

यूको बैंक



UCO BANK

सम्मान आपके विश्वास का HONOURS YOUR TRUST  
(भारत सरकार का उपक्रम Government of India Undertaking)

Ref No: ZOBE/GAD(SEC)/2024-25/36

Date: 14.02.2025

**NOTICE INVITING TENDER**

UCO Bank Zonal office, Balasore invites sealed offers (Technical and Financial) from eligible Vendors, who can provide Cash Vans in our zone.

**Tender Floating Date : 14/02/2025**

**Pre- Bid meeting : 25/02/2025**

**Last date for the submission of BID: 28/02/2025 at 03.00 P.M**

For further details please visit [www.ucobank.com/notices](http://www.ucobank.com/notices). The tender documents are also available at Security Department, UCO Bank Zonal Office, Balasore.

  
**Zonal Manager**  
**Zonal Office, Balasore**



सामान्य प्रशासन विभाग, बालेश्वर अंचल कार्यालय, पुलिस लाईन छक, ओ.टी.रोड, बालेश्वर, जिला: बालेश्वर, पिन-756001  
GAD Deptt, Balasore Zonal Office, Police Line Chhak, O.T.Road, Balasore, District : Balasore, Pin-756001  
दूरभाष Telephone: 06782 240111, 06782 240112 : ई-मेल e-mail : [zobalasore.gad@ucobank.co.in](mailto:zobalasore.gad@ucobank.co.in)

**UCO Bank GST No for Odisha - 21AAACU3561B2ZZ**

राजभाषा में काम - राष्ट्र का सम्मान



# UCO BANK

Zonal Office, O T Road, Police Line Chhak, Balasore

## REQUEST FOR PROPOSAL (RFP) for

**Providing Hired Cash Van Services For Cash Remittance At UCO Bank  
Balasore Zone For Three Years**

RFP Ref. No. UCO/ZO/BALASORE/SEC/01/2024-25

Dated: 14.02.2025

The information provided by the vendors in response to this Request for Proposal (RFP) will become the property of the Bank and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP. The Bank also reserves its right to accept or reject any or all the responses to this RFP without assigning any reason whatsoever. The Bank will evaluate the proposals by following such methods, criteria and rationale which, in its opinion, are in the best interest of Bank.

### DISCLAIMER

While the document has been prepared in good faith, no representation or warranty, expressed or implied, is or will be made, and no responsibility or liability will be accepted by UCO Bank or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. The RFP is not an offer by UCO Bank, but an invitation for vendor's response. No contractual obligation on behalf of UCO Bank, whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officials of UCO Bank and the Vendor.



**REQUEST FOR PROPOSAL (RFP) FOR PROVIDING HIRED CASH VAN SERVICES FOR CASH  
REMITTANCE AT UCO BANK BALASORE ZONE**

**INTRODUCTION**

**Scope of the work/Service**

UCO Bank, Balasore Zonal Office intends to outsource Two (2) cash van services facility for remittance of cash from/to various branches/Currency Chests of the bank. The cash vans are to be deployed at Balasore The number of cash vans mentioned above is only tentative and the actual number may increase or decrease depending upon the requirements of the Bank during the period of empanelment / contract i.e. three years. The decision of the Bank in this regard will be final. Cash vans would be hired for minimum monthly usage 2500 (twenty five hundred) kilometers and eight (8) hours on a working day. Initial period of hiring would for three years subject to annual review of performance of PSA.

1. Applications are invited from reputed Private Security Agencies (PSA) for providing hired services of cash vans for remittance of cash to and fro between our various branches, offices and currency chests located in **Odisha** and as and when required basis. Selected Vendor will be empanelled for 3 years for Balasore Zone and the services of selected vendor may be utilized as & when required by bank. If the bank so desires to extend for a further period of one year to commence from the term here by granted subject to the same terms and conditions as are here in contained. Only those firms which fulfill following criteria will be considered for empanelment:-

- a) Reputed security services providers specializing in providing Cash Vans for at least last 5 years as on 1 April, 2024.
- b) Ability to undertake all remittance related work for all branches throughout the zone.
- c) Ability to provide Customised Cash Vans with drivers and with or without armed guards as per specifications available at annexure-II of this advertisement.
- d) Have adequate fleet of vehicles to cater for breakdowns and provide hassle free service.
- e) Ability to provide drivers and guards duly verified from the local police authorities.
- f) Ability to commence service within 30 days from date of placement of order.
- g) Tender fee of **Rs 1000/- (One thousand Rupees)** should be paid by pay order/DD/Bank cheque in favour of UCO Bank, Zonal Office, Balasore payable at Balasore at the time of submission of tender

2. The vendor should meet the eligibility criteria as per details available at annexure I of this advertisement.

3. Proposed agreement to be signed with the vendor is also available at Annexure III of this advertisement.

4. Applications are to be submitted in the tender box of UCO Bank Zonal Office Balasore in two sealed covers by **1500 hrs on 28<sup>th</sup> of February 2025** as under:



The time schedule for submission of RFP is as under:-

1	Last date, time & place for submission of Bid	<b>28/02/2025 up to 1500 hrs</b> at General Administration Department, UCO Bank Zonal Office, O T Road, Police Line Chhak, Balasore, Odisha PIN -756001
2	Date, Time & Place for opening of Technical Bid	<b>28/02/2025 up to 1530 hrs</b> at General Administration Department, UCO Bank Zonal Office, O T Road, Police Line Chhak, Balasore, Odisha PIN -756001
3	Date, Time & Place opening of financial bid	Will be intimated to the shortlisted Bidders Only who qualify the technical bid stage
4	Cost of tender in the form of DD/Bankers' cheque to be deposited along with technical bid	Rs.1000/-
5	EMD in the form of DD/Bankers' cheque to be deposited	Rs.50000/-  <b>A bidder claiming exemption from EMD will have to submit relevant Govt order and undertaking on a non judicial stamp paper to the effect that he/they will not refuse to execute the purchase/contract awarded by the bank.</b>
6	Rejection of Bid	The tenders received without cost of tender and EMD will be summarily rejected. Every page of the RFP Documents is to be signed as a token of acceptance of terms and conditions. RFP received without signature on each page is liable for rejection.
7	Two Bid System	There will be two stages for evaluation of bids – technical and financial.  Financial bids of the bidders who qualify in the technical evaluation stage will only be opened after due intimation.

In case the specified date of submission and opening of bids is declared as holiday in the State of Odisha, the bids will be received till the specified time on next working day and will be opened at 1530 Hrs on the same day.

Technical Bids will be opened in presence of the bidders' representatives (Max. two) who choose to attend the bid opening process.

Vendors who agree to all the terms and conditions should only participate in the RFP. Details of the Request for Proposal are enclosed.





**(a) Part I.** Technical bids to include profile of the company, list of major existing clients, registered number and GST details, clearance from local police/other authorities/type of vehicle. Copy of PSARA LICENSE to provide cash van services & security guards in the respective state. The technical bid to be submitted on the letter head of firm. As a token of acceptance of all terms and conditions of the

**(b) Part II.(Financial Bid):** Net rates (inclusive of all taxes and levies except GST) per month to be quoted separately for 3 alternatives viz. (i) with driver only, (ii) with driver and one Guard and (iii) with driver and 2 armed guards- To be submitted on letter head of the firm.

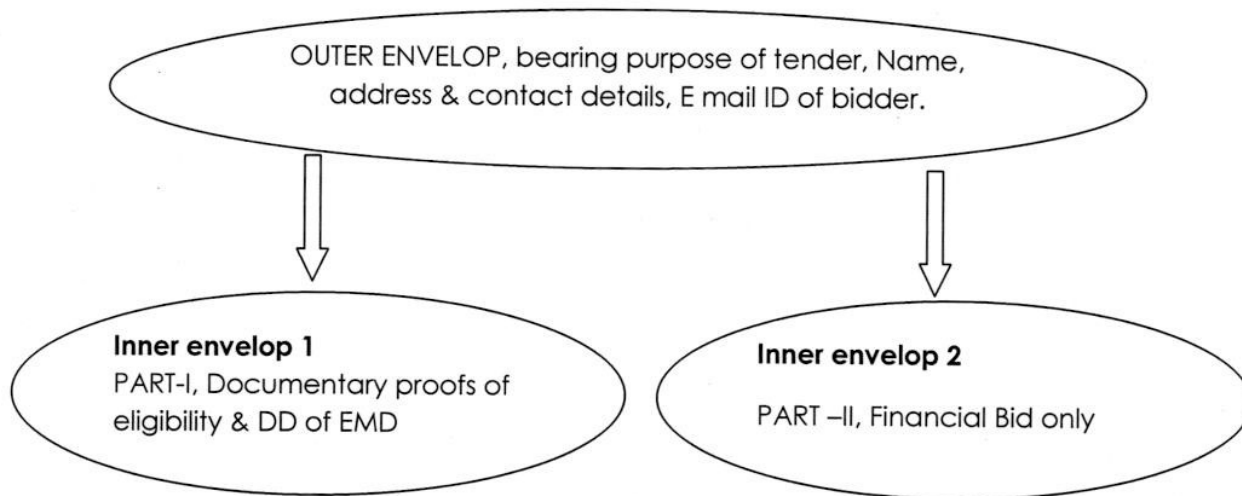
5. Part II will be opened only if Bank is satisfied with Part I. Bank reserves the rights to reject any/all bids without assigning any reason thereto.

6. Other terms & conditions are given at the annexure-IV of this advertisement.

7. For any other queries, vendors may contact to dealing person at our office on working days between 11 A.M. to 4 P.M.

#### **Packaging of Tender Documents**

##### **Packaging of tender documents**



The tenders received without cost of tender and EMD will be summarily rejected. Every page of the RFP Documents is to be signed as a token of acceptance of terms and conditions. RFP received without signature on each page is liable for rejection.



**Zonal Manager**  
UCO Bank, Zonal Office  
Police Line Chhak, Balasore, Odisha PIN - 756001



Contact No. 8420192537

## ANNEXURE I

### ELIGIBILITY CRITERIA OF VENDORS FOR PROVIDING CUSTOMISED CASH VANS

1. Private Security Agency (PSA) providing Customized Cash Van (CCV) should have been in business for the last five years as on 31-3-2024.
2. PSA should have office in Odisha with a credible supervisory infrastructure and network for provision and maintenance of CCVs as also for follow up with law enforcing agencies.
3. PSA should have a Certificate of Registration with Registrar of Companies or Registrar of Firms or have a letter of proprietorship.
4. PSA should provide the latest Income Tax Assessment Order and PAN Number.
5. PSA should provide last 3 yrs Audited Balance Sheet.
6. PSA should be registered with Govt. agency & Establishment Act and provide latest Certificate for ESI Corporation.
7. PSA should provide the latest certificate for EPF Organisation under EPF and Misc provision Act 1952 if applicable as per criteria of number of employees held.
8. PSA should be registered with the Govt. under the Contract Labour Act (Regulation & Abolition) 1970.
9. PSA should have a GST number.
10. Due weightage shall be given if PSA is sponsored/registered with the Directorate General of Resettlement, Ministry of Defence, RK Puram, New Delhi and is a provider of services to PSBs and PSUs.
11. The Service provider should have a valid **PSARA License** to provide cash van services and security guards in the state of Odisha. Any additional regulations/guidelines as prescribed by PSARA Act 2005, the Govt. of India and the State Governments from time to time must be adhered to.



## ANNEXURE II

### VEHICLE SPECIFICATION

Customized Cash Van provided by the PSA should be Airconditioned and meet the following criteria:-

- a) Comprehensive Insurance of the cash van against all risks including fidelity insurance in respect of drivers and guards must be available and the vehicle must be roadworthy.
- b) It should not be more than 2 years old on the date of commencement / renewal of the agreement.
- c) Adequate space for keeping currency with two armed guards to sit in the back portion.
- d) Vehicle should contain adequate fuel and be available at minimum notice as per timings laid down by the bank.
- e) All glass panes and wind screen should be covered with iron grill or wire mesh.
- f) All doors should have double locks i.e., one from inside and other from outside.
- g) Alarm system with siren should be fitted with activation points with guard, driver and rear cabin.
- h) It should have adequate arrangements of chaining of cash boxes to the body of the vehicle.
- i) Cash van should have a fire extinguisher and a first aid box.
- j) Cash van should be provided with a functional cellular / mobile phone.
- k) There should be a secure partition between driver's cabin and cash box area.
- l) It should have adequate portholes for observation and use of weapon by guards.
- m) The cash van should have anti theft / burglary central locking system for side and rear doors (as in case of cars).
- n) Easy maneuverability in narrow lanes and congested areas, where applicable.
- o) All essential features of an efficient vehicle requiring minimum maintenance and providing maximum driving and riding comfort.
- p) Should conform to local laws stipulated by transport department and other government bodies as well as pollution norms.
- q) Cash Van should be specially designed and fabricated light commercial vehicle having separate passenger and cash compartments, with a **CCTV** covering both the compartments with facility to view footages on board.



- r) The passenger compartment should accommodate two custodians and two armed security guards (gunman) besides the driver.
- s) Armed Guard's weapon should be in a functional condition along with valid gun license.
- t) Cash Van should be **GPS enabled** and monitored live with geo-fencing mapping with the additional indication of the nearest police station in the corridor for emergency. GPS should be capable of providing live as well as past movement details.
- u) Cash van should have **tubeless tyres**, and provided with mobile communication and hooters.
- v) Character and **antecedent verification** should be done of all crew members associated with cash van movement should be done meticulously. Strict background check of the employee should include police verification of at least the last two addresses.
- w) A **fidelity insurance** cover of not less than Rs. 20 Crore to be provided by the services provider of cash van, for protecting Bank's interest in case of any loss arising due to negligence, carelessness or malafide intention of driver/guards provided to the Bank.
- x) No cash van should move without armed guards and armed guard's weapon should be in a functional condition along with valid gun licence.



### ANNEXURE III

#### MODEL FORMAT OF AGREEMENT FOR HIRING OF CUSTOMISED CASH VANS

(To be stamped with twice the duty of an Agreement (Agreement + Indemnity))

#### AGREEMENT

This agreement is made at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_

#### BETWEEN

UCO Bank, a body Corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970, having its Head Office at 10, BTM Sarani (Brabourne Road), Kolkata-700 001 and inter-alia, Zonal/Branch Office at Police Line Chhak, Balasore, Odisha PIN -756001 (hereinafter called the "First Party" which term shall, wherever the context so permits, mean and include its successors and assigns) of the First Part;

#### AND

M/s. \_\_\_\_\_ a Proprietorship concern/Partnership Firm/Private/Public Limited Company/Private Security Agency (PSA) having its Office/Registered Office at \_\_\_\_\_ (hereinafter referred to as the PSA which expression shall, wherever the context so permits, mean and include its successors and assigns) of the Second Part;

#### Whereas

- a) The Bank is engaged in the business of banking and is desirous of strengthening its cash remittance services between its various Branch Offices, Currency Chests as well as its clients;
- b) The PSA is engaged and experienced in the business of assisting Banks and others in such cash remittance and wishes to offer its services to the Bank.

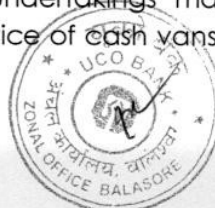
#### IT IS NOW AGREED BETWEEN THE PARTIES HERETO AS FOLLOWS:

##### 1. Period of the Agreement

This agreement shall come into effect from \_\_\_\_\_ and continue to be in force for a period of 36 months upto and inclusive of \_\_\_\_\_ or its sooner determination in terms hereof.

##### 2. The service

The PSA agrees to provide to the Bank its Customised Cash Vans (CCVs) with drivers and with/without guards for cash remittance as may be requested and authorized by the Bank to PSA from time to time in the manner and on the terms and conditions hereinafter set out and the Bank agrees, on the basis of the representations and undertakings made by the PSA as stated hereinafter, to avail the service from the PSA. The service of cash vans will be provided for 8 hours





daily subject to maximum 208 hrs per month. The kilometerage per vehicle will be 2500 KM per month on daily cumulative basis. Services provided in excess of these limits will be charged extra as per rates agreed between the Bank and PSA.

**3. The PSA's representations, Undertakings and Covenants.**

3.1 The PSA represents that it will comply with all legal requirements and obtain such licences, approvals and consents, if any, prescribed/required under any law/rules/regulations, and keep them valid.

3.2 The PSA represents that it is adequately equipped, in terms of infrastructure, manpower and expertise to provide the Service and undertakes to provide the service all the time during the period of this agreement.

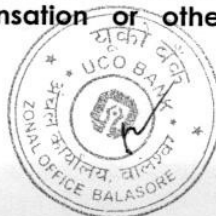
3.3 The PSA agrees that the personnel including its owner(s), director(s), partner(s) employee(s) engaged by the PSA in relation to the Service will be the sole responsibility of the PSA as to their costs and consequences arising out of their engagement or conduct. It is understood that the Bank shall not be liable to pay any remuneration or compensation to the PSA or any of the personnel (including its owner(s), director(s), partner(s), employee(s) and any representative(s) engaged by the PSA in relation to the service except the fee payable to the PSA.

3.4 The PSA shall ensure that :-

- i) The CCVs shall be placed at the time and place appointed by the First Party fully equipped and fit to perform duties. Timings and place will be laid down in the approval letter.
- ii) The driver of the CCV and the guards will be properly verified by the local police. They should carry tamper proof photo identity cards issued by the PSA and wear prescribed uniform. A copy of the police verification report will be provided to the bank in respect of all drivers and guards provided by the PSA.
- iii) Only the type of vehicle listed as at para 8.1 (i) below shall be provided. There shall be no variation.
- iv) At no point of time during the prescribed duty hours, drivers and guards will leave their place of duty. The PSA shall arrange to send a relief/substitute wherever the regular driver(s)/guard(s) is (are) absent or on leave. The relief/substitute shall also be a person duly verified by the police.
- v) The PSA shall provide a "Checking Register" with each CCV site for the purpose of checking carried out by the PSA and First Party authorities.

3.5 The PSA shall

- i) Maintain up-to-date record of all drivers/guards as per Shops & Establishment Act and will discharge all obligations under various Labour Laws viz. EPF Act, ESI Act, Gratuity, Bonus Act, Workmen's Compensation Act, Contract Labour (Regulation & Abolition Act) etc. or under any other State/Union Legislation in respect of drivers/guards engaged by the PSA.
- ii) Take full responsibility of all acts of commission and/or omissions by their drivers/guards or any injury or mishap caused during the course of transport or during rendering the service and will meet all liabilities arising out of such situations.
- iii) Change the driver/guard immediately on instructions from the First Party if the performance of a particular driver/guard is not acceptable or found physically/medically unfit and decision of the First Party shall be final in this regard.
- iv) **Be absolutely responsible for the payment of salary, all other statutory obligations for drivers/guards (or their dependents), on account of salary/wages, bonus, arrears, employment/termination benefit compensation or other claim whatsoever under**



**Workmen's Compensation Act or any other law and the First Party has no connection in relation to such matters.**

- v) In case of any mishap/injury sustained by the driver/guard of whatsoever nature (Minor/major/fatal including death during the course of their duty) the responsibility of granting compensation, if any, on that count will be that of the PSA and not of the First Party.
- vi) 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, with interest at the rate 15% p a.
- vii) In the event of theft, robbery, dacoity or pilferage of the First Party's property or materials, the PSA shall actively assist the First Party for the investigation of the case and if negligence/collusion of drivers/guards is established, such loss due to theft etc. is to be made good by the PSA. PSA agrees to indemnify such loss, irrespective of the fact that such risk might have been insured.
- viii) In case of any property loss/injury to any one of First Party staff due to negligence of the PSA driver/guard or due to dereliction of duty or in-attentiveness or negligence of the driver/guard, all liabilities arising out of such incident will be fully met by the PSA. PSA agrees to indemnify the loss.
- ix) Furnish the names and permanent and local addresses of the drivers and security guards being posted for the above purpose from time to time along with their latest photographs, thumb impression and signatures.
- x) Furnish the proof of having paid the wages, provident fund contributions and other legal liabilities to the driver(s) and security guard(s) engaged by them, within one week of the disbursement of wages to them. If proof is not tendered, the First Party may not reimburse the payment due to the PSA.

4. CCV provided by the PSA should meet the following criteria :

- 4.1 Comprehensive insurance of CCV against all risks must be available. Vehicle must be roadworthy.
- 4.2 It should not be more than 2 years old on the date of commencement/renewal of the agreement.
- 4.3 Adequate space for keeping currency with two guards with weapons to sit in the back portion.
- 4.4 Vehicle should contain adequate fuel and be available at minimum notice as per timings laid down by the bank.
- 4.5 All glass panes and wind screen should be covered with iron grill or wire mesh.
- 4.6 All doors should have double locks i.e. one from inside and other from outside.
- 4.7 Alarm system with siren should be fitted with activation points with guard, driver and rear cabin.
- 4.8 It should have adequate arrangements of chaining of cash boxes to the body of the vehicle.
- 4.9 Cash Van should have a fire extinguisher and a first aid box.
- 4.10 Cash Van should be provided with a functional cellular/mobile phone.
- 4.11 CCV should have a secure partition between driver cabin and cash box area.
- 4.12 CCV should have adequate portholes for observation and use of weapons by guards.
- 4.13 CCV should have anti theft/burglary central locking system for side and rear doors (as in case of cars).
- 4.14 Easy maneuverability in narrow lanes and congested areas, where applicable.
- 4.15 All essential features of an efficient vehicle requiring minimum maintenance and providing maximum driving and riding comfort.



4.16 Should conform to local laws stipulated by transport department and other government bodies as well as pollution norms.

**5. Relationship**

It is agreed and understood by the parties that neither the PSA nor any employee of the personnel engaged by the PSA for the purpose of the service (including its owner(s), director(s), partner(s), employee(s) and representative(s) shall have employee employer relationship with the Bank.

**6. The PSA's Indemnity and Assurance**

6.1 The PSA hereby expressly agrees to indemnify the Bank and keep the Bank indemnified against all loss, liability or obligation arising out of its conduct or that of any of the personnel including its owner(s), director(s), partner(s), employee(s) and representative(s) in connection with the service and this agreement.

6.2 The PSA further agrees to provide a Performance Bank Guarantee of Rs.10 lakh (ten lakh rupees with validity of 39 months.

6.3 The PSA shall take and service the policy of fidelity insurance in respect of drivers and guards provided and comprehensive/3<sup>rd</sup> party insurance for CCV at its own cost and furnish a copy to the Bank.

**7. In case on any day/during any period the PSA fails to provide CCV or the guard, the bank will remit the cash under own arrangements, and double the pro rata charges will be debited from PSA's bill every month.**

**8. The Bank's Covenants**

8.1 The Bank shall in consideration of the services, pay to the PSA charges through Managers Cheque on monthly basis as indicated below.

i) Type of Vehicle

- Small cash van based on Tata 207 or equivalent like Bolero and Marshall Jeep etc.

ii) Number of vehicles \_\_\_\_\_

iii) Meterage to be covered per month \_\_\_\_\_ KM

8.2 Charges to be paid would be Rs. \_\_\_\_\_ per month upto \_\_\_\_\_ KM duty per month. Additional charges will be @ Rs. \_\_\_\_\_ per K.M. The duty hours would be 200 hours per month on cumulative basis. Additional charges for duty hours beyond 200 hrs. would be @ Rs. \_\_\_\_\_ per hour.

8.3 The charges payable are all inclusive and no other expenses would be reimbursed to the PSA. Rates include all taxes, levies, cell phone charges, fuel charges, insurance premium, salaries/wages etc. to be paid to the Govt. or any other bodies or drivers or guards provided with CCV.

8.4 The Bank shall not be liable to pay to the PSA any amount (whether by way of compensation, remuneration, reimbursement or otherwise) other than the fee as aforesaid, in relation to the service.

8.5 The distance will be calculated from Nodal Branch office/Currency Chest or the Initial Reporting Point to place of work only. Distance covered from PSA's depot or overnight parking place to the Initial reporting Point will not be included. Similarly, any meterage spent for repairs etc. or



any other work not assigned by the Controlling/Designated Officer of the Bank will be EXCLUDED. A proper log book will be maintained for each CCV. Each page will be initialed by the driver of the PSA and designated officer of BO DAILY. Monthly summary will be signed by the Branch Incumbent and Authorised Officer of the PSA and presented to the Paying authority along with the Monthly Bill.

8.6 No extra meterage or additional working hours (i.e. beyond 200 hrs. per month) is permitted except with the prior and written sanction of the Branch Incumbent. Delays on account of breakdowns due to external events such as accidents, road blocks, unusual traffic jams or work assigned by the vendor will be EXCLUDED while working out the total hours done. Time of reporting and time of dispersal will be recorded daily and initialed by the Designated Official of the BO for cash remittance.

8.7 Payment will be made by the Bank within 10 working days of the presentation of the Bill. There will be no enhancement in rates/charges during the validity period of the present agreement. No other charges shall be payable to the PSA, except the agreed amount.

#### **9. Non Exclusive Agreement**

It is expressly agreed and understood between the parties hereto that this agreement is on non exclusive basis and the PSA does not have any exclusive right to provide the said services set out herein to the Bank and that the Bank is free to engage as many companies/firms, whether similar or otherwise, to provide such services and enter into agreements with any other person, Firm, Company, Organisation, as may be deemed fit by the Bank. The PSA shall also be at liberty to secure assignments from any other body Corporate or Bank.

#### **10. Publicity**

The PSA, its employees, representatives etc. shall not use the name, trademark and/or logo of the bank in any sales or marketing publication or advertisement or in any other manner.

#### **Miscellaneous**

10.1 The Bank may amend this agreement by giving a notice of one month of such amendment to the PSA, on the address first stated above.

10.2 The Bank shall have a right to terminate this agreement any time without assigning any reason whatsoever. On such termination, the First Party will have right to get service from other Agencies or make such alternate arrangements, as it deem fit, without any let or hindrance and if termination is caused due to any default or non-performance or unsatisfactory performance of PSA. PSA shall be liable to pay damages being the extra cost to be incurred by the First Party. PSA shall reimburse the amount claimed by the First Party immediately after demand.

10.3 This agreement shall stand terminated in the event of :

- i) Any of the PSA representations and undertakings being or becoming incorrect or untrue.
- ii) Breach by the PSA to observe any of the terms and conditions contained herein or under any of the letters of request and authorization issued by the Bank in pursuance hereof or under any other agreement entered by the PSA or any of its personnel (including its owner(s), director(s), partner(s), employee(s) and representative(s) and









## ANNEXURE-IV

### OTHER TERMS & CONDITIONS

#### **A) The PSA to ensure the following :-**

- a) The identity of the driver of the Customized Cash Van and the guards should be properly verified by the local police. They should carry tamper proof photo identity cards issued by the PSA and wear prescribed uniform. A copy of the police verification report will be provided to the Bank in respect of all drivers and guards, provided by the PSA.
- b) At no point of time during prescribed duty hours, drivers and guards will leave their place of duty. The PSA will arrange to send a relief/substitute wherever the regular driver(s)/guard(s) is (are) absent or on leave. The relief/substitute shall also be personnel, duly verified by the police.
- c) The PSA to change driver /guard immediately on instruction from Bank if the performance of a particular driver/guard is not acceptable or found physically or medically unfit.
- d) The PSA should maintain utmost secrecy regarding movement of their vehicle and treasure.

#### **B) The PSA shall ;**

- a) maintain up-to-date records of all drivers/guards as per Shops & Establishment Act and will discharge all obligations under various Labour Laws viz. EPF Act, ESI Act, Gratuity, Bonus Act, Workmen's Compensation Act, Contract Labour (Regulation & Abolition) Act etc. or under any other State/Union Legislation in respect of drivers/guards engaged by the PSA.
- b) Take full responsibility of all acts of commission and/or omissions by their drivers/guards or any injury or mishap caused during the course of transport or during rendering the service and will meet all liabilities arising out of such situations.
- c) be absolutely responsible for the payment of salary, all other statutory obligations for drivers/guards or their dependents, on account of salary, wages, bonus, arrears, employment/termination benefit compensation or other claim whatsoever under Workmen's Compensation Act or any other law and the Bank will have no connection in relation to such matters.
- d) In case of any mishap /injury sustained by the driver/guard of whatsoever nature (minor/major/fatal including death during the course of their duty) the responsibility of granting compensation, if any, on that count will be that of the PSA and not of the Bank.



- e) If for any reason, compensations, costs etc. are paid by the Bank, the same shall be reimbursed by the PSA to the Bank without any demur, with interest at the rate as applicable.
- f) Furnish the names and permanent and local addresses of the drivers and security guards being posted from time to time along with their latest photographs, thumb impression and signatures.
- g) Furnish proof of having paid the wages, provident fund contributions and other legal liabilities to the driver(s) and security guard(s) engaged by them, within one week of the disbursement of wages to them and payment of dues to PSA would be released on submission of such proof.

**C) The PSA's Indemnity and Assurance:-**

- 1) The PSA should comply with all legal requirements and obtain such licenses, approvals and consents, if any prescribed/required under any law/ rules/regulations, and keep them valid.
- 2) The Bank will not be liable to pay any remuneration or compensation to the PSA or any of the personnel (including its owner(s), director(s), partner(s), employee(s) and any representative(s) engaged by the PSA in relation to the service except the fee payable to the PSA.
- 3) The PSA to indemnify against all losses, liability or obligation arising out of its conduct or that of any of the personnel including its owner(s), director(s), partner(s), employee(s) and representative(s) in connection with the service and this agreement.
- 4) The PSA to provide the interest free security deposit/Bank guarantee equivalent to one month's charges per cash van. This will be returned on termination of the agreement.
- 5) The PSA shall take and service the policy of fidelity insurance in respect of drivers and guards provided and comprehensive 3<sup>rd</sup> party insurance for Customized Cash Van at its own cost and furnish a copy to the Bank.
- 6) In case on any day during any period PSA fails to provide Customized Cash Van or guard the Bank will remit the cash under own arrangements, and double the pro rata charges will be debited from PSA's bill every month.

**Note: The Contract can be terminated at anytime by the Bank with a Notice of 30 Days**

**Zonal Head**



**ANNEXURE-V**

**VENDOR'S GENERAL INFORMATION**

**(Information to be filled by the Vendor)**

1. Name of the Vendor: \_\_\_\_\_
2. Year of commencement of business: \_\_\_\_\_
3. Whether ISO certified? : Yes / No  
If yes, details: \_\_\_\_\_
4. Constitution of the Vendor (Tick mark the applicable): Limited Company,  
Private Limited Company, Partnership, Sole Proprietorship or any other type \_
5. Vendor's Registered Address: \_\_\_\_\_
6. E-mail/Phone/Faxnos: E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
: PhoneNos: \_\_\_\_\_
7. Details of authorized representative(s): \_\_\_\_\_
8. Name(s) and addresses of Director(s): \_\_\_\_\_
9. Whether registered with the Registrar of Companies/ Registrar of Firms?  
\_\_\_\_\_
- If so, mention number and date: \_\_\_\_\_
10. Whether Registered for GST purposes? \_\_\_\_\_  
If yes, mention number and date: \_\_\_\_\_  
(Attach copies of GST certificate).
11. Is the firm a Manufacturer / Dealer / Distributor of CCTV systems.  
(Attach authenticated copies): \_\_\_\_\_
13. Net Profit (Rupees. In lacs)



During FY 2021-22 : \_\_\_\_\_

During FY 2022-23 : \_\_\_\_\_

During FY 2023-24 : \_\_\_\_\_

14. Total Turnover (Rupees. In Crores)

During FY 2021-22: \_\_\_\_\_

During FY 2022-23: \_\_\_\_\_

During FY 2023-24 \_\_\_\_\_

15. Revenue earned from operation of Cash vans (Rupees in Crore) :

During FY 2021-22: \_\_\_\_\_

During FY 2022-23: \_\_\_\_\_

During FY 2023-24 \_\_\_\_\_

16. No. Of Branches/Offices in Odisha: \_\_\_\_\_

(Attach list of the Branches/Offices, their addresses, Contact person and Tele & Mobile Nos)

#### DECLARATION

1. I / We have read the instructions appended on the Performa and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and UCO Bank on the basis of the information given by me / us can be treated as invalid by the bank and I / we will be solely responsible for the consequences.

2. I / We agree that the decision of the UCO Bank in selection of Contractors will be final and binding on us.

3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.

4. I / We agree that I / We have no objection if enquiries are made about the works listed by me / us in the accompanying sheets.

5. I / We understand that the amount of Earnest Money deposit shall be forfeited if I / We fail to accept the purchase order that may be awarded as L-I Vendor, or failure to carry out the obligations for deployment of cash van as per terms of the tender.

Signature & Seal of the Bidder



**ANNEXURE-VI**

**UNDERTAKING**

I / We further hereby declare that I / We have not been black-listed or otherwise debarred/ terminated by any Bank / Financial Institution / Central Government / State Government/any Central or State Undertaking or Corporation / Reserve Bank of India or any other Regulatory Authority or any other Statutory Authority as on date of the publication of this Tender / Procurement.

I /We also declare that all the information /Data /documents submitted by me is true & if at any point found false, Bank shall have the liberty to take any action which deem fit to re -compensate its loss at any point of time.

**Signature with Seal of Bidder**

**Attested by Notary**





## ANNEXURE-VII

### FORMAT OF INTEGRITY

**UCO Bank**, a body corporate, constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 as amended from time to time having its Zonal Office at Police Line Chhak, Balasore, Odisha PIN -756001, India hereinafter referred called "**Bank**" of the "**ONE PART**"

And

M/S ..... (Name and address of the vendor company) (herein after called "**The Vendor**")

which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its heirs, administrators, executors, representatives and assignees of successors in office) of the "**OTHER PART**".

### Preamble

The Bank intends to award, under laid down organizational procedures, contract/s for.....The Bank values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder (s) and/or contractor (s).

#### **Section 1 – Commitments of the Bank.**

1. The Bank commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

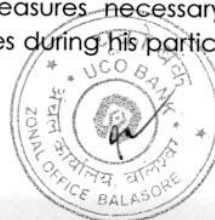
a. No employee of the Bank, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Bank will during the tender process treat all Bidder(s) with equity and reason. The Bank will in particular, before and during the tender process, provide to all Bidders (s) the same information and will not provide to any Bidders (s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.

2. If the Bank obtains information on the conduct of any of its employees which is criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Bank will inform the Chief Vigilance Office and in addition can initiate disciplinary actions.

#### **Sections 2 – Commitments of the Bidder (s)/Contractor(s)**

1. The bidder(s) /contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.



- a. The Bidder(s) contractor(s) will not directly or through any other persons of firm, offer promise or give to any of the Bank's employees involved in the tender process of the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to in order to obtain in exchange any advantage or during the execution of the contract.
  - b. The Bidder(s) /Contractor(s) will not enter with other Bidders into any undisclosed agreement of understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act, further the Bidder(s) / contractors will not use improperly for purposes of competition or personal gain, or pass on to others, any information or document provided by the Bank as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s) / Contractor (s) of foreign origin shall disclose the name and address of the Agent/representatives in India, if any. Similarly the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign Banks, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.
  - e. The Bidder(s)/Contractor(s) will when presenting his bid, disclose any and all payments he has made is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
2. The Bidder (s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3: Disqualification from tender process and exclusion from future contracts**

If the Bidder(s)/Contractor(s), before award or during execution has committed transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Bank is entitled to disqualify the Bidder (s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings". Copy of the "Guidelines on Banning of business dealings" is annexed and marked as Annexure-B".

### **Section 4 : Compensation for Damages**

1. If the Bank has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Bank is entitled to demand and recover the damages equivalent to Bid Security.
2. If the Bank has terminated the contract according to Section 3, or if the Bank is entitled to terminate the contract according to Section 3, the Bank shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value of the amount equivalent to Performance Bank Guarantee.

### **Section 5 : Previous Transgression**



1. The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the anti-corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject he can be disqualified from the tender process and action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

**Section 6: Equal treatment of all Bidders/Contractors/subcontractors.**

1. The Bidder (s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Bank before contract signing.
2. The Bank will enter into agreements with identical conditions as this one with all bidders, contractors and subcontractors.
3. The Bank will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

**Section 7: Criminal charges against violation Bidder(s)/Contractor(s)/Sub contractor(s).**

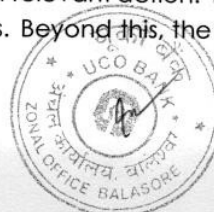
If the Bank obtains knowledge of conduct of a Bidder, Contractor or subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Bank has substantive suspicion in this regard, the Bank will inform the same to the Chief Vigilance Officer.

**Section 8: Independent External Monitor/Monitors**

1. The Bank appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairman & Managing Director, UCO Bank.
3. The Bidder(s)/Contractor (S) accepts that the Monitor has the right to access without restriction to all project documentation of the Bank including that provided by the Contractor.

The Bidder will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder (s)/Contractor(s)/Subcontractor(s) with confidentiality.

4. The Bank will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Bank and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement he will so inform the Management of the Bank and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non- binding recommendations. Beyond this, the Monitor has no



right to demand from the parties that they act, in a specific manner refrain from action or tolerate action.

6. The Monitor will submit a written report to the Chairman & Managing Director, UCO Bank within 8 to 10 weeks from the date of reference or intimation to him by the Bank and should an occasion arise, submit proposals for correction of problematic situations.
7. Monitor shall be entitled to compensation on the same terms as being extended to / provided to Independent Directors on the UCO Bank.
8. If the Monitor has reported to the Chairman & Managing Director, UCO Bank a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman & Managing Director, UCO Bank has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The word "Monitor" would include both singular and plural.

#### Section 9 – Pact Duration.

This pact begins when both parties have legally signed it, if expires for the contractor 10 months after the last payment under the contract, and for all other Bidders & Months the contract has been awarded.

If any claim is made lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairman and Managing Director, UCO Bank.

#### Section 10 – Other provisions

- This agreement is subject to Indian Law, Place of performance and jurisdiction is the Registered Office of the Bank i.e. ....
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- If the Contractor is partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

\_\_\_\_\_  
(For & on behalf of the Bank)  
(Office Seal)

Place \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
(For & On behalf of Bidder/Contractor)  
(Office Seal)

Place \_\_\_\_\_  
Date \_\_\_\_\_

Witness : (Name & Address)

Witness : (Name & Address)



**Format of INDEMNITY Bond**

Know all men by these presents that I/We, Shri/Smt ..... ,  
son/daughter/wife of

Shri....., residing a....., as  
Proprietor/Partner/Director of

....., having office at ..... a  
contractor/Vendor and have

submitted an offer in response to Tender Notice No. .... dated ..... being the  
indemnifier

do hereby execute indemnity bond in favour of UCO Bank having their  
Zonal Office at Police Line Chhak, Balasore, Odisha PIN -756001 on  
this \_\_\_\_\_ day of \_\_\_\_\_, 2025,

WHEREAS the Bank invited tenders for.....

AND WHEREAS

.....submitted tenders amongst others for the said work.

AND WHEREAS the Bank after observing all formalities in the matter, accepted the  
tender submitted by .....and informed them by its letter  
dated

AND WHEREAS

pursuant to acceptance of the tender given by the said vendor, the Bank and the  
said Vendor have entered into an Agreement  
on.....for.....

AND WHEREAS

it is one of the terms of the said Tender-Contract that the Vendor shall give an indemnity  
in the manner hereinafter appearing.

**NOW THIS BOND OF INDEMNITY WITNESSTH AS FOLLOWS:**

In consideration of the Bank having agreed to award the aforesaid contract to us  
more particularly described and stated in the aforesaid Agreement dated





and the related tender documents, we do hereby agree and undertake that we, being the indemnifier shall, at the time hereinafter save and keep the bank harmless and indemnified including its respective Directors, officers and employees and keep them indemnified from and against

1. Any third party claims, civil or criminal complaints/ liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, negligence, and/or for violating any law, rules and regulations in force, for the time being while executing contractual work by me/us.
2. Any damages, loss or expenses due to/resulting from any negligence or breach of duty on the part of me/us or any sub-contractor/s if any, servants or agents.
3. Any claim by an employee of mine/ours or of sub-contractors if any, under the Workmen Compensation Act and Employer Liability Act or any other law, rules and regulations in force for the time being and any acts replacing and/or amendments thereof as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of execution of the contract work and/or arising out of and in course of employment of any workmen/employee.
4. Any act or omission of mine/ours or sub-contractors if any, ours/their servants or agents which may involve any loss, damage, liability, civil or criminal action.
5. We further agree and undertake that we shall during the contract period, ensure that all permissions, authorizations, consents are obtained from the local and or municipal and/or governmental authorities, as may be required under the applicable laws, regulations, guidelines, notifications, orders framed or issued by any appropriate authorities.
6. If any, additional approval, consent or permission is required by us to execute and perform the contract during the currency of the contract; we shall procure the same and/or comply with the conditions stipulated by the concerned authorities without any delay.
7. Our obligations herein are irrevocable, absolute and unconditional in each case irrespective of the value, genuineness, validity, regularity or enforceability of the aforesaid agreement or the insolvency, bankruptcy, re-organisation, dissolution, liquidation or change in ownership of the bank or indemnifier.
8. Our obligation under this bond shall not be affected by any act, omission, matter or thing which would reduce, release us from any of the indemnified obligation under this indemnity or diminish the indemnified obligations in whole or in



part, including in law, equity or contract (whether or not known to it, or to the bank).

9. This indemnity shall be governed by and construed in accordance with the laws of India. We irrevocably agree that any legal action suit or proceedings arising out of or relating to its indemnity may be brought in the Courts, Tribunals at Bhubaneswar. Final judgment against us in any such action, suit or proceedings shall be conclusive and may be enforced in any other jurisdiction by way of suit on the judgment/decreed, a certified copy of which shall be conclusive evidence of the judgment/decreed, or in any other manner provided by law. By the execution of this indemnity, we irrevocably submit to the exclusive jurisdiction of such Court/Tribunal in any such action suit or proceeding.

IN WITNESS WHEREOF

\_\_\_\_\_ (Name of Vendor) has set his/their hands

on this ----- day of -----, 2025

SIGNED AND DELIVERED BY THE AFORESAID ----- (Name of Authorised person)

IN THE PRESENCE OF WITNESS

1) Signature..... 1) Signature.....

Name with address:

Name with address:

2) Signature..... 2) Signature.....

Name with address

Name with address:



## TECHNICAL BID FORMAT

S. No.	Description	Details to be filled by Bidder along with supporting documents
1.	Name of company	
2.	Office address with telephone & e-mail address	
3.	Year of establishment	
4.	No. of years in the business providing cash van services	
5.	Status of the service provider (Pvt. Ltd. Co. /Public Ltd Co./Partnership /Proprietorship Service Provider)	
6.	Name of Directors/ Partners/ proprietor	
7.	Registration status along with numbers and dates for GST, PAN, PF ESIC (Supporting documents to be attached)	GST NO. _____ PAN – _____ EPFO Regn No. – _____ ESIC Regn No.- _____
8.	Registration status as per PSARA Act 2005 and local government sanction for cash van services	PSARA Licence no. _____ Valid in state- _____ Valid up to (date of expiry) _____
9.	Name and address of PSU Banks/ Financial Institutions where cash van services have been provided in last 3 years	
10.	Turnover from cash van services in last 3 years	2021- 2022 – _____ 2022-23 - _____ 2023-24 _____
11.	Profit/loss in last 3 years (audited balance sheet to be provided in support)	2021- 2022 – _____ 2022-23 - _____



		2023-24 -			
12.	Details of cash vans/armed guards held on the inventory/ rolls of the company:	Total No. of cash vans – Make – Vintage in years – No. of armed guards – Type of arms –			
13.	Whether providing custodians				
14.	Details of cash vans provided to PSU Banks/ Financial Institutions in last 3 years				
	Name of organisation	Period of service	Type of cash van	Quantity of cash van	Contact person of the bank/ institution with Tel. no.

Signature of authorised signatory

Name-

Designation-

Office Stamp



**FINANCIAL BID FORMAT FOR CUSTOMISED CASH VAN (AC)**

Rates in rupees per month inclusive of all charges except GST (to be quoted in figures and words)

Sl. No.	Crew combination	AC Cash van with driver	AC Cash van with driver and one armed guard	AC Cash van with driver and two armed guards
1.	Monthly charges for 2500 km per month			
2.	Charges for running one additional km for one cash van (500 km for calculation) km per month			
3.	Charges for running one additional hour for one cash van (50 hr for calculation)			
4.	Charges for outstation night half of cash van with crew for 1 night (5 nights for calculation)			
5.	Total cost per month*			
6.	Annual increase (in rupees) in the rates quoted above			
	Total cost per month* after completion of 1 <sup>st</sup> year (i.e. for 2 <sup>nd</sup> year)			
	Total cost per month* after completion of 2 <sup>nd</sup> year (i.e. for 3 <sup>rd</sup> year)			
7.	Average cost per month for 3 years			

**Note : Toll tax/fee will be charged on actual basis**

Signature of authorised signatory

Name-

Designation & Office stamp-

