



State Bank of India

Dhaka Branch

Gulshan, Dhaka

Date: 12.11.2024

TENDER NOTICE FOR HIRING VEHICLE

State Bank of India, Bangladesh Operations invites offers from reputed Travel Agencies / Rent- a – Car Agencies for hiring a vehicle for its Dhaka Branch at Gulshan, Dhaka as under:

- a) Esquire Car (Black Color preferred) to be used for CEO Dhaka;

The major terms of the contract will be

1. Offer should be given for Esquire car, preferably Auction Grade 4 - 5.
2. The model of the vehicle should be latest, and not be older than 2019.
3. The vehicles will be hired for a period of 4 years from the date of contract (Subject to satisfactory services. Such services will be evaluated in every year).
4. The Vendor has to maintain a current / savings account with Bank and the Bank will pay the Monthly Rent for the vehicles to Agency Account directly.
5. CNG, Fuel, Mobil Oil, Tyre repairing expenses, parking fees, toll, will be paid by the Bank.
6. The Salary of the Driver will be paid by the Car Rental Agency. The duty hours of driver will be 14 hours daily, the duty time will be fixed by the Bank.
7. For duty beyond 14 hours, overtime allowance of Tk. 50/- per hour will be paid by the Bank. The driver will be paid Tk. 80.00 for dinner by the Bank, for duty after 9.00 pm, if any.
8. The Bank will pay the following expenses for the driver - Tk.300/- per month towards mobile bill and lunch expenses of Tk.1,500/- per month.
9. In case of travel outside Dhaka involving night halt, the driver will be paid an allowance of Tk. 400/- per night.
10. The Agency will be responsible for keeping the vehicle in good condition. In case of break-down of vehicle or leave of driver, the Agency will provide alternate equivalent vehicle at no extra cost to the Bank.
11. In case the repairs are not carried out by the Agency, the Bank will have the authority to get the vehicle repaired at the cost of the Agency, which will be deducted from the monthly rent.

The interested parties having sufficient experience in the activity may submit their offers in **Sealed Cover** on their Agency Letter Head by **4.00 p.m. on 16th November 2024** in the box stated for the purpose kept at State Bank of India, Dhaka Branch, Anabil Tower, (1st Floor), Plot – 03, Block – NW (J), Gulshan 2, Dhaka or **scan copy of the same** through email to dceo.dhk.bd@statebank.com. The offers should be accompanied by the copies of valid Trade Licence, latest Tax certificate with TIN number, VAT Registration and details about the present fleet and organisations to which the vehicles are rented.

The Bank reserves the right to cancel / amend this notice of tender as well as not to accept any offer under this tender without assigning any reasons therefor. The Bank reserves its right not to accept the lowest offer without assigning any reasons.

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