SUBMISSION OF THE OFFER: The intending offerers have to submit their offers in two separate sealed envelopes.

The first envelope to be superscribed as "***Technical Bid***" should contain application form for hiring of cash van as per Proforma-B and Demand Draft of EMD & Cost of tender amount.

The second envelope to be superscribed as "***Financial Bid***" should contain only Financial Quotation as per Proforma-C".

**These two sealed envelopes along with**

- [NOTICE INVITING OFFERS FOR HIRING OF CASH VANS](#)
- [GENERAL INSTRUCTIONS TO OFFERERS](#)
- [DRAFT AGREEMENT TO BE ENTERED WITH THE SUCCESSFUL OFFERER CONSISTING OF SCOPE OF SERVICES, TERMS & CONDITIONS, PAYMENT TERMS.](#)
- [CONFIRMATION OF ACCEPTANCE OF TERMS AND CONDITIONS OF OFFER DOCUMENT AND AGREEMENT IN THE PROFORMA-A.](#)

Should be put in an outer envelope (**Size 30cmx30cm**) to be super scribed as "**OFFER FOR HIRING OF CASH VANS FOR HAJIPUR, GAYA & MUNGER** " and shall be submitted to our Office as mentioned in the notice inviting offers.

Offerer shall note that financial aspects of the offer should not be disclosed in any way, in the technical bid and such technical bids consisting financial aspects are liable for rejection.

- METHOD OF EVALUATION:-

#### TECHNICAL BID:

(a) MAHINDRA BOLERO/ FORCE / TATA XENON OR Equivalent vehicles Air-conditioned - Multi Utility Large body

(b) Experience in offering of cash van services to Banks/PSU/Govt agencies. Satisfactory certificate from the concerned Manager of Bank/Financial Institution should be enclosed. The certificate along with the copy of the client work order must clearly indicate

i) Number of cash vans being employed by the service provider.

- ii) Time from which it is employed.
- (c) Suitability of the vehicle in terms of our security requirements to be decided at the discretion of Bank officials.
- (d) The service provider should be an individual (resident of Bihar) /registered company/firm/sole proprietor (having registered office in Bihar) involved in providing cash van to Scheduled Commercial Banks for the past three years (will be given preference) as on 31.03.2022. Documentary evidence in support of the same should be enclosed with the technical bid.
- (e) Proof of local office/ local address in the respective areas for which the vans are required, of the individual/registered company/firm/sole proprietor so as to register vehicle in the Regional Transport Office of the area specified.
- (f) All applicants must be Income Tax Assessee and registered for paying Income Tax with the authorities. The individual/registered company/firm/sole proprietor, otherwise eligible but not an Income Tax Assessee, will not be considered.

**FINANCIAL BID:**

The financial bid will be evaluated based upon the rates quoted by the bidder for the rates for kilometers running up to **3000km** and per km rate for distance travelling more than 3000 km. L1 shall be arrived based upon the rates determined for a cumulative distance of 3500 Kms. The rates should be specified clearly with values written in words and figures.

- The offerer has to give a brand new OR travelled not more than 50,000 KMs and less than 2 years old Cash-Van fully Air-conditioned with modifications done as per Clause-2 & Annexure-A of enclosed draft agreement. The vehicle will be accepted after verification by our concerned officials and subject to meeting the security specifications.
- Seating arrangements for accommodating 6 persons excluding driver shall be made and necessary permit as Goods Carriage & insurance for the same shall be obtained from the RTO.
- The offerer shall engage a competent driver with valid license at his own cost.
- Offerer will provide police verification of all the drivers before Cash Van is put into service. He will re-validate the police verification every year.
- One cell phone along with SIM card and provision for monthly/life time recharge validity should be provided to the cash van driver and expenses are to be borne by the cash van service provider. Further offerer has to indicate telephone numbers of persons to be contacted during operation/emergency. Bank will not bear any such charges.
- The cost towards diesel and any other maintenance works shall be borne by the offerer himself.
- In case of any break down of the vehicle, the offerer has to get the same repaired immediately at his own cost and alternate vehicle should be arranged. However, if the alternate arrangement is done by the bank, necessary charges will be deducted from the monthly rental charges payable.
- The contract will be for a period of 1 year which can also be renewed further at Bank's option. The vehicle will be inspected on quarterly basis by our Security Officer and subject to the security clearance, road-worthiness the contract will be

reviewed and if found not meeting the specifications may lead to termination / discontinuance.

- No employee of the Bank is allowed to work as a contractor without the prior permission of the Bank. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Bank as aforesaid before submission of the tender or engagement in the contractor's service.
- The successful Offerer shall have to execute the agreement as per the format enclosed, by incorporating bank terms and conditions on a stamp paper of appropriate value.

Further the offerer shall sign the draft agreement and submit the same as token of acceptance which shall constitute a binding contract between the offerer and the Bank till the formal agreement on stamp paper is prepared and signed. All the documents and correspondence will form part of the contract.

