

**JHARKHAND RAJYA GRAMIN BANK  
HEAD OFFICE, RANCHI**

**TENDER FOR AVAILING THE SERVICE OF INDIVIDUAL/ FIRMS/ AGENCIES  
/COMPANIES FOR PROVIDING VEHICLES ON MONTHLY HIRE BASIS  
FOR THE BANK'S EXECUTIVES/OFFICERS**

**Tender No. ACCT/01 /2025-2026**

**Dated :19.04.2025**

**Important Dates:**

|                                                  |                              |
|--------------------------------------------------|------------------------------|
| Opening date for submission of Tender Documents. | 19.04.2025                   |
| Last date for submission of Tender Documents.    | 13.05.2025                   |
| Pre bid meeting                                  | 29.04.2025                   |
| Date of opening of Technical & Financial Bid     | 14.05.2025                   |
| EMD                                              | Rs.30,000/- for each vehicle |
| Tender Fee                                       | Rs.3,000/-                   |

**Address for Communication**

JRG Bank,  
Head Office  
3<sup>rd</sup> Floor  
Zila Parishad Market Complex  
Kutchury Chowk, Ranchi, PIN-834001

Phone No. +91 9334915154  
E-mail ID. [hoaccount@jrgb.in](mailto:hoaccount@jrgb.in)

**Invitation to Bid**

Jharkhand Rajya Gramin Bank also known as JRG Bank, Head Office, Ranchi, Jharkhand invites applications from vehicle hiring Individuals/ firms/ agencies /companies for the purpose of providing two new vehicles. **Vehicles should not be older than three years as on 31.03.2025.** Required vehicles are One TOYOTA Innova Crysta and One (Mahindra XUV 300/XUV 3XO/Tata Nexon/Suzuki Grand Vitara/Suzuki Brezza/Kia Sonnet) with 'Taxi' permit (including the permit to ply in the State of Jharkhand and if necessary to the neighboring states also) on hire

for use by the Bank's officers of Head Office, JRG Bank, Ranchi, on monthly hiring basis, for a period of **36 months (3 years)** subject to annual review.

2. The number of vehicles required by the Bank as mentioned above is the approximate number and the Bank, at its absolute discretion may increase or reduce the number of vehicles at any time as per the actual requirement of the Bank.

3. Other Bid Terms:

- i. Please note that all the information desired needs to be provided. Incomplete information may lead to non-consideration of the proposal.
- ii. All Bids must be accompanied by Tender Cost & Earnest Money Deposit as specified in the Bid document.
- iii. Bank reserves the right to change / cancel / withdraw the tender at its discretion without assigning any reason for the same.
- iv. The information provided by the bidders in response to this Tender document will become the property of JRG Bank and will not be returned. JRG 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.
- v. Any effort on the part of bidder to influence bid evaluation process or award of contract may result in the rejection of the bid.
- vi. In case of any clarification with regard to the Tender, you may write to the Bank in the mail [hoaccount@jrjb.in](mailto:hoaccount@jrjb.in).

**General Manager**

### **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 JRG 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.

### **MAKE AND MODELS OF THE VEHICLE REQUIRED BY THE BANK**

| SN | Vehicle                                                                          | Fuel          | Colour | Transmission | No. | Fixed travel per month |
|----|----------------------------------------------------------------------------------|---------------|--------|--------------|-----|------------------------|
| 1. | Innova Crysta 2.4 VX 7 STR or 2.4 VX 8 STR or 2.4 ZX 7 STR                       | Petrol/Diesel | White  | Manual/AT    | 1   | 1200 Km                |
| 2. | Mahindra XUV 300/XUV 3XO/Tata Nexon/Suzuki Grand Vitara/Suzuki Brezza/Kia Sonnet | Petrol/Diesel | White  | Manual/AT    | 1   | 1000 Km                |

### **CALCULATION OF CHARGES**

1. The applicants have to quote the amount for the fixed monthly charges including 1200 KM

per month travel for Toyota Innova Crysta and 1000 KM per month travel for other vehicle as per the norms mentioned in 2(b), Driver (salary and allowances as applicable), maintenance, insurance and other expenses other than which are specifically included as other charges herein, per vehicle in each of the above models.

