

## NOTICE INVITING QUOTATIONS

HIRING OF CAR FOR REGIONAL OFFICES

AT

GUWAHATI, TEZPUR & SILCHAR

REFERENCE NO: P&E/02/2020  
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Premises & Estate Section  
Circle Office  
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Guwahati - 781022

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PREMISES & ESTATE SECTION, CIRCLE OFFICE  
1<sup>ST</sup> FLOOR, DEE BEE GRANDE, 6<sup>TH</sup> MILE, PANJABARI ROAD, GUWAHATI-781022

**NOTICE INVITING QUOTATIONS FOR HIRING OF CAR ON MONTHLY BASIS**

Quotations are invited in the prescribed format for hiring of Car on monthly hiring basis from bonafide and reputed Agencies for the use of officials of Canara Bank at Regional Offices located in Guwahati, Tezpur, Silchar.

The eligible and interested agencies/vendors may download quotation format from website of Bank namely <http://www.canarabank.com/> and the document fee of Rs 590.00 in the form of Demand Draft favoring 'Canara Bank' payable at Guwahati, may be submitted along with the duly filled in application document. The document submitted without the prescribed fee will be summarily rejected.

The agency shall deposit a sum of Rs. 30000/- (Thirty Thousand only) Earnest Money Deposit along with the document. This EMD (Earnest Money Deposit) shall be in the form of demand draft from any nationalized bank or from a scheduled bank drawn in favour of Canara Bank, Circle Office, Guwahati. The Agency has to submit similar amount as security deposit within 15 days after awarding contract.

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as "Application for Hiring of Car on monthly basis for RO ....." and shall be submitted to the above mentioned office of CANARA BANK on or before 19.03.2020 up to 04.00 PM. Separate quotations are to be submitted for different RO i.e. Guwahati, Tezpur, Silchar. One Agency may submit for more than one RO in different envelope.

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

**GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS**

- i. Hiring shall be initially for 12 months and after satisfactory same shall be renewed further.
- ii. The vehicle should be Petrol/Diesel variant (having AC) with valid taxi (yellow board) registration and insurance in the name of bidder.
- iii. The approved vehicles are as follows:
  - a. Toyota Etios
  - b. Maruti Dzire
  - c. Nissan Sunny
- iv. The vehicle shall not be more than 1 year old at the time of hiring and should not be more than 5 years old at any point of time. Any vehicle crossing 5 years old or the vehicles for which the mileage drops below 70% of normal fuel consumption shall be replaced.
- v. Vehicle should provide minimum mileage of 12 KMPL within city and 14 KMPL in highways with AC on.
- vi. The vehicle should be registered in the agency name and should have comprehensive insurance as per low of local RTO authorities.
- vii. The agency/firm shall have a registered Office in Guwahati/ Silchar/ Tezpur with full fledged office setup and shall be able to provide service across North-Eastern region. Documentary proofs for Office details and owning the cars or valid hired contracts are to be submitted as per Banks satisfaction.
- viii. Price bid is sought on monthly fixed charges which is all inclusive like cost vehicle, registration insurance, maintenance and servicing, regular / periodical repairs, lubricant consumption, replacement of battery/tyres etc. all inclusive. Nothing extra shall be payable other than fuel charges.
- ix. Valuation of price bid will be after addition of hiring charges and fuel charges for 1500 KM and without GST for each RO.

- x. Bank shall bear toll expenses, parking fee, any interstate permit for interstate travel etc. However Bank shall not pay any penalty or fee levied for violating traffic rules by the driver.
- xi. The vehicle shall be available round the clock on all the days of the year. The start of the duty timings will be as per convenience of the user executives. The duty timing of driver will be 12 hours per day. In case of using the cars beyond 12 hours, overtime charges will be paid by the Bank. The start of duty timing starts from the residence of the user executive while picking up and ends at the place where the executive get dropped in the day end.
- xii. In case of any extra hours, for going to airport/within the city urban limits, the agencies will be compensated with charges of Rs 50.00 per hour subject to maximum of Rs. 200.00 per day.
- xiii. In case of outstation trip, no extra charges will be provided for the driver. However in the event of driver staying back beyond 12:30AM, the agency will be reimbursed with Rs 250.00. The cost includes his cost other than the expenses detailed above.
- xiv. In case, the car breaks down on the way or the driver is absent from the duty, the agency will have to provide alternate similar car and driver without delay. Failure to do so will entail levy of penalty and full amount will be recovered incurred in arrangement of alternate vehicle with driver.
- xv. All the repair and maintenance will be sole responsibility of the agency/vendor. The agency has to do periodic maintenance to keep vehicle in good condition and road worthy and to avoid breakdowns in case of failure to do so the Bank reserves the right to impose penalty on the agency. On repetition of such incidence to the extent Bank may reject the Car or terminate the contract of hiring. It will be the responsibility of the bidder to obtain the (PUC) Pollution under Control Certificate and Fitness Certificate from time to time and Insurance of the vehicle.
- xvi. When the user officials is on leave the car with driver shall report at the Bank and car will be available to the Bank till the validity of such period as desired by the user officials.
- xvii. The driver should be well behaved and should be in the age group between 25 years to 45, physically fit and possesses valid driving license for permit vehicle issued by the DTO and should have personal insurance.
- xviii. The agency should provide the driver uniform with mobile handset and connection for communication with the user executives. The capital and recurring cost to be borne by the agency.
- xix. The Car must be kept clean and seat cover should be periodically dry cleaned. The time for cleaning of the car can't be included in the working hours for the purpose of calculations.
- xx. The agency should maintain a record of the running of the car on a daily basis which should be authenticated by the by user officials concerned on the log sheet.
- xxi. The agency can also offer the driver cum owner basis on their payroll with valid contract. However the agency has to take responsibility to provide and driver in whatsoever reasons. The agency should ensure and confirm to Bank that all the drivers provided to the Bank on duty are paid salary and benefit due to them as per "Minimum Wages Act" laid down by the Government.
- xxii. The contract will be terminated without any prior notice, if the agency violets any of the terms and conditions of the agreement accepted by the agency at the stage of the contract.
- xxiii. The agency shall indemnify the Bank against any damage/loss out of accident caused by the car, any damage to the car and compensation to anyone in the event of loss/disablement or loss of life as a result of accident.

**SIGNATURE OF THE TENDRER WITH SEAL**

## **CHECK LIST**

- The Quotation should be submitted on the prescribed Performa provided duly signed and stamped.
- EMD of Rs. 30,000/- (Thirty thousand only) through DD/Pay order in the name of “CANARA BANK” payable at GUWAHATI.
- Terms & Conditions duly signed and accepted.
- Copy of the GST registration and PAN card.
- Current client list of PSU/Govt. Agency etc. is to be enclosed along with valid proof.
- Documentary proofs for Office details and owning the cars or valid hired contracts are to be submitted

## Details about the agency to be furnished

1. Name of the Vendor :
- Address :
- Telephone No. :
- Office :
- Residence :
- Mobile :
- Fax :
- E-Mail :

2. No of cars owned:
3. No of cars in Valid hired contracts:
4. Details of similar work contract during :

Sl .No .	Name of Work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Actual Value of the Contract	No of cars provided	If Contract terminated (furnish reasons)

Note: Copies of work orders/contract shall be enclosed.

### 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 work listed by me / us in the accompanying sheets / annexure.  
I / We agree that the decision of CANARA BANK in selection of VENDORS will be final and binding to me / us.  
I / We have read the instructions appended to the pro-forma and I / we understand that if any false information is detected at a later date the pre-qualification shall be cancelled at the discretion of the bank.

Place :  
Date :

SIGNATURE OF THE TENDERER  
NAME & DESIGNATION  
SEAL OF ORGANISATION

**PRICE BID**

**NAME OF WORK:       HIRING OF CARS ON MONTHLY BASIS FOR CANARA BANK, REGIONAL OFFICES AT GUWAHATI.**

Description of work
To provide Car services on monthly hire basis for Canara Bank, Regional Offices at Guwahati

**HIRING CHARGE**

Particulars	Rate per month per car.	
Charges for hiring of car on monthly basis as detailed above. Which is inclusive of cost of vehicle, registration, insurance, maintenance and serving, regular repairs, lubricant consumption, replacement of batteries/tyres, driver uniform/mobile/meal etc all inclusive. Nothing extra shall be payable other than fuel charges		
<b>FUEL CHARGE</b>		
Particulars	Fuel Charge per KM	Total Fuel Charge for 1500 KM
Fuel charges		

Note: The rates quoted are excluding GST.

**L1 Rate for Car Hiring = HIRING CHARGE+ FUEL CHARGE**

= \_\_\_\_\_  
=

Total L1 amount in Words:

Rupees \_\_\_\_\_ Only

Place:

Date:

SIGNATURE OF AGENCY/FIRM WITH SEAL

**PRICE BID**

**NAME OF WORK:**        **HIRING OF CARS ON MONTHLY BASIS FOR CANARA BANK, REGIONAL OFFICES AT TEZPUR, ASSAM.**

Description of work
To provide Car services on monthly hire basis for Canara Bank, Regional Offices at Tezpur

**HIRING CHARGE**

Particulars	Rate per month per car.	
Charges for hiring of car on monthly basis as detailed above. Which is inclusive of cost of vehicle, registration, insurance, maintenance and serving, regular repairs, lubricant consumption, replacement of batteries/tyres, driver uniform/mobile/meal etc all inclusive. Nothing extra shall be payable other than fuel charges		
<b>FUEL CHARGE</b>		
Particulars	Fuel Charge per KM	Total Fuel Charge for 1500 KM
Fuel charges		

Note: The rates quoted are excluding GST.

**L1 Rate for Car Hiring = HIRING CHARGE+ FUEL CHARGE**

= \_\_\_\_\_  
=

Total L1 amount in Words:

Rupees \_\_\_\_\_ Only

Place:

Date:

SIGNATURE OF AGENCY/FIRM WITH SEAL

**PRICE BID**

**NAME OF WORK:**        **HIRING OF CARS ON MONTHLY BASIS FOR CANARA BANK, REGIONAL OFFICES AT SILCHAR, ASSAM.**

Description of work
To provide Car services on monthly hire basis for Canara Bank, Regional Offices at SILCHAR

**HIRING CHARGE**

Particulars	Rate per month per car.	
Charges for hiring of car on monthly basis as detailed above. Which is inclusive of cost of vehicle, registration, insurance, maintenance and serving, regular repairs, lubricant consumption, replacement of batteries/tyres, driver uniform/mobile/meal etc all inclusive. Nothing extra shall be payable other than fuel charges		
<b>FUEL CHARGE</b>		
Particulars	Fuel Charge per KM	Total Fuel Charge for 1500 KM
Fuel charges		

Note: The rates quoted are excluding GST.

**L1 Rate for Car Hiring = HIRING CHARGE+ FUEL CHARGE**

= \_\_\_\_\_  
= \_\_\_\_\_

Total L1 amount in Words:

Rupees \_\_\_\_\_ Only

Place:

Date:

SIGNATURE OF AGENCY/FIRM WITH SEAL