- All the offers received will be opened on last date of submission (on specified date & time in event of any compelling circumstances) in the presence of the available offerers and financial bid of only shortlisted offer will be opened on pre-intimated date & time in the presence of eligible/short listed offerers.
- The 'Employer' or 'Bank' means any Officer of Canara Bank, who is specifically authorized to enter into contracts in respect of the above works.
- The acceptance of offer will rest with the Bank which does not bind itself to accept the lowest offer, and reserves to itself the authority to reject any or all of the offers received without assigning any reason. All offers in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. Bank reserves the right to accept the offers in full or in part and the offerer shall have no claim for revision of rates/other conditions if his offer is accepted in part.
- All necessary permits, Licences etc., from the statutory authorities like RTO, Corporation, Panchayat, Police, Labour Department, RBI etc., are to be obtained at the own cost of the offerer before operating the vehicle.
- Pollution Control Certificate to be obtained by the Service Provider within due date.
- Interest on EMD amount will not be paid. The EMD of unsuccessful bidders will be returned after completion of the process of awarding contract to the L1 offerer. In case of withdrawal by the bidder after acceptance of work order from us shall be treated as breach of the work contract by the OWNER and the security deposit shall stand forfeited by the HIRER.
- The offerer shall at his own expense arrange for the safety of drivers or employees directly or indirectly employed on the work by the offerer or his sub-contractors by way of indemnifying them through suitable insurance cover, the expenses and liabilities of which will be borne by the offerer.
- Bank reserves the right to terminate the contract at any point of time if at any stage the offerer is found not meeting the terms and conditions mentioned in the offer.
- The offerer shall enclose the documents pertaining to his previous experience of providing Cash Vans for other banks and financial institutions.
- Successful offerer will be required to execute agreement as per the format enclosed by incorporating bank terms and conditions.

- The contractor shall not sub-let/sub-contract any part of work, without prior written consent of the Bank.
- No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions will be reimbursed by the Bank.
- Applications received after the due date and time is liable for rejections.
- Vendors previously failed to execute the work awarded by Canara Bank, Patna Circle need not apply.
- For any clarification, following may be contacted:

PREMISES AND ESTATE SECTION  
CIRCLE OFFICE  
Luv Kush Tower, Exhibition Road, Patna -800001  
TEL: 0612 2325787  
e-mail: [premisesopat@canarabank.com](mailto:premisesopat@canarabank.com)

**PROFORMA OF AGREEMENT TO BE ENTERED WITH THE SUCCESSFUL OFFERER**  
(As a token of acceptance please fill this agreement and attach it)

**AGREEMENT FOR TRANSPORTATION OF CASH TO AND FRO BETWEEN CURRENCY CHEST & BRANCHES OF CANARA BANK, BIHAR**

MEMORANDUM OF AGREEMENT made this day \_\_\_\_ (Date of Agreement) between CANARA BANK, a Body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1978 having its Head Office at 112, Jayachamarajendra Road, Bengaluru - 560002 and carrying on business among other places at (Name of the CC) of the one part represented by its (designation) and holder of Power of Attorney (Name of the I/c of CC) (herein after called the HIRER) and the other part represented by (Name of the Owner/Proprietor) of (Name of the Company) (herein after called the OWNER) wherever the terms the OWNER and the HIRER refer to, include their heirs, executors, administrators and other persons claiming through or under them, as permissible under the laws for the time being in force.

Whereas the OWNER is desirous of operating LIGHT MOTOR VEHICLE on hire basis for the purpose of cash remittances from and to the Currency Chest of the Bank situated in HAJIPUR/GAYA/MUNGER to various branches and offices of the Bank situated in these District/s and for remittance from/to other branches/Currency Chests and,

Whereas HIRER has agreed to engage the cash van of (Name of the Company/Owner) with driver for the purpose of cash remittances from and to the (Name of the CC) to various branches and offices of the Bank situated in (Name of the District/s) and for remittance from/to other branches/Currency Chests and other places of Bihar upon such terms and conditions herein after recorded,

NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS UNDER:

- That the OWNER will let the HIRER to hire the light motor vehicle with registered No. \_\_\_\_\_ with such specifications as fully stipulated in Schedule 'A' annexed hereto.
- That this agreement shall remain in force for a period of 12 months from \_\_\_\_\_. The accepted rates of hire shall remain binding throughout the period of this contract and there shall be no escalation of hire charges for any reason whatsoever. The contract is extendable by another 12 months at the mutually agreed rates, terms and conditions, after the expiry of the initial agreement period at the option of the HIRER. However, the HIRER reserves its right to terminate this contract at any time during the current period of this contract and/or its extended period if any, by giving to the OWNER three month's notice in writing, WITHOUT ASSIGNING ANY REASONS WHATSOEVER, and in such event/circumstances the OWNER shall not have any claim against the HIRER by reason of early termination thereof.
- The OWNER shall make a deposit of Rs.20,000/- (Rupees Twenty Thousan only) as security deposit for each vehicle and No Interest shall be paid on this amount. In case of breach of agreement by the OWNER, the security deposit shall stand forfeited by the HIRER.

