 Indian Bank इलाहाबाद ALLAHABAD	अंचल कार्यालय / ZONAL OFFICE 31, वेरिटी हॉल रोड / 31, VARIETY HALL ROAD कोयंबतूर / COIMBATORE 641 001 दूरभाष / Phone : 0422 2309243 ई – मेल / e-mail : zocoimbatore@indianbank.co.in
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INSTRUCTIONS TO PRIVATE SECURITY AGENCIES (SECURITY SERVICE)

1. Bid Submission Process

Interested parties shall submit their offers in sealed covers super scribed as “Technical Bid” for providing Ex Serviceman Armed Guard with Weapon and Ex Service men driver for chest van in Coimbatore Main Branch in Coimbatore Zone.

Part 1- Technical Bid for Armed Security Guards Services. Technical bid, in a separate sealed envelope, super-scribed ‘**Technical Bid - Engagement of Private Security Agencies for Providing Ex Serviceman Armed Guards with Arms and Ex Service men driver for chest van in Coimbatore Main branch in Coimbatore zone**’ and shall contain the details required to be furnished by tendering Agencies, as enumerated under the heading Eligibility Criteria of this document. The EMD of Rs 5,000/- (Rupees Five Thousand Only) to be submitted separately through **DEMAND DRAFT** only favouring, **Indian Bank**, payable at Coimbatore drawn in Favour of Zonal Office, Coimbatore has to be enclosed in absence of which the bid will be rejected.

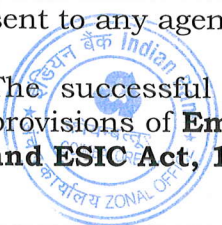
Part 2 – Financial Bid for Armed Security Guards Services. Financial bid, in a separate sealed envelope should be super scribed as ‘**Financial Bid – Engagement of Private Security Agencies for Providing Ex Serviceman Armed Guards with Arms and Ex Service men driver for chest van in Coimbatore Main branch in Coimbatore zone**’ and shall contain nothing but price aspects without any conditions. The Financial bid is for providing Ex- Serviceman Armed Guards with .12 Bore DBBL / PAG Gun and Ex Service men driver for currency chest van in Coimbatore main branch in Coimbatore Zone.


The above sealed Bids should be placed in a sealed envelope which should be super scribed **“Tender for Ex Serviceman Armed Security Guards with .12 Bore DBBL / PAG Gun and Ex Service men driver for chest van in Coimbatore Main branch in Coimbatore zone”** should be addressed to “The Deputy/Asst General Manager, 31, Variety Hall road, II floor Indian Bank, Zonal Office, Coimbatore and should be submitted to the Zonal Office in person or by way of Post / Courier latest by 3.00 pm on 29/06/2021.

Tender should be submitted within the **prescribed date and time**. Offers received late will not be accepted. Indian Bank will not be responsible for any postal/courier delays.

Interested Agencies may collect the blank Tender form in person from Indian Bank, 31, Variety Hall road, II floor Indian Bank, Zonal Office, Coimbatore or it can be downloaded from our website www.indianbank.in Bank tender forms will not be sent to any agency by post from our office.

The successful bidder shall give an undertaking that he would abide by the provisions of **Employees Provident Fund and Miscellaneous Provision Act 1952 and ESIC Act, 1948.**



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The Bank reserves the right to verify any information/document furnished by the Tenderer should the circumstances so warrant in the overall interest of the Bank.

Tender submitted in accordance with the terms & conditions and complete in all respects & as per Performa only will be considered. The word 'Bank' indicated in this notice and enclosed documents would mean **'INDIAN BANK'**.

The tender shall remain valid for acceptance for a period of **90 days** from the date of its opening. If any Contractor / Agency withdraws its tender upon award of contract / during the contract period, then the Bank shall be at liberty to forfeit the Earnest Money Deposit and Security Deposit.

The PSA engaged will have to enter into a written service level agreement with the bank; the agreement will seek to retain an appropriate level of control over the security agency/ service provider (vendor) and the right of the bank to intervene with appropriate measures to meet legal, statutory and regulatory obligations.

The Bank reserves the right to reject any / all applications without assigning any reason whatsoever and also to confirm authenticity of the facts submitted by the bidders.

2. **EVALUATION PROCESS: Tenders will be evaluated in the following stages:**

Stage I: Technical Bid

Technical Bid will be opened at the date and time specified. Incomplete Offers, i.e., offers not accompanied by the mandatory documents as mentioned in the tender and Tenders received from any Blacklisted Agencies by the Bank or any other Public Sector Bank document shall not be considered for evaluation, tender summarily rejected and EMD shall be returned.

The Tenders will be evaluated against the stipulated minimum eligibility criteria purely based on valid documentary proof submitted by the PSAs. Tenders not complying with all the eligibility criteria at the time of submission of tender documents will be rejected. It is Bidders responsibility to provide authentic proof with documents, for all the parameters mentioned in the section **"Technical Criteria"**, duly stamped and signed.

The Technical Bid should be complete in all respects and contain all information asked for in this document. It should not contain any price information. **(If price information is given in Technical Bid, it will be rejected)**. It should comprise of the following:

- Covering letter on the prescribed format (**Annexure-I**).
- Earnest Money Deposit of Rs 5,000/- in the form of DD favouring Indian Bank, payable at Coimbatore drawn in Favour of Zonal Office, Coimbatore.
- PSA profile as per **Annexure II**.
- Details of reference sites as per **Annexure-III**.

Stage II: Financial Bid

Financial bids received from the shortlisted/Technically qualified agencies shall only be considered for evaluation. The Financial Bid should contain all relevant

rates and charges and the rates should be quoted per guard in Indian Rupees only for armed guard in the specified format as per **Annexure -IV**. The rates quoted in the Financial Bid should be as per the Minimum Wages notified by the Chief Labour Commissioner (Central), Govt. of India, Ministry of Labour & Employment, and New Delhi from time to time including other wage components. Date and time of opening of Financial Bids shall be intimated by way of email to the eligible Agencies.

3. Splitting of Order:

The Bank can split the order amongst the Private Security Agencies who have been identified as L1 vendors. However, where the work is less and if Bank finds that it will be suitable to manage the work with only one vendor then the entire work can be allotted to only one vendor at the discretion of the Bank.

4. Period of Contract:

The Engagement shall be **for initial period of one year and extendable thereafter, year wise for a maximum of two years at the same rates and conditions at the option of the Bank subject to satisfactory performance of the Agency and also keeping the option of clause mentioned in para below.**

Bank will reimburse to the PSA the net impact due to increase in minimum wages and / or Dearness Allowance by the Government of India on submission of claim with documentary proof.

If the performance is found unsatisfactory at any point of time, the contract is liable to be rescinded by the Bank.

5. Notice of termination :

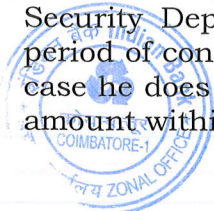
The Bank reserves the right to terminate the contract at any point of time during the period of Engagement by serving a notice of 30 days on the agency with or without assigning any reasons thereof.


6. Earnest Money Deposit

Earnest Money Deposit of Rs.5,000/- (Rupees Five Thousand only), in the form of Demand Draft drawn in favor of Indian Bank, payable at **The EMD should be enclosed with the Technical bid.** Offers not accompanied with Earnest Money Deposit of Rs.5, 000/- will not be accepted. **Bank guarantee in lieu of Earnest money deposit will not be accepted.** No interest will be payable on the EMD. The EMD will be returned to the unsuccessful bidder. EMD will form part of Security Deposit of successful bidder.

7. Security Deposit:

The Bidder, whose rate is accepted will be required to furnish a **equivalent to one month's billing amount** in the form of a Demand Draft favoring Indian Bank. The EMD amount in such case will form part of Security Deposit. The EMD and Security Deposit shall be encashed and kept with Bank separately during the period of contract. The EMD of Bidder, whose rate is accepted, shall be forfeited in case he does not remit the Security deposit as mentioned above of the Contractual amount within 7 days from the date of issuance of work order.



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8. Agreement Between the PSA and the Bank:

The successful Bidder should execute Agreement with the concerned Branch on non-judicial Stamp Paper of appropriate value on the standard agreement form of the Bank as given at **Annexure-V**. It is understood that the PSAs, who are willing to offer their Armed Guards' services in response to this Tender have read all the terms and conditions and have agreed to all the Terms & Conditions without any modifications. In all practical purpose, branch will be the nodal office for deployment of guard

9. Validity of Offer:

The offer will be valid for a period of 90 days from the date of opening of tenders.

10.No Commitment to accept any or all tenders:

The Bank reserves the right to accept / reject any or all tenders received without assigning any reasons thereof.

11.Clarifications:

For any clarifications, regarding the tender at any stage the details of the contact persons are given below.

Name	Maj M.Revathy
Designation	Manager (Security)
Telephone No.	8980220593
E-mail id	revathy.m@indianbank.co.in

12. Miscellaneous:

The Bidder shall be bound to perform the work during the contract period at the rates and amount quoted. On acceptance of the bid, the name of the authorized representative of the Contractor who would be responsible for taking instructions from the Bank shall be communicated to the Bank.

Any tax in respect of this contract shall be payable by the Contractor / Agency only and the Bank will not entertain any claim whatsoever in this respect except **Goods and Services Tax (GST)**.

The Contractor / Agency shall give a list of his relatives working with Indian Bank along with their designations and addresses.

No former employee of Indian Bank is allowed to work as a Contractor or as an employee of the Contractor within one year of his retirement / resignation from the Bank's Service, without prior permission of the Bank. The Contractor has to give a declaration to this effect. This contract is liable to be cancelled if either the Contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the bank as aforesaid before submission of the tender or engagement in the Contractor's service.

Canvassing in connection with this bidding process is prohibited and the tender submitted by the Contractor / Agency who resort to canvassing will be black listed.



ELIGIBILITY CRITERIA

1. Technical Criteria

The preliminary evaluation will be done on the following parameters and Tenders from Private Security Agencies not conforming to these parameters will be rejected.

- a) The Private Security Agencies should be either registered company, registered partnership firms or Proprietorship of repute for providing Private Security Guards' services.
- b) The Private Security Agencies should have at least one office of their own with telephone, fax and email facility in the jurisdiction of the Zonal Office and having their own supervisors at that place (Proof to be submitted).
- c) The Private Security Agencies should have valid license in accordance with Section 4 and section 7 of Private Security Regulation Act 2005 to operate in the state of Tamil nadu. **Merely submission of application to licensing authority will not be entertained.**
- d) To be registered with respective Guard Boards (In States - wherever applicable).
- e) The PSA should be in business since last 5 years as on 29/06/2021.
- f) PSA should have a track record of Providing Ex Serviceman Armed Guards with weapon to Public Sector banks for at least 3 years as on 29/06/2021 (Copy of the deployment orders to be provided).
- g) It should have audited balance sheet of last three years. For the previous FY, provisional certificates from CA will also be considered).
- h) The PSA should have a sound financial record. It should not have incurred loss in any year in the last three years. (Audited Balance sheet to be submitted to support this. For previous FY provisional certificates from CA will also be considered).
- i) PSAs should have Registration under Shops & Establishments Act.
- j) PSAs should have a valid certificate from ESI Corporation.
- k) PSAs should have a valid certificate under EPF & Misc. Provisions Act 1952.
- l) PSAs should have documents **proving** compliance of Minimum Wages Act 1948 and other Labour laws and rules (Wage slip, payment made to ESI, PF organizations should be produced).
- m) PSAs should have Income Tax PAN and should have submitted their Income tax return for last three years (For previous FY provisional certificate from CA will also be considered).
- n) PSAs should have their own infrastructure for training their guards or have documentary evidence for arrangement with recognized training institute(s)

for getting their Guards trained before deployment with firing practice once in a year.

- o) PSAs should have credible Supervisory Infrastructure.
- p) PSAs should have on its rolls minimum 150 Security Guards (combined armed as well as unarmed) as on 29/06/2021. (Attach proof with PF Number, ESIC Number, Bank account Number and the PF and ESIC Registers of the guards as on 29/06/2021.
- q) **The following aspects will be given due weightage:**
 - i. Being Registered / sponsored by Director General of Resettlement, Ministry of Defence, R K Puram, New Delhi.
 - ii. Providing such services to Public Sector Banks and Public Sector Undertakings

2. Manpower Criteria:

The Armed Guard deputed by PSA for deployment should conform to the following norms beforehand:-

1. He should be an ex-servicemen/ex-paramilitary personnel.
2. He should not be above 50 years at the time of deployment. Age bar of 50 years is relaxed for the existing guards, who were already on the job and were deployed in our Bank's Branches before attaining the age of 50 years. However, new branches are to be deployed with armed guard below 50 years of age. **The services of deployed armed guard will not be allowed to continue beyond 60 years under any eventuality.**
3. The Armed Guard deployed by the PSA will be in proper, presentable uniform of PSA while on duty along with the gun (12 Bore DBBL) and 10 serviceable Cartridges.
4. Fitness certificate of the gun from authorised armourer should also be ensured before deployment of armed guard at the branch.
5. The Armed Guard should not be in Low Medical Category i.e. should be physically fit and mentally sound in all respects. Medical category recorded in the discharge book of the ex-servicemen or ex-Para military personnel only will be considered.
6. The outsourced Armed Guard should have valid gun license in his name for the firearm/ weapon for the State he is being deployed.
7. The duty of the Security Guard with arms will be to keep a watch over persons visiting the Branch premises where ever deployed AND escorting cash remittances to & from the Branch. The use of firearm by the Security Guard will be in terms of provisions of Indian Penal Code, Sec. 96 to 106.