



झारखण्ड ग्रामीण बैंक
Jharkhand Gramin Bank
Scheduled Bank Owned by Government

क्षेत्रीय कार्यालय,
जशपुर रोड,
बडाईक मोहल्ला, गुमला,
पिन - 835207 (झारखण्ड)

Regional Office,
Jashpur Road,
Badaik Mohala, Gumla,
Pin - 835207 (Jharkhand)

JHARKHAND GRAMIN BANK REGIONAL OFFICE, GUMLA

TENDER FOR HIRING OF VEHICLE ON MONTHLY RENTAL BASIS

Tender No. Accts/02/2026-27

Date: 20.04.2026

Important Dates:

Opening date for submission of Tender Documents.	20.04.2026
Last date for submission of Tender documents	11.05.2026, 4:00 PM
Date of opening of Technical Bid.	12.05.2026, 11:00 AM
Date of opening of Financial Bid.	12.05.2026, 3:00 PM

Address for Communication

Jharkhand Gramin Bank,
Regional Office, Gumla
Baraik Mohalla, Jashpur Road,
Gumla – 835207, (Jharkhand)
E-mail ID. rogumla.account@jrgbank.bank.in

DISCLAIMER

The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of Jharkhand Gramin Bank (Bank), is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided. This Tender is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this Tender invitation is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender invitation does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender.

Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender documents. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

**Jharkhand Gramin Bank,
(Regional Office, Gumla)**

Invitation to Bid

Jharkhand GraminBank, Regional Office, Gumla, Jharkhand invites applications from Individuals/ firms/ agencies /companies for the purpose of providing one new vehicle **Tata Nexon / Mahindra XUV 3XO (Vehicle should not be older than three years as on 31.02.2026)** on hire for use by the Bank's officers of Regional Office, Jharkhand Gramin Bank, Gumla, on monthly hiring basis, for a period of **36 months (3 years)**.

1	Tender No.	Accts/02/2026-27
2	Model & Make of Vehicle	Tata Nexon Creative or higher variants Mahindra XUV 3XO – MX3 or higher variants
3	Fuel	Petrol / Diesel
4	Transmission	Manual /AT
5	Number of Vehicle	One
6	Colour	White
7	Bid Validity	3 months from the date of submission
8	Tender availability	"Tender Section" at jrgbank.bank.in
9	Tender availability Period	20.04.2026 to 11.05.2026 till 4:00PM.
10	Last date and time of receipt of bid	11.05.2026 Upto 4:00pm
11	Tender Cost (Non-refundable)	Rs. 2000/- (₹ Two Thousand Only) by Demand Draft / Banker's Cheque drawn in favour of Jharkhand Gramin Bank payable at Gumla. (To be enclosed in sealed envelope as a part of technical Bid)
12	Earnest Money Deposit	Rs. 30000/- (₹ Thirty Thousand Only) by Demand Draft / Banker's Cheque drawn in favour of Jharkhand Gramin Bank payable at Gumla. (To be enclosed in sealed envelope as a part of technical Bid)
13	Total Security Deposit	Rs.30000/- (₹ Thirty Thousand Only))by Demand Draft / Banker's Cheque drawn in favour of Jharkhand Gramin Bank payable at Gumla.
14	Address at which the tenders are to be submitted	The Regional Manager, Jharkhand Gramin Bank, Regional Office, Gumla Baraik Mohalla, Jaspur Road Gumla – 835207
15	Date and time of opening Tenders	Technical Bid: 12.05.2026, 11:00 A.M. Price Bid:12.05.2026, 3:00 P.M.
16	Place of opening tenders	The Regional Manager, Jharkhand Gramin Bank,

		Regional Office, Gumla Baraik Mohalla, Jaspur Road Gumla – 835207
17	GST	<i>GST will be paid as extra amount by the Bank. Quoted amount by contractor should be excluding GST.</i>

- 1.The format for submission of the “Technical Bid” containing detailed parameters, terms and conditions and “Price bid” can be downloaded from Jharkhand Gramin Bank website www.jrgbank.bank.in under Tender Section - from 20.04.2026 to 11.05.2026.
- 2.The offers in a sealed cover complete in all respects should be submitted on or before 11.05.2026 by 4:00 pm during working hours at the following address: Regional Manager, Regional Office Gumla, Jharkhand Gramin Bank, Baraik Mohalla, Jaspur Road, Gumla.
- 3.The Jharkhand Gramin Bank reserves the right to accept or reject any offer without assigning any reasons thereof. Bank reserves the right to change / cancel / withdraw the tender at it's discretion without assigning any reason for the same.
- 4.The information provided by the bidders in response to this Tender document will become the property of Jharkhand Gramin Bank and will not be returned. Jharkhand Gramin Bank reserves the right to amend, rescind or reissue this tender and all amendments will be advised to the participating bidders and such amendments will be binding on them.
- 5.Representatives of Bidders, if they so choose may present themselves during the opening of the Bid. However, bid would be opened even in the absence of any or all the authorized representatives of the bidders.
- 6.The successful bidder has to supply the vehicle /(s) at the earliest but not later than **15 days** from receipt of work order. Failing to do so, earnest money deposit will be forfeited by the Bank and work order will be cancelled. However, Bank at its sole discretion may prescribe additional time.
7. The vehicle offered should be with taxi permit including permit to ply in the State of Jharkhand.
- 8.The successful bidder has to execute a contract (Annexure - Agreement enclosed) with the Bank in the format prescribed/ approved by the Bank.
- 9.The successful bidder shall provide a **security deposit as prescribed in this tender document**, within 30 days of allotment of work that will be retained by the bank for the full period of the agreement and will be returned back on the expiry of the agreement or termination of contract without interest, after adjusting any loss or damages caused to the bank.
10. Jharkhand Gramin Bank reserves the right to accept or reject any or all bids without assigning any reason thereof and Bank's decision in this regard will be treated as final. Bids may be accepted or rejected in total or any part or items thereof. No contractual obligation whatsoever shall arise from the Tender process unless and until a formal purchase order is signed and issued by duly authorized officials of the Bank.

11. Jharkhand Gramin Bank is not responsible for non-receipt of bids within the specified date and time due to any reason including postal delays or holidays.
12. Any amendments/ corrigendum shall be published in Bank's website only. Therefore, Bidders are requested to visit Bank's website regarding modifications/ corrigendum issued in regard to extension of date of submission/ opening of bids etc.
13. Jharkhand Gramin Bank reserves the right to re-negotiate the prices in the event of changes in the market conditions and/or technology etc.
14. All pages of bid document should be stamped and signed by authorized signatory of the bidder.
15. **Calculation of charges:**
 - a) The applicants have to quote the amount for the fixed monthly charges including 1000 KM per month free travel, driver's salary, allowances (as applicable), all other regulatory compliance, maintenance, insurance and other expenses other than which are specifically included as other charges herein. Any unused/ untraveled part of monthly free KM will be carried over for next two months.
 - b) The other charges to be paid have been fixed by the bank, which will be common for all the agencies. The other charges per vehicle shall be calculated as under:
 - i. Per KM charges exceeding monthly fixed free travel (KM) for specific vehicle will be calculated at a rate of Rs. 10/- per KM
 - ii. Extra hour charges: Rs. 75 per hour subject to maximum Rs225/- per day, over & above the fixed limit of 12 hours (*Usually 8:30 AM to 8:30 PM but drivers will be utilized based on the requirement and 12 hours will be counted since Driver's arrival on duty*).
 - iii. Sunday usage :Rs 200/- per day.
 - iv. Outstation charges will be paid at Rs.250/- per night for overnight stay in outstation trips. Outstation charges will be paid only if food and lodging is not provided by the Bank.

Note: The charges specified under clause no. 15 b) (ii), (iii) & (iv) shall be paid separately to the driver on duty. The Firm/Agency will have to submit bill indicating account details of driver on duty and amount payable to him.

16. **Eligibility criteria /prequalification:** *The applicants shall be ineligible if any of these criteria are not fulfilled, Bank reserves the rights to modify or amend or relax the eligibility criteria. The Bank's decision will be final & binding in this regard*
 - a. The bidder should not have been blacklisted/ terminated by any Govt. / PSU / Banks for corrupt or fraudulent practices or non-delivery or non- performance or deficiency in service or any other act during the last three years as on the date of

issuance of tender. (Annexure - D to be enclosed)

- b. The Firm/ Agency / Company should be an assessee of Income Tax and should have valid PAN number. (PAN card copy to be enclosed)

17. **Tender cost:** Tender cost, an amount of Rs. 2000/- (Rupees Two Thousand Only) should accompany the Technical Bid Document. The Tender Cost shall be paid in the form of Demand Draft / Bankers Cheque from Nationalized Bank /Scheduled Commercial Bank in favour of **Jharkhand Gramin Bank, payable at Gumla**. Any Bid not accompanied by the requisite Tender Cost shall be deemed to be invalid and will be rejected. (*Exempted for MSE units subject to submission of required certificate in this regard*)

18. **EMD:** Earnest Money Deposit (EMD), amount of Rs. 30,000/- (Rupees Thirty Thousand Only) should accompany the Technical Bid Document (*Exempted for MSE Units, however, declaration as per Annexure - EMD& required certificate is to be submitted*). The EMD shall be paid in the form of Demand Draft / Bankers Cheque from Nationalized Bank /Scheduled Commercial Bank in favour of **Jharkhand Gramin Bank, payable at Gumla**. Such EMD shall not carry any interest. Any Bid not accompanied by the requisite EMD shall be deemed to be invalid and will be rejected. The EMD will be refunded to the ineligible bidders after the completion of the tender process. In case of successful bidder / bidders, earnest money deposit will be forfeited by the Bank if:-

- a) After submission of the tender, if the tenderer fails/refuses to comply with any /all of the terms & conditions of the Tender.

