



**Invitations of bids for providing Hired Cash Van  
for cash remittance in Bhubaneswar Zone**

1. Applications are invited from reputed Private Security Agencies (PSA) for providing hired services of Cash Van (**Mahindra Bolero/ Pickup**) with or without Armed Guard for remittance of cash to and fro between our various branches, offices and currency chests located in Bhubaneswar Zone of UCO Bank which includes the State of Odisha. Only those firms which fulfil following criteria will be considered for empanelment:-
  - a) Reputed security service providers specializing in providing Cash Vans for at least last 5 Years as on 31<sup>st</sup> March, 2017.
  - b) Ability to undertake all remittance related work for all branches throughout the zone.
  - c) Ability to provide Customised Cash Vans with drivers and with or without armed guards as per specifications available at annexure-II of this advertisement.
  - d) Have adequate fleet of vehicles to cater for breakdowns and provide hassle free service.
  - e) Ability to provide drivers and guards duly verified from the local police authorities.
  - f) Ability to commence service within 30 days from date of placement of order.
2. The vendor should meet the eligibility criteria as per details available at annexure I of this advertisement.
3. Proposed agreement to be signed with the vendor as per Bank's standard format.
4. Applications are to be sent to UCO Bank, Zonal Office, 2<sup>nd</sup> Floor, C-2, Ashok Nagar, Bhubaneswar-751009 in two separate sealed covers by **1500 hrs on or before 5<sup>th</sup> September 2017** as under:
  - (a) Part I. Technical bids to include profile of the company, list of major existing clients, registration number and sales tax details, clearance from local police/other authorities/type of vehicle.
  - (b) Part II. Net rates (inclusive of all taxes and levies) per month to be quoted separately for 3 alternatives viz. (I) driver & Cash Van only (II) With driver, cash loader and one armed guard (III) With driver, cash loader and two armed guards. (IV) Rates for **2000 kms per month** and rates exceeding more than 2000 Kms/month per kilometre. Additional charges for duty hours beyond 200 hrs. would be @Rs. per hour per person.
5. Part II will be opened only if Bank is satisfied with Part I. Bank reserves the rights to reject any/all bids without assigning any reason thereto.
6. For further details about terms and conditions etc. vendors may visit the Bank's Website at [www.ucobank.com](http://www.ucobank.com).
7. For any other queries, vendors may contact the **General Administration Department, Zonal Office, Bhubaneswar** on working days between 10 A.M. to 5 P.M.

  
ZONAL MANAGER

UCO BANK, ZONAL OFFICE,  
II Floor, C-2, Ashok Nagar,  
Bhubaneswar-751009 (Odisha)  
0674-2531524



ELIGIBILITY CRITERIA OF VENDORS FOR PROVIDING CUSTOMISED CASH VANS

- A) Private Security Agency (PSA) providing Customised Cash Van (CCV) should have been in business for the last five years as on 31.03.2017.
- B) PSA should have a credible supervisory infrastructure and network for provision of maintenance of CCVs as also for follow up with law enforcing agencies.
- C) PSA should have a Certificate of Registration with Registrar of Companies or Registrar of Firms or have a letter of proprietorship.
- D) PSA should provide the latest Income Tax Assessment Order, PAN Number & GST Number.
- E) PSA should provide the latest Audited Balance Sheet.
- F) PSA should be registered with Shops & Establishment Act and provide latest Certificate for ESI Corporation.
- G) PSA should provide the latest certificate for EPF Organisation under EPF and Misc provision Act 1952 if applicable as per criteria of number of employees held.
- H) PSA should be registered with the Govt. under the Contract Labour Act (Regulation & Abolition) 1970.
- I) PSA should be registered under the appropriate authority for GST.
- J) Due weightage should be given if PSA is sponsored / registered with the Directorate General of Resettlement, Ministry of Defence, R K Puram, New Delhi and is a provider of services to PSBs and PSUs.
- K) In Khurda District of Odisha, they should be registered with the Nagar Nigam and have an exemption certificate in respect of the agency as well as all its employees.
- L) There should be no scope to Service Provider for further sub-contract of this job. All employees should be in the registered pay roll of the service provider with all statutory obligations.
- M) The PSA shall obtain the adequate health and life Insurance policy in respect of the drivers & armed guards deployed with the cash van. The copy of such Insurance Should be submitted to the bank by the service provider.



VEHICLE SPECIFICATION

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

- a) Comprehensive Insurance of the cash van against all risks including fidelity insurance in respect of drivers and guards must be available and the vehicle must be roadworthy.
- b) It should not be more than 05 years old on the date of commencement / renewal of the agreement.
- c) Adequate space for keeping currency with two armed guards to sit in the back portion.
- d) Vehicle should contain adequate fuel and be available at minimum notice as per timings laid down by the bank.
- e) All glass panes and wind screen should be covered with iron grill or wire mesh.
- f) All doors should have double locks i.e., one from inside and other from outside.
- g) Alarm system with siren should be fitted with activation points with guard, driver and rear cabin.
- h) It should have adequate arrangements of chaining of cash boxes to the body of the vehicle.
- i) Cash van should have a fire extinguisher and a first aid box.
- j) Cash van should be provided with a functional cellular / mobile phone.
- k) There should be a secure partition between driver's cabin and cash box area.
- l) It should have adequate portholes for observation and use of weapon by guards.
- m) The cash van should have anti theft / burglary central locking system for side and rear doors (as in case of cars).
- n) Easy maneuverability in narrow lanes and congested areas, where applicable.
- o) All essential features of an efficient vehicle requiring minimum maintenance and providing maximum driving and riding comfort.
- p) Should conform to local laws stipulated by transport department and other government bodies as well as pollution norms.
- q) Cash Van should have GPS (Global Positioning System) with ignition immobilization.





OTHER TERMS & CONDITIONS

A) The PSA to ensure the following :-

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

B) The PSA shall :

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



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

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

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

