

अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

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 31.12.2024	
14	PSARA Licence Number and Validity	

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

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

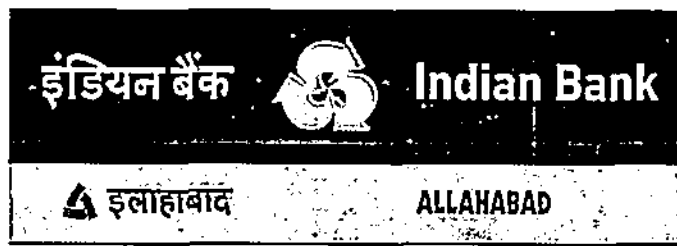
3. Financial Details

Financial Year	Audited Balance sheet provided	Turn Over of the Company	Profit of the company
2021-22	Yes/No		
2022-23	Yes/No		
2023-24	Yes/No		

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.



इंडियन बैंक



Indian Bank

इलाहाबाद

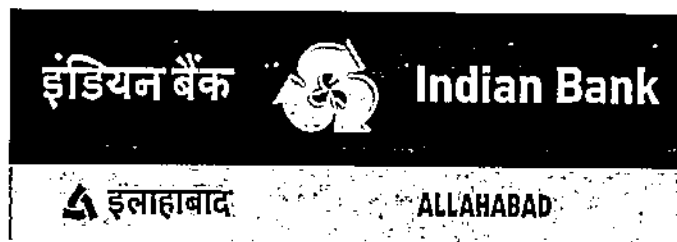
ALLAHABAD

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List of Enclosures (Certified photocopy of)

S no	Document	Tick if Enclosed	Page (from to)
1	Certificate of Registration Of Company /Partnership Deed/ Letter of Proprietorship 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 (For previous FY provisional certificate from CA will also be considered)		
10	Copies of Turn over Certificate, Tax Returns and Assessment orders for last three FYs (For previous FY provisional certificate from CA will also be considered)		
11	Letter of Engagement with PSB/PVB/ PSUs (Enclose letter/Work Orders).		
12	Training Infrastructure Records. Please furnish the agreement with the 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	Proof of having 150 Security Guards (Armed / Unarmed) In the company (Documents to be supported by Name of Employee , Location of the employee, EPF Number , ESIC Number, Bank account details of the employee clearly stating the Bank Account Number , Bank Name and Branch)		
15	EPF Register of Security Guards of last 3 months ended 31.12.2022		
16	EPF Challans of last 3 months ended 31.12.2024		
17	ESIC Challans for last 3 months ended 31.12.2024		
18	ESIC Registers of last 3 months ended 31.12.2024		
19	Proof of transferring the salary of the Guards through Bank Transfer (details of last 3 months ended 31.12.2024)		
20	GST payment record for past 06 months		
21	Letter for Authorised signatory on behalf of PSA for submission of tender document and signing of Agreement, if empanelled at later stage, on behalf of PSA.		





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

DATE:

SIGNATURE with DESIGNATION:

NAME OF THE FIRM / AGENCY WITH OFFICE STAMP:

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					

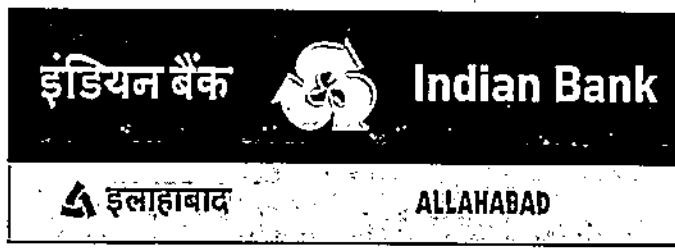
Place:

Date:

SIGNATURE:

Name & Designation & seal of the Company





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Format of Confidential Report to be taken from PSBs/PVBs/ PSUs (Any Two)

Note: This Certificate is to be signed by an Executive in the rank of an AGM or Equivalent Officer

1. We confirm M/s _____ (Name of PSA) has been awarded with a contract for engagement of PSA Guards in our Organization w.e.f _____.
2. The Services rendered by M/s _____ towards provision of PSA Guards in our organization is found: **Excellent / Good / Satisfactory.** (Select any 1)
3. This certificate is valid for a period of 2 months and issued without prejudice, on the sole request of the Agency towards Tendering Process in Indian Bank.

(Signature)

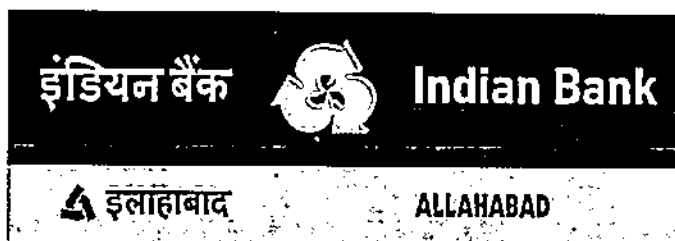
Name of AGM / Equivalent Officer

Place:

Date:

Office Seal





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Annexure – IV a

FINANCIAL BID –UNARMED GUARDS
(at Indian Bank Currency Chest Bhagalpur)

SR. NO.	DESCRIPTION Security Guards (Without Arms)	Area A
1)	BASIC (MINIMUM WAGES)+ VDA for 26 days	
2)	ESI @___% of Rs._____only If applicable.	
3)	E.P.F. @___% of Rs._____	
4)	EDLI @___% of Rs._____	
5)	Admin Charges @___% of Rs._____	
6)	BONUS @___% of Rs._____only if applicable.	
A	Sub Total – A (1 to 6)	
7)	Service Charges @___% of Rs._____ (includes administrative and Supervisory Charges) (amount in Rupees)	
	Total (S.NO.7+A)	
	GST as applicable	Addtl

Allowances - Bonus, ESI and EPF: Eligible Bonus – if applicable - to be paid at least by 8th month of contract and relevant proof to be submitted. Extract of Form D (if applicable) submitted to Labour Authority for having paid Bonus to be produced to the Bank. Firm will submit the proof of depositing the ESI and EPF contributions each month as described in the tender clauses. The firm will follow all the guidelines/ procedure as per the law applicable related to above mentioned allowances and for the payment of the wages.

We hereby confirm that the Basic plus VDA quoted above is not less than the current minimum wages stipulated by the Ministry of Labor and Employment, Government of India and that other mandatory charges, i.e., EPF, ESI, EDLI & Bonus etc. are in conformity with the provisions of the respective Acts. We further agree that the Financial Bid will be rejected if any of the above rates and amount is not in compliance with the respective statutory laws.

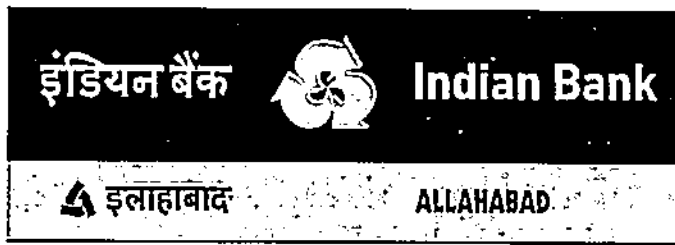
DATE:

SIGNATURE:

DESIGNATION :

NAME OF THE FIRM / AGENCY WITH OFFICE STAMP





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Annexure – IV B

Instructions for filling up Financial bids

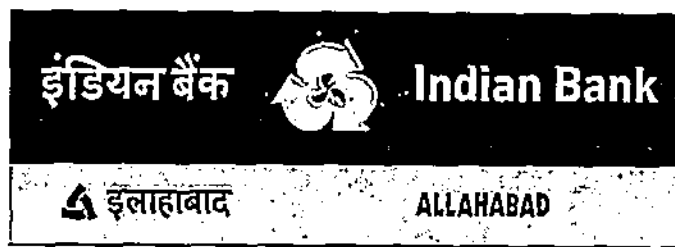
- a) Bidders have to submit the price bid in the standard format only provided by the Bank. Bank reserves the right to reject the bids which have not been submitted in the standard price bid format.
- b) All points mentioned Para 2; Stage I & II i.e "EVALUATION PROCESS" will be followed subject to conditions therein.
- c) *There will not be any change in the rate agreed upon. However, 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.*
- d) *Engagement of Security personnel will be for initial period of one year and thereafter renewable every year for further period 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 the clause (b) above.*
- e) Monthly wages to be arrived at as per provisions of the latest Central Govt. notification on Minimum Wages for Chennai city. The minimum rate of wages includes the wages for weekly day of rest also. Hence, monthly basic wages plus variable Dearness Allowance (VDA) will be calculated on 26 days as per prevailing Act and Rules.
- f) All statutory and social security obligations like, EPF, ESI, Bonus at applicable rates at present are to be added, ONLY if applicable.
- g) **Price bids without the above statutory and social security obligations or with incorrect provisions are liable to be rejected. It is the contractor's responsibility to ensure that all statutory payments and wages as per Central minimum wages are paid to the security guards.**
- h) **For ser 6, Service Charges should necessarily include administrative charges, uniform charges, supervisory charges and all other miscellaneous overheads. It is the contractor's responsibility to ensure that guards are provided with proper uniform and are properly turned out for duty.**
- i) *Quote not in conformity of Central minimum Wages will be summarily rejected.*
- j) GST will be extra at applicable rates.

Place:

Date :

Signature of the Authorized Person





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Annexure - V

(Letter to the Asst. General Manager on the PSA letterhead)

Ref No:

Date:

To,
The Asst. General Manager
Indian Bank,
Zonal Office Bhagalpur

Dear Sir,

Subject: Deployment of Highly Skilled Drivers at your branch

This has reference to Indian Bank, Zonal Office, letter No.----- dated ----- regarding Engagement of our Security Agency for deployment of Unarmed Guard at Indian Bank Currency Chest Bhagalpur. In this connection we have deputed Shri -----Employee ID No ----- Aadhaar Card No----- S/o Shri-----Resident of-----Police Station-----Distt.-----to your branch along with copies of following document duly verified at our end:-

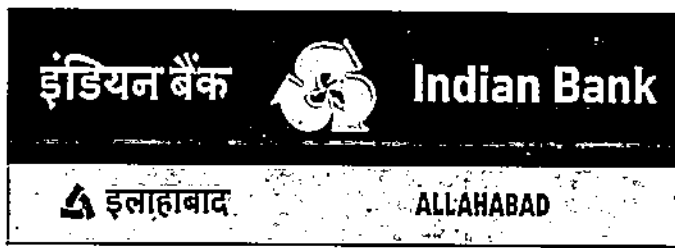
- 1 PSA Id Card details:
- 2 Adhaar Card:
- 3 Antecedent verification report from concerned Police Station

We undertake to pay the following wages components to the guard deployed within 10th of every month through the personal bank account of concerned guard as per agreement terms & conditions set and wage structure approved by Bank.

SR NO	DESCRIPTION	Security Guards (Without Arms)
		Area C
1)	BASIC (MINIMUM WAGES)+ VDA for 26 days	
2)	ESI @___% of Rs._____ only if applicable	
3)	E.P.F. @___% of Rs._____	
4)	EDLI @___% of Rs._____	
5)	Admin Charges @___% of Rs._____	
6)	BONUS @___% of Rs._____ only if applicable.	
A	Sub Total ~ A (1 to 6)	
7)	Service Charges @___% of Rs._____ (includes administrative and Supervisory Charges) (amount in Rupees)	
	Total (S.No 7+A)	
	GST as applicable	Addtl

Note: Conditional Tenders will be rejected





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We also undertake to regularly deposit EPF from the date of deployment of guard as received from your Bank along with his share to EPFO.

The Unarmed guard deployed at your branch has been fully briefed about duties to be performed as per terms and condition of agreement. For any complaints/issues regarding the services of deployed Unarmed guard or any deficiency at our end you are requested to bring it to our notice for immediate remedial action.

We further assure that all statutory payments shall be done to concerned offices and wages to guards without any complaints. In case of default payment/under payment, Bank will be free to take action against us as deem appropriate.

Assuring our best services.

Yours faithfully,

Authorized Signatory
(Name & Designation, seal of the firm)

Copy to :

Officer I/C : For information & Record please!
Currency Chest Bhagalpur
Indian Bank

