



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

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		

For FY 2024-25 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.

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





ZONAL OFFICE BHAGALPUR

* 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.



**List of Enclosures (Certified photocopy of)**

S no	Document	Tick if 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 (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 Public Sector Banks (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	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, EPF 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 later stage, on behalf of PSA.	

NOTE: In ABSENCE of any of the information/enclosures OR any FAKE, WRONG, FICTICIOUS, 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 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





Instructions for filling up Financial bid

- 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) *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.*
- c) *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.*
- d) 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.
- e) All statutory and social security obligations like, EPF, ESI, Bonus etc. at applicable rates at present are to be necessarily added. **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.

For ser 7, Service Charges should include includes administrative and supervisory charges and all other miscellaneous overheads and statutory deductions. **A reasonable amount has to be filled. Financial Bids with Abnormal / Nil amount will not be considered.** It is the contractor's responsibility to ensure that guards are provided with proper uniform and are properly turned out for duty.

- f) Statutory deduction to be effected by the Bank while payment of monthly wages should be within the amount quoted as Service Charges. Bids which cannot meet the requirement based on the total payment envisaged from the Bank will be summarily rejected.
- g) *Quote not in conformity of Central minimum wages will be summarily rejected.*
- h) GST will be extra at applicable rates.

Place:

Date:

Signature of the Authorized Person



Annexure - IVFINANCIAL BID -ARMED GUARDS

SR. NO.	DESCRIPTION	Security Guards (Without Arms)		
		Area A	Area B	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 (includes administrative, Supervisory Charges and Uniform Charges etc) @___% of Rs._____			
	Total (Ser 7 + A)			
*	GST as applicable	Addtl	Addtl	Addtl

Allowances-Bonus, ESI, EPF and others: Eligible Bonus 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