- The rate payable by the Bank for such hiring is agreed at Rs. \_\_\_\_\_ (In Words) up to and inclusive of 3000 kms and at Rs. \_\_\_\_\_ (In Words) per km above 3000 kms in a month.
- The OWNER or Service Provider shall not sublet any part of the awarded work to any other person or Service Provider.
- The Van should be parked at the Bank Premises over night and during Bank Holidays and even the movement to the workshop is to be done with the concurrence of the Currency Chest.
- The van if parked at the premises of the owner or at a place under his own arrangement within the same City of the Currency Chest, for want of space in the Currency Chest premises or for any reasons, upon instructions from the respective Currency Chest or the Circle Office, the recording of opening and closing meter readings at the starting and ending of the day will be done at the Currency Chest only and will obtain the signature of the permanent staff of the HIRER verifying the correctness of logbook entries on daily basis.
- The cash van if parked at the OWNER'S place or during servicing shall not be used for any personal use of the OWNER for any purpose or tamper with the meter readings of the said vehicle.
- That the OWNER shall maintain the said vehicle at all time in good roadworthy condition effecting all timely repairs, bearing and paying the entire operation cost of the Motor Vehicle and which will include and be deemed always to include the following:-
  - a) Cost of Fuel and lubricating oil necessary, Road Tax, Route permit fee, Vehicle tax and other taxes including licensing fee if any other such statutory levies/charges. The applicable income tax will be deducted at source and credited to the tax authorities by the HIRER duly mentioning the PAN No. of the OWNER.
  - b) All other charges not specified herein relating to the operation and maintenance of the said cash van.
  - c) Insurance of the vehicle comprehensive covering all risks, as may be reasonably contemplated to occur in carrying such activity.
  - d) All idling charges, loss by delay in transport/transit, road stoppage, delay in time consumed in loading and unloading or otherwise howsoever on account of operations normally carried out in respect of transmission of cash in Currency Chest/ Branches/ Offices.
- ❑ No other claims will be entertained by the HIRER. The OWNER shall submit a proof of paying the Taxes to the authorities.
- ❑ That the OWNER agrees to employ competent and efficient drivers, with permanent valid driving license in respect of the class of vehicle driven with proven integrity and honesty and also to bear their salary and emoluments.
- ❑ The driver provided by the OWNER shall be medically fit, mentally sound and shall possess good physique and not be suffering from any contagious/major

diseases. The driver of the cash van shall not take any alcohol or intoxicants and smoke during the duty hours. The driver shall not indulge in any activities including money transactions which may tarnish the image of the Bank.

- ❑ That the OWNER shall produce a police clearance certificate to the Currency Chest with photograph of the driver pasted on the said certificate and produce a fresh police verification certificate every two years or on employing a fresh driver.
- ❑ That the OWNER driver or other employee and representative if permitted inside the Bank's premises should conform to the Bank's work rules.
- ❑ That the OWNER immediately upon signing this agreement shall provide the Registration number, engine number, chassis number and all other particulars of ownership in respect of the motor vehicle to the HIRER which will be operated by the OWNER for the purpose of the HIRER under this agreement and the OWNER shall not undertake any change in respect thereof without obtaining the prior written consent of the HIRER.
- ❑ That the OWNER shall provide photo copies of the RC Book, Insurance cover, Driving License, Goods Carriage Permit, Pollution Control Certificate, Police Verification certificate to the HIRER immediately on renewal of any of the documents.
- ❑ After expiry of fitness validity the Cash vans would be required to undergo proper Fitness Condition Certificate from respective RTO as per State Government Rules. During this time i.e. for a maximum period of five days, the OWNER shall provide a Stand by Cash Van of similar type. The cash van after renewing fitness certification shall immediately report back to the Currency Chest where it is originally hired and shall not be utilized in other Currency Chests of the Bank either in the same Circle or at any other Circle. The standby cash van may only be utilized in other Currency Chests. The OWNER shall arrange to obtain proper FC once in every year at his own cost and for subsequent years.
- ❑ The OWNER will produce the vehicle for inspection by the Manager of the Currency Chest or Security Officer of the Circle or other superior officers of the Bank at any time on demand and any lapse observed by him/them shall be rectified by the OWNER at his cost.
- ❑ The OWNER, while changing the driver on replacement or for any reasons, shall give prior information to the Bank in writing.
- ❑ That the OWNER shall not use the said light motor vehicle for any other purpose other than carrying out his obligations under this agreement. The OWNER shall in no way remove or make the instrument of GPS based vehicle monitoring unit installed in the cash van to monitor the movement of cash van to non working condition. In such case of making the unit to non-working condition due to the negligence or wanton action of the driver or the OWNER, the entire cost of unit, installation charges and subscription charges will be deducted from the monthly payment.
- ❑ That the OWNER shall not have the exclusive right to operate the cash van for the purpose of cash remittance and the HIRER is at liberty to engage one or

more additional contractors to concurrently run with the OWNER.

- That the OWNER shall be responsible for and shall pay compensation if any payable to his employees (Drivers) under the Workmen's Compensation Act, 1923 and amendments thereto, that may be effected/that have been effected from time to time, for injuries caused to the workmen. The OWNER shall be responsible for and pay the expenses for providing medical treatment to any of his employees or any person who may suffer bodily injury as a result of any accident. In every case in which by virtue of the provisions of Workmen's Compensation Act, 1923, the HIRER is obliged to pay compensation to the workmen of the OWNER, the HIRER will recover from the OWNER, the amount of compensation to be paid and without prejudice to the rights of the HIRER under Section 12(2) of the Act and the HIRER shall be at liberty to recover such or other may fall due from the HIRER to the OWNER, whether under this contract or otherwise. The HIRER is not bound to contest any claim made against it under the Workmen's Compensation Act alleging that it is the principal employer, except on the written request of the OWNER and upon his giving to the HIRER full security for the costs for which the HIRER might become liable in consequence of contesting such claim.
- That the OWNER shall be liable for all payments to the Staff employed by him for the performance or carrying out this contract and in respect of all claims and liabilities of the OWNER'S business, and the HIRER in no event shall be liable or responsible for any payment and the OWNER shall keep the HIRER indemnified against the same, and from all proceedings in respect thereof or in relation thereto.
- The OWNER shall abide by all labour enactments, for the time being in force in the area of operation, in relation and as applicable to his establishment. The OWNER shall implement and observe all laws of the land and the rules framed there under, which are deemed beneficial to the staff employed by him in respect of carrying out this contract and
- The HIRER in no event will be responsible for any default or on observance of such laws/rules on the part of the OWNER and the offence that will arise out of such default or non observance, nor shall the HIRER be liable or responsible to monitor the due adherence/observance/compliance of such laws or rules, and that the OWNER shall indemnify and keep indemnified, the HIRER against the same and from all suits, actions, proceedings, claims or demands in respect thereof.
- That the OWNER agrees to abide by and scrupulously comply with and adhere to the provisions of Motor Vehicles Act and such other acts, rules and regulations, in force in the area in which the OWNER is plying his motor vehicles for the purpose of this contract.
- That the Driver, staff (If any) of the OWNER shall report with the Vehicle at 9:30 AM punctually at Currency Chest or at such other place or places as may be specified by the HIRER from time to time and communicated to the OWNER, and take directions, as per the delivery schedule given and drive the vehicle as per the delivery scheme from the Currency Chest to branches, Branches to Currency Chest and branches to branches for effecting delivery/remittance of cash, in company of such staff of the Bank as may be permitted/authorized to

carry in the light motor vehicle for the purpose of Security and for delivery of cash. Working hours /day for the van will be working hour/days of the Bank. However, in case of late reaching of the cash van to the originating place due to the exigencies of route covered, No additional payment shall be paid and such request shall not be entertained.

- ❑ That the OWNER shall give reasonable prior notice of his drivers who would be assigned the duty of operating the vehicle on contract to such authority as may be appointed in that behalf by the HIRER and obtain from him an identity card, also authorizing him to drive the vehicle.
- ❑ That the above said identity card issued to the drivers is only for the purpose of identification of drivers of the OWNER who would be driving cash vans and is only intended for the purpose of security and would not confer on such drivers any right of employment of any so ever nature with the HIRER in any so ever capacity.
- ❑ The driver/s provided by the OWNER to drive the vehicle will at no point of time stake claim to be an employee of the HIRER or the Bank.
- ❑ That the driver of Light Motor Vehicle shall not allow any other person other than the employees or the authorized representative of the HIRER, as are authorized in that behalf and are permitted to be carried by the driver.
- ❑ If the OWNER neglects to execute the work with due diligence as per schedule or refuses or neglects to comply with the terms of contract or contravenes the provisions of the contract, the HIRER may give notice in writing to the OWNER calling upon him to make good the failure, neglect or contravention within such time as may be reasonable and in default of the said notice, the HIRER shall have the right to cancel the contract holding the OWNER liable for the damages that the bank may sustain / incur. Thereafter the HIRER may make good the failure at the risk and cost of the OWNER.
- ❑ That the vehicles operated by the owner for the purpose of this contract shall not carry any material/thing objects/substance being other than that expressly authorized by the HIRER, and the OWNER shall indemnify and keep indemnified at all times the HIRER for any loss or damage caused to the property of the HIRER or injury, disablement or death caused to the employees of the HIRER and other persons authorized by the HIRER, by reason of carriage/presence nature/action of such unauthorized material/ thing/substance being.
- ❑ The OWNER shall be liable for any loss or damage to the HIRER's employees or any third party resulting from accident/ fire/ negligence/ explosion or any other cause in operating the vehicles for the purpose of this contract and shall indemnify and keep indemnified against such loss or damage and shall pay to HIRER such amount as the HIRER may be called upon by law to pay. The OWNER shall at all times, remain liable and responsible to the HIRER for any loss or damage caused by any carelessness, negligence, inexperience or wilful fault of the OWNER or its employees, for any of which HIRER SHALL BE THE SOLE JUDGE. The HIRER shall be at liberty to debit any cost of repairs or loss or damage to the account of the OWNER.
- ❑ That in the event of the vehicle operated by the OWNER for the purpose of this

contract becoming /being rendered unserviceable for want of repairs/servicing maintenance, the OWNER shall make immediate alternate arrangements for delivery of cash by other vehicles confirming to the specifications and modifications set out in Schedule “A” annexed hitherto. The OWNER shall not be entitled to be paid any extra/ additional hire charges for effecting such alternative arrangements. In the event of the OWNER failing to make immediate and effecting transportation of cash, RS.1000/- PER DAY FOR NON - AVAILABILITY OF THE VAN SERVICES will be deducted from monthly hiring charges.

- ❑ The cash van will have RTO passing and applicable State Govt. registration in Bihar and permits for commercial activity and any alteration/modification required for the HIRER.
- ❑ That in the event of there being any failure or neglect on the part of the OWNER to provide vehicle for the purpose of this contract as provided in this contract or laying off or lack of utilization of the vehicle by reason of accident or breakdown or any other reason, which may affect the use of the vehicle/vehicles by the HIRER, the HIRER shall be entitled to claim such damages, costs, expenses, charges or other amounts that the HIRER may have suffered or may suffer on account of or by reason of the OWNER’s delay, neglect or fault with or without rescinding the contract.
- ❑ That the OWNER shall have a comprehensive Insurance policy of the vehicle and for the persons travelling in the van including the driver, covering all risks as may be reasonably, contemplated to occur, in carrying cash and keep such policy in force at all times to cover all risks of whatever nature inclusive of any damage likely to be caused to the HIRER. The original Insurance Policy and proof of payment of all insurance premium and charges thereof as and when demanded by the HIRER. The number of persons covered should be at least 1+6 minimum including the driver in the cash van.
- ❑ That while effecting transportation of cash according to delivery schedule, the driver shall follow the instructions of the HIRER to follow the shortest cum safest possible route. In case a longer route is to be followed due to emergency or for security reasons or for avoidance of delay, the reasons why shortest route was not followed should be notified by the OWNER and the payment of hire fare shall be made only if the HIRER is satisfied as to its genuineness.
- ❑ The distance covered daily shall be recorded in the log book under the authentication of the official of the Bank authorized in that behalf and opening reading and closing reading shall be recorded at the Currency Chest itself irrespective of the parking place in the following format:

