

BHARATIYA RESERVE BANK NOTE MUDRAN (Pvt) LIMITED

*(Wholly owned subsidiary of Reserve Bank of
India)*

Corporate Office, Bengaluru – 560 029

**Tender / Application For Empanelment of Car Hiring Agencies / Taxi Operator Agencies
/ Companies for providing vehicles to BRBNMPL, CO, Bengaluru**

This notice is being published only as an abundant precaution and is not an open invitation to quote in tender, participation in this Tender is by Invitation only and is a Limited Tender. Unsolicited offers are liable to be ignored.

Limited Tender Enquiry

(Procurement of Services)

Website: www.brbnmpl.co.in

Email: coBengaluru@brbnmpl.co.in

TENDER No. 02 / CO / HV / 2016-17

(NOT TRANSFERABLE)

***Tender / Application For Empanelment of Car Hiring Agencies / Taxi Operator Agencies /
Companies for providing vehicles to BRBNMPL, CO, Bengaluru***

This tender document contains : **11 Pages**

The tender document is sold to/downloaded by [Name of bidder] :

M/s. _____

Address _____

Details of Contact person in BRBNMPL regarding this tender:

Name, - Shri S M Banerjee, Designation: - Asst. General Manager

Address:

The Director (F&A),

Bharatiya Reserve Bank

Note Mudran Private Limited

Corporate Office

No. 3 & 4, 1st Stage, 1st Phase,

B T M Layout, Bannerghatta Road,

Bengaluru – 560 029, Karnataka State.

Phone No. 080 - 66602000; Fax: 080 - 66602039

Email: coBengaluru@brbnmpl.co.in

Section I: Notice Inviting Tender (NIT)

TENDER No. 02 / CO / HV / 2016-17

1. Sealed tenders under two-bid system are invited from eligible and qualified tenderers for under cited services:

Schedule No.	Brief Description of Services	Quantity (with Unit)	Earnest Money (in Rs.)
1	Tender / Application For Empanelment of Car Hiring Agencies / Taxi Operator Agencies / Companies for providing vehicles to BRBNMPL, CO, Bengaluru	As and when Required	NIL

Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc.)	Limited Tender- Single Bid System
Date of issue of tender documents	From 04/08/16 to 25/08/16 during office hours
Price of the Tender Document	NIL
Price of sale of tender documents	NIL
Closing date and time for receipt of tenders	1430 Hrs on 25/08/2016
Place of receipt of tenders	Bharatiya Reserve Bank Note Mudran Private Limited Corporate Office No 3 & 4 , 1 st Stage , 1 st Phase, BTM Layout, Bannerghatta Road, Bengaluru-560029
Time and date of opening of tenders	15:00 Hrs on 25/08/2016
Place of opening of tenders	Bharatiya Reserve Bank Note Mudran Private Limited Corporate Office, Bengaluru
Nominated Person / Designation to Receive Bulky Tender (Clause 21.21.1 of GIT)	Sri S M Banerjee, AGM

2. Bharatiya Reserve Bank Note Mudran Private Limited, Bengaluru, intends to empanel highly reputed and capable Car Hiring Agencies / Companies for the purpose of hiring cars on casual and / or daily / weekly hiring basis for a period of one year. On Completion of the said period, the contract may be extended, on mutual agreement, for a further period

of two years, one year at a time. Reputed Car- Hiring / Rent-a-car agencies / Companies **based in Bengaluru** and having adequate capacity to cater to the Company's requirement may collect the Tender Form / Application from the Company Office at BTM Lay Out, Bannerghatta Road (Beside Jal Bhavan), Bengaluru. The application forms are enclosed.

3. The applications shall be as per Annexure III and IV, along with copies of necessary documents as per the Annexure I and Annexure II. The Tender shall be prepared and submitted in sealed envelope superscribed “**Tender / Application For Empanelment of Car Hiring Agencies / Taxi Operator Agencies / Companies for providing vehicles to BRBNMPL, CO, Bengaluru**” and addressed to The Director (F&A), Bharatiya Reserve Bank Note Mudran Private Limited, Corporate Office, No. 3 & 4, 1st Stage, 1st Phase, B.T.M. Lay Out, Bannerghatta Road, Bengaluru -560 029.
4. Telegraphic, Fax and E-mail tenders will not be accepted. The last date for submission of application is on or before **25-08-2016, 1430** Hrs.
5. The empanelment will be subject to fulfillment of the terms and conditions spelt out by the Company in this regard in Annexure I. Only the application of agencies that fulfill the terms and conditions set out in Annexure I will be considered by the Company.
6. The final empanelment will be done after the car hiring / rent- a-car agencies convey in writing that the rates fixed by the Company and the terms and conditions as enlisted in Annexure I are fully acceptable to them and that the Guidelines / Instructions mentioned in Annexure II will be meticulously followed by them.
7. The Company reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

Asst. General Manager
Bengaluru

ANNEXURE- I

Bharatiya Reserve Bank Note Mudran Private Limited ,Corporate Office, Bengaluru

Criteria governing Empanelment of Car Hiring Agencies / Companies

- (1) The agencies should be able to provide **upto 10** cars of any type such as : Toyota Corolla, Honda City, Toyota Innova , Ford Ikon / Toyota Etios, Tata Indica etc. **on any date and time as per our requirements.**
- (2) The agencies shall ensure that the supplied cars have **all** valid **documents** including R.C Book, PUC, Insurance, road taxes etc. and the drivers **should** have valid Driving License in person, as per RTO guidelines.
- (3) The empanelled agencies will have to furnish **Performance Guarantee for an amount of Rs.20,000/- in the form of DD / BG** valid for one year from the date of agreement as also enter into a written hiring agreement with the Company to indemnify the Company against the deficiency in customer service and non-compliance of terms and conditions.
- (4) The agencies shall strictly ensure that the cars provided should not be more than **3 years old.**
- (5) The agency shall have a minimum of 3 years of experience in providing car hire services to reputed Public Sector Undertakings / Government or semi-government organizations/ Commercial Banks / reputed Private Corporations. **Documentary evidence of the same shall be attached.**
- (06) The agencies should have valid PAN and Service Tax Code Number and issue Invoices / Challans / Bills indicating the same Nos.
- (07) The agencies **should** have necessary certificate to run Tours and Travel services. Documentary evidence of the same shall be attached.
- (08) **All the cars shall strictly be of commercial nature** i.e. they must be registered with the R.T.O as a Commercial Vehicle.
- (09) **The Hiring Agency or its agents / employees / drivers committing any breach of terms and conditions mentioned herein and / or rendering unsatisfactory services, in the opinion of the Company, shall render itself liable for summary termination of the agreement forthwith without any notice or any compensation in lieu thereof, and also the Performance Guarantee will be forfeited.**
- (10) The applicant agency should have current account in a scheduled commercial bank.
- (11) The agencies will have to **indicate the Rates exactly as per Annexure-IV and whether the rates quoted by them are inclusive of all taxes or otherwise.**
- (12) The **Company** will reimburse for the **actual travel by the user in addition to distance from garage to the start- point and end-point to the garage.** The Agency should invariably indicate the location of their Garage. Change in location of garage, if any should be intimated immediately.
- (13) The **Company** reserves the right to accept or reject any or all applications without assigning any reason whatsoever.
- (14) The tenderer should download the following sections from the website www.brnbmpl.co.in under the header tab “downloads” **and submit the same duly signed** as acceptance of the terms and conditions. Signed as used herein shall mean signed by the authorised person of the bidder under the seal of the bidder.

Section II - General Instructions to Tenderer (PM/SBD/001)

Section IV - General Conditions of Contract (PM/SBD/002)

Section X – Tender Form

Section XVII - Letter of Authority for attending a Bid Opening (PM/SBD/007)

(16) Offer submitted without signed copies of the above sections are liable to be rejected.

