



Online Open Tender (E -TENDER)
FOR
HIRING OF Cash Van FOR
J&K Bank LTD. Zonal Office Mumbai.

e-RFP Ref. No.JKB/E&GD/Hiring-Cash-Van/2025-1349
Dated:20-03-2025

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

TENDER DOCUMENTS

Sr.No.	Particulars	Page Nos
1	Notice for invitation of E -Tender	3
2	E -Tender Application Form	4
3	E -Tender acceptance undertaking (to be filled by Bidders)	5
4	Instructions to the Bidders	6
5	Terms and Conditions for Hiring Vehicles	10
6	Part - I : Technical Bid	15
7	Part - II : Financial Bid	16

NOTICE INVITING TENDER

J&K Bank LTD. invites e-Tenders from Competent, Authorized Companies / Agencies duly registered with Income Tax (PAN / GST , EPF & ESIC Authorities, for providing cash van for carrying cash between J&K Bank currency chest Bandra & different branches in Mumbai. The potential bidders are required to visit the website www.jkbank.com. for submission of tender.

e-RFP Reference Number	JKB/E&GD/Hiring-Cash-Van/2025-1349 Dated:20-03-2025
e-RFP Description	Hiring of Cash Van
Issuer of the RFP-Department	General and Estates department zonal Office Mumbai
Tender Type	Open
Contact details of issuing Department (Name, Designation, Mobile No., Email address for sending any kind of correspondence regarding this RFP)	Mr Chanakya Dubey (Incharge Estates and General Department) 7006724619 chankya.dubey@jkmail.com
Bid Document Availability including changes/amendments, if any to be issued	Tender documents and other details may be downloaded from https://jkbank.abcprocure.com from March 24, 2025, 16.00 Hrs. to April 15, 2025, 17.00 Hrs.
Pre-bid Queries submission Date and Mode	All Clarifications / Queries shall be raised online only through e-Tendering Portal https://jkbank.abcprocure.com by or Before March 31, 2025, 17.00 Hrs.
Clarifications to pre-bid queries will be provided by the Bank.	All communications regarding points / queries requiring clarifications shall be given online through prescribed e-Tendering Portal on April 07, 2025.
Last date and time for Bid submission	April 15, 2025, 17.00 Hrs.
Submission of online Technical Bid & Commercial BID	As prescribed in Bank's online tender portal https://jkbank.abcprocure.com
Date and time of opening of technical bid	To be notified separately
RFP Application Fee (Non - Refundable)	Rs.500/- (Rupees Five Hundred Only) to be deposited through Transfer / NEFT only to below a/c : Account Name: Tender Fee/ Cost Account 16-digit Account No : 9931530300000001 IFSC Code: JAKA0HRDCHQ (0 denotes zero) Bank: The J&K Bank Ltd Branch: Corporate Headquarters MA Road Srinagar J&K - 190001 UTR Number / Tran No. & Date may be uploaded as proof on e-Tendering Portal

Earnest Money Deposit (EMD) (Refundable)	Rs.24,000/- (Rupees Two thousand Only) to be deposited through Transfer / NEFT only to below A/c: Account Name: Earnest Money Deposit (EMD) 16-digit Account No : 9931070690000001 IFSC Code: JAKA0HRDCHQ (0 denotes zero) Bank: The J&K Bank Ltd Branch: Corporate Headquarters MA Road Srinagar J&K - 190001 UTR Number & Date / Tran No. & Date may be uploaded on e-Tendering Portal as Proof of the EMD (EMD is exempted for all Start-ups as recognized by DPIIT/DIPP)
Corrigendum	All the Corrigendum will be uploaded on online tender portal https://jkbank.abcpocure.com only
For e-Tender related queries	
Number of Covers	Two Bid
For e-Tender related Queries	Service Provider: M/s. E-procurement Technologies Limited (Auction Tiger) , B-705, Wall Street- II, Opp. Orient Club, Ellis Bridge, Near Gujarat College, Ahmedabad- 380006, Gujarat
	Help Desk:
	Sr. No Name
	1 Sandhya Vekariya - 6352631968
	2 Suraj Gupta - 6352632310
3 Ijlalaeahmad Pathan - 6352631902	
4 Imran Sodagar - 9328931942	

Invitation for Bid

Description of RFP	e-Tendering for hiring of LCV		
Tender Type	Open		
Number of Covers	Two Bid		
Covers information / Submission of Bids			
CoversNo	Cover Type	Description	Document Type
1	Technical	RFP document, Technical Bid, EMD, Requirement and Compliance, Biddersinformation, etc	To be filled online & scanned copies to be uploaded for verification
2	Financial	Financial Bid	To be filled online

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

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

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

Note:

- a) The Technical Bid should not contain any price information. If the price quoted is submitted in Technical Bid the tender will be rejected at the sole discretion of J&K Bank LTD.
- b) Initially Technical Bids will be opened and evaluated by the J&K Bank Ltd. Financial bids will be opened only after qualification of technical bids.

Earnest Money Deposit

Sr. No	Type of Vehicle	No of Vans	EMD Amount
1	Cash Van	1 Nos	Rs 24000

OPENING OF TENDER

(i) **Technical Bid** will be opened on the date and time mentioned in the tender notice. The change, if any, shall be displayed JK Bank website: <https://www.jkbank.com>

(ii) **Financial Bid:** After opening the Technical Bid, based on the documents submitted, if required an inspection will be carried out of cash van of the Bidders to determine the eligibility capability of the Bidders and financial bid will be opened only of short-listed Bidders.

(iii) JK Bank reserves the right to accept or reject either in full or in part, any or all tenders, without assigning any reasons whatsoever thereof. J&K Bank reserves the right to cancel the contract even after acceptance without assigning any reason whatsoever thereof. J&K Bank is not bound to accept the lowest tender.

(iv) The EMD of unsuccessful Bidders shall be refunded within the reasonable time after final decision on the tender without any interest thereon.

Standard E-Tender Terms & Conditions

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

1. **Mr. Chankya Dubey**
(Manager, In Charge General/Estates Department ZOM)
Mobile No:- 9858591326
Email Id:- chankya.dubey@jkbmail.com).
2. **Mr. Haseeb-ul-Nazar**
(Associate Executive, General/Estates Department ZOM)
Mobile No:- 7780993497
Email Id:- @jkbmail.com).
3. **Mr. Pramod Tiwari**
(Banking Associate, General Department ZOM)
Mobile No:-9820444823
Email Id:- pramod.tiwari@jkbmail.com

4. Tenders should be submitted only through E-Tender portal and obtain the Tender acknowledgement copy as a proof of successful submission

5. The details of corrigendum or addendums will be uploaded on <https://jkbank.com>

E-TENDER ACCEPTANCE UNDERTAKING

(To be submitted along with the Eligibility Bid Form)

Date:____ / ____ / ____

To,

Deputy General Manger Services

Tender Ref. No.

Name of Services/work: Hiring of cash van for currency chest at J&K Bank Bandra.

Sir,

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

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

Signature of Bidders with
stampName
Address

Date:

Place:

INSTRUCTIONS TO BIDDERS

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

1. Eligibility Criteria:

Sr. No.	Criteria	Comply Yes / No
i.	Certificate of Registration	
ii.	Type & Model of LCV As prescribed by RBI from time to time. (Mentioned in para Vehicle requirements)	
iii	Annual Financial Turnover during last three (3) ending 31 st March of 2024 should be at least ₹ 15.00 Lacs	

2. The Bidder should have experience of providing similar services and should bear a license for such purpose only. The bidder should have necessary license issued by the Competent Authority to run the contract carriage services.

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

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

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

6. J&K Bank does not bind to accept the lowest or any tender and reserves the right of accepting the whole or any part of the RFP and the Bidder shall be bound to accept and perform the same at the rates quoted.

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

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

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

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

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

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

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

14. The period of contract will be Two years.

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

Signature

Name of authorized person for bidder with seal

Date:

**TERMS AND CONDITIONS FOR
HIRING OF BIG / MINI BUSES**

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

A) SCOPE OF WORK:

The Bidder will have to provide the facility through its own cash van (LCV) registered on its name having capacity of sitting of at least 5 persons, as given below.

- (i) Pick up and drop of cash from destinations (as per schedule) to the office premises.
- (ii) The Cash Van service will be provided Six days in a week (Monday to Saturday). The service may be extended on weekly holidays and Govt. holidays, if required by J&K Bank,
- (iii) The cash van to be provided to be of 2022 or later model.

B) MINIMUM ELIGIBILITY CRITERIA FOR SUBMISSION OF TENDER:

- (i) The Bidders should have experience in providing similar contract carriage services. The Bidder should have a valid Contract Carriage License to run such services (attested copy of the license should be attached along with the Eligibility bid).
- (ii) The Bidder should be able to adhere to the following instructions and guidelines issued by Govt. of Maharashtra, Commerce and Transport Department and RBI governing the operations of cash van:-
 - (a) The Cash van should bear High security number plate
 - (b) Cash van must have a first aid box, tubeless tyres, emergency lights, wireless communication, hooter and fire extinguisher.
 - (c) The doors and windows of the bus must be secured with reliable locking system.
 - (d) Alert on the mobile of driver when cash compartment is opened.
 - (e) The bus must be provided with a driver and collie, failure of which double the hiring charges will be deducted.

C) VEHICLES REQUIREMENT

- (i) The cash van shall be as per latest RBI specifications & requirements.
- (ii) The Cash van should be equipped with CCTV camera with DVR with 30 days backup footage to track activities of crew within cash van. The CCTV fitted in cash compartment with a monitor on the panel for the driver to view it. Another camera fitted in the backside to view on the screen by the gunman sitting in the cash enclosure to monitor any person if chasing the cash van.
 - iii. Radio Tracking Facility in the Cash van for Driver/Gunmen to remain in constant touch with control room.
 - IV. Cash van to have a strong steel body with all windows and glasses grilled.
 - V. Enclosure for the safe and for the Gunman to sit will be separated from the driver's compartment with a grill.
 - Vi. Each of the cash boxes must be secured to the floor with separate chains and should have 2 padlocks that can be opened or locked only by using separate keys
 - vii. The cash compartment should be inaccessible from outside the van unless operated internally through manual/ electronic lock. Cash compartment must be specially reinforced with steel with only one door.
 - viii. 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.

- ix. All windows and wind screen shall have wire mesh protection of not more than one square inch and each window mesh shall have a circular port-hole of six inches diameter for use of weapons;
- x. The cash will be kept in a safe which will have a separate locking system.
- xi. The Vehicle should be in road-worthy conditions, in all respect, for operation in accordance with Maharashtra RTO rules and regulations. All Registration Certificate, Insurance Certificate, Route Permit, Fitness Certificate, **pollution certificate** etc.) should be available in the vehicle with the driver during operation of the vehicle. Responsibility for any lapses in this regard shall be that of contractor.
- xii. The Van should be neat and clean from inside and outside, in perfect mechanical condition. The van will be inspected periodically for road worthiness and any defect pointed out by J & K bank should be rectified immediately and contractor shall provide another vehicles of **2022 or later** model in good condition, as replacement, during the period of repair/servicing.

D) GENERAL TERMS AND CONDITIONS

- (i) The contract entered into will be in force on or after _____, (tentative) for a period of Two years.
- (ii) The contractor should produce all documents issued by RTO concerned relating to cash van for verification. If cash van is not registered in the name of contractor, it will not be accepted.
- (iii) The contract can be terminated by J&K Bank by giving one months' notice without assigning any reason thereof.
- (iv) The cash van should have comprehensive insurance to cover the risk of injury and loss of life of the drivers, attendant, Bank officials, guards, coolie, and third parties by law including damages to property belonging to them.
- (v) Award of contract to successful Bidders will not entail him/them exclusive right to supply the cash van for which the tender has been submitted by the Bidders.
- (vi) All repairs including major overhaul and maintenance, servicing and other expenses for the up-keep of the cash van, running expenses such as tyres, batteries, fastag etc. shall be borne by the contractor. The wages payable to the Driver and helper of the buses shall be the responsibility of the contractor and the same should be in compliance to minimum wages act.
- (vii) The cash van shall follow the routes and rallying points as per the details to be provided by Bank and no deviation will be allowed unless it is due to some unforeseen reasons such as traffic jam or diversion of the route by the Traffic Police or Municipal Authorities. However, Bank reserves the right to change the schedule / route at any time.
- (viii) The contractor shall ensure that drivers deployed on the cash van is qualified and possess valid professional License (minimum 5 years' experience) issued by appropriate authority and also well-disciplined. They should behave properly with the staff and officials, well conversant with the route/roads of Mumbai / Navi Mumbai and its surroundings and should not report for duty under influence of alcohol or any narcotics, etc. Besides driver, the contractor shall provide the service of the coolie for picking up the cash from chest to branches, branches to branches and vice-versa.
- (ix) The contractor shall not sublet, transfer, or assign the contract to any other party.
- (x) The contractor shall produce the original documents of the cash van and drivers under contract for verification as and when called for by Bank authorities.
- (xi) If the contract is terminated on the basis of non-compliance of terms and conditions of the

contract, security deposit shall stand forfeited.

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

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

E) COMPLIANCE OF LAWS AND SAFETY RULES

(i) The contractor shall declare and warrant that they are legally entitled to do the services of providing transport and hold the requisite license and/or permit for the same from the appropriate authorities.

(ii) The contractor shall employ his own drivers, cleaners, coolie during the period of contract and shall pay their wages and comply with the statutory provisions and Bank shall not, in any manner, be responsible for the same. The contractor shall make payment of wages to the workers employed by him regularly.

(iii) It will be the sole responsibility of the Contractor to abide by the statutory provisions of the various acts in performance of this contract:

(iv) All payment as may be required for obtaining different permits and license in contractor's line of buses will be obtained by the contractors at their cost.

(v) In order to avoid mishap / accident, contractor shall ensure that only skilled drivers (having driving license to drive the passenger buses) with an experience of 5 years in the trade are deployed on buses and they observe all rules / precautions in this regard.

(vi) If the buses are involved in any accident or mishap and as a result thereof any employee/s of Bank suffer any injury or death then the contractor shall be liable to pay compensation or damages as may be assessed by the appropriate authority.

(vii) The Contractor shall be responsible for any damages to the buses or any death or injury to the driver or any of the bank employees travelling in the buses in case of any accident. Bank will not enter into any litigation whatsoever under any circumstances

F) RESOLUTION OF DISPUTES

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

G) JURISDICTION:

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

H) COMPLIANCE WITH RTO RULES

(i) The contractor shall ensure that all the rules pertaining to Motor vehicle Act and any other Act of

the state shall be met. In no circumstances bank shall be involved for any violation of the RTO Rules on the part of the transporter. It will be the sole responsibility of the contractor to abide by all such laws.

(ii) The contractor shall ensure that the drivers do not carry any inflammable / contraband material in the cash van.

I) ADVERTISEMENT AND BRANDING OF CASH VAN

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

I) SAFETY AND SECURITY

(i) In order to avoid any Mishap / Accident, contractor shall ensure that only skilled drivers (having driving license to drive passenger buses) with experience of 5 years in the trade are deployed on cash van and he observe all rules / precautions in this regard. Contractor shall ensure that driver do not exceed normal speed limit and shall further ensure that his crew is deployed on duty after adequate rest to avoid accidents due to over fatigue.

(ii) The contractor shall engage the drivers for bank duty whose character and antecedent verification has been done by the Police Department, possess valid driving license, having thorough knowledge of traffic rules / road safety precautions, aware with the routes of Mumbai / Navi Mumbai and its surroundings.

(iii) The drivers of the cash van should follow the traffic rules prominently.

(iv) The Contractor or his representative shall not divulge to anyone, any confidential information obtained during the course of work.

J) GPS DEVICE WITH RFID (RADIO-FREQUENCY IDENTIFICATION) - VEHICLE TRACKING

(i) The contractor should install GPS tracking device and should make with the provision of RFID / Digital Mode.

ii. The installation and maintenance charge should be borne by the Bidder / Contractor only.

iii. All deployed vehicles from Bidder / Contractor should have speed governors.

K) PENALTIES

(i) In case of breakdown, a substitute cash van of the same or later model in good condition shall be deployed immediately. If the contractor does not provide a substitute van within the stipulated time, heshall be liable to pay the charges and expenses that may be incurred by Bank for reaching the destination by arranging other mode of transport.

L) SECURITY DEPOSIT

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

M) BILLING AND PAYMENT

(i) The bill shall be submitted for each calendar month duly completed in all respects by 5th of succeeding month. Receipt of toll charges, if any to be duly submitted along with the bills t he payment to the contractor shall be made by Bank through NEFT / RTGS subject to deduction of TDS, if applicable.

(ii) If the bills are sent back for any correction to the contractor, the date of re-submission of the bill after correction will be considered the date of actual submission of the bill.

(iii) The rates offered in the schedule of rates (Annexure-II) should include all the expenses such salary payable of drivers/attendants, road tax, passenger permit charges, insurance of buses, parking charges, maintenance charges, etc. Only monthly charges plus toll charges will be paid by Bank for monthly hiring of big /mini buses.

N) FORCE MAJEURE

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

ANNEXURE-I
TENDER FOR HIRING OF Cash Van
ELIGIBILITY BID

Sr.No	Document Required	Whether Submitted / Uploaded	
		Yes	No
1	Name and Address of the Bidders with Telephone Number / Fax No. / Mobile No.		
2	State of Agency (Registered Co. / Proprietary / Society / Registered under Shops & Establishment Act) with valid Registration Certificate		
3	Number of Employees employed by the bidder/agency		
4	Work Orders		
5	Proof (Registration/ Incorporation document) of legally entitled to carry out the transport services and requisite license and permit issued by appropriate authorities (Minimum 05 years' Experience)		
6	Address/Location of the office from where the cash van is assigned and monitored to clients - Control Room 24 x 7 / emergency support facility available		
7	Terms and conditions duly signed and stamped on each page enclosed along with Eligibility bid. Original RFP document in two parts separately to be uploaded.		
8	Additional Safety Features installed (Purchase order of cash van security system procured in last 3 years)		
9	Annual Financial Turnover during the last three (3) years ending 31 st March of 2021 should be at least ₹ 15.00 lacs Copy of Audited P & L statement of last 3 F.Ys		
10	Copy of GST registration certificate & copy of Permanent Account Number (PAN and GST)		
11	Copy of Power of Attorney or authority letter in case of tender is signed by other than owner / partner of company / firm		
12	Any notice/ warning/ mail issued by the current client for poor services		
13	BANK DETAILS: (i) Name of the Bank & Branch (ii) Type of Account (iii) Account No. (iv) MICR No. (v) IFSC code		

Date:

Signature
Name of authorized person for Bidder with
seal

ANNEXURE-II

**TENDER FOR HIRING OF CASH VAN
FINANCIAL BID**

A) LOCATION (PICK AND DROP POINTS)

Sr.No.	Bus Name	Routes	For Cash Van
1	CASH VAN	Bandra West to locations i.e (Fort, M.A Road, Mahim, Vashi, Versova, Andheri, Meera Road, Bhyander, Worli, Kurla, Malad & RBI Chest), daily or as per the requirements	
TOTAL			

* The cost quoted to be exclusive of taxes

* Toll charges will be

extraPlease Note:

* The Cash Van service will be provided **Six days in a week** (Monday to Saturday). The service may be extended on weekly holidays and Govt. holidays, if required by J&K Bank,