

Providing the Services of a Driver on contract basis

Sealed quotations are invited from reputed agencies for providing services of a driver on contract basis for Small Industries Development Bank of India (SIDBI) at Mumbai. **The eligibility criteria and terms and conditions** of the contract are furnished in the **Annexure I and Annexure II respectively**. The same are also available in the office of the undersigned between 9.45 hrs to 17.30 hrs on any working day (except Saturday & Sunday) **from January 31, 2012 to February 21, 2012**.

The quotations to be submitted should be addressed to

**“The General Manager, Administration Department,
Small Industries Development Bank of India,
MSME Development Centre,
C 11, G Block, Bandra Kurla Complex,
Bandra (E) Mumbai – 400051 ”**

The envelope should be superscribed “Driver on Contract basis” and should reach him not later than 16.00 hrs. on **February 21 , 2012**. The quotations which are not submitted in the prescribed manner will not be accepted.

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

The General Manager,
Administration Department,
Small Industries Development Bank of India,
Mumbai
Ph. No.022 – 6753 1318, 6753 1217

The Eligibility Criteria

(1)	The agency should be Mumbai based and could be a sole proprietary concern, partnership firm or a company of repute and should be registered with Registrar of Firms / Companies, wherever applicable. It should be in existence for 3 years and duly registered with the appropriate Govt. authorities, as applicable.
2)	The driver should have a valid commercial driving license.
(3)	The driver should have at least 3 years experience in driving the car in a reputed organisation.
(4)	The agency should be registered with Central and Excise Department for Service Tax.
(5)	The agency should be an Income Tax Assessee having filed Income Tax returns for the FY 2009, 2010 and 2011. In case the agency is exempted from paying income tax, the exemption certificate received from IT Department may be enclosed.

Annexure – II

Terms and Conditions of contract

- 1) The contract shall be valid for **24 months from** the date of awarding of contract which could be further extended for a period of one year subject to satisfactory performance and mutually agreed terms and conditions. However, notwithstanding anything contained herein, SIDBI [Bank] shall have the right to terminate the agreement / contract at any time without being required to give any reason / notice thereof. Such termination will not give any right to the contractor for claim of any damage or compensation. The driver shall hold a valid commercial license.
- 2) The driver shall hold a valid commercial license.
- 3) The timing would be 8 AM to 8 PM from Monday to Saturday.
- 4) The agency would ensure that driver would attend to work on time and in case of any absenteeism, suitable substitute should be provided to take care of the work.
- 5) The agency shall ensure that the persons engaged by him for the purpose shall wear clean dress and follow decent manners.
- 6) The agency shall be responsible for police verification as well as identity of persons engaged by him.
- 7) The agency shall issue identity cards to the engaged person and submit a copy to SIDBI for records.
- 8) The agency shall maintain a register detailing the hours and mileage and submit along with the bill on monthly basis.
- 9) The driver employed by the agency as herein above shall remain always employee of the agency and shall have no claim of whatsoever nature against the Bank. The Bank shall in no way be responsible to third parties for any of their acts or deeds.
- 10) The agency should undertake to ensure compliance with the requirements of **Contract Labour Act, 1970, Minimum Wages Act, 1948, EPF, ESI and also abide by all the other statutory requirements necessary in this regards.** SIDBI would neither involve itself in any matters nor be responsible, for any shortcomings arising out the noncompliance of the necessary regulations / laws. The agency indemnifies the bank against all monetary or other benefits to which his personnel are entitled to during the period of employment or in relation

to employment under various labour laws such as minimum wages act etc. or such other statutes as applicable from time to time. The bank shall have no privity with the persons deployed by the agency in execution of the contract work.

11) Bank shall not, in any way be responsible to any kind of injury or loss of health to the employee of the agency while they are performing their duties in the premises.

12) Evaluation of the agency's performance by the Bank and decisions taken thereof shall be final and binding upon the agency.

13) The Bank may terminate the contract at any time in case the Bank is not satisfied with the services, without giving notice.

(Part – I)
THE FORMAT FOR TECHNICAL BID

FROM;

TO,

The General Manager,
Administration Department
Small Industries Development Bank of India,
MSME Development Centre
C 11, G Block,
Bandra Kurla Complex, Bandra(E),
Mumbai-40051.

SI No.	Particulars	Details to be filled in by the Agency
(1)	Name of the Agency Contact Person	
(2)	Regd. Office/ Business address of the Agency	
(3)	Date of Incorporation / Constitution.	
(4)	PAN No. of the Agency [Attach copy of PAN card]	
(5)	Service Tax Registration No.	
(6)	Whether registered with Registrar of Firm / Companies [Enclose Partnership Deed / Registration certificate with Registrar of Companies]	
7)	Whether the driver has valid commercial driving license (please attach a copy)	
(7)	Whether the driver has 3 years experience in providing services to reputed organizations like all India Financial Institutions, Public Sector Banks, undertaking and large private sector	
(8)	Whether the agency is in existence for the last three years.	

(9)	Whether registered with Central and Excise Department for Service Tax. (Attach copy of registration)	
(10)	Whether the agency has achieved annual sales turnover of Rs.3.00 lakh in any of the last three years i.e. FY 2009/ FY 2010 and FY 2011 (Attach copy of P & L A/c of last three financial years)	
(11)	Whether the agency is an Income Tax Assesses having filed Income Tax returns for the Assessment Years 2010, 2011 and 2012 .(Attach copy of Income Tax Returns for all the three assessment Years). In case the agency is exempted from paying income tax, the exemption certificate received from IT Department may be enclosed.	

I / We agree to abide by the terms and conditions stipulated by the Bank and mentioned in the **Annexure II**.

I / We also undertake to ensure compliance with the requirements of Contract Labour Act, 1970, EPF, ESI and also abide by all the other statutory requirements necessary in this regard. I / We agree that SIDBI would neither involve itself in any matters nor be responsible for any shortcomings arising out of the noncompliance of the necessary regulations / laws.

Date:

SIGNATURE
Name and Seal of the firm / Company

(Part – II)

The Format for Financial Bid

From,

To,

The General Manager,
Administration Department
MSME Development Centre
Small Industries Development Bank of India,
C 11 , G Block,
Bandra Kurla Complex, Bandra(E),
Mumbai-40051

Dear Sir,

We offer the rates per month for providing the services of a driver as under :

Sr.No.	Description	Amount (Rs.)
1	All Inclusive monthly rate for 12 hr duty during Monday to Saturday.(26 days per month from 8.00 hrs to 20:00 hrs.)	
2	Overtime rate per hour on working days beyond 12 hr. duty	
3	Rate for Sundays	
4	Outstation charges	

Note :

(i) The above rates are exclusive of applicable taxes which would be paid at actuals. Any request for change of rates during the tenure of the contract would not be entertained by the Bank.

(ii) We are aware that all the payments shall be subject to TDS, as applicable, at the time of payment.

I / We agree to undertake the work subject to terms and conditions stipulated in **Annexure II** by the Bank at the rates quoted above.

Date:

SIGNATURE
Name and Seal of firm