

Expression of Interest (EOI) of Empanelment of Private Security Agency(ies) For Hiring of Security Guards (Unarmed) For UCO Bank Buildings Located In Kolkata



UCO BANK, Head Office-I
Human Resource Management Department
4th Floor, 10 B T M Sarani, Kolkata-700 001

EOI Ref. No: UCO/HRM/EOI/01/2024-25 Date: 21/02/2025

The information provided by the bidders in response to this Expression of Interest (EOI) will become the property of UCO Bank (the Bank) and will not be returned. The Bank reserves the right to amend, cancel, rescind or reissue this EOI and all amendments will be advised to the bidders by publication on website of the Bank and such amendments will be binding upon them. The Bank also reserves its right to accept or reject any or all responses to this EOI without assigning any reason whatsoever and without any cost or compensation thereof.

This document is prepared by the Bank for seeking Expression of Interest (EOI) for Empanelment of Private Security Agency(ies) for hiring of security guards (unarmed) for UCO Bank buildings located in Kolkata. It should not be reused or copied or used either partially or fully in any form.

Disclaimer

While the document has been prepared in good faith, no representation or warranty, express 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 Expression of Interest is not an offer by UCO BANK, but an invitation for bidder's responses. No contractual obligation on behalf of UCO BANK, whatsoever, shall arise from the offer process unless and until a formal contract/agreement is signed and executed by duly authorized officials of UCO BANK and the Bidder.



CONTROL SHEET TABLE

EOI Reference	UCO/HRM/EOI/01/2024-25 Date: 21-02-2025
Date of issue of EOI	21-02-2025
Pre Bid queries to be received till	On or before 04-03-2025 up to 05:00 PM
Pre bid Meeting through online mode	05-03-2025 at 12:30 PM
Last Date and Time for receipts of EOI	18-03-2025 at 04.00 PM
Opening of EOI	18-03-2025 at 04.30 PM
Address of Communication	UCO BANK, Head Office-I Human Resource Management Department 4 th Floor, 10 B T M Sarani, Kolkata-700 001
Address for support for Online Tender/ Process of submission of tender documents	<p>This Expression of Interest will follow e-Tendering process [e-bids] as under which will be conducted by Bank's authorized e-Tendering Service Provider M/s Antares Systems Ltd through Website https://www.tenderwizard.com/UCOBANK</p> <p>Following activities will be conducted online through above website:</p> <ul style="list-style-type: none">a) Submission of Eligibility & Technical Bid by the bidderb) Clarification, if any, sought by the Bankc) Opening of Eligibility/ Technical Bid by the Bankd) On-line evaluation by the Bank. <p>Representatives of bidders will be given training for e- Tendering by the Service Provider, M/s Antares Systems Ltd.</p> <p>* Bidders who wish to participate in online tenders will have to register with the website (https://www.tenderwizard.com/UCOBANK) through the "Register" link provided on the home page. Bidder will create login id & password on their own in registration process.</p> <p>* Following facilities shall be provided to registered bidders by the service provider M/s Antares Systems Ltd:</p> <ul style="list-style-type: none">a) Support to the Bidders for participating in the bids through e-tendering Website.

b) Call center support/ email/ phone/mobile etc. in all possible medium.

c) Registration with the e-tendering website.

d) User Manual / Training Kit to the Bidder.

e) Any no. of users of Bidder organization can take support on the e-tendering system.

f) Bidder who wish to participate in this Expression of Interest need to procure Digital Signature Certificate (for Signing and Encryption) as per Information Technology Act-2000 and CVC guidelines using that they can digitally sign their electronic bids. Bidders can procure the same from any of the CCA approved certifying agencies, or they may contact M/s Antares Systems Ltd. at below mentioned address and they will assist them in procuring the same.

Bidders who already have a valid Digital Signature Certificate need not to procure the same. In case bidders need any clarification regarding online participation, they can contact

M/s Antares Systems Ltd.
Registered Office at: #137/3, 'Honganasu' Kengari, Bangalore – 560060.
Phone: - 080-45982100
Fax: - 080-49352034
Help Desk: 9073677150/ 9073677151/ 9073677152/ 033-46046611
Contact Person: Mr. Kushal Bose
Mobile No: 96747-58719
E mail: helpdesk857@etenderwizard.com
Mr. Biswajit Chakraborty
Mobile No: 96746-08723
E mail: helpline1tenderwizard@gmail.com
(On working days: 09:00 hours–18:00 hours) e-mail:
Bidders who wish to participate in e-Tender need to fill data in predefined forms of EOI, in respective tender only.

h) Bidder should upload scanned copies of

	reference documents in support of their eligibility of the bid and as per the instructions given in tender documents After filling data in predefined forms, bidders need to click on final submission link to submit their encrypted bid
Email address	hohrm.rfp@ucobank.co.in
Contact Telephone	Tel : 033-44558410

Note: Expression of Interest will be opened through e-tendering portal as per date and time in bid control sheet. The bids will be received till the specified time and will be opened at time as mentioned in bid control sheet or subsequent addendum/corrigendum. UCO Bank is not responsible for non-receipt of responses to Expression of Interest within the specified date and time due to any reason including postal holidays or postal /technical delays. Any Expression of Interest received after specified date and time of the receipt of bids prescribed as mentioned above, will not be accepted by the Bank. Bids once submitted will be treated as final and no further correspondence will be entertained on this. No bidder shall be allowed to withdraw the bid.

All the documents executed on non-judicial stamp paper, must be forwarded to reach at following address at the earliest and in any case on or before **18.03.2025**.

In absence of receipt of original documents from a bidder, as aforesaid, it shall be deemed that the bidder is not interested to participate in the process and the bid of such bidder will not be taken into consideration.

In case of there being any discrepancy between the documents submitted online and the original received by Bank, the bid documents of such a bidder shall not be considered without any notice and such bid shall be deemed void ab initio. Besides this, the Bank will have the right to disqualify such bidder and take further action as may be required or advised under the law.

Deputy General Manager
Human Resource Management Department
UCO Bank, Head Office
4th Floor, 10 BTM Sarani, Kolkata – 700001.

PART-I

1. INTRODUCTION

UCO Bank, a body corporate, established under the Banking Companies (Acquisition and Transfer of Undertakings) Act 1970 as amended, having its Head Office at 10, B.T.M. Sarani, Kolkata- 700001, India, hereinafter called “the Bank”, is one of the leading public sector Banks in India having more than 3200+ Domestic Branches, two Overseas Branches one each at Singapore & Hong Kong Center.

2. OVERVIEW AND OBJECTIVE

UCO Bank , invites “Expression of Interest” for empanelment of Private Security Agencies (PSAs) for hiring of security guards(Un-Armed) for buildings owned/leased by the Bank located at Kolkata, West Bengal.

The Private Security Agency (ies) (also herein referred to as vendor or bidder/bidders through this document) empanelled under the RFP document shall own the single point responsibility for fulfilling all obligations and providing all deliverables and services required for successful implementation of the project. Unless agreed to specifically by the Bank in writing for any changes in the document issued, the bidder responses should comply with the scope of work.

Please note, this is the first stage of selection of bidders for empanelment. The objective of this EOI is to empanel eligible applicants who are interested in providing the proposed services and have suitable capacity and experience. The limited tendering/ RFQ will be conducted on GeM portal and Work Order for desired services will be issued vide GeM portal to vendor/s empanelled in pursuance of this EOI. Accordingly, the empaneled vendors must register themselves at GeM portal for receiving any work order.

This EOI does not claim to cover all information that each Bidder may require. Each Bidder may conduct its own independent interpretation/ investigations and analysis of the information shared vide this EOI. The bidder can check the accuracy, reliability and completeness of the information in this EOI. The information contained in the EOI document is selective and is subject to subsequent updating, expansion, revision and amendment.