| Date | Opening reading of mileage at Cash Chest | Name of official who read the meter and his signature | Name of branch served | Closing reading of mileage | Name of official who read the meter and his signature |
|------|--|---|-----------------------|----------------------------|---|
|------|--|---|-----------------------|----------------------------|---|

- That the payment of hire charges payable shall be finalized and made as per the agreed rates mentioned in this contract and agreed by the HIRER, on submission of Invoice/Bill by the OWNER in respect of such charges payable for the previous month, within the 10<sup>th</sup> working day of the succeeding month and payment shall be made after due verification of the log book authenticated by the HIRER, which shall be conclusive and binding on the OWNER in the event of the HIRER making any interim payment to the OWNER, pending finalization of bills, of same will not be considered as admission of any liability on the part of the HIRER and shall be without prejudice to the HIRER's rights.
- The HIRER shall submit the Invoice/Bill containing details as follows:-
  - The name and address of Service Provider.
  - The name and address of Service receiver.
  - Description, classification and value of taxable service provided.
- That the OWNER shall make delivery in all instances within a reasonable time and will not hold up deliveries for any cause.
- The contractor shall maintain records with prior authentication by the Bank's officials containing following details and submit the same to the Bank duly completed and up to-date by the 5th day of every succeeding English calendar month regularly, in order to enable the Bank to make payment of the charges and expenses as herein provided . The Bank shall not be responsible or liable for any delay caused in payment of the said charges and expenses due to failure of the Contractor to submit the said record by the due date.
- NOTWITHSTANDING ANYTHING CONTAINED HEREIN, in the event of the OWNER being adjudicated insolvent, then in such event this AGREEMENT shall automatically stand terminated. Further in the event of breach, default or violation by the OWNER of any of the terms of this contract of which the HIRER shall be the sole judge, the HIRER shall be at full liberty to terminate this contract forthwith and without prejudice to all rights, remedies and claims of the HIRER under this contract or otherwise in law against the OWNER and the OWNER shall not be entitled to any claim for loss, compensation of damage arising out of /on account of any such termination.
- The HIRER may amend the agreement by giving notice of three month and such amendments will be binding on both the parties. The parties agree that the Courts in the city of respective districts alone shall have the sole jurisdiction to entertain any suit, application or other proceedings in respect of any matter arising under this contract.
- In the event of disputes, controversies, differences of opinion and claims arising out of or in connection with this Agreement or in a way relating hereto or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavour to settle such differences, disputes, claims or questions by friendly consultation and failing such settlement, the same shall be referred to a single Arbitrator appointed by the Bank. Though the Bank will make its sincere endeavour to get the consent of the OWNER for appointment of such single arbitrator, the Bank, at its discretion, can appoint such single arbitrator, who will be the Official of the Bank, as determined by it, even if the OWNER does

not give consent or refuses such consent or rejects the appointment of such single arbitrator of the Bank. Such arbitration shall be held in accordance with the Arbitration and Conciliation Ordinance, 1996 or any statutory modification or re-enactment thereof for the time being in force and shall be held in Patna and be conducted in English language. As the terms and provisions of this Agreement by their nature and content are intended to survive the performance hereof by any or all parties hereto, notwithstanding the referring of any dispute/s to arbitration as referred above, the OWNER shall continue to offer its services to the Bank prematurely, before the completion of the contract period. However, with regard to the disputable issue/s raised before Arbitrator, both the parties hereby agree to follow the same position/status quo, so far as such issues are concerned, as is followed before such issues are referred to Arbitration, during the remaining term of this agreement, provided the Bank is at liberty to alter the said position.

- However, notwithstanding anything stated in this clause, the Bank may, at its own discretion, opt not to subject the disputes to the Arbitration and in such case, this clause will become void.
- The OWNER notwithstanding the dispute shall continue to provide the services on same terms and conditions, till the Resolution of Dispute.
  - The Bank shall have right to terminate this agreement at any time without assigning any reason whatsoever and on such termination the Bank will have to get the service from other parties or make such alternative agreement, as is deemed fit. If the termination is caused due to the fault or non-performance or unsatisfactory performance of the OWNER, then the OWNER shall be liable to pay damages being the extra cost/expenses to be incurred by the Bank. The OWNER shall reimburse the amount claimed by the Bank immediately on demand.
  - The Service provider understand that if any false information is detected at a later date, any contract made between the Service provider and the Bank on the basis of the information given by the Service provider can be treated as invalid by the Bank and the Service provider will be solely responsible for the consequences. All the information furnished by the Service provider hereunder is correct to the best of its knowledge and belief.

We, the above parties have signed this deed of agreement after duly understanding the contents of this deed on the date mentioned above.

For Canara Bank (With Seal)

For the OWNER (With Seal)

Witnesses:

Witnesses:

1.

1.

2.

2.

- The contractor specifically agrees and undertake to indemnify demand or charges as a result of non-compliance or non-performance or non-observance by the Contractor or his employees of any provisions herein contained or provisions of any law from time to time in force in that behalf. The Contractor shall be solely responsible for the cash loss / shortage during the transit.
- This contract shall be in force for a period of one year w.e.f. .... certain with an option for the Bank for a further period of one year from the date of taking the Cash-Van for use with ..... increase in rent during the option period.
- Either party shall be entitled to terminate this contract by giving three months notice in writing to that effect to the other party without assigning any reason.
- In the event of the Bank terminating this contract, then the contractor shall not be entitled to claim any compensation for the additions / alterations to his vehicle from the Bank. The contractor's right shall be restricted only to receive the hire charges payable under THESE PRESENTS.

IN WITNESS WHEREOF the parties hereinto have hereinto set and subscribed their respective hands on the day and year first hereinbefore written.

SIGNED, SEALED AND DELIVERED

By the within named Bank, CANARA BANK,

By the hand of its Constituted Attorney and Senior Manager of its Currency Chest \_\_\_\_\_, Sri .....

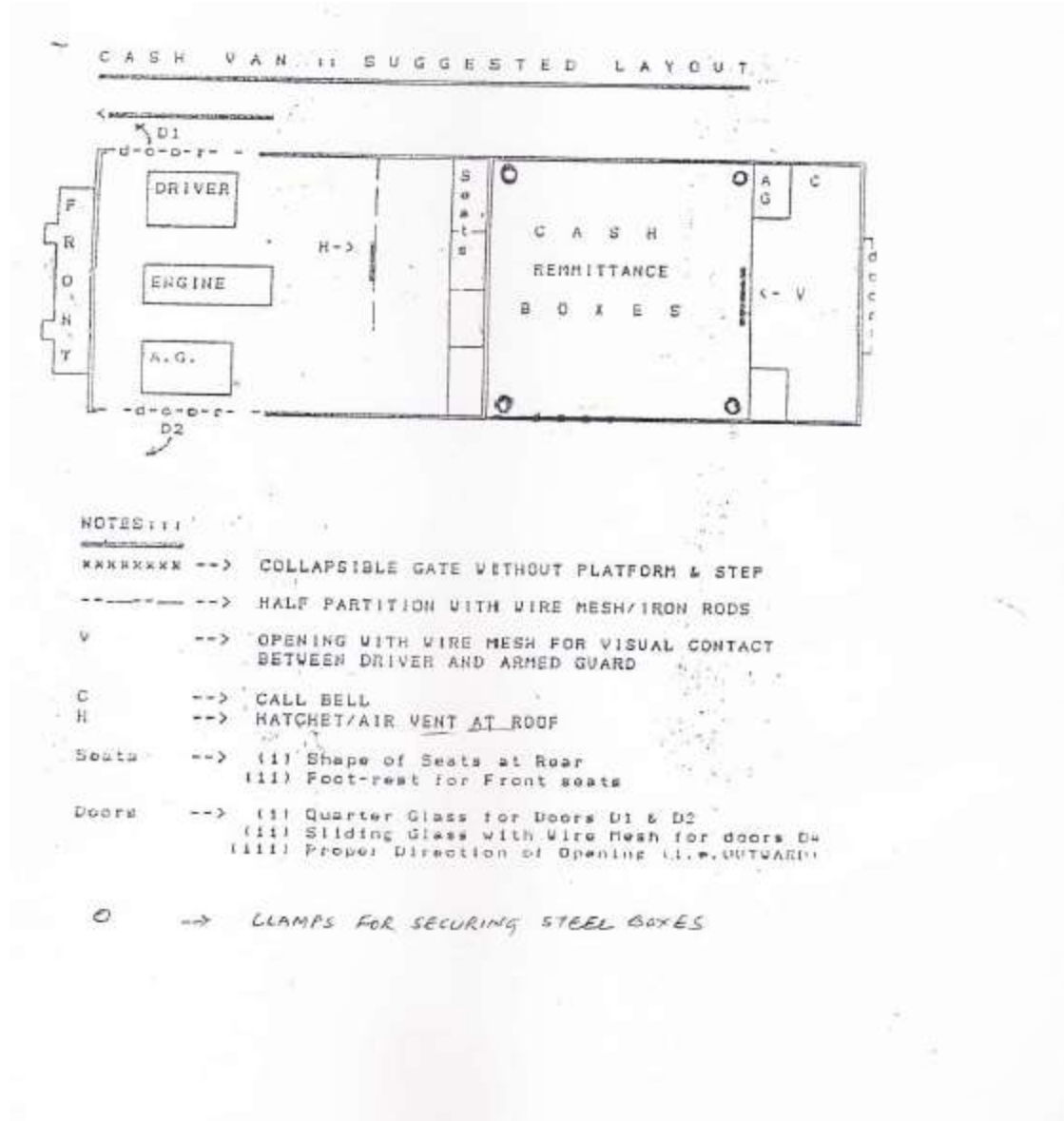
In the presence of Sri .....Constituted Attorney of the Bank and Senior Manager of the Currency Chest,

Witnesses:

1. ....

2. ....

ANNEXURE -"A"



Enclose Image and Technical Brochure.

Non specification of make, model number, non enclosure of an image and technical brochure of the van may lead to disqualification.

### Cash Van Modifications:

- ❑ Cash Van shall be a Goods Carriage permit vehicle and have ground clearance of not less than 190 mm. The cash van body shall be fabricated on Light Commercial vehicle (LCV) with an engine capacity of not less than 2600 CC, preferably turbo charged as specified by Bank from time to time.
- ❑ The Cash Van should have three compartments viz. Driver, Passenger, and Cash Compartment. Passenger compartment should accommodate custodians and armed guards.
- ❑ Vehicle should accommodate minimum 1+6 passengers and insurance coverage should also cover minimum 1+6 passengers. The service provider also shall take and service the policy of fidelity insurance for reasonable amount covering the cash van and driver.
- ❑ Fabricating and mounting cash van body on the vehicle of the Bank's choice with steel framing i.e. 18 gauge M.S. exterior panelling and 20 gauge M.S. interior panelling.
- ❑ 20 gauge Cold Rolled Close Annealed (CRCA) sheets for all sides & roof top for panelling. In the interiors, insulation should be provided in the form of thermo cool provided between interior and exterior panelling.
- ❑ The full width and full height partition between the crew compartment and the cash compartment should be partially (i.e. 40 CM from the ceiling) of fixed heavy duty welded mesh made of 3 mm diameter wire and the remaining portion of fixed M.S. Structure having aluminium panelling on both sides.
- ❑ There should be two rows of seats in the driver's cabin, front row for driver and co-driver and the rear row for three persons to sit.
- ❑ The Cash compartment and the Guard compartment should be segregated by a partition made partially of M.S. Structure having aluminium panelling on both sides and partially of collapsible gate with proper locking arrangements.
- ❑ The Cash compartment should have strong metal hooks fitted onto its body and iron chains to facilitate securing the cash boxes to the Cash Compartment.
- ❑ The entrance of the cash compartment shall be from the rear side to ensure proper visibility, operational feasibility and CCTV surveillance. The Cash compartment should be inaccessible and from outside the van unless operated internally through manual or electronic lock and cash compartment is specially reinforced with steel only one door and grill gate.
- ❑ Two doors in front and one door at rear with aluminium extruder buffed section windows with sliding glasses.
- ❑ Windshield should be a single piece, clear toughened glass in front with provision for fixing anti riot wire mesh covering. All other glasses to have fixed anti-riot mesh covering.
- ❑ The wire mesh on the co-driver window and other windows should have gun ports of 2.5 inch dia to enable the armed guards fire at outside targets, if need be. All windows and wind screen should have wire mesh protection (of not more than 1 sq. inch) to cover wind shield from stone pelting. No window to be provided in the cash box area.
- ❑ 20 gauge aluminium checkered plate for flooring. Have two rear-view mirrors in front i.e. one on each side.
- ❑ Necessary endorsement of RTO for modification/seating capacity is needed in the RC book. The cash van will have RTO passing, Bihar State registration and Commercial Goods Carriage permits for commercial activity as required for the Bank.
- ❑ All the laws applicable to Bihar and local laws, ordinance, regulations and

- codes will be complied.
- ❑ All doors should have flaps and locking provision from inside. Driver and rear side doors with provision to lock from both the sides.
  - ❑ Should have Security Alarm with GSM based auto-dialer system with a motorized siren should be fitted on rooftop with activation points (panic switches) with guard, driver and custodians (even at rear side of the vehicle)
  - ❑ Heavy duty shock absorbers should be fitted for the rear portion of the chasis.
  - ❑ The entrance of the cage should be from the rear door where a seat should be provided for the Armed Guard also. A collapsible grill gate should be fixed for locking the boxes inside.
  - ❑ Engine immobilizing switches should be provided near the driver and the Armed Guard in the rear.
  - ❑ Arrangement for mobile charging.
  - ❑ A 2 Kg CO2 type fire extinguisher to be provided opposite to the seat of the Armed Guard in the rear. Also adequate number of fire extinguisher should be available in Van.
  - ❑ The van should be equipped with CCTVs and recording of at-least 180 days shall be available anytime.
  - ❑ Adequate number of water bottle holders to be provided in the front and rear.
  - ❑ All doors to have glass window pane with regulator.
  - ❑ All doors to have strong inter locking facility.
  - ❑ Rear door to have strong steps to board the boxes into the cash van.
  - ❑ The van shall be equipped with a First Aid kit box having sufficient amount of cotton and bandages with necessary medicines.
  - ❑ Adequate numbers and length of box securing chains shall be provided in the cash cage firmly fixed with the body of the van and at least 4 rings of 8” diameter welded to the body of the cash van(as shown in Fig 1 in Annx ‘A’).
  - ❑ GPS based vehicle tracking system will be provided by agency only and will be monitored live with geo-fencing mapping by respective Currency Chest in Charge. Safety of the equipment to be ensured by agency. If damaged due to the negligence of the driver Bank will not reimburse any compensation.
  - ❑ All essential features like pollution compliant, GPS, CCTV recording facility, safety feature, regulatory compliant vehicle along with other feature is mandatory at anytime.
  - ❑ All the cash van to be accorded security clearance( in writing) from Security Officers of Bank before it becomes functional on duty and agency has to comply with the observations if any.

**PROFORMA - A**

SUBJECT: OFFER FOR HIRING OF CASH VAN

**CONFIRMATION FOR ACCEPTANCE OF THE OFFER**

I/We have read and examined the notice inviting offers for hiring of cash vans, general instructions to offerer's, and the draft agreement to be entered with and understood all its contents and all other relevant particulars.

I/We are fully eligible to provide services of cash van and have understood the scope of services, terms and conditions. We are agreeable to extend our services for hiring of Cash Van and the hiring charges have been conveyed separately in "Financial Bid in Proforma-C".

