

NOTICE INVITING TENDER (NIT)

For

**ENGAGEMENT OF PRIVATE SECURITY AGENCY (P S A)
REGISTERED WITH
DIRECTOR GENERAL RESETTLEMENT,
MINISTRY OF DEFENCE, GOVT OF INDIA,
NEW DELHI & HAVING LICENSE FROM HARAYANA POLICE
FOR PROVIDING ARMED & UNARMED GUARDS
AT INDIAN BANK BRANCHES AND ATMS
THROUGHOUT HARYANA
UNDER KARNAL ZONE**

**ZONAL MANAGER
INDIAN BANK : ZONAL OFFICE
SCO 244-245, SECTOR (FF&SF) -12,UE
KARNAL**

**FAX: 0184-2266359,
Phone No: 0184 - 2266358**

Security Cell, Zone Office, Karnal

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Security Cell, Zonal Office, Karnal

EMPANELMENT OF PRIVATE SECURITY AGENCY (PSA) REGISTERED WITH DIRECTOR GENERAL RESETTLEMENT, MINISTRY OF DEFENCE, GOVT OF INDIA, NEW DELHI & HAVING LICENSE FROM HARYANA POLICE FOR PROVIDING ARMED GUARDS, PREFERABLE EX – SERVICEMAN, AT OUR BRANCHES AND UNARMED GUARDS AT OUR ATMS IN HARYANA.

Indian Bank invites tender from reputed, established Private Security Agencies registered with Director General Resettlement, Ministry of Defence, Government of India, New Delhi & having license from Haryana Police for providing Armed and Unarmed Guards for guarding of our branches and ATMs, in Haryana.

Minimum Eligibility Criteria

The following is the bidders' eligibility criteria:

1. Should be empanelment with Director General Resettlement, Ministry of Defence, Government of India, New Delhi, for providing armed and unarmed guards.
2. Should be a profitable registered company / firm involved in captioned security business providing Armed Guards to Nationalised Bank for at least last 3 years. (Encl copies of LOI) with a minimum annual turnover of Rs. 1.5 crores.
3. Should have credible supervisory infrastructure network.
4. Should have effective infrastructure for training of Guards.
5. Should have a valid certificate of Registration with Registrar of Companies OR Registrar of Firms OR Proprietorship firm.
6. Should have latest Income Tax Clearance Certificate / PAN No.
7. Should have Registration under Shops & Establishment Act and Certificate for ESI Corporation.
8. Should have certificate from EPR Organisation under EPF & Miscellaneous Provision Act – 1952.
9. Should have registered with appropriate authority for Service Tax.
10. Should be complying with the provisions of minimum wages Act 1948.
11. Incomplete / Late Tenders / Tenders not in prescribed form specified and Not accompanied by requisite EMD are liable to be rejected.
12. The Bank reserves the right to reject any or all the offers without assigning any reason whatsoever.
13. Tenders from agents / brokers will not be accepted.

Scope of Work

To provide Armed Guards and Unarmed Guards at our designated branches and ATMs located in the States of Haryana.

E M D: Financial Bid should be accompanied by refundable EMD of Rs 5000/- by the way of DD favoring Indian bank on or before 19.10.2012 by 2.00 P.M. Technical bids will be opened on 19.10.2012 at 3 P.M.

Payment

Salary structure will be based on the minimum wages as notified by Chief Labour Commissioner (Central), Govt. Of India, Ministry of Labour and Employment, New Delhi and revised from time to time.

Date :

Signature & Seal of Vendor
Place:

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TECHNICAL BID

01	Name of the applicant firm with office address.	
02	Local Address, if any	
03	Name of the Proprietors / Partners / Directors with phone numbers	
04	Whether the copies of certificates as proof of complying with all the requirements of minimum eligibility criteria narrated above are enclosed.	Yes / No
05	Income Tax PAN Number :	
06	Name of your important client (Bank may call for your confidential report)	
07	Whether in security business for last five years providing Armed Guards to the branches of Nationalised Bank? If yes, give details of clients : a) b) c) d) e)	Yes / No Copies of LOI enclosed: Yes / No Yes / No Yes / No Yes / No Yes / No
08	Whether black listed by any Bank in the past?	Yes / No

Technical Bid Tender form should accompany a bank draft of Rs 250/- (non refundable) towards the cost of the tender.

Signature & Seal of Vendor

Date:

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FINANCIAL BID

Please note :

1. Wages to be quoted in the Financial bid should be as per the Central Labour Commissioner's latest notification (enclose a copy of notification) on minimum wages and separate rates to be quoted for Armed Guards (Gun Man) and Unarmed Guards (ATM Guards).
2. Service tax will be paid extra as per actual.

RATES FOR ARMED GUARDS

	DETAILS	AREA 'A'	AREA 'B'	AREA 'C'	Remarks
1	Wages				
2	Gun allowance				
3	HRA				
4	Uniform allowance @ 7%				
5	PF @ 13.61% of wages				
6	Gratuity @ 4.81% of wages				
7	ESI @ 4.75% of wages				
8	Bonus @ 8.33% of wage				
9	Group Insurance, admn charges, etc.				
10	Relieving Charges/ Leave Reserve/ Nt. Holidays				
11	Total				
12	Service charges @ % of Total				
13	Any other charges (please specify)				
	TOTAL				
	SERVICE TAX @ 12.36%				
	GRAND TOTAL				

Signature & Seal

Date:

RATES FOR GUARDS WITHOUT ARMS

1	Wages				
2	HRA				
3	Uniform allowance				
	DETAILS	AREA 'A'	AREA 'B'	AREA 'C'	Remarks

4	PF @ 13.61% of wages				
5	Gratuity @ 4.81% of wages				
6	ESI @ 4.75% of wages				
7	Bonus @ 8.33% of wage				
8	Group Insurance, admin charges, etc.				
9	Relieving Charges/ Leave Reserve/ Nt. Holidays				
10	Total				
11	Service charges @ % of Total				
12	Any other charges (please specify)				
13	TOTAL				
	SERVICE TAX @ 12.36%				
	GRAND TOTAL				

Signature & Seal

Date: