

CANARA BANK
HEAD OFFICE, BANGALORE

OFFER DOCUMENT

FOR

HIRING OF VEHICLE

FOR

CANARA GRAMIN VIKAS VAHINI

Issued By:

AF & PS SECTION

Circle Office

524, Anna Salai

Teynampet, Chennai

Pin-600018

Telephone: 044-24349481/24333277

E-mail : afcochn@canarabank.com

ANNEXURE-I

OFFER DOCUMENT INVITING OFFERS FOR HIRING VEHICLE FOR **CANARA GRAMIN VIKAS VAHINI**

The Offer document consists of the following:

1. NOTICE INVITING OFFERS
2. INSTRUCTIONS TO OFFERERS
3. TERMS AND CONDITIONS
4. **FINANCIAL BID:** Rate/rental details of the vehicle offered.

All the above mentioned documents are to be submitted to the bank, duly signed by the offerer/s on all pages, on or before 08.12.2017, 3pm.

Annexure-I Contd.

**NOTICE INVITING OFFERS FOR HIRING OF VEHICLE FOR
CANARA GRAMIN VIKAS VAHINI**

AF & PS SECTION,
CIRCLE OFFICE
524, ANNA SALAI
TEYNAMPET, CHENNAI, PIN-600018

[Tel: 044 24333277/24349730](tel:04424333277/24349730)
E-Mail : afcochn@canarabank.com

CANARA BANK intends to hire vehicle to be used as Canara Gramin Vikas Vahini. Offers are invited.

1. The prospective offerers are requested to collect the Offer Documents from the Office at the above address from **01.12.2017 to 08.12.2017** during working hours. The Offer Document can also be downloaded from our website **www.canarabank.com**.
2. Duly filled in offers placed in a Sealed Envelope superscribed as **"OFFER FOR HIRING OF VEHICLE FOR CANARA GRAMIN VIKAS VAHINI FOR _____ DISTRICT"** shall be submitted up to **3.00 PM on 08.12.2017** to AF & PS Section, Circle office at the above given address.

No Brokers / Intermediaries shall be entertained. Canara Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Sd/-

Authorized official of the Bank

Annexure-I Contd.

Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, Terms and Conditions and Financial Bid will form part of the offer to be submitted by the offerer.
2. The Financial Bid shall contain **Only** financial details. The Financial Bids will be placed in a sealed envelope and superscribed as "Financial Bid for Hiring of vehicle for Canara Gramin Vikas Vahini". **The Name & address of the offerer to be mentioned on the cover without fail.**
3. The envelope should be submitted at the address given in the Notice Inviting Offers on or before the last date and time for submission.
4. Offers received with delay for any reasons whatsoever, including postal delay after the time and date fixed for submission of offers shall be termed as "LATE" and shall not be considered.
5. All columns of the offer documents must be duly filled in and no column should be left blank. All the pages of the offer documents are to be signed by the offerer /authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the bid. Any over- writing or use of white ink is to be duly authenticated by the offerer. Incomplete Offers / Offers with in-correct details are liable for rejection.
6. In case the space in the offer document is found insufficient, the offerers may attach separate sheets.
7. The offer submitted shall be in compliance to the terms/conditions specified in the offer document. However, any terms in deviation to the terms/conditions specified therein, shall be furnished in a separate sheet marking "list of deviations". Bank reserves the right to accept or reject all or any of the deviations without assigning any reason.
8. Canvassing in any form will disqualify the offerer.

9. Offerers are requested to submit their lowest possible quotes in the Financial Bid.
10. The offer should be submitted in prescribed format only. Offer submitted in other than prescribed format will be liable for rejection.
11. Canara Bank reserves the right to accept any offer or to reject any or all offers at its sole discretion without assigning reasons thereof and does not bind to accept the lowest tender.

Place :

Signature of Offerer/s with seal

Date :

Annexure-I Contd.

Terms and Conditions

1. Vehicle is to be hired upto 31.03.2018 - renewable on mutually agreeable terms for further months/ year.
2. Mahindra Bolero/ Xylo, Tempo Trax, Tata Sumo or any other non-luxury diesel jeeps.
3. Not more than 3 years old, in good running condition.
4. Vehicle is hired on consolidated monthly basis including cost of fuel, replacement of tyres, breakdown maintenance, periodical maintenance/ services, driver's salary, their Bata etc and all inclusive and nothing extra will be payable, other than service tax, if applicable.
5. The vehicle shall be insured under comprehensive policy and the policy should be lodged with the bank. Road Tax, Insurance Charge and such other charges payable to statutory agency, etc. are to be borne by the owner.
6. The bank shall be indemnified by the service provider against any claims or damages arising out of usage of vehicle like accidents, damages to life and property of third party etc.
7. Alternative driver must be provided in the event of regular one going on leave or absence.
8. The bank will have the right to request for change of vehicle or driver, in the event of their misbehavior/ rash driving/ misconduct etc., or in the event of frequent breakdown of the vehicle and non compliance of such direction, Bank can terminate the contract of hiring within 3 days by issuing notice.
9. The driver should be provided with a mobile phone at the owner's cost.
10. The hiring shall be based on the following model
 - For a minimum of 2500 km- fixed rate for a month.
 - Specific rate of distance run beyond 2500 km
11. All sides of the vehicle will be painted/ stucked with the bank bill boards. Cost of repainting will be borne by the bank and the quotation shall cover this also.
12. The vehicle and the driver should be available exclusively at any time of the day. No extra charges for early leaving or late working.
13. The vehicle should be in operating condition always. Proportionate amount will be deducted from monthly payment for the days vehicle is not in working condition for more than two consecutive days and not more than one occasion in a month. In case the vehicle is not in running condition on more than once in a month, even for one day, proportionate amount will be deducted from monthly payment.
14. The payment of hire charges shall be made after the end of the month. No advance for hiring shall be paid.

15. Basic rate of fuel shall be obtained at the time of engagement of the services. In the event of hike/ reduction in fuel prices beyond Re.1 per litre, prorata increase or reduction has to be worked out on the basis of 2500 kms/ month considering a mileage of 10 kms /litre.
16. Logbook to be maintained on the visits of the vehicle on a daily basis and the details of usage and purpose shall be recorded with distance under the authentication of bank official.

Signature of the offerer/s

Place :

Date :

Annexure-I Contd.

FINANCIAL DETAILS OF THE OFFER

From:

Sri/Smt/M/s.....

.....

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Tel (O) :

(R) :

Mobile :

To

The Deputy General Manager

CANARA BANK

Circle Office.....

Dear Sir,

SUB: Offer of vehicle to be used as Canara Gramin Vikas Vahini for the
District _____.

In response to your advertisement, I/we am/are submitting the
"Financial Bid" agreeing to the following:

1. To offer my/our vehicle at Rs..... monthly rent rate for minimum distance of 2500 km
2. Rate per km for distance exceeding 2500 km is Rs.....
3. The above rate is quoted for the terms and conditions agreed by us as per the offer document.

Signature of the offerer/s

Place:

Date:

Note: Separate Financial details of the offer for each district to be submitted in case the offerer is submitting bid for more than one district.

Kindly enclose:

1. Name of the non-luxury diesel jeep with Model No.,Reg. No etc
2. Month and Year of manufacturing of the vehicle (not more than 3 years old)
3. RC copy
4. Vehicle Permit Copy
5. Insurance copy