

REF NO: ZOCHN/GAD/SEC/229 /2021-22

Dated: 22/11/2021

**Notice for hiring of private security agency for providing  
Ex-Servicemen/Ex-Central Para Military Force security  
guards for Bank's branches under Chennai zone  
including Pondicherry (UT).**

UCO Bank,  
Zonal Office,  
328, Thambu Chetty Street,  
Chennai – 600001.



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**Notice for hiring of private security agency for providing Ex-Servicemen/Ex-Central Para Military Force security guards for Bank's branches under Chennai zone including Pondicherry (UT).**

UCO Bank, Zonal Office Chennai- 600001 invites applications from registered private security agencies for the hiring of two **Ex-Serviceman/Ex-Central Para Military Force** private security guards for its Own Building at 328, Thambu Chetty Street, Parrys, Chennai - 600001.

The rates quoted maybe used for hiring of unarmed guards for any of our bank branches, ATM's and e- lobbies in our zone, if the need arises in the near future.

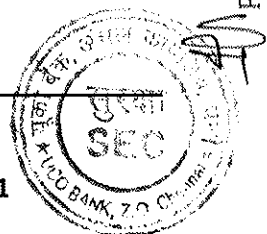
Only those private security agencies that fulfill the following Pre-Qualification Criteria will only be considered.

**1. Pre-Qualification Criteria:-**

- Private Security Agency should have a valid PSARA licence of TN and Pondicherry (UT).
- Private Security Agency should have been in business for the last five years.
- Should have effective infrastructure for the training of the Guards.
- Should have Credible Supervisory Infrastructure and network.
- Should have a Certificate of Registration with Registrar of Companies or Registrar of Firms or letter of Proprietorship.
- Should have income Tax Clearance Certificate (latest) & PAN.
- Should have Audited Balance Sheet (latest).
- Should have Registration under Shops & Establishment Act and Certificate from ESI Corporation (latest).
- Should have Certificate from EPF Organization under EPF & Misc. Provision Act-1952 (latest).
- Should be registered with the Govt. under Contract Labour Act (Regulation & Abolition) 1970.
- Should have Registration with appropriate authority for GST.
- Should have documents providing compliance of Minimum Wages Act, 1948 and Central Rules (latest).

**2.** To ascertain the existing standard & status of the Private Security Agency in the market, the following requirements will be given due weightage:

- Registered with Director General, Resettlement, Ministry of Defence, West Block IV, RK Puram, New Delhi 110066, Telephone – 011 26192354 / 26163722, Fax – 011 2619 2352 (actual status must be confirmed by a visit on ground).
- Provider of such services to PSBs & PSUs.



**Tender Forms:-**

3. Tender forms can be obtained from UCO Bank, Zonal Office, 2<sup>nd</sup> Floor, General Administration Department, 328, Thambu Chetty Street, Chennai – 600001 on any working day **between 11.00 AM to 4.00 PM from 22/11/2021 to 12/12/2021** for a cost of Rs 1000/-. However, those intending to collect applications will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to refuse issuance of application-forms. For downloading The **Tender documents one can also login visit our website <http://www.ucobank.co.in>**

**4.Schedule for submission of Bids:**

SN	Process	Schedule
1	Date of commencement of tender	<b>22 Nov 2021(Monday)</b>
2	Pre-bid meeting	<p>Queries related to tender can be submitted on our email <a href="mailto:zochennai.sec@ucobank.co.in">zochennai.sec@ucobank.co.in</a> / through Phone call (Phone-(044) 43405551, 43405556) in between <b>10 AM to 5 PM on any working days) on or before 01 Dec 2021.</b></p> <p>Incase if anyone wishes to visit this office for any clarification can do so on <b>01 Dec 2021</b> between <b>1500hrs to 1700hrs only.</b></p>
3	Last date of receipt of Sealed Bids	<b>13 Dec 2021 up to 1500hrs</b> , tender received after the said time would not be consider for evaluation.
4	Address for communication/ submission of bids	<b>General Administration Department, UCO Bank, Zonal Office, 328, Thambu Chetty Street, Chennai – 600001</b>
5	Date of opening of Technical Bids	<b>15 Dec 2021 at 1500hrs</b>
6	Date of opening of price bid	Date will be informed later to the eligible bidders only:
7	Earnest Money deposit	Bid security Declaration as per Annexure IX will be provided by the bidder.
8	Performance Security Deposit (Refundable)	5% of the cost of work to be submitted by successful bidder in the form of Demand draft at the time of allotment of work.
9	Validity of tender	120 days from the date of opening of the bid

## 5. Two Bid system:

Quotation should be submitted in two parts in separate sealed envelopes containing Part-I super scribing "Technical Bid for Security Guards Services" and Part-II "super scribing "Price Bid for Security Guards Services" which should be put in a third sealed envelope, super scribing "Hiring of private security guards". The third outer envelope must contain name, address, e-mail id and contact phone number of the bidders.

Duly completed tenders in sealed covers should be submitted to General Administration Department, UCO Bank, Zonal Office, 2<sup>nd</sup> Floor, 328, Thambu Chetty Street, Chennai - 600001 or before **13/12/2021 on or before 12:00 Noon**.

## 6- Evaluation of Bids:

**Part (I):** Eligibility/Technical bid would be opened first, bidders who qualified in the evaluation of their eligibility bid are only considered for empanelment & evaluation of their financial bids Part-II. Date of opening of bids should be intimated to bidders through Mail and Phone, in case of further rescheduling of the same, intimation would again be sent to bidders through bidder's email & telephone no. as shown on outer envelope of their bid. Bank is not liable of non receipt of information of opening of bids in case of not mentioning of email ID / telephone no, bounce back of email, not connecting to bidders through telephone. Bank reserves the right to reject any/all bids without assigning any reason thereto. Bidders can witness the tender opening process through their authorized representative on schedule date & time, it is not mandatory for bidder to be present at the time of opening of bids. We are not bound to hold the process of opening of tender due to absence of representative of any or all of the bidders at the time of opening of bids.

**7- Allotment of work:** Price bids of eligible bidders would be comparatively evaluated & lowest bid (L-1) would be decided on the basis of price quoted by bidders in Annexure- IV, i.e. The Price Bid. Work would be allotted to lowest (L-1) bidder. Bank reserves the right to negotiate with lowest bidder.

**8- Bid Security Declaration as per Annexure IX** will be submitted along with the Technical Bid.

**9-For any queries,** bidder may contact the undersigned on working days between **10 A.M. to 5 P.M.**

10-Bank is not responsible for any typographically mistake in the tender documents, late receipt bid or damage of bid in transit.

11-Any dispute arising in this matter will be settled in the jurisdiction of Chennai.

12- The Bank reserves the right to reject any or all tenders without assigning any reason thereof.

Zonal Manager,  
UCO Bank Zonal Office,  
2<sup>nd</sup> Floor, Thambu Chetty Street,  
Chennai -600001,  
Ph -044-43405551 / 556,  
Enclosures :- Annexure – I to IX.



**Notice for hiring of private security agency for providing Ex-Servicemen/Ex-Central Para Military Force security guards for Bank's branches under Chennai zone including Pondicherry (UT).**

### **SCOPE OF THE WORK**

Deployment of **Ex-Serviceman/Ex-Central Para Military Force**, unarmed Security Guards for round the clock guarding at Bank's own Building in Chennai -600001.

The RFP/Tender is valid for a period of three years, but the initial agreement will be for a period of 1 year. However after satisfactorily completing the initial agreement, if both parties are willing to continue the contract on the existing terms and conditions and complying with the minimum wages, as revised by the Central/State Government, the contract may be renewed on year to year basis subject to maximum period of three years from the date of initial agreement.

### **TERMS & CONDITIONS**

1.1 Deployment of Security Guards is to be completed within a period of one month commencing from the date of acceptance of the offer by the Bank.

1.2 The duties and responsibilities of the Unarmed Guards as expected by the Bank are mentioned in detail in the draft Agreement format as given in Annexure-V and also in Annexure-VI. The Draft Agreement format is final and not open to any modification.

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 adjusting from any payment to be made by the Bank to the supplier or from the Bank guarantee.

1.4 The job of deploying security guards / unarmed guards in the above mentioned location will be given only to those Security Agencies having its office at Chennai / Pondicherry.

1.5 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 the 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 PSA shall have to execute the work at the L1 rate.

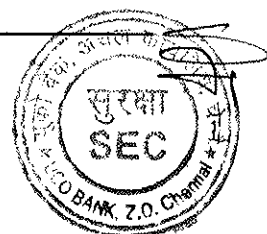


## ELIGIBILITY CRITERIA FOR SHORT-LISTING

2. For short listing of Private Security Agencies (PSA) the following criteria shall be applied. For this purpose PSAs shall submit proof documents along with the Tender and PSA's 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)

- a) PSAs should be either registered companies or registered partnership firms or a proprietorship concern, reputed for providing security guards services. (Copy of certificate of incorporation and certificate of registration to be submitted).
- b) PSAs should have obtained a license in accordance with section 4 & 7 of the Private Security Regulation Act 2005 issued by the state of Tamil Nadu and Pondicherry. Agency not having PSARA license will not be considered for empanelment ( copy of PASARA license to be submitted. ).
- c) PSAs should have their own infrastructure for training their guards.
- d) PSAs should have credible Supervisory Infrastructure and network.
- e) PSAs should 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 should 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) PSA's should have Registration under Shops & Establishments Act. ( Copy of certificate to be submitted).
- h) PSAs should 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 should have 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 should have copy of labour license in Form VI as per Contract Labour Act.
- k) Documents are proving compliance of Minimum Wages Act 1948 and other labour laws and rules are submitted.
- l) PSAs should have their office at Chennai / Pondicherry with telephone connection and e-mail facility.
- m) PSA should have minimum three years of experience providing Security Guards services to minimum two public sector banks or two public sector undertakings.





- n) PSA Should submit satisfactory service certificate from two Public sector banks or Public sector Undertaking where it is presently providing security services.
- o) The average turnover of the PSA during the last 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 VIII.
- 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) Should have a certificate of Registration with Registrar of Companies or Registrar of Firms or letter of Proprietorship.
- s) Should be registered with the Govt. under contract Labour Act (Regulation & Abolition) 1970.
- t) Should have Registration with appropriate authority for GST.

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

### **3. TWO BID SYSTEM OFFER**

The offer will be in two parts, Technical Bid and Price Bid. Both the parts should be submitted in separate sealed covers duly super scripted "Technical Bid for Security Guards Services" and "Price Bid for Security Guards Services" respectively and both these sealed envelopes should be placed in another sealed envelope super scribed "Offer for Security Guards Services". The tenders for deployment of unarmed security guards should be submitted at General Administration Department in UCO Bank Zonal Office, 2<sup>nd</sup> floor, 358, Thambu Chetty Street, Parrys, Chennai-600001 at the address mentioned herein on or before 1200 hrs on 13 Dec 2021.

### **4. BID SECURITY DECLARATION:**

The Bidder needs to sign a bid security declaration accepting if he withdraws or modify their bids during the period of validity, he will be suspended for a period of 12 months from participating in any similar tender in the bank.

### **5. PERFORMANCE BANK GUARANTEE**



After selection of PSA and before entering into an agreement the selected PSAs should submit a Bank Guarantee of **5% of Total Annual Contract Value** which will be valid for the duration of the contract period from the date of issue of the Bank Guarantee, issued by a Nationalized Bank favoring UCO Bank, payable at Chennai. (Annexure -VII). (the agreement may be renewed on year to year basis for the validity of RFP/Tender period which is three years with initial agreement for one year, if both parties are willing to continue the contract with the existing terms and conditions and complying with the minimum wages, as revised by the Central/State Government and if the PSA is willing to extend the Bank guarantee for the further period of contract)

## **6. TECHNICAL BID OFFER**

The Technical Bid Offer (TO) should be complete in all respects and contains all information asked for in this document. It should not contain any price information.

### **The Technical Bid Offer should comprise of the following:**

- 6.1 Covering letter on the prescribed format (Annexure-I).
- 6.2 PSA profile as per (Annexure II).
- 6.2.1 Documents related to eligibility criteria (self attested copies of certificates & other Documents, Brochures, leaflets, manuals etc., if any)
- 6.3 Details of reference sites as per (Annexure-III).
- 6.4 Bid security Declaration as per (Annexure IX) will be provided.
- 6.4.1 **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.

## **7. PRICE BID**

The Price Bid should contain all relevant rates and charges and the rates should be quoted in Indian Rupees only as per Annexure - IV.

## **8. PRICE COMPOSITION**

- 8.1 Monthly Rates per unarmed Security Guard will be quoted in the format given in Annexure-IV.
- 8.2 The Bank wills shortlist Agencies, who qualify in Technical bids as per eligibility criteria laid down in the RFP. The Price Bids of only the short listed agencies who qualify in technical bids will be opened. Short listed Agencies will be notified by e-mail/ telephone and the authorized representatives may be present at the time of opening of the Price Bids.

## **9. NO ERASURES OR ALTERATIONS**

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

## **10. AGREEMENT BETWEEN THE PSA AND THE BANK**

The successful PSAs shall execute an Agreement at their cost with the Bank on Rs.100 non-judicial Stamp Paper as per Terms & Conditions as per Annexure-V. It is understood that the PSAs, who are willing to offer their Security Guards services in response to this RfP have read all the terms and conditions given in Annexure-V and have agreed to all the Terms & Conditions without any modifications.

## **11. VALIDITY OF OFFER**

The offer will be valid for period of 120 Days from the last date form submission of the offer.

## **12. EVALUATION PROCESS**

Offers (Tenders) will be evaluated in the following stages:

### **12.1 Stage I:**

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

### **12.2 Stage II:**

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

### **12.3 Stage III:**

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

### **12.4 Stage IV:**

Price bids of the short-listed firms will be opened and the rates quoted will be verified to decide the L-1.

### **12.5 Stage V:**

Issue of Work Order to L-1.

### **13. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER**

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

### **14. OPENING OF OFFERS**

Technical Bid offers will be opened at Bank's Zonal Office, at 3.00 p.m 15/12/2021. The Tenderer / their representative may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard to the Agencies for deputing their representatives. The Technical Bid Offers will be opened at the time and date stipulated above irrespective of the number of Tenders or their representatives present.

### **15. ORDER CANCELLATION**

If the selected PSA fails to deploy their Security Guards within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract. The Bank reserves the right to cancel the order in the event of delay in deployment of Security Guards.

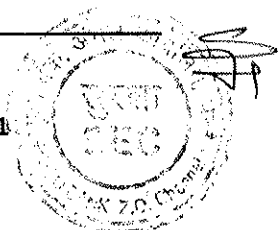
During contract period if the PSA violates either the terms and conditions mentioned in RFP or the responsibilities mentioned in Para 17, or the agreement given in annexure V, first party has the right to cancel the contract with 30 days notice.

### **16. PAYMENT TERMS**

No advance amount will be paid to PSA. Monthly payment conforming to the attendance of the Security Guards as per documents to be maintained by the PSA and shown to the Bank shall be made within one week after the end of every calendar month.

### **17. Responsibilities Of PSA**

- 1) PSA employees shall not be more than **53 years of age** for Security Guards (without weapon) at the time of deployment
- 2) The Guards should **be literate, medically fit, mentally sound and posses' good physique** to perform all duties of Guard assigned by the bank



- 3) The duty time of the Unarmed Guards will be **8 hours per day in uniform** provided by the PSA. PSA has to arrange for a reliever of unarmed guards deployed administrative offices 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.
- 4) PSA has to arrange replacement of any particular Security Guard in case the Bank officials ask for the same.
- 5) 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.
- 6) PSA should pay Minimum wages to reliever also.
- 7) PSA should maintain the attendance and leave of the employee and produce before branch manager whenever he wishes to inspect them.
- 8) PSA should maintain the Muster Roll as per Form V and PSA should issue employment card as per Form XIV to each guard.
- 9) **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 Security Department, UCO Bank, Zonal Office before deployment of the guard and during periodic rotation of guards.
- 10). **Compliance with Contract Labour Act** - The selected PSAs shall comply with all provisions of the Contract Labour (Employment & Regulation) Act and Rules made thereof as applicable to them
- 11). **RIGHT TO ALTER QUANTITIES & REPEAT ORDER**: The Bank at its discretion can either reduce or increase the number of Security Guards to be deployed on the same terms and conditions. The Bank reserves the right to alter and repeat order.
- 12). For further clarifications, if any, you may contact the following address: The Security Officer, UCO Bank, Zonal Office, Chennai -600001.
- 13). Canvassing in any form will be treated as disqualification for the Agency.
- 14). **GOVERNING LAW AND DISPUTES** - Any dispute will be subject to the exclusive jurisdiction of the courts at **Chennai**.

-SD-

Deputy General Manager



Annexure – I

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

To  
Deputy General Manager,  
328, Thambu Chetty Street,  
Chennai - 600001.

Dear Sir,

**Sub: Your RFP for hiring of private security agency for providing Ex-Servicemen/Ex-Central Para Military Force security guards for Bank's branches under Chennai zone including Pondicherry (UT).**

With reference to your tender notice published in News papers on 22/11/2021 and the RFP published in your website with effect from 22/11/2021, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the supply of Ex-Servicemen/Ex-Para Military Force Security Guards Services as detailed in your above referred RFP.

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

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP. We also confirm that the offer shall remain valid for four months from the last date for submission of the offer. We hereby confirm that we have read the terms and conditions given at the Annexure-V of the RFP 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)**

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



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 in 2018-19, 2019-20 & 2020-21:

(Please attach a copy of audited Balance Sheet and Profit & Loss Account for the years, 2018-19, 2019-20 & 2020-21 as proof documents)

2018-19:

2019-20:

2020-21:

7. Whether registered for GST 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 Chennai.

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 in the state of Tamilnadu / Chennai/ Pondicherry (UT) during the last three years, i.e., from 01 January 2017 to December 2020:

Name of Organization with Address	Since when	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)

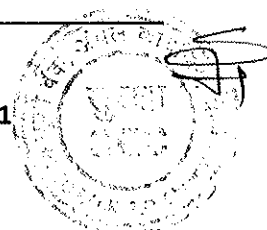
Details of Uniform:

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

S. 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





I / we 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, Zonal Office, Chennai 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)



**Annexure - III**

Reference Site Details where security 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**

**PRICE BID**

Rates are to be quoted in accordance with the **Minimum Wages notified by Chief Labour Commissioner (Central)**[and not the State Government] for Watch & Ward under Central sphere, per month basis and other bye laws applicable inclusive of all emoluments, allowances, statutory liabilities, taxes, etc. as mentioned below:-

S. N O	Payment Details	Cost per Security Guard (without Arms)	Cost per Security Guard (without Arms)	Cost per Security Guard (without Arms)
		Area A	Area B	Area C
1	Basic including VDA			
2	ESI@.....%			
3	EPF@.....%			
4	Bonus@.....% (subject to a maximum of Rs .....%)			
5	Gratuity/Terminal benefits@.....%			
6	Uniform@.....%			
7	EDLI@.....%			
8	Adm Charges@.....%			
9	Sub Total			
10	Weekly off/National holiday/other holiday@.....%			
11	Cost per head			
12	Service Charges@.....% on cost per head			
13	Service charges of Agency			
14	Price for 8 hours for one extra guard (During bank holiday)			
15	Final cost to the Bank			

Note:

1. Payment details at Serial Numbers 1 to 15 are mandatory charges and should confirm to the relevant legal / statutory provision in vogue.

