

निविदा सूचना

आंचलिक कार्यालय गांधीनगर के अंतर्गत शाखाओं के लिए भूतपूर्व सैनिक सशस्त्र गार्ड प्रदान करने के लिए निजी सुरक्षाएजेंसी के कार्य के लिए निविदा।

बैंक, आंचलिक कार्यालय गांधीनगर के तहत अपने शाखाओं के लिए निजी सुरक्षा एजेंसियों के कार्य के लिए दो बोली प्रणाली (तकनीकी / वित्तीय) के तहत पूर्व सैनिक सशस्त्रगार्ड प्रदान करने के लिए सीलबंद निविदाओं को आमंत्रित करता है। बोली “तकनीकी बोली” और “वित्तीय बोली” के रूप में चिह्नित कर लिफाफे पर “आंचलिक कार्यालय गांधीनगर के अंतर्गत शाखाओं के लिए भूतपूर्व सैनिक सशस्त्र गार्ड प्रदान करने के लिए निजी सुरक्षा एजेंसी के कार्य के लिए प्रस्ताव” उल्लेख करते हुए अलग-अलग सीलबंद कवरों में होनी चाहिए और पंजाब एण्ड सिंध बैंक, आंचलिक कार्यालय, गांधीनगर अंचल, यूनिट नं 4, तृतीय तल, गिफ्ट टॉवर वन, गिफ्ट सिटी, गांधीनगर - 382355 पर दिनांक 13.02.2023 सांयकाल 05:00 बजे तक प्राप्त हो जानी चाहिए। अधिक जानकारी के लिए हमारी वेबसाइट www.punjabandsindbank.co.in पर जाएं।

निविदा को प्रस्तुत करने की अंतिम तिथि 13.02.2023 सांयकाल 05:00 बजे तक है।

आंचलिक प्रबंधक- दू. 079-66740206/07/08/09

Date: 24.01.2023

TENDER NOTICE

Tender for Engagement of Private Security Agency for providing Ex- Serviceman Armed guards for Branches under Zonal Office Gandhinagar.

Bank invites sealed tenders for providing Ex- Serviceman Armed Guards under two bid systems (Technical/ Financial) for engagement of Private Security Agencies (PSAs) for its Branches under Zonal Office Gandhinagar. The bids should be in separate sealed covers marked “Technical Bid” & “Financial bid” superscribing “Offer for engagement of Private Security Agency for deployment of Ex- Serviceman Armed Security Guards at Branches under Zonal Office Gandhinagar” addressed to **Punjab & Sind Bank Gandhinagar Zone, Unit No.4, 3rd Floor, GIFT Tower One, GIFT CITY, Gandhinagar -382355.** The last date of submission of tender is 13.02.2023 up to 05:00 pm. For details visit www.punjabandsindbank.co.in.

Zonal Manager- TH. 079-66740206/07/08/09

TENDER FOR ENGAGEMENT OF PRIVATE SECURITY AGENCIES (PSAs)

NAME OF ORGANISATION	PUNJAB & SIND BANK
TENDER TITLE	ENGAGEMENT OF SECURITY AGENCY FOR PROVIDING OF EX-SERVICEMAN ARMED SECURITY GUARDS FOR BRANCHES UNDER ZONAL OFFICE GANDHINAGAR.
PRODUCT CATEGORY	CONTRACT
SUB CATEGORY	ENGAGEMENT OF EX-SERVICEMAN ARMED GUARDS FOR BRANCHES UNDER ZONAL OFFICE GANDHINAGAR.
TENDER VALUE	Rs.2,000/- (Rupees Two Thousand Only)
EARNEST MONEY DEPOSIT (EMD)	Rs.1,00,000/- (Rupees One Lakh Only)
LOCATION	ZONAL MANAGER PUNJAB & SIND BANK ZONAL OFFICE, GANDHINAGAR , UNIT No.4, 3RD FLOOR, GIFT TOWN ONE, GIFT CITY, GANDHINAGAR -382355.
ANNOUNCEMENT DATE	14.02.2023 at 3:00 PM
DOCUMENT COLLECTION	SUBMIT TENDER ON PRESCRIBED FORMAT IN SEALED ENVELOP SUPER SCRIBED IN CAPITAL – “OFFER FOR ENGAGEMENT OF PRIVATE SECURITY AGENCY FOR DEPLOYMENT OF EX- SERVICEMAN ARMED GUARDS AT BRANCHES UNDER ZONAL OFFICE GANDHINAGAR”
LAST DATE OF SUBMISSION OF TENDER	13.02.2023 UPTO 05:00 PM
DATE OF OPENING OF TENDER	14.02.2023 AT 3:00 PM AT ABOVE ADDRESS (Technical Bid)

पंजाब एण्ड सिंध बैंक (भारत सरकार का उपक्रम)

PUNJAB AND SIND BANK (A Govt. of India Undertaking)

गांधीनगर अंचल,
यूनिट नं.4, तृतीय तल, गिफ्ट टॉवर वन,
गिफ्ट सिटी, गांधीनगर - 382355

फोन - 079-66740206/07/08/09

Email:-zo.gandhinagar@psb.co.in



Gandhinagar Zone,
Unit No.4, 3rd Floor, GIFT Tower
One, GIFT CITY, Gandhinagar

Phone:079-66740206/07/08/09

Email:-zo.gandhinagar@psb.co.in

TENDER FOR ENGAGEMENT OF PRIVATE SECURITY AGENCIES

NOTICE OF INVITATION TO PRIVATE SECURITY AGENCY FOR HIRING OF SECURITY GUARDS IN BRANCHES LOCATED IN GUJARAT STATE UNDER ZONAL OFFICE

1. Sealed Quotations are invited from eligible Private Security Agencies who fulfill the eligibility criteria for providing Security Guards to Punjab & Sind Bank, Zonal Office, Gandhinagar for its 10 Branches situated in the Gujarat State.
2. Two Bid system will be followed in the process, Technical Bid and Financial Bid. The Technical bid will be opened to evaluate the eligibility criteria and the financial bid of those who qualify the eligibility criteria only will be opened.
3. The application can be obtained from the **Punjab & Sind Bank, Zonal Office, Gandhinagar, Unit No.4, 3rd Floor, GIFT Tower One, GIFT CITY, Gandhinagar** on working day from 10.00 AM to 5.00 PM from 24.01.2023 to 13.02.2023.
4. The cost of the application form is Rs.2,000/- (Rupees Two Thousand Only) to be submitted in the form of Demand Draft favoring Punjab & Sind Bank payable at "Punjab and Sind Bank, Zonal Office Gandhinagar".

Earnest Money (EMD)	Rs.1,00,000/- (Rupees One Lakh Only) payable at Gandhinagar favoring Punjab & Sind Bank Gandhinagar, Unit No.4, 3rd Floor, GIFT Tower One, GIFT CITY, Gandhinagar
Time & Date of submission of Tender	Up to 13.02.2023 on 5:00 PM
Time & Date of opening of Technical Bid	14.02.2023 on 3:00 PM or next working day in case of holiday
Time & Date of opening of Financial Bid	Date & Time will be intimated to prequalified bidders over phone and by E-mail.

5. Conditional tenders, late tenders and tenders without EMD will summarily be rejected. Any tender received open or not meeting all the tender conditions is liable to be rejected.
6. The Bank is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever. Bank also reserves the right to distribute the work among bidders.
7. Submission of a tender by a tenderer implied that he has read this notice and other contract/tender documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.
8. It is clarified that there is no employer-employee relationship between the Bank and the contractor in the engagement of security guards and that the contract is not a contract for employment.
9. Central Government Minimum Wages will be applicable for this tender.
10. Applicants must have registered office in Gujarat..

REQUEST FOR PROPOSAL FORMAT
(Particulars of the Buyer issuing the RFP)

Invitation of Bids for Supply of Security Services (Armed Guards) for branches
at Zonal Office Gandhinagar

Request for Proposal (RFP) No – ZS GND-01

1. Bids in sealed cover are invited for Supply of Services listed in Part II of this RFP. Please super scribe the above mentioned Title, RFP number, complete address of the bidder along with mobile No. on the main sealed cover and technical/financial Bid on the respective sealed covers, to avoid the Bid being declared invalid.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below-
 - a. Bids/queries to be addressed to: Zonal Office, Gandhinagar.
 - b. Postal address for sending the Bids: Punjab & Sind Bank Zonal Office Unit **No.4, 3rd Floor, GIFT Tower One, GIFT CITY, Gandhinagar**
 - c. Name/designation of the contact personnel: Kamlesh Chichghare, Chief Manager.
 - d. Telephone numbers of the contact personnel: 079-66740206/07/08/09, 7982743932.
 - e. e-mail ids of contact personnel: zo.gandhinagar@psb.co.in
3. This RFP is divided into five Parts as follows:
 - a. Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, Eligibility criteria and application format.
 - b. Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
 - c. Part III – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
 - d. Part IV – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
 - e. Part V – Contains Other Terms & Condition of RFP and Duty of Armed Security Guards
 - f. Part VI – Contains Evaluation Criteria.
4. This RFP is being issued with no financial commitment and the Bank reserves the right to change or vary any part thereof at any stage. Bank also reserves the right to withdraw the RFP, should it become necessary at any stage.

Part I – General information

1. **Last date and time for depositing the Bids:** 13.02.2023 upto 5:00PM. The sealed Bids (both technical and Commercial) should be submitted/ reach by the due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box marked as **Tender for services of Armed Guards** or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non- delivery/non-receipt of Bid documents. Bids sent by MOBILE or e-mail will not be considered.
3. **Time and date for opening of Bids:**
(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Bank).
4. **Location of the Tender Box:** Punjab & Sind Bank, Zonal Office, Unit No.4, 3rd Floor, GIFT Tower One, GIFT CITY, Gandhinagar.
5. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
6. **Place of opening of the Bids:** The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

The Bid will be opened at the address mentioned below:

**Zonal Manager
Punjab & Sind Bank
Zonal Office, Gandhinagar
Unit No.4, 3rd Floor,
GIFT Tower One,
GIFT CITY, Gandhinagar -382355.**

7. **Two-Bid system:** Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Bank.
8. **Forwarding of Bids :** Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, GST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.
9. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Bank in writing about the clarifications sought not later than **14 (fourteen) days** prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

- 10. Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Bank prior to deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
- 11. Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
- 12. Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
- 13. Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
- 14. Validity of Offer.** The offer should remain valid for six months from the last date of submission of the offer.
- 15. Cost of Tender.** The cost for participating in tender is Rs.2,000.00 (Rupees Two Thousand Only) and the same has to be submitted to the Bank along with technical bid in the form of DD/ pay order in favour of Punjab and Sind Bank, Gandhinagar.
- 16. Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount Rs.1,00,000/- (Rupees One Lakh Only) payable at Gandhinagar favoring Punjab & Sind Bank along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is Exempted from Bidders who are registered Micro and Small Enterprises (MSEs) as defined in MSE Procurement policy issued by Department of Micro, Small and medium Enterprises (MSME) or are registered with the central Purchase Organization or with the bank. Original MSME Certificate has to be produced during opening of technical Bids for validation of the same. The EMD will be forfeited if the bidder withdraws or amends/ impairs or derogates from the tender in any respect within the validity period of their tender.
- 17. Agreement between PSA and the Bank.** The successful PSA shall execute an agreement at their cost with the Zonal Office on Rs.500/- (Rupees Five Hundred Only) (or as per the state/Central Govt. rates) on judicial stamp paper. It is understood that The PSAs, who are willing to offer their Security Guards services in response to this RFP have read all the terms and conditions and have agreed to all the terms and conditions without any modifications.
- 18. Order Cancellation.** If the selected PSA fails to deploy their Security Guards within the stipulated time schedule or the extended date communicated by the Bank, the Bank reserves all rights to cancel the order and forfeit the Earnest Money Deposit/ Bank Guarantees

During contract period, if the PSA violates either terms and conditions mentioned in RFP or the agreement, the first party will have the right to cancel the contract within 30 days' notice period.

19. Eligibility Criteria. The Vendor shall comply to the under discussed conditions and submit the documentary evidence in support of its claim along with technical bid:-

- (a) The agency should be registered/ empanelled with DGR (Director General Resettlement) active list.
- (b) The PSA should have minimum 3 years of experience in providing Security Guards services in scheduled commercial Banks.
- (c) The average turnover in the last three years should not be less than 2.00 Crore and PSA to submit audited Balance Sheet of last three years
- (d) The PSA should be empanelled/ worked with minimum 2 scheduled commercial Banks/public sector bank and these Work orders should not be more than 5 years old.
- (e) The PSA must have registered office in Gujarat.
- (f) The PSA should have their own infrastructure/tie up arrangements for training their guards. The address of the training facility shall be compulsorily mentioned in the technical bid.