3. ELIGIBILITY CRITERIA

SL No	Criteria	Documents required
1.	<p>Bidder should be a company incorporated as a public/private limited company (as defined in the Companies Act, 2013)</p> <p>or</p> <p>Registered as a partnership firm (registered under section-59 of the Partnership Act, 1932)</p> <p>or</p> <p>A limited liability partnership (under the Limited Liability Partnership Act, 2008) in India</p> <p>or</p> <p>A registered sole proprietorship firm</p>	<p>a. Copy of Certificate of Incorporation issued by Registrar of Companies, Shareholding pattern, Copies of MOA and AOA (For Companies).</p> <p>b. Copy of LLP Incorporation certificate. In case of partnership firms, Deed of Partnership should be submitted.</p> <p>c. Shareholding pattern (For Companies and LLPs)</p> <p>PAN, TAN, GSTIN Certificate and any other tax related document if applicable is required to be submitted along with the eligibility bid.</p> <p>A self-declaration from the bidder on their letter head that they are registered on GeM platform and will remain registered till empanelment is in-force. If already registered, seller id should be submitted. If not registered, a self-declaration from the bidder on their letter head that they will register on GeM platform within 30 days of empanelment and will remain registered till empanelment is in-force.</p>
2.	The Bidder should have an average annual turnover of Rs. 400 Lakhs during the last three financial years (i.e., 2021-22, 2022- 23, 2023-24).	Copy of audited balance sheet of the financial years i.e., 2021-22, 2022- 23, 2023-24 should be submitted.
3.	The Bidder should have Net Profit in the last three financial years. (i.e., 2021-22, 2022- 23, 2023-24)	

4.	The bidder should have a valid license in accordance with Sections 4 & 7 of the Private Security Regulation Act 2005 issued by the state of West Bengal.	Copy of PSARA licence
5.	The bidder shall have Income Tax return and GST return of last three financial years 2021-22, 2022- 23, 2023-24.	Copy of PAN card, GST registration certificate and Income tax return of past three years to be submitted.
6.	The bidder shall have Registration under Shops & Establishments Act. The bidder should have necessary registrations with Labour Department and other Govt. departments for compliance of all statutory/Govt. requirements applicable to security agencies.	A copy of valid registration certificate from respective authorities to be submitted.
7.	The bidder shall have documents to prove compliance of Minimum Wages Act 1948 and other labour laws and rules.	Relevant documents like salary sheet of one site at West Bengal to be submitted. An undertaking as per Annexure-VII shall be provided by the bidder.
8.	The bidder should be certified from ESI Corporation and should have been allotted with a code number by the ESIC.	Copy of certificate to be submitted
9.	The bidder should be certified under EPF & Miscellaneous Provisions Act 1952 and the bidder should have been submitting EPF contribution online.	Copy of certificate to be submitted
10.	The bidder is required to furnish a copy of the Electronic Challan cum Return (ECR) for EPF Contribution for a Wage month not older than two months prior to the empanelment opening date.	A copy of ECR to be opened.
11.	The bidders are required to furnish a copy of the previous "Return of Contributions" (Form-5) submitted to the ESIC or a copy of Electronic Contribution History Sheet submitted.	A copy of RC or EC history sheet, as applicable, is to be attached.
12.		Relevant documents to be

	The bidders shall have their office(s) at Kolkata with telephone connection and e-mail facility.	submitted.
13.	The bidder shall have minimum three years of experience providing Security Guards services and must be providing security guard services to minimum two public sector undertakings at present.	Satisfactory service certificates from two Public Sector Undertakings where it is presently providing security services.
14.	The bidder shall not be owned or controlled by any Director or serving Officer/Employee of UCO Bank or their relatives having the same meaning as assigned under section 2(77) of the Companies Act 2013. (A certificate denying the ownership by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 2(77) of the Companies Act 2013 issued by the CEO or Director or Partner or Proprietor of the bidder to be submitted along with the tender	Undertaking cum declaration to this effect as per Annexure-V to be submitted
15.	Bidder should not have been debarred / black-listed by a government institution or public sector undertaking (Central or State) or Ministry/Department in India as on date of RFP submission.	Annexure-IV should be submitted
16.	The bidder should have on its roll minimum 200 Security Guards, out of which at least 100 Security Guards should be provided/engaged to PSUs or PSBs as on the date of EOI publication.	Documentary evidences like Work order/SLA to be provided.
17.	The bidder should ensure that there are no legal proceedings / inquiries / investigations have been commenced / pending /	Undertaking cum declaration to this effect as per Annexure-V to be submitted

	threatened against service provider by any statutory or regulatory or investigative agencies for which performance under the contract will get adversely affected / may get affected.	
18.	The bidder shall have effective infrastructure for the training of the Guards.	Relevant documents to be submitted.

Note :-

1. The bidder must comply with each and all of above-mentioned criteria. Non-compliance of any of the criteria will entail rejection of the offer summarily. Documentary Evidence for compliance to each of the eligibility criteria must be enclosed along with the bid together with references. Undertaking for subsequent submission of any of the required document will not be entertained under any circumstances. However, UCO Bank reserves the right to seek clarifications on the already submitted documents. Non-compliance of any of the criteria will entail rejection of the offer summarily. Any decision of UCO Bank in this regard shall be final, conclusive and binding upon the service provider.
2. Wherever a bidder is required to furnish copies of various documents/Certificates, as referred here, it should be ensured that such copies are duly attested by the Authorised Signatory of the bidder who has submitted the bid documents and Bank may, if required, call for the original documents /Certificates.
3. Satisfactory Service Certificates, Undertaking as per Annexure-IV and Annexure-V are to be submitted to Bank in original before the date as specified and when uploading online, the copies must be submitted duly attested.

PART-II

1. Broad Scope of Work

The selected bidder to ensure deployment of Ex-Serviceman/Ex-Central Para Military Force, Un-Armed Security guards at Bank's own buildings, located at Kolkata, West Bengal. Post empanelment, a limited tendering process will be conducted among the empanelled agencies.

The number of unarmed security guards required to be deployed at Bank's own buildings located in Kolkata is approximately fifty six (56) at present, which may increase or decrease at the discretion of the Bank.

The duties and responsibilities of the Un-Armed Security Guards as expected by the Bank are mentioned hereunder:

- The Security Guard of each shift is responsible for all security related aspects during his/her shift.
- Duty of the deployed guard is to keep a watch over the premises where he is deployed and the 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 bidder shall ensure that the PSA's Employees deployed in Bank 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 fire in the branch/office.
- At the beginning of the shift the deployed security guard will completely take over charge from the outgoing guard & while himself leaving on completion of his duty will hand over charge to the incoming guard in clear detail about the activities performed & works pending completion.
- The security guards shall ensure at the Main Gate that all entry & exit movements of Men, Material & Vehicles is authorized and takes place smoothly. No deviations to be permitted unless authorized.
- Mobility of the guard on duty is of critical importance which has to be kept in mind before resuming duties.
- The security guards shall monitor the checking of all out going / incoming workmen, contract labor, Contractors, & Vendors.

- The security guards must try & gather information of any abnormal activities in his area of responsibility which if observed, first take corrective / preventive actions & simultaneously keep security officers informed about it.
- The security guards to be responsible for maintaining highest standard housekeeping of the Main Gates & ensure functioning of all security gadgets & apparatus round the clock deployed for routine work.
- Shall maintain liaison with Caretaker, Security officer and be updated always on any changes taking place & inform the same to his security guards.
- Will follow the laid down procedure in case of Visitors and will ensure to maintain a decent behaviour with anyone coming in or going out.
- Shall always be ready to accept & assist / guide in handling any unforeseen eventualities.
- Shall maintain shift documentation as per laid down formats, meet the Visitors & guide them respectfully to the place they are supposed to go after completing Gate formalities for Visitors.
- Shall ensure all phone calls are received promptly & where required the concerned message is noted down & passed on to the relevant persons / officials when they are available at the first next moment.
- All Security Guards will report for duty ten minutes before their duty start time and will be well turned out.
- While on duty the guards will maintain a polite but FIRM behaviour with the employees, contract labour, drivers and vendors visiting the office.
- The security guards should not involve themselves in any of the activities they are supposed to check & prevent.
- If any wrong working procedure is being followed by the employees or contract labour they will unhesitatingly advise them in a decent way to follow correct procedure & simultaneously inform the concerned official nearby or the Chief Security Officer.
- In case of any doubt the guard will not keep it to himself but will immediately seek help from Chief Security Officer.
- While on duty the guards will work with eyes open, mind receptive & shall take initiative to find abnormalities.
- No guard, especially in night shift duty will ever be found sleeping. If found,

agency will be penalized suitably.

- Guards on Main Gate duty will sincerely perform checking of incoming / outgoing employees/visitors but all throughout will maintain a decent & presentable behaviour.
- Be thoroughly conversant with the communication system other than telephones and electrically operated devices, to be able to raise a general alert and inform the Branch Manager/ Supervisory security staff in the case of any eventuality.
- Should be trained in frisking duty, handling electronic gadgets like CCTV, Fire Alarm System, Hand Held Metal Detector, X-Ray baggage scanner, Visitor Management System, Flap Barrier etc.
- The bidder shall ensure that the guards deployed in the premises of Bank shall not accept any eatables, tea, coffee, tobacco etc., from strangers. Such guards shall not consume alcohol or other intoxicants or be found in an inebriated state or smoking during the duty hours. The bidder shall ensure that no familiarity develops between the guards deployed in Bank and the Bank staff. Further, the bidder shall ensure that the guards do not indulge in any activities which may tarnish the image of the Bank or project themselves as employees or agent of Bank or indulge in money transactions.
- The bidder shall ensure that at no point of time during the prescribed duty hours, the guard 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.
- While on patrol, perform the following duties:
 - Carry out surveillance of the premises.
 - Prevent use of premises by squatters, hawkers or undesirable characters.
 - Prevent misuse of premises for anti-social activities by public, or bank staff
 - Open and close unmanned gates in an emergency.
 - Deal with untoward incidents.
 - Keep a close watch over the building and other property, against attempts of arson or accidental Fire and take action as per the branch's standing orders on fire fighting.
 - Collect security information and convey the same to the superiors.
 - Check the identification of all persons, found loitering in close proximity of the bank.
- The security personnel shall be duly trained in Fire safety operations. They should be trained to operate various fire extinguishers installed in the offices/colonies.
- Refrain from participating in Trade Union activities.
- Any other security related duties assigned by the Bank.

PART-III

1 Empanelment Terms & Condition

- 1.1 Deployment of Security Guards is to be completed by the PSA within a period of 15 (Fifteen) days from the date of issuance of the Work Order issued by the Bank.
- 1.2 Any delay in deployment over the stipulated period will attract penalty of 5 % of the monthly contract payment per day subject to maximum of the monthly contract payment per month of delay. Bank reserves its right to recover this amount by any mode, which includes adjustment made against any payment to be made by Bank to the PSA and/or from the Bank guarantee.
- 1.3 Empanelment would be for a period of **three years** from the date of service level agreement subject to satisfactory service and yearly review. If the service provided by the bidder is found to be unsatisfactory or if at any time it is found that the information provided for empanelment or for any tender is false or if irregularities shown by the bidder for applying for the tenders, the Bank shall reserve the right to remove such vendors from the empaneled list without giving any notice and without any cost and compensation thereof, to the vendor in advance.
- a. The bidder, if earlier empaneled with the Bank, should have satisfactory record in deployment of security guards. Bank shall have the right to reject any proposal of such bidders where past performance with the bank is not satisfactory.
 - b. If called for, the bidder should be ready to participate in Bank's tender process as per the terms and conditions of the respective RFQs/limited tendering.
 - c. The bank will review the empanelled vendors on yearly basis and Bank may reconsider their candidature based on their service throughout the year.
 - d. In case any RFQ/Limited tendering is initiated before expiry of empanelment tenure, bid and bidder will be valid till the finalization of the RFQ/tendering process.
 - e. It is also to be noted that if empanelled bidder after RFQ/ Tendering allotted the Agreement, the Bank will have absolute right to avail the services from other empanelled bidders in case successful bidder fails to provide services ask for or breach any term & condition(s) or any exigencies, so arises.

2. Contract Period:

The empanelment will be for a period of three years, but the contract will be awarded for a period of **12 months** initially and will be extended further depending on the performance of the security agency, unless terminated earlier by the Bank by serving thirty (30) days' prior notice in writing to the selected bidder at its own convenience without assigning any reason and without any cost or compensation therefor. However, after the completion of initial period of **12 months**, the contract may be extended/renewed for further period on same terms and conditions as would be decided by the Bank.

The performance of the selected bidder shall be reviewed every quarter and the Bank reserves the right to terminate the contract at its sole discretion by giving 30 days' notice without assigning any reasons and without any cost or compensation therefor. Any offer falling short of the contract validity period is liable for rejection.

The selected bidder is required to enter into a Service Level Agreement (SLA), the format whereof is to be supplied by the Bank.

3. Bid Submission & Stages of Evaluation

- I. The responses to this EOI must be complete and comprehensive with explicit documentary evidence in support of all the eligibility criteria mentioned herein above. The intended applicants are required to submit their full bio-data as per the Format in **Annexure II** along with the required documents. If necessary, Bank may ask for clarification and/or further information from the bidders.
- II. Short-listing of bidder(s) based on proof of documents submitted, site visits by Bank's officials and satisfactory feedback from reference sites. Service providers are requested to submit documentary evidences to support their claims as specified in Annexure-VIII. If the service provider does not provide any evidence in support of parameters, no marks will be given to the service provider in the evaluation process.
- III. The basis of scoring is mentioned in Annexure-VI. The eligible bidder, to qualify, must secure a minimum of 50% in total score.
- IV. The Bank reserves the right to accept/reject any or all offers submitted in response to this advertisement without assigning any reason whatsoever without any cost & compensation thereof and Bank's decision will be final in this regard.
- V. If deemed necessary, the Bank may seek clarifications on any aspect of EOI from the applicant. If a response is requested, it must be provided within 02 days. However, that would not entitle the applicant to change or cause any change in the substances of their EOI document already submitted. Bank

may also make enquiries to establish the past performance of the applicants in respect of similar work. All information submitted in the application or obtained subsequently will be treated as confidential.

- VI. Further, The Bank reserves the right to issue Request for Quotes (RFQ) to vendors if it deems eligible and qualified based on the evaluation of the responses received. Bank may issue a Request for Quotes (RFQ) covering detailed revised Scope of Work to shortlisted applicants for inviting technical and indicative commercial bids for next process of procurement. However, it may be noted that short listing of applicants should not be treated as a contract for the proposed work.
- VII. Nothing contained in this EOI shall impair the Bank's Right to issue Open Tender on the proposed Service.
- VIII. Bidder has to qualify in all the eligibility criteria mentioned in EOI document.

Note: This is only for the purpose of empanelment and commercials are not to be submitted with "Expression of Interest (EOI)".

This EOI shall not define project specific terms and guidelines. They shall be specified in the subsequent RFQ documents issued for the specific requirements.

4. Rejection of The EOI Response

The Bid is liable to be rejected if:

- 4.1 The document doesn't bear signature of authorized person on each page signed and duly stamp.
- 4.2 It is received through E-mail.
- 4.3 It is received after expiry of the due date and time stipulated, or such extended time as stipulated by the Bank, for bid submission.
- 4.4 Incomplete Bids, including non-submission or non-furnishing of requisite documents /Conditional Bids/deviation of terms & conditions or scope of work/incorrect information in bid/Bids not conforming to the terms and conditions stipulated in this Expression of Interest (EOI) are liable for rejection by the Bank.
- 4.5 Bidder should comply with all the points mentioned in the EOI. Non-compliance of any point will lead to rejection of the bid.

- 4.6 Any form of canvassing/lobbying/influence/query regarding short listing, status etc. will be a disqualification.
- 4.7 The bidder submits Incomplete Bids, including non-submission or non-furnishing of requisite documents/Conditional Bids/Bids not conforming to the terms and conditions stipulated in this Expression of Interest (EOI).
- 4.8 Non-submission of Integrity Pact, duly stamped and executed on non-judicial stamp paper of requisite value, as per format given in Annexure –V.

5. Pre bid meeting

For the purpose of clarifications of doubts of the bidders on issues related to the EOI, Bank intends to schedule a pre bid meeting on the date & time as indicated in the EOI (Bid Control Sheet). The queries for the Pre-bid meeting should reach by email on or before the date mentioned above on e-mail: **hohrm.rfp@ucobank.co.in**. It may be noted that no query from any bidder shall be entertained or received after the above-mentioned date. Queries raised by the prospective bidders and the Bank's response will be hosted at Bank's web site and tender wizard portal. No individual correspondence will be accepted in this regard. Only authorized representatives of bidder will be allowed to attend the Pre-bid meeting. Any deficiencies should also be raised in the pre-bid queries. Pre-bid meeting will be held online through WebEx Meetings. Link to the meeting will be shared to the bidders sending pre-bid queries & request for link.

6. Modification And Withdrawal Of Bids

- a) Expression of Interest once submitted will be treated, as final and no modifications would be permitted. No correspondence in this regard will be entertained.
- b) No bidder shall be allowed to withdraw the Expression of Interest after the deadline for submission of Expression of Interests.
- c) The bidder will not be allowed to withdraw from or seek amendments to the Expression of Interest commitments. The Expression of Interest earnest money in such eventuality shall be forfeited and all interests/claims of such bidder shall be deemed as foreclosed.

7. Information Provided

The EOI document contains statements derived from information that is believed to be reliable at the date obtained but does not support to provide all of the information that may be necessary or desirable to enable an intending

contracting party to determine whether or not to enter into a contract or arrangement with Bank in relation to the provision of services. Neither Bank nor any of its employees, agents, contractors, or advisers gives any representation or warranty, express or implied as to the accuracy or completeness of any information or statement given or made in this EOI document.

8. For Respondent Only

The EOI document is intended solely for the information to the party to whom it is issued ("the Recipient" or "the Respondent") and no other person or organization.

9. Confidentiality

The EOI document is confidential and is not to be reproduced, transmitted or made available by the Recipient to any other party. The EOI document is provided to the Recipient on the basis of the undertaking of confidentiality given by the Recipient to Bank. Bank may update or revise the EOI document or any part of it. The Recipient acknowledges that any such revised or amended document is received subject to the same terms and conditions as this original and subject to the same confidentiality undertaking.

