



अंचल कार्यालय भागलपुर  
Zonal Office, Bhagalpur

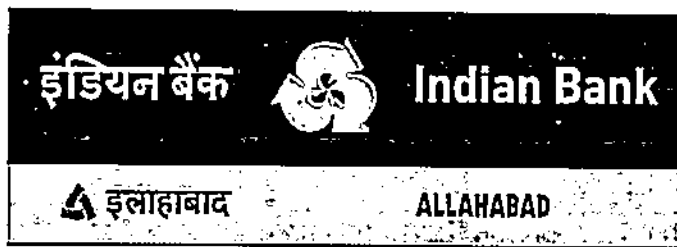
INDIAN BANK  
ZONAL OFFICE BHAGALPUR

**TENDER FOR**  
**ENGAGEMENT OF PRIVATE SECURITY AGENCIES (INCLUDING**  
**DGR REGISTERED) FOR DEPLOYMENT OF UNARMED GUARDS**  
**FOR INDIAN BANK CURRENCY CHEST BHAGALPUR**  
**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

**ENGAGEMENT OF PRIVATE SECURITY AGENCY (INCLUDING DGR REGISTERED) FOR DEPLOYMENT OF UNARMED GUARDS FOR INDIAN BANK CURRENCY CHEST BHAGALPUR UNDER BHAGALPUR ZONE**

Indian Bank Zonal Office, Bhagalpur, invites sealed offers under two bid system from reputed Private Security Agencies (PSAs) for providing two Unarmed Guards (01 Male+01 Female) preferably ex-servicemen retired from Defence for guarding of Indian Bank Currency Chest Bhagalpur

**Name of the Work:**

Engagement of Security Agencies for providing two Unarmed Guards (01 Male+01 Female) preferably ex-servicemen retired from Defence for guarding of Indian Bank Currency Chest Bhagalpur.

**Period of Issue of Tender : 01.03.2024 to 13.03.2024**

**Last Time/Date for Submission of Tender: 17.03.2024 up to 11:00AM**

**Date /Time of Opening of Technical Bid : 17.03.2024 at 1500PM**

**Earnest Money Deposit : Rs 25,000/- (Rupees Twenty Five Thousand only by way of DD favouring 'INDIAN BANK' payable at Bhagalpur - Refundable).**

Sealed applications are invited on behalf of Indian Bank Zonal Office, Bhagalpur for the above mentioned work from Private Security Agencies. The applications shall be opened at the Zonal Office Bhagalpur at the above specified time. The Authorized representatives of participating Agencies are requested to be present at the time of opening, if they so desire. Indian Bank reserves the right to reject any or all the applications without assigning any reason thereof.

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.

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.

Submission of a tender by a tenderer implies 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.

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.

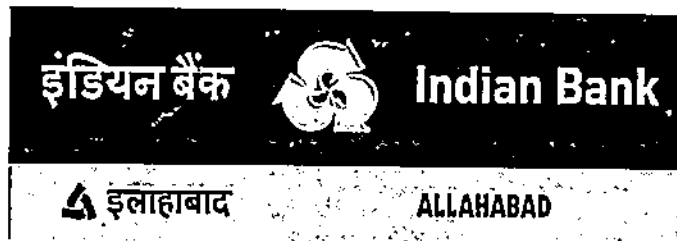
**Central-Minimum Wages will be applicable for this tender.**

Place : Bhagalpur

Date: 28.02.2024



**ZONAL MANAGER**



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 providing Unarmed Guards for guarding of Indian Bank Currency Chest Bhagalpur"

**Part 1- Technical Bid for Unarmed Security Guards Services.** Technical bid, in a separate sealed envelope, super-scribed 'Technical Bid - Engagement of Private Security Agencies providing Unarmed Guards for guarding of Indian Bank Currency Chest Bhagalpur } 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 Unarmed Security Guards Services.** Financial bid, in a separate sealed envelope should be super scribed as 'Financial Bid - Engagement of Private Security Agencies for guarding of Indian Bank Currency Chest Bhagalpur 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.

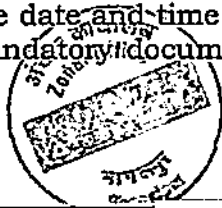
The Bank reserves the right to reject any / all applications without assigning any reason whatsoever and also to confirm authenticity of the facts submitted by the bidders.

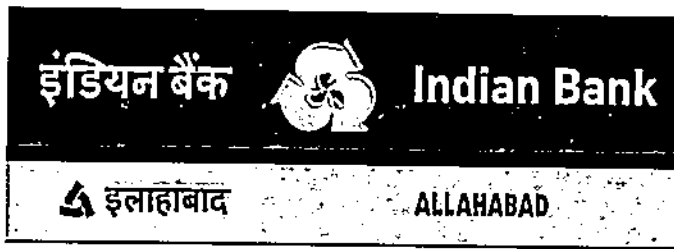
The Bank reserves the right to vary the quantity of Guard services proposed to be engaged through this RFP / Tender upto  $\pm 25\%$  of Quantity stated above.

**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





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and Tenders received from any Blacklisted Agencies by the Bank or any other 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:

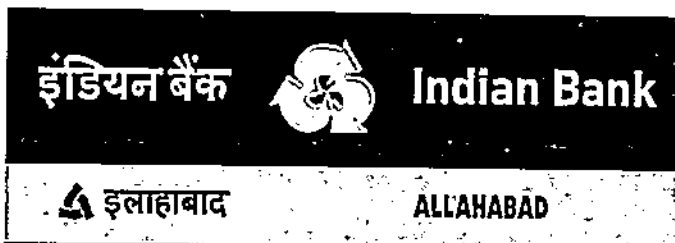
The Engagement shall be for initial period of one year and renewable thereafter, year wise for a maximum of Two years (Total 03 years) at the same rates and conditions at the option of the Bank subject to satisfactory performance of the Agency and also keeping the option of clause mentioned in para below.

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 :





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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



इंडियन बैंक



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(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).



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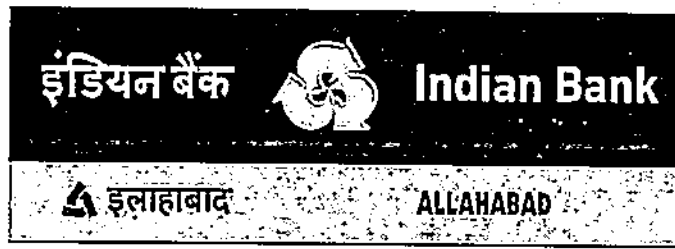
- n) PSAs should have their own infrastructure for training their guards or have documentary evidence for arrangement with recognized training institute(s) for getting their Guards trained before deployment.
- o) PSAs should have credible Supervisory Infrastructure.
- p) **The following aspects will 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 Unarmed Guard deputed by PSA for deployment should conform to the following norms before hand:-

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 Security Guards so engaged at Indian Bank Premises 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 Unarmed Guard deployed by the PSA will be in proper, presentable uniform of PSA while on duty.
6. The Unarmed Guard should know any two of these languages: Hindi/English.
7. The duty of the Unarmed Guard 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.





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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 Unarmed Guards (01Male+01Female) for guarding 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 Unarmed 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 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:

|   | <u>EMD</u>                    | <u>Tender Fees</u> |
|---|-------------------------------|--------------------|
| 1 | DD No.                        |                    |
| 2 | Dated                         |                    |
| 3 | Name of Issuing Bank & Branch |                    |
| 4 | Amount                        |                    |

firm)

Yours faithfully,  
Authorized Signatory  
(Name & Designation, seal of the

