BANK OF MAHARASHTRA
NAGPUR ZONE

TENDER DOCUMENT FOR
OUT SOURCING OF TWO CASH VAN SERVICES
WITH CREW

BANK OF MAHARASHTRA
ZONAL OFFICE, NAGPUR
MAHABANK BUILDING, SITABULDI,
NAGPUR - 440012

Cost of Tender Document Rs 2,000/-
(Including GST, Non-refundable)

बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
भारत सरकार का उद्यम
एक परिवार एक बैंक
प्रधान कार्यालय : 'लोकमंगल', 1501, शिवाजीनगर, पुणे - 411005.
H. O.: 'Lokmangal', 1501, Shivajinagar, Pune - 411005.

नागपुर अंचल कार्यालय, महाबँक भवन, सीताबर्डी, नागपूर-12
Nagpur Zonal Office, Mahabank Building, Sitabuldi, Nagpur -12.
टेलीफोन/TELE : 0712-2545020/21/28/29
ई-मेल/e-mail : dzmnagpur@mahabank.co.in

Azadi Ka Amrit Mahotsav

Ref no AX7/ZO/CASHVAN/22-23 **01/09/2022**

OUTSOURCING OF TWO CASH VAN FOR BANK OF MAHARASHTRA, NAGPUR ZONE (INCLUDING 01 DRIVER, 01 LOADER AND ONE ARMED GUARD PER CASH VAN)

1. Bank of Maharashtra, Nagpur Zone intends to outsource Two Cash Van for Nagpur Zone Branches/Currency chest (including 01 Driver, 01 Loader and 01 ex-serviceman Armed Guard). For this purpose we intend to solicit Technical & Price bids from prospective service providers on or before 17/09/2022 by 1700 hrs. Time & Date for opening of bids are mentioned below.

2. Prospective service providers may download the tender document, technical bid & price bid format of RFP from the Bank's website www.bankofmaharashtra.in The cost of tender is Rs.2,000/- (Non-Refundable) by way of Demand Draft / Pay Order favoring Bank of Maharashtra Zonal Office Nagpur, payable at Nagpur. The bids shall accompany the Pay Order / Demand Draft.

Last date for submission of Bid	:	**17.09.2022 by 1700 hrs.**
Opening of Bid (Technical Bid)	:	**19.09.2022 by 1100 hrs.**
Opening of Financial Bid	:	**21.09.2022 by 1100 hrs.**
Cost of Tender	:	**Rs.2,000.00**

3. No brokers/intermediaries shall be entertained. The Bank reserves the right to reject any / all applications without assigning any reasons whatsoever. The required specifications are enclosed as Annexure I to VIII of this letter.

4. In case prospective service providers are fulfilling the required specifications, they may submit their Technical and Financial Bids (strictly in the format enclosed at Annexure I to VII) in two separate sealed envelopes so as to reach us latest on **17.09.2022 by 1700 hrs**. The envelope should be super scribed as **TECHNICAL BID / FINANCIAL BID FOR OUTSOURCING OF CASH VANS, BANK OF MAHARASHTRA, NAGPUR** on its top and forwarded to the address: **Bank of Maharashtra, Nagpur Zonal Office, Mahabank Building, Sitabuldi, Nagpur - 440012**

5. **Offers from firms not having their own offices in Nagpur, will not be considered.** All conditions and parameters will be evaluated with reference to the firms submitting the tenders. The Bank reserves the right to reject any / all applications without assigning any reason whatsoever and also to confirm authenticity of the facts submitted by the bidders.

Zonal Manager
Nagpur Zone

बैंक ऑफ महाराष्ट्र नागपुर अंचल NAGPUR ZONE Bank of Maharashtra

OFFER FOR OUTSOURCING OF CASH VANS TERMS & CONDITIONS

1. Scope of Work.

Bank of Maharashtra, Nagpur Zone intends to outsource Two Cash Van services facility (One – Nagpur Currency Chest, One – Gondia Main Branch) for remittance of cash and coin bags from various branches /currency chest to branches/ currency chest of the bank and to the linked branches of other bank. The quantity of cash van mentioned above is only tentative and the actual number may increase or decrease depending upon the requirements of the Bank during the period of empanelment / contract i.e. **three** years. The decision of the Bank in this regard will be final.

2. Terms of Execution of Work.

The services of cash van would begin within a period of **30** days commencing from the 7th day of acceptance of the work order issued by the Bank. Any delay in services of the cash van over the stipulated period will attract penalty of 1% of the contract value per week subject to maximum of 4% of the contract value.

Bank reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by the Bank to the service provider. Part of week will be treated as a week for this purpose. However, the Bank may condone the liquidity damages for delay of less than a week. The decision to further continue/ discontinue the contract with the service provider lies fully with the Bank.

3. Eligibility Criteria for Short-Listing.

3.1 For empanelment or short listing of Service Provider the following criteria shall be applied. For this purpose the service provider shall submit documentary proof along with the Tender. The service providers not conforming to any of these parameters will not qualify for empanelment or short listing:

(a) Service Provider should be either registered companies or registered partnership firms or proprietary firms reputed for providing Cash Van services.

(b) Service Provider should have credible Supervisory Infrastructure.

(c) Service Provider should have Income Tax PAN and the latest Clearance Certificate.

(d) Service Provider should have Audited Balance Sheets and Profit & Loss Accounts for the past three years and the average turnover of the Service Provider in the last three years should not be less than **Two Crore** rupees.

(e) Service Provider should have Registration under Shops & Establishments Act.

(f) Service Provider should have a valid certificate from ESI Corporation.

(g) Service Provider should have a valid certificate under EPF & Misc. Provisions Act 1952.

(h) Service Provider should have documents proving compliance of Minimum Wages Act 1948 and other Labor laws and rules.

(i) Service Provider must have an office in Nagpur, as the case may be, with telephone & fax and manned during the office hours.

(j) Service Provider should have been in the business of providing Cash van services at least for the last three years in PSU's Banks.

(k) Service Provider should furnish three Reference Sites and on request by the Bank the Referees should testify about the performance of the Service Provider to the Bank's satisfaction.

(l) Service Provider should have minimum 30 Cash Van services. (Attach proof).

(m) Service Provider should submit solvency certificate of Rs. 10, 00,000/- (Rupees Ten lakhs only.)

(n) ISO 9001-2008 certification.

(o) The agency should have undertaken the process of Police verification of all the staff and the same should be confirmed/cross checked by the Zonal office for genuineness.

(p) The driver of the vehicle should be a reliable driver in possession of valid driving license.

(q) The agency should provide communication system for the cash van. The vehicle should be fitted with GPS and CCTV systems and the monitoring should be undertaken on a continuous basis.

(r) The agency should fully indemnify the bank against anyloss.

(s) Statutory norms like Minimum wages act; work man compensation act, EPF, ESIC & Third party insurance and insurance cover for their staff and property should be ensured by the agency. Any other requirement made mandatory by the Bank/Govt. machinery should also be complied by the agency.

(t) The Armed Guards and Cash Van crew should have undergone training and a certificate of the same to be submitted to the bank. The armed guards should be Ex-servicemen.

(u) Mental and physical fitness of the staff should be certified by a Bank approved/Govt. doctor/Civil Surgeon.

(v) The cash van should be mechanically fit for cash van duty. **Vehicle older than One year should not be permitted for use.** The agency should have tied up with company authorized garages for regular vehicle maintenance.

(w) The modification of the cash van should be in line with the specification laid down by the Bank.

(x) The service provider should provide the following staff with each cash van:

(i) Driver – one (ii) Loader - one (iii) Ex-servicemen Armed guard- one

(y) The vehicle should have all mandatory security equipment fittings such as alarm system, fire extinguishers, CCTV cameras with backup, GPS monitoring systems, Tubeless tyres etc.

