



**Reserve Bank of India
Human Resource Management Department, Chennai**

Notice Inviting Tender (NIT)

**Empanelment of Car Hiring Agencies / Companies by Reserve Bank of India,
Chennai**

Date: February 08, 2024

Ref No: RBI/Chennai Regional office/HRMD/4/23-
24/ET/511[EmpanelmentofCarHiringAgencies]

Reserve Bank of India, Chennai Regional Office (hereinafter called “the Bank”), invites E-tenders under Two – Bid system (Technical & Financial Bid) for the empanelment of highly reputed, experienced and capable Car Hiring Agencies/Companies for hiring cars on need basis. The empanelment shall be for a period of one year i.e., from April 01, 2024 to March 31, 2025. However, contract can be extended on yearly basis for further period of two years (till March 31, 2027), subject to the satisfactory performance of duties and proper fulfilment of all terms and conditions of the agreement by the agency on mutually agreed rates.

SCHEDULE OF TENDER (SOT)

a.	e-Tender Name	Empanelment of Car Hiring Agencies / Companies by Reserve Bank of India, Chennai
b.	e-Tender no.	RBI/Chennai Regional office/HRMD/4/23-24/ET/511[EmpanelmentofCarHiringAgencies]
c.	Mode of Tender	e-Procurement System (Online Part I - Technical Bid and Part II - Financial Bid through https://www.mstcecommerce.com/eprocn)
d.	Date of NIT available to parties to Download	February 08, 2024 from 11:00 AM onwards
e.	Pre-Bid meeting	March 06, 2024 at 11:00 AM at Conference Room No - 1, 2 nd Floor, Reserve Bank of India, HRMD, 16, Rajaji Salai, Chennai 600001.
f.	Estimated Cost of Tender	₹80 lakhs (Rupees Eighty Lakh only)

g.	Earnest Money Deposit	<p>₹1,60,000/- (Rupees One Lakh, Sixty Thousand only) being 2% of the total contract value shall be deposited by each bidder in the form of NEFT on or before March 18, 2024 at 11:00 hrs.</p> <p><u>Details for NEFT</u></p> <p>Beneficiary Name: NEFT Inward Account</p> <p>Beneficiary Ac No: 186003001</p> <p>IFSC: RBIS0CNPA01 (0 = Zero at both places)</p> <p>Note: E-mail confirming the NEFT transfer may be sent to vinayrajiv@rbi.org.in and CC to hemanthmr@rbi.org.in and cardeskchennai@rbi.org.in</p>
h.	Last date of submission of EMD	March 18, 2024 before 11:00 hrs.
i.	Date of Starting of e-Tender for submission of online Technical Bid and Financial Bid at (https://www.mstcecommerce.com/eprocn/rbi/)	March 08, 2024 at 11:00 hrs.
j.	Date of closing of online e-tender for submission of Technical Bid & Financial Bid	March 18, 2024 before 11:00 hrs.
k.	Date & time of opening of Part-I (i.e. Technical Bid) Date & Time of opening of Part- II (Financial Bid)	<p>March 18, 2024 at 14:00 hrs.</p> <p>Date and time of opening of Financial bid shall be intimated separately</p>
l.	Transaction Fee	<p>If any to be paid through MSTC Payment Gateway/NEFT/RTGS in favour of MSTC Limited or as advised by M/s MSTC Ltd.</p> <p>Please do not transfer the transaction fee to Reserve Bank of India, Chennai.</p>

Date of publication of notice inviting e-tender in newspaper, RBI website and MSTC portal is February 08, 2024. For more details, please visit 'TENDERS' link on our website <https://rbi.org.in>.

For the above empanelment, the tenderers should submit their proposal, as per the important instructions regarding E-Tender, along with all supporting documents complete in all respects on or before **March 18, 2024** up to **11:00 hrs.** Tenderers shall

submit tender proposal along with refundable EMD of ₹1,60,000/-, complete in all respect as per the prescribed format. The technical bids will be opened electronically on **March 18, 2024 at 14:00 hrs.** In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

Tender document can be downloaded from website <https://rbi.org.in> and www.mstcecommerce.com/eprocn. Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / e-portal only. The tenderer should regularly check the above website / e-portal for any Amendment / Corrigendum / Clarification on the above website.

**Regional Director
Reserve Bank of India
Chennai**