- b) The Tenderer withdraws the offer during the validity period.

19. **Documents comprising the bid :** Bid shall be submitted in separate sealed envelopes, duly super-scribed as below:

PART I -TECHNICAL BID – OFFICE VEHICLE HIRING

PART II -PRICE/FINANCIAL BID – OFFICE VEHICLE HIRING

PART I –TECHNICAL BID SHALL CONTAIN THE FOLLOWING

Covering letter as per the format for bid submission form

- (a) Firm/ Agency / Company general details, as per format Annexure -I.
- (b) Agency's declaration Annexure – D.
- (c) Documents relating to agency's eligibility criteria Annexure - II.
- (d) Earnest money deposit declaration (if applicable) Annexure - EMD.
- (e) Earnest Money Deposit (if applicable).
- (f) Tender Cost.
- (g) All relevant documents relating to your eligibility for the tender.
- (h) Signed copy of this tender document.

PART-II PRICE BID

Part-2 shall contain Price offer duly filled in separate sealed envelopes, duly signed & stamped on each page super scribing on the sealed envelope. 'Price Bid –Do not open without approval by Bank'. Correction, if any in the Bid should be duly authenticated

under full signature and seal of the firm's /agency's /company's authorized signatory. Both the sealed covers shall be placed in a single cover super scribed **"Tender for hiring of vehicles for the Bank's use"**. *(Price Bid to be submitted as per the prescribed format only.)*

20. Annexures to the Tender Documents

This tender includes the following annexure/ Schedule/ Formats which are integral part of this Tender.

- a) **Annexure "A"** - SCOPE OF SERVICES AND DETAILED TERMS AND CONDITIONS AGENCIES / COMPANIES RESPONSIBILITY FOR PROVIDING VEHICLE ON MONTHLY HIRING BASIS
- b) **Annexure "U"** - Part-1 / Covering Letter - BID SUBMISSION FORM.
- c) **Annexure -I** - AGENCY'S GENERAL DETAILS/ INFORMATION
- d) **Annexure -D** – AGENCY'S DECLARATION
- e) **Annexure - II** – DOCUMENT RELATING TO AGENCY'S ELIGIBILITY CRITERIA.
- f) **Annexure – EMD** – EARNEST MONEY DEPOSIT DECLARATION
- g) **Annexure "C"** – PRICE BID.
- h) **Annexure – Agreement** – Draft contract agreement

21. By responding to this document, it is construed that the bidder has agreed to fully adhere to all the requirements of this Tender.

Regional Manager

SCOPE OF SERVICES AND DETAILED TERMS AND CONDITIONS

1. The Service Provider has to meet with the future requirement of additional vehicles as per the specific models given in Annexure C as and when required on the same terms and conditions. In case of ready non-availability of such models, provider should make available a vehicle of equivalent or higher to the required class of vehicle on the same monthly retainer price. Additional vehicle requirement will be communicated to the service provider by way of a formal email from the Bank.
2. All the vehicles for the purpose of monthly hiring basis should be new vehicles and as per the models specified by the Bank.
3. The vehicles should be made available normally for 12 hours duty daily and the start of duty timings will be as per the convenience of the user official. However, in usual scenario it will be 8:30 AM- 8:30 PM.
4. The agency shall comply with all the rules and 'regulations relevant to supply and running of tourist taxis stipulated by RTO, and other Government Authorities. The agency shall comply with all the local/ municipal laws and statutory rules as applicable and will indemnify the Bank against all actions, claims, suits etc. for non-compliance of laws.
5. Firm/ Company/Agency should make dedicated arrangement to ensure that all the vehicles report on time and are kept clean at the start of duty each morning. Drivers should be medically fit and have antecedents, police verified.
6. The Firm /Agency should also abide by all other applicable instructions relating to statutory deductions like EPF etc. Agency should submit proof of such compliance while claiming next month's bills.
7. The Agency should abide by the instructions with regard to minimum wages latest minimum rates of wages payable to employees in the light motor vehicles sector in the State of Jharkhand. Agency also undertakes to indemnify the Bank of any violation or non-compliance in this regard.
8. The driver should be provided with uniform and a reliable mobile connection for communication with the user executive and its capital/ recurring cost will be borne by the Firm/ Agency/ Company.
9. The vehicle must be kept clean and periodically serviced and provided with neat seat covers. The agency shall bear the expenses in regard to periodic washing of seat covers and general upkeep of the vehicle.
10. The drivers will be the staff of the firm / agency / company and Bank will not be responsible for violation of any rules / regulations in this regard. Bank will not be responsible in any way for the driver's injury, disablement, or loss of life due to an accident while on duty.
11. As the drivers are employees of the firm / agency / company concerned, they should comply with local laws and provisions relating to their employment with their agency concerned. The Bank will not be liable for their non-compliance.
12. The drivers should have a valid driving license and other statutory certification which should be produced by them as and when demanded by the Bank and / or Traffic / Govt. authorities. The driver should be medically fit and should be conversant with the routes and places in Gumla, Lohardaga, Simdega, Latehar and around. The renewal of the driving licenses will be the responsibility of the firm / agency / company.
13. The agency shall change the driver, if not found suitable or desirable by the official and make immediate arrangements to provide a substitute. If the driver is unable to attend or proceeds on leave or whatsoever reason, the agency shall provide substitute without delay. Needless to