20. Compliance with Contract Labour Act. The selected PSAs shall comply with all provisions of the Contract Labour (Employment & Regulation) Act and rules made thereof as applicable to them. If it comes to notice of Ban/ Branch that the PSA is not complying with any of the Labour Law, Bank reserves all rights to terminate the contract by giving 30 days' notice. Authorized Signatory of the PSA shall submit an affidavit on non-judicial stamp paper of Rs.100/-. The format is attached at Annexure A

- (a) It should have current Shop and Establishment license (for state/ UT where services are being asked for) issued by SEI Corporation of the State.
- (b) It should be registered with EPFO under EPF & Miscellaneous Provisions Act 1952. The PSA should also have ESI No issued by ESI Corporation.
- (c) The PSA should be registered under Private Security Agency (Regulations) Act 2005 (PSARA Act) with Police in their area of operation i.e. State of Gujarat.
- (d) The PSA should provide audited Balance Sheet of last three years and must be registered with appropriate authorities for Goods and Services Tax.
- (e) The PSA shall provide the document of three clients for compliance to Minimum Wage Act 1948 and Central Rules. PSAs are required to furnish a copy of the past wage slip, not older than three months, of any of their employees deployed as a Security Guard in public sector banks/scheduled commercial Banks.
- (f) The PSAs should be an income tax assessee and should have submitted its returns for the last three years and PAN No. (copies of ITRs and PAN N. to be attached)

21. It is obligatory on the part of the Agency to sign on all the pages of the tender documents and that after the work is awarded, he will have to enter into an agreement with the competent authority of the Bank on Non Judicial stamp paper.

APPLICATION FORMAT FOR ENGAGEMENT OF PRIVATE SECURITY AGENCY

1.	Name of the Applicant	:	
	Address	:	
	Telephone No	:	
	Office	:	
	Residence	:	
	Mobile	:	
	Fax	:	
	E-Mail	:	
2.	a) Status of the PSA(Whether company/ Partnership /)	:	
	b) Name of the Partners/ Directors (With professional qualifications, if any)	:	
	c) Year of Establishment	:	
3.	Regn No. and dated of Registration.	:	
4.	Registration with Tax Authorities		
	a)Income-taxNo. PAN/GIR NO (furnish copies of Income-tax returns)	:	
	b) Service /Commercial Tax Registration No. (Furnish the latest copies of the returns filed)	:	TIN No. CSTNo
5.	Names of the Bankers with address	:	

6.) Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account For three years).

S. No.	Year	Turnover
1.	2019-20	
2.	2020-21	
3.	2021-22	

7.) Registration/Empanelment with Government / Public sector banks/ scheduled commercial Banks

NAME OF THE ORGANISATION	NATURE OF WORK	VALUE OF WORK	QUANTITY OF WORK	DATE OF REGISTRATION

8.) Details of the works executed during the last 3years.

Sl. No.	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work	Actual Value of the works

Note: Copies of satisfactory completion certificate obtained from the client shall be enclosed.

9.) Details of present assignments As per Annexure III (enclose copies of work orders issued by clients)

Sl. No.	Work executed for (Name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of work	Actual Value of the works

10.)Key personnel permanently employed in your organization:

Sl. No.	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

11.) Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

1. I/We have read the instruction appended to the Performa and I / We understood that if any false information is detected at a later date, any contract made between ourselves and Punjab and Sind

Bank on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

2. All the information furnished by me / us above here is correct to the best of my/our knowledge and belief.
3. I / we agree that I /we have no objection if enquiries are made about the work listed by me / us here in above and / or in the accompanying sheets.

Place :

Date :

SIGNATURE :

Name, Designation & seal of the PSA

Part II – Essential Details of Services required

1. **Schedule of Requirements(SOR)**– List of services required is as follows:

Name/Type of services/description of services/Qty required

NAME	Type of services	Description of services	Qty required
Security Services	Armed Guards	Armed Guards at Branches (8 Hour duty)	10

2. **Two-Bid System**- In respects of two-bid system, Bidders are required to furnish clause by clause compliance of technical requirement, bringing out clearly the deviations from SOR, if any. The Bidders are advised to submit the compliance statement as per the format given at Annexure B.
3. **Pre-bid Meeting**. The Pre-bid Meeting with respect to RFP will be conducted at 30.01.2023 on 03.00 PM to 04.00 PM. The Vendors/firms willing to attend Pre-bid Meeting shall intimate on the contact numbers mentioned in preceding paragraphs well in advance. The person attending Pre-bid shall have valid ID Card. If, firm is deputing its representative to attend Pre-bid Meeting, the representative shall be in a possession of authority letter and valid ID Card.
4. **Delivery Period**. Delivery period for supply of Services would be 15 days from the effective date of contract.
5. **Period of Contract**. The contract will be concluded for a period of one year with an option to extend it for another two years at same rate, terms and condition. The extension of contract is subject to satisfactory performance of the vendor. The firm has to give its willingness to extend the contract in writing on its letter head duly signed by an authorized person. However, the end decision to extend the contract is a sole discretion of the Bank. The Vendor at any given point of time cannot dictate the Bank for extension of contract despite, the performance of Vendor being satisfactory during currency of contract. The decision of the Bank will be final on extension of the contract.
6. **Eligibility Criteria**. The PSAs meeting the criteria as elaborated at Point No. 18 of part 1 of RFP will be eligible for participating in the bidding process. The eligible PSA shall provide a notarized copies of the documents along with the duly filled, signed and stamped annexure A for evaluations by Board/Committee constituted by the Bank. The Board/Committee constituted by the Bank for evaluation of Bids can sought the clarifications from PSAs. The participating PSAs shall also submit the duly signed and stamped each page of RFP, thereby confirming to all terms and conditions of RFP.
7. **Payment to Guards**. The payment to Guards has to be made in accordance with Minimum Wages Act – 1948. The detailed format containing component of wages is placed as annexure to RFP. The increment in wages will have to be claimed by the PSA. The detailed guidelines on claiming the arrear of increment in Minimum Wages is given in subsequent paragraphs.
8. **No Commitment to accept any lowest or any tender**. The Bank shall be under no obligation to accept lowest offer or any other offer received in response to the RFP and shall be entitled to reject any or all offers without assigning any reasons whatsoever and without any cost/ compensation thereof.
9. **Consignee details**. The list and address of Branches, where Armed Guards needs to be deployed/ provided by the PSA is attached as annexure D.