2. 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:
  - a. Per KM charges exceeding fixed travel (KM) for specific vehicle will be calculated at a rate of Rs. 12/- per KM for Innova Crysta and Rs 10/- per KM for other vehicle.
  - b. Usually service duration will be from 9:00 AM to 9:00 PM, but vehicle service may be utilized based on the requirement and 12 hours will be counted since vehicle's arrival on duty. Incentive for refreshment purpose for extra hour/Sunday will be paid separately to the driver on duty on and above the salary/allowances paid by the vendor to the driver as per following description:

Vehicle used beyond 12 hours @ Rs. 75/- per hour subject to maximum Rs. 225/- per day. If the vehicle is used on Sunday an amount of Rs. 200/- will be paid as refreshment
  - c. Outstation charges will be paid at Rs.250/-per night (The amount will be paid to driver on duty by the Firm / Agency /Company) for overnight stay in outstation trips. Outstation charges will be paid only if food and lodging is not provided by the Bank.

#### **ELIGIBILITY CRITERIA /PREQUALIFICATION:**

1. The bidder should not have been blacklisted by any Govt. / PSU / Banks for corrupt or fraudulent practices or any other acts during the last three years as on the date of issuance of tender. (Part – I/F-II to be enclosed).The Bank reserves the right to cancel/reject the bid of any bidder if found any deficiency of services by him/her in any Govt. organization /PSU/Bank.
2. The Firm/ Agency / Company/individual should be an assessee of Income Tax and should have valid PAN number. (PAN card copy to be enclosed)

(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)

#### **BID VALIDITY**

The offer shall be valid for a period of 3 months from the date of submission of the quotes.

#### **TENDER COST**

Tender cost, an amount of Rs. 3000/- (Three 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 JRG Bank, payable at Ranchi. Any Bid not accompanied by the requisite Tender Cost shall be deemed to be invalid and will be rejected. (Exempted for MSME units subject to submission of required certificate in this regard)

## **EMD**

Earnest Money Deposit (EMD), amount of Rs. 30,000/- (Thirty Thousand Only) for each vehicle should accompany the Technical Bid Document (**Exempted for MSME Units, however, declaration as per Part 1/ F-IV & 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 **JRG Bank, payable at Ranchi**. 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.

## **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

1. Firm/ Agency / Company general details, as per format Part 1 / F-I.
2. Agency's declaration Part 1 / F-II
3. Documents relating to agency's eligibility criteria Part 1/ F-III.
4. Earnest money deposit declaration (if applicable) Part 1/ F-IV.
5. Earnest Money Deposit.
6. Tender Cost.
7. All relevant documents relating to your eligibility for the tender.

## **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 authorised 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.)

### **EVALUATION CRITERIA FOR DETERMINATION OF TENDER**

The bids will be examined by the Bank to determine whether they are complete and whether the required bid security and other details / documents have been furnished / submitted. Bid determined as not substantially responsive will be rejected. The Bank may at its discretion waive any minor non-conformity or irregularity that does not constitute a material deviation. The decision of the Bank, whether any deviation is material or not shall be final and binding to all.

Evaluation will be done on the basis of the following parameters: -

- a) The price bids of only those firms/ agencies / companies will be opened who qualify in their technical bids, based on the parameters spelt out in the tender document.
- b) Based on the Price Bid, L-I, L-II & L-III will be decided. The sole criteria in the price bid will be the total outflow of monthly rentals quoted by the bidders since other variable charges are fixed & specified by the Bank.

Thus the agency /firm who quotes the lowest monthly rentals for each vehicle, will be L-I.

The monthly rental will remain fixed during the entire contract period of **36 months (3 years)** tenure.

The bidder must adhere to the format given while quoting the price bid.

The Bank reserves the right to accept or reject any bid without assigning any reason.

### **DATE & TIME OF SUBMISSION**

Interested firm/agencies/companies may submit their applications in the prescribed format as specified earlier. The applications are to be downloaded from the Bank's Website: **www.jrgbank.in**, filled in and hard copies to be submitted at the address given below. **The date and time mentioned under important Dates.**

#### **Address:**

**Jharkhand Rajya Gramin Bank,  
Head Office,  
3<sup>rd</sup> Floor, Zila Parishad Market Complex  
Kutchery Chowk,  
Ranchi, PIN - 834001**

Representatives of Bidders, if they so choose may present themselves during the opening of the Technical Bid. However technical bid would be opened even in the absence of any or all the authorized representatives of the bidders.

Representatives of those Bidders who qualify in the Technical Bid, if they so choose may present themselves during the opening of the Price Bid. However, Bids will be opened even in the absence of any or all the authorised representatives of the bidders.

For the date and time of opening of Technical Bid/Price Bid, please refer to important dates.

