



**Online Request for Proposal(e-RFP)
OF
HIRING OF DRIVERS**

e- RFP Ref. No.JKB/CHQ/Hiring-DriversZOLadakh/2026-1758
Dated: 05-06-2026

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This RFP Document is not an agreement and is not an offer or invitation by the Bank Representatives to any party other than the entities who are qualified to submit their Proposal (Bidders). The purpose of this RFP Document is to provide the Bidder with information to assist the formulation of their Proposal. This RFP Document does not purport to contain all the information each Bidder may require. This RFP Document may not be appropriate for all people, and it is not possible for the Bank Representatives, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP Document.

The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process. The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding Document. Failure to furnish all information required by the bidding Document or to submit a Bid not substantially responsive to the bidding Document in all respect will be at the Bidder's risk and may result in rejection of the Bid.

The Bank Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.

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A. CHECKLIST

S.No	PARTICULARS	TITLE	SUBMITTED (Y or N)	REMARKS (If Any)
1.	Annexure-I	Technical Bid Format		
2.	Annexure-II	Financial Bid Format		Should not be uploaded by Bidders with Technical Bid
3.	Annexure-III	Forwarding Letter		
4.	Annexure-IV	Bid Security Declaration		
5.		Pan Registration		
6.		GST Registration		
7.		ITR		
8.		Balance Sheet/ATR		
9.		Experience Certificate		
10.		Registration Certificate		

Sign & Seal of the applicant /Authority Signatory

Place:-

Date:-

A. Notice Inviting Applications for Hiring/Engagement of Drivers

J&K Bank invites tenders from reputed and experienced manpower agencies/service providers for deployment of 4 trained and experienced drivers for official duties at Jammu and Kashmir Bank (2 for Leh, 1 for Kargil and 1 for Zanskar) of the Bank. The contract shall initially remain valid for a period of one year extendable by another year at the discretion of the Bank on the same rates and terms & conditions. The decision of the Bank in this regard shall be final and binding.

BIDDING INFORMATION

Tender Reference Number	JKB/CHQ/GD/Hiring-Drivers/2026-44 Dated:18-05-2026
Purpose	Hiring of Drivers
Address for Communication	Estates Department J&K Bank Zonal Office Leh Ladakh
Tender Fee	₹1500(Fifteen hundred only)to be deposited through Transfer / NEFT only to below a/c : Account Name: Tender Fee/ Cost Account 16-digit Account No : 9931530300000001 IFSC Code:JAKA0HRDCHQ (0 denotes zero) Bank: The J&K Bank Ltd Branch: Corporate Headquarters MA Road Srinagar J&K - 190001 UTR Number / Tran No. & Date may be uploaded as proof on e-Tendering
EMD	2.5 lac/- to be deposited through Transfer / NEFT only to below A/c: Account Name: Earnest Money Deposit (EMD) 16-digit Account No :9931070690000001 IFSC Code: JAKA0HRDCHQ (0 denotes zero) Bank: The J&K Bank Ltd Branch: Corporate Headquarters MA Road Srinagar J&K - 190001
Bid Document Availability including changes/amendments, if any to be issued	NIT can be downloaded from and submitted on Bank's e-Tendering Services Provider's Portal https://jkbank.abcprocure.com from June 08, 2026 16.00 Hrs. to June 29, 2026 17.00 Hrs.
Last Date for Pre-Bid Queries & submission Mode	All Clarifications / Queries shall be raised online only through e-Tendering Portal https://jkbank.abcprocure.com by or before June 15, 2026 17.00 Hrs
Pre-bid Queries Response date	All communications regarding points / queries requiring clarifications shall be given online through prescribed e-Tendering Portal on June 22, 2026

Last Date of Submission of RFQ Bid	June 29, 2026 17.00 Hrs.										
Bid Validity	60days										
Validity of Panel	-----										
E mail	gumpha@jkbmail.com										
Website	https://jkb.bank.in/tenderNotice										
For e-Tender related Queries	<p style="text-align: center;"><u>Service Provider:</u> M/s. E-procurement Technologies Limited (Auction Tiger) , B-705, Wall Street- II, Opp. Orient Club, Ellis Bridge, Near Gujarat College, Ahmedabad- 380006, Gujarat</p> <p style="text-align: center;"><u>Help Desk:</u></p> <table border="1"> <thead> <tr> <th style="background-color: #92d050;">Sr. No</th> <th style="background-color: #92d050;">Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sandhya Vekariya - 6352631968</td> </tr> <tr> <td>2</td> <td>Suraj Gupta - 6352632310</td> </tr> <tr> <td>3</td> <td>Ijlalaehmad Pathan - 6352631902</td> </tr> <tr> <td>4</td> <td>Imran Sodagar - 9328931942</td> </tr> </tbody> </table>	Sr. No	Name	1	Sandhya Vekariya - 6352631968	2	Suraj Gupta - 6352632310	3	Ijlalaehmad Pathan - 6352631902	4	Imran Sodagar - 9328931942
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	3	Ijlalaehmad Pathan - 6352631902									
	4	Imran Sodagar - 9328931942									

Opening of offers:

Technical offers received by the Bank will be opened as per terms and conditions contained in the tender.