ANNEXURE- II

Bharatiya Reserve Bank Note Mudran Private Limited ,Corporate Office, Bengaluru

Guidelines / Instructions to be followed by Car Hiring Agencies providing cars to our **Officers / Guests / VIPs of the Company on Tour / Visit.**

1. The car should be kept clean and maintained in running and trouble free condition. It must be washed and be provided with proper seat covers. The following extra amenities must be provided in the car: (i) **Two newspapers (one English / Hindi and one Financial News Paper of the date)** (ii) **Two 1litre Water bottles of any reputed brand such as Bisleri / Kinley / Aquafina / Himalaya etc.** (iii) **Tissue Papers (in pouch)** (iv) **Mobile phone to the driver on duty.**

2. (i) The driver in clean uniform must report for duty at the specified time and place. He should be polite, courteous and service oriented at all times.

(ii) The driver must always be available at the place where the car is parked.

(iii) The drivers will carry out the orders given by the authorized officers of the Company and will also observe the rules and regulations of the Company regarding safety and security. They should be periodically trained/updated on rules/regulations of etiquette and communication.

(iv) The driver should have a valid driving license, which should be produced by him as and when demanded by traffic personnel. Renewal of his driving license from time to time will be the sole responsibility of the Agency. The Driving License should be displayed prominently on the dash board or any prominent place of the car as is now mandated for all taxis as per RTO guidelines.

(v) The driver must carry a placard depicting particulars of the arriving Guest / Officer at the Airport / Railway Station, etc.

3. The **driver should maintain a proper record of start and end kilometers and time on a daily basis and get the same authenticated by the user.** The trip-sheets must mandatorily note the route in which car has travelled, failure of which could attract penalty.

4. The car hiring agency should convey without fail the car details i.e. Car make & colour, Car Registration No., Driver's Name and his mobile number to Dealing Officer of BRBNMPL, Bengaluru and to the user of the car by an SMS, at least **24** hours prior to start of journey.

5. The agency would be solely responsible for ensuring the compliance to rules/regulations formed by the Central and State government in respect of traffic, registration etc.

6. (i) The agency shall provide taxi on written or verbal instructions over phone within the time specified therein. The agency shall also be required to provide taxi on short notice from the Company (say within an hour in case of emergency). In case the transport provider fails to provide taxi on our request either over phone or written, the Company shall be free to remove the transport provider from the panel of transport providers.

(ii) In very rare case if the booked car cannot be made available on any day due to non- availability of driver/car, the **Agency should make alternate arrangements promptly.** The Agency should intimate the changes to the concerned Department of the Company / Officer. Hiring of car by the Agency from any other agencies due to non-availability of the car leads to dual control and hence should be avoided. The agency should not refuse to provide cars of any specific make when booked by the Bank.

(iii) For deficiency in services and serious inconvenience caused to the Company and its **officials or to those for whom Company directs to provide services, penalty not exceeding 25% of the estimated bill for the relevant instance will be imposed.** However, the Company will impose the penalty after giving due notice. **In case of dispute, the Company's decision will be final in the matter.**

(iv) The contractor will also have to make alternate arrangements in case of breakdown of his vehicle(s).

In case of failure, the contractor will be responsible to compensate all expenses incurred by the Company in this regard and the same will be deducted from the bill of the contractor. Decision of the Company in this regard will be final and binding on the operator. Such compensation may be in addition to any penalty imposed under Para (iii) above. Penalty and compensation, if any, will be deducted from any pending or subsequent bill of the contractor.

7. **Settlement of dispute by Arbitration:** All disputes and differences of any kind in this regard shall be referred to the Director, BRBNMP Ltd., Bengaluru for settlement who shall state his decision in writing, which will be binding on both the parties. In case any legal dispute is raised, same will be settled in the Courts falling under the jurisdiction of Bengaluru only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.

8. In case the contractor is not able to provide the category of car for which booking has been made by the Company, he can provide higher category of vehicle. However, payment will be made for the category of vehicle booked by the Company.

9. The Contractor shall ensure compliance of the provisions of Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act 1948 and applicable laws, while engaging labourers for the aforesaid work.

10. The persons engaged by the transport providers will be the employees of the Contractor and neither the Contractor nor the labourers shall have any right to claim any employment in the Company.

11. The contractor shall ensure that the car provided by him are registered under Motor Vehicle Act 1988 as amended from time to time and also follow latest Road Safety rules and regulations.

12. The drivers/employees engaged by the contractor shall abide by the instructions provided by the security officers / guards of the Company and vehicles/persons will have to undergo security check as and when required.

13. **The Agency shall arrange to obtain Police Verification certificate regarding the antecedents of the persons engaged by them.**

14. (i) The successful tenderer shall execute an agreement with the Company on stamped paper within one month of receipt of letter of acceptance. However, the issue of letter of acceptance by the Company shall be considered as binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract. Normally, the tender will be valid for one year, renewable after due performance appraisal of the service provider. The contract can be renewed for a **furthe**r maximum period of two years (one year at a time).

(ii) The stamp duty shall be borne and paid by the operator.

15. The rates offered by the tenderers and accepted by the Company, will remain valid, for a period of one year, where after they may be reviewed at the time of renewal of the contract provided any major changes occur in labour laws or Govt. decision affecting fuel pricing etc. However, this can be done only with the permission of the Company.

16. **Terms of Payment:** Except under cases of circumstances beyond the control of the Company, the payment of bills will be made within fifteen days and not later than forty five days of production of bills. Payments will be made through electronic mode. The empanelled contractor/s should furnish mandate/s for ECS/NEFT.

17. **Taxes:** As per the Indian laws, taxes, as applicable, will be deducted at source and a certificate for the same will be issued to the contractor.

18. Indemnification: The contractor shall indemnify the Company for any loss or damage caused by the driver/s deployed by the contractor that occurs to persons or building or third party during the period of contract. In absence of the above, the Company reserves the right to recover the cost of loss or damage suffered by the Company from the pending or subsequent bill of the contractor.

19. The Sexual Harassment of women at work place:

The Contractor / Agency shall be solely responsible for full compliance with the provision of “the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013.

a. In case of any complaint of sexual harassment against its employee, the complaint will be filed before the Internal Complaints **Committee constituted by the Contractor / Agency** and the Contractor / Agency shall ensure appropriate action under the said Act in respect to the complaint.

b. Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Company shall be taken cognizance of by the Complaints Committee constituted by the Company.

c. The contractor shall be responsible for any monetary Compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Company’s employee, if sexual misconduct or violence by the employee of the contractor is proved.

d. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

20. The Hiring Agency or its agents / employees / drivers committing any breach of terms and conditions mentioned herein and / or rendering unsatisfactory services, in the opinion of the Company, shall render itself liable for summary termination of the agreement forthwith without any notice or any compensation in lieu thereof.

Annexure- III

**TENDER/APPLICATION FOR EMPANELMENT OF CAR HIRING/TAXI OPERATOR
AGENCIES/COMPANIES FOR PROVIDING VEHICLES TO BRBNMPL, Bengaluru**

The Format for Bid

To
**The Director (F&A),
Bharatiya Reserve Company
Note Mudran Private Limited
Corporate Office, Bengaluru.**