(z) The cash vans delivered to the Bank should have all components of security

equipment such as security alarms, fire extinguishers and the media for communication. The cash van should have RTO passing and valid registration for commercial activity.

(aa) The service provider should comply with all the laws applicable to Union, State and local laws, ordinance, regulations and codes.

(bb) Fidelity Insurance of agency staff should be furnished to the bank.

3.2 Service Provider should furnish details about their firm as per profile at (Annexure - II).

3.3 Agencies, which do not comply with the statutory requirements need not apply.

3.4 In case, bank do not receive the requisite number of tenders or if requisite number of offers do not qualify technically, the bank reserves the right to finalize the tenders from available technically qualified offers. In this regard, bank's decision will be final & binding, no objections from any agency will be entertained in this regard.

3.5 Service Provider has to submit following documents along with the Technical Bid & present the originals for verification (if declared L-1):-

(a) Registration of agency under Shop & Establishment Act.

(b) Professional Tax Registration.

(c) Professional Tax Enrolment Registration.

(d) Registration for PF (Code Number).

(e) ESIC Registration (Code Number).

(f) GST Registration (Registration under composition scheme will not be considered).

(g) PAN Number.

(h) Registration & License from Police Department.

(i) DGR Empanelment / Sponsorship & validity.

(j) ISO 9001:2008 (QMS).

(k) PSARA license details for providing Armed Security Guard.

4. **Locations to be covered.**

The services will be required for remittance of cash from/to various branches/ currency chests and other linked banks located in jurisdiction of Nagpur Zone.

5. **Two Part Offer.**

The offer will be in two parts; **Technical Offer and Commercial Offer**. Both the parts must be submitted at the same time but in separate sealed covers, giving full particulars, addressed to the Bank of Maharashtra, Nagpur Zone and duly super-scribed on each envelope **"Technical Bid for Outsourcing of Cash Vans"** and **"Financial Bid for Outsourcing of Cash Vans"** on or before 17.09.2022 by 1700 hrs.

6. **Earnest Money Deposit.**

Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty thousand only), in the form of a demand draft/pay order issued by a scheduled commercial bank favoring Bank of Maharashtra, payable at Nagpur must be submitted along with the Techno-commercial Offer. Offers not accompanied with Earnest Money Deposit of Rs. 50,000/- will not be accepted.

This amount will be forfeited if, having been selected by the Bank for the job, the offerer refuses to accept deployment order or having accepted the deployment order, fails to carry out his obligations mentioned therein. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful Offerer. The Earnest money paid by the successful Offerer will be released after six months of satisfactory deployment of required number of Cash Vans.

7. **Validity Period of the Offer.**

The offer will be valid for a period of 90 days from the last date 17.09.2022 of submission of the tenders.

8. **Technical Offer (TO).**

The Techno-commercial Offer (TO) should be complete in all respects and contain all information asked for in this document. It should not contain any price information. (**If price information is given in TO, it will be rejected**). The Techno-commercial Offer should comprise of the following:

Covering letter on the prescribed format (Annexure-I).

8.1 Pay Order for Rs. 2,000.00, i.e., Cost of RFP Forms, if downloaded from Bank's website.

8.2 Earnest Money Deposit of Rs. 50,000/- in the form of a demand draft / pay order issued by a scheduled Commercial bank in favour of Bank of Maharashtra, Nagpur Zonal Office, payable at Nagpur.

8.3 All the annexure of this RFP other than Financial Bid {Annexure – III (A) and III(B)}.

9. **Price Composition.**

The Price Bid should contain all relevant rates and charges and the rates should be quoted in Indian Rupees only, inclusive of following for Cash Vans with Crew for Nagpur Currency Chest and Gondia Main Branch as per the format at Annexure III(A) & Annexure III(B) respectively.

(i) Cost of hiring of the cash van for 2500 kms per month for Mahindra Maxi Truck/ Bolero Camper/ TATA Yodha type of vehicles.

(ii) Wages of Cash Van Driver.

(iii) Wages of helper/loader.

(iv) Wages for one ex-servicemen Armed guard.

(v) Charges / Rate of additional kilometers running (to be billed per month on cumulative basis).

(vi) Charges of additional hours for cash van and crew members (to be billed per month on cumulative basis)

(vii) The Price Bid should not contradict the Technical Offer in any manner.

9.1 Monthly Rates applicable on the date of issue of this tender should be quoted.

9.2 The Bank will shortlist suppliers, who satisfy commercial and other requirements laid down in the document. Authorized representatives may present at the time of opening of the Technical Offers and Price Bids as per date and time given above.

9.3 The Price Bids of only the short listed suppliers will be opened. No separate information will be given.

10. **No Erasures or Alterations.**

Technical / Commercial details must be completely filled up. The corrections or alterations, in the bid will not be accepted. However, the final decision of bank in this regard will be final and binding to all.

11. **No Price Variations.**

The Financial offer shall be on a fixed price basis. No upward revision in the price would be considered on account of subsequent increases in Government taxes, customs duty, Excise Tax, etc. However, if there is any reduction on account of Government levies / taxes, during the offer validity period, the same shall be passed on to the Bank.

12. **Price Freezing.**

The price finalised shall remain valid for a period of one year from the date of such finalization with the option to the Bank to review the price if necessary.

13. **Agreement between the Service Provider and the Bank.**

The successful offerer shall execute an Agreement with Bank of Maharashtra, Nagpur Zonal Office on Rs.500/- non-judicial Stamp Paper as per Terms & Conditions as per Annexure-VIII. It is understood that the Service Provider, who are willing to offer their Cash Van services in response to this RFP have read all the terms and conditions and have agreed to all the Terms & Conditions without any modifications.

14. **Opening of Offers.**

The time & date for opening of Technical bids will be on 19.09.2022 by 1100 hrs. You can send your authorized representatives accordingly. The Techno-commercial Offers will be opened at the time and date as informed, irrespective of the number of Offerer or their representatives present.

15. **Evaluation Process.**

Offers (Tenders) will be evaluated in the following stages:

15.1 Stage I - Incomplete Offers, i.e., offers not accompanied by the mandatory documents as mentioned above, cost of RFP Forms etc. shall be rejected.

15.2 Stage II - Offers will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof /documents submitted by the Service Provider. As per Annexure- V. Offers not complying with the eligibility criteria will be rejected. Scoring of marks will be as per Annexure IV.

The financial bids of all the technically qualified firms/agencies/bidders will be opened for financial evaluation. The work will be awarded to the L-1 agency. In case the financial bid of more

than one agency is L-1, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation. The performance including the discipline of drivers, cash van crew and supervision by the agency will be observed for 3 months and if not found up to the desired satisfaction, the bank will have the sole right to terminate contract and go for L2 (similarly L3, L4). The bank reserves the right to distribute the work between 02 or more agencies by giving chance to the bidders to match the rates quoted by L-1 bidder.

15.3 Stage III - Short-listing of supplier(s) based on satisfactory feedback from reference sites.

15.4 Stage IV - Opening the Price bids of the short-listed firm(s)---as per Price bid format **{Annexure-III(A) and III(B)}**

16. **No Commitment to Accept Lowest or Any Tender.**

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

17. **Splitting of Order.**

17.1 The Bank reserves its right for splitting the quantity between two or more service providers.

17.2 The splitting of the order will be in equal ratios, provided the L2 service provider agrees to match the prices quoted by L1 service provider and agrees for all the terms and conditions.

17.3 In case L2 service provider is not willing to match L1 price, Bank will call L3, L4 service providers etc., in that order to step into the shoes of L2 service provider. In the event of L3, L4 etc., service provider not matching the L1 price the entire quantity will be awarded to L1.