Terms and Conditions and various formats for submitting the Tender Offer are described in the tender document.

Bids must be received by the Bank before the last date. Any bid received after the deadline for submission of bids prescribed will be rejected and returned. The Bank reserves the right to call for fresh quotes at any time during the Bid Validity period, if considered necessary, without assigning any reasons whatsoever.

Earnest Money Deposit (EMD) must accompany the original Technical Offer as specified in this tender document. Offers received without EMD will be rejected. EMD for the unsuccessful bidders shall be returned. The tender document fee is not refundable.

The bidder shall furnish Earnest Money Deposit (EMD) of **Rs. 2.5 lac** Any Bid not accompanied by EMD for the specified amount will be rejected as non-responsive. The EMD of unsuccessful Bidders shall be returned within 4 weeks from the date of Bid Finalization without interest. The EMD of successful bidders will be discharged upon the bidder signing the contract and furnishing the security Deposit as Mentioned in Part D of this Document on Page number 6. No interest is payable on EMD.

The EMD may be forfeited if:

- a) If a bidder withdraws his bid during the period of Bid Validity specified in this RFP; or
- b) If a Bidder makes any Statement or encloses any form which turns out to be false/ incorrect at any time prior to signing of contract; or
- c) If the successful bidder fails to sign the contract or furnish security Deposit, within the specified time period.

If EMD is forfeited for any reasons mentioned above, the concerned bidder may be debarred from participating in the RFPs floated by the Bank in future, as per sole discretion of the Bank.

B. TECHICAL ELIGIBILITY CRITERIA FOR BIDDERS

The tendering bidder must fulfil the following technical specifications in order to be eligible for technical evaluation of the bid described below:

1. The Registered Office or Branch Office of the bidder should be in UT Ladakh. An attested copy of the registration certificate of offices in Ladakh shall be enclosed.
2. The bidder should have sufficient trained and licensed drivers available for deployment.
3. Drivers deployed should possess valid LMV/Transport driving licenses. Drivers should preferably have experience of driving official vehicles and knowledge of local routes.
4. The bidder should have minimum 05 years' experience in deployment of drivers to Government Departments, PSUs, Banks or reputed organizations.
5. All deployed drivers must have police verification certificates.
6. The bidder should comply with all applicable labour laws including EPF, ESI and minimum wages provisions.
7. The Bidder should have its own Bank Account. Certified copy of the account maintenance for the last two years issued by Bank shall be enclosed.
8. Certified copy of the PAN card and GST shall be attached with the Bid document.
9. Self-Certificate that the bidder has not been blacklisted by any Central Government Department /Ministries/PSU's/Banks, etc. should be enclosed.
10. Drivers supplied should possess valid driving licenses issued by the competent authority.
11. Police verification certificates of all deployed drivers shall be mandatory.
12. The bidder should comply with all labour laws and statutory obligations.

C. Earnest Money Deposit (EMD)

The bidder should deposit Earnest Money Deposit (EMD) of **Rs. 2.5 lac/- (Rupees Fifty Thousand only)** which shall be refundable. All participating bidders have to deposit the EMD at the time of scrutinizing documents by the Committee constituted for this purpose. The bid without EMD shall be rejected and no correspondence will be entertained on this subject. The EMD of unsuccessful bidders shall be refunded without interest within a period of 60 days after the award of contract to successful bidder

D. Security Deposit

The successful bidder will have to deposit a performance security (security deposit) as per format provided by the Bank for an amount of 05% (Five percent) of the value of the contract in the form of a Bank Guarantee which shall remain valid during the life of the contract.

The Security Deposit can be forfeited, wholly or partly, by order of the competent authority in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order by the bidder.

E. Operational Terms & Conditions

- The contract shall initially remain valid for one year and may be extended at the discretion of the Bank and shall commence from the date of signing of the agreement . The Bank, however, reserves the right to terminate/curtail the contract at any time after giving one month's written notice without assigning any reason thereof.
- Drivers deployed should be punctual, disciplined, medically fit and professionally trained. Mobile phones should remain active during duty hours.
- Drivers should be in proper uniform and carry valid identity cards while on duty.
- Replacement of absent/non-performing drivers shall be arranged immediately by the bidder.
- Drivers shall strictly comply with traffic rules, safety protocols and confidentiality requirements.
- The Bank shall provide official vehicles for operational duties.

