



**E - TENDER FOR EMPANELMENT OF AGENCIES
FOR HIRED CAR SERVICES AT
JAMMU AND KASHMIR BANK CLUSTER OFFICE BANGALORE
(Zone Mumbai)**

**e-RFP Ref. No. JKB/E&GD/Empanelment-Agency-Car-Serv/2025-1460
Dated:14-07-2025**

Issued by:
J&K Bank Ltd.
Estates & General Department,
Zonal Office Mumbai
NBC, BKC, Mumbai Pin 400051
e-mail : estates.sketch@jkbmail.com

TENDER DOCUMENTS

Sr.No.	Particulars
1	Notice for invitation of E -Tender
2	E -Tender Application Form
3	E -Tender acceptance undertaking (to be filled by Bidders)
4	Instructions to the Bidders
5	Terms and Conditions for Hiring of Vehicles
6	Part - I : Technical Bid
7	Part - II : Financial

NOTICE INVITING TENDER

J&K Bank Ltd. invites e-Tenders from Competent, Authorized Companies / Agencies duly registered with Income Tax (PAN / GST , EPF & ESIC Authorities, for providing hired vehicle services for Jammu & Kashmir Bank Cluster Office Bangalore Zone Mumbai including travel within the city including city outskirts as and when required. The potential bidders are required to visit the website <https://jkbank.abcprocure.com> for submission of tender.

Invitation for Bid

Number of Covers		Two Bid	
Covers information / Submission of Bids			
Cover sNo	Cover Type	Description	Document Type
1	Technical Bid	RFP document, Technical Bid, EMD, Requirement and Compliance, Bidders information, etc.	To be filled online & scanned copies to be uploaded for verification
2	Financial	Financial Bid	To be filled online

Two Bid System : Part 1 : Technical Bid, Part 2 : Financial Bid

The prices should be shown against each item for the purpose – Refer Financial Bid – Annexure II

In case of any discrepancy in the rates indicated in the Financial bid either in figures or words, the rates in words will be considered for evaluation

Note:

a) **The Technical Bid should not contain any price information. If the price quoted is submitted in Technical Bid the tender will be rejected at the sole discretion of J&K Bank LTD.**

b) **Initially Technical Bids will be opened and evaluated by the J&K Bank Ltd. Commercial bids will be opened only after qualification of technical bids.**

e-RFP No	JKB/E&GD/Empanelment-Agency-Car-Serv/2025-1460
NIT Date	Dated:14-07-2025
Description of RFP	e-Tendering for hiring of vehicles
Bid Document Availability including changes/amendments, if any to be issued	Tender documents and other details may be downloaded from https://jkbank.abcprocure.com from July 17, 2025, 16.00 Hrs. to August 07, 2025, 17.00 Hrs.
Pre-bid Queries submission Date and Mode	All Clarifications / Queries shall be raised online only through e-Tendering Portal https://jkbank.abcprocure.com by or Before July 25,2025 17.00 Hrs.
Clarifications to pre-bid queries will be provided by the Bank.	All communications regarding points / queries requiring clarifications shall be given online through prescribed e-Tendering Portal on August 01,2025 17.00 Hrs.
Last date and time for Bid submission	August 07, 2025, 17.00 Hrs.
Place of Submission of Bid	Through online – https://jkbank.abcprocure.com
Tender Fees (non-refundable)	Rs.1000/- (Rupees One Thousand Only) through NEFT to the following A/c: A/c details: Account Name : Tender Fee/Cost Account Account No: 9931530300000001 IFSC Code: JAKA0HRDCHQ (0 denotes Zero) Bank: The J&K Bank Ltd. Branch: Corporate Headquarters MA Road Srinagar, J&K,190019 Proof of same to be attached with documents.
ZONE CONCERNED	<u>Mumbai</u>
Cluster Office	<u>Bangalore(Whitefield Road)</u>
LOCATION OF ZONAL OFFICE	<u>National Business Center, Bandra Kurla Complex Bandra East, 400051</u>
LOCATION OF CLUSTER Office	<u>B-36 Dyavasanvra Industrial Estate Mahadevapura Bangalore -560048</u>
For e-Tender related Queries	<u>Service Provider:</u>

	M/s. E-procurement Technologies Limited (Auction Tiger) , B-705, Wall Street- II, Opp. Orient Club, Ellis Bridge, Near Gujarat College, Ahmedabad- 380006, Gujarat <u>Help Desk:</u>	
	Sr. No	Name
	1	Sandhya Vekariya - 6352631968
	2	Suraj Gupta - 6352632310
	3	Ijlalaeahmad Pathan - 6352631902
	4	Imran Sodagar - 9328931942

OPENING OF TENDER

- (i) **Technical Bid** will be opened on the date and time mentioned in the tender notice. The change, if any, shall be displayed JK Bank website: <https://www.jkbank.abcprocure.com>
- (ii) **Financial Bid:** After opening the technical Bid, based on the documents submitted, if required an inspection will be carried out of car, facilities, garage etc. of the Bidders to determine the eligibility capability of the Bidders and financial bid will be opened only of short-listed Bidders.
- (iii) JK Bank reserves the right to accept or reject either in full or in part, any or all tenders, without assigning any reasons whatsoever thereof. J&K Bank reserves the right to cancel the contract even after acceptance without assigning any reason whatsoever thereof. J&K Bank is not bound to accept the lowest tender.
- (iv) The EMD of unsuccessful Bidders shall be refunded within the reasonable time after final decision on the tender without any interest thereon.

Standard E-Tender Terms & Conditions

1. The details of tender notification can be downloaded from <https://jkbank.abcprocure.com>
2. Vendors should obtain the USER ID and PASSWORD from <https://jkbank.abcprocure.com>
3. For further details on E-Tender participation, please contact on

1. Mr. Chankya Dubey

(Manager, In Charge General/Estates Department ZOM)
Mobile No:- 9858591326, 7006724619
Email Id:- chankya.dubey@jkbmail.com).

2. Mr. Ab Qayoom

Assistant Manager
Mobile No:- 8899331705
Email Id:- abqayoom@jkbmail.com).

4. Tenders should be submitted only through E-Tender portal and obtain the Tender acknowledgement copy as a proof of successful submission
5. The details of corrigendum or addendums will be uploaded on <https://jkbank.abcprocure.com>

E-TENDER ACCEPTANCE UNDERTAKING

(To be submitted along with the Eligibility Bid Form)

Date:___ / ___ / ____

To,

AVP-Management Services

Tender Ref. No.

Name of Services/work: Providing hired vehicle for Jammu & Kashmir Bank Cluster Office Bangalore Whitefield Road including travel within the city (including city outskirts) as and when required

Sir,

I / We read the conditions from the tender including general / special conditions and hereby agree to abide by the said conditions. I / We also agree to keep this tender open for acceptance for a period of 90 (Ninety) days from the date of opening. I / We will be liable for forfeiture of my / our "SECURITY DEPOSIT" to J&K Bank, in case I / We could not execute the awarded work and fail to abide by the terms and conditions of the awarded contract. I / We will execute the work as per the rates quoted in the attached schedule for the entire period of contract and are bound to undertake work from the stipulated date on issue of letter of award.

A sum of ₹.20000 /- (Rupees Twenty thousand only) is forwarded as Earnest Money Deposit in the form of DD / Bank's PO No. _____ dated _____. The full value of the Earnest Money Deposit shall stand forfeited if, I / We do not commence the work within the specified time after issue of the letter or do not at all execute the work until formal agreement is executed, this acceptance of tender shall constitute as binding contract on me / us.

Signature of Bidders with

stampName

Address

Date:

Place:

INSTRUCTIONS TO BIDDERS

Bidders are requested to take note of the following instructions while filling the Tender form for submission of technical Bid and Commercial/financial offer:

1. Eligibility Criteria:

Sr. No.	Criteria	Comply Yes / No
i.	The Bidder must have at least 03 (three) years of experience in providing CAR facilities to Govt. Departments / PSU / Pvt. Organizations.	
ii.	Certificate of Registration	
iii.	Type & Model of vehicle CAR-Sedan (AC) & SUV type	
iv	Annual Financial Turnover during last three (3) years ending 31 st March of 2025 should be at least Rs.10.00 Lacs per year	

2. The Bidder should have at least (03) three years' experience of providing similar car rental services and should bear a requisite license for such purpose only (for running of contract carriage). The bidder should have necessary license issued by the Competent Authority to run the contract carriage services.

3. The Bidder should read the General & Special Terms and Conditions of J&K Bank and give their acceptance to that effect.

4. Bid should be complete in all respects and incomplete bids will be summarily rejected. No clarification will be entertained by J&K Bank in this regard. The Bidders should duly sign the entire tender documents.

5. Failure to fulfill any of the conditions given above shall render the tender for rejection.

6. J&K Bank does not bind to accept the lowest or any tender and reserves the right

of accepting the whole or any part of the RFP and the Bidder shall be bound to

accept and perform the same at the rates quoted.

7. The bidder should be competent enough to deal with the contract of the tendered item / services technically and financially and should have adequate manpower (skilled and technical) required for managing the work awarded.

8. The bidder should produce Income Tax Certificate for the last 3 Assessment Years in addition to PAN. The bidder should provide GST No. and other necessary documents as may be required.

9. The offers should be submitted within the stipulated time and delay if any occurred in submission on account of any reason, whatsoever, shall not be condoned and such delayed offers received late shall be liable for rejection.

10. The bidder or his authorized representative will be entitled to participate in the tender opening process to take note of the proceedings of disclosure.

11. J&K Bank reserves the right of cancellation, adding, reducing or deferring the tender in total or partially without assigning any reason thereof and claim in this behalf in any way shall not be tenable for compensation in any respect. In such case the bidder will be refunded with the earnest money deposit without any payment of interest.

12. In case of the acceptance of the tender, the Bidders will have to enter into an agreement / contract.

13. The prices quoted in the tender must be valid for Two years.

14. The period of contract will be two years.

15. The Bidder should be able to adhere to the following instructions and guidelines issued by Govt. of Karnataka, Commerce and Transport Department and other govt authority.

- (a) The vehicle should bear number plate
- (b) Vehicle must have a first aid box.

(c) The doors and windows of the vehicle must be secured with reliable locking system.

15. Certified that I have read the above instructions carefully and taken note of them.

Signature

Name of authorized person for bidder with seal

Date:



TERMS AND CONDITIONS FOR HIRING OF VEHICLES

(Please read the following instructions carefully and give acceptance for the same at the end)

A) SCOPE OF WORK:

The Bidder will have to provide ONE Vehicle facility through its **own vehicle registered on its name as given below.**

- (i) Pick up and drop facility including travel within the city as (including city outskirts) and when required.
- (ii) The vehicle service will be provided **Six days in a week** (Monday to Saturday). The service may be extended on weekly holidays and govt. holidays, if required by J&K Bank at Rs.2500.00 per day.
- (iii) The vehicles to be provided to be of **2022 or later** model

B) VEHICLES REQUIREMENT

- (i) The present requirement of the car is for official purposes and to be operated on all office days for pick and drop facility including travel within the city (including city outskirts) as and when required.
- (ii) The contractor, every time during the tenure of contract shall provide only latest model vehicles finalized before the award of the contract. The seating arrangement, ergonomic, upkeep, maintenance, cleanliness and décor of the car at all times while in use should meet the Corporate Standard.
- (iii) The contractor shall produce cars for physical inspection before J&K Bank along with original documents of the vehicles viz. RC books, Insurance policies (Comprehensive) etc. if asked for, verification prior to deployment on the specified dates.
- (iv) The car should be in road-worthy conditions, in all respect, for operation in accordance with Karnataka RTO rules and regulations. All Registration Certificate, Insurance Certificate, Route Permit, Passenger Permit, Fitness Certificate etc.)

Should be available in the vehicle with the driver during operation of the vehicle. Responsibility for any lapses in this regard shall be that of contractor.

(v). the car should be neat and clean from inside and outside, in perfect mechanical condition. The car will be inspected periodically for road worthiness and any defect pointed out by J&K bank should be rectified immediately and contractor shall provide another vehicle of **2022 or later** model in good condition, as replacement, during the period of repair/servicing.

c) GENERAL TERMS AND CONDITIONS

(i) The contract entered into will be in force on or after, (tentative) for a period of Two years.