18. **Right to Alter Quantities.**

The Bank will be free to either reduce or increase the number of cash vans on the same terms and conditions. The Bank reserves the right to alter number of cash vans. The Bank also reserves the right to place further/repeat order on same terms and conditions within a period of 12 months.

19. **Order Cancellation.**

If the service provider fails to adhere with any of the terms and conditions of the agreement, bank reserves the right to cancel the contract with the service provider.

20. **Payment Terms. -** The terms of payment are as under:

(a) No advance payment against work order.
(b) 100% Payment will be released by the Nagpur Zonal Office, on monthly bills forwarded after the first month of the services of the cash vans.

21. **Guarantees**

The cash vans delivered to the Bank should be preferably new with all components of security equipment's such as security alarms, fire extinguishers, CCTV, GPS and the media for communication. The service provider should also guarantee that the precedents of all staff/ crew

(driver /loader/ ex-servicemen Armed Guard) deployed on the cash vans have been verified by the police authorities.

22. **Warranty.**

Service providers shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all equipment, accessories, etc. of the cash vans provided along with the crew. The service provider shall maintain the cash van at no additional charge to the Bank.

23. **No reimbursement of cost of any type on any account will be paid to persons or entities submitting their bid.**

24. **The Cash vans being deployed for duty in case fails and the complaint is received by service provider, the cash van must be made functional within 24 hours of the complaint, else a penalty of 5% of the monthly bill would be applied.**

25. **All the staff/ crew / ex-servicemen Armed Security Guards deployed on the cash vans must be issued with number Identity Cards duly authenticated by the Executive/ Officer of the company and the staff/crew/ Ex-Servicemen Armed Security Guards should not be changed without prior permission from officer-in-charge of the branch / currency chest.**

26. **In case of strike in the company, alternate arrangements for provision of cash van with crew must be made by the service provider.**

27. **Force Majeure.**

If at any time during the period of the contract the performance in whole or in part by either party or any obligation under the contract shall be prevented or delayed by reasons of any war, hostilities, acts of god, Public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics etc then, provided notice of the happening of the any such events is given by either party to the other within 15 days from the date of Occurrence thereof, neither party shall by reason of such event be entitled to terminate their contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance. The whole or any part of the Party's obligations under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If force majeure event continues beyond the period of three (3) months the parties shall hold consultation to resolve the problem satisfactorily.

28. **RBI Advisory on Cash Van and Staff.**

(a) Each cash van should be specially designed and fabricated Light Commercial Vehicle (LCV) having separate passenger and cash compartments.

(b) Installation of CCTV system is mandatory and should be covering both the passenger and cash compartments.

(c) The passenger compartment should accommodate two custodians and two Armed Security guards (gunmen) besides the driver.

(d) No cash van should move without Armed Guards.

(e) The gunman must carry their weapons in a functional condition along with valid gun license.

(f) The service provider should furnish the list of its employed gunmen to the police authorities concerned.

(g) Each cash van should be GPS enabled and monitored live with geo-fencing mapping with the additional indication of the nearest police station in the corridor for emergency.

(h) Each cash van should have tubeless tyres, wireless (mobile) communication and hooters for emergency siren should be installed.

(i) The cash vans should not follow same route and timing repeatedly so as to become predictable. Predictable movement on regular routes must be discouraged.

(j) Staff should be rotated and assigned only on the day of the trip.

(k) With regard to security, additional regulations/guidelines as prescribed by Private Security Agencies (Regulation) Act (PSARA) 2005, the Government of India and the State Governments from time to time.

(l) Police verification of all outsourced staff should be checked periodically. No outsourced staff should be changed without prior permission of officer-in-charge of the branches / currency chest and police verification of the relief must have been done prior to replacement.

(m) Night movement of cash vans should be discouraged. All cash van movements should be carried out during day light.

(n) If the cash van has to make a night halt, it necessarily has to be in a police station.

(o) In case of inter-state movement, changeover of security personnel at the border crossing must be pre-arranged.

(p) Proper letter including letter from the remitting bank should be carried invariably in the cash van at all times, particularly for interstate movement of currency.

29. **Bank's Policy on Cash Handling through Cash van.**

(a) Faulty/partial serviceable locks should not be used unless completely repaired to make it fully functional. Fabrication of duplicate keys must be avoided.

(b) Under no circumstances the cash is to be carried in gunny bags/sacks/cloth bags or un-containers without proper locks and anchored inside the vehicle.

(c) Route in and Route out to the branches being adopted by the cash van is to be decided by cashier/Officer-in-Charge and it should be changed every time and the same route/circuit must not be used during all trips. Route to be used should be disclosed to cash van staff just prior to departure for remittance.

(d) Recording of details of Remittance in the prescribed remittance register at both the branches/currency chest should be ensured. Information about the remittance should be kept confidential.

(e) One Armed guard should man the adjacent seat to the driver and the second guard will be seated diagonally opposite to the first guard behind the driver next to the door.

(f) The cash van must not halt at unauthorized stops. In case of emergency, such as vehicle break down etc., the cash vans to make halt at the nearest bank branch or police station and both Armed guards/guard as well as the staff to remain with the cash van and be alert.

(g) Cash loading/unloading, handling and counting must be done under the CCTV coverage area.

(h) If any suspicious vehicle is found to be following the remittance, the nearest police station to be informed and the cash van may be diverted to the station for further assistance or any govt. establishments under intimation to the currency chest.

(i) GPS (Vehicle Tracking System), Alarm system and CCTV system should be installed and in working condition in the cash vans at all times.

30. Functional Aspects of Cash handling in Outsourced Cash Van Services.

(a) Cash box will be locked after handing over to the agency by either currency chest or branch as the case may be. The box will be opened by the branch or currency chest after reaching the destination with the specified keys so that the cash carrying agency do not have access to the cash in the cash box.

(b) Lock and Keys for each branch will be allotted and one key will be in the custody of Branch cashier and another key will be available with the currency chest In-charge.

(c) Branches will be informed regarding the movement of cash van along with required cash in advance.

(d) Cash Van along with loader and armed guards (either from Bank or out sourced team will reach the branch. The driver and one armed guard will stay in the cash van. One representative of the branch will accompany the loader and one armed guard will be guarding the branch at the entrance of the branch. Loader will collect the cash and quickly come back to the cash van and proceed to the next branch.

(e) <u>In any case no one will be allowed to enter the cash cabin of the branch except cashier of that branch.</u>

(f) Branch representative will help the cashier / cash officer in handing over the cash to the outsourced team.

(g) The outsourced team will quickly collect the box (locked by the cashier) and leave the branch and proceed to the next destination / currency chest.

(h) The Maximum time allotted to the outsourced agency is 5 minutes to collect the cash from the branch. In case of a delay of more than 5 minutes the outsourced agency is advised to leave the branch by informing currency chest in-charge.

(i) Accordingly cash will be handed over to the agency for onward supply to the branches.

(j) Required registers will be maintained both at Branch level and currency chest level and in the vehicle.

(k) Any other cash related activities assigned to the Currency Chest in Nagpur Zone.

(l) The cash van provided should exclusively be deployed for our Bank of Maharashtra only and cash of no other banks to be kept/transferred via our bank cash van.

(m) The cash van/staff once deputed should not be altered except on emergency situations after obtaining prior permission from the Currency Chest–in-Charge.

NO DEVIATION FROM RBI AND BANKS GUIDELINES WILL BE ACCEPTED AND WILL LEAD TO IMMEDIATE TERMINATION OF CONTRACT.