**Declaration to be filled up for Empanelment of Car Hiring / Taxi Operator
Agencies**

Tender Enquiry No. : 02 / CO /HV / 2016-17 Date: 04-08-2016

Date of Opening of Bid : 25-08-2016

Name & Local Address of The Agency :	
Criteria / Description	Particulars (to be provided)
Date of Incorporation	
PAN (copy to be submitted)	
Have Cars comprising Toyota Carolla /Honda City / Innova / Ford Icon / Toyota Etios / Tata Indica	Yes / No
If not Which Cars cannot be provided ? (mention the names)	
Experience in Providing Car services for a minimum of 3 years (copy to be submitted)	Yes
Annual Turnover In Lakhs.	FY 2013-14 : Rs.
	FY 2014-15 : Rs.
	FY 2015-16 : Rs.
Documents : P&L , BS / IT Returns (copies Certificate to be submitted)	Yes
Registered and has Certificate to Run the Tours and Travel Services (copy of Certificate to be submitted)	Yes
Service Tax Regn. No. (copy of Certificate to be submitted)	

Based at (name of the City)	
No. of Vehicles Owned at Bengaluru	
Any Specific information (wish to be mentioned)	
Terms and Conditions as Stipulated in Annexure 1 & 2	Accepted

The Company reserves the right to call for proof / verify the furnished information.

Declaration:

1. The above information is true to the best of my knowledge and if any information is found untrue or false, I may be debarred from the tender process/being given the contract.
2. I/we agree to abide by the terms and conditions stipulated by the Company and as mentioned in Annexure-1.
3. **I/We also agree that our tender will remain valid for acceptance by the Company for 90 days from the date of opening of the Tender /Bid and this period of validity can be extended for such period as may be mutually agreed in writing between the Company and tenderer.**
4. **I/We understand that the Company reserves the right to accept or reject any or all the tender either in full or in part without assigning any reason therefor.**
5. **I/we/understand that after empanelment, I/we would be under the obligation to supply taxis for BRBNMPL, Bengaluru at the lowest quote given in the price quoted by the other applicants under each category.**

Dated this...Day of 2016

Signature
Name and seal of the TENDERER

(This format shall be sent in sealed cover super scribing **“Tender / Application for empanelment of car Hiring / Taxi operator agencies for providing vehicles to BRBNMPL, Bengaluru.**

Last date of receipt of application : 25-08-2016 upto 1430 Hours.

Please note, if all the particulars are not filled up or requisite documents not submitted, the application will be summarily rejected.

**Bharatiya Reserve Bank Note Mudran Private Limited
Corporate Office, Bengaluru**

Annexure- IV

**TENDER/APPLICATION FOR EMPANELMENT OF CAR HIRING/TAXI OPERATOR
AGENCIES/COMPANIES FOR PROVIDING VEHICLES TO BRBNMPL, BENGALURU**

The Format for Bid : PRICE BID ONLY

NAME OF THE CONTRACTOR / FIRM:- _____
ADDRESS:

For providing cars/utility vehicles of different variants for local and outstation tours. Rate structure variants wise for Full day / Half day / Outstation / should be comprehensive furnishing the details of the different types of vehicles available with the tenderer and various types of services.

Types of Vehicles (Rates in INR)						
Nature of Duty	Tata Indica	Ford Ikon / Toyota Etios /	Toyota Innova	Honda City / Ciaz / Nisan Sunny	Corolla Altis	Toyota Camry
Local						
4 Hours/ 40 Kms						
8 Hours/ 80 Kms						
Extra Hour						
Extra Km						
Night Detention						
Outstation (Minimum 250 Kms / day)						
Rate per Km						
Driver's allowance						
Night Detention						

Notes :

- Uniform Rates list will be arrived at by the Company based on the lowest quotes / rates offered by the bidders in each category of vehicle, as per the above table.
- Vendor will be empanelled who accept the uniform price list as a whole for all category of vehicle and part acceptance is not allowed.
- Bidders will be empanelled as per the agreed Uniform Rates List for an initial period of one year.
- Company Reserves the right to empanel more than one bidder for the Vehicle Hiring Service.
- The Rates quoted above are Inclusive / Exclusive of taxes**

Authorised Signatory :

Name :

Company Seal

Date :