mention, all such drivers should also be medically fit and antecedents verified by police and also to satisfy any other requirements in respect of the driver mentioned in this document.

14. The driver will comply with the orders given by the Accounts Department or any other responsible functionary of the Bank regarding safety and security when the vehicle is in the Bank's premises. The drivers should be in uniform (which includes white coloured shirt) provided by the company/ agency, neatly dressed, courteous and obedient. Drivers should also be provided with the Agency's photo identity card which should be worn while reporting for Bank's duty.
15. The Agency should comply with the statutory obligation of obtaining proper KYC record of each driver and a copy each duly certified by the Agency should be submitted to the Bank.
16. First aid box as per RTO regulations to be available in vehicle – it should invariably include germicidal lotion, antiseptic cream, bandages, sticking plaster, cotton roll, scissors and torch. Additionally, aspirin, anti-motion sickness tablets and vomit bags to be provided as per requirement.
17. The agency should maintain a record of the running of the vehicle on a daily basis which should be authenticated by the user official concerned on the log sheet.
18. In case the vehicle breaks down on the way or found missing from duty, the agency will have to pay taxi fare applicable for AC Taxi, till suitable alternative arrangements are made. Further the agency will arrange another vehicle till the vehicle concerned is repaired/replaced.
19. The agency will do suitable periodical maintenance to avoid break downs in case of failure to do so, the Bank reserves the right to impose penalty on the agency. On repetition of such incident to the extant, Bank may reject the vehicle or terminate the contract of the agency /company.
20. The vehicle provided to the Bank will be covered by comprehensive insurance and insurance for all occupants of the vehicle at the cost of the agency. The Bank shall not be responsible for any damage to the vehicle and compensation to anyone in the event of injury/disablement or loss of life as a result of accident.
21. The agency shall indemnify the Bank against any damage/ loss out of accident caused by the vehicle. All applicable taxes inclusive those of passenger tax, road tax and permit charges etc. will be borne by the agency.
22. Agency shall obtain necessary permits in advance for the vehicle to be taken to any part of the country as required by extant law.
23. Parking of the vehicle after the office hours or after the officer relieves the vehicle for the day shall be at the Bank office premises or any other place as per Bank's instruction, unless the Bank instruct otherwise with the reporting, register entries, other rules and regulations with regard to parking at such premises strictly adhered to.
24. Unless intimated otherwise, the present agreement will be for a total period of 36 months (3 years) which will be reviewed every year.
25. The Bank reserves the right to terminate this agreement without assigning any reason, by giving 30 days' notice to the agency concerned during the contract period of 36 months (3 years). No compensation whatsoever will be paid by the Bank to the agency on such termination. If the termination for any valid reason happens in the middle of the month, pro rata hire charges shall be payable by the Bank to the agency.
26. The agreement will be terminated without any prior notice if the agency violates any of the terms and conditions of the agreement accepted by the agency at any stage of the contract.
27. In case the agency / company obtain financial assistance from any institution, organisation and bank, the Bank will not be responsible/ liable to meet the repayment of loan instalments to the lender. Vehicles if financed by Jharkhand Gramin Bank and later rejected / denied / recalled for

any reasons of non-compliance of the terms and conditions of the contract, the provider agency/company will not have any financial claim during the contract period on Jharkhand Gramin Bank. The financial repayment responsibility of all such vehicles if any will solely lie on the agency / company.

28. In case of breach / non-fulfilment of any of the terms and conditions set forth in this agreement, Agency will liable for notional fine and undertakes to indemnify the Bank for deducting the amount from the nextmonthly bill raised.
29. The Bank reserves the right to reject all or any one offer at its own discretion and without citing any reasons.
30. Any terms and conditions not covered in this Annexure but specified in any other part of the Tender Document shall be applicable and binding to the Agency as specified therein.

Repairs and Maintenance:

All repairs and maintenance will be the sole responsibility of the agency/ company. The firm/ agency / company have to ensure that the vehicles are periodically maintained and kept in good condition and road worthy.

Fuel:

The fuel (petrol or diesel as the case may be) will be provided by the agency / company and initial 1000 KM per month for Tata Nexon will be included in fixed monthly rental. Cost of travel exceeding this will be reimbursed by Bank at Rs. 10/- per KM. The use of oil or other consumables will also be provided by the agency at their own cost.

Contract Period:

The agreement will be for a period of 3 (Three) years from the date of commencement of the hiring of the vehicles, with an option at the sole discretion of the Bank to renew for such period as may be decided by the Bank.

Payment Terms:

It will be ensured that the bills will get settled within 30 days from the date of submission of bills for which agency will have to furnish their bank account details.

Arbitration:

Any dispute or difference whatsoever arising between the Parties out of thecontract or the validity or breach thereof, shall first be an attempt to mutually settle the same amicably. If however, the said settlement being not possible shall thereafter be referred to a Sole Arbitrator, jointly appointed by the parties.

The venue of the said Arbitration shall be at Gumla, and the provision of the Arbitration and Conciliation Act, 1996 shall apply to the said proceedings. The Award of the Arbitrator shall be final and binding upon both the parties.

Termination Clause:

The Bank reserves its right to terminate the hire agreement for any reason at its absolute discretion including but not limited to the following:

- a) If the agency / company is adjudicated insolvent by a Competent Court or files for insolvency or if the hirer being a company is ordered to be wound up by a Court of competent Jurisdiction.
- b) If the Agency / Company commit any breach of the terms of this hire agreement / tender document.
- c) If any charge sheet is filed by a competent authority of the Government against the Agency / Company, or the Agency / Company is convicted by a criminal court on grounds of moral turpitude.

- d) The Agency / Company is involved in wrongful billing. In addition, hereto wrongful billing shall also result in the Agency / Company being debarred from participating in any other tender of the Bank.
- e) The engagement is not in the interest of the Bank or the Bank no more requires any such service.

It is clearly understood by the Agency / Company that if a charge sheet is filed by any competent authority of the Government against the Agency / Company, the Agency / Company is obliged to notify the Bank within fifteen days of filing of the charge sheet. Failure to do so shall result in forfeiture of all payments due for service rendered after the date of the filing of the charge sheet.

Covering Letter on the letter head of the Bidder
BID SUBMISSION FORM

To
The Regional Manager,
Jharkhand Gramin Bank,
Regional Office, Gumla
Baraik Mohalla, Jaspur Road
Gumla – 835207

Dear Sir,

After examining the Bidding Documents including Special Conditions of Contract and schedule of rates etc. the receipt of which is hereby duly acknowledged, we, the undersigned, pleased to offer to execute the whole of the Job and in conformity with, the said Bid Documents.

We confirm that this bid is valid for a period of 3 months from the date of opening of Technical and / or Commercial Bid, and it shall remain binding upon us and may be accepted by any time before the expiration of that period.

Until a final Agreement is prepared and executed, the bid together with your written acceptance thereof in your notification of award shall constitute a binding Agreement between us.

We understand that Bid Document is not exhaustive and any action and activity not mentioned in Bid Documents but may be inferred to be included to meet the intend of the Bid Documents shall be deemed to be mentioned in Bid Documents unless otherwise specifically excluded and we confirm to perform for fulfilment of Agreement and completeness of the Work in all respects within the time frame and agreed price.

We understand that you are not bound to accept the lowest priced or any bid that you may receive.

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)

(NAME & DESIGNATION)

DATE:

PLACE:

Annexure - I

AGENCY'S GENERAL DETAILS/ INFORMATION

To
The Regional Manager,
Jharkhand Gramin Bank,
Regional Office, Gumla
Baraik Mohalla, Jaspur Road
Gumla – 835207

Name of the agency/company	
Constitution of the bidder	
Number of years in operation	
Registered address	
Office address If different from above	
Names & address of the proprietor/ directors / promoters	
Telephone number	
E-mail address & website	
Contact person particulars	

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)
(NAME & DESIGNATION)

AGENCY'S DECLARATION

(Letter to the bank on the Agency's letterhead)

To
The Regional Manager,
Jharkhand Gramin Bank,
Regional Office, Gumla
Baraik Mohalla, Jaspur Road
Gumla – 835207

Dear Sir,

Sub: Your tender notice for hiring of Vehicles.

With reference to the above tender notice, having examined and understood the instructions, terms and conditions forming part of the tender forms, we hereby enclose our offer for the supply of Vehicle/(s) as detailed in your above-referred tender notice.

We confirm that any Govt./PSU bank / RRB have not blacklisted / terminated us for any corrupt or fraudulent practices or non-delivery or non- performance or deficiency in service or any other acts during the last three years.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the tender form.

We also confirm that the offer shall remain valid for three years from the last date for submission of the offer.

We understand that either the Bank is not bound to accept the offer in part or in full and that, the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

We understand that any deviation/exception in any form may result in rejection of bid. We, therefore, certify that we have not taken any exceptions / deviations anywhere in the bid and we agree that if any deviation / exception is mentioned or noticed, our bid may be rejected.

Yours faithfully,

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)
(NAME & DESIGNATION)

DOCUMENTS RELATING TO AGENCY'S ELIGIBILITY CRITERIA

(Agency is requested to fill this checklist and ensure that all details/ documents have been furnished along with his offer).

Parameters	Whether submitted (Yes / No)
Whether Covering Letter on the letter head of the Bidder submitted (<i>Annexure – U</i>)	
Whether Agency's general details/ information submitted (<i>Annexure – I</i>)	
Whether Agency's declaration submitted (<i>Annexure – D</i>)	
Whether Earnest money deposit declaration submitted (Mandatory for bidders exempted from EMD submission) <i>Annexure - EMD</i>	
Whether Tender Cost submitted	
Whether Earnest Money deposit submitted	
Whether Copy of PAN Card submitted	
Whether Registration Card / Invoice of Vehicle submitted. (If No, details of proposed vehicle to be provided in Vehicle details table)	

TENDER COST& EMD DETAILS

Description	Tender Cost	EMD
Bank Draft/Bankers Cheque No.		
Dated		
Drawn on		
PAN No. of the agency/ company		

VEHICLE DETAILS.

(Fill the details as per the Vehicle, the Bidder proposes to offer.)

Vehicle / Parameters	Tata Nexon /Mahindra XUV 3XO
Registration No.	
Model & Make	
Year of purchase	

**(SIGNATURE OF AUTHORISED PERSON WITH SEAL)
(NAME & DESIGNATION)**

EARNEST MONEY DEPOSIT DECLARATION

(Letter to the bank on the bidder's letterhead)

To
The Regional Manager,
Jharkhand Gramin Bank,
Regional Office, Gumla
Baraik Mohalla, Jashpur Road
Gumla – 835207

Dear Sir,

Sub: Earnest money deposit declaration.

Whereas I/We (name of agency) _____ have submitted bid for hiring of Vehicles for tender No. _____ dated _____

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

If after the opening of tender, I/We withdraw and / or modify my / our bid during the period of validity of tender (including extended validity of tender) as specified in the tender documents.

If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee / security deposit before the deadline defined in the tender documents.

I/We shall be suspended for one year and shall not be eligible to bid for Jharkhand Gramin Bank tender from date of issue of suspension order.

Yours faithfully,

**(SIGNATURE OF AUTHORISED PERSON WITH SEAL)
(NAME & DESIGNATION)**

DATE:

PLACE:

Annexure “C”
(In separate sealed cover)

PRICEBID

Date of Advertisement	
Valid up to	3 Years from the date of Agreement.
Delivery	Jharkhand Gramin Bank, Regional Office, Gumla Baraik Muhalla, Jashpur Road Gumla - 835207
Emission norms	Compliance with local norms
Term	3 Years.

No	Name of the vehicle	No.	Monthly Hire Price Offered (Rs.) <i>(In figures)</i>	Monthly Hire Price Offered (Rs.) <i>(In words)</i>
A		One (1)		

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)

(NAME & DESIGNATION)

DATE:

PLACE:

Annexure - Agreement

AGREEMENT FOR HIRING OF VEHICLE

This agreement is made on _____ between **Jharkhand Gramin Bank** incorporated under the Regional Rural Bank Act, 1976 having its Head Office at Zila Parishad Premises, Kutchery Chowk, Ranchi having Regional Office at Baraik Muhalla, Jashpur Road, Gumla (hereinafter called "Jharkhand Gramin Bank" or "Bank") which expression shall include its successors and assigns.

And

_____, having residence at _____ (hereinafter called the "THE OWNER" of the vehicle which expression shall include its successors and assigns) Whereas Bank has decided to hire _____ (**Reg No. - _____, Engine No. _____ 3, Chassis No. - _____**) for Regional Office, Jharkhand Gramin Bank at Gumla and for this purpose Bank is hiring the vehicle from _____ on the following terms and conditions:-

The Driver of the vehicle will report at the **Regional Office, Jharkhand Gramin Bank** or as per instruction of the Bank at 8.30 AM. on all normal days and will be on duty till 8:30 P.M. i.e., 12 hours. However, drivers will be required to report as per the requirement of the Bank and 12 hours will be counted since Driver's arrival on duty.

The rent for the vehicle per month is **Rs. _____/-** (Rs. _____ Only) This includes monthly free travel of 1000 KM, salary of the drivers, allowances (as applicable) and all other regulatory compliance, maintenance, repairs of the vehicles, insurance and other expenses other than which are specifically included as other charges herein). It has been mutually agreed that any unused / un-travelled part of monthly fixed free KM will be carried over for next two months.

The other charges will be limited to the following to be paid have been fixed by the bank. The other charges shall be calculated as under:

- a. **Per KM charges:** Travel exceeding monthly free travel (KM) and any unused/ untraveled part of monthly free travel carried over (if any) will be calculated at a rate of Rs. 10/- per KM
- b. **Extra hour charges:** Rs. 75 per hour subject to maximum Rs225/- per day, over & above the fixed limit of 12 hours (Usually 8:30 AM to 8:30 PM but drivers will be utilized based on the requirement and 12 hours will be counted since Driver's arrival on duty).
- c. **Sunday usage:** Rs.200/- per day.

- d. **Outstation charges:** Rs.250/- per night for overnight stay in outstation trips. Outstation charges will be paid only if food and lodging is not provided by the Bank.

Extra hour charges, Sunday usage and Outstation charges shall be paid separately to the driver on duty. The Firm/Agency will have to submit bill indicating account details of driver on duty and amount payable to him.

The monthly rate and other rates which will be fixed for a period of three years from the date of agreements and in no circumstances any enhancement or change in rent or other charges will be entertained during this period and after this period a review will be done and then rent and other charges will be decided further upon.

The vehicles should be made available normally for 12 hours duty daily and the start of duty timings will be as per the convenience of the user official. However, in usual scenario it will be 8:30 AM- 8:30 PM. The vehicle may also be used for on Sundays/Holidays at the discretion of the Bank.

The vehicle should be registered as commercial/taxi vehicle. The vehicle will not be sub-let to any other service provided by the owner.

The owner shall comply with all the rules and 'regulations relevant to supply and running of tourist taxis stipulated by RTO, and other Government Authorities. The agency shall comply with all the local/ municipal laws and statutory rules as applicable and will indemnify the Bank against all actions, claims, suits etc. for non-compliance of laws.

The owner should make dedicated arrangement to ensure that all the vehicles report on time and are kept clean at the start of duty each morning. Drivers should be medically fit and have good antecedents and Police verified.

The owner should also abide by all other applicable instructions relating to statutory deductions like EPF etc. Agency should submit proof of such compliance while claiming next month's bills.

The owner should abide by the instructions with regard to minimum wages under relevant laws, latest minimum rates of wages payable to employees in the light motor vehicles sector in the State of Jharkhand. The owner also undertakes to indemnify the Bank of any violation or non-compliance in this regard

The driver should be provided with uniform and a reliable mobile connection for communication with the user executive and its capital/ recurring cost will be borne by the owner.

The vehicle must be kept clean and periodically serviced and provided with neat seat covers. The owner shall bear the expenses in regard to periodic washing of seat covers and general upkeep of the vehicle.

The drivers will be the staff of the owner and Bank will not be responsible for violation of any rules / regulations in this regard. Bank will not be responsible in any way for the driver's injury, disablement, or loss of life due to an accident while on duty.

As the drivers are employees of the owner concerned, they should comply with local

laws and provisions relating to their employment with their agency concerned. The Bank will not be liable for their non-compliance.

The drivers should have a valid driving license and other statutory certification which should be produced by them as and when demanded by the Bank and / or Traffic / Govt. authorities. The driver should be medically fit and should be conversant with the routes and places in Gumla, Lohardaga, Simdega, Latehar and around. The renewal of the driving licenses will be the responsibility of the owner.

The owner shall change the driver, if not found suitable or desirable by the official and make immediate arrangements to provide a substitute. If the driver is unable to attend or proceeds on leave or whatsoever reason, the owner shall provide substitute without delay. Needless to mention, all such drivers should also be medically fit and antecedents verified by police and also to satisfy any other requirements in respect of the driver mentioned in this document.

The driver will comply with the orders given by the Regional Manager or any other responsible functionary of the Bank regarding safety and security when the vehicle is in the Bank's premises. The drivers should be in uniform (which includes white coloured shirt) provided by the owner, neatly dressed, courteous and obedient. Drivers should also be provided with the Agency's photo identity card which should be worn while reporting for Bank's duty.

The owner should comply with the statutory obligation of obtaining proper KYC record of each driver and a copy each duly certified by the theowner should be submitted to the Bank.

First aid box as per RTO regulations to be available in vehicle – it should invariably include germicidal lotion, antiseptic cream, bandages, sticking plaster, cotton roll, scissors and torch. Additionally, aspirin, anti-motion sickness tablets and vomit bags to be provided as per requirement.

The owner should maintain a record of the running of the vehicle on a daily basis which should be authenticated by the user official concerned on the log sheet and copy of the same will have to be attached with the monthly bills.

In case the vehicle breaks down on the way or found missing from duty, the owner will have to pay taxi fare applicable for AC Taxi, till suitable alternative arrangements are made. Further the owner will arrange another vehicle till the vehicle concerned is repaired/replaced.

The owner will do suitable periodical maintenance to avoid break downs. In case of failure to do so, the Bank reserves the right to impose penalty on the agency. On repetition of such incident to the extant, Bank may reject the vehicle or terminate the contract of the agency /company.

The vehicle provided to the Bank will be covered by comprehensive insurance and insurance for all occupants of the vehicle at the cost of the owner. The Bank shall not be responsible for any damage to the vehicle and compensation to anyone in the event of injury/disablement or loss of life as a result of accident.

The owner shall indemnify the Bank against any damage/ loss out of accident caused by the vehicle. All applicable taxes inclusive those of passenger tax, road tax and permit charges etc. will be borne by the owner. The owner shall obtain necessary permits in advance for the vehicle to be taken to any part of the country as required by extant law.

Parking of the vehicle after the office hours or after the officer relieves the vehicle for the day shall be at the Bank office premises or as per Bank's instruction. Unless the Bank instruct otherwise with the reporting, register entries, other rules and regulations with regard to parking at such premises strictly adhered to. However, the bank will not be under obligation to provide the space for parking.

In case the owner obtain financial assistance from any institution, organization and bank, the Bank will not be responsible/ liable to meet the repayment of loan instalments to the lender. Vehicles if financed by Jharkhand Gramin Bank and later rejected / denied / recalled for any reasons of non-compliance of the terms and conditions of the contract, the provider agency/company will not have any financial claim during the contract period on Jharkhand Gramin Bank. The financial repayment responsibility of all such vehicles if any will solely lie on the owner.

In case of breach / non-fulfilment of any of the terms and conditions set forth in this agreement, the owner will liable for notional fine and undertakes to indemnify the Bank for deducting the amount from the next monthly bill raised.

Repairs and Maintenance:

All repairs and maintenance will be the sole responsibility of the owner. The owner has to ensure that the vehicles are periodically maintained and kept in good condition and road worthy.

Fuel:

The fuel (petrol or diesel as the case may be) will be provided by the owner and initial 1000 KM per month will be included in fixed monthly rental. Cost of travel exceeding this and any unused / un-travelled part of monthly free travel carried over (if any) will be reimbursed by Bank at Rs. 10/- per KM. The use of oil or other consumables will also be provided by the owner at their own cost.

Contract Period:

The agreement will be for a period of **3 (Three) years** from the date of commencement of the hiring of the vehicles, with an option at the sole discretion of the Bank to renew for such period as may be decided by the Bank. Unless intimated otherwise, the present agreement will be for a total period of 36 months (3 years).

Payment Terms:

It will be ensured that the bills will get settled within 30 days from the date of submission of bills for which agency will have to furnish their bank account details.

Arbitration:

Any dispute or difference whatsoever arising between the Parties out of the contract or the validity or breach thereof, shall first be an attempt to mutually settle the same amicably. If, however, the said settlement being not possible shall thereafter be

referred to a Sole Arbitrator, jointly appointed by the parties.

The venue of the said Arbitration shall be at Gumla, and the provision of the Arbitration and Conciliation Act, 1996 shall apply to the said proceedings. The Award of the Arbitrator shall be final and binding upon both the parties.

Termination Clause:

The Bank reserves the right to terminate this agreement without assigning any reason, by giving 30 days' notice to the owner concerned during the contract period of 36 months (3 years). No compensation whatsoever will be paid by the Bank to the owner on such termination. If the termination for any valid reason happens in the middle of the month, pro rata hire charges shall be payable by the Bank to the agency.

The agreement will be terminated without any prior notice if the owner violates any of the terms and conditions of the agreement accepted by the owner at any stage of the contract.

The Bank reserves its right to terminate the hire agreement for any reason at its absolute discretion including but not limited to the following:

- a) If the owner is adjudicated insolvent by a Competent Court or files for insolvency or if the hirer being a company is ordered to be wound up by a Court of competent Jurisdiction.
- b) If the owner commit any breach of the terms of this hire agreement / tender document.
- c) If any charge sheet is filed by a competent authority of the Government against the owner, or the owner is convicted by a criminal court on grounds of moral turpitude.
- d) The owner is involved in wrongful billing. In addition, hereto wrongful billing shall also result in the owner being debarred from participating in any other tender of the Bank.
- e) The engagement is not in the interest of the Bank or the Bank no more requires any such service.

It is clearly understood by the owner that if a charge sheet is filed by any competent authority of the Government against the owner, the owner is obliged to notify the Bank within fifteen days of filing of the charge sheet. Failure to do so shall result in forfeiture of all payments due for service rendered after the date of the filing of the charge sheet.

**IN WITNESS WHERE OF THE PARTIES HAVE EXECUTED THIS AGREEMENT ON
THE ABOVE MENTIONED DATE.**

**For _____
(THE OWNER)**

For Jharkhand Gramin Bank

Stamp & Signature

Stamp & Signature