

अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

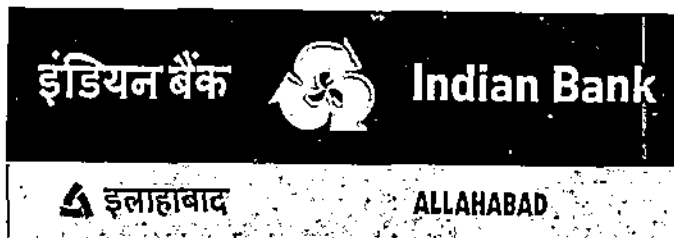
INDIAN BANK
ZONAL OFFICE BHAGALPUR

TENDER FOR
ENGAGEMENT OF PRIVATE SECURITY AGENCIES (INCLUDING
DGR REGISTERED) FOR DEPLOYMENT OF TWO (02) HIGHLY SKILLED
DRIVER
FOR INDIAN BANK CURRENCY CHEST BHAGLPUR
UNDER BHAGALPUR ZONE

IMPORTANT DATES

DATE OF ISSUE OF TENDER	: 01.03.2025 TO 13.03.2025
LAST DATE OF SUBMISSION OF TENDER	: 17.03.2024 11:00 AM
DATE OF OPENING OF TENDER	: 17.03.2024 15:00 PM





अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

INSTRUCTIONS TO PRIVATE SECURITY AGENCIES (SECURITY SERVICE)

1. Bid Submission Process

Interested parties shall submit their offers in sealed covers super scribed as: "Tender for Engagement of Reputed Private Security Agency for Hiring one ex-servicemen driver for Currency Chest Cash Van on Contract Basis"

Part 1- Technical Bid for Highly Skilled Ex-servicemen Driver. Technical bid, in a separate sealed envelope, super-scribed 'Technical Bid For Engagement of Reputed Private Security Agency for hiring of two ex-servicemen highly skilled driver for Currency Chest Cash Van on Contract Basis' and shall contain the details required to be furnished by tendering Agencies, as enumerated under the heading Eligibility Criteria of this document. The cost of application Rs.590/- (inclusive of GST) (Non-refundable) and EMD of Rs 25,000/- (Rupees Twenty Five Thousand Only) (Refundable) **Both Cost of application and EMD to be submitted separately through DEMAND DRAFT only, favouring Indian Bank, payable at Chennai respectively,** has to be enclosed, in absence of which the bid will be rejected.

Part 2 - Financial Bid for Highly Skilled Driver Services. Financial bid, in a separate sealed envelope should be super scribed as 'Financial Bid for Engagement of Reputed Private Security Agency for Hiring of two ex-servicemen highly skilled driver for Currency Chest Cash Van on Contract Basis' and shall contain nothing but price aspects as per Bank FORMAT only. Conditional Tenders, if any, will be summarily rejected.

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 Bank (as per Bank Format); 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.

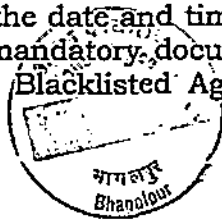
The Bank reserves the right to reject any / all applications without assigning any reason whatsoever and also to confirm authenticity of the facts submitted by the bidders.

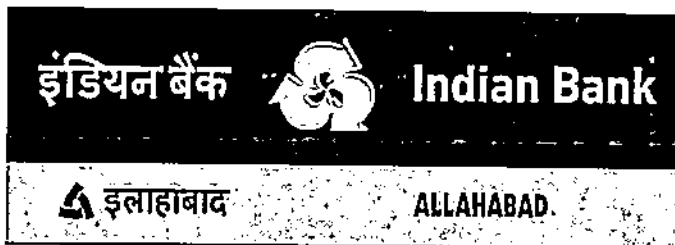
The Bank reserves the right to vary the quantity of Guard services proposed to be engaged through this RFP / Tender upto **± 25%** of Quantity stated above.

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





अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

Public Sector Bank 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. In addition, 'Score Cards' will be prepared during the Technical Evaluation Process with weightage given to certain parameters. This 'Score Card' does not debar any PSA for qualifying in the Technical Bid, however have significant role in ascertaining L1 Bidder during Financial Evaluation Process. Details of 'Score Card' is given in the succeeding paragraphs. It is the Bidder's responsibility to provide authentic proof with documents, as per Bank's Format – as applicable, for all the parameters mentioned in the section "Technical Criteria", duly stamped and signed by authorised official.

