

TENDER

REQUEST FOR PROPOSAL (RFP) FOR LIMITED TENDER FROM DGR SPONSORED PRIVATE SECURITY AGENCIES FOR PROVIDING 12 ESM GUARDS (9 ARMED + 3 SUPERVISOR) AT CURRENCY CHEST NAYAPALLI UNDER INDIAN BANK BHUBANESWAR

IMPORTANT DATES

DATE OF ISSUE OF TENDER : 16.02.2023
LAST DATE OF SUBMISSION OF TENDER : 01.03.2023 by 11:00 AM
DATE OF OPENING OF TENDER : 01.03.2023 at 15:30 AM

RFP NO: ZO/BBSR/SEC/01/2022-23 DATED 15/02/2023

This RFP Document contains 29 pages including this cover page.



इंडियन बैंक



Indian Bank

इलाहाबाद

ALLAHABAD

Zonal Office Bhubaneswar,
Indian Bank Building,
Saheed Nagar,
Bhubaneswar 751 007

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आजादी का
अमृत महोत्सव

BID DETAILS

RFP Reference No. and Date	RFP NO: ZO/BBSR/SEC/01/2022-23 dated 15/02/2023
RFP Title	Request for Proposal (RFP) for Limited Tender from DGR Sponsored Private Security Agencies for providing 12 Guards (9 Armed + 3 Supervisor) at Currency Chest Nayapalli under Indian Bank Bhubaneswar.
Document Cost	NIL
Earnest Money Deposit	NIL
Tender Start Date	16/02/2023
Last date and time for receipt of Bidding Document	01/03/2023 at 11:00 AM
Technical Bid opening date/time	01/03/2023 at 15:30 PM
Place of Tender Opening	Zonal Office Bhubaneswar, Indian Bank Building, Saheed Nagar, Bhubaneswar 751 007
Pre Bid meeting date / time	15/02/2023, 10:00 AM at Zonal Office Bhubaneswar Indian Bank Building, Saheed Nagar
Seek Clarification start / end date & time	22/02/2023, 10:00 AM to 27/02/2023, 15:30 PM
Address for communication	Zonal Office Bhubaneswar, Indian Bank Building, Saheed Nagar, Bhubaneswar 751 007



(ZONAL MANAGER)

stipulated period, then the Bank will have the right to allot those unfulfilled order to other second senior most agency those have quoted L1 rates or next L1 bidder after giving 15-days notice to the defaulting PSA.

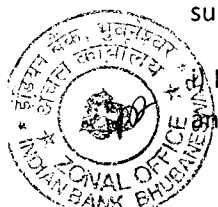
2.5. If there is only one L1 PSA, if the L1 PSA is unable to fulfill the orders within the stipulated period, then the Bank will have the right to allot those unfulfilled work orders to L2 or L3 vendors, who are willing to accept the L1 Rates, after giving 15-days notice to the defaulting PSA.

3. ELIGIBILITY CRITERIA FOR SHORT-LISTING

3.1 For empanelment or short-listing of DGR Sponsored security agencies, vide DGR sponsorship letter No. 2112/SA/Indian Bank, Khorda, Bhubaneswar/2023/ODISHA/7831/6619/8216/Emp dated 25 Jan 2023, the following criteria shall be applied. For this purpose PSAs shall submit proof documents along with the Tender and PSAs not submitting proof documents and/or not conforming to any of these parameters will not qualify for empanelment or short listing:

- PSA should be DGR agency, sponsored vide DGR letter No. 2112/SA/Indian Bank, Khorda, Bhubaneswar/2023/ODISHA/7831/6619/8216/Emp dated 25 Jan 2023, for providing 12 Guards (9 Armed + 3 Supervisor) at Nayapalli Currency Chest under Indian bank Zonal Office Bhubaneswar. (Proof Document – copy of sponsorship letter issued by DGR, self-attested by proprietor with seal)
- PSA should have empaneled by DGR and valid empanelment certificate issued by DGR (Proof Document –copy of empanelment certificate issued by DGR, self-attested by proprietor with seal).
- PSA should have license in accordance with Section 4 & Section 7 of the Private Security Regulation Act 2005 in Odisha State, where the Act has been implemented (Proof documents –copy of valid PSARA license for Odisha State, self-attested by proprietor with seal).
- PSA should have Registration with the ESI Corporation under ESI Act and should have been allotted with a Code Number by the ESIC (Proof Document –copy of valid Registration Certificate with Code number from ESIC self-attested by proprietor with seal).
- PSA should have Registration with EPFO under EPF & Miscellaneous Provisions Act 1952 and should have been allotted Registration number (Proof document – notarized copy of valid Registration Certificate with Registration number from EPFO).
- PSA should have Income Tax PAN and should be submitting IT returns, preferable for last three years (Proof documents –copy of valid PAN Card and IT Return Acknowledgement copy for last three years, self-attested by proprietor with seal).
- PSA should have a Registration for Service Tax/GST and should have been allotted with Registration number (Proof document – copy of valid Registration Certificate with Service Tax Number/GSTIN, self-attested by proprietor with seal).
- PSA should have their own infrastructure for training their security guards. Otherwise, tie-up arrangement with PSARA registered training establishments provided the PASARA license issuing authority permits such tie-up arrangement for training (Proof documents-Registration Certificate of training establishment under Shops & Establishments Act for own training facility/documents substantiating tie-up arrangement with PSARA registered training establishment).

PSA should have at least one of its offices with landline telephone & email facility at Odisha State and office(s) should be physically manned during the office hours on all working days (Proof



Documents – Registration of the office under Shops & Establishment Act applicable in Odisha State, latest landline telephone bill, muster roll/attendance record of the office staff).

J) PSA should have credible supervisory infrastructure and network in Odisha State (Proof Documents – Muster Roll/Attendance record of supervisory staff with designation placed with the offices at Odisha State. Copies of EPF and ESI statement of employees to be submitted.

k) PSA shall not be owned or controlled by any director or officer/employee of the Indian Bank or their relatives having the same meaning as assigned under Section 6 of the Companies Act 1956 (Proof document- Self declaration by the Director/Partner substantiating the criteria).

l) PSA should be complying with Minimum Wages Act 1948 and amendments there to (Proof documents – Copies of Salary slips not older than two months issued to Security Guards (Armed/Unarmed) deployed in area A, B & C of any principal employer).

m) PSA should be remitting EPF contributions on-line (Proof documents – Copy of Electronic Challan-Cum-Return (ECR) for same wage months & same Security Guards (Armed/Unarmed) for whom salary slips are submitted.

n) PSA should be remitting ESI contributions on-line (Proof documents – Copy of electronic Contribution History Sheet (CHS) for same wage months & same Security Guards (Armed/Unarmed) for whom salary slips are submitted.

o) PSA should be remitting net salary to security guards Bank Account (Proof documents – Copy of security guards Bank Account passbook/statement indicating credit of the net salary for same wage months & same Security Guards (Armed/Unarmed) for whom salary slips are submitted.

p) PSAs will be required to produce all original documents kept in his office for verification by authorized staff of Bank whenever they visit PSA's Office for inspection of training infrastructure and other credentials of PSAs.

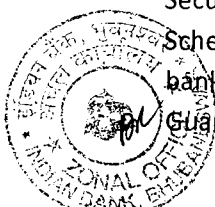
3.2 Intending PSAs should furnish profile of their agency as per (Annexure - II).

4. TWO BID SYSTEM

4.1. The offer will be in two parts, Technical Bid and Price Bid. Both the parts should be submitted in separate sealed covers duly superscribed "Technical Bid for Security Guards Services" and "Price Bid for Security Guards Services" respectively and both sealed envelopes should be placed in another sealed envelope superscribed "Offer for Security Guards Services". The tenders for deployment of security guards /armed guards under Zonal Office Bhubaneswar should be dropped in the Tender Box in **Zonal Office Bhubaneswar, Indian Bank Building, Saheed Nagar, Bhubaneswar 751 007**. The tender documents submitted by means of Post / Courier / by hand to any officials will not be considered and will be rejected.

5. PERFORMANCE BANK GUARANTEE

5.1. Before entering into an agreement, the selected PSA should submit a Performance Bank Guarantee (PBG) for Rs.1,00,000/- at the Zonal Office Bhubaneswar, in which the PSA is allotted Security Services. Performance Bank Guarantee should be furnished by a Nationalized Bank / Scheduled Bank, other than Indian Bank, for a period of 30 months from the date of the Contract. This bank guarantee should be furnished on stamp paper value as per Stamp Act (Annexure-IV). Bank Guarantee in lieu of Demand Draft/Pay order/ Fixed Deposit Receipt will not be accepted.



5.2. Purchaser will have the right to make good the loss from any of the bank Guarantee given by bidder even if given separately, irrespective of the purpose of the guarantee.

5.3. All liabilities arising from this Tender will be made good from the Bank Guarantee.

6. TECHNICAL OFFER (TO)

6.1. The Technical Offer (TO) should be complete in all respects and contains all information asked for in this document. It should not contain any price information. The Technical Offer should comprise the following:

6.1.1. Covering letter on the prescribed format (Annexure-I).

6.1.2. Self-attested RFP Documents (attached) including annexure I to VI.

6.1.3. PSA profile as per Annexure II.

6.1.4. Documentation (Brochures, leaflets, manuals etc., if any)

6.1.5. Details of reference sites of Central/Zonal/Regional offices of Public/ Private Sector Banks/ state/Central Government offices as per Annexure-III.

LATE BIDS:-Any bid received after the deadline for submission of bid prescribed by the bank will be rejected and returned unopened to the Bidder.

6.2. The bid shall be typed or written in indelible ink and shall be signed by the Bidder or proprietor. The proprietor will present himself in person for dealing with Principal employer/prospective principal employers. No Dealing through representative even on power of attorney/any other letter of document of authorization is permitted. All pages of the bid including un-amended printed literature shall be attested by the person or persons signing the Bid.

6.3. Self-Attested Photocopies of relevant documents / certificates as proof in support of various information submitted in aforesaid annexure and other claims made by the vendor.

7. PRICE BID

7.1 The Price Bid should contain all relevant rates and charges and the rates should be quoted in Indian Rupees only. The Price Bid should not contradict the TO in any manner.

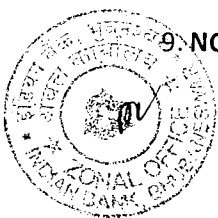
7.2 Price bids to be submitted as per Format given as per Annexure –VII. Monthly rates per armed guard shall be quoted as per the given format.

8. PRICE COMPOSITION

8.1 Monthly Rates per ESM Armed Guards will be given in the format as per Annexure-VII.

8.2 The Bank will shortlist Agencies, who satisfy commercial and other requirements laid down in the document. The Price Bids of only the shortlisted Agencies will be opened. Short listed Agencies will be notified by e-mail/post and the agencies authorized representatives may be present at the time of opening of the Price Bids.

9. NO ERASURES OR ALTERATIONS



Techno-commercial details must be filled completely. Corrections or alterations, if any should be authenticated. The bid shall be typed or written in indelible ink and shall be signed by the Bidder. All pages of the bid including un-amended printed literature shall be initialed by the person or persons signing the Bid.

10. AGREEMENT BETWEEN THE PSA AND THE BANK

The successful PSAs shall execute an Agreement with the Bank on Rs.100/- non-judicial Stamp Paper as per Terms & Conditions as per Annexure-IV. It is understood that the PSAs, who are willing to offer their Security Guards' services in response to this RFP have read all the terms and conditions given at Annexure-IV and have agreed to all the Terms & Conditions without any modifications.

11. VALIDITY OF OFFER

The offer should be valid for period of three months from the last date for submission of the offer.

12. EVALUATION PROCESS

Offers (Tenders) will be evaluated in the following stages:

a) Stage I

i) Technical bids from bidders accompanied with Sponsorship letter by DGR, contains Vendor code & other details of the sponsored agencies.

b) Stage II

i) Bidders qualifying Stage-I shall be evaluated against the stipulated minimum eligibility criterions purely based on proof documents submitted. Proof documents submitted along with the Tender shall be considered as the final & conclusive proof and the Bank shall not call for any further documents.

ii) A comparative chart capturing information on compliance of minimum eligibility criterions as per proof documents shall be prepared and evaluated.

iii) Offers not complying or adhering with any of the minimum eligibility criterions or not submitting proof documents shall not qualify this stage.

c) Stage-III

i) Veracity of documents/facts of Bidders qualifying Stage-II will be further evaluated/verified.

ii) A comparative chart shall be prepared to capture the details of verification carried out during site visit & feedback obtained from reference site.

iii) Bidders qualifying this stage shall become eligible for empanelment and approval from competent authority shall be obtained for empanelment of the qualifying PSAs for two years. PSAs empanelled will be informed accordingly.

d) Stage-IV

i) Price bids of only empanelled bidders shall be opened in presence of the empanelled bidders or their authorised representatives at the given date & time.



ii) Price bids of bidders shall be evaluated and price bids found below the sum of latest DGR wage notification on rate of minimum wages and other statutory contributions/payments shall be disqualified. L1 price bid(s) shall be decided from qualifying price bids.

iii) Non-qualifying bidders will be intimated with reason(s) for non-qualification.

13. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

14. OPENING OF OFFERS

Technical Bid offers will be opened at Zonal Office Bhubaneswar, Indian Bank Building, Saheed Nagar, Bhubaneswar 751 007 on 27/02/2023 at 11:30 AM. The Offerers may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard to the suppliers for deputing their representatives. The Technical Bid Offers will be opened at the time and date stipulated above irrespective of the number of Offerers or their representatives present. A pre bid meeting will be conducted at Zonal Office Bhubaneswar, Indian Bank Building, Saheed Nagar, Bhubaneswar 751 007 on 24/02/2023 at 10:00 AM to clarify any doubts of PSA.

15. ORDER CANCELLATION

15.1 If the selected PSA fails to deploy their Security Guards within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract. The Bank reserves the right to cancel the order in the event of delay in deployment of Security Guards.

15.2 During the contract period if the PSA violates either terms and conditions or the responsibilities mentioned in RFP or the agreement, the first party will have the right to cancel the contract with 30 days' notice period.

16. PAYMENT TERMS

No advance amount will be paid to PSA. PSA should submit his bill along with the copies of Wage Slips to the concerned Branch Manager without delay. From the second month onwards, along with the bills the PSA should also submit the copies of the previous E.C.R. for EPF and the Contribution History for the ESI premiums contributed for the PSAs employees (of both regular and reliever) (if applicable) deployed with the concerned Branch. Otherwise, payment will not be released. On scrutiny of the Bill along with copies of above said documents branch / office will make payment and PSA should credit the savings bank account of the PSA employee latest by 07th day of the month following the wage month and also ensure that the amount credited is the same as the net wage payable as per wage slip.

17. QUALITATIVE REQUIREMENTS (QR) FOR SECURITY GUARDS (EX-SERVICEMEN ARMED)

The expected Qualitative Requirements (QR) for Security Guards (Ex-servicemen Armed)

a) Security Guard (Armed) deployed at Currency Chest/Branches should be exservicemen of Indian Army/Indian Navy/Indian Air Force only.

b) Age of the Security Guard (Armed) at the time of first deployment should not be above 50 years.

c) Security Guard (Armed) should have been released from his parent service in medical category SHAPE-I or equivalent and be medically fit in all respects at the time of deployment. Their medical



fitness will be considered as per medical fitness certificate from Registered Medical Practitioners with qualification not less than M.B.B.S., as produced for verification by their employer, i.e., the PSA.

d) Security Guard (Armed) should perform their duty for eight hours per shift per location. Weekly off shall be provided after every six working days.

e) Security Guard (Armed) shall perform duty in proper uniform and should be in possession of photo-identity card provided to them by their employer i.e., the PSA.

f) Security Guard (Armed) deployed at branches shall perform duty with their own or the PSA's firearms held under a valid arms license. The Bank will not take the responsibility for the safe-custody of the firearms and its ammunition.

g) The place of duty for the Security Guard (Armed) in the Currency Chest/branch should be generally at the entrance or at a vantage point. The guard should not be seen sitting during the business hours.

h) The duty of the Security Guard (Armed) is to keep a watch over persons visiting the Currency Chest/branch for the purpose of safety & security and guard against infiltration and against removal of bank's property by any unauthorized persons AND/OR to watch and guard, as against above, the movement of cash from one place to another whether inside or outside the Bank.

i) At any point of time if it is found that the guard on duty is not wearing proper uniform as prescribed or not reporting on duty in time, the bank will be at the discretion of withdrawing washing allowance and conveyance allowance paid to the guard on case to case basis.

j) The Security Guard (Armed)) while performing duty shall use his firearm only for his right to private defence as provided u/s 96 to 106 of the Indian Penal Code. This condition should be incorporated as a separate clause in the Agreement to be executed jointly with the PSA.

18. RESPONSIBILITIES OF PRIVATE SECURITY AGENCIES

18.1 Selected PSA has to submit monthly compliance data as Wage sheet, copy of ECR of EPF subscription, ESI subscription and other concerned data pertaining to compliance of Minimum wages law and other obligations, as and when asked at a place decided by the Bank. If the PSA fails to produce asked data within stipulated time or the time extended by the bank, it will be considered as breach of contract and the PSA shall be de-empanelled.

a. Armed Guards should have their own or the agency's firearms held under valid license. The license should be either issued by Licensing authority in Odisha State or it should be endorsed with the licensing authority of respective District/Police District. The License issued for the purpose of protecting cattle and agriculture should not be used for protecting banks assets.

b. The outsourced armed guard may be permitted to keep his guns and cartridges in the banks premises, if PSA submits a written request for the same, provides a good quality steel gun box duly affixed at a safer place inside the branch. And undertaking that PSA will not blame the bank for any damage or theft of the gun/cartridge/license, kept inside the gun box provided by them.

c. PSA shall submit Police verification of each Security guard at the time of deployment in the branch.



d. PSA shall submit medical certificate in respect of Security guard deployed at our Currency Chest/branch, obtained from MBBS doctor.

e. PSA should submit monthly bills/invoice along with the copies of Wage Slips to the concerned Currency Chest/Branch within 7 days after completion of month. From the second month onwards, along with the bills/invoice the PSA should also submit the copies of the previous E.C.R. for EPF and the Contribution History for the ESI premiums contributed for the PSAs guard deployed with the concerned Currency Chest/Branch. Otherwise, payment will not be released. ECHS Scheme will not be considered in lieu of ESIC, however exemption as per ESIC rules will be permitted.

f. PSA will ensure that Guards deployed in Currency Chest/branch will open saving bank account with the Indian Bank branch / where the guard is deployed. Payment to Guard by the PSA will be made only through Indian Bank account. PSA will not pay salary of Guard in cash/cheque or any other similar kind of modes. If the PSA will not comply with this criterion, payment to PSAs will not be released by the branches.

g. PSA should pay Minimum wages to Guards as per Minimum wages act and as per prevailing per day DGR Wage rates as revised by Ministry of Labor and Employment from time to time.

h. PSA should maintain the attendance, leave of the employee, and produce before Branch Manager whenever he wishes to inspect them.

i. PSA should maintain the Muster Roll as per Form V and PSA should issue employment card as per Form XIV to each guard.

j. PSA shall obtain Labour License in form no. VI from the Labour Licensing office. It shall also be the responsibility of PSA to get the license renewed before its expiry date.

k. PSA shall submit an affidavit to this effect that they are complying with the following mandatory statutes.

a) Provisions of Minimum wages act 1948 and payment of minimum wages revised from time to time.

b) Employees Provident fund and Miscellaneous Provision Act. 1952.

c) Employees Deposit Linked Insurance Scheme 1976.

d) Employees State Insurance Act 1948.

e) Payment of Gratuity Act 1972.

f) Payment of Bonus Act 1965.

18.2 The duty of Armed Guard is to keep a watch over persons visiting the Currency Chest/branch for the purpose of safety and security and guard against infiltration and against removal of the bank's property by any unauthorized persons AND/OR to watch and guard as above the movement of cash from one place to another whether inside or outside the bank. The Guard shall not use his firearm on any occasion except as his right to his private defence as provided u/s 96 to 106 of the Indian Penal code when, and only if, his life is perceived to be in danger from armed miscreants having the intent of committing theft inside the branch or during cash remittance.

19. CHARACTER & ANTECEDENT VERIFICATION

Before deployment of their Armed Guards, the PSA should arrange for verification of the antecedents of the guards by the Police and such verification Certificate by the police should be submitted by the PSA to the Bank before deployment of the guard.

20. COMPLIANCE WITH CONTRACT LABOUR ACT

The selected PSAs shall comply with all provisions of the Contract Labour (Employment & Regulation) Act and Rules made thereof as applicable to them. The PSA must obtain a license in Form VI from licensing Officer for the purpose of providing security guards as contract labour to the Currency Chest/Branch/Office.

21. RIGHT TO ALTER QUANTITIES & REPEAT ORDER

The Bank will be free to either reduce or increase the number of Security Guards (Armed/Un-Armed) to be deployed on the same terms and conditions. The Bank reserves the right to alter.

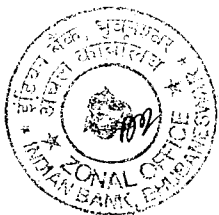
22. FOR FURTHER CLARIFICATIONS, IF ANY, YOU MAY CONTACT THE FOLLOWING ADDRESS:


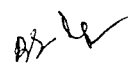
The Security Department
Zonal Office Bhubaneswar,
Indian Bank Building,
Saheed Nagar,
Bhubaneswar 751 007
Mobile No: 7978810221
Email: zobhubaneswar@indianbank.co.in

23. GOVERNING LAW AND DISPUTES

Any dispute will be subject to the exclusive jurisdiction of the courts at Bhubaneswar.

24. Participating PSAs should be DGR sponsored agencies vide DGR letter No. 2112/SA/Indian Bank, Khorda, Bhubaneswar/2023/ODISHA/7831/6619/8216/Emp dated 25 Jan 2023, for providing 12 ESM Guards (9 Armed + 3 Supervisor) at Currency Chest Nayapalli under Indian Bank Bhubaneswar, conforming to the aforesaid terms and conditions should drop their offers in the Tender Box in Zonal Office Bhubaneswar, Indian Bank Building, Saheed Nagar, Bhubaneswar 751 007, latest by the last date & time for submission of offers.




(Zonal Manager)


ANNEXURE I

(Letter to the bank on the PSA letterhead)

To

The Deputy General Manager
Zonal Office Bhubaneswar,
Indian Bank Building,
Saheed Nagar,
Bhubaneswar 751 007

Dear Sir,

Sub: Your RFP for Limited Tender from DGR Sponsored Private Security Agencies for providing 12 ESM Guards (9 Armed + 3 Supervisor) at currency chest Nayapalli under Indian bank Bhubaneswar

With reference to your RFP received through email enlisted in DGR Sponsorship Letter, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the supply of Ex-serviceman Armed Security Guards Services as detailed in your above referred RFP.

We confirm that we have not been disqualified by any Bank/PSUs for deployment of Guards.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.

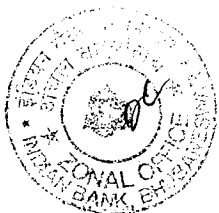
We also confirm that the offer shall remain valid for from the last date for submission of the offer.

We hereby confirm that we have read the terms and conditions given at the Annexure IV of the RFP and agree to them fully.

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.

Yours faithfully,

**Authorized Signatories
(Name & Designation, seal of the firm)**



(Letter to the bank on the PSA letterhead)

Annexure - II

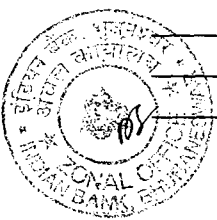
Sl No	Details	Remarks
1.	Name of PSA (Attach self-attested certificate of shops & Establishment registration certificate and Registration Certificate)	
2.	Year of Establishment	
3.	Status of the firm: (Whether Proprietor Ship/ Pvt. Ltd. company / Pubic Ltd. company/ Partnership Firm)	
4.	Whether registered with the Registrar of Companies/Registrar of Firms in India. If so, mention number and date and enclose self-attested Registration Certificate copy.	
5.	Name of Proprietor/ Director/s of PSA	
6.	Full address of Registered Office	
7.	Telephone number	
8.	E mail Address, web site	
9.	PAN/GIR/TIN No. (Attach self-attested copy) Furnish copies of Income tax clearance certificate and submitted IT returns for the last three years.	
10.	GST No. (attach self-attested copy)	
11.	EPF Regn. No. (Attach self-attested copy)	
12.	ESIC Regn. No. (Attach self-attested copy)	
13.	PSARA license for Odisha state (Attach self-attested copy)	
14.	Constitution of PSA (Indicate whether Pvt. Ltd. Company or Partnership/ Limited liability firm/Proprietorship firm)	
15.	DGR Empanelment Certificate (Attach self-attested copy)	
16.	If you have been prequalified by other corporate bodies and Public Sector Banks for supply of Security Guards Services, furnish their names and date of empanelment.	

17. Details of Security Supervisory Staff

Sl No	Name	Qualification	Post Held	Experience

18. Details of Uniform

Describe the Uniform and liveries which will be used by the agency during the contract period in detail. There shouldn't be any deviation in the uniform details submitted in technical tender. (It should not have resemblance with any uniform used by Armed forces/ Para military or police.) Explain



19. Details Of Training and Firing Practice facility (Attach certificate regarding conduct of Firing practice in last 3 years):

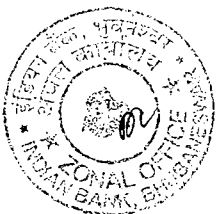
- a. I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, any contract made between ourselves and Indian Bank on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
- b. I / We agree that the decision of Indian Bank, Zonal Office Bhubaneswar in selection of PSAs will be final and binding to me / us.
- c. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
- d. 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
(Letter to the bank on the PSAs letterhead)**



Annexure - III

Reference Site Details (Located in Odisha State)

(1) Name of the Central Govt/State Govt/PSU/PSB	
Address of the CG/SG/PSU/PSB's Central/Zonal/Regional Office	
Name, designation of contact person with telephone No. and e-mail id	Name: Designation: Landline No.: Cell No.: E-mail id:
Details of Armed/Unarmed Guards Services in last 3 years (Ref. No., date of order and quantity)	
(2) Name of the Central Govt/State Govt/PSU/PSB	
Address of the CG/SG/PSU/PSB's Central/Zonal/Regional Office	
Name, designation of contact person with telephone No. and e-mail id	Name: Designation: Landline No.: Cell No.: E-mail id:
Details of Armed/Unarmed Guards Services in last 3 years (Ref. No., date of order and quantity)	

**Authorized Signatories
(Name & Designation, seal of the firm)**



Annexure IV

**SUGGESTED FORMAT OF
AGREEMENT FOR PROVISION OF SECURITY SERVICES**

This Agreement is entered on the _____ day of _____ between _____ Bank represented by Shri _____ hereinafter referred to as first party (which expression shall wherever the context so admits means and includes administrators, assignees etc.)

AND

The Private Security Agency M/s _____ represented by its (designation) Mr. /Mrs./Ms _____ and having its office at _____ hereinafter referred to as the PSA which expression shall wherever the context so admits means and includes administrators, assignees as the second Party.

Whereas the first party requires the Service of Private Security Agency for safe guarding its Branches/Offices/Residential Complex/CC.

Whereas the PSA which is a Security Agency providing security services has agreed to provide Armed Guards with Gun to the First Party as per the requirements.

Whereas the PSA and the First Party have agreed to enter into a service contract for a period of _____ months w.e.f. _____ till _____ for the purpose of providing security services on the terms and conditions as mentioned hereunder.

Now, therefore this agreement witnesseth as under:

General:

1. The SGs employed by PSA at its own expenses shall be provided with necessary uniform, outfit; arms etc. as per their job assignments for effective discharge of security services to the Bank and ensure that the uniform is worn while the SGs are on duty. The SGs shall wear clean uniform and look presentable while on duty.
2. Contractor shall perform the Services hereunder as an independent contractor and furnish such Services in its own manner and method, and under no circumstances will any employee, agent, or representative of the Contractor be considered an employee of the Bank. The Parties hereby agree that no terms of this Agreement shall be construed as to portray an employer-employee relationship between the Parties and that both the Parties are acting independently and at their discretion.
3. The PSA agrees and undertakes that the security services provided by the Armed guards shall be to the entire satisfaction of the Bank and the PSA will make it clear to the Armed guards that the latter are employees of the PSA and they shall have no claims against the Bank and the Bank shall not be liable to wages, salary, compensation and any statutory benefits due to the Armed guards under the labour law and other legislation and the PSA shall be responsible for providing such amenities to its employees admissible under the law/rules/service conditions.
4. The PSA shall ensure that the Armed guards shall be deployed at the Branches/CC for 24x 7 not exceeding 8 hours of work in a day. The PSA shall issue deployment letter, furnishing



- 15 The PSA should ensure that the Armed guard shall not accept any eatable, tea, coffee, tobacco from the strangers.
- 16 The guard provided by the PSA shall be medically fit, mentally sound with good physique and not be suffering from any contagious / major disease. The age of the Armed guard so provided should not be above 50 years during the first deployment.
- 17 However, the PSA shall not in any capacity employ any SG of doubtful integrity or any person whose antecedents are not verified by the PSA. PSA shall submit due diligence certificate alongwith police verification & certificate of having undergone requisite training as per PSARA Act on the SG at the branch where the SG is sent for deployment by the PSA.
- 18 The security supervisor from PSA shall report to concerned reporting official at least twice a month besides surprise checking of guards for the purpose of briefing / debriefing or whenever called for.
- 19 The PSA shall ensure that at no point of time during the prescribed duty hours, the guard will leave his place of duty. The PSA shall arrange to send a reliever wherever the regular Armed guard is on leave.
- 20 The PSA shall maintain up to date record of guards as per the Shops & Establishment Act and will discharge all obligations under various labour laws viz. EPF Act, Gratuity, Bonus Act, Workmen's Compensation Act, Contract Labour (Regulation & Abolition Act) etc or under any other State / Union Legislation in respect of guards engaged by PSA.
- 21 The PSA shall comply with all provisions of laws of the land applicable while providing the guards to the First Party.
- 22 The PSA shall take full responsibility for all acts of commission and / or omissions by their guards posted at the Branches and will meet all liabilities arising out of such situations.
- 23 The PSA will change the Armed guard immediately on instructions from the First Party if the performance of that particular Armed guard is not acceptable or found physically / medically unfit and decision of the First Party will be final in this regard.
- 24 The PSA will provide Armed Guard only to perform the assigned duty efficiently.
- 25 Neither the PSA nor any of their guards will have any claim against the First Party for any liability arising out of any commission/ omissions caused by the guard while on duty except the hiring charges payable to the PSA.
- 26 In return for a fixed wages / rates (mentioned in TENDER wage chart) for the Armed Guard, the PSA will at its own risk and cost provide services of guards as per the requirements of the First Party purely on contractual basis.
- 27 The PSA shall be absolutely responsible for the payment of salary, all other statutory obligations for the guards (or their dependents) employed on account of salary / wages, bonus, arrears, employment, terminal benefit, compensation and other claims whatsoever and the First Party has no connection in relation to such matters.
- 28 PSA shall be responsible for fulfilling the requirement of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Gratuity



Act, Contract Labour (Regulations and Abolition) Act and all other labour and industrial enactment at their own risk and cost in respect of all SGs by PSA. The Bank shall be indemnified for any action brought against it for any violation/non-compliance of any of the provisions of any of the acts, etc. hence non compliance or violation of any of these provisions of any of the Acts will be treated as breach of contract and shall lead to the termination of the contract. The PSA shall maintain all records required to be maintained under statutory enactments and the PSA shall submit to the Bank a certificate every month to the effect that PSA has and is complying with all the statutory regulations as said heretofore.

- 29 In case of any mishap sustained by guard of whatsoever nature (minor/ major/ fatal including death during the course of the duty) the responsibility of granting compensation, if any, on that count will be that of PSA and not of the First Party.
- 30 If for any reason, compensation, costs etc are paid by the First Party the same shall be reimbursed by the PSA to First Party without any demure, including interest at ruling rates till settlement.
- 31 The PSA shall ensure that the duties of the guards at the First Party premises are strictly adhered to as framed by the First Party's requirements. The PSA shall ensure that the guards detailed at the particular post have read & understood the duties.
- 32 In case, the Bank, its officers / employees / staff suffer loss of any nature or if any loss or injury is suffered by any person on the branch premises/campus or any death is caused on account of /by Armed Guard provided by the PSA for not following security/safety regulation/instructions and/or negligence of the Armed Guard and/or if any mishap/ accidental firing/deliberate or otherwise of any kind is occasioned by the Armed Guard posted at the Currency Chest/branches, the PSA shall be primarily liable to make good the loss for all criminal, civil, tortuous, monetary liability or claim arising out of such incident/ mishap/accident. Bank shall have the right to recover such losses from the dues payable to the PSA and/or security deposit, in case Bank is caused to bear such loss.
- 33 In the event of theft, robbery, dacoity or pilferage of the First Party's property or materials, the PSA shall actively assist the First Party for the investigation of the case and if negligence/ connivance of the guard is established such loss due to theft should be made good by the PSA.
- 34 In case of any property loss / injury to any including First Party's staff due to negligence of the PSA guard / or due to dereliction of duty or lack of attentiveness of the guard, all liabilities arising out of such incidents will be fully met by the PSA.
- 35 For verification of the antecedents of all the guards, a system should be in place for which an undertaking should be forwarded by the PSA for the First Party's record.
- 36 The PSA should ensure that the rotation of the guards at a particular post at least once in three months with prior permission from the First Party or on receipt of such advice from the First Party.
- 37 The PSA shall furnish the names & permanent and local address of the Armed guards being posted at First Party's premises from time to time along with the latest photographs, thumb impression and signatures and Mobile numbers.



- 38 The SGs provided by the PSA shall not be treated as the Bank's staff for any purpose whatsoever. The PSA shall be responsible for strict compliance of all statutory provisions of relevant labour laws applicable from time to time in carrying out the job. The Bank shall not be liable to any penalty under relevant labour rules, enactment or related regulations for which the PSA is responsible under the law. However, if the Bank is forced to pay any cost of any nature on account of the service provider's liabilities, the said cost shall be recovered from the dues payable to the service provider and/or security deposit held by the Bank. In such case, where appropriation of the claim paid by the Bank is made from the security deposit held by the Bank, the PSA shall make good the deficit so caused in the security deposit amount at the earliest. (Bank reserves the right to invoke the performance bank guarantee furnished by the PSA for realization of the claim / dues Bank has been made liable to pay due the negligent act and/or dereliction in duty by the SG provided by PSA)
- 39 The PSA shall furnish the proof of having paid the wages, EPF, ESI, Bonus and other allowances to the Armed guards engaged by them within one week of the disbursement of the wages to them. Any deviation in this regard will be treated as violation of the contract and the contract will be terminated by the First Party.
- 40 The PSA shall provide a letter to concerned Branch Manager as per draft letter provided by Bank regarding the take home salary due for guard (on latest pay structure) and pay through Bank account only.
- 41 This agreement with the PSA can be terminated at the discretion of the First Party at one month's notice.
- 42 The PSA shall ensure that all the guards are subjected to Basic Training and Refresher Training programme on regular basis at its cost.
- 43 The PSA shall not appoint any sub-Service Provider for the work assigned to PSA without prior written permission of the Bank.
- 44 The PSA shall, at its own expenses, take workman's compensation insurance and he shall also obtain from his underwriter of such insurance a waiver of subrogation in favour of the Bank. The PSA shall further, at his own expense, register claims and pursue realization of all insurance claims. He shall produce proof of such insurance within a reasonable time from the date of award of Contract.
- 45 TDS shall be deducted from all payments made to the PSA as per rules and regulations in force and in accordance with the Income Tax Act prevailing from time to time.
- 46 The Armed Guards engaged through PSA shall not be allowed to stay in the branch premises. In case of any exigency, permission should be taken from Bank Authorities.
- 47 Issues, not specifically clarified in the contract, shall be settled with mutual consent between the PSA and the Bank, without vitiating the basic premises of the contract.

INDEMNIFICATION.

PSA shall indemnify, hold harmless and defend the Bank and its officers, employees and agents ("indemnities") from and against any and all liability, loss, claims, demands, suits and causes of action of any nature on account of death, personal injuries, property loss or damage or any other kind of loss

or damage, including all expenses of litigation, court costs, attorneys' fees and expert witness fees which arise or are claimed to arise out of or in connection with this agreement or the performance of this agreement regardless of whether the injuries, death, or damages are caused or are claimed to be caused by the concurrent or contributory negligence of indemnities. PSA must, at its own expense, investigate all claims and demands, attend to their settlement or other disposition, defend all actions based thereon with counsel reasonably satisfactory to indemnities, and pay all charges of attorneys and all other costs and expenses of any kind arising from any said liability, damage, loss, claims, demands or actions. The indemnification obligations of PSA under this section survive the expiration or sooner termination of this agreement.

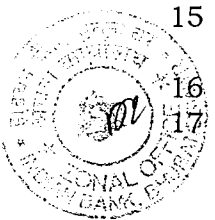
Severability.

Each provision of this Agreement is severable and if, for any reason, any provision or any part thereof is determined to be invalid and contrary to any applicable law, such invalidity shall not impair the operation of or affect those portions of this Agreement that are valid, but this Agreement shall be construed and enforced in all respects as if the invalid or unenforceable provision or part thereof had been omitted

Duties of outsourced Armed Guard at Branch/Offices/CC/Residential Complex sites:

The Armed Guard deployed at the branch/offices/CC/Residential Complex shall work under the general supervision and direction of Branch Manager/ZO. He will perform the following duties:-

- 1 Armed guard on duty shall remain vigilant at all time. He will remain in proper clean uniform of PSA maintaining personal hygiene.
- 2 Armed Guard will not permit any Arms & Ammunition inside the Branch/Bank's premises by customers.
- 3 Armed Guard should not permit any person to enter with his/her helmet on or with any mask on.
- 4 In case anybody leaves behind any bag, or suspicious item etc, the Armed guard on duty should immediately inform Branch Manager, Security Officer or Civil Police.
- 5 Armed Guard on duty should not handle complaints of customer for any reason whatsoever. However, he will be courteous towards the customer.
- 6 In case of any unrest in the area, the guard should lower down the rolling shutter and inform the Branch Manager and for Offices/residential complex, he should close the main gate and inform the concerned officials.
- 7 Armed Guard should handle customers diligently who visit the Branch in an inebriated condition.
- 8 Armed guard should not remain absent without prior permission from respective Branch Manager/Operation Manager. The PSA should provide suitable relief in exigencies.
- 9 Armed Guard should ensure that the Branch site or premises/entrance is not obscured / blocked by parking heavy vehicles etc.
- 10 Armed Guard to be vigilant at all times.
- 11 Armed Guard should not leave the place of his duty unless properly relieved.
- 12 Armed Guard will not allow unauthorized persons to enter inside the cash handling area, Strong Room, Cash Safe room and server room.
- 13 Armed Guard will not fill the forms/ cheque/withdrawal slips of the customers and will perform only the security related duties.
- 14 Armed Guard should have the contact numbers of concerned Police Station, Control Room, Fire Brigade, Ambulance, Security Officer, Branch Manager etc. He should also be conversant with action to be taken by him in various types of emergent situations.
- 15 Armed Guard should report any untoward incident to Branch Manager and own Security Agency supervisor and Bank's Security Officer.
- 16 Armed Guard should know how to use the fire fighting appliances in case of emergency.
- 17 The Armed guard will remain extra vigilant while cash remittances is in process.



We the above noted parties have signed this deed of agreement after duly understanding the contents of this deed on the date and place mentioned above.

For Bank (With seal)

First Party

Witness

1.

2.

For PSA

Second Party.



ANNEXURE V

Performance Bank Guarantee

Guarantee No.: _____

Date: _____

In consideration of the Indian Bank, Zonal Office, having its Office at (Hereinafter referred to as the 'First Party' which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having selected and intimated M/s. ----- (Name of PSA) having its registered office at - ----- (Name & Address of Vendors H.O.) (Hereinafter referred to as the "Second Party" which expression shall unless repugnant to the context of meaning thereof, include its successors, administrators, executors and assigns), by means of letter No. ----- dated ----- for providing the services of Security Guards and Armed Guards at its Currency Chest/ATMs / Branches, the Second Party has agreed to furnish a Bank Guarantee valued at Rs. _____ (Rupees _____ only) to keep the "First Party" indemnified from time to time for any breach of terms of the "Agreement" the Second Party is to enter with any of the branches/offices of the First Party.

We ----- (Name and Address of Bank) (hereinafter referred to as the 'Bank' which expression shall, unless repugnant to the context or meaning thereof, include the successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the "First Party", on demand any and all moneys payable by the "Second Party" to the extent of Rs. _____ (Rupees _____ only) as aforesaid at any time up to _____ (Date), without any demur, reservation, contest, recourse or protest and without any reference to the "Second Party". Any such demand made by the "First Party" on the 'Bank' shall be conclusive and binding notwithstanding any difference between the "First Party" and "Second Party" or any dispute pending before any court, tribunal or any authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the "First Party" and further agrees that the guarantee herein contained shall continue to be enforceable till the "First Party" discharges this guarantee. The Bank shall not be released of its obligations under these presents by any exercise by the "First Party" or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

We _____ the bank further agree that the "First Party" shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the Agreement entered into between the "First Party" and the "Second Party" for providing security guards for the "First Party" or to extend time of performance of its obligation by the "Second Party" from time to time or to postpone/forbear for any time or from time to time any of the powers exercisable by the "First Party" against the "Second Party" and to forbear or enforce any of the terms and conditions relating to the said Agreement and shall not be relieved from our liability by reason of any such variation or extension being granted to the "Second Party" or for any forbearance, act or omission on the part of "First Party" or any indulgence by "First Party" to the "Second Party" or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.

The Bank also agrees that the "First Party" at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the "Second

Party" and notwithstanding any security or other guarantee that the "First Party" may have in relation to the "Second Party" liabilities.

The Bank hereby expressly agrees that it shall not require any proof in addition to the written demand from the "First Party", made in any format, raised at the abovementioned address of the Bank, in order to make the said payment to the "First Party".

The Bank hereby agrees and acknowledges that the "First Party" shall have a right to invoke this Guarantee either in part or in full, as it may deem fit.

The Bank acknowledges that this guarantee is not personal to the "First Party" and may be assigned, in whole or in part, (whether absolutely or by way of security) by the "First Party" to any entity to whom it is entitled to assign its rights and obligations under the Guarantee.

This Guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring, liquidation, winding up, dissolution or any other change in the constitution of the Guarantor Bank.

Notwithstanding anything contained herein:

- Our liability under this Bank Guarantee shall not exceed Rs. _____ (Rupees _____ only)
- This Bank guarantee shall be valid up from _____ (Date) to _____ (Date).
- We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if the First Party serves upon us a written claim or demand on or before _____ (Date).
- At the end of the claim period that is on or after _____ (Date), all the right of "First Party" under this guarantee shall stand extinguished and we shall be discharged from all liabilities under this guarantee.

Witness

Dated this Day of _____ (month, year) at (Place).

Signature.....

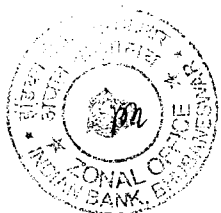
Signature.....

Name

Name.....

Official Address

Designation with Bank stamp



Zonal Office Bhubaneswar,
Indian Bank Building, Saheed Nagar,
Bhubaneswar 751 007
Phone No.: 0674-2543545,
Mail: zobhubaneswar@indianbank.co.in

Request for Proposal (RFP)

FOR

PROVIDING 12 ESM GUARDS (9 ARMED + 3 SUPERVISOR) AT CURRENCY CHEST NAYAPALLI UNDER
INDIAN BANK BHUBANESWAR

PART - II

PRICE BID



(Letter to the bank on the PSA letterhead)

Annexure VII

MONTHLY CHARGES FOR PROVIDING SECURITY GUARDS SERVICES- AREA B

Sl No	Description	Percentage (To be read in conjunction with latest rules/Acts/regulations and policies promulgated by competent Govt. Authority) (if applicable)	Rate for one Security Guard with arms /gunman	Rate for one Security Supervisor with arms
	Basic Wages (BW) plus Variable Dearness Allowance (VDA) per day, as per DGR notification dated 01/10/2022 (Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), File. No.1/16(6)/2022-LS-II dated 28 Sep 2022)			
(a)	Basic + VDA for 26 days			
(b)	Employee State Insurance (ESI)	{ESI = 3.25 % of Basic +VDA}	0	0
(c)	Employee Provident Fund (EPF)	{EPF = 12% of Basic + VDA or (Maximum limit Rs.1800/-)}		
(d)	Employees Deposit Linked Insurance (EDLI)	{EDLI = 0.50% of Basic +VDA or (Maximum limit Rs.75/-)}		
(e)	Admn. Charges to PF & EDLI Authority	{Admin Charges = 0.50 % of Basic +VDA or (Maximum limit Rs.75 /-)}		
(f)	House Rent Allowance (HRA)	16% of Basic +VDA or Rs.3600/- (whichever is higher)	0	0
(g)	ESI/ Medical Allowance on HRA	If Applicable, 3.25% of HRA	0	0
(h)	Annual Bonus	If Applicable, 8.33% per month of (Basic +VDA)	0	0
(i)	Uniform outfit Allowance	5% (of Basic+ VDA)		
(j)	Uniform Washing allowance	3% (of Basic+ VDA)		
(k)	Sub Total	Sum of (a) to (j)		
(l)	Relieving charges 1/6 th of total of serial (k)			
(m)	Total Cost per Month	Sum of (k) to (l)		
(n)	Service Charge	Minimum 10% of Ser (m)		
(o)	Sum Total (Total per head per month)	Sum of (m) and (n)		
(p)	GST	As per prevailing rates and bank's norms		

Note:

a) Grand total cost at Ser (o) (excluding GST) will be considered for deciding L1.

b) Basic & VDA (Ser (a)) should not be less than the minimum wages fixed and revised from time to time, by DGR and the Ministry of Labour & Employment, Government of India for employment of Watch & Ward Staff. Where both Central and State Governments have fixed the minimum rates of wages, the rates of wages whichever is higher will be applicable. The minimum rates of wages also include the wages for the weekly day of rest.

c) The minimum wages (Central) applicable as on the date of releasing this RFP is as per the revision of VDA by Ministry of Labour & Employment, Government of India, Order No. File No. 1/16(6)2022-LS-II dated 28 Sep 2022. All PSAs quoting Central Minimum Wages are required to quote the minimum wages as per this Order dated 28 Sep 2022 even if there is any revision by the authorities during the tender response period of this RFP (i.e. tender release date and closing date). In the event of such increase or decrease in minimum wages, such changes will be effected while releasing the work order to the PSA.

d) EPF: Mandatory % of EPF contribution (on actual Basic + VDA up to Rs. 15,000/-) shall be paid by the bank. The EPFO has revised the upper limit for mandatory contribution towards EPF from Rs. 6500/- to 15,000/- with effect from 01 September 2014 and the payment towards mandatory contribution for EPF, EDLI & Admin charges are calculated on the actual Basic+ VDA or Rs. 15,000/-, whichever is lower.

e) ESI: The employees employed in the watch & ward duties shall be covered under the Employee State Insurance Act.1948 as amended from time to time based on the gazette notifications by respective State Governments covering the area under the ES Act. Those areas which are not covered in the notification shall be covered under the workmen compensation Act.1923, as applicable. (Mandatory % of ESI as per applicable rates to be calculated on Ser (a), ESI and Bonus will be Nil, if Basic+VDA exceeds Rs.21,000/-)

f) HRA: The classification of the areas for the purpose of calculation of HRA is to be taken as per the classification of the areas for HRA promulgated by the Ministry of Finance, Govt of India. The Armed Guards engaged through PSA shall not be allowed to stay in the branch premises. In case of any exigency, permission should be taken from Bank Authorities.

g) Bonus: Bonus is mandatory as per payment of Bonus Act 1965 (as amended vide payment of bonus amendment act 2015) concerned months wage as fixed by DGR or State Govt. or Rs. 7000/- whichever is higher is payable to the security guard w.e.f 01 April 2014. ESI and Bonus will be Nil, if Basic+VDA exceeds Rs.21,000/-.

h) Paid Rest Day: The security Guards are entitled to a paid rest day in every period of seven days (refer Section 13(b) of Minimum Wage Act, 1948 and Rule 23 of the wages (central) Rules 1950. PSA has to provide a reliever mandatorily on weekly off days of main guard. Our requirement for 12 ESM Guards (9 Armed + 3 Supervisor) is including the reliever guard per day.

i) The areas 'A', 'B' & 'C' shall be as per Notification issued, and revised from time to time, by the Ministry of Labour & Employment, Government of India.

j) GST on Sum Total ((Total per head per month) (Ser (o)) shall be paid extra as per extant Rules.

k) Wherever the State Govt. has fixed some mandatory charges for a particular area/ state which are over and above the stipulations of the Bank, the same shall be mentioned separately in the Price Bid format.

l) Gratuity will not be paid by bank.

m) Charges of any other nature, attributing to the performance of the duty by security guard shall be borne by respective PSA only and cannot be claimed from bank, during and/or after the contract.

