

**National Bank for Agriculture and Rural Development (NABARD)
Head Office, Mumbai**

Empanelment of Agencies for Providing Services of Drivers

NABARD, Head Office intends to prepare a panel of agencies for a period from 01st October 2023 to 31st March 2026 for providing services of drivers for its office in Mumbai viz. Head Office, Plot No. C – 24, 'G' Block, Bandra Kurla Complex, Bandra (E), Mumbai – 400 051. Applications are invited in the prescribed proforma, from agencies who fulfil the eligibility criteria and agree to the terms & conditions mentioned in the "Request for Empanelment" document available in the Tenders Section on NABARD website (www.nabard.org). The application should reach the Chief General Manager, DPSP, NABARD Head Office by 3.00 pm on 29th September 2023. NABARD reserves the right to accept any application or reject any or all of the applications received without assigning any reasons.

CGM - DPSP, NABARD - HO

**National Bank for Agriculture and Rural Development (NABARD)
Head Office, Mumbai**

Empanelment of Agencies for Providing Services of Drivers

1. NABARD, Head Office, Mumbai invites applications for empanelment of agencies for a period from 01st October 2023 to 31st March 2026 for providing the services of drivers as per requirement for its office in Mumbai viz. Head Office, Plot No. C – 24, 'G' Block, Bandra Kurla Complex, Bandra (E), Mumbai – 400 051.
2. Only those agencies registered with the Govt./ Semi-Govt. Organizations/ PSUs, Financial Institution etc. who have provided the drivers to at least 2 (two) institutions, each individually costing not less than ₹ 50,000/- during last 3 years and have a minimum yearly turnover of ₹ 1,00,000/- during the last 3 years will be eligible to participate for empanelment.
3. Completed application should be submitted on or before 29.09.2023 up to 3.00 P.M. to CGM, DPSP NABARD HO. Application form along with detailed terms & conditions be downloaded from the website <https://www.nabard.org>.
4. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

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Instructions to the applicants for furnishing information

1. NABARD intends to prepare a panel of reputed agencies for providing services of drivers in NABARD for its office in BKC, Mumbai.
2. Intending applicants are required to submit their full bio-data giving details about their organisation, technical experience & competence as per the enclosed proforma.
3. The applicants should submit the copies of work order of work carried out along with completion certificate and KYC documents i.e. Copy of Pan Card, Shop Establishment Certificate, GST details, cancelled cheque etc.
4. The applications should be submitted by filling up the prescribed proforma only. If the space in the specification form is insufficient for furnishing full details such information may be supplemented on a separate sheet of paper duly signed.
5. Each page of the application shall be signed. The application shall be signed by person / persons on behalf of the organisation having necessary authorisation / power of attorney to do so.
6. Applications containing false or inadequate information are liable for rejection.
7. While deciding upon the selection of agencies, emphasis will be given on the ability and competence of applicants to perform good quality work within the specified time schedule.
8. The application should be submitted on or before 29th September 2023 up to 3.00 pm.
9. The intending vendor shall abide by the procurement guidelines of Govt. of India.
10. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
11. For any query, please contact the following person:-

