



INDIAN BANK MANAGEMENT ACADEMY FOR GROWTH AND EXCELLENCE (IMAGE)

M R C NAGAR, R A PURAM, CHENNAI 600 028

EMPANELMENT OF SECURITY SERVICE PROVIDERS

Indian Bank Management Academy for Growth and Excellence (IMAGE) intend to engage a Security Services provider for 2 years from January 01, 2013 to December 31, 2014 for providing round the clock security and fire and rescue service.

The scope of the work consists of engaging 6 security guards round the clock. That is to say, at any point of time, 6 security guards shall be present and be on duty at IMAGE .In addition to the security guards, there shall be a supervisor. The security guards shall have training and experience in operating fire fighting equipments in an emergency. All Security Guards shall be below 50 years of age.

The Security Services provider should satisfy the following:

- a. Should be in the business for the last five years.
- b. Should be willing to make a Security Deposit of Rs. 50000/- with IMAGE during the contract period.
- c. Should have effective infrastructure for the training of the Guards.
- d. Should have credible supervisory infrastructure and network.
- e. Should have a Certificate of Registration issued by the Registrar of Companies or Registrar of Firms or letter of Proprietorship.
- f. Should have Income Tax Clearance Certificate (latest) and PAN.
- g. Should have Audited Balance Sheet (last 3 years).
- h. Should have Registration under Shops & Establishment Act and Certificate from ESI Corporation (latest).
- i. Should have Certificate from EPF Organisation- EPF & Misc.Provision Act-1952 (latest).
- j. Should be registered with the Govt. under Contract Labour (Regulation & Abolition) Act 1970.
- k. Should have Registration with appropriate authority for Service Tax.
- l. Should have Documents providing compliance of Minimum Wages Act, 1948 and Central Rules (latest).

Due weightage shall be given to the following:

- a. Concerns sponsored by Director General of Resettlement, Ministry of Defence, R .K. Puram, New Delhi.
- b. Concerns providing services to Public Sector Banks and Public Sector undertakings.

Security Service providers who intend to take up the job on contract basis may

- (a) down load the Application from the website of our Bank www.indianbank.in for Pre-Qualification and Empanelment
- or
- (b) Obtain from the Chief Manager (Administration) IMAGE ,MRC Nagar, R.A.Puram, Chennai – 600 028 and get format of Application for Pre-Qualification and Empanelment

On all working days upto and inclusive of **17.08.2012** and submit duly filled-in Application along with certified copies of all credentials before 4.00p.m. on or before **21.08.2012** to The Principal, IMAGE.

Applications without certified copies or self attested photocopies of documents, Certificates, sales tax/income tax returns/audited balance sheets etc. in support of fulfilling pre-qualification criteria as above will not be considered.

Incomplete and late applications will be summarily rejected. IMAGE reserves the right to reject any or all applications without assigning any reason whatsoever.

Chennai
31.07.12

Deputy General Manager & Principal
IMAGE



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FOR GROWTH AND EXCELLENCE
(IMAGE)

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EMPANELMENT OF SECURITY SERVICE PROVIDERS

APPLICATION FOR
PRE-QUALIFICATION AND EMPANELMENT

1	Name, Address, Phone and Mobile Nos of the Security Agency	(a)Name	
		(b)Address	
		(c)Phone Nos	
		(d)Mobile Nos	
2	How long engaged in providing security services?		
3	Is it managed by ex-service men/ retired police/ paramilitary personnel? If so, furnish details.		
4	Total number of security guards including supervisors/security officers presently in the employment.		
5	Total number of ex-service men in the employment.		
6	Number of ex-Service men below 50 years of age.		
7	Average age of security guards in the employment.		
8	Number of security guards in the employment who are below 50 years.		
9	How many security guards are trained in fire/rescue measures?		
10	Whether credible supervisory infrastructure and network are in place?		
11	Whether effective infrastructure for the training of the Guards is available?		

12	Whether Certificate of Incorporation/Registration issued by the Registrar of Companies or Registrar of Firms or letter of Proprietorship is available?. Copies to be enclosed.	
13	Whether Income Tax Clearance Certificate (latest) and PAN are available. Copies to be enclosed.	
14	Whether Audited Balance Sheet (latest) is available? Last 3 years report to be enclosed.,	
15	Whether registered under Shops & Establishment Act and Certificate from ESI Corporation (latest) is available? Copies to be enclosed.	
16	Whether Certificate from EPF Organisation- EPF & Misc. Provision Act -1952 (latest) are available? Copies to be enclosed.	
17	Whether registered with the Govt. under Contract Labour (Regulation & Abolition) Act 1970. Copies to be enclosed.	
18	Whether have registered with appropriate authority for Service Tax. Copies to be enclosed.	
19	Whether Documents providing compliance of Minimum Wages Act, 1948 and Central Rules (latest) are available?	
20	Whether sponsored by Director General of Resettlement, Ministry of Defence, R .K. Puram, New Delhi.	
21	Experience of having provided security services to Public Sector Banks and Public Sector undertakings? If so, give details. (Details of Client, Period, and No. of Guards deployed, Annual Bill amount).	
22	List of other Clients with period, Annual amount of Contract etc.,	

Note: Where copies are required to be furnished, copies certified by the concerned agencies or a Government officer or self attested Photostat copies are to be furnished.

Place
Date:

Signature of the Authorised Signatory

Name & Designation of the Authorised Signatory