Annexure-I

(Letter to the Bank on the service provider's letterhead)

To,

The Zonal Manager,
Bank of Maharashtra,
Zonal Office,
Mahabank Building, Sitabuldi,
Nagpur 440012.

Dear Sir,

Sub: Your RFP for Outsourcing of Two Cash Van with crew dated

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the supply of the cash vans as detailed in your above referred RFP.

We confirm that we have not been disqualified by any PSU bank for the services of cash vans outsourced to them. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.

We also confirm that the offer shall remain valid for 90 days from the last date of submission of the tenders.

We hereby undertake that the cash vans to be deployed to the Bank will be a new vehicle having all security equipment fitted and the components and will be as per the design and specification as per Bank, as per Annexure VII and will have RTO passing.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose herewith a Demand Draft/Pay Order for Rs.**50,000/-** (Rupees Fifty thousand only) favouring Bank of Maharashtra, Nagpur Zonal office and payable at Nagpur, towards Earnest Money Deposit, details of the same are as mentioned below:

1. Demand Draft/Pay Order No. :

2. Date of Demand Draft/Pay Order :

3. Name of Issuing Bank & Branch :

Yours faithfully,

Authorized Signatories
(Name & Designation, seal of the service provider) Date:

Annexure - II

FIRM PROFILE

1. Name of the Organization and Address:

2. Year of Establishment (Submit proof):

3. Status of the firm (Submit proof):
(Whether Pvt. Ltd. company / Pubic Ltd. company/ Partnership Firm)

4. Name of the Chairman/Managing Director/CEO/Country Head (as the case maybe):

5. Whether registered with the Registrar of Companies/Registrar of Firms in India. If so, mention number and date and enclose Registration Certificate copy.

6. (a) Name and address of Bankers (Submit proof):
(i) (ii)

(b) Turnover of the Company/Firm in 2018-19, 2019 -20 and 2020-21:
(Please attach a copy of audited Balance Sheet and Profit & Loss Account for the Years 2018-19, 2019-20 and 2020-21 as proof documents)
2018-19
2019-20:
2020-21:

7. Whether registered for Goods & Service Tax purposes. If so, mention number and date (Submit proof):

8. Whether an assesse of Income Tax. If so, mention Permanent Account Number. Furnish copies of Income tax clearance certificate.

9. Is the Company/Firm a supplier of Cash Van Services? If yes,

(a) Mention the addresses, phone numbers and fax numbers of the Offices below:

Head Office address:-

Local office address:-

10. What is your core area of activities? Mention the fields giving the annual turnover for each field.
(i)
(ii)
(iii)

11. Deployment of Cash Vans services since when?

12. If you are providing Cash Vans (08 or more) to other corporate bodies and public sector

banks furnish their names, date of empanelment and number of Cash Vans, where you are supplying in the last three years:

Name of Organization with Address & Tele No's	Since when?	Number of Cash Vans deployed	Average annual Payment received

(Please attach copies of their orders or payment proof. A separate sheet may be attached if the above space is inadequate)

13. Details of Training facility:-

Location of training facility and details of training imparted (syllabus)	No of Drivers trained	Any other training

14. Details of Cash Van Supervisory Staff:-

Sr. No.	**Name**	**Qualification**	**Post Held**	**Experience**

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 contract made between ourselves and Bank of Maharashtra 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.

I / We agree that the decision of Bank of Maharashtra, in selection of Service Provider will be final and binding to me / us.

All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.

I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.

Place:
Date:

SIGNATURE:
Name & Designation & Seal of company

Annexure-III (A)

(To be submitted in Separate Sealed Envelope)

FINANCIAL BID: CASH VANS AND CREW –FOR

NAGPUR CURRENCY CHEST

Sr. No.	Description	Charges Monthly per unit (in Figures)	Charges Monthly per unit (in words)
1.	Cost of one cash van for 210 hours, 2500 kms per month (Mahindra Maxi Truck / Bolero Camper/ TATA Yodha).		
2	Cost of one Driver per month wages as per Central minimum wages and labour laws		
3.	Cost of one loader per month wages as per Central minimum wages and labour laws		
4	Cost of one Armed Guard (Ex-Servicemen) wages as per Central minimum wages and labour laws		
5	Cost of Additional Km above 2500 Km		
6	Cost of additional hours cumulative per month above 210 hours {per head (loader/Driver/ Armed Security Guards) per hour}		
7	Cost of Night halt per person		
8	Taxes as applicable		
9	Any Other Charges		
10.	Total Cost per Cash van per Month		

Note:

1. The cost of the vehicle services and crew should be taken into consideration, no separate payment will be made for it.
2. Unit prices must be quoted in WORDS AND FIGURES.
3. The taxes, etc. charged should be mentioned.
4. In case of any discrepancy, the charges quoted in words will be considered.
5. Cost comparison will be on the basis of total cost of ownership calculated as explained above.

AUTHORISED SIGNATORY

Annexure-III (B)

(To be submitted in Separate Sealed Envelope)

FINANCIAL BID: CASH VANS AND CREW – FOR

GONDIA MAIN BRANCH

Sr. No.	Description	Charges Monthly per unit (in Figures)	Charges Monthly per unit (in words)
1.	Cost of one cash van for 210 hours, 2500 kms per month (Mahindra Maxi Truck/ Bolero Camper/ TATA Yodha).		
2	Cost of one Driver per month wages as per Central minimum wages and labour laws		
3.	Cost of one loader per month wages as per Central minimum wages and labour laws		
4	Cost of one Armed Guard (Ex-Servicemen) wages as per Central minimum wages and labour laws		
5	Cost of Additional Km above 2500 Km		
6	Cost of additional hours cumulative per month above 210 hours {per head (loader/Driver / Armed Security Guards) per hour}		
7	Cost of Night halt per person		
8	Taxes as applicable		
9	Any Other Charges		
10.	Total Cost per Cash van per Month		

Note:

1. The cost of the vehicle services and crew should be taken into consideration, no separate payment will be made for it.
2. Unit prices must be quoted in WORDS AND FIGURES.
3. The taxes, etc. charged should be mentioned.
4. In case of any discrepancy, the charges quoted in words will be considered.
5. Cost comparison will be on the basis of total cost of ownership calculated as explained above.

AUTHORISED SIGNATORY

Annexure- IV

TECHNICAL EVALUATION

Name of the FIRM:

Sr. No.	Information to be Provided	Evaluation Marks	Remarks	To be filled by the bidder	For Office Use
1.	Average Annual Turnover (in crores) for last three financial years (Year 2018-19, 2019-20, 2020-21)	Above 5 Cr -10 Between 3-5 Cr-8 Between 2-3 Cr-6	Max -10		
2.	Profit during last 03 years	Increasing – 10 Fluctuating – 08 Decreasing - 07	Max -10		
3.	Services presently being provided in Number of national Banks/ Private Sector Banks (Proof to be enclosed)	Per PSU Bank -05 Marks. Other Banks – 03 Marks.	Max -20		
4.	Number of Cash Vans deployed presently. (Proof to be enclosed)	05 Cash Van – 01 Marks	Max -20		
5.	Total number of Cash Vans Deployed in last three years (other than mentioned in above row). (Certificate/ proof to be enclosed).	05 Cash Vans – 01 Mark	Max -10		
6.	Own infrastructure for training of their Armed Guards having license from DG Home guard.	Each Center – 01 Mark	Max -05		
7.	Have an office in Nagpur with telephone & fax and manned during the office hours. No local Office – 1 marks	10 Marks	Max -10		
8.	ISO 9001-2008 Certification of the firm (Yes/No).	5 Marks	Max -05		
9.	DGR empanelment for Security Guards.	5 Marks	Max -05		
10.	RBI norms – 1 billion worth turnover and 300 cash van fleet.	5 Marks	Max -05		
		100 Marks	Total – 100		

Date:
Signature:
Designation:
Name of the Firm/Agency with Office Stamp:

Note: Photocopies of all necessary documents (pertaining to technical evaluation/ Eligibility) duly self- attested must be enclosed and flagged for verification by the bank on the information provided.