Maj Ravi Shankar - 022 – 26539177
Maj Saurabh Vikas – 022 – 26539499

Terms & Conditions

1. Drivers provided by the agency shall be qualified and licensed to operate vehicles in accordance with applicable laws, rules and regulations of the various states and shall furnish driver qualification, file records as may be required under the said laws, rules and regulations.
2. Drivers shall be police notified and of high calibre and very efficient and disciplined and will serve to the best of their abilities.
3. The agency agrees to undertake all responsibilities for the driver's compliance with the Indian Transportation Regulations and other applicable state laws and indemnify NABARD HO against any loss, expense, fines or penalties incurred by the agency for violation of such laws and /or regulations. The agency shall obtain and maintain copies of such regulatory data and make it available to NABARD HO upon its request.
4. The agency shall ensure that personnel engaged in chauffeur services are polite, well mannered, well - groomed and possess required knowledge and experience of driving same or similar class of vehicles. Further, the agency agrees for replacement of drivers if the same is required or asked for in event of any dispute/ disciplinary issues, absenteeism or unethical behaviour on part of the drivers. The replacement drivers have to be made available within 3 - 4 hours of notice by the agency.
5. The driver assigned for the duty MUST hold a valid driving License
6. In case of loss of car keys the amount for the same may be recovered from the agency.
7. Intoxication is strictly prohibited while on duty.
8. Uniform to the driver shall be provided by the agency. Driver should ensure upkeep of uniform on regular basis.
9. Billing for each month will be done on monthly basis.
10. The agency will first pay the salary of drivers of the preceding month as per their attendance sheet duly verified by NABARD's representative and based on the

actual payment and statutory obligations, will seek reimbursement from NABARD through invoice.

11. Rates for providing driver services on per day and monthly basis (8 hours per day) shall be quoted by the agency.

12. Normal duty hours for driver is 8 hours from the stipulated time at the reporting point for per day/ monthly basis.

13. Drivers will be paid for the extra hours beyond duties more than 8 hours.

14. Driver deployed for per day/ monthly basis is also entitled for the dinner allowance and travelling allowance. Dinner allowance is payable beyond 10:00 PM and travelling allowance is payable after 11:00 PM and before 07:00 AM.

15. Agencies shall be paid service charges over and above the driver charges.

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Application for Empanelment with NABARD for Providing Services of Drivers

PART I - BASIC INFORMATION

1	Name of the organisation	
2	PAN No. (Copy enclosed)	
3	GST Registration No.	
4	Type of applicant organisation	Proprietorship/Partnership/Company
5	Name of the Proprietor / Partners / Directors of the applicant organisation	
6	Registration (Firm, Company, etc.) Registering Authority, Date, Number etc. (Copy enclosed)	
7	Experience in providing hired drivers (No. of years)	
8	Income Tax Returns for last three years i.e. 2022-2023, 2021-2022, 2020-2021 (Copy to be enclosed)	
9	Name and address of the Bankers with account no. & IFS code (Copy of cancelled cheque leaf to be enclosed)	
10	Yearly turn-over of the organisation for the last three years 2022-2023, 2021-2022, 2020-2021 (Evidence to be enclosed)	
11	Registered Office, Address, Telephone No.& email.	
12	Whether working with any of the Govt. / Semi-Govt. undertakings as approved agencies and if so, furnish full details (Evidence to be enclosed)	
13	Indicate if involved in any litigation	
15	Any civil suits pending against the organization. Give details	

Part II

Quotation for Providing Services of Drivers On Monthly Basis

Quotation (Monthly Basis)	
Per Month (In ₹) (For 8 Hrs.)	
Extra Hour (In ₹) (Beyond 8 Hrs.)	
Dinner Allowance (In ₹) (After 10 PM)	
Travelling Allowance (In ₹) (After 11 PM)	
Service Charge	

Quotation (Per Day Basis)	
Per Day (In ₹) (For 8 Hrs. per day)	
Extra Hour (In ₹) (Beyond 8 Hrs.)	
Dinner Allowance (In ₹) (After 10 PM)	
Travelling Allowance (In ₹) (After 11 PM)	
Service Charge	

Note:-

Statutory obligations viz. PF, ESIC, Bonus, Leave Salary, Professional Tax etc. will be levied on the above mentioned rates.

Date:

Signature of the applicant and seal:

Name:

Place:

Part III

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Experience List of similar work executed by the Organisation during the last three years (Including works on hand at present) each costing ₹ 50,000/- or more

Sl. No.	Name and Address of the owner	Name and address of the Officer under whom the work was carried out	Amount (Rs.)	Year
1	2	3	4	5

Note: Please ensure to enclose copies of work order/completion certificate.

Date:

Signature of the applicant and seal:

Name:

Place: