



Prathama UP Gramin Bank
(sponsored by : Punjab National Bank)
Ram Ganga Vihar Phase –II Ind Moradabad
e-mail: gad@prathamabank.com
website: prathamaupbank.com

Head Office:
Phone: 0591-2492088

RFP FOR HIRING OF CASH VAN

Prathama UP Gramin Bank invites sealed bids/ applications, from reputed transport operators/security agencies for providing customized Cash Vans (with crews) on rent/hire basis for carrying out cash remittance services at the following nodal branches/ locations of the bank:

Sl No.	Branch/Location	Regional Office	No. of Cash Vans required
1.	Amroha	Amroha	01
2.	AP Chopla (Gajraula)	AP Chopla (Gajraula)	01
3.	Hasanpur	AP Chopla (Gajraula)	01
4.	Budayun	Budayun	02
5.	Balrampur	Balrampur	02
6.	Moradabad	Moradabad	03
7.	Muzaffarnagar	Muzaffarnagar	03
8.	Rampur	Rampur	02
9.	Jhansi	Jhansi	01
10.	Lalitpur	Jhansi	01
11.	Thakurdwara	Thakurdwara	01
12.	Sambhal	Sambhal	01
13.	Chandausi	Sambhal	01
14.	Ghaziabad	Ghaziabad	03
15.	Bijnour	Bijnour	03
16.	Gonda	Gonda	02
	Total		28

The term of agreement would be initially for a period of two years, which may be extended further for a period of two years on the sole discretion of the bank based on review of the performance. However, agreement can be terminated by the bank at any time by giving a 15 days notice. Application forms/ Bids duly filled in all respect, along with related copies of testimonials as asked for in the RFP should reach our Head Office at Ramganga Vihar Phase II Moradabad in a sealed envelope superscribed "Application for Provision of Cash Vans" as per below date and time.

Vendors/ bidders are requested to submit their application/bid as under after going through entire proposal thoroughly:

Reference No.	HO/SEC/004 /2019-20 DT. 26.08.2019
RFP /documents can be downloaded from website	www.prathamaupbank.com
Date of commencement of proposal	23 .09.2019
Last date and time for receipt of bids/applications	23.09.2019 02:00 pm
Date of evaluation of application and technical bid	23.09.2019 02:30 pm
Opening of price bid	24.09.2019 11:00 AM
Venue	Prathama UP Gramin Bank Head office, Ramganga Vihar Phase II, Moradabad
Earnest Money	Rs. 25000.00 (Twenty five thousand only)
Cost (Not refundable)	Rs. 1000.00 (One thousand only)
Address for communication	General Manager (GAD) Prathama UP Gramin Bank Head office Ramganga Vihar Phase II, Moradabad
Contact Number	0591-2455178

Application/bid document can be downloaded from our website www.prathamaupbank.com or may be obtained from the following address

General Administration Department
Prathama UP Gramin Bank Head office
Ramganga Vihar Phase II, Moradabad



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1. Pre Qualification Criteria

The evaluation will be done on the following parameters. The bidders those qualify in the technical evaluation will be considered for further process.

- a) The bidder should be based (having its corporate/zonal/regional office) in the state of UP and have adequate Supervisory Infrastructure & network.
- b) The bidder should have license in accordance with the Private Security Agencies Act 2005 to provide security guards in the service area of the concerned branch.
- c) The office/establishment of the bidder should have registration under Uttar Pradesh Shops and Commercial Establishment Act, 1962.
- d) The bidder should have made profit during last three financial years i.e. 2016-17,2017-18 & 2018-19.
- e) The bidder should have not less than ten Lakh annual turn over during the last three financial years i.e. 2016-17,2017-18 & 2018-19.
- f) The bidder should have at least 03 years experience of providing cash vans or security services to Public Sector/ Regional Rural Banks or any other **govt financial** institution preferably in the state of Uttar Pradesh.
- g) The bidder should not have been blacklisted or debarred by any PSB/RRB/Govt Institution during last 5 years.
- h) The bidder will have to submit a satisfactory service report obtained from two recent customers where bidder is providing similar/security services.
- i) The bidder will have to submit a solvency certificate amounting to Rs 25,00,000/- obtained after 01.01.2019.
- j) The Service provider should have the ability to commence operation within 30 days from release of cash van deployment orders.
- k) Service provider should be registered under the appropriate Govt. authority for taxes.

2. Scope of Work

Hiring of **28** cash vans, with one driver and two Ex-servicemen armed security guards for carrying out cash remittance related activities of the bank from its nodal branches to other branches and vice versa at above mentioned locations. The requirement/location may vary as per requirement of the bank. Bidders shall specify in Annexure 'I' the branch/location for which they are applying. Bidders can apply for more than one branch/location.

3. a). Type and body structure of the vehicle

- I. The cash van shall—
 - (i) be a Light Commercial Vehicle, with an engine capacity of not less than 2200 CC, preferably turbocharged;
 - (ii) be new/ in good condition and not be more than three years old (as on 01.09.2019)/ not have run more than 50,000 kms;
 - (iii) have tubeless tyres;
 - (iv) have a ground clearance of not less than 190 mm;
 - (v) accommodate minimum five passengers.
- II. Design and specifications of the cash van shall confirm to the provisions/ guidelines of GOI, Ministry of Home Affairs promulgated vide Gazette (Extraordinary) No. 553 dated 08.08.2019.

b) The cash van shall be preferably a Mahindra and Mahindra pick up van or large utility tempo traveler or Tata 407 or any other suitable vehicle with tubeless tyres, hooter and wireless communication. The body of the cash van within which cash boxes are to be kept should have provision for chaining and locking the boxes to the floor. The flooring of the van should be solid so as to withstand any break-in/ intrusion and also able to sustain the load of the cash boxes.



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- c) The van shall be modified/ rebuilt as per extant RBI/IBA/Bank guidelines and shall confirm to such guidelines as issued by the Govt/RBI/IBA/Bank at a later date during the period of agreement.
- d) The Cash Van should have one rear door and two doors in the front side and no other doors shall be permitted on the body of the van.
- e) The body of the cash van shall be compact enough to move through small lanes and by lanes with sufficient space for its arm guards to handle guns conveniently.
- g) The Cash Van should have a first aid box, adequate number of fans and comfortable seating arrangements for the Bank's staff.

4. Submission of Bid/Application

The RFP is in 2 bid systems viz. "Technical Bid" and "Price Bid". Hence there shall be two sealed covers duly filled completely and duly super scribed as " Technical Bid" and " Price Bid" .

Expression of Interest (EOI)/ Application as per **Annexure I**, complete in all respects can be submitted alongwith Non-Refundable application cost of Rs.1000/- (One Thousand only) and earnest money of **Rs. 25000/- (Rupees twenty five thousand only)** by way of DD/ Pay Order in favour of **Prathama UP Gramin Bank, Moradabad** as per given date and time in a sealed envelope. The technical bid shall contain the details as per **Annexure II** alongwith copies of all the required documents/proof. The price bid is to be submitted as per **Annexure III**. The Price bid is to be kept separately in a sealed cover. **If price bid is submitted in the technical bid envelope the bid will stand rejected.** The DDs of application cost and EMD shall be kept separately from technical bid. The amount of EMD will be forfeited if, having been selected by the Bank for the job, the bidder refuses to accept the contract or having accepted the contract, fails to carry out its obligations mentioned therein. The Earnest Money Deposit will be returned to the unsuccessful bidders. The bidder must fill and sign application form along with supporting documents, failing which the application is liable to be rejected. The Bidder shall submit a declaration on its letter head as per **Annexure V**. The applications received late or without application fee and earnest money would not be opened and shall be rejected. Any bid whether technical or price if found vague, shall be rejected without seeking any clarification.

The Price Bid cover shall contain only the price quoted as per the prescribed format and any price quote submitted other than on prescribed format shall be treated as invalid.