Part III – Standard Conditions of RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e.PSA in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law**: The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract**: The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration**: Bank shall have the power to appoint Sole Arbitrator which would be to the rank of Zonal Manager, Zonal Office, of the Bank situated at Gandhinagar to decide All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably at the level of Bank as brought out in subsequent paragraphs of RFP, may be resolved through arbitration and conciliation at 1996, arbitration seat at Gandhinagar and shall be subject to jurisdiction of the courts at Gandhinagar.
4. **Penalty for use of Undue influence/ Agents/ Agency Commission**: At any point of time, if it comes to the knowledge of Bank that PSA has given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise uses his influence to procure the Contracts directly or through some agent or agency, the contract awarded to PSA will be cancelled unilaterally by the Bank. The PBG/ EMD submitted by the PSA will be forfeited by the Bank.
5. **Access to Books of Accounts/Audit**: In case it is found to the satisfaction of the Buyer that the PSA has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the PSA, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant **financial documents/information to the Buyer/ RBI or any of its representative. The Bank also reserves the right to conduct an audit of the services being provided by PSA.**
6. **Non-disclosure of Contract documents**: Except with the written consent of the Buyer, PSA shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
7. **Penalty**: In the event of the PSA's failure to provide the services as per the terms and conditions of the contract, the Bank may, at his discretion, withhold any payment until the completion of the contract. Please note any delay in supply of services or deployment of Guards will attract penalty of 5% of the total monthly payment for each day of delay, subject to maximum of the monthly payment of PSA per branch for the delay. The bank reserves the right to recover this amount by any mode which includes adjusting from any payment to be made by the Bank to the supplier or from the Bank Guarantee or EMD.

In case of any untoward incident or emergency leave by the guard, it will be the responsibility of the PSA to provide the guard within next working day otherwise it will attract penalty of 5% of the total monthly payment for each day of delay.

8. **Termination of Contract:** The Buyer shall have the right to terminate this Contract in part or in full by giving one month notice in any of the following cases:-
- (a) The delivery of services is delayed for **more than 15 days** after the scheduled date of delivery.
 - (b) The PSA is declared bankrupt or becomes insolvent.
 - (c) The Buyer has noticed that the PSA has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
 - (d) If the services of the PSA are unsatisfactory
 - (e) As per decision of the Arbitration Tribunal.
 - (f) During contract period if the PSA violates either the terms and conditions mentioned in tender or the responsibilities as mentioned above, or the master Agreement.
 - (g) Serious discrepancies noted in payment of wages of security Guards.
 - (h) Breaches in the terms and conditions of the work order.
 - (i) If the selected PSA fails to comply with the law(s), bye-law(s), regulations(s), Notification(s) etc. relating to the work for the time being in force.
9. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by MOBILE or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
10. **Transfer and Sub-letting:** The PSA has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
11. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

Part IV – Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. PSA in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Bank Guarantee:** The successful bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a scheduled commercial bank authorized to conduct government business for amount of 3% of the total contract amount (exclusive GST) within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date the expiry of Contract. The specimen of PBG is given will be provided by the Bank to the Successful bidder. The PBG shall be issued by a commercial bank other than Punjab and Sind Bank.
2. **Option Clause:** The contract will have an Option clause, wherein the Buyer can exercise an option to procure an additional 50% of the original contracted services in accordance with the same rates, terms conditions of the present contract. This will be applicable within the currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the Buyer to exercise this option or not.
3. **Tolerance Clause:** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, Bank reserves the right to increase or decrease the quantity of the required Services (tendered quantity) up to that limit without any change in the terms & conditions and prices quoted by the PSA. While awarding the contract, the quantity ordered can be increased or decreased by the Bank within this tolerance limit.
4. **Payment Terms:** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e- payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS

The payment will be made by the Bank on monthly basis for the Services provided by the Supplier post submission of the following documents to Bank by Supplier:-

- (a) Proof of EPF payment made to EPFO
- (b) Proof ESI.
- (c) Salary paid to Guards.
- (d) Undertaking that no payment is taken by the PSA from Guards in cash or any kind in lieu of salary/EPF/ESI paid by PSA.
- (e) Satisfactory Performance Certificate issued by the Branch Manager/ Office where Guards are deployed.
- (f) Arrears of hike in Wages by Centre/ State Government will not form part of the Wage Bill. Arrears have to be claimed separately by PSA. The arrear Bill has to be supported by the relevant document/ Gazette Notification of Centre/ State Government. Post receipt of arrear payment, the PSA shall disburse the arrear in the Bank Account of the Guards (against whom arrears have been claimed) within 07 working days and proof of the same has to be given to the Bank. In case, PSA fails to provide such proof of disbursing arrears in the account of the concerned Guards, the monthly wage payment of PSA will not be processed by the Bank till the time proof of such payment is not submitted to the Bank.
- (g) Monthly payment will be made by the respective branch office and not centralized at ZO level under any circumstances

5. **Advance Payments**: No advance payment(s) will be made.
6. **Fall Clause**. The price charged for the services provided by the supplier under the contract by the PSA shall in no event exceed the lowest prices at which the Supplier has provided the services or offer the services of identical description to any persons / Organization including the purchaser or any department of the Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all supply Orders placed during the currency of the rate contract is completed.
7. **Risk & Expense Clause**. If the PSA fails to supply the services within the stipulated period of time, the bank reserves the right to purchase/ hire the services at the cost of the PSA from market.
8. **Transportation**: The bank will not provide transport/ cost of transportation to the Guards/ any other person deployed by the PSA as per terms and condition of the Contract.