#### **TERMS OF SERVICE /MISCELLANEOUS.**

- a) The successful bidder has to supply the vehicle /(s) at the earliest but not later than 31<sup>st</sup> May 2025.
- b) The successful bidder has to execute a contract with the Bank in the format prescribed/ approved by the Bank.
- c) The broad terms and conditions of the contract/ service shall be as mentioned in the **Annexure A**.
- d) The agency shall provide a security deposit equivalent to monthly hire charges offered, within 30 days of allotment of work, 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.
- e) The Bank reserves the right to cancel the tender process at any time before finalisation and execution of the contract with or without assigning any reason.
- f) JRG 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 authorised officials of the Bank.
- g) The Bank shall have the right to reject the bids not submitted in the prescribed format or incomplete in any manner.
- h) JRG Bank is not responsible for non-receipt of bids within the specified date and time due to any reason including postal delays or holidays.
- i) The Bank also reserves the right to alter/modify any/some/all the

requirements as it may deem necessary, and notify the same on its web-site or otherwise. The bidders should be agreeable for the same.

- j) Bids not confirming to the Tender requirements may not be considered by JRG Bank. However, JRG Bank reserves the right, at any time, to waive any of the requirements of the Tender, if in the sole discretion of the Bank, the best interest of JRG Bank be served by such waiver.
- k) Bidders who do not meet the technical criteria stipulated by the Bank will not be considered for further evaluation.
- l) JRG Bank shall have the right to cancel the Tender process at any time prior to award of contract, without thereby incurring any liabilities to the affected bidder(s). Reasons for cancellation, as determined by JRG Bank in its sole discretion include but are not limited to, the following:
  - i) Services contemplated are no longer required.
  - ii) Scope of work was not adequately or clearly defined due to unforeseen circumstance and/or factors and/or new developments.
  - iii) Proposed prices are unacceptable to the work.
  - iv) The project is not in the best interest of JRG Bank.
  - v) Any other reason.
- m) JRG Bank reserves the right to verify the validity of bid information and to reject any bid where the contents appear to be incorrect, inaccurate or inappropriate at any time during the process of Tender or even after award of contract.
- n) JRG Bank reserves the right to re-negotiate the prices in the event of changes in the market conditions and/or technology etc.
- o) Bank reserves the right to appoint a consultant/agent, if so decided by the Bank at any stage during bidding process.
- p) All pages of bid document should be stamped and signed by authorised signatory of the bidder.
- q) Vendor should carry out any change request necessitated by the Bank.
- r) Bank reserves the right to discontinue/close the project at any point of time without assigning any reason thereof and Bank's decision in this regard will be treated as final.

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



**Annexures to the Tender Documents:**

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

1. **Annexure “A”** - SCOPE OF SERVICES AND DETAILED TERMS AND CONDITIONS AGENCIES / COMPANIES RESPONSIBILITY FOR PROVIDING VEHICLE ON MONTHLY HIRING BASIS
2. **Annexure “B”** - Part-1 / Covering Letter - BID SUBMISSION FORM.
3. **Part 1 / F-I** - AGENCY’S GENERAL DETAILS/ INFORMATION
4. **Part 1 / F-II** – AGENCY’S DECLARATION
5. **Part 1 / F-III** – DOCUMENT RELATING TO AGENCY’S ELIGIBILITY CRITERIA.
6. **Part 1 / F-IV** – EARNEST MONEY DEPOSIT DECLARATION
7. **Annexure “C”** – PRICE BID
8. **Annexure “D”** – FORMAT OF AGREEMENT

For JRG Bank

**General Manager**

**SCOPE OF SERVICES AND DETAILED TERMS AND CONDITIONS AGENCIES /  
COMPANIES RESPONSIBILITY FOR PROVIDING VEHICLE ON MONTHLY HIRING**

1. The number of vehicles presently required and to be bid is detailed in **Annexure C**.
2. 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.
3. All the vehicles for the purpose of monthly hiring basis should be new vehicles and as per the models specified by the Bank.
4. The vehicles should be made available normally for 12 hours' service 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.
5. Vehicle must be available in all days during the month. In case of Non availability of the hired vehicle, alternate vehicle service has to be arranged by the vendor. If the Firm / Agency/Individual is not able to provide vehicle service, the bank will hire the vehicle on need basis and the actual cost of the same will be deducted from the monthly bill of the vendor.
6. The agency shall comply with all the rules and 'regulations relevant to supply and running of tourist taxis stipulated by RTO, Ranchi/ Jharkhand 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.
7. 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.
8. It will be the responsibility of the Firm /Agency to abide by all applicable laws of the land.
9. The Agency should abide by the instructions with regard to minimum wages under Minimum Wages Act, 1948, 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.
10. 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.
11. 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.

