



REGIONAL OFFICE BENGALURU (NORTH),
#1/1, GROUND FLOOR; "JEEVAN SAMPIGE"
2ND MAIN; SAMPIGE ROAD, MALLESWARAM, BENGALURU-560 003
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REQUEST FOR PROPOSAL (RFP)
FOR
LIMITED TENDER FROM DGR SPONSORED PRIVATE SECURITY AGENCIES FOR
PROVIDING SECURITY SERVICES (ESM ARMED GUARDS) AT CURRENCY CHEST
UNDER UNION BANK OF INDIA- BENGALURU NORTH REGION

RFP NO. RO-BLR (N) /SEC/17/2022-23 DATED 24/06/2022

This RFP Document contains 37 pages including this cover page.

Request for Proposal (RFP) for Limited Tender from DGR Sponsored Private Security Agencies for Providing Security Services (Armed Guards) at Currency Chest Under Union Bank of India- Bengaluru North Region

BID DETAILS

RFP Reference No. and Date	: RO-BLR (N) /SEC/17/2022-23 DATED 24/06/2022
RFP Title	: Request For Proposal (RFP) for limited tender from DGR sponsored private security agencies for providing security services (ESM armed guards) at currency chest under Union Bank of India- Bengaluru North Region.
Document cost:	: Nil.
Earnest Money Deposit:	: Nil.
Tender Start Date:	28/06/2022 from 10.00am onwards
Last date and time for receipt of Bidding Document:	: 14.07.2022 at 11.00am
Technical Bid Opening date/time:	: 14.07.2022 at 11.30am
Place of Tender Opening :	: Union Bank of India Regional Office Bengaluru (North), #1/1, Ground Floor; “Jeevan Sampige” 2 nd Main; Sampige Road, Malleswaram, Bengaluru-560 003 Email: rh.bengalurunorth@unionbankofindia.bank Ph. No: 080-23097300
Pre Bid meeting date / Time	: 01.07.2022, 10.00am at Union Bank of India Regional Office- Bengaluru North.
Seek clarification start/end date & time:	: 28/06/2022, 1000am to 13/07/2022, 0330pm
Address for communication	: Union Bank of India Regional Office Bengaluru (North), #1/1, Ground Floor; “Jeevan Sampige” 2 nd Main; Sampige Road, Malleswaram, Bengaluru-560 003 Email: rh.bengalurunorth@unionbankofindia.bank

REQUEST FOR PROPOSAL (RFP)

Sealed offers in two-bid system invited from DGR sponsored private security agencies for providing security services (Ex-service men armed guards) at currency chest under Union Bank of India- Bengaluru North Region.

Participating PSAs should be DGR Empaneled agency, sponsored vide DGR letter No. 8304003/SA/UBI/2022/KAR/5657/7487/7142/DRZS dated 25 May 2022, for providing security allied services for UBI Bengaluru North Region.

Responsibility of deployment of PSA for Union Bank of India in Bengaluru North Region is entrusted with Regional Office Bengaluru North of Union bank of India and hereinafter will be referred as Regional Office (RO). However, work orders for the same will be issued from Regional Office Bengaluru North.

The RFP Forms can be downloaded from banks website (<https://www.unionbankofindia.co.in>) and Government of India Procurement Portal (<https://www.eprocure.gov.in>) and to be submitted along with the Techno-commercial offer at Union Bank of India Regional Office Bengaluru North.

Date of commencement of issue of RFP	:	28/06/2022
Pre-Bid meeting	:	01/07/2022 at 10.00am
Last date for submission of Bids	:	14/07/2022 Up to 11.00 am
Opening of Technical bid Offer	:	14/07/2022 Up to 11.30 am

In case of any unexpected interruption due to events beyond control of the procurement committee, the process interrupted will be continued on the subsequent working day at the scheduled time.

All conditions and parameters will be evaluated with reference to the firms submitting the tenders. The Bank reserves the right to reject any/all applications without assigning any reason whatsoever.

1. SCOPE OF WORK -

1.1. Union Bank of India (UBI), intends to invite bids from DGR sponsored private security agencies vide DGR letter No. 8304003/SA/UBI/2022/KAR/5657/7487/7142/DRZS dated 25 May 2022, for providing security allied services at currency chest under Union Bank of India, Bengaluru North Region.

1.2. The Empanelment will be for the period of two years, but the Contract will be for a period of one year. However after satisfactorily completing the contract if both parties are willing to continue the contract on the agreed terms and conditions and complying with the minimum wages, as revised by the Central/State Government, the contract may be renewed by the competent authority on yearly/half yearly.

2. TERMS & CONDITIONS

2.1. Deployment of Armed Ex Servicemen Security Guards at Currency Chest is to be completed within one month, commencing from the date of acceptance of the offer by the Bank.

2.2. The duties and responsibilities of Ex-servicemen Armed Guards as expected by the Bank are mentioned in detail in 'Agreement' format given in Annexure-IV. The 'Agreement' format is final and not open to any modification. If any change/modification is suggested in Agreement format from our Apex office, the same is to be incorporated by the vendor

2.3. Any delay in deployment over the stipulated period will attract penalty of 3.5 % of the monthly contract payment per day subject to maximum of the monthly contract payment per month of delay. The Bank reserves its right to recover this amount by any mode, which includes adjusting from any payment to be made by the Bank to the supplier or from the Bank guarantee.

2.4. In the eventuality of all the DGR sponsored agencies quoting the same rates (L1). The Bank reserves the right to award the work to senior most sponsored security agency, vide DGR sponsorship letter reference No. **8304003/SA/UBI/2022/KAR/5657/7484/7142/DRZS dated 25 May 2022**. If senior most sponsored agency is unable to fulfill the orders within the 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 are only one L1 PSA's, 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-daysnotice 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. **8304003/SA/UBI/2022/KAR/5657/7484/7142/DRZS dated 25 May 2022**, 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:

- a) PSA should be DGR agency, sponsored vide DGR letter No. 8304003/SA/UBI/2022/KAR/5657/7487/7142/DRZS dated 25 May 2022, for providing security allied services for UBI Bengaluru North Region. (Proof Document - copy of sponsorship letter issued by DGR, self-attested by proprietor with seal)
- b) 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).
- c) PSA should have license in accordance with Section 4 & Section 7 of the Private Security Regulation Act 2005 in Karnataka State, where the Act has been implemented (Proof documents -copy of valid PSARA license for Karnataka State, self-attested by proprietor with seal).
- d) 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).
- e) 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).
- f) 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).
- g) 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).
- h) 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).

- i) PSA should have at least one of its offices with landline telephone & email facility at Karnataka 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 Karnataka State, latest landline telephone bill, muster roll/attendance record of the office staff).
- J) PSA should have credible supervisory infrastructure and network in Karnataka State (Proof Documents - Muster Roll/Attendance record of supervisory staff with designation placed with the offices at Karnataka 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 Union Bank of India 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 Bengaluru North Region should be dropped in the Tender Box in

Union Bank of India,
Regional Office Bengaluru (North),
#1/1, Ground Floor;
"Jeevan Sampige" 2nd Main; Sampige Road,
Malleswaram, Bengaluru-560 003.

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 Regional Office Bengaluru North, in which the PSA is allotted Security Services. Performance Bank Guarantee should be furnished by a Nationalized Bank / Scheduled Bank, **other than Union Bank of India**, 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-V). 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 downloaded from Bank's website including annexure I to VII.
- 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. L-1 for Area "A", shall be decided separately based on rates quoted for respective area.

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.200 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 not 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 criteria 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 criteria as per proof documents shall be prepared and evaluated.

iii) Offers not complying or adhering with any of the minimum eligibility criteria 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 & feed back 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 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 Regional office, Bengaluru North at on 14/07/2022 at 11:30 a.m. 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 Regional office, Bengaluru North at 10.00 a.m., on 01/07/2022 to clarify any doubts of PSA.

15. ORDER CANCELLATION

16.1 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.

16.2 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) 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-service men Armed)

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

- a) Security Guard (Armed) deployed at Branches should be either ex-servicemen of Indian Defence Forces or ex-paramilitary personnel or ex-CAPF or ex-State Reserve Police Forces.
- b) Age of the Security Guard (Armed) at the time of first deployment should not be above 52 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 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 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 Karnataka 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 branch, obtained from MBBS doctor.
- e. PSA should submit monthly bills/invoice along with the copies of Wage Slips to the concerned Branches 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 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 branch will open saving bank account with the Union bank of India branch / where the guard is deployed. Payment to Guard by the PSA will be made only through Union Bank of India 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 statues.
 - 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.

19.2 The duty of Armed Guard is to keep a watch over persons visiting the 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 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
 Regional Office Bengaluru (North),
 #1/1, Ground Floor; "Jeevan Sampige"

Request for Proposal (RFP) for Limited Tender from DGR Sponsored Private Security Agencies for Providing Security Services (Armed Guards)
at Currency Chest Under Union Bank of India- Bengaluru North Region

2nd Main; Sampige Road, Malleswaram,
Bengaluru-560 003
MobileNo:949727594
Email:rso.bengalurunorth@unionbankofindia.bank; rso.bengalurueast@unionbankofindia.bank

23. GOVERNING LAW AND DISPUTES

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

24. Participating PSAs should be DGR sponsored agencies vide DGR letter No. 8304003/SA/UBI/2022/KAR/5657/7487/7142/DRZS dated 25 May 2022, for providing security allied services for UBI Bengaluru North Region, conforming to the aforesaid terms and conditions should drop their offers in the Tender Box in Union Bank of India, Regional Office, Bengaluru (North), #1/1, Ground Floor; “Jeevan Sampige” 2nd Main; Sampige Road, Malleswaram, Bengaluru-560 003, latest by the last date & time for submission of offers.

Deputy General Manager

ANNEXURE I

(Letter to the bank on the PSA letterhead)

To

The Deputy General Manager
Regional Office Bengaluru (North),
#1/1, Ground Floor; “Jeevan Sampige”
2nd Main; Sampige Road, Malleswaram,
Bengaluru-560 003

Dear Sir,

Sub: Your RFP for Limited Tender from DGR Sponsored Private Security Agencies for Providing Security Services (ESM Armed Guards) at Currency Chest under Union Bank of India- Bengaluru North REGION

With reference to your RFP published in your website with effect from 28 June 2022, 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

PROFILE

<u>Sl. No.</u>	<u>Details</u>	<u>Remarks</u>
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 Karnataka state (Attach self-attested copy)	
14.	Constitution of PSA (Indicate whether Pvt. Ltd. Company or Partnership/ Limited liability firm/Proprietorship firm)	

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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

Sr.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 Union Bank of India 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 Union Bank of India, RO, Bengaluru North 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 Karnataka State)

(1) Name of the company	
Address of the bank'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 company	
Address of the bank'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)	

AUTHORISED SIGNATORY

Annexure IV

AGREEMENT

PROVIDING/OBTAINING SECURITY GUARD (ARMED/UNARMED) SERVICES

This Agreement is entered at _____ (Place) on the ____ day of _____ between Union Bank of India, _____ (Branch/Office) at _____ (Address) represented by its attorney Shri _____ hereinafter referred to as the First Party

AND

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

Whereas the First Party requires the services of a Second Party for safeguarding its properties and assets.

Whereas the PSA, providing security guards(armed/unarmed) services has agreed to provide Security Guards (armed/unarmed) (Strike out whichever is not applicable), hereinafter referred to as "PSA's Employees" to the First Party as per the First Party's requirements and terms & conditions of the RFP.

Whereas the PSA and the First Party have agreed to enter into a service contract for a period of _____ months w.e.f. _____ till _____ which shall be deemed to be automatically terminated thereafter unless renewed by the First party for the purpose of obtaining security guards services on the terms and conditions as mentioned hereunder.

Now therefore this agreement witnesseth as under:

1. The PSA declares that the PSA is in possession of the valid licence issued under Section 7 of the Private Security Agencies (Regulation) Act 2005 and the PSA further undertakes that the licence will be renewed from time to time and will be valid during the entire period of the Agreement, failing which this agreement shall stand automatically cancelled and the First Party shall not make any payment.

2. PSA shall ensure that _____ No. of Armed Guards/Security Guards possessing the required skill and training shall be deployed at the branch/office/ATM (Strike out whichever is not applicable).The PSA's Employees shall not be more than 52 years of age at the time of first deployment.

3. The PSA hereby undertakes to abide by the requirements of eligibility criteria and physical standards for the PSA's employees and their training as prescribed in the Private Security Agencies (Regulation) Act 2005, the Rules framed there under and the amendments there to.
4. The PSA shall ensure that all the PSA's Employees are subjected to basic security and weapon handling training & periodic refresher training program on regular basis at its own cost. The PSA shall ensure that the PSA's Employees who are deployed as Armed Guards have undergone firing practice and test fired their weapon at least once during the currency of this agreement and submits necessary proof of firing carried out to the First Party.
5. The PSA shall ensure that the PSA and their employees deployed with the first party shall comply with all obligations, conditions and restrictions regarding uniform, photo identity card, etc., stipulated in the Private Security Agencies (Regulation) Act 2005 and Rules framed there under.
6. If the State Law requires the registration of the PSA with the Welfare Board of Security Guards or any such other Board constituted under the State law, completion of such registration shall be ensured by the PSA before deploying their employees with the first party.
7. The PSA's Employee who is an Armed Guard shall have a licensed firearm (12 Bore DBBL gun) provided by the Agency or issued in his personal name either for 'Property Protection' or for his 'Self Protection'. A license issued for any purpose other than above shall not be acceptable. The PSA shall also ensure that the Gun Licence of the PSA's Employees remains valid as per State laws throughout the currency of this agreement. The custody of the firearms and its ammunition shall be the sole responsibility of the PSA or the PSA's Employees. The First Party shall not be liable for the safe custody of the firearms and its ammunition.
8. The PSA agrees that the duty of the deployed security guard (armed/unarmed) is to keep a watch over persons visiting the branch/office or ATM for the purpose of safety & security and guard against infiltration and against removal of bank's property by any unauthorized person AND/OR to watch and guard as above the movement of cash from one place to another whether inside or outside the Bank. The PSA further undertakes that he has briefed the PSA's employee, who is an Armed Guard in writing that the guard shall use his firearm only as his right to private defense as provided U/s 96 to 106 of the Indian Penal Code.
9. The PSA shall ensure that the PSA's Employees shall be conversant with the use of Fire Extinguishers and shall take necessary action in case of activation of Fire Alarm System or in case of a fire in the branch/office.

10. PSA shall provide the names of PSA's Employees to the branch/office before their deployment. The PSA shall furnish the names, permanent & local addresses of the PSA's Employees deployed at First Party's premises from time to time along with their latest photographs, thumb impression, signatures & Aadhaar Identify Proofs.

11. The PSA shall ensure that the PSA's Employees function under general directions of Branch Manager / Authorised Official and perform duty according to the duties given in the Annexure to this Agreement. The PSA shall also ensure that the PSA's Employees deployed at branch/office/ATM have read & understood their duties.

12. The PSA will provide PSA's Employees with uniform (Summer/Winter), caps, raincoats, torches and other accessories (Photo I-Card, name Tab, baton, whistle etc) initially and replace the same periodically as and when required. At no point of time the uniform or it liveries should be faded/untidy/torn.

13. Before deployment of their employees, the PSA shall arrange for verification of antecedents of all the PSA's Employees by the police and such Police verification Certificates shall be submitted to the First Party before deployment of Security Guards or their subsequent relievers.

14. PSA's Employees shall be medically fit, mentally sound and possess good physique and not be suffering from any contagious / major diseases. Wherever required by the First Party, the PSA will provide literate PSA's Employees to perform the assigned duty efficiently.

15. The PSA will change the PSA's Employee immediately on instructions from the First Party if the performance/behavior of that particular PSA's Employee is not acceptable or if found physically/medically unfit and the decision of the First Party will be final in this regard.

16. The PSA shall ensure that the PSA's Employees shall not accept any eatables, tea, coffee, tobacco etc., from strangers. The PSA's Employees shall not consume tobacco, alcohol or other intoxicants or be found in an inebriated state or smoking during the duty hours.

17. A PSA shall ensure that no familiarity develops between the PSA's Employees and the First Party staff. Further, the PSA shall ensure that the PSA's Employees do not indulge in any activities including money transactions, which may tarnish the image of the First Party.

18. A Security Supervisor will be detailed by the PSA. Such security supervisor shall report to the concerned branch/officer in-charge/official at least once a week for the purpose of briefing /debriefing. He must carry out checking of guards wherever deployed for alertness on regular basis as instructed by Branch/Office.

First party will not be liable for any separate payments for this arrangement and the cost of such supervisory arrangement shall be borne entirely by the PSA at its own end.

19. The PSA shall ensure that at no point of time during the prescribed duty hours, the PSA's Employee will be on leave or absent from his place of duty without a reliever and that they shall remain alert during their working hours to prevent theft/pilferage and any other untoward incidents.

20. PSA shall maintain duty register for each PSA's Employees and get the register checked by the Bank's branch/office daily, along with timings. In case a PSA's Employee is found absent from the place of his duty, the pro-rata payment for the days of absence will be deducted from the payment due to the PSA.

21. The PSA shall maintain up to-date record of PSA's Employees as per the Shops & Establishment Act and will discharge all obligations under various Labour Laws viz. EPF Act, ESI Act, Gratuity Act, Bonus Act, Workmen's Compensation Act, Contract Labour (Regulation & Abolition Act), etc or under any other State/Union Legislation in respect of PSA's Employees and shall produce these records for verification as when demanded by the First Party.

22. The PSA shall be responsible for all acts of Commission and/or Omissions by its employees leading to loss and/or damage to First Party's employees and/or third Parties and shall meet all liabilities arising out of such Omissions and/or Commissions.

23. PSA shall alone plan, relieve, decide and be responsible for the leave or absence of the PSA's Employees on any grounds and First party shall not in any way be responsible for sanction of leave, etc. to the PSA's Employees.

24. PSA shall maintain proper records /details of the PSA's Employees deployed in the branch/office/ATM of First Party. It shall submit monthly bills to the branch/office by 5th of each month giving details of the PSA's Employees deployed and the payment claimed for each of them. All payments under this agreement shall be made to the PSA by the Bank's branch/office, where the PSA's Employees are deployed on a monthly basis by a crossed cheque/online credit in favour of PSA within four working days of receipt of the relevant bill from the PSA. However in case of any discrepancy in the bill detected by the First Party, the payment will be released to the PSA within four working days from the date of resolving the discrepancy by the PSA.

25. PSA shall be fully and absolutely responsible for the payment of salary and other statutory dues for/to PSA's Employees like salary/wages, bonus, arrears, overtime, EPF & ESI contributions employment/terminal benefit, compensation or other claims of whatsoever nature to PSA's Employees and First party will not undertake any liability in relation to such matters.

26. The PSA's Employees shall not claim any employment relationship with First party under any circumstances. The PSA shall obtain written undertaking from each of the PSA's employees deployed with the First Party that he is a permanent employee of the PSA and the written undertaking in original shall be given to the First Party's Office, where he is deployed.

27. PSA hereby undertakes to ensure payment of wages to its PSA's Employees in compliance with Minimum Wages Act and other relevant statues in force and modified/amended or revised from time to time as per enactments of Central/State Governments.

28. The PSA hereby undertakes further that additional/excess payment over the contracted amount, which may arise due to extraneous reasons during the currency of this agreement, shall be borne by the PSA alone and the First Party shall not be liable to pay any excess amount.

29. The PSA shall pay the monthly wages to PSA's Employees deployed with the First Party by crediting the Savings Bank Account of the PSA's Employees with any bank.

30. PSA shall submit printed receipts for all the payments received from First Party. The PSA shall also furnish the proof of having paid the wages to the PSA's Employees engaged by them within one week of the disbursement of the wages to them and proof of having paid the statutory dues to the concerned authorities on monthly basis. Non-payment of monthly wages by the PSA to the PSA's employee deployed with First Party will make this contract null and void and will result in termination of the deployment of PSA's employees with the First Party with immediate effect and the First Party will not be required to make any payment to the PSA thereafter.

31. First Party shall not make any direct payment of whatsoever nature to the PSA's Employees. All payment payable by First Party in connection with or arising out of this agreement shall be made only to PSA and not to the PSA's Employees.

32. PSA shall also ensure that the PSA's Employees do have their own arrangements for their food, beverages and refreshments.

33. In case of any injury/death of any staff member of First Party or a public member because of firing of weapon of the PSA's Employees for any reason, PSA shall be liable to pay compensation as deemed necessary and become payable to the injured/deceased or their legal claimants. All legal proceedings and expenses towards such incidents/accidents will be borne by the PSA without involving the first party at any stage.

34. In case of any mishap of whatsoever nature (minor / major / fatal including death during the course of their duty) sustained by PSA's Employees, the responsibility for meeting the medical/hospitalization expenses or of granting compensation, if any, on that count will be that of the PSA and not of the First Party. If for any reason, compensations, costs etc., are paid by the First Party, the same shall be reimbursed by the PSA to First Party without any demur, including interest at ruling rate till settlement and such settlement shall be made by the PSA within one month from the date of Demand by the First Party and upon failure of the PSA to do so, the First Party shall have the right to adjust the monthly bills payable to the PSA towards the amounts payable by the PSA till the entire dues are paid/settled off.

35. In the event of theft, pilferage, damage to property of the First Party or any other loss, the First Party shall report the matter to the local police first. The PSA agrees that in case of any loss of cash/materials/other properties of the bank, which may arise directly or indirectly due to absence or dereliction of duty or inattentiveness or negligence or collusion of the PSA's employee, such loss will be made good by the PSA and all liabilities arising out of such incidents will be fully met by the PSA. If the inquiry reports of the First Party and the PSA are conflicting on this point, it is agreed between the parties that the First Party's report shall prevail and be final. Such quantum of loss assessed and payable by the PSA shall be paid to First Party within a month of demand and upon failure of the PSA to do so, the First Party, without prejudice to other recovery measures either through Court of Law or otherwise, shall have the right to invoke the Bank Guarantee in favour of the First Party submitted by the PSA or to adjust the monthly bills payable by the First Party to the PSA towards the amounts payable by the PSA till the entire dues are paid/settled off.

36. Neither the PSA nor any of the PSA's Employees will have any claim against the First Party for any liability arising out of any commission / omissions caused by the PSA's Employees while on duty.

37. The PSA's Employees deployed for the security of the branch/office/ATM as per terms of this Agreement shall always be treated as employees of the PSA only and will not have any right to seek employment in the services of the First Party. There shall be no relationship whatsoever between the First Party and the PSA's Employees. PSA shall also make it clear to PSA's Employees that they shall not, under any circumstances, claim any right of employment from First Party and the PSA shall continue to be their employer.

38. In return for fixed sum/rates, the PSA shall at its own risk & cost provide services of PSA's Employees as per the requirement of the First Party purely on Contractual basis.

39. PSA undertakes to submit a copy of licence from the Ministry of Labour, Govt. of India, or exemption certificate from the State Government, for providing security

guard services in offices/ATMs of First Party before deploying their employees with the First Party.

40. PSA states and admits explicitly that the work assigned by First Party to it is not perennial in nature and the First Party has the right terminate the assigned work, if in its assessment and opinion, the need for the assigned work ceases to exist. The assignment/engagement is well defined, quantified, time-bound and specified by the First Party to PSA and, in turn, by the PSA to PSA's Employees.

41. PSA shall ensure to submit annual returns to various Authorities and also ensure compliance of all the applicable laws, rules and regulations for which PSA shall be solely responsible.

42. PSA hereby agrees to indemnify and keep First Party indemnified against any loss, damage, compensation, cost etc., that First Party might be required to incur/pay arising out of litigation, non-compliance or breach of statute/s, regulations etc., by the PSA or even otherwise.

43. The First Party as well as the Reserve Bank of India shall have the right to access all books, records and information relevant to the PSA's employees deployed with the First Party and shall have the right to cause an inspection on the PSA's office & training infrastructure and audit the books & records as relevant to the services provided to the First Party.

44. The PSA shall preserve all the data and documents pertaining to their employees deployed with the First Party for not less than three years and shall make them available to the First Party, if and when demanded.

45. The PSA shall not sub-contract the security guards'/armed guards' services provided to the First Party to any third party without the prior approval of the First party.

46. This Agreement can be terminated by either Party at one month's notice in writing. However, if the First Party terminates this Agreement/Contract due to the PSA violating any of the terms of this Agreement or due to non-performance of the terms of this Agreement or due to any negligence on the part of the PSA or PSA's Employees, the First Party shall not be required to give any notice and the Agreement shall stand terminated on the date following the day on which the PSA receives, from the First Party, the intimation about such violation or non-performance or negligence.

47. In continuation of the Clause 46 above, if any of the terms / clauses of this agreement remains violated or non-rectified or not adhered to by the PSA for more than one month even after due notice of such violation or non-adherence, the PSA agrees that apart from terminating the Contract, the First Party will have the right to blacklist the PSA for the next five years and to invoke the Performance Bank

Guarantee and forfeit the entire amount covered by the Performance Bank Guarantee as penalty for non-adherence to this agreement / contract.

48. In consideration of the services as stated herein above, First Party agrees to make payment @ of Rs._____ for each Armed Guard / Rs._____ for each Security Guard (excluding taxes) and after deducting TDS (if applicable) to the PSA for each completed month of services or pro-rata thereof.

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

(Signature)
Authorised Signatory
For BANK (with seal)

(First Party)

(Signature)
Authorised Signatory
For Private Security Agency (with seal)

(Second Party)

ANNEXURE V

Performance Bank Guarantee

Guarantee No.: _____

Date: _____

In consideration of the Union Bank of India, Regional 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 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:

- a) Our liability under this Bank Guarantee shall not exceed Rs. _____ (Rupees _____ only)
- b) This Bank guarantee shall be valid up from _____ (Date) to _____ (Date).
- c) 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).
- d) 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

Annexure VI

Affidavit (to be submitted on Rs 200 Non judicial stamp paper and should be duly signed by the Director/s /all Partners only)

I (Name of Director/Partners),
 s/o

 ..., Resident of

 (Permanent Address) is the
 Owner/Partner/Director of Private Security Agency
 M/S.....

The Firm/Company is registered under Private Security Agencies (Regulation) Act 2005 under state..... and the license is valid in area.....
 ... till date..... (Copy of PSARA license attached). The firm/Company is in/Not in (tick whichever is applicable) possession of a valid Labour License for provision of watch and ward Casual/Contract Labour from the office of the concerned Labour department in accordance with the Government orders on the subject.

On behalf of the Private Security Agency M/S.....I undertake the following:-

1. That the payments will be made to all the guards deployed at the Branches of Union Bank of India under Jurisdiction of respective Regional Offices as per minimum wages as applicable to the area and as revised from time to time by the Labour department, and as per minimum wages act 1948.
2. That Employee's provident fund (EMPLOYER AS WELL AS EMPLOYEE) contribution will be deposited to the concerned authorities as per employees' provident and miscellaneous provision act 1952 in respect of our guards deployed at the branches of Union Bank of India under Jurisdiction respective Regional Offices.
3. That ESI contribution (on the BASIC+VDA+ALLOWANCES) will be deposited to the concerned authorities as per employees' State insurance act 1948 in respect of

our guards deployed at the branches of Union Bank of India under Jurisdiction respective Regional Offices.

4. That the bonus will be paid to all our guards as per bonus act 1965 in respect of guards deployed at the branches of Union Bank of India as per the work order.
5. That the gratuity will be paid to the security guards deployed at the branches of Union Bank of India under Jurisdiction of Respective Regional Office as and when they become eligible for such payment under the relevant law.
6. That all the guidelines will be followed as stipulated from time to time by Ministry of Labour and Employment.
7. That the firm will be solely responsible for any Non-compliance to Minimum wages Act 1948 and other Labour laws and rules applicable in the state of Karnataka.
8. That the firm will be solely responsible for any dispute arising out of the appointment/termination of services of the armed guards deployed in the branches of our bank.
9. That the PSARA license of the firm is valid for the period of contract i.e. from to

10. That I/We

name of Director/ all Partners are not convicted or facing any criminal proceedings in Court/competent authority under Law of the land.

Signature of Director/Partners
With Name and Seal

Date:

Place:

REGIONAL OFFICE BENGALURU (NORTH),
#1/1, GROUND FLOOR; "JEEVAN SAMPIGE"
2ND MAIN; SAMPIGE ROAD, MALLESWARAM, BENGALURU-560 003
Email: rh.bengalurunorth@unionbankofindia.bank
W: www.unionbankofindia.co.in
Ph. No: 080-23097300

REQUEST FOR PROPOSAL (RFP)
FOR
LIMITED TENDER FROM DGR SPONSORED PRIVATE SECURITY AGENCIES FOR
PROVIDING SECURITY SERVICES (ESM ARMED GUARDS) AT CURRENCY CHEST
UNDER UNION BANK OF INDIA- BENGALURU NORTH REGION

PART - II

PRICE BID

Request for Proposal (RFP) for Limited Tender from DGR Sponsored Private Security Agencies for Providing Security Services (Armed Guards) at Currency Chest Under Union Bank of India- Bengaluru North Region

(Letter to the bank on the PSA letterhead)

Annexure VII

MONTHLY CHARGES FOR PROVIDING SECURITY GUARDS SERVICES- AREA A

SL no.	Description	Percentage (To be read in conjunction with latest rules/Acts/regulations and policies promulgated by competent Govt. Authority)	Rate for one Security Guard with arms /gunman (Highly Skilled)
(a)	Basic Wages (BW) plus Variable Dearness Allowance (VDA) per day, as per DGR notification dated 01/04/2022 (Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), File. No.1/4(6)/2022-LS-II dated 31/03/2022)		
1.	Basic + VDA for 26 days		
2.	Employee Provident Fund (EPF)	{EPF = 12% of Basic + VDA or (Maximum limit Rs.1800/-)}	
3.	Employee State Insurance (ESI)	{ESI = 3.25 % of Basic +VDA}	
4.	Employees Deposit Linked Insurance (EDLI)	{EDLI = 0.50% of Basic +VDA or (Maximum limit Rs.75/-)}	
5.	Admn. Charges to PF & EDLI Authority	{Admin Charges = 0.50 % of Basic +VDA or (Maximum limit Rs.75 /-)}	
6.	Annual Bonus	If Applicable, 8.33% per month of (Basic +VDA)	
7.	House Rent Allowance (HRA)	24% of Basic +VDA or Rs.5400/- (whichever is higher)	
8.	ESI/ Medical Allowance on HRA	If Applicable, 3.25%of HRA	
9.	Uniform outfit Allowance	5% (of Basic+ VDA)	
10.	Uniform Washing allowance	3% (of Basic+ VDA)	
11.	Sub Total	Sum of Sl.1 to 10	
12.	Relieving charges	Not applicable, since bank is paying for reliever.	
13.	Cost per head	Sum of Sl. 11and 12	
14.	Service Charge	Minimum 10% of Sl.13	
15.	Grand Total (Total per head per month)	Sum of Sl. 13 and 14	

***GST should be paid as per rules in addition to these rates.**

Note:

- a) Grand total cost at Sl. No. 15 (**Excluding GST**) will be considered for deciding L1.
- b) Basic & VDA (Sr. No.1) 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. 1/4(6)2022-LSII dated 31/03/2022**. All PSAs quoting Central Minimum Wages are required to quote the minimum wages as per this Order **dated 31/03/2022** 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. Security Circular No. 22 dated 29 October 2014 relevant
- 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 Sl.No.2, **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.
- g) **Bonus:** Bonus is mandatory as per payment of Bonus Act1965 (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 01April 2014.
- 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 8 armed guards is including the reliever guard. Agency has to provide 02 guards (24X7) and additional one armed guard during operation hrs. of chest (8hrs). As total 08 in no. armed guards will be deployed, Bank is not liable for payment weekly off charges in this regard. Hence weekly off charges will not be considered in the calculation of wage.

Sentry Post 'A'	Sentry post 'B'	Sentry post 'C' single guard
06:00hrs to 10:00hrs	06:00hrs to 10:00hrs	10:00 hrs to 14:00hrs
10:00hrs to 14:00hrs	10:00hrs to 14:00hrs	14:30 hrs to 18:30hrs
14:00 hrs to 18:00hrs	14:00 hrs to 18:00hrs	
18:00 hrs to 22:00hrs	18:00 hrs to 22:00hrs	
22:00 hrs to 02:00hrs	22:00 hrs to 02:00hrs	
02:00 hrs to 06:00hrs	02:00 hrs to 06:00hrs	

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 Grand Total (Sr. No.15) 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.