The Recipient will not disclose or discuss the contents of the EOI document with any officer, employee, consultant, director, agent or other person associated or affiliated in any way with Bank or any of its customers, suppliers or agents without the prior written consent on Bank.

10. Disclaimer

Subject to any law to the contrary, and to the maximum extent permitted by law, Bank and its officers, employees, contractors, agents, and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information, including forecasts, statements, estimates, or projections contained in this EOI document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of Bank or any of its officers, employees, contractors, agents, or advisers.

11. Costs Borne By Respondents

All costs and expenses incurred by Recipients / Respondents in any way associated with the development, preparation, and submission of responses, including but not limited to attendance at meetings, discussions, demonstrations,

etc. and providing any additional information required by Bank, will be borne entirely and exclusively by the Recipient/Respondent.

12. No Legal Relationship

No binding legal relationship will exist between any of the Recipients/ Respondents and Bank until execution of a contractual agreement.

13. Errors And Omissions

Each Recipient should notify Bank of any error, omission, or discrepancy found in this EOI document.

14. Acceptance of Terms

A Recipient will, by responding to Bank EOI, be deemed to have accepted the terms as stated in the EOI.

15. EOI Response

If the response to this EOI does not include the information required or is incomplete or submission is through Fax mode or through e-mail, the response to the EOI is liable to be rejected.

All submissions will become the property of Bank. Recipients shall be deemed to license, and grant all rights to, Bank to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other Recipients who have registered a submission and to disclose and/or use the contents of the submission as the basis for any resulting EOI process, notwithstanding any copyright or other intellectual property right that may subsist in the submission or Banking documents.

16. Notification

Bank will notify the Respondents in writing as soon as possible about the outcome of EOI evaluation process, including whether the Respondents' EOI response has been accepted or rejected. Bank is not obliged to provide any reasons for any such acceptance or rejection.

17. Language of Bids

The bid, correspondence and supporting documents should be submitted in English.

18. Cancellation of EOI Process

BANK reserves the right to accept or reject in part or full any or all offers without assigning any reason thereof and without any cost or compensation thereof. Any decision of the Bank in this regard shall be final, conclusive and binding upon the respondent (s). The Bank reserves the right to accept or reject any Bid in part or in full, and to cancel the Bidding process and reject all Bids at any time during the tender process or prior to contract award, without thereby incurring any liability to the affected respondent or respondents or any obligation to inform the affected respondent or respondents of the grounds for Bank's action. During the evaluation process at any stage if it is found that the respondent does not meet the eligibility criteria or has submitted false /incorrect information the response will be rejected summarily by The Bank.

19. Authorized Signatory

The selected bidder shall indicate the authorized signatories who can discuss, sign negotiate, correspond and any other required formalities with the bank, with regard to the obligations. The selected bidder shall submit:

- a) **For Companies:** A certified copy of the resolution of their Board, authenticated by Company Secretary, authorizing an official or officials of the company to discuss, sign with the Bank, raise invoice and accept payments and also to correspond. The bidder shall furnish proof of signature identification for above purposes as required by the Bank.
- b) **For LLP/Partnership/ Proprietorship firm:** An authorization letter signed by Designated Partner of LLP/ Partnership firm/ Managing partner or any Active partner, where there is no managing partner, in case of Partnership firm/ Proprietor of the proprietor firm, authorizing an official or officials of the firm to discuss, sign with the Bank, raise invoice and accept payments and also to correspond.

20. Publicity

Any publicity by the selected bidder in which the name of the Bank is to be used should be done only with the explicit written permission of the Bank. The empanelled Bidder shall ensure that the name of the Bank does not appear in any of its advertisements, product demonstrations, sales promotion schemes, or any publicity initiatives, without obtaining explicit written permission of the Bank in this regard. The Bank, however, reserves the right to reject any such request made by such bidder.

21. Privacy & Security Safeguards

The Selected bidder shall not publish or disclose in any manner, without the Bank's prior written consent, the details of any security safeguards implemented by the selected bidder under this contract or existing at any Bank location.

22. Corrupt and Fraudulent Practices

As per Central Vigilance Commission (CVC) directives, it is required that Bidders/Suppliers/Contractors observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy:

“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution AND “Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the Bank and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.

The Bank reserves the right to reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

The Bank reserves the right to declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23. Compliance

The services offered to the Bank must comply with all laws, regulations & Govt. guidelines of India. It should also not violate any of the provisions of the Banking Act in anyway or any other legal provisions relating to such services in India. The bidder should have all necessary permissions, approvals, No-Objection-Certificates from the competent authorities, as is required under any law, statute or regulation for carrying out its obligations and for providing the services to UCO Bank.

24. Applicable Law & Jurisdiction Of Court

The Contract with the selected bidder shall be governed in accordance with the Laws of India for the time being in enforce and will be subject to the exclusive jurisdiction of Courts at Kolkata (with the exclusion of all other Courts).

25. Adoption of Integrity Pact

UCO Bank has adopted practice of Integrity Pact (IP) as per CVC guidelines. The Integrity Pact essentially envisages an agreement between the prospective vendors/ bidders/sellers, who commit themselves to Integrity Pact (IP) with the Bank, would be considered competent to participate in the bidding process. In other words, entering into this pact would be the preliminary qualification. In case of bids for the purchase of Goods, Services, and Consultancy etc. not accompanied with signed IP by the bidders along with the technical bid, the offers shall be summarily rejected. The essential ingredients of the Pact include:

- i. Promise on the part of the principal not to seek or accept any benefit, which is not legally available.
- ii. Principal to treat all bidders with equity and reason
- iii. Promise on the part of bidders not to offer any benefit to the employees of the Principal not available legally.
- iv. Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contract etc.
- v. Bidders not to pass any information provided by the Principal as part of business relationship to others and not to commit any offence under PC/IPC Act.
- vi. Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals or associates.
- vii. Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.
- viii. For Joint Ventures (JV) entities, Integrity Pact should be signed by all partners.
- ix. In case of foreign contractor, details of their Indian counterpart should be submitted to Bank by the vendor.

Integrity Pact, in respect of a particular contract, shall be operative from the date IP is signed by both the parties till the final completion of the contract. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. IP shall cover all phases of contract i.e. from the stage of Notice Inviting Tenders (NIT)/Expression of Interest (EOI) till the conclusion of the contract i.e. final payment or the duration of warrantee/ guarantee. Format

of IP is attached as Annexure – IV for strict compliance. It should be executed on a non-judicial stamp paper of requisite applicable value.

The following Independent External Monitors (IEMs) have been appointed by UCO Bank, who will review independently and objectively, whether and to what extent parties have complied with their obligation under the pact.

1. Dr. Manoj Kumar Chhabra

C-182 (3rd Floor), Sarvodya Enclave.

Malviya Nagar, New Delhi-110017.

email: mkchhabra10@gmail.com

All pages of Integrity Pact (IP) must be signed and stamped Integrity Pact (IP) should be deposited with HRM Department at the address mentioned along with EOI document.

26. Issue of Corrigendum

At any time prior to the last date of receipt of bids, Bank may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the EOI document by a Corrigendum. Any such corrigendum shall be deemed to be incorporated into this EOI.

27. Post Selection Limited Tendering Process

On selection of bidders, they will be empaneled in respective groups. Post empanelment, Bank will initiate Limited Tendering Processes as per the requirement during the empanelment period of three (03) years. The RFQ document will be shared to the empaneled vendors of respective group. The selection process, SOW and terms & conditions will be specified in the RFQ document. The selected bidder in limited tendering process will be awarded for the tender and will be required to adhere the SOW and terms & conditions mentioned in the RFQ.

28. Responsibilities of Private Security Agency

- A. The Private Security Agency/Bidder shall ensure that the un-armed guards being provided to Bank-
- i) are not more than 55 years of age;
 - ii) are either Ex-Serviceman or Ex-Para Military personnel;
 - iii) are literate, conversant with Bengali and Hindi
 - iv) are medically fit, mentally sound and possess good physique to perform the various duties as is reasonably expected by them

- v) are not be in Low Medical Category as recorded in discharge book of Ex-Servicemen/Ex-Para Military personnel.

Note - Medical category will be considered valid for two years from date of discharge and thereafter the medical fitness will be considered as per fresh medical fitness certificate from a Registered Medical Practitioner with qualification not less than M.B.B.S. as produced for verification by the PSA.

- B. The duty hours of the guards will be for eight (8) hours per day or such hours as mandated in applicable laws,
- C. The guards will wear the uniform, which is to be provided by the Private Security Agency/Bidder.
- D. The Private Security Agency/Bidder has to arrange for a reliever of guard deployed at the premises compulsorily on the mandatory weekly off days or in the absence of the guard deployed. The reliever should be paid as per minimum wages even if that payment is not mentioned in the bid.
- E. The Private Security Agency/Bidder has to arrange for replacement of any particular Security Guard in case the Bank officials ask for the same.
- F. Private Security Agency/Bidder shall be required to submit his Bill, along with the copies of the previous E.C.R. for EPF and ESI premiums contributed for the PSAs employees (of both regular and reliever) deployed in the premises failing which the Bank will not be liable for release of the payment.
- G. The Private Security Agency/Bidder shall be responsible for maintaining the attendance and leave of the guards and produce the same before the Bank whenever is required by the Bank.
- H. Private Security Agency/Bidder shall be required to maintain the Muster Rolls as per Form XVI or such other Form as may be prescribed by a statutory body or authority, and Private Security Agency/Bidder should issue employment card as per Form XIV to each guard, complying to The Contract Labour(Regulation & Abolition) Central Rules,1971.
- I. Character & Antecedent Verification- Before deployment of their security guards, the Private Security Agency/Bidder should arrange for verification of the antecedents of the guards by the police and such Verification Certificate by the police should be submitted to the Central Security Department, UCO Bank, Head Office before deployment of the guard and during periodic rotation of guards.
- J. Fidelity Insurance Cover:- The empanelled Private Security Agency would be required to obtain Fidelity Insurance Cover of Rs One (1) Crore for protecting Bank's interest in case of any loss or damage to UCO Bank, including loss or damage to its premises, personnel, employees, visitors or customers in the premises, equipment, due to any act or omission including negligence, carelessness, whether mala fide or otherwise, of the guards provided to the Bank.

29. Termination of Contract:

A. The Bank reserves its right to cancel the entire / unexecuted part of Work Order/Agreement at any time in the event of one or more of the following contingencies by giving a prior written notice of thirty (30) days which shall be inclusive of cure period :

- a. If the empanelled Bidder fails to deploy its guards within the stipulated time schedule or the extended time as communicated by the Bank in writing.
- b. if there is delay in deployment of Guard(s) or there is only partial execution of the work.
- c. If the empanelled Bidder violates either the terms and conditions mentioned in EOI or the responsibilities as mentioned in this document, or the Work Order or the Service Level Agreement.
- d. If there are serious discrepancies are noted or brought to the knowledge of Bank in payment of wages to Guards.
- e. If the empanelled Bidder breaches the terms and conditions of the work order/agreement.
- f. If the empanelled Bidder fails to comply with the applicable law(s), bye- law(s), Regulation(s), Notification (s) etc. which are related to the work for the time being in force
- g. If the empanelled bidder is adjudged insolvent, or a Receiver is appointed,

B. Termination at Bank's Convenience: The Bank reserves its rights to terminate the empanelment or the Work Order or the Service Level Agreement for its own convenience by giving a prior written notice of thirty (30) days to the empanelled Bidder without assigning any reason(s) for such termination and without any cost(s) or compensation therefor.

C. Effect of Termination: In case of termination of contract for default on part of the empanelled Bidder, the Bank is entitled to invoke the Performance Bank Guarantee, and enforce indemnity obligations, forfeit the security money deposit and impose liquidated damages and/or such other penalties as it deems fit and proper without prejudice to its other rights and contentions available under the law(s) for the time being in force.

30. Indemnity to Bank: The empanelled Bidder shall indemnify UCO Bank and/or its directors, officials, employees etc. and keep indemnified against any loss or damage that the Bank may sustain on account of any violation of intellectual property rights, acts of commission or omission, negligence, claim on account of death/disability of its personnel on duty, claim by third party for any injury/damage to property/person of third party, compensation to its present or ex-employees by order of any court/Authority or Tribunal etc., by the successful bidder in respect of the security guard services provided. The successful bidder(s) has to sign an Indemnity Bond as per Bank's Format on Non-judicial Stamp Paper of appropriate value with UCO Bank, Head Office, Kolkata.

31. Payment of Bonus and Gratuity The liability of payment of bonus and gratuity if any, is on the employer/ contractor i.e empanelled Bidder. The security guards engaged through empanelled bidder legally cannot claim bonus or gratuity from the Bank. They must claim these benefits, if at all they are eligible, from their employers i.e Private Security Agency which is liable to ensure that guards are be paid wages not less than minimum wages as per latest notification by the Central or State authorities on minimum wage rates whichever is higher. It is further clarified that the Agreement is on principle to principle basis, thus, Bank is not liable or responsible for any such liability.

32. Warranties and Representations of the bidder

The bidder declares that the it is in possession of the valid license issued under Section 7 of the Private Security Agencies (Regulation) Act 2005 and the bidder further undertakes that the license will be renewed from time to time and will be valid during the entire period of the empanelment or agreement, failing which the empanelment /agreement shall stand automatically cancelled and the Bank shall not make any payment.

The bidder shall ensure that guards possessing the required skill and training shall be deployed, and they shall meet the age and medical criteria throughout the period of deployment in Bank.

The bidder 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.

The bidder shall ensure that all the PSA's Employees are subjected to basic security training & periodic refresher training program on regular basis at its own cost.

The bidder shall ensure that the bidder and their employees deployed with the Bank 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.

If any law requires the registration of the PSA with the Welfare Board of Security Guards or any such other Board constituted under any law, completion of such registration shall be ensured by the PSA before deploying their employees with the first party

The bidder 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 Bank's premises from time to time along with their latest photographs, thumb impression, signatures & Aadhaar Identify Proofs

The bidder shall ensure that the PSA's Employees function under general directions of Authorized Official of Bank and perform duty according to the duties given. The PSA shall also ensure that the PSA's Employees deployed at branch/office/ATM have read & understood their duties. 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 liveries should be faded/untidy/torn.

The bidder will change the deployed guard immediately on instructions from the Bank if the performance/behavior of that particular guard is not acceptable or if found physically/medically unfit and the decision of the Bank will be final in this regard.

A Security Supervisor will be detailed by the empanelled Bidder as and when guards are deployed in Bank. Such security supervisor shall report to the concerned Security Officer of the Bank at least once every week for the purpose of briefing /debriefing. He must carry out checking of guards wherever deployed for alertness on regular basis or as and when instructed by Bank.

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



The bidder shall maintain duty register for each guard and get the register checked by the Bank's official daily, along with timings.

In case a guard 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 bidder.

The bidder shall maintain up-to-date record of guards as per the Shops & Establishment Act and will discharge all obligations under various Labour Laws viz. EPF Act, 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 the guards or other PSA's Employees and shall produce these records for verification as when demanded by the Bank.

The bidder shall be responsible for all acts of commission and/or omissions by its employees, including guards deployed in Bank, which lead to loss and/or damage to Bank's employees and/or third Parties and shall meet all liabilities arising out of such omissions and/or commissions.

The bidder shall maintain proper records/details of its employees and guards deployed in the Bank. It shall submit monthly bills to the Bank by 7th of each month giving details of the PSA's Employees and guards deployed and the payment claimed for each of them. All payments under this agreement shall be made to the PSA by the Bank on a monthly basis by a crossed cheque/online credit in

favour of PSA within seven (7) working days of receipt of the relevant bill from the PSA. However, in case any discrepancy in the bill is detected by the Bank, the payment will be released to the PSA within seven (7) working days from the date of satisfactorily resolving the discrepancy by the PSA.

Bidder shall be fully and absolutely responsible for the payment of salary and other statutory dues for/to guards/ 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.

The guards of the bidder shall not claim any employment relationship with Bank under any circumstances. The BIDDER shall obtain written undertaking from each of it's employees deployed with the Bank to the effect that he is an employee of the Bidder and the written undertaking in original shall be given to the Bank.

33. The bidder undertakes to -

- a. ensure payment of wages to its guards/Employees in compliance with Minimum Wages Act and other relevant statutes in force and modified/amended or revised from time to time as per enactments of Central/State Governments.
- b. Bear the additional/excess payment over the contracted amount, which may arise due to extraneous reasons and the Bank shall not be liable for the said excess amount.
- c. pay the monthly wages to guards/Employees deployed with the Bank by crediting the Savings Bank Account of the guards/Employees maintained with UCO Bank
- d. submit printed receipts for all the payments received from the Bank.
- e. furnish to Bank the proof of having paid the wages to its guards/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. Any part-payment or non-payment of monthly wages and/or statutory dues by the bidder, as aforesaid will be treated as an event of default and Bank will be entitled to terminate the Work order /agreement/empanelment with immediate effect and also entitle the Bank to not to release /make any payment to the bidder thereafter. The Bank shall be entitled, but not bound, to deduct any payment to be made/released to the bidder and make payment of statutory dues to the guards/authorities concerned, or retain such amount and the said act shall not be treated as an event of default in payment obligations on part of the Bank.
- f. Not to make Bank liable for any direct payment of whatsoever nature to the PSA's Employees/guards, or to make arrangements for food, beverages and refreshments of the guards being deployed.

- g. In case of any mishap of whatsoever nature (minor / major / fatal including death during the course of their duty) sustained by guards/employees, the responsibility for meeting the medical/hospitalization expenses or of granting compensation, if any, on that count will be that of the bidder and not of the Bank. If for any reason, compensations, costs etc., are paid by the Bank, the same shall be reimbursed by the bidder to the Bank without any demur, including interest at ruling rate till settlement and such settlement shall be made by the bidder within one month from the date of demand by the Bank and upon failure of the bidder to do so, the Bank shall have the right to adjust the monthly bills payable to the bidder towards the amounts payable by the bidder till the entire dues are paid/settled off without prejudice to initiate such legal proceedings as may be applicable.
- h. states and admits explicitly that the work assigned by Bank to it is not perennial in nature and the Bank has the right to terminate the assigned work, if in its assessment and opinion, the need for the assigned work ceases to exist.
- i. To preserve all the data and documents pertaining to its guards/employees deployed with the Bank for not less than five years after the cessation of engagement and shall make them available to the Bank, if and when demanded.
- j. To not to sub-contract to any third party without the prior written approval of the Bank.
- k. The bidder agrees and undertakes to fully adhere to all provisions of the Contract Labour (Regulations and Abolition Act 1970, ensuring proper working conditions, timely wage payments, and maintenance of necessary records for all contract labourers employed under the Agreement, including but not limited to obtaining licenses, if applicable.

The bidder agrees that if any of the terms / clauses of the EOI/Work Order/Agreement is violated or not adhered to by the bidder, apart from terminating the empanelment/Work Order/Agreement, the Bank will have the right to blacklist such bidder 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 the EOI/Work Order/agreement.

34. Principal to Principal basis:

The agreement is entered into on a principal to principal basis and nothing contained in this EOI/Agreement shall be deemed to either constitute a joint venture, partnership or agency relationship between the parties nor authorized either party to make representation or incur any liability on behalf of the other, save and except, any explicit arrangement contrary to this clause.

35. Earnest Money Deposit:

The Bidder(s) must submit Earnest Money Deposit in the form of Bank Guarantee as per Annexure-III valid for a period of 6 (six) months together with a claim period of 30 days in favour of UCO Bank payable at Kolkata for an amount mentioned hereunder:

Particulars of Job to be undertaken	Earnest Money Deposit
Empanelment of Private Security Agency(ies) For Hiring of Security Guards (Unarmed) For UCO Bank Buildings Located In Kolkata	Rs 4,50,000/- (Rupees Four Lacs Fifty Thousand Only)

Non-submission of Earnest Money Deposit will lead to outright rejection of the offer. The EMD of unsuccessful bidders will be returned without any interest thereon. The EMD of successful bidder(s) will be returned within one month of empanelment of the bidder subject to execution of Service Level Agreement (SLA) and other contract documents.

The Earnest Money Deposit may be forfeited under the following circumstances:

- If the bidder makes any statement or encloses any form which turns out to be false, incorrect and / or misleading at any time prior to signing of contract and/or conceals or suppresses material information; and / or
- The bidder violates any of the provisions of the terms and conditions of this tender specification.
- In case of the successful bidder, if the bidder fails to sign the contract or delay inordinately beyond the acceptable levels.

36. Performance Bank Guarantee:

The selected Bidder who shall be awarded work order, be required to furnish an unconditional and irrevocable Performance Bank Guarantee equal to 5% of the work order amount to Bank issued by any scheduled commercial bank (other than UCO Bank) toward due performance of the work order. The Performance Bank Guarantee shall be valid for a period of 15 months from the date of the contract. The Claim Period of the same will be of three months after the expiry of Bank Guarantee.

The Performance Bank Guarantee shall act as a security deposit either in case the selected Bidder is unable to commence the project within the stipulated time or the commencement of the project is delayed inordinately beyond the acceptable levels, the Bank reserves the right to forfeit the same.

Further, the Bank reserves the right to invoke the Performance Bank Guarantee in case the selected Bidder is not able to fulfill any and/or all conditions specified in the document or is unable to complete the project within the stipulated time.

The selected Bidder shall be responsible for extending the validity date and claim period of the Performance Bank Guarantee as and when it is due on the account of non-completion of the project.



Annexure – I

(Letter to the Bank on the Agency's letterhead)

To
Deputy General Manger
Human Resource Department
UCO Bank, Head Office
10, BTM Sarani, Kolkata-700001.

Dear Sir,

Sub: Notice Inviting Expression of Interest (EOI) for Empanelment of Private Security Agency(s) for hiring of Security Guards (Un-Armed) for UCO Bank buildings located in Kolkata.

With reference to your notice inviting Expression of Interest (EOI) published in your website with effect from 21.02.2025, having examined and understood the instructions, terms and conditions forming part of the EOI, we hereby enclose our offer for the supply of Ex-Serviceman/Ex-Para Military Force Security Guards Services (Armed/Un-Armed) as detailed in your above referred EOI.

We confirm that we have not been disqualified by any PSUs for deployment of Guards during last 03 years.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the EOI. We also confirm that the offer shall remain valid for **90 days** 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 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 Signatory

(Name, Designation & seal of the firm)

General Details of the Bidder

Sub: Expression of Interest (EOI) for Empanelment of Private Security Agency(s) for hiring of Security Guards (Un-Armed) for UCO Bank buildings located in Kolkata.

A. Profile of Bidder

1. Name of bidder:

2. Location

Regd. Office:

Controlling Office:

3. Constitution

4. Date of incorporation & Date of Commencement of business:

5. Shareholding Pattern:

6. Major change in Management in last three years

7. Names of Banker /s

8. Net Worth (Rs. in lakhs)

(For last three financial years as per audited balance sheets.)

Year	Capital	Reserve
2021-22		
2022-23		
2023-24		

9. Profit & Loss (Rs. in lakhs)

(For last three financial years as per audited balance sheets).

Year	Profit & Loss
2021-22	
2022-23	
2023-24	

10. Total Turnover (for production unit) /

Sales (for trading unit)

(Rs. in lakhs) (For last three financial years as per audited balance sheets.)

Year	Turnover
2021-22	
2022-23	
2023-24	

11. Address of Support Centre in Kolkata (Applicable for bidders of Group 1, 6 & 7):

12. PSARA license (Details for West Bengal)

B. Proposed Service details in brief**➤ Details of Services Rendered :**

Details of Experience in the field of experience (Group wise)

Participating Group			
Service rendered	PSU Organization/BFSI		
	Name of Organization	Period	
		From	To

N.B. Enclose copies of Work Orders and references for above.

Details of resources attached with the company:

Place:

Date:

AUTHORISED SIGNATORY

Name:

Designation:

FORMAT OF EARNEST MONEY DEPOSIT (EMD)

To,
Deputy General Manager
UCO Bank, Head Office,
Human Resource Management Department
4th Floor, 10, BTM Sarani, Kolkata -700001

Dear Sir,

Ref: Empanelment of Private Security Agency(ies) For Hiring of Security Guards (Unarmed) For UCO Bank Buildings Located In Kolkata

In response to your invitation to respond to your bid for “**Empanelment of Private Security Agency(ies) For Hiring of Security Guards (Unarmed) For UCO Bank Buildings Located In Kolkata**”, M/s _____ having their registered office at _____(hereinafter called the ‘Vendor’) wish to respond to the said Expression of Interest (Eoi) for self and submit the proposal for selection of service provider for ‘**Empanelment of Private Security Agency(ies) For Hiring of Security Guards (Unarmed) For UCO Bank Buildings Located In Kolkata**’ as listed in the Eoi document.

Whereas the ‘Vendor’ has submitted the proposal in response to bid, we, the _____Bank having our Head office _____hereby irrevocably guarantee an amount of ` _____/- (Rupees _____ only) as EMD as required to be submitted by the ‘Vendor’ as a condition for participation in the said process of RFP.

The EMD for which this guarantee is given is liable to be enforced/ invoked:

If the Vendor withdraws his proposal during the period of the proposal validity;

Or

If the Vendor, having been notified of the acceptance of its proposal by the Bank during the period of the validity of the proposal fails or refuses to enter into the contract in accordance with the Terms and Conditions of the RFP or the terms and conditions mutually agreed subsequently.

We undertake to pay immediately, on demand to UCO Bank, the said amount of Rupees _____ without any reservation, protest, demur, or recourse. The said guarantee is liable to be invoked / enforced on the happening of the contingencies as mentioned above and also in the RFP document and we shall pay the amount on any Demand made by UCO Bank which shall be conclusive and binding on us irrespective of any dispute or difference raised by the vendor.

Notwithstanding anything contained herein:

1. Our liability under this Bank guarantee shall not exceed ` _____
(Rupees ____ only).
2. This Bank guarantee will be valid up to ____; and
3. We are liable to pay the guarantee amount or any part thereof under this Bank guarantee only upon service of a written claim or demand by you on or before_____.

In witness whereof the Bank, through the authorized officer has sets its hand and stamp on this day of_____ at _____.

Yours faithfully,

For and on behalf of

_____ Bank

Authorised official

(NB: This guarantee will require stamp duty as applicable and shall be signed by the official whose signature and authority shall be verified. The signatory shall affix his signature, name and designation).



INTEGRITY PACT

(To be stamped as per the Stamp Law of the Respective State)

1. Whereas UCO Bank having its registered office at UCO BANK, a body corporate constituted under The Banking companies (Acquisition & Transfer Act of 1970), as amended by The Banking Laws (Amendment) Act, 1985, having its Head Office at 10, Biplabi Trailokya Maharaj Sarani , Kolkata-700001 acting through its Department of IT, represented by Authorised Signatory hereinafter referred to as the 'BANK' and the first party, proposes for Empanelment hereinafter referred to as Services. **And M/s _____ having its registered office at _____ represented by _____**
Authorised signatory, (which term, unless expressly indicated by the contract, shall be deemed to include its successors and its assignee), hereinafter referred to as the bidder and the second party, is willing to offer/has offered the Services.
2. Whereas the Bidder is a private company/ public company/ partnership/ proprietorship/ registered export agency, constituted in accordance with the relevant law in the matter and the BANK is a Public Sector Undertaking. BANK and Bidder shall hereinafter be individually referred to as —Party or collectively as the —parties, as the context may require.

3. Preamble

The BANK has called for Expression of Interest/tender under laid down organizational procedures intending to enter into contract /s for empanelment and the Bidder is one amongst several bidders/ Proprietary Vendor who has indicated a desire to bid in such tendering process. The BANK values and takes primary responsibility for values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder (s).

In order to achieve these goals, the BANK will appoint Independent External Monitor(s) (IEMs) in consultation with Central Vigilance Commission, who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

4. Commitments of the BANK

4.1 The BANK commits itself to take all measures necessary to prevent corruption and fraudulent practices and to observe the following principles:-

- (i) No employee of the BANK, personally or through family members, will in connection with the tender, 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.
- (ii) 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 Bidder (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.
- (iii) The BANK will exclude from the process all known prejudiced persons.

4.2 If the BANK obtains information on the conduct of any of its employees which is a criminal offence under the Indian Legislation Prevention of Corruption Act 1988 as amended from time to time or if there be a substantive suspicion in this regard, the BANK will inform to its Chief Vigilance Officer and in addition can initiate disciplinary action.

5. Commitments of the Bidder(s):

5.1 The Bidder(s) commits itself to take necessary measures to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

- (i) The Bidder(s) will not directly or through any other persons or firm, offer promise or give to any of the BANK's employees involved in the tender process or 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 during the tendering or qualification process or during the execution of the contract.
- (ii) The Bidder(s) will not enter with other Bidders into any undisclosed agreement or 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.
- (iii) The bidder(s) will not commit any offence under the Indian legislation, Prevention of Corruption Act, 1988 as amended from time to time. Further, the

Bidder(s) 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 constrained or transmitted electronically.

- (iv)** Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals or associates.
- (v)** Bidders not to pass any information provided by the Principal as part of business relationship to others and not to commit any offence under PC/IPC Act.
- (vi)** Bidders to disclose the payments to be made by them to agents/brokers or any other intermediary.

5.2 The Bidder(s) shall ensure compliance of the provisions of this Integrity Pact by its sub-supplier(s) / sub-contractor(s), if any, Further, the Bidder /Seller shall be held responsible for any violation /breach of the provisions by its sub-supplier(s) /sub-contractor(s).

5.3 The Bidder(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

5.4 Agents / Agency Commission

The Bidder confirms and declares to the BANK that the bidder is the original manufacturer/authorized distributor / stockiest of original manufacturer or Govt. Sponsored /Designated Export Agencies (applicable in case of countries where domestic laws do not permit direct export by OEMS of the stores and /or Services referred to in this tender / Offer / contract / Purchase Order and has not engaged any individual or firm, whether Indian or Foreign whatsoever, to intercede, facilitate or in any way to recommend to the Bank or any of its functionaries, whether officially or unofficially, to the award of the tender/ contract /Purchase order to the Bidder; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Bidder agrees that if it is established at any time to the satisfaction of the BANK that the present declaration is in anyway incorrect or if at a later stage it is discovered by the BANK that the Bidder is incorrect or if at a later stage it is discovered by the BANK that the Bidder has engaged any such individual/ firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract /Purchase order, the Bidder will be liable

to refund that amount to the BANK. The Bidder will also be debarred from participating in any Tender for new projects / program with the Bank for a minimum period of five years. The BANK will also have a right to consider cancellation of the Contract / Purchase order either wholly or in part, without any entitlement of compensation to the Bidder who shall in such event be liable to refund agents / agency commission payments to the BANK made by the Bidder along with interest at the rate of 2% per annum above LIBOR (London Inter Bank Offer Rate) (for foreign vendors) and Base Rate of SBI (State Bank of India) plus 2% (for Indian vendors). The BANK will also have the right to recover any such amount from any contracts / Purchase order concluded earlier or later with the BANK.

6. Previous Transgression

- 6.1** The Bidder declares that no previous transgressions have occurred in the last three years from the date of signing of this Integrity Pact 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 Bidder's exclusion from the tender process.
- 6.2** If the Bidder makes incorrect statement on this subject, Bidder can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason without any liability whatsoever on the BANK.

7. Company Code of Conduct

Bidders are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behavior) and a compliance program for the implementation of the code of conduct throughout the company.

8. Sanctions for Violation

- 8.1** If the Bidder(s), before award or during execution has committed a transgression through a violation of Clause 5, above or in any other form such as to put his reliability or credibility in question, the Buyer is entitled to disqualify the Bidder(s) from the tender process or take action as per the procedure mentioned herein below:
- (i) To disqualify the Bidder with the tender process and exclusion from future contracts.
 - (ii) To debar the Bidder from entering into any bid from the BANK for a period of two years.
 - (iii) To immediately cancel the contract, if already signed /awarded without any liability on the BANK to compensate the Bidder for damages, if any. Subject to

Clause 5, any lawful payment due to the Bidder for supplies effected till date of termination would be made in normal course.

(iv) To encash Advance Bank Guarantees / Performance Bonds / Warranty Bonds, etc. which may have been furnished by the Bidder to the extent of the undelivered Services.

8.2 If the BANK obtains Knowledge of conduct of Bidder of an employee or representative or an associate of Bidder which constitutes corruption, or if the BANK has substantive suspicion in this regard, the BANK will inform to its Chief Vigilance Officer.

9. Compensation for Damages

9.1 If the BANK has disqualified the Bidder(s) from the tender process prior to the award according to Clause 8, the BANK is entitled to demand and recover the damages equivalent to Earnest Money Deposit in case of open tendering.

9.2 If the BANK has terminated the contract according to Clause 8, or if the BANK is entitled to terminate the contract according to Clause 8, the BANK shall be entitled to encash the advance Bank guarantee and performance bond / warranty bond, if furnished by the Bidder, in order to recover the payments, already made by the BANK for undelivered Services.

10. Price Fall Clause



The Bidder undertakes that it has not supplied /is not supplying same or similar product/ systems or subsystems at a price lower than that offered in the present Bid in respect of any other Ministry /Department of the Government of India or PSU/PSBs during the currency of the contract and if it is found at any stage that same or similar product/ Systems or Subsystems was supplied by the Bidder to any other Ministry/ Department of the Government of India or a PSU or any Public Sector Bank at a lower price during the currency of the contract, then that very price will be applicable to the present case and the difference in the cost would be refunded by the Bidder to the BANK, if the contract has already been concluded.

11. Independent External Monitor(s)

11.1 The BANK has appointed independent External Monitors for this Integrity Pact in consultation with the Central Vigilance Commission (Names and Addresses of the Monitors are given in ATC).

11.2 As soon as the integrity Pact is signed, the BANK shall provide a copy thereof, along with a brief background of the case to the independent External Monitors.

- 11.3** The Bidder(s) if they deem it necessary, may furnish any information as relevant to their bid to the Independent External Monitors.
- 11.4** If any complaint with regard to violation of the IP is received by the BANK in a procurement case, the BANK shall refer the complaint to the Independent External Monitors for their comments / enquiry.
- 11.5** If the Independent External Monitors need to peruse the records of the BANK in connection with the complaint sent to them by the BANK, the BANK shall make arrangement for such perusal of records by the independent External Monitors.
- 11.6** The report of enquiry, if any, made by the Independent External Monitors shall be submitted to MD & CEO, UCO Bank, Head Office at 10, Biplabi Trailokya Maharaj Sarani, Kolkata - 700001 within 2 weeks, for a final and appropriate decision in the matter keeping in view the provision of this Integrity Pact.
- 11.7** The word "Monitor" would include both singular and plural.