12. **The drivers will be the staff of the firm / agency / company and Bank will not be responsible for violation of any rules /Labour Laws/ 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.**
13. **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.**
14. 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 Ranchi/ Jharkhand and around. The renewal of the driving licenses will be the responsibility of the firm / agency / company.
15. 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.
16. The driver will comply with the orders given by the HoD 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.
17. 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.
18. First aid box as per RTO regulations to be available in
19. 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.
20. 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.
21. 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.

22. 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.
23. 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.
24. 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, income tax and permit charges etc. will be borne by the agency. However, Toll tax will be reimbursed on actual basis.
25. Agency shall obtain necessary permits in advance for the vehicle to be taken to any part of the country as required by extant law.
26. 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 residence of the officer 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.
27. The Company should ensure and confirm to the Bank that all the drivers provided to the Bank on duty are paid salary and benefits due to them as per "Minimum Wages Act" laid down by the Government.
28. Unless intimated otherwise, the present agreement (**Annexure D**) will be for a total period of 36 months (3 years) which will be reviewed every year.
29. Contract can be terminated giving one-month notice from Bank side or Vendor side in case either of the party wish to conclude the contract on any reason what so ever it may be. If the vehicle service is terminated by the vendor without one-month notice period, the performance guarantee amount submitted by the vendor will be forfeited. No compensation whatsoever will be paid by the Bank to the agency on such termination. Bank can terminate the agreement 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.
30. In case the agency / company obtains 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 JRG 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 JRG Bank. The financial repayment responsibility of all such vehicles if any will solely lie on the agency / company.

31. In case of breach / non-fulfilment of any of the terms and conditions set forth in this agreement, Agency will be liable for notional fine and undertakes to indemnify the Bank for deducting the amount from the next monthly bill raised.
32. Supply of all the required vehicles will be completed within a period of 7 days. Failure to commitment of this terms and conditions, would be viewed seriously by the Bank to the extent will be treated as non-compliance of the contract.
33. The Bank reserves the right to reject all or any one offer at its own discretion and without citing any reasons.
34. 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 1200 KM per month for **Innova Crysta** and 1000 KM per month for **other vehicle** will be included in fixed monthly rental. Remaining KM (if any) of fixed travel of 1200KM/1000 KM as the case may be will be carried forward for next two succeeding months. Cost of travel exceeding this will be reimbursed by Bank at Rs. 12/- per KM for Innova Crysta and Rs. 10/- per KM for other vehicle. **CNG Fuel variant vehicle are not applicable for the bid.**

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 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 Ranchi, 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.

If there is a change in the name of the Agency / Company etc. arising out of:

- a) merging with some other company or
- b) collaboration with some other company or
- c) for any other reason

or, if any changes take place in the proprietorship or partnership of the Agency / Company, the Bank should be intimated within 30 (Thirty) days of such changes, failing which all payments will be withheld and Bank may terminate the hire agreement as may be deemed necessary, Whatever be the reason of changes, the subject hire agreement would be terminated unless the new company/entity accepts the subject Hire agreement at the same rates, terms and conditions laid down herein. The agency / company shall refund the excess money paid by the agency / company for the term for which the agreement / arrangement has run.

**Part-1 / Covering Letter on the letter head of the Bidder**

**BID SUBMISSION FORM**

To  
General Manager  
JRG Bank,  
Head Office,  
3<sup>rd</sup> Floor, Zila Parishad Market Complex  
Kutchery Chowk, Ranchi, 834001

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

DATE:

**Part 1 /F-I**

**AGENCY'S GENERAL DETAILS/ INFORMATION**

To

General Manager  
JRG Bank,  
Head Office,  
3<sup>rd</sup> Floor, Zila Parishad Market Complex  
Kutchery Chowk, Ranchi, 834001

|                                                                             |  |
|-----------------------------------------------------------------------------|--|
| <b>NAME OF THE AGENCY/COMPANY</b>                                           |  |
| <b>CONSTITUTION OF THE BIDDER</b>                                           |  |
| <b>NUMBER OF YEARS IN OPERATION</b>                                         |  |
| <b>REGISTERED ADDRESS</b>                                                   |  |
| <b>OFFICE ADDRESS<br/>IF DIFFERENT FROM ABOVE</b>                           |  |
| <b>NAMES &amp; ADDRESS OF THE PROPRIETOR/<br/>DIRECTORS /<br/>PROMOTERS</b> |  |
| <b>TELEPHONE /MOBILE<br/>NUMBER</b>                                         |  |
| <b>E-MAIL ADDRESS &amp; WEB<br/>SITE</b>                                    |  |
| <b>CONTACT PERSON<br/>PARTICULARS</b>                                       |  |

**(SIGNATURE OF AUTHORISED PERSON WITH SEAL)**



## **Part 1 /F-II**

### **AGENCY'S DECLARATION**

**(Letter to the bank by the individual/agency/firm)**

To  
The General Manager,  
Jharkhand Rajya Gramin Bank,  
Zila Parishad Premises, Market Complex,  
3rd Floor, Near Kutchery,  
Ranchi – 834001

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.

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 year 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)

## Part 1 /F-III

### DOCUMENTS RELATING TO AGENCY'S ELIGIBILITY CRITERIA

1. AGENCY IS REQUESTED TO FILL THIS CHECK LIST AND ENSURE THAT ALL DETAILS/ DOCUMENTS HAVE BEEN FURNISHED ALONG WITH HIS OFFER.

| Parameters                                                                                                                                      | Whether submitted<br>(Yes / No) |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Whether Part-1 / Covering Letter duly signed by the Bidder submitted                                                                            |                                 |
| Whether Part 1 /F-I<br>Agency's general details/ information submitted                                                                          |                                 |
| Whether Part 1 /F-II Agency's declaration submitted                                                                                             |                                 |
| Whether Part 1 /F-IV Earnest money deposit declaration submitted (Mandatory for bidders exempted from EMD submission)                           |                                 |
| 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 <b>Vehicle details</b> table) . |                                 |
| Whether annexure D-Agreement format duly signed and submitted.                                                                                  |                                 |

### 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 /<br>Parameters    | Innova Crysta | Other vehicle-<br>Please specify. |
|----------------------------|---------------|-----------------------------------|
| Registration No.           |               |                                   |
| Model & Make               |               |                                   |
| Distance travelled (in Km) |               |                                   |

**Part 1 /F-IV**

**EARNEST MONEY DEPOSIT DECLARATION**

**(Letter to the bank by the bidder)**

To  
The General Manager,  
Jharkhand Rajya Gramin Bank,  
Zila Parishad Premises, Market Complex,  
3rd Floor, Near Kutchery,  
Ranchi – 834001

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.

1. 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.
2. 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 JRG 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)**

**PRICE BID**

|                       |                                                                                                                      |
|-----------------------|----------------------------------------------------------------------------------------------------------------------|
| Date of Advertisement |                                                                                                                      |
| Valid up to           | 3 Years from the date of Agreement.                                                                                  |
| Delivery              | JRG Bank,<br>Head Office, 3 <sup>rd</sup> Floor, , Zila Parisahd<br>Market Complex, Kuchury Chowk, Ranchi,<br>834001 |
| Emission norms        | Compliance with local norms                                                                                          |
| Term                  | 3 Years.                                                                                                             |

| No | Name of the vehicle                                                                                                                  | No.     | Monthly Hire Price Offered (Rs.) In figures | Monthly Hire Price Offered (Rs.) In words in English |
|----|--------------------------------------------------------------------------------------------------------------------------------------|---------|---------------------------------------------|------------------------------------------------------|
| A  | <b>TOYOTA Innova</b><br><b>Crysta</b><br><b>2.4 VX 7 STR</b><br><b>or</b><br><b>2.4 VX 8 STR</b><br><b>or</b><br><b>2.4 ZX 7 STR</b> | One (1) |                                             |                                                      |
| B  | <b>Other vehicle-</b><br>Mahindra XUV<br>300/XUV<br>3XO/Tata<br>Nexon/Suzuki<br>Grand<br>Vitara/Suzuki<br>Brezza/Kia<br>Sonnet       | One (1) |                                             |                                                      |

(Signature & Seal of Authorised Signatory)

**AGREEMENT FOR HIRING OF VEHICLE**

This agreement is made on ..... between **Jharkhand Rajya Gramin Bank** incorporated under the Regional Rural Bank Act, 1976 having its Head Office at Zila Parishad Premises, Kutchery Chowk, Ranchi (hereinafter called 'JRG 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 ..... for Head Office, JRG Bank at Ranchi 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 ..... **JRG Bank or Head Office Premises or any other place as instructed by the Bank**, at 9:00 AM. on all normal days and vehicle will be on service till 9:00 P.M. i.e. 12 hours.

The rent for the vehicle per month is **Rs. ..../-** (Rs. ....Only) (this includes fixed travel of ..... KM, salary of the drivers/repairs of the vehicles, insurance and other expenses if any). It has been mutually agreed that any unused / un-travelled part of monthly fixed 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 fixed travel (KM) i.e ..... KM per month will be calculated at a rate of Rs. ..../- per KM.

b. **Extra hour charges:** Usually service duration will be from 9:00 AM to 9:00 PM, but vehicle service may be utilized based on the requirement and 12 hours will be counted since vehicle's arrival on duty. Incentive for refreshment purpose for extra hour service and uses of vehicle on Sunday, will be paid separately to the driver on duty on and above the salary/ allowances paid by the vendor as per following description:

Vehicle used beyond 12 hours @ Rs. 75/- per hour subject to maximum Rs. 225/- per day. If the vehicle is used on Sunday an amount of Rs. 200/- will be paid for refreshment.

c. **Outstation charges:** Rs...../- per night (The amount will be paid to driver on duty for overnight stay in outstation trips. Outstation charges will be paid only if food and lodging is not provided by the Bank).

**Note:** The refreshment amount & Outstation stay will have to be included in bill separately and the account No. of concerned driver for payment by the Bank directly to driver while processing of bill.

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 first year of service. Any changes in monthly rental and other charges may be considered after annual review with satisfactory service during the contract period.

The vehicles should be made available normally for 12 hours' service daily and the start of duty timings will be as per the convenience of the user official. However, in usual

scenario it will be 9:00 AM-9:00 PM. The vehicle may also be used for on Sundays/Holidays as and when required by the Bank.

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

The agency shall comply with all the rules and 'regulations relevant to supply and running of tourist taxis stipulated by RTO, Ranchi/ Jharkhand 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.

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 good antecedents and Police verified.

It will be the responsibility of the Firm /Agency to abide by all applicable laws of the land.

The Agency should abide by the instructions with regard to minimum wages under Minimum Wages Act, 1948 and other relevant laws, 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

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.

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.

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.

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.

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 Ranchi/ Jharkhand and around. The renewal of the driving licenses will be the responsibility of the firm / agency / company.

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.

The driver will comply with the orders given by the HoD, 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 colored 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.

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. 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 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 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 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.

Vehicle must be available in all days during the month. In case of Non availability of the hired vehicle, alternate vehicle service has to be arranged by the vendor. If the Firm /Agency/Individual is not able to provide vehicle service, the bank will hire the vehicle on need basis and the actual cost of the same will be deducted from the monthly bill of the vendor.

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 extent, 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 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.

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.

Agency 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 residence of the officer 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 agency / company obtains 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 JRG 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 JRG Bank. The financial repayment responsibility of all such vehicles if any will solely lie on the agency / company.

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 next monthly bill raised.

#### **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 ..... KM per month will be included in fixed monthly rental. Cost of travel

exceeding this will be reimbursed by Bank at Rs. ..../- 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 ....., 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) which will be reviewed every year.

**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 Ranchi, 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 :** Contract can be terminated giving one-month notice from Bank side or Vendor side in case either of the party wish to conclude the contract on any reason what so ever it may be. If the vehicle service is terminated by the vendor without one-month notice period, the performance guarantee amount submitted by the vendor will be forfeited. No compensation whatsoever will be paid by the Bank to the agency on such termination. Bank can terminate the agreement 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.

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.

If there is a change in the name of the Agency / Company etc. arising out of:

- a) merging with some other company or
- b) collaboration with some other company or



c) for any other reason

or, if any changes take place in the proprietorship or partnership of the Agency / Company, the Bank should be intimated within 30 (Thirty) days of such changes, failing which all payments will be withheld and Bank may terminate the hire agreement as may be deemed necessary, whatever be the reason of changes, the subject hire agreement would be terminated unless the new company/entity accepts the subject Hire agreement at the same rates, terms and conditions laid down herein. The agency /company shall refund the excess money paid by the agency / company for the term for which the agreement / arrangement has run.

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

**For .....  
(THE FIRM)**

**For Jharkhand Rajya Gramin Bank  
(JRG BANK)**

Stamp & Signature

Stamp & Signature