5. Performance Guarantee

If a bidder is shortlisted for work order, the bidder shall furnish a Performance Guarantee (Security Money) worth Rs 1.0 lakh (one lakh) within ten days of demand by the bank before issuing work order, by way of a Fixed Deposit Receipt issued by our bank and lien marked in favour of Prathama UP Gramin bank or a Performance Bank Guarantee issued by a nationalized bank on the format provided as **Annexure IV**. If Performance Guarantee is not submitted, within the time given by the bank, no work order will be issued and the amount of EMD will be forfeited without any information. The Earnest Money Deposit of successful bidder will be released on receipt of valid Performance Guarantee.

6. General Instructions/Conditions

- a) The cash van shall be provided with one driver and two armed guard of Ex-servicemen category for each cash van. The expenses of fuel, maintenance of van, and wages of cash van crews i.e. Driver, armed security guards will be borne by the bidder.
- b) The Bank shall pay the rent/hiring charges for the cash vans for cash remittance between their branches and from branches to Currency chest/nodal branches and vice versa & for any other official purpose duly assigned by the Bank at the agreed rate. The distance will be calculated from the Nodal Branch for cash remittance/job assigned by the Bank and will not include distance covered by the Van for undertaking repair/ maintenance and any other work not assigned by the bank.
- c) The Service provider shall engage fully trained cash van crews after antecedent check and police verification. The character and antecedent verification of all crew members associated with cash van movement shall be done meticulously. Strict background check of the crews should include police



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verification of at least the last two addresses. Such verification should be updated periodically and the verification certificates should be submitted to the Bank. Police verification shall be required to be repeated as and when asked by the bank

- d) All taxes duties and levies will be borne by the bidder. Taxes/NOC towards inter-state movement of cash van will be borne by the bidder.
- e) The Service provider will replace the cash van driver/guards if in the opinion of the bank the quality of service rendered by the said personnel does not conform to the bank's requirement.
- f) The service provider will take proper and adequate comprehensive Insurance (including third party) coverage as required by Motor Vehicle Act for the vehicle/s being provided to the Bank.
- g) Fidelity Insurance, Employees Accident Policy etc. will be borne by the service provider. However, cash in transit Insurance Policy cover will be taken by the bank.
- h) The service provider should provide tamper proof photo identity card to the driver and security guards of the cash van.
- i) That the maintenance of cash van shall be entirely at the cost and expenses of the bidder which will also ensure that the vehicle is fully maintained in good running condition and no delay is caused on this account for carrying out the Bank's duty
- j) That the bidder at its own cost and expenses will ensure that the registration fee and road tax, as applicable for cash van in UP is always paid in time.
- k) That the bidder shall always ensure a valid fitness certificate from the appropriate authority in respect of the cash van/s during the period of agreement.
- l) That the bidder shall not let on hire the said van to any other party during the period of agreement not only during the office hours of the Bank but also after/ before office hours of the bank.
- m) That the bidder will ensure availability of the vehicle with fuel tank topped up to the bank on all days. A sufficient number of spare parts including good quality stepney (spare wheel in good working condition) and necessary tools shall be carried invariably in the vehicle at all times.
- n) That the bidder shall ensure that the driver and guards engaged by them shall be persons of good character. The driver/guards will be physically and medically fit and have valid driving/gun license and shall possess adequate efficiency, experience, courtesy and good behaviour. Driver will be medically examined yearly for night vision and other physical fitness. The driver/guards shall not be under the influence of liquor or any other intoxicant while on duty. They will always wear proper uniform during duty hours.
- o) That the bidder agrees to ensure the regular attendance of the driver and guards and cooperation with the Bank in smooth and efficient running of the cash remittance schedule.
- p) That the bidder shall alone be responsible for comprehensively insuring (comprehensive insurance) the van against risks including theft, accident etc. at his own cost and shall be regular in payment the required taxed as applicable and required insurance premium, motor vehicle tax and other taxes, expenses towards fitness certificates, driver's license and in case of any actual/alleged violation of any rules of Motor Vehicle Act of any other laws relating to the subject. The bidder shall be wholly and solely responsible for not only payment of fines, but also other penalty and damages/compensation that may be levied or claimed against him on this behalf
- q) That the daily log book/running diary shall be prepared and maintained by the bidder and get verified by the Bank in a manner to be determined by the Bank.
- r) That the bidder agrees and it is understood that the persons employed by them to carry out driver's/guard's duty are exclusively under their control and supervision. Further the bidder shall pay/be liable to pay wages, salary or other benefits or other claims arising out of the availing of the services of their employee i.e. driver and security guards and the bidder further



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agrees to abide by and be solely responsible for compliance of the statutory obligations and the liabilities under applicable laws/ govt. rules .

- s) The Successful bidder/s shall be agreeable to open an account with any branch of Prathama UP Gramin Bank convenient to them and the payment will be settled through the said account.
- t) The rent/hire money for the cash van will be paid by the Bank to the bidder after the last working day of the month.
- u) That for the terms and conditions not covered under this agreement, decision taken by the Bank shall be final and shall be binding on the bidder.
- v) Successful bidder shall enter into an agreement with the Bank on the prescribed format. The agreement so executed shall be liable to be rejected by the bank at any time by giving a notice of 15 days without assigning any reason.
- w) On completion of bank's duty, the cash van shall remain parked at the cost of bidder, at a pre decided place approved by the bank in the proximity of the concerned branch. The cash van shall remain at the parking place only, if not on bank's duty.
- x) The duplicate keys of the cash van shall be deposited in the concerned branch of the bank.
- y) The bidder shall be solely responsible for any act of misconduct, negligence, delinquency or inefficiency of its crews i.e. driver and security guards.

7. Provision/ Installation of Security Equipments

The bidder shall at its own cost and expenses provide following mandatory safety/security fittings before cash van is provided to the bank:

a) CCTV Surveillance System

The Service provider should install mobile HD DVR (4-Channel) along with four HD cameras (IR with 2MP capacity) with 60 days recording capability in the vehicle. The Mobile DVR should have the following features:-

- i. Out of four cameras, two cameras shall be standalone IP IR cube cameras (2 MP) with self (micro card) recording facility
- ii. Mobile DVR with a rugged case, designed with advanced anti-shock, anti-vibration and data protection technologies.
- iii. IR vandal proof cameras are fitted in the vehicles to withstand attempted vandalism by miscreants
- iv. The MDVR should have GPS for location tracking - vehicle status & locations can be monitored.
- v. The CCTV system should have the capability of being integrated to a central monitoring software solution to provide live view of the cameras inside the vehicles.
- vi. The CCTV system should be capable to provide latest positions of the vehicle through GPS.
- vii. The monitoring has to be secured and protected through login ID/ Password.

b) GPS Device

Advance and secured GPS (Global Positioning System) viewable live on website **with Geo fencing mapping** with the additional indication of the nearest police station in the corridor for emergency and capable of receiving and responding SMSs from/to the bank officials, will be installed in the cash van by the vendor at his expense. The GPS should have SMS enabled engine immobilizer feature. The tracking and follow up action on the movement of cash van will be done by the bank.

c) Burglar/ Security Alarm

The cash van shall be fitted with 'Burglar Alarm' as per the specifications of the Bank with adequate number of switches as per the requirement of the Bank and should have a powerful siren to alert the public/police in the event of any incidence/emergency.



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d) Fire Extinguishers

The cash van shall be installed with two CO2 type of 2 kg capacity fire extinguishers at appropriate places as per the Bank's choice and shall be replaced / refilled every year.

8. No Commitment to Accept Lowest or Any Other Offer

a. The authority for acceptance of the application/bid will rest with the General Manager, Prathama UP Gramin Bank who does not bind himself to accept the lowest or any other application nor undertakes to assign any reason for declining to consider any particular application / bid at any stage.

b. The bank reserves the right without assigning any reasons whatsoever, to:

- i) Accept or reject an application either in whole or in part.
- ii) Reject any or all the applications partially or wholly.
- iii) Cancel or withdraw this RFP at any stage.
- iv) Accept or reject any deviation from these conditions.

9. Indemnity

The Vendor shall keep the Bank indemnified against any claims, if any, of the workmen of the vendor and all costs and expenses as may be incurred by the Bank in connection with any claim that may be made by any workmen, bank employees or public. The Vendor shall indemnify the bank against any loss/ damages that the Bank may incur owing to any act or omission by the Vendor, cash van, its employees or any of the persons deputed by the Vendor at the cash van or Bank premises.

Further, any loss or liability incurred by the bank due to concealment of material fact or information by the bidder or any negligence on the part of bidder, bidder shall be held liable

10. Liquidated Damages and Termination

If for any reason whatsoever, the van is not made available either on account of break down or otherwise, the bidder shall provide alternative vehicle within an hour failing which the Bank shall have the right to claim the actual expenses incurred for cash remittance till the bidder makes the cash van available. If during this period any miss happening occurs then in such case the bidder shall be liable for the loss caused to the bank and in addition to it, bank will also have the right to impose a penalty @ Rs. 2000/- per day. However, in case of non availability of vehicle for a period exceeding two consecutive days, a penalty @ Rs 10,000/- per day shall be levied from the bidder. However, such penalty can be waived or reduced at the discretion of the bank depending upon the circumstances.

11. Settlement of Disputes by Arbitration

In the event of there being any dispute or difference arising between the parties the same shall be referred to the Chairman Prathama UP Gramin bank whose decision shall be final and binding on both the parties. However, if the parties are still not satisfied, the matter shall be referred to the sole Arbitrator mutually agreed by the parties. The Arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliations Act or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the Arbitration proceedings under this clause. The award of the Arbitrator shall be final and binding on the parties. The venue of the Arbitration shall be Moradabad. The fees, if any, of the Arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the Arbitration) shall be in the discretion of the Arbitrator who may direct by whom and in what manner, such costs or any part thereof shall be paid and may fix or settle the amount of costs to be so paid.

12. All disputes shall be subject to the jurisdiction of the Courts at Moradabad only.

Date: 26.08.2019

Manager

Sr. Manager

Sr. Manager



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ANNEXURE ' I '

Expression of Interest (Offer)
(on the letter head of the bidder)

Date:

To
The General Manager
Prathama UP Gramin bank
Ramganga Vihar Phase II
Moradabad UP

Dear Sir,

Re: Expression of Interest for provision of Cash Van on hire

I/We hereby offer our Company /Firm for providing cash van with two Armed Security Guards and one driver to be deployed at _____branch(es)/office(s) of BANK,.

I/We am/are aware that the bid does not guarantee any work order. In the event of getting successful, I/We agree to honour the obligation with due diligence and efficiency as required by the BANK.

I/We also understand that mere filling the application form does not automatically qualify us for work order. We also agree to BANK's right to reject my/our application/bid at any stage without assigning any reason thereof.

I/We agree to all the terms and conditions of the RFP.

I/We also agree that the bank may amend/alter/waive any of the conditions mentioned in the RFP at any stage of the process.

Thanking you,

Yours faithfully,

Signature and Seal of the bidder
Address :



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ANNEXURE – II

DETAILS OF THE BIDDER (Technical bid)

With reference to your advertisement, required details are as under:

General Details		Details	Proof Attached
1.	Name of the Bidder		
2.	Constitution (Company/Firm/Proprietorship)		
3.	Year of Establishment		
4.	Name of the Directors/Partners/Proprietors, & their PAN		
5.	Whether registered with the Registrar of Companies / Firms or Proprietor. If so, mention No. & date (Documentary Proof Necessary) Furnish also copy of relevant Certificates / Deeds.		
6.	Whether registered with Govt. under Contract Labour (Regulation & Abolition) Act, 1970. Furnish date of registration and proof.		
7.	No. of Clients. (Enclose List).		
8.	Quality Certification like ISO Certificate. (Enclose the copy, if any)		
9.	Whether an assessee of Income Tax. If so mention PAN / TAN. Furnish copies of IT Return for last 3 years & copy of PAN Card.		
10.	Any other documents you wish to attach		
Technical Details			
1.	Address & Phone No. of Principal office (attach proof)		
2.	Authorized under PSA Act 2005 to operate in entire UP		
3.	Whether registered in the panel of other Organizations / Statutory Bodies such as PSU, Bank, Government Bodies, etc. Furnish their names, category, date of Registration and Proof.		
4.	Annual turn over for the Financial Year 2016-17 2017-18 2018-19		
5.	Profit earned during last three years. Attach Audited balance sheet. 2016-17 2017-18 2018-19		
6.	Whether Registered under Uttar Pradesh Shops and Commercial Establishment Act, 1962. Mention Reg No.		
7.	Whether registered with EPFO. Date of registration and proof.		
8.	Whether registered with ESIC. Date of registration and proof.		
9.	Goods & Service Tax No. (Furnish copies of relevant certificate).		
10.	Continuously in business of cash vans/ security services, since		



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11.	Experience of working with PSBs/RRBs/Govt FIs since		
12.	Whether blacklisted/debarred by any organization during last 5 years		
13.			
14.	Satisfactory Service report obtained from 1. 2.		
15.	Whether solvency certificate obtained		

a) We agree that this application does not entitle us automatically for selection.

b) We understand that the General Manager Prathama UP Gramin Bank reserves the right to reject our application without assigning any reason thereof at any stage and we agree to that.

c) The information given by us is true to the best of our knowledge.

Date:

Place:

Name

Signature & Seal of bidder.



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ANNEXURE- V

DECLARATION

1. I/we have read the instructions appended to the Performa and I/we understand that if any false information is detected at a later date, any future contract made between ourselves and Prathama UP Gramin Bank, on the basis of the information given by me/us can be treated as invalid by the Bank and I/we will be solely responsible for the consequences
2. All the information furnished by me/us hereunder is correct to the best of my knowledge and belief.
3. I/we agree that I/we have no objection if enquiries are made about the service extended by me /us in the accompanying sheets.
4. I/we understand that the quantity of locations is approximate only and it may decrease or increase from site to site.
5. I/we agree to pay all the taxes/insurance/statutory charges as levied by local authorities.
6. I/we agree to maintain the vehicle in good running condition at all times.
7. I/we agree to get the character and antecedents of the driver and security guards verified through the Police Dept.
8. I/we agree to modify the vehicle as per the Bank's requirement and as per security norms.
9. I/we agree to enter into formal agreement as per Bank's format.
10. I/we agree to keep the cash van in the custody of the bank, if so desired by the bank.
11. I/we agree to install GPRS (Global Positioning Radio System) in the cash van at our own expense to track the movement of vehicle.
12. I/we agree to install mobile DVR with four IR cameras, Burglar Alarm, and Fire Extinguishers as per the Bank's requirement.
13. I agree to indemnify and keep indemnified the bank against any loss caused by cash van or sustained due to any act or omission of driver or security guards.
14. I agree that i/we shall be responsible and liable for any claim of any nature made or lodged by the public/ govt against cash van and its crews.

Place:

Signature

Date :

Name & Designation & Seal of the bidder



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ANNEXURE 'III'

PRICE BID FOR HIRING OF CASH VAN

S.No.	Details	Total monthly Charges for cash van and crews (one driver & two ex-serviceman armed security guards) inclusive of all charges except GST
01.	Up to 2200 KMs	
02.	Beyond 2200 Kms (Rs per Km)	

- The above quote is inclusive of all cost/ charges including expenses to be incurred on repair, maintenance, wages and allowances payable to the driver and two ex-servicemen armed guards etc.
- No additional condition/ charge is acceptable to the Bank other than the above mentioned quote.
- Above quoted rates shall be valid for one year. Thereafter, revision of charges may be considered by the bank, only if, price of diesel has increased significantly.
- Rate for distance covered beyond 2200 Km shall remain unchanged throughout the period of three years.

Place:

Date :

Signature
Name &
Designation &
Seal of the bidder