1) **A Minimum of 70 marks are required to qualify in the Technical Bid.**

2) Deduction of 2 points for unsatisfactory service for each year per reference site (Maximum three references) in the past in any PSB.

Other Terms & Conditions

(a) Service Provider should be either registered companies or registered partnership firms reputed for providing Cash Van services.

(b) Service Provider should have credible Supervisory Infrastructure.

(c) Service Provider should have Income Tax PAN and the latest ClearanceCertificate.

(d) Service Provider should have Audited Balance Sheets and Profit & Loss Accounts for the past three years and the average turnover of the Service Provider in the last three years should not be less than Two Crore rupees.

(e) Service Provider should have Registration under Shops & Establishments Act.

(f) Service Provider should have a valid certificate from ESI Corporation.

(g) Service Provider should have a valid certificate under EPF & Miscellaneous Provisions Act 1952.

(h) Service Provider should have documents proving compliance of Minimum Wages Act 1948 and other Labor laws and rules.

(i) Service Provider should have an office in Nagpur, with telephone & fax and manned during the office hours.

(j) Service Provider should have been in the business of providing Cash Van services at least for the last three years preferably PSU's Banks.

(k) Service Provider should furnish three Reference Sites and on request by the Bank the Referees should testify about the performance of the Service Provider to the Bank's satisfaction.

(l) Service Provider should have on its roles minimum 30 (owned/leased) Cash Vans. (Attach proof).

(m) Service Provider should submit solvency certificate of Rs.10,00,000/- (Rupees Ten lacs only.)

(n) ISO 9001-2008 Certificates.

The agencies, which do not comply with all the statutory requirements, need not apply. The Performance of the service provider will be evaluated by the Committee.

Annexure –V

REFERENCE SITE DETAILS

1.	Name of the Company	
	Address of the Company	
	Name, designation of contact person with telephone no. and E-mail ID	Name : Designation : Landline No.: Cell No. : E-mail ID :
	Details of cash vans services supplied in last one year (Ref. no, date of order and quantity with photo copy of orders)	

2.	Name of the Company	
	Address of the Company	
	Name, designation of contact person with telephone no. and E-mail ID	Name : Designation : Landline No.: Cell No. : E-mail ID :
	Details of cash vans services supplied in last one year (Ref. no, date of order and quantity with photo copy of orders)	

3.	Name of the Company	
	Address of the Company	
	Name, designation of contact person with telephone no. and E-mail ID	Name : Designation : Landline No.: Cell No. : E-mail ID :
	Details of cash vans services supplied in last one year (Ref. no, date of order and quantity with photo copy of orders)	

Authorized Signatory

Annexure-VI

MANDATORY QUALITATIVE REQUIREMENT OF THE SERVICE PROVIDER
(Proof of the same is to be enclosed in Technical bid)

1. The service provider / Agency should be in the field of outsourcing of cash vans to Nationalized Banks for not less than three years.

2. The certificate of efficiency and services etc. from the banks where these cash vans are engaged must be submitted.

3. The service provider / Agency should have their own office in Nagpur. The company should have effective machinery for supervision to exercising better command and control over their staff, service engineers and technicians.

4. The service provider should be ISO 9001:2008 complied.

5. The Agency/service provider must be registered under Sales Tax & Central Excise Department, Provident Fund Act, ESI Act and Shops and Establishment Acts also. Copy of registration papers along with code number allotted to the agency / company should be furnished.

6. The Agency/service provider should have annual turnover of Rs. 2 cr. in Supply/services of Cash Vans. Copy of balance sheet and profit and loss account should be submitted.

7. The Agency/service provider should have running contracts at least in 03 Nationalized Banks during the last two years.

8. The Agency/service provider should have streamlined procedure for the verification of antecedents of their crew/staff from the civil / police authorities.

DECLARATION

(a) I / We have read the instructions appended to the Performa and information given in annexure – I, and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Bank of Maharashtra, 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.

(b) I / We agree that the decision of Bank of Maharashtra in selection of Service providers will be final and binding to me / us.

(c) I / We undertake to submit Police verification and Medical Fitness Certificate of all the staff.

(d) I /We declare that the drivers of the vehicle will possess valid driving licenses.

(e) I /We will provide a new cash van vehicle with good communication system for the cash van. The vehicles will be fitted with GPS system and the monitoring will be done on a continuous basis. Monthly report/print out/backup of the same would be submitted on demand.

(f) I /We will fully indemnify the bank against any loss to the tune of maximum Rs 5 Cr. and

accordingly submit the copy of the policy.

(g) Statutory norms like Minimum wages act; work man compensation act, EPF, ESIC & Third party insurance and insurance cover for the staff and property will be undertaken by us. Any other requirement made mandatory by the Bank/Govt. machinery will be complied by us. A monthly certificate on compliance of the above for the previous month will be provided along with the monthly bills.

(h) The cash van provided will be mechanically fit for cash van duty and tie up for servicing / vehicle maintenance with authorised dealers will be done by us.

(i) The modifications of the cash vans will be in line with the specification laid down as per Bank's guidelines.

(j) We agree to provide the following staff per cash van:
(a) One Driver (b) One Loader (c) One Ex-servicemen Armed Guard

(k) The vehicle will have all mandatory security equipment fittings such as alarm system, fire extinguishers, CCTV, GPS, Tubeless Tyres etc.

(l) The cash van will have RTO passing and valid registration for commercial activity.

(m) All the laws applicable to Union, State and local laws, ordinance, regulations and codes will be complied with.

(n) All the information furnished by me hereunder is correct to the best of my knowledge and belief.

(o) I / We agree that I / We have no objection if enquiries are made about the work listed by me /us in the accompanying sheets.

(p) I / We understand that the quantity of cash vans is approximate only and it may decrease or increase from the requirement quoted.

(q) Back up cash van will be provided within 2 hrs. in case the cash van develops any fault.

Signature:
Name & Designation:

Seal of the Service Provider / Company:
Place:
Date:

Annexure-VII

SPECIFICATONS OF CASH VANS

1.	Structure	1.6 mm CRCA sheets
2.	Paneling	1.0 mm CRCA sheets
3.	Doors	Four doors on sides with winding glasses. Rear door with fixed glass of size 12" x 9"
4.	Cash Compartment	Full partition behind second seat with lower half fully closed and 1"x1" mesh for upper half. Aluminium chequered plate for flooring. MS sheet for interior sides and roof, collapsible gate at rear door with locking hooks at two places. 2 X chains with locking hooks for chaining the cash containers to body of the vehicle.
5.	Electrical	2 X Fog lights, 2 X Halogen high power Headlamps.
6.	Dimensions	Cabin clear height 53". [On extended chassis]
7.	Equipment	(a) Alarm System with three distress switches and remote switches at co-driver, seat behind the driver and in cash compartment. One magnetic door switch and one motorized siren. (b) One DCP 2 kg. Fire extinguisher. (c) CCTV for cash cabin. (d) GPS tracking system with monitoring facility by Bank & Service provider
8.	Spare tyre	To be mounted on roof on separate bracket.
9.	Mesh covers	1" x 1" wire mesh removable covers for front wind shield glass and rear fixed glass.
10.	Alarm and Communication System	The cash van to be equipped with an alarm system with 02 panic switches one at co-driver seat and the other one at seat behind the driver's seat with a hooter. Alarm system should have GSM based auto dialer.
11.	GPS System	The cash van to be equipped with a GPS Tracking System, having facility for live monitoring.
12.	CCTV	The Service provider should install mobile DVR (4 - Channel) along with one IR cameras

with 30 days recording capability in the vehicle.

13. Each cash van should have tubeless tyres, wireless (mobile) communication and hooters for emergency siren should be installed.

14. Each cash van should be GPS enabled and monitored live with geo-fencing mapping with the additional indication of the nearest police station in the corridor for emergency.

15. Installation of CCTV system is mandatory and should be covering both the passenger and cash compartments.

Annexure-VIII

AGREEMENT OF CONTRACT FOR CASH VAN SERVICES AT BANK OF MAHARASHTRA, NAGPUR ZONE

Address: Bank of Maharashtra ..... Nagpur This

Agreement is entered on the_____day of_____.

BETWEEN

Bank of Maharashtra, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970, having its Nagpur Zonal Office at Mahabank Building, Sitabuldi, Nagpur – 440012 hereinafter referred to as the 'Bank' which expression unless repugnant to the context or meaning thereof shall include its Successors and assigns of the First part

A n d

M/s , with regd. Office at (herein after referred service provider) which expression shall, wherever the context so permits, mean and include its successors and assigns) of the second part.

WHEREAS

A) The bank is engaged in the business of banking and is desirous of strengthening its cash remittance services between its various Branch Offices, Currency Chests as well as its clients.

B) The Service Provider (Cash van) is engaged and experienced in the business of assisting banks and others in such cash remittance and wishes to offer its services to the bank.

IT IS NOW AGREED BETWEEN THE PARTIES HERETO AS Follows:-

1. Period of the Agreement

This agreement shall come into effect from_____(date) and continue to be in force for a period of 36 months up to and inclusive of_____(date) or its sooner determination in terms hereof with year to year review.

2. The Services.

The SERVICE PROVIDER agrees to provide to the Bank its customized Cash Vans (CCVs) with drivers, loaders and Armed Security Guards and in each of cash van for cash remittance as may be requested and authorized by the Bank to SERVICE PROVIDER from time to time in the manner and on the terms and conditions hereinafter set out and the Bank agrees, on the basis of the representations and undertakings made by the SERVICE PROVIDER as stated hereinafter, to avail the service from the SERVICE PROVIDER. The services of cash vans will be provided for 210 hours per month and the kilometer per vehicle will be 2500 kms per month on daily cumulative basis. Services provided in excess of these limits will be charged extra as per rates agreed between the Bank and SERVICE PROVIDER.

3. The Service Provider's representations, Undertakings and Covenants:

3.1 The SERVICE PROVIDER represents that it will comply with all legal requirements (including statutory and regulatory requirement) and obtains such licenses, approvals and consents, if any, prescribed/required under any law/rules/regulations, and keep them valid.

3.2 The SERVICE PROVIDER represents that it is adequately equipped, in terms of infrastructure, manpower and expertise to provide the Services and undertakes to provide the services all the time during the period of this agreement.

3.3 The SERVICE PROVIDER agrees that the personnel including its Owner(s), director(s), partner(s), employee(s) engaged by the SERVICE PROVIDER in relation to the Service will be the sole responsibility of the SERVICE PROVIDER as to their costs and consequences arising out their engagement or conduct. It is understood that the Bank shall not be liable to pay any remuneration or compensation to the SERVICE PROVIDER or any of the personnel (including its owner(s), director(s), partner(s), employee(s) and any representatives) engaged by the SERVICE PROVIDER in relation to the service expect the fee payable to the SERVICE PROVIDER.

3.4 The SERVICE PROVIDER shall ensure that:-

(i) The CCVs shall be placed at the time and place appointed by the First Party fully equipped and fit to perform duties. Timings and place will be laid down in the approval letter.

(ii) The driver of the CCV, Loader and the armed security guards will be properly verified by the local police. They should carry tamper proof photo identity cards issued by the SERVICE PROVIDER and wear prescribed uniform. A copy of the police verification report will be provided to the bank in respect of all drivers, Loaders and the Armed Guard provided by the SERVICE PROVIDER. It will be the responsibility of the SERVICE PROVIDER to ensure that the drivers follow all the rules and regulations laid down by the RTO authorities.

(iii) At no. point, time during the prescribed duty Hours, drivers and guards will leave their place of duty, The SERVICE PROVIDER shall arrange to send a relief/substitute who also be a person duly verified by the police.

(iv) The SERVICE PROVIDER shall provide a "Checking Register" with each CCV site for the purpose of checking carried out by the SERVICE PROVIDER and First Party authorities.

3.5 The SERVICE PROVIDER shall undertake as under:

(i) Maintain up-to-date record of all drivers/loader/Armed guards as Per Shop & Establishment. Act and will discharge all obligations under various labour laws viz EPF Act, ESI Act, Gratuity, Bonus Act, Workmen's Compensation Act, Contract labour Contract labour (Regulation & Abolition Act) etc. or under any other State/ Union Legislation in respect of drivers/guards engaged by the SERVICE PROVIDER.

(ii) Take full responsibility of all acts of commission and/ or omission by their drivers/loader/ guards or any injury or mishap caused during the course of transport or during rendering the services and will meet all liabilities arising out of such situations.

(iii) Change the driver/ loader/ Armed Guard immediately on instructions from the First Party if the performance of a particular driver/loader/Armed guard is not acceptable or found physically/medically unfit and decision of the First Party shall be final in this regard.

(iv) Be absolutely responsible for the payment of Salary, all other statutory obligations for drivers/Loader/ Armed guards (or their dependents), on account of salary/wages, bonus, arrears, employment/ termination benefit, compensation or other claim whatsoever under Workmen's Compensation Act or any other law and the First Party has no connection in relation to such matters.

(v) In case of any mishap/ injury sustained by the Driver/loader/ Armed guard of whatsoever nature (minor/major/fatal including death during the course of their duty) the responsibility of granting compensation, if any, on that count will be that of the SERVICE PROVIDER and not of the First Party.

(vi) If for any reason, compensations, costs, etc, are Paid by the first party, the same shall be reimbursed by the SERVICE PROVIDER to First Party without any demur, with interest at the rate as applicable for clean advances.

(vii) In the event of theft, robbery, dacoit or pilferage of the First Party's property or materials, the SERVICE PROVIDER shall actively assist the First Party for the investigation of the case and if negligence/ collusion of drivers / loaders / Armed guards, is established, such loss due to theft etc is to be made good by the SERVICE PROVIDER. SERVICE PROVIDER agrees to indemnify such loss, irrespective of the fact that such risk might have been insured.

(viii) Furnish the names and permanent and local Addresses of the drivers, Loader and Armed Security guards being posted for the above purpose from time to time along with their latest photographs, thumb impression and signatures.

(ix) Furnish the proof of having paid the wages, Provident fund contributions and other legal liabilities to the driver(s), loader(s) and Armed security guard(s) engaged by them, within one week of the disbursement of wages to them. If proof is not tendered, the First Party may not reimburse the payment due to the SERVICE PROVIDER.

CCV provided by the SERVICE PROVIDER should meet the following criteria:

4.1 Comprehensive insurance/Third Party Insurance of CCV against risk must be available. Vehicle must be roadworthy.

4.2 It should be Brand New Vehicle, Jeep Chassis on the date of commencement/ renewal of the agreement.

4.3 Adequate space for keeping currency boxes and seating arrangements in middle section of one guard and cash crew of the Bank and with one guard with weapons to sit in the co-driver seat on the front side (Vehicles will re-modified as per suitable designed given by the Bank)

4.4 Vehicle should contain adequate fuel and be available at minimum notice as per timings laid downby the bank.

4.5 All glass panels and windscreen should be covered with iron grill or wire mesh.

4.6 All doors should have double locks i.e. one from inside and other from outside.

4.7 Alarm system with siren should be fitted with activation points for the guard, driver and rear cabin.

4.8 It should have adequate arrangements of chaining of cash boxes to the body of the vehicle.

4.9 Cash van should have a fire extinguisher and a first aid box.

4.10 Cash Van should be provided with a functional cellular/mobile phone and connected to Mobile tracking system.

4.11 CCV should have a secure partition between cash crew cabin and cash box area with dual locking arrangement.

4.12 CCV should have adequate portholes for observation and use of weapons by guards.

4.13 CCV should have anti-theft/ burglary central locking system for side and rear doors.

4.14 Easy maneuverability in narrow lanes and congested areas, where applicable.

4.15 Should confirm to local laws stipulated by transport department and other government bodies as well as pollution norms.

4.16 CCV should be fitted with GPS monitoring systems and CCTV cameras for cash boxes area.

4.17 Back up cash van will be provided within 2 hrs in case the cash van develops any mechanical fault.

Relationship

It is agreed and understood by the parties that neither the SERVICE PROVIDER nor any of the personnel engaged by the SERVICE PROVIDER for the purpose of the service (including its owner(s), director(s), partner(s), employee(s) and representative(s) shall have employee employer relationship with the bank.

5. **The Service Provider's Indemnity and Assurance**

5.1 The SERVICE PROVIDER hereby expressly agrees to indemnify the Bank and its official and keep the Bank and its officials indemnified against all loss, liability or obligation arising out of its conduct or that of any of the personnel (including its owner(s), director(s), employee(s) and representative(s)in connection with the service and this agreement.

5.2 The SERVICE PROVIDER shall take and service the policy of Fidelity insurance in respect of cash in transit and crew as per law. Provided and comprehensive 3rd party insurance for CCV at its own cost and furnish a copy to the bank.

6. In case on any day/during any period of the agreement the SERVICE PROVIDER fails to provide CCV/driver/loader/Armed guard, the Bank will remit the cash

under own arrangements and double the pro rata charges will be debited from Service Provider's bill every month.

7. **The Bank's Covenants**

7.1 The Bank shall in consideration of the services, Pay to the SERVICE PROVIDER charges indicated in para 7.2 and the following : (Also see Note at the end)

i) Type of Vehicle - Mahindra Maxi Truck/Bolero Camper/ TATA Yodha

ii) Number of vehicles - Two (One - Nagpur Currency Chest, One - Gondia Main Branch)

iii) Meterage to be covered per month 2500 Kms. Per vehicle.

iv) Staff to be provided – One Driver and one loader/helper and One ex-servicemen Armed Guard Per vehicle.

7.2 (a) **Nagpur Currency Chest** : Charges to be paid would be Rs /- (including the charges for vehicle tracking system, wages of Driver , Loader, Armed Guard) up to 2500 Kms duty per month per vehicle. Additional charges above 2500 Km for **duty hours** will be @ Rs. /- per km on monthly cumulative basis. Additional charges for duty hours beyond 210 hrs would be @ Rs. /- per head (loader/Driver / Armed Security Guards) per hour. Service tax as applicable will be paid extra. Rate for night halt outside nodal station shall be @ Rs. /- per night extra.

(b) **Gondia Main Branch** : Charges to be paid would be Rs /- (including the charges for vehicle tracking system, wages of Driver , Loader, Armed Guard) up to 2500 Kms duty per month per vehicle. Additional charges above 2500 Km for **duty hours** will be @ Rs. /- per km on monthly cumulative basis. Additional charges for duty hours beyond 210 hrs would be @ Rs. /- per head (loader/Driver / Armed Security Guards) per hour. Service tax as applicable will be paid extra. Rate for night halt outside nodal station shall be @ Rs. /- per night extra.

7.3 The charges payable are all inclusive and no other expense would be reimbursed to the SERVICE PROVIDER. Rates include all other taxes, levies, cell phone charges, fuel charges, insurance premium/ salaries /wages etc to be paid to the Govt. or any other body's drivers or guards provided with CCV.

7.4 The Bank shall not be liable to pay to the SERVICE PROVIDER any amount (whether by the way of compensation, remuneration, reimbursement or otherwise), other than the fees as mentioned in para 7.2 above, in relation to the service provided by PAS.

7.5 The distance will be calculated from Nodal Branch Office/ Currency Chest or the Initial Reporting Point to place of work only, Distance covered from SERVICE PROVIDER's depot or overnight parking place to the Initial reporting point will not be included. Similarly, any meterage spent for repairs etc or any other work not assigned by the controlling/Designated Officer of the Bank will be EXCLUDED. A proper logbook will be maintained for each CCV. Each page will be initialed by the driver of the SERVICE PROVIDER and designated officer of BO Daily. Monthly summary will be signed by the Branch Incumbent and Authorized Officer of the SERVICE PROVIDER and presented to the Paying authority along with the Monthly Bill.

7.6 No extra meterage or additional working hours.(i.e. beyond 210 hrs. per month) is permitted except with the prior and written sanction of the Branch Incumbent, Delays on

account of breakdowns due to external events such as accidents, road blocks, unusual traffic jams or work assigned by the vendor will be EXCLUDED while working out the total hours done. Time of reporting and time of dispersal will be recorded daily and initiated by the Designated Official of the BO for cash remittance.

7.7 Payment will be made by the Bank within 7 working days of the presentation of the Bill. There will be no enhancement in rates/charges during the validity period of the present agreement No other charges shall be payable to the SERVICE PROVIDER, except the agreed amount.

8. **Rate Renewal**

Rate per cash van (except the wages of Crew) shall be increased @ 5% per year in case the contract is renewed by the first party. The wages of Crew will be amended as per the latest Chief labour Commissioner (Central) minimum wages guidelines.

9. **Non Exclusive Agreement**

It is expressly agreed and understood between the parties hereto that this agreement is on nonexclusive basis and the SERVICE PROVIDER does not have any exclusive right to provide the said services set out herein to the Bank and that the Bank is free to engage as many companies/ firms, whether similar or otherwise, to provide such services and enter into agreements with any other person, Firm, Company, Organisation, as may be deemed fit by the Bank.

10. Publicity

The SERVICE PROVIDER, its employees, representatives etc shall not use the name, trademark and/or logo of the bank in any sales or marketing publication or advertisement or in any other manner.

11. Miscellaneous

11.1 The Bank may amend this agreement by giving a notice of one month of such amendment to the SERVICE PROVIDER, on the address first stated above.

112 The Bank shall have a right to terminate this agreement any time without assigning any reason whatsoever. On such termination, the First Party will have right to get service from other Agencies or make such alternate arrangements, as it deem fit without any let or hindrance and if termination is caused due to any default or non-performance or unsatisfactory performance of SERVICE PROVIDER. SERVICE PROVIDER shall be liable to pay damage being the extra cost to be incurred by the First Party. SERVICE PROVIDER shall reimburse the amount claimed by the First Party immediately after demand.

11.3 This agreement shall stand terminated in the event of:

(i) Any of the SERVICE PROVIDER representation and undertakings being or becoming incorrect or untrue.

(ii) Breach by the SERVICE PROVIDER to observe any of the terms and conditions contained herein or under any of the letters of request and authorization issued by the Bank in pursuance hereof or under any other agreement entered by the SERVICE

PROVIDER of any of its personnel (including its owner(s),director(s), partner(s), employee(s) and representative(s) and

(iii) Insolvency or bankruptcy of the SERVICE PROVIDER or any of its personnel (including its owner(s), director(s), partner(s), employee(s) and representative(s).

12. **Continuation of Service.** In the event of expiry / termination of contract the service provider agrees to continue its service on the same terms and conditions and remuneration till appointment of new service provider by the bank.

12.1 The SERVICE PROVIDER shall not assign the rights or obligations hereunder, unless written permission by the Bank.

12.2 The Bank may assign its rights and obligations hereunder in its sole discretion.

IN WITNESS WHEREOF the parties hereto have executed these
Present the_____day_____month and
_____year first hereinabove written.

For the Bank for the SERVICE PROVIDER
For
For & on behalf of (FIRST PARTY)
M/s
(SECOND PARTY)

NON - DISCLOSURE AGREEMENT

This Confidentiality cum Non-disclosure Agreement is entered into at _ _____on this day _____of year, between _____(Insert Name of the Bidder) a company Within the meaning of Companies Act, 1956, having its Registered Office at _____ (herein after called "Bidder") and Bank of Maharashtra, a Body Corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 having its Head Office at 1501, 'LOKMANGAL', Shivajinagar, Pune – 411 005 (herein after referred to as 'BOM' or "Bank"). The Bidder and BOM had discussions and negotiations concerning the establishment during continuance of a business relationship between them as per Agreement dated ---------- (hereinafter referred to as 'Agreement'). In the course of such discussions and negotiations, it is anticipated that either party may disclose or deliver to the other party certain of its trade secrets or confidential or proprietary information for the purpose of enabling the other party to evaluate the feasibility of such a business relationship. The parties have entered into this Agreement, in order to assure the confidentiality of such trade secrets and confidential and proprietary information in accordance with the terms of this Agreement. As used in this Agreement, the party disclosing Proprietary Information (as defined below) is referred to as the 'Disclosing Party' and will include its affiliates and subsidiaries, the party receiving such Proprietary Information is referred to as the 'Recipient', and will include its affiliates and subsidiaries.

Now this Agreement witness:

1. Proprietary Information: As used in this Agreement, the term 'Proprietary Information' shall mean all trade secrets or confidential or Proprietary Information designated as such in writing by the Disclosing Party, whether by letter or by the use of an appropriate prominently placed Proprietary stamp or legend, prior to or at the time such trade secret or confidential or Proprietary Information is disclosed by the Disclosing Party to the Recipient. Notwithstanding the forgoing, information which is orally or visually disclosed to the recipient by the Disclosing Party or is disclosed in writing unaccompanied by a covering letter, proprietary stamp or legend, shall constitute proprietary information if the disclosing party, within 10 (ten) days after such disclosure, delivers to the Recipient a written document or documents describing such Proprietary Information and referencing the place and date of such oral, visual or written disclosure and the names of the employees or officers of the Recipient to whom such disclosure was made.

2. Confidentiality

(a) Each party shall keep secret and treat in strictest confidence all confidential information it has received about the other party or its customers and will not use the confidential information otherwise than for the purpose of performing its obligations under this Agreement in accordance with its terms and so far as may be required for the proper exercise of the Parties' respective rights under this Agreement.

(b) The term 'confidential information' shall include all written or oral information (including information received from third parties that the 'Disclosing Party' is obligated to treat as confidential) that is (i) clearly identified in writing at the time of disclosure as confidential and in case of oral or visual disclosure, or (ii) that a reasonable person at the time of disclosure reasonably would assume, under the circumstances, to be confidential. Confidential information shall also include, without limitation, software programs, technical data, methodologies, know-how, processes, designs, new products, developmental work, marketing requirements, marketing plans, customer names, prospective customer names,

customer information and business information of the 'Disclosing Party'.

Non-Disclosure of Proprietary Information: For the period during the Agreement or its renewal, the Recipient will:

(a) Use such Proprietary Information only for the purpose for which it was disclosed and without prior written authorization of the Disclosing Party shall not use or exploit such Proprietary Information for its own benefit or the benefit of others.

(b) Protect the Proprietary Information against disclosure to third parties in the same manner and with the reasonable degree of care, with which it protects its confidential information of similar importance: and

(c) Limit disclosure of Proprietary Information received under this Agreement to persons within its organization and to those third party contractors performing tasks that would otherwise customarily or routinely be performed by its employees, who have a need to know such Proprietary Information in the course of performance of their duties and who are bound to protect the confidentiality of such Proprietary Information.

3. Limit on Obligations : The obligations of the Recipient specified in clause 3 above shall not apply and the Recipient shall have no further obligations, with respect to any Proprietary Information to the extent that such Proprietary Information:

(a) Is generally known to the public at the time of disclosure or becomes generally known without any wrongful act on the part of the Recipient,

(b) Is in the Recipient's possession at the time of disclosure otherwise than as a result of the Recipient's breach of a legal obligation;

(c) Becomes known to the Recipient through disclosure by any other source, other than the Disclosing Party, having the legal right to disclose such Proprietary Information.

(d) Is independently developed by the Recipient without reference to or reliance upon the Proprietary Information; or

(e) Is required to be disclosed by the Recipient to comply with applicable laws or governmental regulation, provided that the recipient provides prior written notice of such disclosure to the Disclosing Party and takes reasonable and lawful actions to avoid and/or minimize the extent of such disclosure.

4. Return of Documents: The Recipient shall, upon the request of the Disclosing Party, in writing, return to the Disclosing Party all drawings, documents and other tangible manifestations of Proprietary Information received by the Recipient pursuant to this Agreement (and all copies and reproductions thereof) within a reasonable period. Each party agrees that in the event it is not inclined to proceed further with the engagement, business discussions and negotiations, or in the event of termination of this Agreement, the Recipient party will promptly return to the other party or with the consent of the other party, destroy the Proprietary Information of the other party.

5. Communications: Written communications requesting or transferring Proprietary Information under this Agreement shall be addressed only to the respective designees as follows (or to such designees as the parties hereto may from time to time designate in writing) *MIS* _____(BOM) Attn :_____Attn

6. Term: The obligation pursuant to Clause 2 and 3 (Confidentiality and Non-Disclosure of Proprietary Information) will survive forever following the term of the Agreement dated

(a) Nothing herein contained shall be construed as a grant by implication, estoppels, or otherwise or a license by either party to the other to make, have made, use or sell any product using Proprietary Information or as a license under any patent, patent application, utility model, copyright or any other industrial or intellectual property right covering same.

7. Damages: The provisions of this Agreement are necessary for the protection of the business goodwill of the parties and are considered by the parties to be reasonable for such purposes. Both the parties agree that any breach of this Agreement will cause substantial and irreparable damages to the other party and, therefore, in the event of such breach, in addition to other remedies, which may be available, the party violating the terms of Agreement shall be liable for the entire loss and damages on account of such disclosure.

Each party agrees to indemnify the other against loss suffered due to breach of contract and undertakes to make good the financial loss caused directly or indirectly by claims brought about by its customers or by third parties.

8. Miscellaneous:

(a) This Agreement may not be modified, changed or discharged, in whole or in part, except by a further Agreement in writing signed by both the parties.

(b) This Agreement will be binding upon and ensure to the benefit of the parties hereto and it also includes their respective successors and assignees.

(c) The Agreement shall be construed and interpreted in accordance with the laws prevailing in India.

9. The obligation under this agreement will survive after the expiry / termination of the contract.

In witness whereof, the parties hereto have agreed, accepted and acknowledged and signed these presents, on the day, month and year mentioned herein above.

Signed by the within named The Bank, Bank of Maharashtra
For and on behalf of Bank of Maharashtra

Through its authorized signatory
Signed by the within named for and on behalf of through its authorized signatory
Witnesses: