

**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**

**UCO BANK, HEAD OFFICE
CENTRAL SECURITY DEPARTMENT
10, B.T.M.SARANI
KOLKATA-700001**

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**UCO BANK
HEAD OFFICE
CENTRAL SECURITY DEPARTMENT
10, B.T.M.SARANI
KOLKATA-700001**

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

The offers submitted by the bidders in response to this Expression of Interest (EOI) will become the property of UCO Bank. UCO Bank reserves the right to amend, rescind or reissue this EOI without assigning any reason(s) and without any costs or compensations therefor. UCO Bank also reserves its right to accept or reject any or all the responses to this EOI without assigning any reason(s) whatsoever and without any costs or compensations there for. UCO Bank will evaluate the offers/proposals by following such methods, criteria and rationale which, in its opinion, are in the best interest of Bank. Any decision of UCO Bank in this regard shall be final, conclusive and binding on the bidders.

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DISCLAIMER

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



UCO BANK
Central Security Department
Head Office, Kolkata

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.

UCO Bank, Central Security Department, Head office Kolkata invites "Expression of Interest (EOI)/ applications from registered private security agencies (PSAs) for empanelment with the Bank, for providing **Ex-Serviceman/Ex-Central Para Military Force** private security guards (Un-Armed) for its various buildings located in Kolkata, West Bengal. The empanelment shall be for a period of three years unless terminated earlier by the Bank at its own convenience by giving a prior notice of 30 days in writing to the PSA without assigning any reason(s) and without any cost(s) or compensation therefor.

The offers of only those private security agencies which fulfill the following Pre-Qualification Criteria will be considered:

- 1. Pre-Qualification Criteria:** Private Security Agency intending to submit offer -
 - a) shall have a valid PSARA licence for the state of West Bengal.
 - b) shall have been in business for the last **03** years.
 - c) shall have effective infrastructure for the training of the Guards.
 - d) shall have Credible Supervisory Infrastructure and network.
 - e) shall have a Certificate of Registration with Registrar of Companies or Registrar of Firms or letter of Proprietorship.
 - f) shall submit Income Tax Return for last 3 Financial Years & PAN.
 - g) shall be a profitable organization for last three financial years and should have Audited Balance Sheet for last 3 Financial years. (for FY 2020-21: provisional/Un-Audited balance sheet will be considered).
 - h) shall have Registration under Shops & Establishment Act and Certificate from ESI Corporation (latest).
 - i) shall have Certificate from EPF Authority under EPF & Misc. Provision Act-1952 (latest).
 - j) shall be registered with the Govt. under Contract Labour Act (Regulation & Abolition) 1970.
 - k) shall have registration with appropriate authority for Service Tax.
 - l) Should have documents to prove compliance of Minimum Wages Act, 1948 and Central Rules (latest).
 - m) shall have on its roll minimum 200 Armed Guards, out of which atleast 100 Armed Guards are engaged/provided to Public Sector Organisations preferably to Banks. Details of such sites should be furnished (attach proof)
 - n) shall have Registration & Exemption Certificate from the State Security Guard Board wherever applicable
- 2.** To ascertain the existing standard & status of the Private Security Agency in the market, the following requirements will be given due weightage:
 - a) Having previous registration with Director General, Resettlement, Ministry of Defence, West Block IV, RK Puram, New Delhi (actual status must be confirmed by a visit on ground).
 - b) Presently providing guarding services to PSBs & PSUs.
- 3.** Private Security Agency, those intending to apply may download Application-Forms after ensuring that they qualify above mentioned Pre-Qualification criteria. They have to furnish all the

documentary evidence in support of the required eligibility and in the event of their failure to do so, their application shall be rejected. For downloading **EOI Form**, please visit our website <http://www.ucobank.co.in>.

4. Offer Documents/ Applications in response to Expression of Interest complete in all respect can be submitted along with payment of Rs 2000/- (Non-Refundable) towards the cost of EOI document in sealed covers super scribing "Empanelment of PSA for Hiring of Private Security Guards" should be submitted to Chief Security Officer, UCO Bank, Head Office, 2nd Floor, Central Security Department, 10 BTM Sarani, Kolkata-700001 on or before **10 August, 2021 up to 12:00 Noon**.

5. **Applicants will apply for the empanelment along with all the required documents and bid price (Fee for Application form). Their application along with supporting documents will be evaluated and those agencies who will qualify all the criteria will be empanelled.**

6. The Bank reserves the right to reject any or all bids without assigning any reason(s) and without any cost(s) or compensation therefor.

7. Important Dates for the Tender:-

Date of Obtaining Application forms	13.07.2021 to 10.08.2021
Last Date of submission of Technical Bid	10.08.2021 (12:00 Noon)
Date of Pre-Bid Meeting	31.07.2021(3:00 PM)

Asst General Manager & Chief Security Officer



UCO BANK
Central Security Department
Head Office, Kolkata

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

SCOPE OF THE WORK

Deployment of **Ex-Serviceman/Ex-Central Para Military Force**, Un-Armed Security guards at Bank's own buildings, located in Kolkata, West Bengal. After Empanelment of agencies with the bank a limited Tender will be conducted among the empanelled agencies. The work order of the deployment of security guards shall be placed by Central Security Department, UCO Bank, Head Office, with the L1 bidder as per the requirement of Bank.

The empanelment will be valid for a period of three years, but the initial agreement will be for a period of 1 year with the L-1 Bidder. However, after completion of the initial period of one year, the Bank will conduct Limited Tender amongst the Empanelled PSA for the same (subject to maximum period of three years from the date of initial agreement) on the same terms and conditions if –

- a) the PSA's performance is found to be satisfactory, and
- b) the PSA fulfills the minimum wages compliant revised by the Central/State Government.

1. TERMS & CONDITIONS

1.1 Deployment of Security Guards is to be completed by the PSA within a period of 15 days from the date of PSA's acceptance of the Work Order issued by the Bank.

1.2 The duties and responsibilities of the Un-Armed Guards as expected by the Bank are mentioned in detail in Annexure-IV.

1.3 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. The Bank reserves its right to recover this amount by any mode, which includes adjustment made against any payment to be made by the Bank to the PSA and/or from the Bank guarantee.

1.4 The Bank reserves the right to increase or decrease the number of Security Guards to be deployed in the said locations according to its requirement. If the shortlisted PSA is unable to fulfill the orders within the stipulated period, then Bank will have the right to allot the work to other shortlisted PSA after giving 15-days notice to the defaulting PSA; in such case the other PSA shall have to execute the work at the L1 rate.

2. ELIGIBILITY CRITERIA FOR SHORT-LISTING:

For short listing of Private Security Agencies (PSA) the following criteria shall be applied. For this purpose PSAs shall submit proof of documents along with the Application Form and PSAs not conforming to any of these parameters as on last date for submission of bids will not qualify for short listing:

(ALL CERTIFICATES & PROOF OF DOCUMENTS SHOULD BE SELF ATTESTED/CERTIFIED)

- a) PSAs shall be either companies, LLPs, partnership firms or a proprietorship concern, registered in India, reputed for providing security guards services. (Copy of certificate of incorporation and certificate of registration to be submitted)
- b) PSAs shall have obtained a license in accordance with Sections 4 & 7 of the Private Security Regulation Act 2005 issued by the state of West Bengal. Agency not having PSARA license will not be considered for empanelment (copy of PASARA license(s) to be submitted)
- c) PSAs shall have their own infrastructure for training their guards
- d) PSAs shall have credible Supervisory Infrastructure and network.
- e) PSAs shall have Income Tax return of last three years. (Copy of pan card and Income tax return of past three years to be submitted)
- f) PSAs shall have Audited Balance Sheets and Profit & Loss Accounts for the past three years. (Copy of balance sheet and Profit & Loss Accounts with signature and seal of Auditor to be submitted)
- g) PSAs shall have Registration under Shops & Establishments Act. (Copy of certificate to be submitted)
- h) PSAs shall have a valid certificate from ESI Corporation and should have been allotted with a code number by the ESIC (Copy of certificate to be submitted)
- i) PSAs shall be a valid certificate under EPF & Miscellaneous Provisions Act 1952 and the PSA should have been submitting EPF contribution online. (Copy of certificate to be submitted)
- j) PSAs shall have copy of labour license in Form VI as per Contract Labour Act
- k) Documents to prove compliance of Minimum Wages Act 1948 and other labour laws and rules to be submitted.
- l) PSAs shall have their office(s) at Kolkata with telephone connection and e-mail facility.
- m) PSA shall have minimum three years of experience providing Security Guards services to minimum two public sector banks or two public sector undertakings.
- n) PSA shall submit satisfactory service certificate from two Public sector banks or Public sector Undertaking where it is presently providing security services.
- o) The PSA shall be a profitable organization for the last three financial years and the average turnover of the PSA during the last three financial year should not be less than Rupees one crore.
- p) Apart from the above mentioned eligibility criteria the Private Security agency should score minimum 60 marks out of 100 in self rating sheet as per Annexure VII.
- q) PSA 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 6 of the Companies Act 1956. (A certificate denying the ownership of PSA by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956 **issued by the CEO or Director or Partner or Proprietor of the PSA** to be submitted along with the tender).
- r) PSA should be registered with the Govt. under contract Labour Act (Regulation & Abolition) 1970.
- s) PSA should have Registration with appropriate authority for Service Tax.
- t) PSA should have on its roll minimum 200 Security Guards, out of which atleast 100 Security Guards should be provided/engaged to PSUs or PSBs.

2.1. Intending PSAs should furnish details about their firm as per PSA's profile (Annexure -II).

3. Submission of Application Form

The Application Form should be complete in all respects and contains all information asked for in this document.

The Application Form should comprise of the following:

3.1 Covering letter on the prescribed format (Annexure-I).

3.2 PSA profile as per Annexure II.

3.2 All the relevant documents related to eligibility criteria (self attested copies of certificates & other Documents, Brochures, leaflets, manuals etc., if any)

3.3 Details of reference sites as per Annexure-III.

3.4 Tender Fee of Rs 2000/- in form of a DD.

3.5 Signed copy of Self Evaluation Sheet (Annexure-VII)

3.6. Signed copy of Integrity Pact & Indemnity Bond

3.7 **LATE BIDS:-** Any bid received after the deadline for submission of bid prescribed by the bank will be rejected and/or returned unopened to the Bidder, if bidder so desires.

4. NO ERASURES OR ALTERATIONS

Techno-commercial details must be completely filled up. Corrections or alterations, if any should be duly authenticated.

5. REJECTION OF APPLICATION : Late submission of Application Form, submission without Tender Fee, conditional Bids, absence of any of the details / lack of proof or lack of sufficient documents to substantiate the above shall make the tender/Bid ineligible for further consideration. During the process of evaluation, if bank finds that there are any wrong details, mis-representation or false declarations given by the bidder, the bank shall have the right to disqualify and / or initiate steps as deemed necessary.

6. EVALUATION PROCESS

Offers (Response to EOI) will be evaluated in the following stages:

6.1 Stage I

Incomplete Offers, i.e., offers not accompanied by the mandatory documents as per point no. 6 (eligibility criteria) above, shall be summarily rejected.

6.2 Stage II

Offers will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof of documents submitted by the bidders. Offers not complying with the eligibility criteria will be rejected.

6.3 Stage III

Short-listing of bidder(s) based on proof of documents submitted, site visits by Bank's officials and satisfactory feedback from reference sites.

6.4 Stage IV

Empanelment of suitable agency(s) for UCO Bank, Head Office, Kolkata.

6.5 Stage V

Limited Tender & Selection of PSAs: Financial Bids/Price Bid will be undertaken amongst the empanelled bidder(s) only and award of contract would be to the bidder who offered the L1 price in the Financial Bid for providing Security Guards(Un-Armed) to UCO Bank, Head Office, Kolkata.

7. Payment of Wages

PSAs will quote rates on the basis of their service and other charges in percentage term over and above the minimum wages required to be paid as per extant acts /notifications in vogue. The rates quoted in price bid should be as per the Minimum wages notified by Central Govt. from time to time and will be governed by Code on Wages 2019, Employees State Insurance Act 1948, Employees Provident Fund and Misc. Provisions Act 1952, etc. and rules made there under. Minimum Wages will

be as notified by Central / State Government, whichever is higher. In order to ensure payment of wages in line with minimum applicable wages as per the extant acts / notifications to the personnel

deployed by PSA, they will be required to disburse the wages in bank account of such personnel. The accounts of the guards must be opened in UCO Bank Branches. The PSA will not be made any payments in advance. After making salary payments to guards, PSA will submit monthly bills to the concerned Branch / Office of the Bank. Payment will be made by Branch / Office after verifying attendance of the security guard, regulatory compliances (viz. payment of full wages, timely contribution for ESI and EPF etc) and deducting penalties, if any, etc.

8. Compliance to laws: The successful Applicant shall conform to the provisions of Law(s), Bye- Law(s), Regulation(s), Notification (s) etc. relating to the work for the time being in force. He shall also obtain all necessary permission / approval / NOC from the Competent Authorities for completion of the said work, if required under the existing rules.