12. Law and Place of Jurisdiction

This Integrity Pact is subject to Indian Laws, and exclusive Jurisdiction of Courts at Kolkata, India.

13. Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provision of the extant law in force relating to any civil or criminal proceedings.

14. Integrity Pact Duration

- 14.1** This Integrity Pact begins when both parties have legally signed it. It expires of order / finalization of contract.
- 14.2** If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged / determined by MD & CEO, UCO Bank.
- 14.3** Should one or several provisions of this Integrity Pact turn out to be invalid, the reminder of this Integrity Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

15 Other Provisions

15.1 Changes and supplements need to be made in writing. Side agreements have not been made.

15.2 The Bidders (s) signing this IP shall not initiate any Legal action or approach any court of law during the examination of any allegations/complaint by IEM and until the IEM delivers its report.

15.3 In view of nature of this Integrity Pact, this Integrity Pact shall not be terminated by any party and will subsist throughout its stated period.

15.4 Nothing contained in this Integrity Pact shall be deemed to assure the bidder of any success or otherwise in the tendering process.

16. This Integrity Pact is signed with UCO Bank exclusively and hence shall not be treated as precedence for signing of IP with MoD or any other Organization.

17. In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

18. The Parties here by sign this Integrity Pact.

BANK

Signature:

Authorized Signatory

Department of HRM

Place:

Date:

Witness:

(Name & Address)

BIDDER

Signature:

Authorized Signatory (*)

Witness:

(Name & Address)

Undertaking cum Declaration Of The Bidder

To Be Stamped As A Declaration & Duly Attested By A Notary

(on non-judicial stamp paper of the applicable value)

Sub: Expression of Interest (EOI) for Empanelment of Private Security Agency(s) for hiring of Security Guards (Un-Armed) for UCO Bank buildings located in Kolkata.

- 1) I/We, Proprietor/Partner(s)/Director(s) of M/s..... hereby confirm that I/We have read and understood the eligibility criteria and fulfil the same.
- 2) I/We further confirm that all the information furnished by me/us, as per the requirement of the Bank, have been included in our bid.
- 3) I/We further hereby undertake and agree to abide by all terms and conditions and guidelines stipulated by the Bank. We understand that any deviation may result in disqualification of our bid.
- 4) *I/We further hereby declare that I/We have not been black-listed or otherwise debarred 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.

(OR)

I/ We further hereby declare that the Proprietorship Concern/ Partnership Firm/ Company/ _____ (if any other entity) namely M/s_____ was blacklisted/ debarred by.....(Name of the Authority who blacklisted/ debarred) from taking part in their Tender/ Procurement for a period ofyears w.e.f.to..... The period is subsisting/ over on.....and now I/ We is/ are entitled to take part in Tender/ Procurement.

- 5) I/ We declare that no proceedings/ inquiries/ investigations have commenced/ pending against me/ us by any Statutory Authority/ Regulatory Agency/ Investigating Agency which may result in liquidation of company/ firm/ proprietorship concern and/ or may act as deterrent on the continuity of business and/ or may hamper in providing the said services, as envisaged in this document.

6) I/ We further hereby declare that no legal action is pending against me/us for any cause in any legal jurisdiction.

7) I/ We undertake that adequate number of resources, if required by the Bank, will be deployed for the project to complete the assignment within the stipulated time.

8) I/We further hereby declare and confirm that I/We have not been declared as Willful Defaulter/Defaulters by any bank or financial organization due to non-repayment of my/our dues or there is no adverse remark in my/our CIBIL report for default of our financial obligations. I am authorizing to pull CIBIL report or any other CIC report to cross check the credentials submitted by me/us.

9) The firm is not owned or controlled by any Director or serving Officer/Employee of UCO Bank or their relatives having the same meaning as assigned under section 2(77) of the Companies Act 2013.

***STRIKE OUT WHICH IS INAPPLICABLE**

(Deviation to the above if any, the Bidder must provide details of such action(s))

Signature (1) (2)

(duly authorized to sign) Name:.....

Capacity in which as executed:.....

Name & registered address of the Bidder:.....

Seal of the Bidder to be affixed

GUIDELINES FOR ALLOTING MARKS

Sl No	Parameters	Maximum Marks	Weight age	Remarks/Assessment by Bank
1.	Average Annual Turnover of private security agency for the last 3FYs(2020-21,2022-23 & 2023-24)	20		
	Turn over Rs. 4 crore & up to 10 crores		10	
	Turn over above Rs. 10 crore up to Rs. 20 crores		15	
	Turn over above Rs. 20 crores		20	
2	No of years in Private Security agency business	20		
	5 Years		10	
	Above 5 Years and upto 10 Years		15	
	More than 10 years		20	
3	Number of Armed Guards currently supplied to Public sector Banks or PSUs	20		
	Upto 100 Guards		10	
	Above 100 upto 200 guards		15	
	Above 200 guards		20	
4	Number of operational contracts presently held with Public sector Banks/PSUs	20		
	Minimum 5 security contract		10	
	More than 5 up to 10		15	
	More than 10		20	
5.	Total Number of valid PSARA licences held			
	Upto 5	20	10	
	Above 5 upto 10		15	
	Above 10		20	
6.	EX-DGR Registered Agency	10	10	
7	Site Visit by Bank Officials	10	10	
	Total	120		

Marks to be awarded as follows:

Note:-

1. In order to assist process of evaluation, Service providers are requested to submit documentary evidences to support their claims on these parameters. If the service provider does not provide any evidence in support of parameters, no marks will be given to the service provider in the evaluation process.

2. The marks will be verified by the bank on the basis of supporting documents submitted by the company

3. Minimum qualification marks: 50% of total marks, agencies securing less than 50% marks will not be considered.

All the information furnished by me/us above are correct to the best of my/our knowledge and belief and I/we sign it as correct.

Place

Date

Signature
Designation
Name & Address

Undertaking to abide by all by-laws / rules / regulations

(TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF REQUISITE VALUE)

To,
**The Deputy General Manager,
UCO Bank, Head Office – I,
Human Resources Management Department
4th Floor, 10 BTM Sarani, Kolkata -700001**

Sub: Declaration-Cum-Undertaking regarding compliance with all statutory requirements

In consideration of UCO Bank, a body corporate, constituted under Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 as amended from time to time having its Head Office at 10, Biplabi Trailokya Maharaj Sarani, Kolkata-700001 (hereinafter referred to as "Bank" which expression shall include its successors and assigns), we, M/s....., having its Registered Office at....., do hereby, having examined the EoI including all Annexures, confirm and agree to comply with all Laws, Rules, Regulations, By-Laws, Guidelines, Notifications etc.

We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank in this bid including all annexures, addendum, corrigendum and amendments, if any. We certify that the services offered shall be in conformity with the terms & conditions and Scope of Work stipulated in the annexures of the said RFP.

We do also hereby irrevocably and unconditionally agree and undertake to save and keep the Bank, including its respective directors, officers, and employees and keep them harmless from and against any claim, demand, losses, liabilities or expenses of any nature and kind whatsoever and any damage caused from and against all suits and other actions that may be instituted taken or preferred against the Bank by whomsoever and all losses, damages, costs, charges and expenses arising out of non-compliance with or non-adherence to any statutory/regulatory requirements and/or any other law for the time being in force.

We also confirm that payment to the engaged employees shall be made in consonance with the Minimum Wages Act in vogue and their duty hours will also be as per applicable labour laws of country.

Dated this _____ day of _____, 2025.

Place:

For M/s. [Seal and Signature(s) of the Authorized Signatory (s)]

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Sl.No.	Particulars	Compliance (Yes/No)
1.	REGISTRATION CERTIFICATE AS PER APPLICABLE LAW	
2.	Copy of valid PSARA LICENSE for WEST BENGAL	
3.	Certificate from ESI corporation regarding Registration under Shops & Establishment Act	
4.	Detail list of Branch Offices, Head Office of the PSA at Kolkata/West Bengal with Telephone Number & contact numbers	
5.	Latest Certificate from EPF Organisation under EPF & Misc. Provision Act-1952	
6.	Copies of Balance Sheet(Audited) for last three financial years	
7.	Copies of PAN, Sales Tax, VAT,ESI,EPF registration number etc.	
8.	Registration with Govt. under Contract Labour Act (regulation & Abolition) 1970	
9.	Latest documents complying to Minimum Wages Act, 1948 and Central Rule	
10.	A Copy of all the Tender Documents duly signed as proof of acceptance	
11.	Application on Printed Letter Head along with Company Profile as per enclosed Format	
12.	Copy of latest Work order(s) from Public Sector Banks/Public Sector Undertakings	
13.	Earnest Money Deposit format as per Annexure-III	
14.	Original Signed Copy of Integrity Pact	