- No driver shall be changed without prior intimation and written approval of the Bank.
- The bidder shall maintain attendance and duty records of deployed drivers.
- The bidder shall ensure availability of drivers on 24x7 basis as per operational requirement.
- The Bank reserves the right to ask for replacement of any driver due to misconduct, negligence or unsatisfactory performance.
- The drivers should not consume alcohol, tobacco or any intoxicating substance during duty hours.
- Any misconduct, negligence, indiscipline or breach of confidentiality by drivers shall attract penalty and may lead to termination of contract.
- Rates once finalized will be fixed during the period of contract.
- The bidder should have an adequate number of telephones for contact round the clock, and these may be conveyed to this office.
- The drivers shall remain employees of the bidder and shall have no employer-employee relationship with the Bank.

F. Terms of Payment

1. No payment shall be made in advance
2. All payments shall be made on monthly basis against the bill duly supported by duty slips to be signed by user(s) or concerned authorized officer of this office.
3. Bank shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties if any.
4. The term 'payment' mentioned in this para includes all types of payment due to the bidder arising on account of this contract excluding Earnest Money and Security deposit governed by the separate clauses of the contract.
5. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 20 days of the submission of the complete documents.
6. Applicable taxes shall be deducted as per Government rules.

G. Dispute Resolution

In case of any dispute regarding any of the terms of this agreement and the matters related thereto, the decision of the DGM of General Department of the J&K Bank shall be final and binding on all parties. All legal Disputes, if any, will be subject to the Jurisdiction of Courts at Ladakh.

If the dispute cannot be settled amicably within fourteen (14) days from the date on which either Party has received written notice on the other of the dispute then any party can submit the dispute for arbitration under Arbitration and conciliation Act, 1996 through sole arbitrator to be appointed by the parties.

The place of Arbitration shall be Ladakh, India and the language of the arbitration proceedings and that of all the documents and communications between the parties shall be English.

The decision of the arbitrator shall be final and binding upon the parties. The expenses of the arbitrator as determined by the arbitrator shall be borne equally.

H. Force Majeure

Notwithstanding anything contained in the Agreement subsequent signed by the parties, the Parties shall not be liable for any failure to perform any of its obligations under that Agreement if the performance is prevented, hindered or delayed by a Force Majeure event (defined below) and in such case its obligations shall be suspended for so long as the Force Majeure Event continues. Each Party shall promptly inform the other of the existence of a Force Majeure Event and shall consult together to find a mutually acceptable solution. "Force Majeure Event" means any event due to any cause beyond the reasonable control of the Party, including, without limitation, unavailability of any communication system, sabotage, fire, flood, explosion, act of God, civil commotion, strikes or industrial action of any kind, riots, insurrection, war, acts of government, etc."

I. OTHER CLAUSES

a. All costs and expenses incurred by interested bidders in any way associated with the development, preparation, and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by J&K bank, will be borne entirely and exclusively by the Bidder.

b. The relationship between the bank and successful bidder shall be on principal-to-principal basis. Any employee deputed by the successful bidder for completion of this assignment shall have no employer-employee relationship with bank and shall have no claim of whatsoever nature regarding any dispute between such employee and the successful bidder”.

c. Each Bidder who has responded to this RFP acknowledges to have read, understood and accepts the selection & evaluation process mentioned in this RFP document. The Bidder ceases to have any option to object against any of these processes at any stage subsequent to submission of its responses to this RFP.

d. The bidder shall not assign or outsource the works undertaken by them under this RFP assignment awarded by the Bank.

e. The successful bidder undertakes to keep the J&K Bank indemnified in case of any loss or damage howsoever arising out of or related to breach of contract, statutory duty or negligence by the successful bidder/ or any of its employees in performance of the contract.

Corrupt and fraudulent practice-

i. The bidders shall observe the highest standard of ethics during the procurement and execution of such contract and shall not indulge in any corrupt and fraudulent practice.

ii. 'Corrupt practice' means the offering, giving, receiving or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution.

iii. 'Fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the bank and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.

iv. The Bank reserves the right to reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

v. The Bank reserves the right to declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it becomes known that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

f. J&K Bank reserves the right to reject any or all the tenders without assigning any reason thereof.

g. The Bank will be within its rights to ask the bidder to furnish any document at any point of time during technical evaluation and failure on the part of bidder to do so may lead to rejection of his bid.

J. SELECTION PROCEDURE

The selection procedure shall be based on two bid system. Technical and Financial bid. The bidder qualifying for the technical bid shall be eligible to participate in financial bid. Final selection shall be based on L1 system. There shall be reverse auction to arrive at final price.