(ii) The contract can be terminated by J&K Bank by giving one month's notice without assigning any reason thereof.

(iii) The contractor should produce all documents issued by RTO concerned relating to car for verification. If car is not registered in the name of contractor, it will not be accepted.

(iv) The car should have comprehensive insurance to cover the risk of injury and loss of life of the commuters, drivers, attendant and third parties by law including damages to property belonging to them.

(v) Award of contract to successful Bidders will not entail him/them exclusive right to supply all the car for which the tender has been submitted by the Bidders. J&K Bank reserves the right to award the job to one or more Bidders or reject any or all the tenders without assigning any reasons.

(vi) Once the car is fixed on a particular route, shall not be changed in the normal course. However, Bank may direct to change the vehicle (s) on any route if it is found to be not meeting requirements. The contractor shall make the cars available 15 minutes in advance before their actual arrival and departure timings.

(vii) All repairs including major overhaul and maintenance, servicing and other expenses for the up-keep of the cars, running expenses such as tyres, batteries

etc. shall be borne by the contractor. The wages payable to the Driver of the car shall be the responsibility of the contractor and the same should be in compliance to minimum wages act.

(viii) The car shall follow the routes as per the details to be provided by Bank and no deviation will be allowed unless it is due to some unforeseen reasons such as

traffic jam or diversion of the route by the Traffic Police or Municipal Authorities. However, Bank reserves the right to change the schedule / route at any time.

(ix) The contractor shall not engage car to carry people other than persons authorized by Bank while on Bank duty.

(x) The driver shall not change the route of the car once fixed at any stage at his own or at the instructions of staff members travelling in the car.

(xi) The contractor shall not sublet, transfer, or assign the contract to any other party.

(xii) The contractor shall produce the original documents of the car and drivers under contract for verification as and when called for by Bank authorities.

(xiii) If the contract is terminated on the basis of non-compliance of terms and conditions of the contract, security deposit shall stand forfeited.

(xiv) The contractor shall furnish agreement on non-judicial stamp paper of ₹ /- accepting all the terms and conditions mentioned in the tender document at the time of award of the contract for supply of vehicle. Any conditional acceptance of the offer will be liable for immediate termination of the contract without assigning any reason whatsoever. The terms and conditions of this RFP will form a part of an Agreement.

(xv) J&K Bank reserves the right to disqualify the Bidders blacklisted by State/Central Govt. undertakings/Public Sector Units / Pvt. Co. or whose contracts have been terminated by J&K Bank on account of poor performance, if any such information comes to the knowledge of Bank at any stage either during the tendering process or after short listing the bidder.

D) COMPLIANCE OF LAWS AND SAFETY RULES

- (i) The contractor shall declare and warrant that they are legally entitled to do the services of providing transport and hold the requisite license and/or permit for the same from the appropriate authorities.
- (ii) The contractor shall employ his own drivers, cleaners during the period of contract and shall pay their wages and comply with the statutory provisions and Bank shall not, in any manner, be responsible for the same. The contractor shall make payment of wages to the workers employed by him regularly.
- (iii) It will be the sole responsibility of the Contractor to abide by the statutory provisions of the various acts in performance of this contract:
- (iv) All payment as may be required for obtaining different permits and license in contractor's line of cars will be obtained by the contractors at their cost.
- (v) In order to avoid mishap / accident, contractor shall ensure that only skilled drivers (having driving license to drive LMV) with an experience of 5 years in the trade and they observe all rules / precautions in this regard.
- (vi) If the CAR is involved in any accident or mishap and as a result thereof any employee/s of Bank suffer any injury or death then the contractor shall be liable to pay compensation or damages as may be assessed by the appropriate authority.
- (vii) The Contractor shall be responsible for any damages to the car or any death or injury to the driver or any of the bank employees travelling in the car in case of any accident.

