

FINANCIAL INCLUSION WING

REQUEST FOR QUOTE

Engagement of drivers for plying 10 mobile ATM Vans at various offices of Kerala Gramin Bank.

REFERENCE NUMBER	RFQ- 01/FIW/2022
DATE	07-07-2022
LAST DATE FOR SUBMISSION OF QUOTE	15-07-2022 (UPTO 3 PM)
DATE OF OPENING OF QUOTE/BID	15-07-2022 AT 5 PM

Issued By

**Kerala Gramin Bank
Financial Inclusion Wing
Head Office, A.K. Road,
Malappuram, Kerala-676505
Phone-0483-2733510 (9400999856)
Email: - ficell.kgb@keralagbank.com**

**Kerala Gramin Bank
HO : MALAPPURAM
Financial Inclusion Wing**

REQUEST FOR QUOTE

Applications are invited from qualified agencies for providing manpower support drivers for plying 10 Mobile ATM Vans at various offices of **Kerala Gramin** as per the terms and conditions of the bank in this regard. Terms and conditions and other details are furnished in Bank's website **www.keralagbank.com**

Application and quote in the prescribed format as per terms conditions along with all required documents in a closed envelope super scribed "**Quote- Mobile ATM Van Drivers**" should be submitted to the following address on or before **15-07-2022 - 3 P.M.**

The Chief Manager
Kerala Gramin Bank
Financial Inclusion Wing
Head office, A.K.Road, Malappuram,
Kerala 676505
Phone- 0483-2733510, 9400999856

Documents to be submitted by the agency:

1. Application in prescribed format along with required documents.
2. Signed Terms and Conditions duly affixing the seal of the firm.
3. Quote in prescribed format.

Important Dates:

Last Date of Receipt of Application: 15-07-2022. 3 P.M

Tentative date of opening of quote: 15-07-2022, 5 P.M, at Head Office, Malappuram.

MODE OF APPLICATION

Application in the prescribed format along with quote as per terms and conditions annexed, along with all required documents, in a closed envelope superscribed **“Quote- Mobile ATM Van Drivers”**, should be submitted to the following address on or before **15-07-2022 - 3 P.M**

**The Chief Manager
Kerala Gramin Bank
Financial Inclusion Wing
Head Office, A.K. Road,
Malappuram, Kerala-676505
Phone-0483-2733510 (9400999856)**

Documents to be submitted by the agency:

1. Application in prescribed format along with required documents.
2. Signed Terms and Conditions duly affixing the seal of the firm.
3. Quote in prescribed format.

All the above items shall be placed in a single big envelope super scribed **“Quote- Mobile ATM Van Drivers”** should be submitted on or before **15-07-2022 3 P.M.**to the above address.

Important Dates:

Last Date of Receipt of Application: 15-07-2022. 3 P.M

Tentative date of opening of quote: 15-07-2022, 5 P.M, at Head Office, Malappuram.

APPLICATION FOR ENGAGEMENT OF DRIVERS FOR PLYING MOBILE ATM VANS

1. Name of applicant :
2. Address of the agency/firm :
3. Telephone Nos.
Land line :
Mobile :
4. E-mail ID :
5. Name and designation of
contact person with Phone No :
6. Status of firm:
(Whether company/partnership/proprietorship
Cooperative concern) :
7. Year of establishment :
8. Particulars of necessary Status Registration
with Law enforcing authorities **(proof to be enclosed)**
EPF No :
ESI No :
PAN NO :
GST NO :
9. a. License number issued by state Goyt :
B.Approval Issued by Central labour commission/
State labour commission.
c. Firm Registration details :
(Proof of all the above enclosed)
10. Total number of staff in the firm :
11. Whether the unit is having capacity to
Provide ATM Van Drivers as per requirement
of the Bank in **all districts of Kerala** :
12. Details of other clients/Banks/offices :
where driver service is extended
by the agency: (Attach additional
sheet if necessary)
13. Any other relevant information :

Declaration:

- All the information furnished above are true and correct to the best of our knowledge and belief.
- We have read the instructions and general conditions appended. We have understood that if any false information is detected on later date, our application will be treated as invalid and contract will be cancelled at the discretion of the bank.
- If the service extended by our firm is not found satisfactory to the bank due to any reason, bank will be at liberty to cancel the contact with us and to entrust the same to any other firm/agency at the discretion of the Bank.

Place:

Date:

Signature of the authorized person with seal

Note: Please enclose the following

- 1) Copy of registration under EPF,ESI & GST (2) Balance sheet of previous year
- 2) Firm Registration certificate (3) Copy of Experience certificate.(4) PAN card copy

For office use

Date of receipt :

Recommendation/Remarks :

QUOTE FORMAT

[Quote for providing manpower support-Divers for plying 10 Mobile ATM Vans in various offices of Kerala Gramin Bank for a period of 3 years commencing from 01-09-2022 to 30-08-2025]

From

(Name and detailed address of firm/agency with contact number which submit the quote)

To

The Chief Manager
Kerala Gramin Bank
Financial Inclusion Wing
Head office
A.K.Road, Malappuram -676505

Quote

(Inclusive of all charges but excluding GST)

(Service charge for a driver for **8 hours per day** at various places in Kerala as required by the Bank. The rate quoted is inclusive of minimum wages prescribed by Govt: and other social security charges viz EPF/ESI/Insurance/Bonus/Cost of uniform/food and accommodation training/other matters and all other charges but exclusive of GST)

Quote amount (for 8 hours a day) (Inclusive of all other charges excluding GST)	
Rs :...../- (Rupees in figure) (Plus applicable GST)	Rs:..... (Rupees In words) (Plus applicable GST)
Period of contract	From 01-09-2022 to 30-08-2025

Place:

Date:

Name and signature of Authorized person of the agency with office seal



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Kerala Gramin Bank

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FINANCIAL INCLUSION WING

TERMS AND CONDITIONS

A. Terms and Condition for engagement of Mobile ATM Van Drivers

1. Name of Bank : Kerala Gramin Bank
2. Address/location : KGB Towers, A K Road, Malappuram
3. No of Drivers to be engaged : 10
4. Engagement of Drivers : 8 Hours per day

B. Scope of Work

Plying of Mobile ATM Vans of the Bank in the allotted districts

C. General Terms and Conditions to be executed between the Bank and Agency for Providing the Service

1. The Agency shall ensure that the driver report for duty at the place of duty punctually and discharge their duties efficiently with sincerity and devotion. If, in the opinion of the first party, the drivers are not discharging their duties effectively, the first party will have the right to demand posting of proper personnel for duty or to terminate the contract forthwith.
2. The working hours of the drivers shall be fixed so as to be in strict compliance with the provisions of applicable labour legislations in force.
3. The drivers employed by the agency shall observe the following conditions and the agency shall ensure the compliance of the same by the drivers.
 - 3.1. The drivers shall hold and maintain, a valid driver's license with the appropriate level of certification to operate the vehicle.
 - 3.2. The drivers shall hold and maintain all permits, approvals applicable to him that are necessary to provide driver services to third parties.
 - 3.3. The drivers shall hold and maintain adequate insurance cover as required by the law.
 - 3.4. The drivers shall be able to read & write the vernacular language, and have a working knowledge of English.
 - 3.5. The drivers shall be in possession of identity card issued by the agency.
 - 3.6. The drivers should carry out the driver duties as undertaken by the second party to the satisfaction of the first party.
 - 3.7. The drivers shall strictly implement instructions of the first party and/or its representatives as undertaken by the second party regarding plying of the Mobile ATM Van

Head Office

Financial Inclusion Wing

KGB Towers, AK Road, Malappuram, Kerala – 676 505

Phone: 0483 2733510

e-mail : ficell.kgb@keralagbank.com

website : www.keralagbank.com



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- 3.8. The drivers shall deal with the customers of the first party in a pleasing and courteous manner and shall render necessary help to them, if so required.
- 3.9. The drivers ensure cleanliness of the vehicle on a daily basis.
4. The Agency shall conduct character and antecedent verification of the drivers, as the Mobile ATMs will be carrying cash. The Agency shall indemnify the bank for any loss arising out of the fraudulent activities of the driver/staff of the agency and make good such losses Immediately.

D. Requirement from staff of the Agency, their duties, behavior etc.

1. The Agency shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
2. The Agency staff shall be polite, courteous, well behaved and honest.
3. The Agency shall be fully responsible and liable for any theft, burglary, fire or any other mischief done by the staff and will indemnify the bank for any such loss.
4. The antecedents of all the staff will be got verified from police by the agency before deployment for work.

E. Other conditions

1. The staff of the agency shall not enter into any unlawful activity within the bank premises and shall have a good moral character.
2. Bank shall have the right to recover from the agency, such amount equivalent to the loss, in case the Bank is put to any financial loss directly or indirectly by any act of the omission and commission on the part of the agency staff.
3. The agency shall be directly responsible for payment of wages which should not be less than the minimum wages prescribed by the state government and other applicable laws and will include such other benefits as may be available to its employees under the relevant acts and regulations applicable in the state. Bank shall not entertain any such claim of the person employed by the agency and shall not be liable for it.
4. Insurance, other service benefits and accident risks of the staff will be the responsibility of the agency.
5. All the staff of the agency should be free from infectious diseases.
6. The agency should ensure that all license/permission from the concerned authorities are obtained under various laws and statutes for their day to day operations.
7. The staff of the agency shall be in the prescribed uniform while in duty.

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8. The agency shall in no case transfer the services, it is required to perform to any other person without prior permission from the Bank. Photograph and identity card/particulars of drivers should be provided to the bank.

9. The agency shall employ sufficient number of drivers to ensure that the work is done to the satisfaction of the Bank.

10. The Bank reserves the right to order any staff of the agency to leave the premises of the bank if his presence / conduct is felt undesirable or as circumstances may warrant.

11. The drivers employed by the agency will not raise any disputes or claim whatsoever either directly or indirectly against the bank in respect of the conditions of the agreements or schedules or otherwise.

12. Bank shall not be responsible for any damages or loss that may be caused to third parties due to the act or omission of the drivers/employees of the agency. The agency will indemnify the bank /customers/public during the course of agreement by the act, omission or connivance of any of the employees of the agency for such damages.

13. The agency has to execute an agreement with the bank with such necessary conditions essential for performance of the contract.

General conditions:

The normal contract period is for three (3) years from date of engagement.

Terms of payment:

The bank shall pay the agreed amount to the agency on monthly basis after completion of the month on submission of GST invoices by the agency to the designated office(s) of the bank and on submission of a certificate by the Mobile ATM linked branches that "the work of the drivers is done satisfactorily". In case the work is found unsatisfactory, payment will be withheld and it will be released only when the work is found to be of the required quality and the satisfaction of the Bank.

Notice of termination of the contract:

The contract can be terminated without assigning any reason by giving one month notice in writing by the bank or immediately on occurrence of any untoward incident.

Accepted the above conditions

Signature with seal of authorized person of the Agency

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