9. Responsibilities of PSA

a) The Armed Guard should not be more than **52 years of age** and either Ex-Serviceman or Ex-Para Military personnel.

b) The Armed Guards should be literate, medically fit, mentally sound and possess good physique to perform all duties of Armed Guard assigned by the bank.

c) Armed Guard should not be in Low Medical Category as recorded in discharge book of Ex-Servicemen/Ex-Para Military personnel, Medical category will be considered valid for 2 years from date of discharge and thereafter his 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.

d) The duty time of the Armed Guards will be 8 hours per day (during banking hours) in uniform provided by the PSA. PSA has to arrange for a reliever of armed guard deployed at the branches 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) PSA has to arrange for replacement of any particular Security Guard in case the Bank officials ask for the same.

f) PSA should 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 building otherwise the payment will not be released.

g) PSA should maintain the attendance and leave of the employee and produce before branch manager whenever he wishes to inspect them.

h) PSA should maintain the Muster Roll as per Form XVI and PSA 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 PSA should arrange for verification of the antecedents of the guards by the police and such verification Certificate by the police should be submitted by the PSA to Central Security Department, UCO Bank, Head Office before deployment of the guard and during periodic rotation of guards.

10. Fidelity Insurance Cover:- The empanelled agencies would be required to obtain Fidelity Insurance Cover of Rs 1.00 Crore, for protecting Bank's interest in case of any loss arising due to negligence, carelessness or malafide intention of their guards provided to the Bank.

11. Publicity: The Applicant 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 the bidder.

12. Termination of Contract: Whomever the work will be allotted, bank reserves its right to cancel the entire / unexecuted part of work Order at any time in the event of one or more of the following contingencies treating it as default on the part of the selected bidder/vendor and/or non performance of the contract **by giving a prior written notice of 30 days:**

- a. If the selected PSA fails to deploy their Security Guards within the stipulated time schedule or the extended time as communicated by the Bank .
- b. Delay in deployment of Armed Guards or Partial execution of job.
- c. During contract period if the PSA violates either the terms and conditions mentioned in EOI or the responsibilities as mentioned in Para 14 above, or the Master Agreement.
- d. Serious discrepancies noted in payment of wages to Security Guards.
- e. Breaches in the terms and conditions of the work order.
- f. If the selected PSA fails to comply with the Law(s), Bye- Law(s), Regulation(s), Notification (s) etc. relating to the work for the time being in force

Termination at Bank's Convenience: The Bank reserves its rights to terminate the contract at its own convenience by giving a prior written notice of 30 days to the vendor without assigning any reason(s) for such termination and without any cost(s) or compensation therefor.

Effect of Termination: In case of termination of contract for default of selected bidder, Bank is entitled to invoke the Performance Bank Guarantee, and enforce the Indemnity bond executed in its favour, 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.

13. Indemnity to Bank: The successful 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.

14. Integrity :

- a) The Bank and the bidder (s)/successful bidder(s) and/or or its representative undertakes to take all measures to prevent corrupt practices, frauds and to comply with the CVC guideline scrupulously and refrain from committing any offence which constitute corruption under the IPC/PC Act.
- b) The Bank and the bidder (s) /successful bidder(s) and/or or its representative undertakes to refrain from any demand/ offer/ promise, pass on or accept any material or immaterial benefit or share any confidential/ additional information to obtain advantage pertaining to the process of tender including any undisclosed agreement or understanding.
- c) Successful bidder has to submit Pre-Contract Integrity Pact as per Bank's format on Non-judicial Stamp Paper of appropriate value with UCO Bank, Head Office, Kolkata.
- d) The details of Independent External Monitor (IEM) appointed by UCO Bank who will review independently and objectively whether and to what extent parties have complied with their obligation under the Integrity pact:-

i).Shri S R Raman

A-121, Kalpataru gardens,

ii).Ms Vijaylakshmi R Iyer

Flat No. 1402, Barberry Towers,

Near Amrit Shakti, Chandivali,Powai,Mumbai-400072

E-mail: vriyer1955@gmail.com

15. Non-Disclosure/ Confidentiality Agreement : All Empanelled PSA must undertake that they shall hold in trust any information received by them, under the Contract/Agreement, and the strictest of confidence shall be maintained in respect of such information.

Notwithstanding this, disclosure of any information received by the successful bidder in course of business to parties not involved in the supply of contracted services will be treated as breach of trust and could invite legal action. This will also mean termination of the contract and disqualification of the said bidder.

16. Non Assignment: Neither the subject matter of the contract nor any right arising out of the contract shall be transferred, sub-contracted, assigned or delegated to any third party by the successful bidder/Vendor without prior written consent of the Bank.

17. Force Majeure:

Force Majeure is herein defined as nay cause, which is beyond the control of the selected bidder or UCO Bank as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which sustainability affect the performance of the contract, such as :-

1. Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
2. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and legal embargos.
3. Terrorist attacks, public unrest in work area.

Provided either party shall within 10 days from occurrence of such a cause, notify the other in writing of such causes. The selected bidder or UCO Bank shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract.

Notwithstanding above, the decision of UCO Bank shall be final and binding on the vendor.

18. Resolution of Disputes:

The Empanelled vendor and the Bank shall endeavor their best efforts to amicably settle all dispute(s) / difference(s) arising out of or in connection with the contract in the following manner:-

- a. The party raising the dispute(s)/ difference(s) shall address to the other party a notice requesting an amicable settlement of the dispute(s)/difference(s) within seven (7) days of receipt of the notice.
- b. In case the dispute(s)/difference(s) are not resolved by amicable settlement, the matter will be referred for informal negotiation between Bank and the Vendor. The matter shall then be resolved by them and the agreed course of action shall be documented within a further period of 15 days.
- c. The parties agree that if the dispute (s)/ difference (s) between the parties is not settled by negotiation in the manner described hereinabove, the same shall be resolved exclusively through arbitration and such dispute shall be submitted by either party for arbitration within 21 days of the failure of negotiations. Arbitration shall be held in Kolkata and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or amendments thereof. Each party shall appoint one arbitrator of its own choice and two appointed arbitrators shall appoint the third arbitrator who will act as the presiding arbitrator.

The "Arbitration Notice "should accurately set out the disputes between the parties, the intentions of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with request to the other party to appoint its arbitrator within 21 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document.

The arbitration shall hold their sittings at Kolkata. The arbitration proceedings shall be conducted in English language. Subject to the above, the courts of law at Kolkata alone shall have the exclusive jurisdiction in respect of all matters connected with the Contract/Agreement. The arbitration award shall be final, conclusive and binding upon the parties and decree may be entered thereon, upon the application of either party to a court of competent jurisdiction. Each party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the parties unless the award otherwise provides.

Notwithstanding the existence of any dispute (s)/difference(s) between the parties or the subsistence of any arbitration or other proceedings, the selected Vendor shall not be entitled to suspend the service (s) or withhold the job and shall continue to render service(s) or take all necessary steps to complete the job in accordance with the EIO & Master Agreement.

19. Severability:- If any term or provision of this EOI/Master Agreement is held to be illegal or unenforceable, the validity or enforceability of the remainder of this EOI/Master Agreement shall not be affected

20. Jurisdiction:

All the dispute(s) or difference(s) arising out of or in connection with the contract shall be subject to the exclusive jurisdiction of the courts at KOLKATA.

21. Other terms and conditions

(a) The PSA shall make the payment to the guards by 7th of the month and submit monthly bills in duplicate along with proof of payment made and of deposit of statutory deductions in the name of the guard. On receiving the above, the branch / office.... shall make payment within 5 working days after deduction of TDS as per provision of Income Tax Act, 1961 and as amended from time to time and also including any other taxes levied by the Central/State Government from time to time.

(b) The PSA shall give weekly off to their security guards and shall provide a reliever in their place. The PSA is required to conduct surprise check frequently at least twice a week during late hours and to see themselves that their guards are discharging duties faithfully and properly and also submit their report to the official identified by the RBI. No double duty is allowed except in exceptional/emergency cases that too not more than two duties in a month per guard. PSA shall be liable to pay applicable over time allowance if any and no claim will be entertained by the Bank of Baroda in this regard.

(c) The Private Security Guards (Male and / or Female) provided shall be the employees of the Private Security Agency and all statutory liabilities will be paid by the Private Security Agency such as **ESI, PF any compensation under Workmen's Compensation Act**, etc. The Private Security Agency shall abide by and comply with all the relevant laws and statutory requirements covered under **Code on Wages 2019, Employees State Insurance Act 1948, Employees Provident Fund and Misc. Provisions Act 1952, etc. and rules made there under. Minimum Wages will be as notified by Central / State Government, whichever is higher.**

(d) The Agency will also maintain all the statutory register and records which will be made available for inspection by the Bank and Labour Officer and other Government Officials as per the guidelines of the Central and State Government.

(e) The Private Security Agency will get a valid Labour Licence for carrying out captioned jobs as per Central/State Govt. statutory requirements within 30 days of getting work order, failing to which the work order of the Private Security Agency will be cancelled and it will be given to another empaneled Private Security Agency.

22. For further clarifications, if any, you may contact the following address:

The Chief Security Officer, UCO Bank, Head Office, Kolkata-1 at the above mentioned address

23. Canvassing in any form will be treated as disqualification for the bidders.

Asst. General Manager & Chief Security Officer

Annexure – I

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

To
Chief Security Officer,
Central Security Department,

UCO Bank,Head Office,
10 BTMSarani,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 News papers on 13/07/2021 and the notice published in your website with effect from 13/07/2021, 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 180 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.

We also enclose herewith a DD for Rs.2,000 (Rupees Two Thousand only) favoring UCO Bank and payable at Kolkata , being the Tender Fee, details of the same are, as under:

- . DD No. :
- . Date of issue of DD:
- . Name of Issuing Bank:

Yours faithfully,

Authorized Signatory

(Name, Designation & seal of the firm)

Annexure - II

PSA PROFILE

1. Name of the Organization and Address:
2. Year of Establishment:
3. Status of the firm:
(Whether Pvt. Ltd. company / Public Ltd. company/ Partnership Firm/Proprietor)
4. Name of the Chairman/Managing Director/CEO/Country Head (as the case may be):
5. Whether registered with the Registrar of Companies/Registrar of Firms in India. If so, mention number and date and enclose Registration Certificate copy.
6. a) Name and address of Bankers :
 - i)
 - ii)
- b) Turnover of the Company/Firm 2018-19, 2019-20 and 2020-21:
(Please attach a copy of audited Balance Sheet and Profit & Loss Account for the years 2018-19, 2019-20 and 2020-21, as proof of documents)
2018-19:
2019-20:
2020-21:
7. Whether registered for Service Tax purposes. If so, mention number and date.
8. Whether an assessee of Income Tax. If so, mention Permanent Account Number.
Furnish copies of Income tax returns for last three years
9. Is the Company/Firm a supplier of Security Guards Services? If yes,
 - a) Mention the addresses and phone numbers of the Company's office at different locations.
 - b) What are your main fields of activities? Mention the fields giving the annual turnover for each field.
 - i)
 - ii)
10. Since when and how long your Company/firm has been supplying Security Guards services?
11. If you have been prequalified by other public sector undertaking and public sector banks for supply of Security Guards Services, furnish their names and date of empanelment.
12. Furnish the names of renowned organizations, where you have supplied Security Guards services location wise during the last three years, i.e., from 01 April 2018 to 30 March 2021:

Name of Organization with Address	Since when guards deployed	Average annual Payment received

(Please attach copies of their orders or payment proof)

A separate sheet may be attached if the above space is inadequate)

Details of Uniform

Describe the Uniform and liveries which will be used by the agency during the contract period in detail. There shouldn't be any deviation in the uniform details submitted in technical tender. (It should not have resemblance with any uniform used by Armed forces/ Para military or police.)

Details of Security Supervisory Staff

Sl.No.	Name	Qualification	Post Held	Experience

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

2. I / We agree that the decision of UCO Bank, Head Office, Kolkata in selection of PSAs will be final and binding to me / us.

3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.

4. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.

Place.

Date.

SIGNATURE:

Name & Designation & seal of the Company

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

Reference Site Details where security guard service is provided:-

(1) Name of the company	
Address of the Public sector Bank / Public Sector Undertaking Central/Zonal/Regional Office	
Name, designation of contact person with telephone No. and e-mail id	Name: Designation: Landline No.: Cell No.: E-mail id:
Details of Security Guards Services in last 3 years (Ref. No., date of order and quantity)	
(2) Name of the company	
Address of the Public sector Bank / Public Sector Undertaking Central/Zonal/Regional Office	
Name, designation of contact person with telephone No. and e-mail id	Name: Designation: Landline No.: Cell No.: E-mail id:
Details of Security Guards Services in last 3 years (Ref. No., date of order and quantity)	

AUTHORISED SIGNATORY
(Letter to the bank on the Agency's letterhead)

ANNEXURE IV**DUTIES OF UNARMED SECURITY GUARDS :**

- The Security Guard of each shift is accountable for all function during the shift.
- At the beginning of the shift he 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.
- He will 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 paramount importance which has to be kept in mind before resuming duties.
- During his duty he will monitor the checking of all out going / incoming workmen, contract labor, Contractors, & Vendors.
- During his duty, he 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.
- Ensure upkeep & highest standard housekeeping of the Main Gates & ensure functioning of all security gadgets & apparatus 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 behavior with anyone coming in or going out.
- He will always be ready to accept & assist / guide in handling any unforeseen eventualities.
- He will 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.
- The guard will 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 behavior with the employees, contract labour, drivers and vendors visiting the office.
- Guards will 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 behavior.
 - 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.

