



**RESERVE BANK OF INDIA**  
**Issue Department, Thiruvananthapuram - 695033**

**NOTICE**

**Empanelment of Transport Operators for Supply of Vans / Mini Buses / Taxi Cars –  
Reserve Bank of India, Thiruvananthapuram**

Applications are invited from reputed and experienced Transport Operators for empanelment of contractors for supply of Vans / Mini Buses / Taxi Cars for use of officials accompanying remittance of treasure from Reserve Bank of India to various currency chests located in different parts of Kerala, Mahe (UT of Puducherry) and outside the state of Kerala, as may be required by the Bank.

The eligibility criteria and application proforma are available at the corporate website of the Bank at [www.rbi.org.in](http://www.rbi.org.in). Last date for receipt of completed application form is February 02, 2022.

Thiruvananthapuram  
January 12, 2022

Sd/-  
Regional Director Kerala & Lakshadweep

**Empanelment of Transport Operators for Supply of Vans/Mini Buses/Taxi Cars**

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**Empanelment of contractors for supply of Vans/Mini Buses/Taxi Cars for use of officials accompanying remittance of treasure from Reserve Bank of India to various currency chests located in different parts of Kerala, Mahe (UT of Puducherry) and outside the state of Kerala, as may be required by the Bank**

**Eligibility Criteria**

Reputed and experienced Transport Operators, who satisfy the following eligibility criteria, may submit their applications for empanelment to the Regional Director, Reserve Bank of India, Thiruvananthapuram.

1. The applicant should be a company/ partnership firm/ proprietary concern and should furnish proof of the registered address along with contact details of the Transport Operator.
2. The applicant should own minimum of Seven 14 seater Vans/Mini buses and two Taxi cars.
3. The applicant should ensure that the vehicles provided should be of less than 10 years and must be road worthy, that those have valid permit issued by RTO, that up to- date vehicle tax has been paid, that insurance cover is available, and that the driver of the vehicle has a valid driving licence. In addition to that, the vehicle should be in good condition with proper Air Conditioning, comfortable push back seats and should carry necessary spares and tools including a spare tyre in good condition. Every vehicle should have first aid kit and fire extinguisher. The provision of GPRS/ GPS facility in vehicles is desirable.
4. The applicant shall not carry in the vehicle any persons, goods, etc other than that authorized by the Bank in this regard.
5. The applicant shall have Permanent Account Number (PAN) and GSTN number, as applicable to discharge the duties.
6. The characters and antecedents of the drivers of the transport vehicles should be verified and certified by the Police and the Transport Operator should provide full details and photographs of drivers engaged by them.

7. Applicants should be aware of the formalities required for e-tendering and should adhere to the process requirements as stipulated by the agency associated with e-tendering.
8. EMD as fixed by the Bank from time to time will be required to be paid by the applicants at the time of bidding. However, no interest will be paid on the earnest money deposited and refunded or retained with the Bank.
9. The applicant should provide details of services provided at other public/private institutions and turnover/audited balance sheets of last three years, GST registration & IT returns.

### **Enclosures**

- 1) Proof of registered address of the Transport Operator (Telephone Bill, Electricity Bill, Mobile Bill etc.)
- 2) Photocopies of RTO Registration Certificate of Vans/Mini Buses/Taxi Cars.
- 3) Details of services provided at other public/private institutions and client reports on services provided.
- 4) Turnover/audited balance sheets of last three years, GST registration & IT returns.

Applications for empanelment, complete in all respect, should reach Issue Department, RBI Thiruvananthapuram on or before February 02, 2022.

**Please note that tendering will be done through E-Tender process as per Central Vigilance Commission guidelines.**

## Proforma of Application

The Reserve Bank of India, Thiruvananthapuram intends to prepare a panel of reputed contractors for supply of Vans/Mini Buses/Taxi Cars for use of officials accompanying remittance of treasure from Reserve Bank of India to various currency chests located in different parts of Kerala, Mahe (UT of Puducherry) and outside the state of Kerala, both ways as may be required by the Bank.

Intending applicants are required to furnish details about their organisation, experience, competence and evidence of their financial standing as under.

1	Name of the Applicant			
2	Whether the Applicant is a company/ partnership firm/proprietary concern			
3	Registered address of the Transport Operator (Please furnish proof of address like Telephone Bill, Electricity Bill, Mobile Bill etc.) 1) Principal /Main /Head Office  2) Branch/ Local Office			
4	i) Telephone Nos.(Principal/Main/HO) ii) Telephone Nos. (Branch/Local /Liaison Office at Thiruvananthapuram) iii) Mobile No/Nos: iv) Fax No/Nos:			
5	Details of bank account of the Transport Operator			
	Name of the bank	Name of Branch	Nature of Account	Account No. & IFSC
6	i) Income Tax PAN (Furnish Photo Copy)			
7	Name and address of the other institutions where the Transport Operator is presently providing similar services/ has provided similar services			

I/We have read and understood the instructions and the terms and conditions contained in the application form. I/We do hereby declare that the information furnished in the application is correct to the best of my/our knowledge and belief.

Signature of authorized  
person

Name:

Designation:

Seal:

Date: