

REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF SECURITY AGENCIES AND ARRANGING RATE CONTRACT FOR PROVIDING VARIOUS SECURITY RELATED SERVICES (i.e. ARMED / UNARMED GUARDS etc.) AT VARIOUS BRANCHES /OFFICES/ESTABLISHMENTS OF THE TAMILNAD MERCANTILE BANK IN INDIA

Tamilnad Mercantile Bank, Ltd., (TMB) “ a scheduled commercial bank incorporated under the Companies Act,1913 and a Banking Company within the meaning of Banking Regulation Act 1949 ”, Head Office Establishment Department invites applications from reputed and qualified Security Agencies for empanelment for providing the captioned services (Total requirement around **500 Armed/Unarmed guards**) at its various offices / establishments in States /Union territories for a period of **THREE YEARS** from the date of empanelment. Only those Security Agencies who fulfill the eligibility criteria and accepting other terms and conditions mentioned herein may apply in the prescribed format along with EMD Draft and other requested documents

2. TERMS AND CONDITIONS FOR EMPANELMENT

The Tenderers are requested to go through the following terms and conditions and should take due care to submit the tender in accordance with requirement before submitting the application to participate in e-tender process for empanelment of security agencies and arranging rate contract for providing various security related services at various branches/offices/establishment of Tamilnad Mercantile Bank Ltd in India.

2.1. The Security agency should fulfill the following **eligibility criteria.**

(a) Must have a registered office in India in States /Union Territories (Copy of Private Security Agency (Regulation) Act,2005 (PSARA) Licence /BSNL telephone bill / valid lease agreement etc., in respect of the office to be produced).

(b) Must have valid licence granted under the Private Security Agencies Regulation Act 2005 (PSARA 2005) in States/UTs of our requirement (supporting documents along with EMD Draft and other requested documents to be produced as per Annexure III).

(c) Must have an experience of not less than **SEVEN YEARS** in providing security services to Public sector / Govt. organizations / PSBs/ Private Banks/ Private institutions of repute (Copy of relevant work orders or other supporting documents to be produced showing the period).

(d) Must have an average annual turnover of minimum **Rs 5 Crores**, during the

last **THREE** financial years. (IT / GST returns copies for last three years to be enclosed).

(e) Must have executed similar works as below, as on **31.03.2024**

(1.1.i) Single work order for Rs 3 Crores, in last five years **OR**

(1.1.ii) Two work orders of minimum Rs 1.5 Crores each in the last five years **OR**

(1.1.iii) Three work orders of minimum Rs 1 Crores each in the last five years.

(f) Must be engaging minimum **500** guards pan India combined in States/UTs for past **ONE** year. (Nominal roll of the guards and EPF/ESI statement of April **2024** to be given. Details to be given in Application Form with EMD Draft and supporting work order copies and also pay roll sheet for the month of March **2024**).

(g) Must have made profit from the relevant business during the last three financial years (Copies of 3 year's financial statements to be enclosed).

(h) Should have all valid licenses, approvals, certificates, registration from all statutory authorities regarding Contract Labour (Regulation and Abolition) Act / Labour / EPF / ESI Department / Income Tax / GST / any other relevant and mandatory requirement.

(A declaration should be submitted by the bidder to this effect. Also, to enclose self-attested and stamped copies of relevant documents as given in Annexure I,II & III).

2.1.1. The e-tender application shall be submitted in official form only (available at TMB, Establishment Department and in our Bank web site <https://tmb.in> at main page. If submitted in any other form the same shall be summarily rejected.

2.1.2. The name and address of the E-Tenderers application shall be clearly written in the space provided and no over writing, correction, insertion shall be permitted in any part of the application unless duly countersigned by the tenderer. The application should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the application for participation in e-tender is liable to be ignored/rejected.

2.1.3. The e-tender application shall be rejected, if complete information is not given

there-in, or if the particulars and data (if any) asked for.

2.1.4. The application to participate in e-tender received after the specified date and time due to any reasons, including postal delay shall not be considered.

2.1.5. Please note that the application to participate in e-tender for empanelment not accompanied by the required EMD, Annexure I, II and III shall be out rightly rejected.

2.1.6. A Demand Draft of Rs.50,000/- (Rupees Fifty Thousand only) is required to be deposited as Earnest Money Deposit (EMD) in favour of "Tamilnad Mercantile Bank Ltd", Head office, payable at Thoothukudi.

2.1.7. Any conditional offers made by the agency or any alterations/corrections made in the application form shall not be considered. Similarly, incomplete and unsigned application shall also not be considered.

2.1.8. The Tamilnad Mercantile Bank Ltd reserves the right to accept or reject any or all the application/offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.

2.1.9. All statutory obligations under various laws from time to time will have to be met by the Security Agency for which payment shall be made to him during the contractual period, as per Minimum Wages Act.

2.1.10. Decision of Tamilnad Mercantile Bank Ltd, Establishment Department at Head office with regard to interpretation of the terms and conditions shall be final and binding on the Security Agency.

2.1.11. That in case of any dispute the jurisdiction will be Chennai.

2.1.12. Dispute, if any arising out of the Security Services Contract shall be settled by negotiation in good faith between the parties. In the event that the parties are unable to resolve their disputes within a period of 30 (thirty) days from the date of receipt of notice of dispute by one party from the other party, then the dispute shall be referred to Arbitrator appointed by the Bank at Chennai.

The seat of Arbitration shall be at Chennai, India and the language of arbitration shall be English. The decision of the Arbitrator shall be final and binding on both parties to this Agreement. Each party shall bear its own cost of Arbitration.

Notwithstanding anything contained above, the security services contract shall be governed by the laws in existence in India and each party consents to the exclusive jurisdiction of the courts in Chennai, India without regard to any conflicts of laws principles of the state/country or any other state/country. All matter arising out of relating to the security services contract and any order, decree or direction shall be final and binding.

2.2. The Bank will scrutinize/evaluate all application received within the stipulated time, based on the eligibility and other prescribed qualification mentioned in the Tender document. The Bank will not entertain any modification, subsequent to submission of application for e-tender. Therefore, the tenderers are advised to submit their application complete in all aspects as per requirement of Tender document. The bank may shortlist such number of agencies, as may be deemed fit after initial scrutiny of eligibility laid down as per tender documents and thereafter conduct the price bidding via e-tendering process for only administrative charges as an percentage on total monthly emoluments as Basic Pay, DA, EPF, ESO, Bonus rates are payable as per respective state Government/Union Territory prescribed rates. Based on the actual requirement of security service, the bank will invite financial quotes from the shortlisted agencies via e-tendering process and select the service providers (Security Agencies) to provide the required services in various states and UTs. The Tender document is not transferable to any other person.

2.3. No contractual obligation whatsoever shall arise from this process until a formal contract is signed and executed by the Bank/its designated office and the Security Agency.

2.4. The Bank reserves the right to engage different service providers (Security agencies) at different offices / branches of the Bank in different States & Union territories.

2.5 The bidder should be carrying on the business of providing security personnel like unarmed Guards / Armed Guards. The selected service providers (Security agencies) have to enter into an agreement with the Bank as per the format provided by the Bank. They should also submit the security deposit/and/or performance guarantee for such amount as may be finalized by the Bank.

2.6 The selected service providers (security agencies) should also comply with the Following :-

(a) The service provider (security agency) has to provide security guards, both (Armed/ Unarmed as per requirement) , which the Bank may require from time to time, for safeguarding the Bank's property / premises at various states /UTs where bank has its branches /offices /establishments). They should also render other security related services like liaison with Police officials and other Government authorities / establishments or any other related duties entrusted by the Bank / authorities as and when required.

(b) The Security Agency shall provide literate, minimum 10th std. pass, Local

language speaking guards, between the age group of 25 and 55 years, medically, mentally and physically fit, smartly turned out, clean shaven in approved pattern of uniform comprising of hat field service, shirt with lanyard, shoulder flap, whistle, trousers, belt, name plate, shoes and socks Baton has to be provided to all guards on duty by the Security Agency. The Security Agency has to provide torch lights etc. to security personnel so posted at the premises during night and also maintain the same in serviceable condition at all times. Umbrellas, Raincoats & Gum boots will also to be provided to security guards by Security Agency during monsoons. Security Agency should also be in a position to provide lady guards, if so required by the Bank at the same rates approved for male guards. The guarding personnel should have undergone mandatory training as stipulated under Private Security Agencies Regulation Act (PSARA).

2.7. The security staff provided by the Security Agency shall fully protect the property from encroachment, unauthorized occupation, misuse, theft, pilferage, fire accidents, willful damages or any kind of violation over Bank's right over its properties thereat. The security staff on duty will be surprise checked by the Security Agency supervisors on a daily basis and a report on this shall be submitted to the bank as and when it is required.

2.8. The Security Agency shall further agree that in the event of any untoward incident leading to loss / damages to the property and / or any personnel at the above premises due to the negligence / dereliction of duty of the security guards of the Security Agency, it will be incumbent on the Security Agency to be liable for the same and hence the Security Agency shall make good such damage / losses without demur. However, enquiries / investigations in this regard will be conducted jointly by the Security Agency and the Bank and depending on the outcome, appropriate action for compensation / recovery including lodging of Police complaint, if considered necessary, will be initiated by the Bank.

2.9. The security agency shall be responsible for the payment of wages and allowances as per Minimum Wages Act in force and all statutory dues to the persons employed by him for providing the security services. Further security agency shall be responsible to pay all the dues of employees, as well as statutory dues applicable under Labour Laws. In the event there is any violation of any contractual or statutory obligation regarding the personnel/labour, the security agency shall be responsible and liable for the same. Further in the event any claim, action or suit is instituted against the Bank, the security agency shall be required to reimburse to Bank any payment made under such order or Judgments of any competent authority/courts

which it may be liable to pay as a Principal Employer as and when such liability is determined. The Bank shall also have the right to deduct these amounts from the payment due to the security agency bills submitted to the bank and/or from the security deposit submitted by the security agencies.

2.10. The Bank will pay as per the government approved minimum wages rates based on the quotes of the Security Agency on 8 hours working shifts basis for security arrangements round the clock wherever required, including on Bandh days etc. The Bank will empanel the service providers / Security Agencies based on the eligibility criteria and terms and conditions. The Bank also reserves the right to reject any unreasonable or unrealistic bids or to engage any Security Agency other than the empaneled security agency, if so required in the interest of the Bank and due to exigencies of service.

2.11. The Security Agency shall provide reliever guard(s) for leave / sickness / weekly offs of the security personnel. Security Agencies meeting the eligibility criteria will be eligible for empanelment & rates as per the respective State Govt. /Union territories Minimum Wage Rules will be called for from them. Modalities of wage and its payment will be finalized during the financial bid process.

2.12. The payment as per the agreed rate after deduction of applicable taxes at source, as per the Government rules, shall be paid to the Security Agency on or before 7th of the succeeding month or within 7 days after receipt of bill whichever is later, by **ACCOUNT CREDIT** after receipt of the bill from the Security Agency together with the Nominal Roll, Attendance Sheet/Registers, maintained at the above premises which will be duly verified and certified by the authorised officials. A receipt has to be given by the Security Agency for the payment received by them. However, applicable GST as per the Government rules will be paid by the Bank, provided the Security Agency mention valid GSTN of both the service provider (Security Agency) and recipient in the invoice submitted to the Bank. Bank will make payment of bills presented by the Security Agency to their account with TMB only. The persons employed by the Security Agency should also open accounts with TMB and the Security Agency will make direct credits of the salary payable after making Statutory stipulated deductions (i.e., EPF/ESI etc.) to such individual accounts and Bank reserves the right to view / scrutinize and rely upon such accounts apart from demanding monthly account statements from the Security Agency.

2.13. The security guards provided by the Security Agency will be the exclusive employees of the Security Agency and there will be no relationship of employer-employee between the Bank and the security guards so engaged. The engaged personnel will never have any claim for employment in TMB.

2.14. The Security Agency shall undertake to comply with all applicable labour enactments for the respective States and Union territories that may be applicable in respect of the security personnel provided by them and also confirm that the Bank

shall not be responsible on any account for the same. Should the Bank be made to make any payment towards the same, the Security Agency will undertake to make good the said amount and also indemnify the Bank for such other losses or damages. The security Agency shall be liable with regard to compliance of all the Laws, Regulation, Rules, and Directions given by any statutory authorities with regard to safety, labour laws or any other laws in force in the state of (based on the location of Branches/offices/establishments). The Security Agency should also have valid registration/ licence as per the Contract Labour (Regulation and Abolition) Act,1970 and any other Act/Law including valid GST registration number as on date of application.(To be attached as per Annexure III).

2.15. The Security Agency shall undertake and agree that it will not sub-let the contract awarded to it by the Bank. If at any stage, it is found that the Security Agency has sub-let the work, the contract shall stand automatically terminated and the Bank can take action in such case against the Security Agency as deemed fit including confiscation of the security deposit of the Security Agency.

2.16. The Security Agency shall also undertake and agree for timely renewal of all the licenses from the authorities concerned that may be required to be renewed as per the statutory provisions to run the business and the copy of the same to be provided to the Bank within the renewal time limit.

2.17. The Security Agency shall indemnify the Bank from all litigations / compensations and other related requirements in the unfortunate events of any injury or death of any personnel engaged by the Security agency for the Bank.

2.18. The personnel provided by the Security agency will perform shift duty of duration not less than 8 hours and will come directly under the Security Agency for their day-to-day duties and other administrative purpose & will function under the Security Agency as per the directions/ needs of the Bank. Supervision/surprise checks of the security guards on duty will also be carried out by Bank's Security Officers/authorised officials & lapses, if any, noticed will be brought to the knowledge of the Security Agency for immediate corrective action as advised by the Bank & the decision of the Bank in this regard shall be final & conclusive & shall be complied with by the Security Agency to ensure that there are no lapses in fulfilling the needs of the Bank and penalty clause will be invoked in case of such lapses .

2.19. The Security Agency should maintain logbooks for movements of men and materials and inform the Security Officer / authorised official of the Bank of any unusual happenings in & around the premises at once and have complete vigil over the property round the clock.

2.20. The personnel engaged by the Security Agency shall pay proper respect to the officers and staff of the Bank. In case of any indiscipline, misconduct or misbehavior on the part of the security guards, the Security Agency shall change such guards immediately without any demur, at the request of the Bank and such guards shall not once again be deputed to the Bank's premises by the Security Agency. The Security Agency shall further undertake and agree to rotate the security guards provided by them periodically, as per Bank's instructions. The bank may appropriately penalize the Security Agencies for any indiscipline / misconduct / misbehaviour on the part of guards as stated above.

2.21. The guards on duty should not be under influence of liquor / drugs or any other intoxicating items and should not be found smoking. The guards deployed should not accept food, drinks including beverages, cigarettes, cash etc, from strangers / residents.

2.22. It will be the sole responsibility of the Security Agency to ensure the eligibility/ qualifications of the personnel engaged by them and also to verify their antecedents. The Security Agency shall furnish to the Bank, proper introduction letter, Biodata with photo, copy of duly certified ID document / KYC (preferably Aadhaar) and Police verification certificate in the respective states & UTs in respect of their staff. The relevant documents are to be submitted to the Bank before actually engaging / changing staff at all locations.

2.23. The Security Agency will be capable and willing to provide manpower at any of the Bank's branches/offices / establishments in states and UTs in India. The Security Agency shall agree to provide additional security staff in the event of the Bank requiring such additional security services for any of its properties anywhere in the bank for any specific occasion at short notice on the same approved rates.

2.24. The Security Agency or any of its partners/directors etc. should not have been black listed/debarred by any of the Govt. agencies or department or should not have been found guilty of commission or acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including by EPF/ESI authorities or in violation of the the same.

2.25. **Pre-empament Meeting and Clarifications:** Clarifications, **if any**, on E-Tender may be referred to the Asst General Manager (Establishment Dept.) at this Office by post or e-mail establishment@tmbank.in. A pre-empament meeting will be convened at Bank's Head Office, Establishment dept, 458, VE Road, Thuthukudi, 628002, TN **on 07.08.2024**. Security Agencies will be requested to attend the meeting **by intimating their participation by mail to establishment@tmbank.in** latest by 06.08.2024, 2.00PM

2.26. **Earnest Money Deposit:** Earnest Money Deposit (EMD) of **Rs.50,000/- (Rupees Fifty thousand only)** in the form of Demand Draft issued by a Scheduled commercial bank favoring TMB Head Office, payable at Thoothukudi, must be submitted along with the proposal. EMD in any other form will not be accepted. The applications received without EMD will be summarily rejected. The EMD of all successful bidders/empaneled agencies will be retained by Bank during the tenure of empanelment as an interest free security deposit. The Bank reserves the right to forfeit the EMD, if an empaneled Security agency who are all invited for financial quotes via e- tendering refuses to take part in the commercial bid process without having sufficient reasons acceptable to the bank or an Security Agency selected after the commercial bid process refuses to enter into or execute the contract with the Bank or fails/refuse to provide the Security deposit and/or/ Performance Guarantee required by the Bank within the time frame specified by the Bank. The EMD will be refunded without interest to unsuccessful bidders/agencies and to the security agencies who are not shortlisted for financial quotes as per extant rules after the completion of the bid process. Post empanelment, the bank reserves the right to withhold the security deposit in the event of the security agency not fulfilling any of the agreed terms and conditions. Earnest Money Deposit (EMD) draft for Rs.50,000/- (Rupees Fifty Thousand) drawn in favour of “Tamilnad Mercantile Bank Ltd”, Head office, payable at Thoothukudi should kept in the application sealed cover.

2.27. The Bank reserves the right to reject any application and cancel this empanelment / Contract process at its discretion at any stage during the empanelment process without assigning any reason.

2.28. The performance of the empaneled /engaged Security Agencies will be reviewed by the Bank every year or at such other periods as deemed necessary to assess their suitability to continue in the empaneled list. Bank also reserves the right to add additional Security Agencies in the empaneled list based on their applications made in response to our advertisement, after following the due process at periodic intervals.

2.29. The applications duly filled in and signed by the authorized signatory of the bidder along with self-attested, serially numbered, copies of relevant certificates / testimonials, are required to be submitted in a sealed envelope super scribed with “**DOCUMENTS FOR EMPANELMENT OF SECURITY AGENCIES FOR PROVIDING PRIVATE SECURITY GUARDS(BOTH ARMED & UNARMED) AND OTHER SECURITY RELATED SERVICES IN TAMILNAD MERCANTILE BANK BRANCHES, OFFICES & ESTABLISHMENTS IN STATES & UNION**”

TERRITORIES OF INDIA” to the **Assistant General Manager, Establishment Department, 458 V. E. Road, Thoothukudi 628002** not later than **3 PM on 22.08.2024**. Incomplete application forms and applications received by hand or by post after the above specified date & time will be rejected. The Tenderer should sign on each side of the application.

3. **Schedule of events in respect of the bid process are as under:**

(a)	Date of commencement of empanelment process (Posting of E-Tender Document on Publication of E-Tender in Newspapers & bank website)	On 31.07.2024
(b)	Pre-empanelment meeting	On 07.08.2024 at 3:00 PM
(c)	Last date and time for submission of application	At 3 P.M on 22.08.2024 Tamilnad Mercantile Bank Ltd., Establishment Department Head office, 57 VE Road Road,Thoothukudi,Tamilnadu,Pin-628002
(d)	Venue of opening applications At 3 P.M. on 23.08.2024	Tamilnad Mercantile Bank Ltd., Establishment Department Head office, 57 VE Road Road,Thoothukudi,Tamilnadu,Pin-628002
(e)	Address for communication (Bank)	Tamilnad Mercantile Bank's Head office, Establishment Department,458 VE Road,Thoothukudi,Taminadu,Pin-628002
(f)	Commercial Bid process (BY E-BIDDING PROCESS)	To be held separately among the shortlisted successful empaneled bidders as per the requirement of the Bank as and when required.

4. **Opening of Application:** Applications would be opened even in the absence of any or all such applicants or their representatives, as decided appropriately by the Bank at 3 PM on 23.08.2024.

5. **Evaluation:** The applications will be examined by the Bank to determine whether they are complete in all respects, and all details / documents have been furnished / submitted. Applications determined as not substantially responsive will be summarily rejected. The applications will be subject to detailed scrutiny based on the claims in the bid submissions and supporting documents vis-a-vis the requirement as per the RFP. The Bank also reserves the right to make any personal inspection of the office of the applicants or client location and also directly collect feedback from other customers of the applicants and make such other evaluation and inspection for the purpose of Evaluation of the applicants.

6. **TMB Website and Head Office Address:**The E-Tender documents can be downloaded from our website <https://tmb.in> main page and also applicants seeking empanelment for the purpose can visit Tamilnad Mercantile Bank's Head Office, Establishment Department,458 VE Road,Thoothukudi,Taminadu,Pin-628002, on working days(10 AM to 5PM), should they feel the need to be familiar with the nature of works entrusted to the private security personnel, with prior appointment by mail to establishment@tmbank.in .

7. The terms and conditions of commercial bidding and the process via E-Tendering process of the same will be communicated to the successful empaneled Security Agencies as and when required by the Bank.

**General Manager
Establishment Department**

Tamilnad Mercantile Bank Ltd., Establishment Department,
No.458, Victoria Extension Road, Thoothukudi – 628 002

Application Format for Empanelment of Private Security Agencies for providing Guarding Services (Tenderer should sign on each page/side of the application)				
S.No	Particulars		Details	
1	Name of the Applicant			
2	Constitution			
3	Name of the Proprietor/Partner/Director		Qualification	Mobile No.
	1			PAN No.
	2			
	3			
	4			
	5			
4	Registered Office Address			
5	Branch Address (if any)			
6	Communication Address			
7	Year of Establishment			
8	Telephone / Mobile Number			
9	E-mail id			
10	In Case of Proprietorship / Firm /Company registered with registrar of Company / Firms, No and date,Annexure III(Details with Photocopies)			
11	Income Tax PAN No.			

S.No	Particulars	Details
12	GST No.	
13	EPF Registration number	
14	ESI Registration number	
15	Bank account Detail	
	1 Name of the Bank	
	2 Name of the branch	
	3 Nature of account	
	4 Details of Credit Limits	
16	ISO Certification if any	
17	Experience in Years	
18	Major works done in last 7 years. Detailed report as per <u>ANNEXURE I</u> may be submitted in support of the works already done	1 2 3 4 5 6 7
19	Details of Work Orders in hand as per <u>ANNEXURE II</u> may be submitted	
20	Whether already registered / Empanelled with Tamilnad Mercantile Bank for any other work. If so details	
21	Whether registered / Empanelled with Other Banks / PSUs. If so details may be furnished	1 2 3 4 5
22	Whether any Civil Suit / Litigation / GST dues pending in the services provided in last 7 years. If yes, furnish the details	
S.No	Particulars	Details

23	Name and contact number of the Key Person other than Proprietor / partner/ directors if any	Name: Contact No.:		
24	Infrastructure about the Applicant	Office Space: Staff Strength:		
25	Whether related to any staff member / Executive / Directors of the Bank. If yes give complete details			
26	Give reference with Address and Phone Numbers of 2 clients to whom you have executed Similar services	1		
		2		
27	Assessment of Financials (Certified copies of 3 years P&L Account, Balance Sheet along with SARAL Copy of IT Assessment to be attached	Financial Year	Turnover in Lakhs	Profit in Lakhs
		2020-21		
		2021-22		
		2022-23		
28	Any Other Information			

The information furnished above is true and correct to the best of my knowledge

I/We have carefully gone through the various terms and conditions listed in the Tender request for proposal (RFP) for empanelment of Security Agencies and arranging rate contract for providing various security related services (ie., Armed/Unarmed guards etc.) at various branches/offices/establishments of the Tamilnad Mercantile Bank Ltd in India

I/We agree to all these terms and conditions listed in the Tender request for proposal (RFP) for empanelment of Security Agencies and arranging rate contract for providing various security related services (ie., Armed/Unarmed guards etc.) at various branches/offices/establishments of the Tamilnad Mercantile Bank Ltd in India and offer to provide security services at various branches/offices/establishments of the Tamilnad Mercantile Bank Ltd in India.

I/We are submitting this application after carefully reading the Terms and Conditions and understanding the same without any kind of pressure or influence from any source whatsoever.

I/We hereby sign this undertaking in token of our acceptance of various conditions listed in the request for proposal (RFP) for empanelment of Security Agencies and arranging rate contract for providing various security services (ie.,Armed/Unarmed guards etc.at various branches/establishments of the Tamilnad Mercantile Bank Ltd in India.

Place:

Date:

(Affix Designation Seal and Signature)

ANNEXURE I

Particulars of Work/s done for other Banks/Clients in Last 7 years
As on 31.03.2024 and before

S.No	Particulars	Details
1	Name and address of the Client for whom services has been provided	
2	Brief description of the Simillar sevicees executed	
3	Value to guarding services contract executed	
4	Stipulated period of contract	
5	Actual Time of Completion of contract period	
6	If so submit the performance certificate of guarding services rendered	
7	Any Litigation Pending. If so Furnish the details	

Place :

Date :

(Affix Seal and Signature)

Note: Documentary evidence such as copies of work order and completion certificates from respective Banks / PSUs etc . is to be enclosed.

ANNEXURE II

Particulars of Work Orders in Hand for providing guarding services in Banks/Clients

S.No	Particulars	Details
1	Name and address of the Client for whom work order obtained for providing guarding services, Performance certificates to be enclosed.	
2	Brief description for providing guarding services to be executed	
3	Value of work Order for above along with its volumes	
4	Stipulated period of contract	
5	Progress of deployment of guards	
6	Will you complete the contract for the above work order for stipulated time period	

Place :

Date :

(Affix Seal and Signature)

Note: Documentary evidence such as copies of work orders for guarding services received from respective Banks / PSUs etc should be enclosed.

Annexure III

LIST OF MANDATORY CERTIFICATES/LICENCES TO BE SUBMITTED BY THE PRIVATE SECURITY AGENCY ALONGWITH THEIR APPLICATION FORM

The Security Agency applying for the tender should submit the attested copies of following mandatory certificates valid as on date of application / formalities in the application as listed below :-

- Certificate of registration with Registrar of Companies/ Registrar of Firms or Letter of Proprietorship.
 - License as per the PSARA ACT 2005.
 - Goods and Service Tax (GST) registration certificate from Govt. of India.
 - Registration under Shops and Establishments Act.
 - Certificate for registration with the Labour Office.
 - Latest certificate from ESI Corporation.
 - Latest certificate from EPF Organization under Employees Provident Fund (and Miscellaneous Provision) Act-1952.
 - Registration with appropriate authority for Service Tax.
 - License given by the Tamil Nadu Police Department (in Tamil Nadu) and other State authorities (in other States) to engage in the business of private security agency.
 - Solvency certificate
 - Latest audited balance sheet.
 - The Profile intimating their strength and their clientele base and testimonials from their clients.
 - Permanent Account Number (PAN).
 - Compliance with Private Security Agency Regulation Bill/ Act-2005 (PSAR-2005).
 - The gun and ammunition provided to the armed guards should as far as possible to be the property of the Private Security Agency or the gunman should have proper valid gun licence and perfectly working 12 bore or 12 bore pump action guns and the gun license should be issued and valid in respective states and union territories where bank branches are located.
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