Part V – Other Terms & Condition and Duties of Security Guard

Other Terms & Conditions

1. If agency deliberately gives wrong information in the bid or conditional bid. Bank reserves the right to reject such Bids.
2. The guards being hired by the Bank will be purely on contractual basis and on the payroll of PSA. The Bank does not have any obligation to recruit the hired guards on its payroll.
3. The PSA shall be in a Security Business from past 05 years and shall furnish documentary evidence to the Bank, wherein PSA has provided _____ (numbers) of Armed Security Guards to Central/State Government Organizations, Public Sector Undertakings, Public Sector Bank etc.
4. The PSA shall ensure the full compliance to applicable regulations of Labour Laws, Minimum Wages Act-1948, Employee State Insurance Act – 1948, Employee Provident Fund and Misc Provision Act 1952 etc and rules made therein. The minimum wages as notified by the Centre/State Government, whichever are higher are to be paid to the Armed Guards. The increment whatsoever has to be claimed separately by the PSA and paid to the Guards within 07 working days post receipt of the payment and proof of the same has to be submitted to the Bank.
5. The Security Guard shall be provided by the PSA as per the requirement of the Bank and the guards so provided by the PSA shall not claim themselves as the employee of the Bank and there shall be no employer-employee relationship between the Bank and the guard so provided by the PSA. Payment shall be made on the basis of actual engagement of the guard.
6. 100% of the guards deployed at Branches shall be ex-servicemen and below the age of 55 years at the time of engagement. At any given point of time, no armed guard beyond the age of 60 years and shall not be deployed at Punjab and Sind Bank for more than 03 years. The guard should be armed with 12 Bore Single/Double Barrel Gun, with a valid Gun License for the area where guard is deployed. The Guard must be in possession of 10 live cartridges not older than three years at any given time. The Bank will not bear the cost of renewal of the Gun License owned by PSA/Guard.
7. The Bank will not bear the cost of uniform of the Guard. The PSA shall provide both summer and winter uniform to the Guard. The uniform of the Guard will comprise of Shirt, Trousers, Name Tally, ID card, Torch, Lathi, Shoes, and Raincoat etc. The Guard shall produce ID card whenever asked by any authority of the Bank or Government.
8. In case a new Guard is to be deployed at any Branch, the PSA will bring the Security Guard for interview by the concerned Zonal Security Officer for his satisfaction before their deployment. The PSA shall furnish following, if guard is selected for deployment:-
 - (a) Copy of latest Police Verification of the Armed Guard.
 - (b) Ex-servicemen Bio data with colour Photographs (format will be provided by the Bank)
 - (c) Discharge slip from the Army.
 - (d) Authority letter from the Agency concerned
 - (e) Copy of Aadhar Card.
 - (f) Copy of Valid Arm License
 - (g) Medical Fitness Certificate
 - (h) Training Certificate
9. The Bank will not provide any accommodation to Guard within the premises of the Bank or anywhere else.
10. The Bank reserves the right to ask the PSA to remove any guard found discharging his duties unsatisfactorily or of doubtful character, such guard shall be removed immediately and suitable replacement be provided. It

may be understood that there shall not be any absenteeism by the Guard or delay in providing a replacement of Guard as sought.

11. The PSA shall make payment to the guards by 7th of the following month. The proof of the payment made to guards along with statutory payment made with EPFO and ESIC (made in favour of the guard engaged by the Bank) shall be submitted to Bank for claiming the payment for the month. On receiving the above document Bank shall make payment within 07 working days to the PSA concerned. The Bank will deduct TDS in accordance with provisions of Income Tax Act 1961.
12. A weekly off shall be given to Security Guard by PSA. In case Security Guard avails leave during working Days, his relief shall be provided by the PSA to the concerned Branch. In case PSA fails to provide a suitable relief of the Security Guard, the proportionate amount will be deducted from the monthly wage bill of the PSA.
13. The PSA shall maintain the record of all statutory payments made in respect of the guards deployed by the Bank. Such record shall be produced to the Bank, Labour Officer or any other Government authority for inspection.
14. In case of any dispute which may arise during currency contact between the PSA and Bank, it shall be settled at level of Zonal Manager, Punjab and Sind Bank of respective Zone. In case, PSA is unsatisfied by the decision of Zonal Manager, the PSA reserves the right to approach the higher authorities in the Bank adhering to hierarchy of the Bank.
15. The PSA shall ensure the rotation of Guards at the particular post at least once in six months with prior permission from the first party.
16. The PSA understands that the Punjab & Sind Bank has disclosed or may disclose information relating to the security environment or allied operations of the Bank, which to the extent previously, presently or subsequently disclosed to the _____ (PSA) is the "Proprietary Information" of the Punjab & Sind Bank. The _____ (PSA) undertakes not to disclose any such Proprietary Information or any information derived there from to any third person.
17. PSA shall allow RBI or any person authorized by it to access the relevant information/records with PSA relating to outsourced activity within a reasonable time.
18. PSA shall ensure that the Guards deployed by the PSA will not form any kind of union and will not participate in protest / dharnas against the Bank.
19. PSA shall ensure the fitness of weapon in possession of guard on yearly basis through an authorized arm dealer and obtain the fitness certificate for the same.
20. The PSA shall ensure that the Guard shall be conversant with the use of Fire equipment's and shall take necessary action in case of activation of Fire Alarm System/ Emergency.
21. In addition to their duty of providing security services, the PSA Guards will be required to perform following duties:-
 - (a) Ensure cleanliness of the general area in & around the post of the duty.
 - (b) Ensure orderly marshaling & parking of visitors vehicles around the BO/ATM.
22. The PSA shall ensure that no familiarity develops between the guards and the first party. Further the PSA shall ensure that the guards do not indulge in any activities including money transactions, which may tarnish the image of the First Party and Guard will not accept any eatable, tea, coffee, tobacco, etc from the strangers.
23. The Security Supervisor from PSA shall report to concerned reporting officials at least twice a week for purpose of briefing/ debriefing.
24. The PSA shall maintain up to date record of the guards as per Shop and Establishment Act, and will discharge all statutory compliance as stipulated and mandated by the Ministry of Labor and Employment, Government of India / State Government or under any other state / union legislation in respect of guards engaged by PSA.

25. The PSA shall provide “**Guard Checking Register**” with the guard deployed the each site for the purpose of check carried out by the PSA / First Party authorities.
26. The PSA shall comply with all the provision of Law of the Land applicable while providing guards to the First Party.
27. The PSA shall take full responsibility of all Acts of commission and for commission by their guards posted at the branches and will meet all liabilities arising out of such situations.
28. Wherever required by the First Party the PSA will provide a literate guard who can understand Hindi, English or Local Language to perform the assigned duty efficiently.
29. Neither the PSA nor any of their guards will have any claim against the First Party for any liability arising out of any commission/omission caused by the Guard while on duty except the hiring charges payable to the PSA as stated under item no. 1 above.
30. In return for affixed sum/rates, the PSA will at its own risk and cost provide services of guards as per the requirement of the First Party purely on contractual basis.
31. In case of any mishap sustained by the guard or whatsoever nature (minor/major/fatal including death during the course of their duty) the responsibility of granting compensation, if any, on that count will be that of the PSA and not of First Party.
32. If for any reason, compensation, cost etc. are paid by the first party, the same shall be reimbursed by the PSA to the First Party without demur including interest.
33. The PSA shall ensure that the duties of guards at the First Party premises are strictly adhered to as framed by the First Party’s requirements. The PSA shall ensure that the Guards detailed at the particular post have read & understood their duties.
34. In the event of theft, robbery, dacoity, pilferage of the First Party’s property or material, the PSA shall actively assist the First Party for the investigation of the case and if negligence/collusion of guards are established, such loss due to theft etc. is to be made good by the PSA.
35. In case of any property loss/injury to any one of the first party staff due to negligence of the PSA guard or due to dereliction of duty or inattentiveness or negligence of the guard, all liabilities arising out of such incident will be fully met by the PSA.
36. Duty register shall be maintained by the PSA for each guard and got verified by the First Party daily, along with timings. In case the guard is found absent from the place of his duty proportionate amount will be deducted from the bill payable to the PSA.
37. The firing training of every guard is to be carried out by the PSA once a year.
38. The PSA shall ensure that all the Guards are subjected to Basic Training & Refresher Training Program on regular basis at its cost. All the branch guards/caretaker will be given training on etiquette to include greeting of all customers with a smile, assisting customers in case of any difficulty and polite behavior etc.
39. During the duty at Branch, the guard must visit the On-Site ATM of the Branch often for any suspicious movement in and around the ATM.
40. In case of unrest in the area, guard must inform the Branch Manager and lower down the rolling shutter of the Branch and ATM.

Duties of Armed Guards

The Security Guard is the person who has to ultimately carry out and implement many security instructions issued to branches. The foiling of the robbery / dacoity and apprehending of culprits will essentially depend upon the alertness shown by him and his mental preparedness.

The Security Guard should perform the following duties and any other duties assigned from time to time:-

1. Work under the general supervision and control of the Branch Manager.
2. Perform diligently all security related duties assigned to him by his Branch Manager/ Security Officer or other authorised officers.
3. Be fully conversant with the standing instructions about his duties and responsibilities, with special reference to his area of jurisdiction, layout of the building, telephone numbers of Security Officer/ Branch Manager/ Regional Manager/ Fire Brigade and the Police to inform/ seek assistance in the case of need.
4. To wear the prescribed uniform smartly and correctly while on duty.
5. Be vigilant and alert on duty and not leaving his post until properly relieved.
6. To Guard and protect all assets of the branch and its building.
7. Be Polite and courteous yet firm in his dealings with the public. Exercise restraint and avoid being provoked.
8. When on duty at the strong room, carefully examine every aspect of security of the strong room and in the case of any discrepancy, immediately bring it to the notice of his superiors.
9. While at the gate, ensure proper access control, as per instructions, to prevent unauthorised entry.
10. Not to allow any visitor apparently effecting ingress in the branch with unauthorised weapons/ materials like firearms/ explosives.
11. Keep a close watch inside and outside the branch and in the case of any anticipated/ existing risk/ suspicion, immediately take appropriate action as warranted and also report the matter to his superiors.
12. When on patrol duty, be vigilant and alert and carefully search all such places which seem suspicious and where a criminal can hide.
13. At the time of handing/ taking over of duty, where applicable, check all locks of rooms and record the result of checking. Both guards must sign the handing taking over register.
14. In the case a security alarm being raised, close the gate(s).
15. Be thoroughly conversant with the security standing orders, shooting orders and other orders issued from time to time on matters covering security duties of the branch.
16. Remind branch/ entity head to carry out security rehearsal/ mock drill once a fortnight.
17. Be fully conversant with the use of burglary, CCTV and firefighting equipment in the branch.
18. Be fully conversant with the sequence of action to be taken in the following situations: Burglary/ theft/ Dacoity/ robbery/Demonstration/ Procession/ Morcha Squatting (Dharna) "Gherao"
19. While deployed at the strong room/ currency chest, he shall ensure that only authorised persons are allowed to open the strong room. He shall not permit movement/ loitering of any unauthorised person in the close proximity of the strong room and shall make note of any suspicious movement in the vicinity of the strong room and apprise the Branch Manager.
20. Be thoroughly conversant with the communication system other than telephone and electrically operated devices, to be able to raise a general alert and inform the Branch Manager/ Supervisory security staff in the case of any eventuality.

21. The duties of security guards will be to keep a watch over persons visiting the branch premises wherever deployed. The use of Fire arms by the security guards will be in terms of provisions of Indian Penal Code, section 96 to 106.

22. **General duties:-**

- (a) Carry out surveillance of the premises
- (b) Prevent use of premise by squatters, hawkers or undesirable characters
- (c) Prevent misuse of premises for anti-social activities by public, or bank staff
- (d) Check points and stretches not visible from the static point.
- (e) Open and close unmanned gates in an emergency.
- (f) Deal with untoward incidents.
- (g) Keep a close watch over the building and other property, against attempts.
- (h) At arson or accidental Fire and take action as per the branch's standing orders
- (i) Collect security information and convey the same to superiors.
- (j) Check the identification of all persons, especially at night, found loitering in close proximity of the bank.
- (k) While on duty check that all security gadgets, arms and ammunition are in serviceable condition and maintain record thereof.
- (l) He should maintain his weapon properly and keep it in serviceable condition at all the times
- (m) Not to carry the cash container himself
- (n) Refrain from participating in the trade union activities
- (o) Any other duty assigned other than the above mentioned
- (p) Shall ensure all gates are closed after banking hours.
- (q) Shall be thoroughly conversant with security standing orders, firefighting orders and other orders pertaining to security.
- (r) In case security alarm is raised, Guard shall close all the gates.
- (s) Shall be fully conversant with location of firefighting equipments and their usage and operations.