- 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 duties assigned by the Bank.

12. The Bank reserves the right to accept or reject any or all the tenders either in full or in part without assigning any reasons thereof.

I/We have understood all the above-mentioned conditions and they are acceptable to

me/us.

Place:

Signature of Bidder

Date:

1.

FORMAT OF INTEGRITY

UCO Bank, a body corporate, constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 as amended from time to time having its Head Office at 10 Biplabi Trailokya Maharaj Sarani, Kolkata-700001, India hereinafter referred called "**Bank**" of the "**ONE PART**"

And

M/S(Name and address of the vendor company) (herein after called "**The Vendor**" which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its heirs, administrators, executors, representatives and assignees of successors in office) of the "**OTHER PART**".

Preamble

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

In order to achieve these goals, the Bank will appoint an independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Bank.

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

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

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

c. The Bank will exclude from the process all known prejudiced persons.

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

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

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

a. The Bidder(s) contractor(s) will not directly or through any other persons of firm, offer promise or give to any of the Bank's employees involved in the tender process of the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to in order to obtain in exchange any advantage or during the execution of the contract.

b. The Bidder(s) /Contractor(s) will not enter with other Bidders into any undisclosed agreement of understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process .

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act, further the Bidder(s) / contractors will not use improperly for purposes of competition or personal gain, or pass on to others, any information or document provided by the Bank as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s) / Contractor (s) of foreign origin shall disclose the name and address of the Agent/representatives in India, if any. Similarly the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign Banks, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.

e. The Bidder(s)/Contractor(s) will when presenting his bid, disclose any and all payments he has made is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

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

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

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

Section 4 : Compensation for Damages

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

Section 5 : Previous Transgression

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

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

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

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

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

Section 8 : Independent External Monitor/Monitors

1. The Bank appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairman & Managing Director, UCO Bank.

3. The Bidder(s)/Contractor (S) accepts that the Monitor has the right to access without restriction to all project documentation of the Bank including that provided by the Contractor.

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

4. The Bank will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Bank and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement he will so inform the Management of the Bank and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act, in a specific manner refrain from action or tolerate action.
6. The Monitor will submit a written report to the Chairman & Managing Director, UCO Bank within 8 to 10 weeks from the date of reference or intimation to him by the Bank and should an occasion arise, submit proposals for correction of problematic situations.
7. Monitor shall be entitled to compensation on the same terms as being extended to / provided to Independent Directors on the UCO Bank.
8. If the Monitor has reported to the Chairman & Managing Director, UCO Bank a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman & Managing Director, UCO Bank has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The word "Monitor" would include both singular and plural.

Section 9 – Pact Duration.

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

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

Section 10 – Other provisions

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

(For & on behalf of the Bank)
(Office Seal)
Place _____
Date _____
Witness : (Name & Address)

(For & On behalf of Bidder/Contractor)
(Office Seal)
Place _____
Date _____
Witness : (Name & Address)

FORMAT OF SELF EVALUTION

Sl No	Parameters	Maximum Marks	Weight age	Remarks/Assessment by Bank
1.	Average Annual Turnover of private security agency for the last 3FYs(18-19,19-20 & 20-21)	20		
	Turn over Rs. 1 crore & up to 10 crores		10	
	Turn over above Rs. 10 crore up to Rs. 30 crores		15	
	Turn over above Rs. 30 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 Bank or PSU	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	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	20		
	Upto 5		10	
	Above 5 upto 10		15	
	Above 10		20	
6.	EX-DGR Registered Agency	10	10	

Self rating 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 self rating marks will be verified by the bank on the basis of supporting documents submitted by the company
3. Minimum qualification marks: 60, agencies securing less than 60 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

Annexure-VII

Format of INDEMNITY Bond

KNOW all men by these presents that I/We, Shri/Smt....., son/daughter/wife of Shri....., residing at, as Proprietor/Partner/Director of, having office at, a contractor/Vendor and have submitted an offer in response to Tender Notice No. dated being the indemnifier do hereby execute indemnity bond in favour of UCO Bank having their Head Office at 10, B.T.M Sarani, Kolkata-700 001 and having Central Security Department, at UCO Bank, Head Office, 2nd Floor, 10 B.T.M Sarani, Kolkata-700 001 on this--- day of -----, 2015.,

WHEREAS the Bank invited tenders for-AND WHEREASsubmitted tenders amongst others for the said work.