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, the Tender will be disqualified). It should comprise of the following :

- Covering letter on the prescribed format (Annexure-I).
- DD for Rs 590/- (inclusive of GST) favouring Indian Bank, payable at Chennai, i.e. Cost of Tender Forms.
- Earnest Money Deposit of Rs 25,000/- in the form of DD favouring Indian Bank, payable at Chennai.
- 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 unarmed 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, New Delhi from time to time including other wage components. Date and time of opening of Financial Bids will be available in the GeM portal.

Period of Contract:

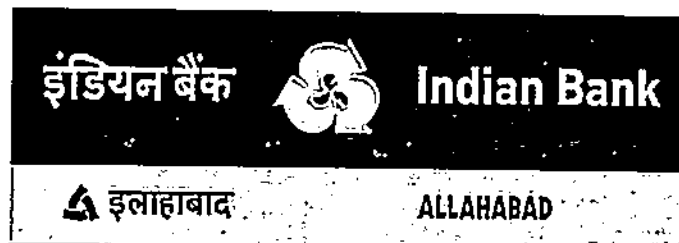
The Engagement shall be for initial period of one year and renewable thereafter, year wise for a maximum of Two years (Total 03 years) at the same rates and conditions at the option of the Bank subject to satisfactory performance of the Agency and also keeping the option of clause mentioned in para below.

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.

3. Notice of Termination :





अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

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.

4. Security Deposit:

The Bidder, whose rate is accepted, will be required to furnish an amount equivalent to one month's billing amount in the form of a Demand Draft favoring Indian Bank. The EMD amount of successful bidder shall form part of the Security Deposit. 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. The EMD of all unsuccessful Bidder shall be returned upon placement of work order.

5. Clarifications:

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

Designation	Ranjeet Kr Ranjan
Designation	Zonal Security Officer
E-Mail ID	zobhagalpur@indianbank.co.in
Contact No	8011091598

6. 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).

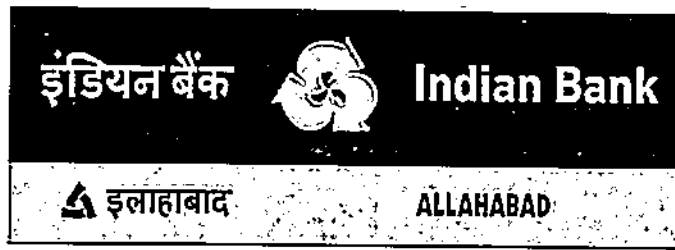
The Contractor / Agency shall give a list of his relatives working with Indian Bank along with their designations and addresses.

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.

The units registered under Single Point Registration Scheme of NSIC are eligible to get the benefits under Public Procurement Policy for Micro & Small Enterprises





अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

(MSEs) as notified by the Government of India, Ministry of Micro Small & Medium Enterprises, New Delhi.

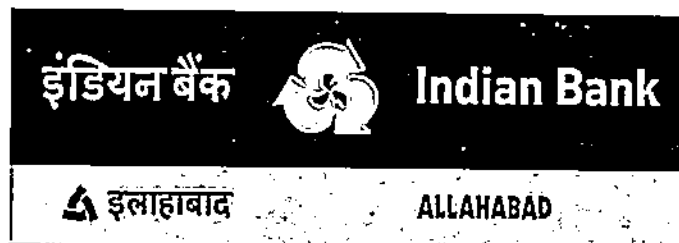
ELIGIBILITY CRITERIA

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 Chennai 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) The PSA should have more than 150 guards in their payroll (documentary proof required).
- e) The PSA should be in business since last 5 years as on 31.12.2024.
- f) PSA should have a track record of providing Unarmed Guards to minimum two Public Sectors/ Pvt Banks / Public Sector Undertaking for at least 3 years as on 31.12.2024 (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).





अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

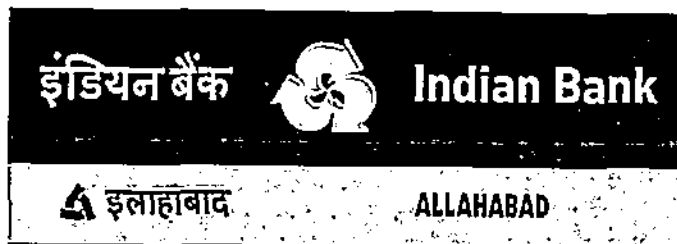
- n) PSAs should have their own infrastructure for training their guards or have documentary evidence for arrangement with recognized training institute(s) for getting their Guards trained before deployment.
- o) PSAs should have credible Supervisory Infrastructure.
- p) **The following aspects will be given due weightage:**
 - i. Being Registered / sponsored by Director General of Resettlement (DGR), Ministry of Defence, R K Puram, New Delhi.
 - ii. Providing such services to Public Sector Banks, Private Banks and Public Sector Undertakings
 - iii. Current engagement/ experience in deploying Security Guards in PSBs/ PVBs / PSU.
 - iv. Training Facilities Available

2. Manpower Criteria:

The Highly Skilled Driver deputed by PSA for deployment should conform to the following norms beforehand:-

1. He should be physically fit and mentally sound in all respects.
2. He should not be above 50 years at the time of deployment.
3. All Highly Skilled Drivers so engaged at Indian Bank Currency Chest Bhagalpur shall necessarily have Savings Account maintained with any Indian Bank Branch.
4. The Manpower provided to the Bank shall be mandatorily covered under Govt Social Schemes – PMJJY, PMSBY, and APY.
5. The Highly Skilled Drivers deployed by the PSA will be in proper, presentable uniform of PSA while on duty.
6. The Highly Skilled Drivers should know any two of these languages: Hindi/English.
7. The duty of the Highly Skilled Drivers will be to keep a vigil over persons visiting the Bank's premises where ever deployed and ensure safety of Bank's asset.
8. Controlling and maintaining entry of customers/visitors/etc. to the Bank's premises.





अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

Annexure - I

(Letter to the Bank on the PSA letterhead)

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

Dear Sir,

Subject: Tender for Deployment of two Highly Skilled Drivers for driving of Cash Van of Indian Bank Currency Chest Bhagalpur.

With reference to tender notice posted on GeM Portal dated 01.03.2025 having examined and understood the instructions, terms and conditions forming part of the tender document, we hereby enclose our offer for Highly Skilled Drivers 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 Unarmed 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 accept all procedures adopted by your Bank during this Tender Process for the selection of PSA.
- 7 We enclose herewith Demand Drafts for (1) Rs 25,000/-/- (Rupees Twenty Five Thousand only) towards EMD and (2) Rs. 590/- (Rupees Five Hundred and ninety only) inclusive of GST, towards tender document fees favouring Indian Bank and payable at Chennai. Details of the same are as under:

EMD

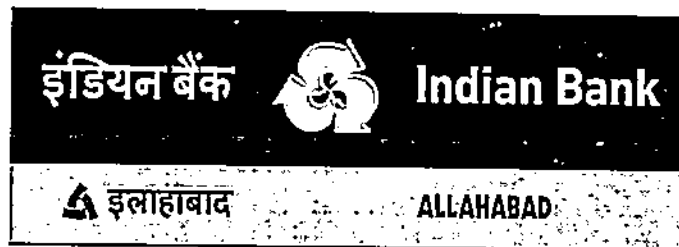
Tender Fees

- 1 DD No.
- 2 Dated
- 3 Name of Issuing Bank & Branch
- 4 Amount

Yours faithfully,
Authorized Signatory

(Name & Designation, seal of the firm)





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

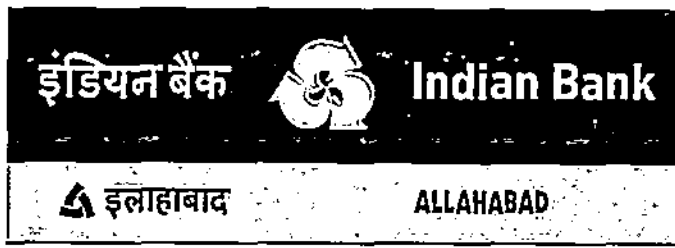
3. Financial Details

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.





अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

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

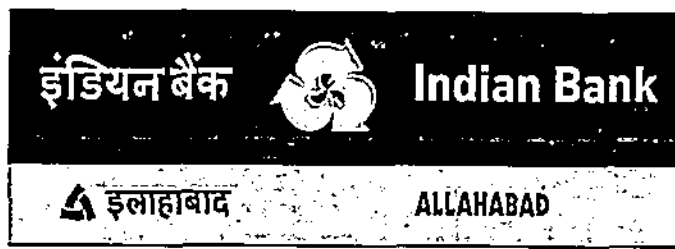
ALLAHABAD

अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

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.		





अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

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.

SIGNATURE with DESIGNATION:

DATE:

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					

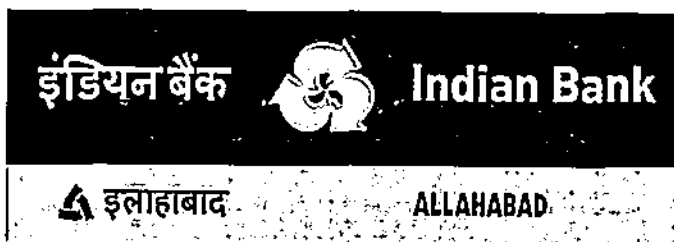
Place:

Date:

SIGNATURE:

Name & Designation & seal of the Company





अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

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)

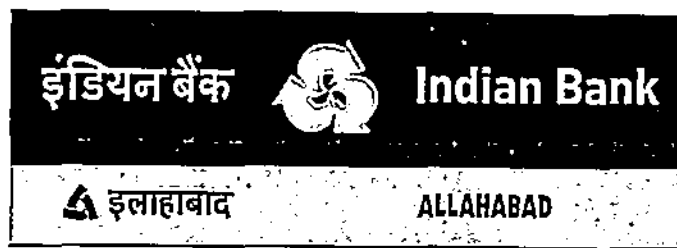
Name of AGM / Equivalent Officer

Place:

Date:

Office Seal





अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

Annexure – IV a

FINANCIAL BID – Highly Skilled Drivers
(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.

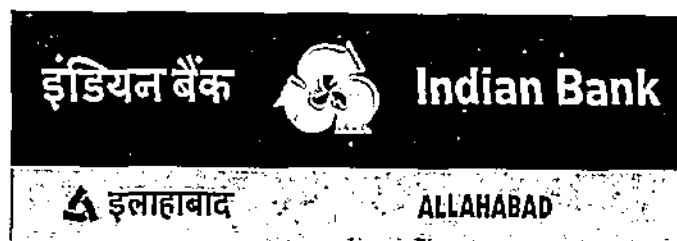
DATE:

SIGNATURE:

DESIGNATION :

NAME OF THE FIRM / AGENCY WITH OFFICE STAMP





अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

Annexure – IV B

Instructions for filling up Financial bids

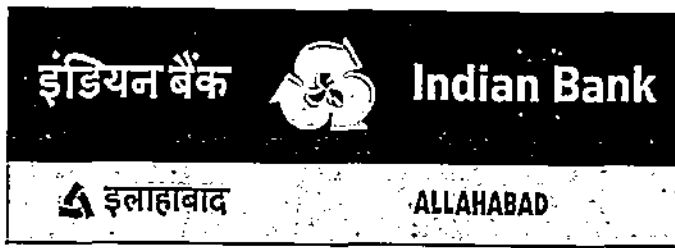
- a) Bidders have to submit the price bid in the standard format only provided by the Bank. Bank reserves the right to reject the bids which have not been submitted in the standard price bid format.
- b) All points mentioned Para 2; Stage I & II i.e "EVALUATION PROCESS" will be followed subject to conditions 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





अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

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:-

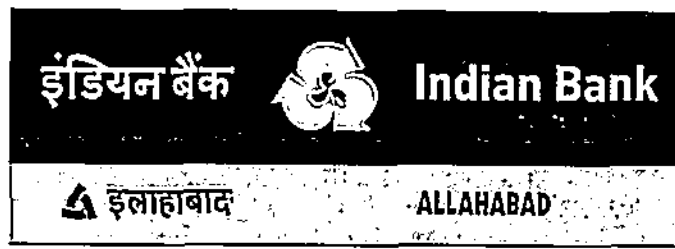
- 1 PSA Id Card details:
- 2 Adhaar Card:
- 3 Antecedent verification report from concerned Police Station

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





अंचल कार्यालय भागलपुर
Zonal Office, Bhagalpur

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)

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