E) Indemnity

The contractor shall indemnify the bank & shall always keep indemnified & hold the Bank, Its employees, Personnel, officers, directors, (hereafter collectively referred to as Personnel) harmless from & against any & all losses, Liabilities, claims, actions, costs & expenses (including attorney fee) related to, resulting directly or indirectly from or any Way arising out of any claim, suit or proceeding brought against the Bank as a result of:

- i) Banks authorized / bona fide use of the deliverables &/or the Services provided by contractor under the RFP; and or
- ii) Any act of commission or omission, fraud, negligence, breach on the part of contractor and/or its employee, agent subcontractors in performance of the obligation under this RFP; and/or any act of omission of statutory requirement and/or

- iii) Claims made by employee's non-payment of remuneration and non-provision of statutory benefits by the contractor to its employees, its agents, contractors and Sub-contractors.
- iv) Breach of any of the term of this RFP or breach of any representation or false representation or inaccurate statement or assurance or covenant or warranty of the Contractor under this RFP/under Service level agreement; and/or
- v) any or all Deliverables or Services infringing any patent, trademarks, copyrights or such other Intellectual Property Rights; and/or
- vi) breach of confidentiality obligations of the contractor contained in this RFP; and/or
- vii) The acts, errors, representations, misrepresentations, wilful misconduct or Negligence or gross misconduct attributable to the selected contractor or its employees or subcontractors under this RFP/ service level agreement.
- viii) Any deficiency in the services of contractor
- ix) Any transaction contemplated under this RFP and service level agreement.
- x) The provisions of this Clause shall survive the termination of RFP and service level Agreement

F) RESOLUTION OF DISPUTES

Notwithstanding anything contained, all questions, disputes or differences whatsoever, between the parties to the Contract, arising out of or relating to the operation or interpretation of provision of the contract or matters related thereto, whether during the tenure of the Contract, or its failure or after the completion of the Contract, shall be settled by the bank authority. The decision of the bank shall be final and binding on the parties to the Contract.

G) JURISDICTION:

The parties hereto agree that any matter or issue arising hereunder or any dispute hereunder shall be subject to exclusive jurisdiction of courts situated at

Bangalore.

H) COMPLIANCE WITH RTO RULES

- (i) The contractor shall ensure that all the rules pertaining to Motor vehicle Act and any other Act of the state shall be met. In no circumstances bank shall be involved for any violation of the RTO Rules on the part of the transporter. It will be the sole responsibility of the contractor to abide by all such laws.
- (ii) The contractor shall ensure that the drivers do not carry any inflammable / contraband material in the car.

I) ADVERTISEMENT AND BRANDING OF CAR

- (i) Bank reserves the right to display advertisements of its choice, on the car and the Contractor shall not have any objection nor shall claim any advertisement revenue thereof.

I) SAFETY AND SECURITY

- (i) In order to avoid any Mishap / Accident, contractor shall ensure that only skilled drivers (having driving license to drive LMV) with experience of 5 years in the trade and they observe all rules / precautions in this regard. Contractor shall ensure that drivers do not exceed normal speed limit and shall further ensure that his crew is deployed on duty after adequate rest to avoid accidents due to over fatigue.
- (ii) The drivers of the CAR should follow the traffic rules prominently.
- (iii) The contractor shall make his own arrangement for parking the CAR after closing the duties. No parking will be allowed in the bank premises after dropping of the bank officials after duty.
- (iv) The Contractor or his representative shall not divulge to anyone, any confidential information obtained during the course of work.

J) PENALTIES

- (i) In case of breakdown, a substitute car of the same or later model in good condition shall be deployed immediately. If the contractor does not provide a substitute car within the stipulated time, he shall be liable to pay the charges and expenses that may be incurred by Bank official for reaching office by arranging other mode of transport.
- (ii) If the contractor is not able to provide the fixed car of any route (one side) on any day(s) due to maintenance / repairing work or for any other reason, failing which a penalty of Rs.2500/- per instance per car will be imposed and recovered from the bill of the contractor.

K) SECURITY DEPOSIT

The contractor shall submit a security deposit @3% of the total approximate value of contract either through Demand draft/Pay Order/Banker's Cheque drawn in favour of J&K Bank, payable at Mumbai of any scheduled Nationalized Bank / Private Bank at the time of acceptance of work order.

