

1. Scope Of Work & Job Description:

- a. The number of drivers required is estimated to be 5. It may increase/decrease as per the requirement of the bank.
- b. The services of driver is required for 8 hours daily on six days a week basis. However, if need be, the driver can be called for duty at any hour and can be used beyond the daily limit of 8 hours and on weekly offs/ holidays/ sundays, for which “Per Hour Rate” as Overtime Charges will be reimbursed to the bidder. The driver has to report at the place of duty at any location within Mumbai, Mumbai suburban, Navi Mumbai and Thane intimated to him as per need by the Bank's authorized officer. The location of reporting for duty may vary on day-to-day basis as per requirement of the Bank. The Bidder shall provide all services including supervision, assistance, guidance etc., and shall perform all operations & assignments and render all services as maybe necessary and incidental to fulfil its obligation under this contract.
- c. The Bidder have to provide alternative driver, whenever the regular driver deputed by them is not reporting for duty and/or is on leave treating it as a mandatory requirement so as to ensure continuity of services of driver. In case of failure to provide alternate driver the Bidder should be ready to bear the penalty imposed as per the terms and conditions of the Bid Document. Please note the penalty for not providing alternate driver in the absence of regular driver by the Bidder is to be borne by the Bidder. The Bidder will not be allowed to pass on the penalty amount to the driver deputed by them. The Bidder are required to submit “Letter of Acceptance” in this regard as per specimen enclosed as Annexure III and non-compliance of the above requirement or any requirement given in this Bid Document and any deviation in compliance of the requirement mentioned in the Bid Document will be treated as a default in providing satisfactory services. In such an event, the Company/buyer reserves the right to cancel the Work Order given to Bidder and the Security Deposit deposited with the Company/buyer by such Bidder will be forfeited.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

परिसर, सुरक्षा एवं अधिप्राप्ति विभाग

प्लॉट क्र सी-24, 'जी' ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व), मुंबई - 400 051. टेली: +91 22 6812 0050 • ई मेल: dpsp.pss@nabard.org

Department of Premises, Security and Procurement

Plot No. C-24, 'G' Block, Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051 • Tel.: +91 22 6812 0050 • E-mail: dpsp.pss@nabard.org

- d. Pay the total amount of wages including weekly offs, Overtime and other charges mentioned in this document to the drivers deputed to the Bank through E-transaction credit to the drivers' Bank account only treating it as a mandatory requirement. Bidder's monthly bill will be paid only after submission of payment statement. Payment of wages to the drivers in cash will not be acceptable.
- e. The duty hour of driver will start from the actual time of reporting for duty intimated to him by authorized official of NABARD and will end from the actual time of relieving from duty.
- f. The Bidder is required to make payment of Minimum Wages, Statutory Payments like EPF etc., if payable, and other payments as per the Bid Document to the Driver by the 7th day of following and then claim reimbursement of such expenses along with "Service Charges" from NABARD by submitting monthly bills along with proof of Payment of Minimum Wages and other Statutory Charges of preceding month.
- g. Please note that payment will be made to the Bidder, only if the bills are accompanied by documentary proof of all these payments to driver and other statutory authorities treating it as a mandatory requirement.
- h. The Driver will be considered under the Skilled Category. The wages for Driver will be revised as per the notifications of Minimum Wages issued by Chief Labour Commissioner, Ministry of Labour and Employment, Govt. of India. **Minimum wages as indicated in GeM portal during bid creation are as per present applicable Minimum Wages.**
- i. The Bidder should be ready to and will arrange Police Verification of each driver deputed and submit a Police Verification Report obtained from the Police Authorities in respect of each driver before deputing to our company treating it as a Mandatory requirement as it involves handing-over of a "Government of India" Four-wheeler to the driver deputed for performance of the duty of a driver.

- j. NABARD shall have the right to deduct money/amount due to the Bidder/Tenderer, any sum required or estimated to be required, for making good the loss suffered by a worker/driver deputed, by reason of non-fulfilment of the conditions of the contract of the benefit of the workers/drivers, non-payment of wages or of deduction made from their wages which are not justified by their terms of the contract or non-observance of the Regulations.
- k. The Bidder shall provide two sets of Uniform (per year) to the Driver and with the ID cards properly displayed. The personnel shall have uniform attire and wear it daily without fail. Cost of providing the uniform shall form the part of the contract service charges. The uniform will necessarily include white shirt, navy blue pant with standard design shoes and socks. Any discrepancies found, a penalty of Rs.100/- per day will be levied and adjusted from the service charges of monthly bill submitted by the vendor without any notice.
- l. In case of accident of the vehicle, degree of negligence/ responsibility on the part of the driver will be imposed on the contractor, to the extent of repair cost of the vehicle.
- m. If the driver uses, causes, or allows the vehicle to be used in any manner not authorized or provisions mentioned herein, the contractor and the driver shall be jointly & severally responsible for any injury, harm, offence or crime committed by any person, including driver.
- n. NABARD shall not be responsible financially or otherwise as far as injury to the driver in the course of performing the functions/ duties are concerned. The driver should desirably have the knowledge of motor mechanism, he should be able to repair minor defects in vehicle.
- o. The Bidder/ Tenderer is required to take Workman Compensation (W.C.) Insurance Policy having 5 lakh sum insured for driver deputed to cover any payment under W.C. Act or any other Act and ensure that it will remain in force during the currency of the contract. Copy of the Insurance Policy for driver is required to be submitted to the Bank. The premium for taking W.C. policy shall be reimbursed to the bidder/ tendered by the bank.

- p. The Driver provided by the Bidder can be deputed for outstation duty also, whenever required but in exceptional circumstances only.
- q. The Driver should have a valid Driving Licence (LMV) for driving four-wheeler. The Driver should have experience in driving a four-wheeler at hill stations and difficult terrains. The driver should be physically fit. The Driver should always carry original valid Driving Licence with him whilst on duty and follow all the traffic rules strictly. In case any penalty is imposed by Police and Other Authorities for not carrying original valid Driving Licence the penalty imposed will be borne by the Bidder.
- r. The behaviour of the driver should be polite, cordial, obedient and not convicted in any Civil or Criminal Court/Law Agencies. In case of any misbehaviour, in addition to taking legal action, the Bidder will be penalized for the same and the decision of the competent authority of the Bank in this regard shall be final and binding on the Bidder. A penalty of Rs,1,000/- will be imposed for each such incident.
- s. The driver, in addition to safe driving of the car, would receive the occupants in a very respectful manner and would help him/her with their baggage and would obey the instructions of the occupants.
- t. The Driver is required to maintain/up-date log book of office car pool on daily basis for use of the Vehicle provided by NABARD on the basis of duties given to him and produce the same to NABARD officials whenever demanded/required for record and other purposes.
- u. The driver will carry-out daily cleaning of the car provided to him for driving and maintain the same in a good presentable condition. The cleaning material will be provided by NABARD.
- v. The driver must be provided a working smart mobile phone and contact number to be provided to NABARD. In an event that for any reasons the driver changes his contact number during the tenure of the contract then service provider will immediately notify to NABARD of the above changes.
- w. The driver shall be reachable at all times.

- x. The driver shall not report for duty in an inebriated state. In such an event NABARD shall have full rights to terminate the contract with immediate effect.
- y. The driver should be well conversant with local language.