



**Reserve Bank of India**  
**Car Desk**  
**Protocol and Security Establishment**  
**Mumbai Office**

**Minutes of the Pre-bid meeting – Tender for Rate Contract with Car Hiring Agencies/Companies by Reserve Bank of India, Mumbai.**

An open tender for the captioned work was floated on [November 05, 2020](#). As per the tender time lines and Schedule of Tender, the Pre-bid meeting was held on November 11, 2020 at 12.00 AM in New Conference Room of Mumbai Regional Office, Fort, Mumbai.

In terms of the schedule of tender written queries for pre-bid meeting have received by e-mail /hand delivery on February 24, 2020 from one vendor viz. M/s. Goodluck Transports.

Further, on November 11, 2020, in the pre-bid meeting, 7 bidders were participated i.e. M/s. Shree Ram travels Pvt. Ltd, M/s. Pais Auto Pvt Ltd, M/s. Aurra Corporate services, M/s. Goodluck Transports, M/s. Pragati Travel Line, M/s. Aaron Tours Pvt Ltd, M/s Vijay Travels and had raised the queries w.r.t. to the tender document.

The following participated the Pre-bid meeting.

<b>Sr No.</b>	<b>Name (Mr./Ms.)</b>
	<b>Reserve Bank of India</b>
1	Shri. Bhuwansunder Sunderlal Bohra, DLA
2	Flt.Lt. Vijay Prakash, AGM, P&SE
3	Shri. Sheetal Dhongade, Assistant Manager
4	Shri Ashok Shinde, Assistant Manager
5	Shri Satnam Singh Choudhary,
6	Shri. Jayesh Aher, Assistant
	<b>Vendors</b>
1	Shri. Rahul Salvi, M/s. Shree Ram travels Pvt. Ltd
2	Shri Henry Pais, M/s. Pais Auto Pvt Ltd
3	Ms Rashmi and Mr Ristam Sinor, M/s. Aurra Corporate services
4	Shri. Simran Singh, M/s. Goodluck Transports
5	Shri. Bhavesh Patil, M/s. Pragati Travel Line
6	Shri. Cardnero Maxson, M/s. Aaron Tours Pvt Ltd
7	Shri.Rajendra Shinde, M/s Vijay Travels

The issues raised by the vendors regarding the Technical and Commercial Specifications and other Terms and Conditions, Article of agreement, Schedule of quantity, Price bid and related with MSTC queries were clarified/noted. The clarifications to the points raised by the vendors are furnished in the Annex. - A.



**Reserve Bank of India  
Protocol and Security Establishment  
Mumbai Office**

**Minutes of pre-bid meeting held on November 11, 2020- Clarification of queries**

**Annexure - A**

Sr. No.	Name of Vendor	Clause/Page No/ Particulars	Query Raised by the Vendor	Comments
1	<b>M/s. Pragati Travel Line:</b>			
a		Para 1.20, Page no.19	Pragati Travel Line raised the whether as to EMD is exempted for MSME.	It is not applicable to RBI
b		Para 1.1 Page no. 13	Pragati Travel Line raised query whether work estimation about Rs 1,05,00,000/- (Rupees One Crore Five Lakhs only) is for each vendor or it will get divided	<b>Corrigendum has been issued in this regard. The bidders may check the same from MSTC website and the Bank's website. (Read Sr.No. VIII )</b>
c		Part II Page No 59	Vehicles not eligible should be removed from tender documents such as Innova model has been discontinued by the manufacturer.	The tenderers are required to quote the rates of vehicles which are eligible and available as per the eligibility criteria mentioned in the Part-I (Section II)- Para 1.16 (iii) Page No.16 of the tender documents.
2	<b>M/s. Pais Auto Pvt Ltd.</b>			
a		Section III, Page no.22	Will the rates quoted by all vendor will be available to all to verify?	Yes, the rates will be available on the MSTC website after opening of Price Bid.

b		Part II Section II, Page No.60	Innova and Innova Crysta /Eartiga are placed in the same rate criteria. Innova / Innova Crysta should be in higher rate criteria than Eartiga.	<b>Corrigendum has been issued in this regard. The bidders may check the same from MSTC website and the Bank's website. (Read Sr.No. IX)</b>
<b>3</b>	<b>M/s. Goodluck Transports.</b>			
a		Part II Section II, Page No.59	Dzire/Etios/Amaze/Xcent/Sunny in the same rate criteria. Sunny should be in higher rate criteria than Dzire/Etios/Amaze/Xcent.	<b>Corrigendum has been issued in this regard. The bidders may check the same from MSTC website and the Bank's website. (Read Sr.No. IX)</b>
b		Para 1.16 (iii),Page No.16	Is there any relaxation in the Cars that are required?	No relaxation will be considered; we require all types of cars mentioned in tender documents. Vendors should be able to provide the services in short period of time.
<b>4</b>	<b>M/s. Shree Ram travels Pvt. Ltd.</b>			
a		Part-I, Section V, Page No.42	Whether buses are included in the evaluation or not?	Buses will be included in the evaluation Criteria. <b>Corrigendum has been issued in this regard. The bidders may check the same from MSTC website and the Bank's website. (Read Sr.No. VII)</b>
b		Part-I (Section-ii) Para 1.16 (vi), Page No.16	TAN was not mentioned in the required documents	<b>Corrigendum has been issued in this regard. The bidders may check the same from MSTC website and the Bank's website. (Read Sr.No. II)</b>
<b>5</b>	<b>M/s. Aurra Corporate services.</b>			
a		Part-I (Section-ii) Para 1.16 (x), Page No.16	ITR acknowledgment has not been received for the year 2019-20.	<b>Corrigendum has been issued in this regard. The bidders may check the same from MSTC website and the Bank's website. (Read Sr.No. I)</b>



**Reserve Bank of India  
Human Resource Management Department  
Mumbai Regional Office  
Main Building, SBS Road  
Fort, Mumbai**

**Tender No. – [RBI/Mumbai/Mumbai/14/20-21/ET/271](#) dated 5<sup>th</sup> November 2020**

**Tender for Rate Contract with Car Hiring Agencies/Companies by Reserve Bank of India, Mumbai**

Reserve Bank of India (RBI), Mumbai Regional Office, Mumbai-1 invites E - tenders under Two – Bid system (Technical & Financial Bid) for the empanelment of reputed and capable Car Hiring Agencies/Companies with good track record, for the purpose of hiring cars and buses on need basis by Reserve Bank of India, Mumbai.

The modifications / amendments to the tender are [enclosed](#). The Bidders are requested to submit the bid after taking into account the modifications given in corrigendum.

**Regional Director  
Reserve Bank of India  
Mumbai Regional Office**

## **CORRIGENDUM**

**Tender No. – RBI/Mumbai/Mumbai/14/20-21/ET/271 dated 5<sup>th</sup> November 2020**

**Tender for Rate Contract with Car Hiring Agencies/Companies by Reserve Bank of India, Mumbai**

### **I) PART I (Section II) – Clause No.1.16 (x) –Page No.16**

x. The tendering firms/companies should submit Income Tax Return Acknowledgement/ Assessment Order and audited Balance Sheet, Profit and loss account etc. for the last three financial years.

**If the tenderer has not received the income tax return acknowledgment of the last financial year 2019-20, from the income tax office, the tenderer may submit declaration along with the Part-I of the Tender (Technical Bid).**

### **II) Part I (Section II) Clause No.1.18 (9) Page No.19**

**Original.** Copy of the PAN, DIN/ TIN and GST Registration, Registration Certificate under valid registration under Maharashtra Shops & Establishment Act, License to run tour and travels etc.

**Read as :** Copy of the PAN, DIN/ **TAN** and GST Registration, Registration Certificate under valid registration under Maharashtra Shops & Establishment Act, License to run tour and travels etc.

### **III) Section III, 12 (Articles of Agreement) Page No.26**

(1) The drivers deployed should be medically fit with good moral character and reasonable experience of driving and should be well groomed and be able to converse in English and Hindi. They should be able to attend to minor repairs of vehicles en-route, in case of need.

**IV) Section III, 42 (Articles of Agreement) Penalty Clause –Page No.32**

a. For deficiency in services and serious inconvenience caused to the Bank

**Read as** : For deficiency / **delay** in providing services and serious inconvenience caused to the Bank

**Line deleted** : Any delay will attract penalty as deemed fit by the Bank.

**V) Section IV, 1, Page no. 37 (Scope of work and Terms & Conditions governing Contract)**

1. Providing air-conditioned chauffeur-driven road worthy vehicles, as and when requisitioned (which may be either oral or email/ written instructions) by the Bank / by officials authorized by the Bank. The tenderers are also required to provide car at short notice from the Bank (say within an hour in case of emergency).

**Read as** : Providing air-conditioned chauffeur-driven road worthy vehicles, as and when requisitioned (which may be either oral or email/ written instructions) by the Bank / by officials authorized by the Bank. The tenderers shall **provide required number (which may vary during the COVID-19 period) of buses at the agreed rates.** The tenderers are also required to **provide car / Bus** at short notice from the Bank (say within an hour in case of emergency). **Further, the vehicles must be sanitized and the driver should wear a mask at all the times during the journey and follow COVID-19 safety guidelines. The authorised officer of the Bank may conduct surprise check/inspection of the vehicle for verifying for meeting the sanitization requirement, in case of any deficiency, the Bank shall have right to impose penalty equal to the bill amount for that trip and appropriate the amount from the dues payable to the tenderer or from the security deposit.**

**VI) Section IV, 13, Page no. 39 (Scope of work and Terms & Conditions governing Contract)**

**Added lines** : In the event of failure on the part of contractor, the Bank shall have the right without prejudice to any other remedy, to get the work done through any other alternate agency at the risk and cost of the tenderer/ agency.

**Read as** : The drivers deployed should be medically fit with good moral character, **medical fitness certificate of the drivers deputed to provide services to the Bank shall be submitted annually.** The driver/s deployed should have valid driving license, reasonable experience of driving, should be well groomed and be able to converse in English and Hindi. The driver should be able to attend to minor repairs of vehicles en-route, in case of need.

**VII) Section V - Evaluation Criteria modified as under:-Page No.42**

**Read as :**

The tenderers shall furnish information required for Technical Evaluation as per part II, section I of the tender document. The information so given will be evaluated as per the following marks criteria ( <b>Maximum Marks - 100</b> ):			
<b>S. No</b>	<b>Particulars</b>	<b>Range</b>	<b>Marks</b>
1	Size of fleet of well-maintained cars (models specified in eligibility criteria)	More than 100 51 to 100 20 to 50	20 (maximum) 15 10



2	Experience in the field of providing vehicles on hire	More than 15 years More than 10 and up to 15 years 5 to 10 years	20 (maximum) 15 10
3	Average age of fleet of minimum 20 vehicles notified for tender	Less than a year 1 to 2 years 2 to 3 years	20 (maximum) 15 10
4	Average turnover of last 3 financial years	More than Rs.2 crore Rs.1.5 to 2 crore Rs.1 crore to 1.5 crore	<b>15 (maximum)</b> <b>10</b> <b>05</b>
5	Number of current corporate clients	More than 8 6 to 7 3 to 5	<b>15 (maximum)</b> <b>10</b> <b>05</b>
6	<b>Number of A.C. Buses</b>	i) (15 to 25 seaters A.C.Buses) - 5 Nos. + (35 to 45 seaters A.C.Buses) - 3 Nos. ii) (15 to 25 seaters A.C.Buses) - 3 Nos. + (35 to 45 seaters A.C.Buses) – 1 to 2 Nos.	<b>10 (maximum)</b> <b>05</b>

**VIII) Section V - Evaluation Criteria –B. Financial Bid Evaluation-Page No.43**

**Original : 2.1** The lowest rate quoted under each category of vehicles by tenderers who qualify the Technical Evaluation process shall be applicable for all other Technical Evaluation successful tenderers. Only such tenderers among above shall be considered for empanelment who agree in writing to work at the lowest rates offered for each category of vehicle.

**Read as:** 2.1 The lowest rate quoted under each category of vehicles by tenderers who qualify the Technical Evaluation process shall be applicable for all other Technical Evaluation successful tenderers. Only such tenderers among above shall be considered for empanelment who agree in writing to work at the lowest rates offered for each category of vehicle.

**The Bank reserve the rights to source / requisition up to 60% of vehicles under different categories from the tenderer quoting lowest rates under the respective category. The hiring / requisition of vehicles will be subject to satisfactory performance of services by the Vendor and at the sole discretion of the Bank.**

**IX) PART II (Section II) – Price Bid –Page No.59-60**

Original Specification of Item No.1 to 7 : Dzire/Etios/Amaze/Xcent/Sunny car for local duty

**Read as: Item No. 1 to 7 : Dzire/Etios/Amaze/Xcent car for local duty Car.**

**Sunny deleted and added to Item No.15 to 21**

Original Item No.8 to 14 : Innova/Innova Crysta/Eartiga car for local duty Car

**Read as : Innova/Innova Crysta car for local duty Car**

**Eartiga deleted from Item No.8 to 14.**