



SBI Global Factors Ltd.

NOTICE

NOTICE INVITING TENDERS FOR PROVIDING MARUTI CIAZ MANUAL TRANSMISSION (PETROL) CHAUFFER DRIVEN VEHICLE FOR USAGE BY HIGH RANKED OFFICIAL OF SBI GLOBAL FACTORS LTD , MUMBAI

Sealed Tenders are invited for providing chauffer driven Maruti CIAZ Manual Transmission (Petrol) Vehicle for usage by Top ranked official of the SBI GLOBAL FACTORS LTD having its Corporate Office at the 6th floor, the Metropolitan Building, BKC , Mumbai.

2. Detailed Scope of Work with other information is present in the annexure.

3. Bidders are advised to submit their sealed bid in an envelope on or before 03:00 pm on 21/05/2024 at the following address:

**SBI GLOBAL FACTORS LTD,
6th Floor, The Metropolitan Building,
Bandra Kurla Complex, Mumbai -400051**

Tenders will be opened at 03:30 pm on 21/05/2024 at the above-mentioned office of SBIGFL.

4. The bidders must fulfill all the Terms & Conditions as mentioned in the Scope of work or any other condition provided by SBIGFL. SBI Global Factors Ltd. will reserve the right to cancel any / all tender(s) without assigning any reasons.


Authorised Signatory

Date: 13th May, 2024

Annexure

SCOPE OF SERVICES AND DETAILED TERMS AND CONDITIONS

COMPANIES RESPONSIBILITY FOR PROVIDING CAR ON MONTHLY HIRING BASIS

1. The agency / company has to pay the drivers as per the minimum wages Act applicable in Mumbai. Since the driver will be the employee of the agencies / company, therefore any rise in the minimum wages has to borne by the agency/company and cannot be charged to the SBIGFL. The agency have to take all the incidental charges into account.
2. The agency shall comply with all the rules and regulations relevant to supply and running of tourist taxis stipulated by RTO, Mumbai 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 noncompliance of laws.
3. The working hours of the driver should be as per the applicable legal provisions. However, the agency has to make available the service of the drivers not less than 12 (twelve) hours a day without any extra charges. The overtime will be payable by SBIGFL only after / beyond 12 hours, The duration of 12 hours can be in three slots i.e. from 7 AM to 7 PM, 8 AM to 8 PM and 9 Am to 9 PM or as determined by the SBIGFL .Only one allowance will be paid to the driver i.e. either Overtime or night charges or outstation charges. Only if duty hours extend beyond 12 midnight, night charges will be paid. If executive travels out of Mumbai or its agglomerates e.g. Virar , Panvel , Kalyan , only outstation charges will be paid.

The details of the quotation is given below:

MARUTI CIAZ MANUAL TRANSMISSION (PETROL)

Vendor	Fixed Monthly rate (To be quoted by Vendor)	Overtime Charges (Fixed)	Sunday / National Holiday Extra charges (Fixed)	Night Retention Charges (Fixed)	Outstation Charges (Virar, Kalyan , Panvel) (Fixed)	Mileage per litre (Fixed)
		Rs100/ per Hour beyond 12 hours of duty	Rs.500/-	Rs500/-	Rs.950/-	10 KM



4. As the drivers are employees of the agency 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 noncompliance.
5. Rest room/change room or meals to the drivers will be the responsibility of the agency / company. The drivers will be the staff of the agency and Bank will not be responsible for violation of any rules / regulations in this regard. SBIGFL will not be responsible in any way for the driver's injury, disablement, or loss of life due to an accident while on duty.
6. 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 for 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.
7. The car must be kept clean and periodically serviced and the interior of the car should undergo cleaning by Professionals every quarter .
8. The log sheet / parking / toll charges receipts will have to be signed by the executives on daily basis and the bill will be paid only if the log sheet has been signed by the executive on daily basis .
9. Proper reading light should be provided in the car if not already provided by the car manufacturing company.
10. The agency should maintain a record of the running of the car on a daily basis which should be authenticated by the user official concerned on the log sheet. The driver should ensure that the log sheet, toll / parking receipts are signed on daily basis.
11. The car provided to the SBIGFL shall be covered by comprehensive insurance responsible for any damage to the car and compensation to anyone in the event of disablement or loss of life as a result of accident.
12. The Agency will be paid monthly hiring charges which would include per month fixed cost of the vehicle including maintenance and driver charges. The fuel charges as per actual usage based on mileage of 10 Kms Per litre of petrol . Toll / parking charges will be paid as per actual. No guarantee of minimum Kilometres running is given.

The Company should ensure and confirm to the SBIGFL that the driver provided to the



down by the Government* Agency / should submit a certificate after every six months that minimum wages as per Act are being paid to the drivers. All the driver should have a SB account in SBI only and the monthly salary of the driver should be credited in the account only by the Vendor .

13. Unless intimated otherwise, the present agreement will be initially for a period of 36 months (3 years) which will be reviewed every year and in case the services are found satisfactory, the arrangement may continue for a further period as decided by the SBIGFL at appropriate time.

14. The SBIGFL reserves the right to terminate this agreement either in part or in full 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 SBIGFL 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.

15. In case of breakdown of any car or if car is in workshop, the agency will have to provide replacement vehicle of same or higher model.

16. Repairs and Maintenance:

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

17. Fuel:

The fuel (Petrol) will be provided by the agency . The use of oil or other consumables will also be provided by the agency. The cost of the fuel (Petrol) will be paid separately on monthly basis, as per the actual usage and on the basis of mileage . The minimum mileage shall be 10 KM/ Litre.

18. Payment Terms:

It will be ensured that the bills will get settled within 30 days from the date of submission of bills. The payment will be made through account with State Bank of India only, for which agency will have to furnish their bank account details.

19. Termination Clause:

The SBIGFL reserves its right to terminate the Hire agreement for any reason at its absolute discretion.

20. The vehicles hired on monthly basis needs to be parked at the residence of the official to whom the car would be assigned or at the Mumbai Office of SBIGFL located at BKC .The vehicles parked at the residence of the official to whom the car would be assigned or at the Mumbai office of SBIGFL or as decided by the management of SBIGFL.