L) BILLING AND PAYMENT

- (i) The bill shall be submitted for each calendar month duly completed in all respects by 5th of succeeding month. Receipt of toll charges, if any to be duly submitted along with the bills the payment to the contractor shall be made by Bank through NEFT / RTGS subject to deduction of TDS, if applicable.
- (ii) If the bills are sent back for any correction to the contractor, the date of re-submission of the bill after correction will be considered the date of actual submission of the bill.
- (iii) The rates offered in the schedule of rates (Annexure-II) should include all the expenses such salary payable of drivers/attendants, road tax, permit charges,

insurance of car, parking charges, maintenance charges, etc. Only monthly charges plus toll charges will be paid by Bank for monthly hiring of car.

M) FORCE MAJEURE

Force Majeure is herein defined as any cause which is beyond the control of the contractor and the bank, as the case may be, which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affects the performance of the contract, such as Natural Phenomena, including but not limited to floods, droughts, earthquakes and epidemics. Other phenomena including but not limited to hostilities, riots, civil commotion and declared lockout, etc.

ANNEXURE-I
TENDER FOR HIRING OF VEHICLES:
ELIGIBILITY BID

Sr. No	Document Required	Whether Submitted / Uploaded	
		Yes	No
1	Name and Address of the Bidders with Telephone Number / Fax No. / Mobile No.		
2	State of Agency (Registered Co. / Proprietary / Society / Registered under Shops & Establishment Act) with valid Registration Certificate		
3	Number of Employees employed by the bidder/agency		
4	Proof (Registration/ Incorporation document) of legally entitled to carry out the car rental services and requisite license and permit issued by appropriate authorities (Minimum 03 years' Experience)		
5	Address/Location of the office from where the cars are assigned and monitored to clients - Control Room 24 x 7 / emergency support facility available		
6	Terms and conditions duly signed and stamped on each page enclosed along with Technical bid. Original RFP document in two parts separately to be uploaded.		
7	Annual Financial Turnover during the last three (3) years ending 31 st March of 2025 should be at least Rs.10.00 lacs per year Copy of Audited P & L statement of last 3 FYs		
8	Copy of GST registration certificate & copy of Permanent Account Number (PAN and GST)		
9	Copy of Power of Attorney or authority letter in case of tender is signed by other than owner / partner of company / firm		
10	Any notice/ warning/ mail issued by the current client for poor services		
11	BANK DETAILS: (i) Name of the Bank & Branch (ii) Type of Account (iii) Account No. (iv) MICR No. (v) IFSC code		

Date:

Signature
Name of authorized person for
Bidder with seal

Attachment to Annexure-I
Details of vehicles Owned by the Bidder:

Sr.No	Type of Vehicle / Model	Seating Capacity	AC / Non AC	Registration of Vehicle

Signature
Name of authorized person for
bidder with seal

Pls Note: Upload additional sheet if require

ANNEXURE-II
TENDER FOR HIRING OF VHCLES
FINANCIAL BID

<u>To be quoted for Car hiring charges along with Driver (Per Month for two years)</u>	
Monthly hired vehicle(1 Number)	
Sr. No. Item Description Amount in INR	Amount
1. Honda City / Verna / Ciaz /Equivalent	
Monthly Contract - (24 days -80 KM and 12 hrs. a day)/vehicle	
1.01 Fixed charge for minimum 2200 kms./vehicle	
1.02 Rate per extra km beyond 2200 kms./vehicle	
1.03 Rate per extra hr beyond 12 hrs per day/vehicle	
1.04 Drivers night allowance for outstation tour per day(define tour hours)/vehicle	
1.05 Outstation charges, if any	
Total Per Month	
Total for Two Years	
Note: a) All bids shall be in Indian Rupees.	
b) The GST applicable will be paid at actuals and as such it shall not be included in the bids.	
c) Bidders have to sign all pages of the financial bid.	
(Signature, Date & Seal of Authorized Signatory of the Bidder)	
Date:-	
Place :-	

* The cost quoted to be exclusive of taxes

* Toll charges will be extra

* Please Note:

(a) The CAR service may be extended on weekly holidays and govt. holidays, if required by J&K Bank on Rs 2500.per day

(b) Any special route if so implemented at later stage by Bank, the quote for additional Vehicle will be obtained by winning bidder / contractor at later stage on the same terms and conditions of this RFP