



अंचल कार्यालय :सतना द्वितीय तल, इंडियन बैंक भवन, जयस्तंभचौक, सतना- 485 001 दूरभास: 07672 - 414407	 <b>Indian Bank</b>  <b>ALLAHABAD</b> <b>•BANKING THAT'S # TWICE AS GOOD•</b>	<b>ZONAL OFFICE : SATNA</b> 2nd Floor, Indian Bank Building Jai Stambh Chowk, Satna-485001 Phone : 07672-414407
सुरक्षा विभाग	Email : zosatna@indianbank.co.in	Security Department

**Annexure - I**

**(Letter to the Bank on the PSA letterhead)**

**To,**

The Deputy General Manager/  
The Asstt. General Manager  
Indian Bank,  
Zonal Office, Satna

Dear Sir,

**Subject: Your Tender for Deployment of Ex Service Man Armed Guard with .12 Bore DBBL / PAG Gun for Satna Zone.**

With reference to your tender notice posted on your website with effect from \_\_\_\_\_, having examined and understood the instructions, terms and conditions forming part of the tender document, we hereby enclose our offer for Armed Security Guards' Services as detailed in your above referred tender.

- 1 We confirm that we have not been disqualified/black listed by any Bank/PSUs/ other Government Organisation for deployment of Security Guards whether armed or un-armed.
- 2 We further confirm that the offer is in conformity with all the terms and conditions as mentioned in the Tender.
- 3 We also confirm that the offer shall remain valid for 90 days from the last date of submission of the tenders.
- 4 We hereby confirm that we have read the terms and conditions given in the tender document and fully agree to them. We shall deploy the guards in conformity to the criteria of Armed Guard and release payment to guard as per wage components specified by the Bank.
- 5 We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.
- 6 We enclose herewith Demand Drafts for (1) Rs 25,000/-/- (Rupees Twenty Five Thousand only) towards EMD and (2) Rs. 500/- (Rupees five Hundred only) towards tender document fees favouring Indian Bank and payable at Satna. Details of the same are as under:

		EMD	Tender Fees
1	DD No.		
2	Dated		
3	Name of Issuing Bank & Branch		
4	Amount		

Yours faithfully,

Authorized Signatory

(Name & Designation, seal of the firm)



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## **Annexure - II**

### **PSA PROFILE**

#### **1. General Information**

1	Name of Applicant	
2	Status of Applicant ( Company, Partnership, Prop etc)	
3	Address of the Registered Office	
4	Address of the Local office	
5	Name of the Contact Person	
6	Date Of Incorporation	DD MM YYYY
7	Age of the company as on .....	____ Years ____ Months
8	PF Registration Number	
9	GST Number	
10	ESIC Code	
11	PAN No.	
12	TAN No.	
13	Total No of Guards ( Armed & Unarmed) as on .....	
14	Date since when Armed Guard Being Provided to a Public Sector Bank.	
15	PSARA Licence Number and Validity	

#### **2. Details of Services being provided in the Public Sector Banks (Provide details of last three years)**

Name of Bank	Zone	State	No of Guards	Date of Start of Business

#### **3. Financial Details**

Year	Audited Balance sheet provided	Turn Over of the Company	Profit of the company
.....	<b>Yes/No</b>		
.....	<b>Yes/No</b>		
.....*	<b>Yes/No</b>		

\* For FY ..... provisional certificate from CA will also be considered.

I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, any contract made between ourselves and Indian 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.

I / We agree that the decision of Indian Bank, in selection of PSAs will be final and binding to me / us.





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All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.

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 Company.



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### List of Enclosures (Certified photocopy of)

S no	Document	Tick Enclosed
1	Certificate of Registration Of Company /Partnership Deed etc	
2	Incorporation Certificate	
3	Shop and Establishment Certificate of Local Office	
4	Certificate of Registration with Income Tax Authorities	
5	Certificate of Registration for GST	
6	Certificate of Registration with EPF	
7	Certificate of Registration with ESIC	
8	Certificate of Registration with PSARA	
9	Audited Balance sheet & P&L Statement for last three FYs (previous FY provisional certificate from CA will also be considered)	
10	Copies of Turn over Certificate Tax Returns and Assessment order last three FYs (For previous FY provisional certificate from CA will be considered)	
11	Letter of Engagement with Public Sector Banks (Enclose letter/V Orders).	
12	Training Infrastructure Records. Please furnish the agreement with training center or declaration of own training center as the case may be for the state for which the bidding is being done.	
13	ISO Certificate, if applicable	
14	Copy of Valid PASARA License	
15	Proof of having 150 Employees In the company ( Documents to be supported by Name of Employee , Location of the employee, Number , ESIC Number, Bank account details of the employee clearly stating the Bank Account Number , Bank Name and Branch)	
16	EPF Register of employees of last 12 months.	
17	EPF Challans of last 12 months	
18	ESIC Challans for last 12 months	
19	ESIC Registers of last 12 months	
20	Proof of transferring the salary of the Guards through Bank Transfer (details of last 12 months)	
21	GST payment record for past one year	
22	Letter for Authorised signatory on behalf of PSA for submission of tender document and signing of Agreement, if empanelled at tender stage, on behalf of PSA.	

NOTE: In ABSENCE of any of the information/enclosures OR any FAKE, WRONG, FICTITIOUS, FALLACIOUS, etc. reporting, the tender will be rejected. The Vendor shall produce/provide original of any document, required by the Bank for verification.

DATE:	SIGNATURE:
	DESIGNATION :
	NAME OF THE FIRM / AGENCY WITH OFFICE STAMP



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### **Annexure III**

#### **Details of the Reference Site of the company**

S no	Name of the Public Sector Bank/ Organization	Address	Name of the Contact Person & contact number	Details (PO No and Date of the First PO).	Total No of deployments as on date
1					
2					
3					
4					
5					
6					

Place:

Date:

SIGNATURE:

Name & Designation & seal of the Company

