

SBI CAPITAL MARKETS LTD, MUMBAI

PROVIDING ON HIRE CARS TO SBI CAPITAL MARKETS LTD., (SBICAP) ON MONTHLY RENTAL BASIS

SBI CAP'S REQUIREMENT OF CARS:

- The cars required by SBICAP would be on monthly hiring basis for a initial period of 3 years. The arrangement will also be reviewed every year.
- The Company will shortlist two agencies based on the quotes received from the agencies / companies. **The L-I, L-II agencies / companies will be allocated cars in the following proportion, subject to L-II agency is matching the car monthly hiring charges rates of L-I agency / company. The proportion of allocation of cars will be as under. L-I 60% L-II 40%.**
- The cars to be provided should have "T" marking and GPS devices fitted in them.
- The cars required on monthly basis should be Brand new or not more than 6 months old (Petrol version) of **Honda City S Car/Maruti Ciaz -Sigma Cars/Maruti Swift Dzire ZXI cars** having, AC, Power windows, Power Steering, music system, reading light, etc.
- The successful Bidder will be required to **provide 10 - 20 cars** within **one month** of finalization of new arrangement. **In case the delay in supplying of the cars is attributable to the Honda and Maruti Company manufacturers, then the Company may extend the duration, subject to production of suitable letter from the manufacturers, signed by the authorised signatory of the company.**
- For any reasons, i.e. Poor maintenance, poor service or conduct of the driver below desirable/acceptable standards of SBICAP, the SBICAP would terminate the agreement after issuing a notice of 30 days time and SBICAP shall not be responsible for any financial liability of the car/cars or any other consequence of such termination.
- Discontinuing any vehicle at any point of time during the contract period will be the discretion of SBICAP. **During contract period of 36 months, Company reserve right to surrender excess vehicles previously hired so under this RFP with immediate effect without prior notice for surrender of vehicle/s.**

OTHER TERMS AND CONDITIONS:

1. (a) All the cars for the purpose of monthly hiring basis, initially at any stage of the contract should be Brand new or not more than **6 months** old and one of those approved models/make by SBICAP i.e. (Petrol version) **Honda City - S Car/Maruti Ciaz -Sigma Cars/Maruti Swift Dzire ZXI cars** as may be agreed by SBICAP.
(b) All the cars should be fitted with GPS devices to ensure the safety and security of the executives of SBICAP and the easy tracking of cars. **In addition, all the cars should be provided with full size floor mats so as to cover the entire carpet, three cushions, mobile charger, side and rear window sun shields, tissue boxes, Hand Sanitizer, car perfume and one full size umbrella in every car.**
(c) **Proper reading light should be provided in the car if not already provided by the car manufacturing company.**
2. The cars should be made available for 12 hours service daily and the start of service timings will be as per the convenience of the user official. For using the car beyond 12 hours service, overtime charges would be applicable on hourly basis at rates, as approved by SBICAP. **If driver is actually called for duty and worked on Sunday / National holiday, then only Rs. 500 per such holiday duty will be paid. In case of outstation duty only one allowance can be claimed, either Outstation duty / overtime / night duty / holiday duty allowance.**
3. The successful bidder (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.
4. The successful bidder (agency) shall comply with all the applicable laws as applicable and will indemnify SBICAP against all actions, claims, suits etc., for non-compliance of laws.
5. The agency shall ensure that all documents in respect of the vehicle such as registration certificate, comprehensive insurance policy, pollution under control certificate, tax payment receipts, etc., are update and valid and also ensure that all such documents are properly kept in the custody of the driver in accordance with the Motor Vehicle Act.

6. The agency should have an office with telephone facility and contact point for 24 hours and the telephone/mobile numbers concerned shall be given to the user official. In addition, the Company/Agency should make dedicated arrangement to ensure that all the cars report on time and are kept clean at the start of duty each morning and a confirmation by SMS is sent to the user official, everyday.
7. Drivers should be medically fit and have antecedents, police verified. 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 agency and not by SBICAP.
8. The car must be kept clean and periodically serviced and provided with neat seat covers, which should be changed, after every 15 days.
9. The agency shall bear the expenses in regard to periodic washing of seat covers and general upkeep of the car.
10. The car to be sanitized on weekly basis, hand sanitizer bottle to be kept in car, and driver shall always wear mask while on duty, driver with full vaccination (both dose). Any additional recommendation issued by government during current pandemic / endemic has to be followed by driver for his own safety and also for safety of the executive.
11. No rest room/change room or meals will be provided by SBICAP to the drivers.
12. The drivers will be the staff of the agency and not of SBI Capital Markets Ltd. As such, SBICAP 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 staff of the agency concerned, the agency should comply with local laws and provisions relating to their employment with their agency concerned. SBICAP will not be liable for their non-compliance.
13. The drivers should have a valid driving licence which should be produced by them as and when demanded by SBICAP. The driver should be medically fit and will be conversant with the routes and places in Mumbai and around. To ensure the renewal of the driving licenses will be the responsibility of the agency.
14. 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 the duty or on weekly off 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 the police.

15. The drivers should be in uniform provided by the Company/Agency, neatly dressed, courteous and obedient.
16. 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 and submit it alongwith monthly GPS Travel Report at the time of submission of monthly bills **for verification of the bill and payment purpose.**
17. In case the car 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 suitable car till the car concerned is repaired/replaced. The agency will be doing suitable periodical maintenance to avoid break downs. SBICAP may also impose penalty of Rs. 1500/- (Rupees One thousand Five hundred only) per instance on any violations of the terms & conditions and on repetition of such incidents to the extant car, may reject the car or terminate the contract of the Company /Agency at the sole discretion of SBICAP depending upon the magnitude of the offence.
18. In the event of replacement of the vehicle provided for unavoidable reason, the authorized make/model of car should be provided with prior intimation to the official for whom the car is engaged and in consultation with Administration Department of SBICAP.
19. The car provided to SBICAP will be covered by comprehensive insurance at the cost of the agency. SBICAP shall not be responsible for any damage to the car and compensation to anyone in the event of injury/disablement or loss of life as a result of accident. The agency shall indemnify SBICAP against any damage/loss out of accident caused by the car.
20. The car should be registered in the name of the Agency in Mumbai/Maharashtra in accordance with the Motor Vehicles Act with Taxi/Tourist Registration as applicable in respect of the services to be provided as per this tender /contract.
21. All applicable taxes inclusive those of passenger tax and road tax will be borne by the Agency and not by SBICAP. Toll tax, parking charges, etc., shall be paid by the agency, which will not be reimbursed by SBICAP.
- 22.** The Agency will be paid monthly hiring charges, which would include per month cost of the vehicle with Driver as per details given above which should

further include charges for 1200 kms, 2000 kms and 2500 kms per month. Any additional kms run over and above the given slabs, would be paid in addition @ per km rate approved by SBICAP.

- 23.** The Agency/ Company should have atleast 1(one) fuel refilling arrangements within 5 km radius of SBICAP Office.
- 24.** Unless intimated otherwise, the agreement will be initially for a period of 3 years, which will be reviewed every year.
- 25.** SBICAP shall reserve the right to terminate the agreement without assigning any reasons, by giving 30 days notice to the Agency concerned during the contract period. No compensation whatsoever will be paid by SBICAP 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 SBICAP to the agency.
- 26.** The agreement will be terminated without any 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.** SBICAP is not in any way responsible/liable to meet the repayment of loan installments to the lender(s) in case the vehicles are obtained under any borrowing arrangement.
- 28.** The successful bidder should execute a valid contract as per the format approved by the SBICAP along with a security deposit of Rs.100000/- (i.e Rs.70000/- + Earnest Money Deposit of Rs. 30000/-, which will be considered as a Security deposit). Failure to do so, the Earnest money Deposit of Rs. 30000/- will be forfeited.
- 29.** The Security Deposit of Rs. 1,00,000/- will be refunded without interest to the successful bidder after 3 months of expiry of contract.
- 30.** Violation of any terms and conditions of the tender shall also be a reason for forfeiting the security/earnest deposit at the discretion of SBICAP.
- 31.** Physical dent, paints or damage to the car due to any reason during the tenure of the contract should be rectified promptly so as to maintain decent look of the car during the hired period. Failure to comply would enable SBICAP to reject such cars for any further period of the Contract.
- 32.** All repairs and maintenance will be the sole responsibility of the Agency/Company. The Agency/Company have to ensure that the cars are periodically maintained and kept in good condition and road worthy.

33. Car hiring Agency/Company, within 30 days of the date of award letter, should be able to provide **10 – 20 cars (requirement of cars mentioned in Financial Bid form)**. Failure to commitment of the terms and conditions would be considered as a failure of the Agency and the Earnest Money deposit of Rs. 30,000/- shall be forfeited.
34. Tenders/offers not satisfying the pre-qualification/eligibility criteria and procedure prescribed in the tender document will be treated as invalid and rejected summarily. Further, the Company reserves the right to accept or reject any or all the offers without assigning any reasons, there for.
35. The selection of the make/model/variant (i.e petrol version) and the number of cars thereof will be at sole discretion of SBI Capital Markets Ltd.
36. The agency / company will also appoint dedicated Managers/Supervisors who will visit the sites every day to monitor cars and drivers as surprise check and always available for executives in case any requirement.
37. The "Notice Inviting Quotations" and these "Instructions for Tenderers" shall form part of the Tender Documents.

Sd/-

Asstt. Vice President & GH (Admin)