I/We fully understand that you are not bound to accept the lowest or any offer you may receive.

I/We agree that until a regular agreement is executed, this document with the Bank written acceptance thereof shall constitute a binding contract between us.

Date:  
the offerer.

Signature of

**(Please submit this acceptance letter in your letter head)**

PROFORMA - B

To be submitted in sealed envelope super scribed as "TECHNICAL BID"

APPLICATION FOR HIRING OF CASH VAN

|  |   |      |  |
|--|---|------|--|
| 1. NAME OF THE FIRM/SOLE PROPRIETOR/INDIVIDUAL :   |   |      |  |
| 2. LOCAL ADDRESS OF THE FIRM/SOLE PROPRIETOR/INDIVIDUAL WITH MOBILE & LANDLINE PH. NO. EMAIL ID-             |   |      |  |
| 3. PAN NO.   |   |      |  |
| 4. GST REGISTRATION NO.(In case Registered)  |   |      |  |
| 5. LOCATION OF GARAGE  |   |      |  |
| 6. NAME & TELEPHONE NO. OF PROPRIETOR  |   |      |  |
| 7. TOTAL INTERNAL USABLE AREA OF THE VEHICLE (Length x Width in feet)  |   |      |  |
| 8. NO. OF VEHICLES OWNED BY / ATTACHED TO THE AGENCY/INDIVIDUAL  | REG. NO.                                | TYPE |  |
| 9. NO. OF YEARS OF EXPERIENCE (Please attach necessary proof)  | 1.                                      | 2.   |  |
| 10. NAME OF BANK / PSU / TO WHICH CASH-VAN SERVICES HAS BEEN RENDERED IN THE PAST THREE YEARS                | 3.                                      | 4.   |  |
| 11 .NAME OF THE BANK / PSU / GOVT. AGENCIES WHERE ENLISTED / REGISTERED ( Pl. enclose documentary proof)     | NAME OF BANK / PSU / GOVT. AGENCY       |      |  |
| 12. WHETHER THE TERMS & CONDITIONS AND THE AGREEMENT FORMAT ATTACHED WITH OFFER DOCUMENT IS ACCEPTED IN FULL | 1.                                      | 2.   |  |
| 13. CONTRACT PERIOD  | ONE YEAR W.E.F THE DATE OF AVAILMENT OF |      |  |

|                                   |  |
|-----------------------------------|--|
|                                   | NEW VEHICLE AS PER BANK'S SECURITY NORMS.  |
| 14. PENALTY                       | RS.1000/- PER DAY FOR NON -AVAILABILITY OF THE VAN SERVICES.   |
| 15. DURATION OF AGREEMENT         | 1 YEAR W.E.F FROM THE DATE OF PROVIDING THE VAN.   |
| 16. OTHER CONDITIONS (ADDITIONAL) | <ul style="list-style-type: none"> <li>• VEHICLE TO BE MODIFIED AS PER THE SECURITY SPECIFICATION STIPULATED BY THE BANK</li> <li>• TOLL TAX TO BE BORNE BY BANK</li> <li>• NO ENHANCEMENT WILL BE PERMITTED DURING THE PENDENCY OF THE CONTRACT.</li> </ul> |

**Cost of Application and EMD Details:**

| Sl. No | Details   |   |   |
|--------|---|---|---|
|        | HAJIPUR, GAYA, MUNGER   |   |   |
| 1.     | One Cash-Van For Each Currency Chest                                      |   |   |
| 2.     | Application Fee of Rs. 590/- per cash van enclosed as DD (Non Refundable) | DD Amount<br>_____<br>DD No.<br>_____<br>Date:<br>_____ | DD Amount<br>_____<br>DD No.<br>_____<br>Date:<br>_____ |
| 3.     | EMD of Rs.20,000/- enclosed for each cash van                             | DD Amount<br>_____<br>DD No.<br>_____<br>Date:<br>_____ | DD Amount<br>_____<br>DD No.<br>_____<br>Date:<br>_____ |

DECLARATION

- All the information furnished by me / us here above is correct to the best of my knowledge and belief.
- I / We have no objection if enquiries are made about the information provided in the application form / accompanying sheets / annexures.
- The undersigned understands and agrees that any further relevant information may be requested and agrees to furnish any such information at the request of the Bank.
- I / We agree that the decision of CANARA BANK in selection will be final and binding on me / us.

Place :  
Date :

SIGNATURE

NAME & DESIGNATION  
SEAL / STAMP OF OFFERER

PROFORMA - C

To be submitted in separate sealed envelope super scribed as "FINANCIAL BID"

FINANCIAL BID

| Sl. No. | DETAILS   | Rate Quoted in Rs.<br>(All inclusive)                      |
|---------|---|--|
| 1 A     | Consolidated payment (with fuel)<br>Minimum KMs per month: with AC<br>- 3000 Kms per van) | Rs...../- per month<br><br>{In Words:<br>..... }           |
| 1B      | For additional KM run in above case: with AC  | @ Rs...../- per additional KM<br><br>{In Words:<br>..... } |
|         | Total amount per month -> 1A + ( 500 x1B)   | Rs...../-<br><br>{In Words:<br>..... }                     |

|   |   |  |
|---|---|--|
| 2 | Any additional information the bidder wish to furnish |  |
|---|---|--|

Please note that the lowest quotation (L1) will be determined based on the total amount per month calculated as per 1A + (500 x 1B) mentioned above.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL/STAMP OF OFFERER