AND WHEREAS the Bank after observing all formalities in the matter, accepted the tender submitted byand informed them by its letter datedAND WHEREAS pursuant to acceptance of the tender given by the said vendor, the Bank and the said Vendor have entered into an Agreement on.....for.....

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

NOW THIS BOND OF INDEMNITY WITNESSTH AS FOLLOWS:

In consideration of the Bank having agreed to award the aforesaid contract to us more particularly described and stated in the aforesaid Agreement dated ----- and the related tender documents, we do hereby agree ad undertake that we, being the indemnifier shall, at the time hereinafter save and keep the bank harmless and indemnified including its respective Directors, officers and employees and keep them indemnified from and against

1. Any third party claims, civil or criminal complaints/ liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, negligence, and/or for violating any law, rules and regulations in force, for the time being while executing contractual work by me/us.
2. Any damages, loss or expenses due to/resulting from any negligence or breach of duty on the part of me/us or any sub-contractor/s if any, servants or agents.
3. Any claim by an employee of mine/ours or of sub-contractors if any, under the Workmen Compensation Act and Employer Liability Act or any other law, rules and regulations in force for the time being and any acts replacing and/or amendments thereof as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of execution of the contract work and/or arising out of and in course of employment of any workmen/employee.
4. Any act or omission of mine/ours or sub-contractors if any, ours/theirs servants or agents which may involve any loss, damage, liability, civil or criminal action.
5. We further agree and undertake that we shall during the contract period, ensure that all permissions, authorisations, consents are obtained from the local and or municipal and/or governmental authorities, as may be required under the applicable laws, regulations, guidelines, notifications, orders framed or issued by any appropriate authorities.

6. If any, additional approval, consent or permission is required by us to execute and perform the contract during the currency of the contract, we shall procure the same and/or comply with the conditions stipulated by the concerned authorities without any delay.
7. Our obligations herein are irrevocable, absolute and unconditional in each case irrespective of the value, genuineness, validity, regularity or enforceability of the aforesaid agreement or the insolvency, bankruptcy, re-organisation, dissolution, liquidation or change in ownership of the bank or indemnifier.
8. Our obligation under this bond shall not be affected by any act, omission, matter or thing which would reduce, release us from any of the indemnified obligation under this indemnity or diminish the indemnified obligations in whole or in part, including in law, equity or contract (whether or not known to it, or to the bank).
9. This indemnity shall be governed by and construed in accordance with the laws of India. We irrevocably agree that any legal action suit or proceedings arising out of or relating to its indemnity may be brought in the Courts, Tribunals at ----- . Final judgment against us in any such action, suit or proceedings shall be conclusive and may be enforced in any other jurisdiction by way of suit on the judgment/decreed, a certified copy of which shall be conclusive evidence of the judgment/decreed, or in any other manner provided by law. By the execution of this indemnity, we irrevocably submit to the exclusive jurisdiction of such Court/Tribunal in any such action suit or proceeding.

IN WITNESS WHEREOF

----- (Name of Vendor) has set his/their hands

on this ----- day of -----, 2021

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

IN THE PRESENCE OF WITNESS

1) Signature.....

Name with address:

1) Signature.....

Name with address:

2) Signature.....

Name with address

2) Signature.....

Name with address:

Annexure –VIII

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Sl.No.	Particulars	Compliance (Yes/No)
1.	Cost of EOI document/Tender fee: a DD of Rs 2000/-	
2.	REGISTRATION CERTIFICATE AS PER COMPANY'S ACT	
3.	Copy of valid PSARA LICENSE for WEST BENGAL	
4.	Certificate from ESI corporation regarding Registration under Shops & Establishment Act	
5.	Detail list of Branch Offices, Head Office of the PSA at Kolkata/West Bengal with Telephone Number & contact numbers	
6.	Latest Certificate from EPF Organisation under EPF & Misc. Provision Act-1952	
7.	Copies of Balance Sheet(Audited) for last three financial years	
8.	Copies of PAN, Sales Tax, VAT,ESI,EPF registration number etc.	
9.	Registration with Govt. under Contract Labour Act (regulation & Abolition) 1970	
10.	Latest documents complying to Minimum Wages Act, 1948 and Central Rule	
11.	A Copy of all the Tender Documents duly signed as proof of acceptance	
12.	Application on Printed Letter Head along with Company Profile as per enclosed Format	
13.	Copy of latest Supply order(s) from Public Sector Banks	
14.	Original Signed Copy of Integrity Pact and Indemnity Bond on stamp paper of appropriate value	

Note: Technical Bid without above mentioned documents will summarily be rejected during stage-1.