ANNEXURE-I

Technical Bid Format

I. Name of Tendering Company/ Bidder / Bidder/Individual:

II. Nature of the concern: _____

(i.e. Sole proprietor or partnership bidder or a company under Company Act 1956)

III. Full Address of Office of the Company/ Bidder / Bidder/:

a. Telephone/Mobile No: _____

b. FAX No (if any): _____

c. E-Mail Address : _____

IV. PAN / GIR No. of the Company/ Bidder / Bidder/Individual :

_____ (Attach attested copy)

V. Photocopy of income tax returns for 2021-22, 2022-23, 2023-24, 2024-25 _____ (Attach attested copy)

VI. Goods Service Tax (GST) Registration No. : _____ (Attach attested copy).

VII. The Company / Bidder / Bidder should have at least seven years of experience in providing services of supplying vehicles to Central/State Govt. organization / PSUs etc. (Attach the attested or original copies of relevant experience documents)

VIII. Details of Earnest Money Paid _____ **e-RFP Ref. No.:**

JKB/CHQ/GD/Hiring-Drivers/2026-44 Dated: 18-05-2026

(Attach Proof)

IX. Whether each page of tender and its annexure have been signed and stamped:

_____.(Yes/No)

X. Bidder's bank, its address and Bank account no:

I/We hereby declare that the information furnished above is true and correct.

Place:

Signature of Bidder/Authorized Signatory

with seal of the bidder

Date:

Name of the Bidder_____

ANNEXURE-II

Financial Bid Format

Sl. No.	Category	Duty Hours	Rate Per Day (Exclusive of Taxes)	Extra Hour Rate
1	Deployment of Driver		₹_____	₹_____ per hour

Note: Financial bid should not be uploaded with Technical Bid otherwise bid will be rejected.

ANNEXURE-III

(To be submitted on the letter head of the "Service Provider")

To:

J&K Bank Ltd

Dear Sir,

Your Tender No. -----Dated

This is with reference to your above-mentioned tender for Hiring of drivers at J&K Bank Leh, Kargil and Zanskar. We have read and understood the terms and conditions of the tender document, and we hereby submit our proposal along with the necessary documents.

Further, we agree to abide by all the terms and conditions as mentioned in Annexure -- -- of the tender document.

Date:../...../.....

Authorized Signatory:

Name:

Designation:

Phone:

Email:

ANNEXURE-IV

Bid security Declaration

(On Company/bidder letter head)

To

The Zonal Head

Zonal Office

J&K Bank Leh Ladakh

Ref No. _____

I/We, irrevocably declare as under:

I/We understand that, as per Clause of Tender/bid conditions, bids must be supported by a Bid Security Declaration In lieu of Earnest Money Deposit.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of Three years from the date of disqualification as may be notified by you (without prejudice to J&K Bank rights to claim damages or any other legal recourse) if,

a. I am /We are in breach of any of the obligations under the bid conditions

b. I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.

c. On acceptance of our bid by FACT, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature:



Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of: _____ (complete name of Bidder)

Dated on _____ day of _____ month, _____ year



ANNEXURE-IV

Bank Guarantee Format

PERFORMANCE SECURITY BOND FORM

In consideration of The Jammu & Kashmir Bank Ltd (hereinafter called 'The First Party ') having agreed to exempt [hereinafter called 'the said Contractor(s)'] from the demand, under the terms and conditions of an Agreement dated made between and for (hereinafter called 'the said Agreement'), of security deposit for the due fulfilment by the said Contractor(s) of the terms and conditions contained in the said Agreement for Hiring of Vehicles for J&K , on production of a bank Guarantee for Rs.(Rupees Only) We,, (hereinafter referred (indicate the name of the bank) to as 'the Bank') at the request of [contractor(s)] do hereby undertake to pay to The Jammu & Kashmir Bank Ltd an amount not exceeding Rs. against any loss or damage caused to or suffered or would be caused to or suffered by the The Jammu & Kashmir Bank Ltd by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (indicate the name of the bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from The Jammu & Kashmir Bank Ltd stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by The Jammu & Kashmir Bank Ltd by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. .

3. We undertake to pay to The Jammu & Kashmir Bank Ltd any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment made by us under this bond shall be a valid discharge of our liability for payment thereunder and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4 We _____ (indicate the name of bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of The Jammu & Kashmir Bank Ltd under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till The Jammu & Kashmir Bank Ltd certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the we shall be discharged from all liability under this guarantee thereafter.

5. We, _____ (indicate the name of bank) further agree with The Jammu & Kashmir Bank Ltd that The Jammu & Kashmir Bank Ltd shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by The Jammu & Kashmir Bank Ltd against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of The Jammu & Kashmir Bank Ltd or any indulgence by The Jammu & Kashmir Bank Ltd to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Supplier(s).

7. We _____ (indicate the name of bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of The Jammu & Kashmir Bank Ltd in writing.

Date: _____

For: _____