Part VI – Evaluation Criteria & Price Bid issues

1. **Evaluation Criteria** -The broad guidelines for evaluation of Bids will be as follows:

Technical Bid Offer (TO). The TO should be complete in all respects and contains all the information asked for in this document. It should not contain any price information, the technical bid offer should comprise of the following:-

- (a) Covering letter on the prescribed format Annexure B
- (b) DD/Pay order of Rs.2,000/- i.e. cost of tender.
- (c) Earnest money deposit of Rs.1,00,000/- as per para 15 of Part I of RFP.
- (d) All other supporting documents as sought in respect in RFP/ Technical Evaluation format placed at Annexure B
 - 1.) Audited balance sheet of last 3 years
 - 2.) Nos. of years in security services and NOs of banks where providing security services (submit valid registration certificate of ROC for registered companies / registered partnership deed for partnership firm)
 - 3.) Certificates of providing Services to PSU Banks (Submit self-verified copy of work orders/ Empanelment letters issued by PSU Banks).
 - 4.) Average Nos. of security Guards deployed in last 3 years (submit self-attested copies of ECR sheets (as proof for EPF contribution) for each financial year.
 - 5.) Having Supervisory & Training infrastructure & impart Training & firing Practice (Gunman) to employees on regular basis (documents having own training and practice range)
- (e) All relevant documents as mentioned in the point No 18 of part 1 of RPF.
- (f) Having registered office in Gujarat. (supporting documents to be attached)
- (g) Incorporation certificate, license copy, registration documents of PF & ESI, Registration of shop and establishment act and PAN card.

Price Bid. Price Bids will be opened only of those bidders who qualify all technical criteria (including physical verification of office address) as per this document. Bidders should ensure to give correct address/ Email id/ Landline number/ Mobile numbers etc in technical bid. Bank reserves all rights to inform bidders through any of the mentioned mode of correspondence. No complaint on this account will be entertained under any circumstances. Information on date of opening of Price bids will be conveyed separately to all those bidders who qualify in the technical bid. Price bids will be opened in the presence of Bidders/ authorized representatives.

The Bank reserves the right to distribute the work among the shortlisted firms keeping in view their relative strengths and operational convenience. If more than 2 vendors quote the same L1 rates, the work shall be divided into vendor based on techno-commercial evaluation.

As per techno-commercial evaluation, the vendor/PSA scoring higher marks in prequalification shall be shortlisted for award as per order of precedence.

Price Bid format is attached at Annexure C.

Affidavit (to be submitted on Rs 100 Non judicial stamp paper and should be duly signed by the Director/s /all Partners only)

I (Name of Director/Partners), s/o

.....
Resident of

..... (Permanent Address) is the Owner/Partner/Director of Private Security Agency M/S

The Firm/Company is registered under Private Security Agencies (Regulation) Act 2005 under state..... and the license is valid in area.....

..... till date (Copy of PSARA license attached). The firm/Company **is in/Not in** (tick whichever is applicable) possession of a valid Labour License for provision of watch and ward Casual/Contract Labour from the office of the concerned Labour department in accordance with the Government orders on the subject.

On behalf of the Private Security Agency M/S----- I undertake the following:-

1. That the payments will be made to all the guards deployed at the Branches of Punjab and Sind Bank under Jurisdiction of ZO Gandhinagar as per minimum wages as applicable to the area and as revised from time to time by the Labour department, and as per minimum wages act 1948.
2. That Employee's provident fund (EMPLOYER AS WELL AS EMPLOYEE) contribution will be deposited to the concerned authorities as per employees' provident and miscellaneous provision act 1952 in respect of our guards deployed at the branches of Punjab and Sind Bank under Jurisdiction of ZO Gandhinagar.
3. That ESI contribution (on the BASIC+VDA+ALLOWANCES) will be deposited to the concerned authorities as per employees' State insurance act 1948 in respect of our guards deployed at the branches of Punjab and Sind Bank under Jurisdiction of ZO Gandhinagar.
4. That all the guidelines will be followed as stipulated from time to time by Ministry of Labour and Employment.
5. That the firm will be solely responsible for any Noncompliance to Minimum wages Act 1948 and other Labour laws and rules applicable in the state of Gujarat.
6. That the firm will be solely responsible for any dispute arising out of the appointment/termination of services of the armed guards deployed in the branches of our bank.
7. That the PSARA license of the firm is valid for the period of contract i.e. from..... to
8. That I/ We
.....
.....name of Director/ all Partners are not convicted or facing any criminal proceedings in Court/ competent authority under Law of the land.

**Signature of
Director/Partners With
name and Seal**

Date:

Place

ANNEXURE-B (Technical Bid)

(Letter to the Bank on the Service Provider's letterhead)

The Zonal Manager
Punjab & Sind
Bank Zonal Office
Gandhinagar

Dear Sir,

Sub: Your tender for Outsourcing of Armed Guards dated _____.

With reference to the above tender, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for the supply of the Armed Security Guards as detailed in your above referred tender.

We confirm that we have not been disqualified by any PSU bank for the services of Armed/ Unarmed Guards outsourced to them. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the tender.

We also confirm that the offer shall remain valid for six months from the last date of submission of the tender.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

We agree to deposit Security Deposit equivalent to ----- of the total amount of the contract in the form of Performance Guarantee for 1 Year on successful bidding.

We enclose herewith Demand Draft/ Pay Order for Rs. ----- (Rupees)
& Demand Draft of Rs. In favour of Punjab & Sind Bank, Payable at _____ towards Earnest Money Deposit & tender fee respectively details of the same areas under:

1. Demand Draft/Pay Order No. :
2. Date of Demand Draft/Pay Order :
3. Name of Issuing Bank & Branch :

Yours faithfully,

Authorized Signatory
(Name & Designation, seal of the service provider)Date

Enclosure to Annexure B

PRE-QUALIFICATION CRITERIA: <u>SELF-ASSESSED EVALUATION PARAMETERS & WEIGHTAGE MARKS</u> <u>FOR HIRING OF ARMED GUARDS</u>			
Sr. No.	Evaluation Parameter	Weightage	Self Rating Marks
	Mandatory Compliance to Para 18 of Part I (General Information) of RFP	Documents to be submitted.	
1.	<u>AVERAGE</u> Turn Over in last 3 years (submit audited balance sheet of last 3 years)		
i.	Above Rs.20.00 crores	15	
ii.	Above Rs.10.00 crores but less than Rs.20 crores	10	
iii.	Above Rs.5.00 crores but less than Rs.10 crores	7	
2.	Nos. of years in Security Services (Submit Valid Registration Certificate of ROC for registered companies / registered partnership deed for partnership firm)		
i.	20 years and above	15	
ii.	More than 12 years but less than 20 years	10	
iii.	More than 8 years but less than 12 years	8	
iv.	More than 5 years but less than 8 years	7	
3.	<u>Providing</u> Services to PSU Banks in Gujarat (state) (Submit self verified copy of work orders / Empanelment letters)		
i.	20 years and above	15	
ii.	More than 12 years but less than 20 years	10	
iii.	More than 8 years but less than 12 years	8	
iv.	More than 5 years but less than 8 years	7	
4.	<u>AVERAGE</u> Nos. of Security Guards deployed in last 3 years, in Gujarat (state). # (Submit self attested copies of ECR sheets (As proof for EPF contribution) for each financial year.)		
i.	Above 300nos. (5 to 10 times, depending on the requirement of the Zone)	15	
ii.	More than 100 nos. but less than 200 nos.	10	
iii.	Less than 100 nos.	6	
5.	<u>Number of Public/Private Sector Banks empanelled with since last 5 years</u>		
i.	More than 10 PSU Banks	15	

पंजाब एण्ड सिंध बैंक (भारत सरकार का उपक्रम)

PUNJAB AND SIND BANK (A Govt. of India Undertaking)

गांधीनगर अंचल,

यूनिट नं.4, तृतीय तल, गिफ्ट टॉवर वन,

गिफ्ट सिटी, गांधीनगर - 382355

फोन - 079-66740206/07/08/09

Email:-zo.gandhinagar@psb.co.in



Gandhinagar Zone,

Unit No.4, 3rd Floor, GIFT Tower

One,GIFT CITY, Gandhinagar

Phone:079-66740206/07/08/09

Email:-zo.gandhinagar@psb.co.in

ii.	7 to 10 PSU Banks	10	
iii.	4 to 6 PSU banks	7	
iv	1 to 3 PSU banks	5	
6.	Having Supervisory & Training Infrastructure & impart Training & Firing Practice (Gunman) to employees on regular basis in Gujarat (state). **		
I	Own Training Facility with Tie-up for Firing practice of Armed Guards	25	
ii.	Tie up for Training and Firing practice both	18	
iii	Tie up for Training but no tie up for Firing practice	12	
iv	No Training facility	08	
	TOTAL	100	

If “poor” rating (less than 60 marks)is awarded, the bid shall be summarily rejected. Further, Bank reserves the rights to evaluate the bids as per its own criteria.

Enclose:

Provide authenticated proof along with documents, for all the above parameters. All documents should be duly signed & stamped.

* Bidder is required to submit Feedback Performa counter signed by at least two Govt. organizations/Private sector Bank/Public Sector Banks strictly as per attached format. No alterations/deletions will be permitted. The certificate should be signed and stamped by the competent authority with details (including Contact Number) of official signed the Certificate. If ‘Poor’ rating is awarded by the client, the bid shall be summarily rejected.

** For proof of Training- Attach proof of Training infrastructure, tie up contracts. Same can be verified by the officials during visit.

Date:

Place:

Signatures of
Authorised Signatory with Seal

ਪੰਜਾਬ ਐਂਡ ਸਿੰਧ ਬੈਂਕ (ਭਾਰਤ ਸਰਕਾਰ ਕਾ ਉਪਕਰਮ)

PUNJAB AND SIND BANK (A Govt. of India Undertaking)

ਗਾਂਧੀਨਗਰ ਅੰਚਲ,

ਯੂਨਿਟ ਨੰ.4, ਤੀਰਥ ਟਾਵਰ, ਗਿਫਟ ਟਾਵਰ ਫਲਾਅਰ,

ਗਿਫਟ ਸਿਟੀ, ਗਾਂਧੀਨਗਰ - 382355

ਫੋਨ - 079-66740206/07/08/09

Email:-zo.gandhinagar@psb.co.in



Gandhinagar Zone,

Unit No.4, 3rd Floor, GIFT Tower

One, GIFT CITY, Gandhinagar

Phone:079-66740206/07/08/09

Email:-zo.gandhinagar@psb.co.in

Annexure C

Financial/Price Bid Format for Armed Guards

(To be submitted in separate sealed cover mentioning Financial Bid for Armed Guards)

(As per Minimum Wages of Central Government)

S No	Description	Armed Guards		
		Area A	Area B	Area C
(a)	(Basic + VDA) for 26 Days			
(b)	Employee State Insurance (ESI @ 3.25% of Sr (a))			
(c)	Employee Provident fund (EPF) @ 13% of Sr (a)			
(d)	Sub Total (a)+(b)+(c)			
(e)	Service Charge___ %of point no. (d).			
	Grand Total (d) + (e)			

Please note that the minimum wages must be quoted as per the latest notification of labour Deptt. Of Central Govt., otherwise Bid will be rejected.

ਪੰਜਾਬ ਐਂਡ ਸਿੰਧ ਬੈਂਕ (ਭਾਰਤ ਸਰਕਾਰ ਕਾ ਉਪਕਰਮ)

PUNJAB AND SIND BANK (A Govt. of India Undertaking)

ਗਾਂਧੀਨਗਰ ਅੰਚਲ,

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Annexure- D

State wise and District Wise position of Armed Guards				
S.NO	Branch Name	District	State	No of Armed Guards Required
1	Reid Rd., Ahmedabad	Ahmedabad	Gujarat	01
2	Surat	Surat	Gujarat	01
3	Himmat Nagar	Sabarkantha	Gujarat	01
4	Mehsana	Mehsana	Gujarat	01
5	Morbi	Morbi	Gujarat	01
6	Ankleshwar	Bharuch	Gujarat	01
7	Jamnagar	Jamnagar	Gujarat	01
8	Kalol	Gandhinagar	Gujarat	01
9	Odhav, Ahmedabad	Ahmedabad	Gujarat	01
10	Satellite, Ahmedabad	Ahmedabad	Gujarat	01
	TOTAL			10