

FINANCIAL INCLUSION WING

REQUEST FOR QUOTE

Engagement of drivers for plying 11 mobile ATM Vans at various offices of Kerala Grameena Bank

Reference Number	RFQ-01/FIW/2026
Date	07-02-2026
Last Date for submission of quote	07-02-2026
Date of opening of quote/Bid	09-02-2026

Issued By

**Kerala Grameena Bank
Financial Inclusion Wing
Head Office, A K Road
Malappuram. Kerala-676505
Phone-9400999856,9400999991
Email: ficell.kgb@keralagbank.com**

**Kerala Grameena Bank
HO : MALAPPURAM
Financial Inclusion Wing**

REQUEST FOR QUOTE

Applications are invited from qualified agencies for providing manpower support drivers for plying 10 Mobile ATM Vans at various offices of **Kerala Grameena Bank** as per the terms and conditions of the bank in this regard. Terms and conditions and other details are furnished in Bank's website www.kgb.bank.in.

Application and quote in the prescribed format as per terms conditions along with all required documents in a closed envelope super scribed "**Quote- Mobile ATM Van Drivers**" should be submitted to the following address on or before **07-02-2026 - 5 P.M.**

Assistant General Manager
Kerala Gramena Bank
Financial Inclusion Wing
Head office, A.K.Road, Malappuram,
Kerala 676505
Phone-9400999856, 9400999991

Documents to be submitted by the agency:

1. Application in prescribed format along with required documents.
2. Signed Terms and Conditions duly affixing the seal of the firm. Quote in prescribed format

Important Dates

Last Date of Receipt of Application: 07-02-2026. 5 P.M

Tentative date of opening of quote: 09-02-2026,11 A.M, at
Head Office, Malappuram.

Mode Of Application

Tender Application should be submitted to the following address along with quote in the prescribed format only as per terms and conditions in this regard and all required documents in the closed envelope super scribed "**Quote- Mobile ATM Van Drivers**" should be submitted to the following address on or before **07-02-2026 - 5 p.m .**

The Assistant General Manager
Kerala Grameena Bank
Financial Inclusion Wing
Head Office
A.K. Road, Malappuram,
Kerala 676505
Phone-9400999856,9400999991

Documents to be Submitted by the agency:

1. A separate covering letter of the agency/firm
2. Application in prescribed format along with necessary enclosure.
3. Signed Terms and Conditions
4. Quote in prescribed format

All the above items shall be placed in a single big envelope super scribed "**Quote- Mobile ATM Van Drivers**" should be submitted to the following address on or before **07-02-2026 – 5 p.m.** and send to the above address.

Important Dates:

Last Date of Receipt of Application: 07-02-2026. 5Pm

Tentative date of opening of quote : 09-02-2026 11 am, at Head Office, Malappuram.

APPLICATION FOR ENGAGEMENT OF DRIVERS for PLYING MOBILE ATM VANS

1. Name of applicant :

2. Address of the agency/firm :

3. Telephone Nos.
Land line :
Mobile :
4. E-mail ID :
5. Name and designation of
Contact person with phone No :
6. Status of firm :
(Whether company/partnership/proprietorship
Cooperative concern) :
7. Year of establishment:
8. Particulars of necessary Status Registration
with Law enforcing authorities(proof to be enclosed)
EPF No :
ESI No :
PAN NO :
GST NO :
9. a. License number issued by state Govt :
in terms of private securities Regulation Act :
b.Approval Issued by Central labour commission/
state labour commission.
c. Other Registration details :
(Proof of the above enclosed)

10. Total number of staff in the firm :

11. Whether the unit is having capacity to
Provide ATM Van Drivers as per requirement
of the Bank in all districts of Kerala :

12. Details of other clients/Banks/offices :

where security service is extended

by the unit: (Attach additional

sheet if necessary).

13. Any other relevant information :

Declaration:

- All the information furnished above are true and correct to the best of our knowledge and belief.
- We have read the instructions and general conditions appended. We have understood that if any false information is detected on later date, my application will be treated as invalid and contract will be cancelled at the discretion of the bank.
- If the service extended by our firm is not satisfactory to the Bank due to any reason, the contract will be cancelled and same will be entrusted to any other firm/agency at the discretion of the Bank.

Place:

Date:

Signature of the authorized person with seal

Note: Please enclose the following

- 1) Copy of registration EPF/ESI/GST (2) Balance sheet of previous year
- 2) Firm Registration certificate (3) Copy of Experience certificate (4) Pan card copy

For office use

Date of receipt :

Recommendation/Remarks :

Quote/Model

(Quote for providing manpower support for plying Mobile ATM Vans in Offices of Kerala Grameena Bank for a period of 2 years commencing from 01-03-2026 to 29-02-2028) .

From

(Name and detailed address of firm/agency with contact number which submit the quote)

To

The General Manager

Kerala Grameena Bank

Financial Inclusion Wing

Head office

A.K.Road,Malappuram -676505

Quote

(Inclusive of all charges but plus applicable GST)

(Service charge for a Driver for 8 hours per day at all places in Kerala as required by the Bank. The rate quoted is **inclusive** of minimum wages prescribed by Govt: and other social security charges viz EPF/ESI/Insurance/Bonus/Cost of uniform/food and accommodation training/other matters and all other charges but exclusive of GST)

<u>Quote amount</u> (inclusive of all other charges) <u>Rs :...../-</u> (Rupees in figure)- <u>Plus applicable GST</u>	Rs:..... (In words:) Plus applicable GST
<u>Period of contract</u>	From 01-03-2026 to 29-02-2028

Place:

Date:

Name and signature of Authorized person of the agency with office seal



A. Terms and Condition for engagement of Mobile ATM Van Drivers

1. Name of Bank :Kerala Grameena Bank
2. Address/location :KGB Towers,Malappuram.
3. No of Drivers to be engaged :11
4. Engagement of Drivers :8 hours Per day

B. Scope of Work.

Plying of Mobile ATM Vans of the Bank within the allotted Districts

C . Terms and Conditions to be executed between the Bank and agency for providing the service.s

1. The Agency shall ensure that the driver report for duty at the place of duty punctually and will discharge their duties efficiently with sincerity and devotion. If, in the opinion of the first party, the drivers are not discharging their duties effectively, the first party will have the right to demand posting of a proper personnel for duty or to terminate the contract forthwith.
2. The working hours of the drivers shall be fixed in such a way so as to be in strict compliance with the provisions of applicable labour legislations in force
3. The drivers employed by the Agency shall observe the following conditions and the Agency shall ensure the compliance of the same by the drivers.
 - 3.1. The driver shall hold and maintain, a valid driver's license with the appropriate level of certification to operate the vehicle.
 - 3.2. The driver shall hold and maintain all permits, approvals applicable to him that are necessary to provide driver services to third parties.
 - 3.3. The driver shall hold and maintain adequate insurance as required by the law.
 - 3.4. The driver shall be able to read & write the vernacular language, and have a working knowledge of English.
 - 3.5. The driver shall be in possession of identity card issued by the agency.
 - 3.6. They shall carry out the driver duties as undertaken by the second party to the satisfaction of the first party.
 - 3.7. They will strictly implement instructions of the first party and/or its representatives as undertaken by the second party regarding plying of the Mobile ATM Van
 - 3.8. They shall deal with the customers of the first party in a pleasing and courteous manner and shall render necessary help to them, if so required.
 - 3.9. They shall ensure cleanliness of the vehicle on a daily basis.
 - 3.10. The agency shall not hire persons who are undergoing investigation/inquiry/trial/sentence for criminal offences, for the performance of this contract. Agency shall forbid the

Head Office

Financial Inclusion Wing;

KGB Towers, AK Road, Malappuram, Kerala – 676 505

Phone: 9400999856,9400999991

e-mail : ficell.kgb@kgb.bank.in

website : www.keralagbank.com



engagement of staff-who are convicted of offences involving moral turpitude- in performance of this contract for the Bank.

- 3.11 The agency shall be liable to compensate the bank for all authorized and unauthorized losses caused by its staff in the course of performance of this contract for the Bank.
- 3.12 The agency shall also be immediately liable to compensate Bank for the acts of its staff involving any attempt or abetment or conspiracy or commission of theft or robbery or cheating or misappropriation of forgery of cash/valuable articles during the performance of this contract

The Agency shall do the character and antecedent verification of the driver, as the Mobile ATMs will be carrying cash.

D. Requirement from staff of the Agency,their duties,behavior etc .

1. The Agency shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
2. The Agency's staff shall not disturb the employees of the bank.
3. The Agency staff shall be polite,courteous,well behaved and honest.
4. The Agency shall be fully responsible and liable for any theft,burglary,fire or any other mischief done by the staff.
5. The antecedents of all the staff will be got verified from police by the agency before deployment for work.

E. Other conditions

1. The staff of agencies shall not enter into any unlawful activity within the Bank premises and shall have a good moral character
2. Bank shall have the right to impose cash penalty on the contractor in case the Bank is put to any financial loss directly or indirectly by any act of the omission and commission on the part of the contractor's staff
- 3.The agency shall be directly responsible for payment of wages which should not be less than the **minimum wages prescribed by the state Govt.** and will include such other benefits as may be available to its employees under the relevant acts and regulations applicable in the state. The Bank shall not entertain any such claim of the person employed by the contractor and shall not be liable for it.

Head Office

Financial Inclusion Wing;

KGB Towers, AK Road, Malappuram, Kerala – 676 505

Phone: 9400999856,9400999991

e-mail : ficell.kgb@kgb.bank.in

website : www.keralagbank.com



4. Insurance, other service benefits and accident risks of the security staff will be the responsibility of the agency.

5. All the security staff of the agency should be free from infectious diseases.

6. The agency should ensure that proper license/permission from the concerned authorities and have a license from state Government in terms of Private Security Regulation Act.

7. The staff of the agency shall be in the prescribed uniform while in duty.

8. The agency shall in no case transfer the services, it is required to perform to any other person without prior permission from the Bank. Photograph and identity card/particulars of Drivers should be provided to the Bank.

9. The agency shall employ sufficient number of Drivers to ensure that the work is done to the satisfaction of the Bank.

10. The Bank reserves the right to order any staff of the agency to leave the premises of the Bank if his presence at any time is felt undesirable.

General conditions:

The normal contract period is for Two years and the same is extendable for one more year with the consent of both parties if the performance of the work rendered by the agency is satisfactory.

Terms of payment:

The bank shall pay the agreed amount to the agency on monthly basis after completion of the month and submission of a certificate by the unit Head that "the work is done satisfactorily". In case the work is found unsatisfactory, payment will be withheld and it will be released only when the work is found as of the quality and the satisfaction of the Bank.

Notice of termination of the contract:

The contract can be terminated without assigning any reason by giving one month notice in writing by the Bank.

Accepted the above conditions

Signature with seal of authorized person of the Agency

Head Office

Financial Inclusion Wing;

KGB Towers, AK Road, Malappuram, Kerala – 676 505

Phone: 9400999856, 9400999991

e-mail : ficell.kgb@kgb.bank.in

website : www.keralagbank.com