2. Basic & VDA (S.No.1) should conform to the minimum wages fixed and revised from time to time, by the Ministry of Labour & Employment, Government of India for employment of Watch & Ward Staff. The minimum rates of wages also include the wages for the weekly day of rest.
  3. Since Chennai falls in Area "A" rates applicable for that area as per Notification issued, and revised from time to time, by the Ministry of Labour & Employment, Government of India shall be applicable.
  4. GST as per rules will be paid.
  5. Minimum Wages and statutory payments will be revised as per rules in vogue.
  6. L1 will be arrived at, based on S No 15 i.e. Final cost to the Bank.
- None of the columns in the above table should be left blank/ nil. If so then the Price bid will be considered invalid.

I/We certify that while making payment to the security guards provided to UCO Bank, I/we will comply to the guidelines in accordance with provisions of **Contract Labour Act, 1970** and the **Minimum Wages Act 1948** in terms of the Central Govt. and make payment of salaries and other statutory payments to the said security guards in conformity with prevailing laws which include E.P.F., EDLI, Bonus, ESI, Gratuity, etc.

Place:  
Date:

SIGNATURE:  
(Name & Designation &  
Seal of the Company)



Annexure V

AGREEMENT PROVIDING/OBTAINING SECURITY SERVICES

"This Agreement is entered on this \_\_\_\_ day of \_\_\_\_, 2021 between UCO Bank, a body corporate constituted under the provisions of Banking Companies (Acquisition and Transfer of Undertaking) Act 1970, as amended by the Banking Laws (Amendment) Act, 1985, having its Zonal Office at 328, Thambu Chetty Street, Chennai -600001(hereinafter referred to as "the Bank", which expression shall unless excluded by or repugnant to the context be deemed to include its successors and its assignees)."

AND

The Private Security Agency M/s. \_\_\_\_\_ represented by its \_\_\_\_\_ (designation), Mr./Mrs./Ms. \_\_\_\_\_ (name) and having its office at \_\_\_\_\_

\_\_\_\_\_ (address) hereinafter referred to as the PSA which expression shall wherever the context so admits, means and includes his legal representatives, successors & assignees as the Second Party.

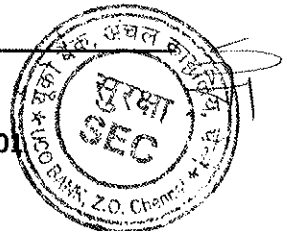
Whereas the First Party requires the services of a Private Security Agency for safe-guarding its properties and assets situated at Own Building in Chennai.

Whereas the PSA, which is a Private Security Agency providing security guards services has agreed to provide Ex-Serviceman/Ex-Para Military Force Security Guards (Strike out whichever is not applicable), hereinafter referred to as "PSA's Employees" to the First Party as per the First Party's requirements.

Whereas the PSA and the First Party have agreed to enter into a service agreement for a period of \_\_\_\_\_ months w.e.f. \_\_\_\_\_ till \_\_\_\_\_ which shall be deemed to be automatically terminated thereafter unless renewed by the First party for the purpose of obtaining security guards services on the terms and conditions as mentioned hereunder.

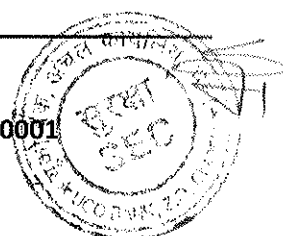
Now therefore this agreement witnessed as under:

The PSA agrees to provide Ex-Serviceman/Ex-Para Military Force, Unarmed Security Guards for guarding of Bank's various installations located in Chennai at the rate of per guard per month as per details indicated below:

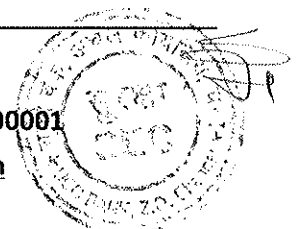


Description	Rate (in Rupees)
Basic including VDA	
ESI@.....%	
EPF@.....%	
Bonus@.....% (subject to a maximum of Rs .....%)	
Gratuity/Terminal benefits@.....%	
Uniform@.....%	
EDLI@.....%	
Adm Charges@.....%	
Sub Total	
Weekly off/National holiday/other holiday@.....%	
Cost per head	
Service Charges@.....% on cost per head	
Total	
Service Tax@.....%	
Price for 8 hours for one extra guard (During bank holiday)	
Final cost to the Bank	

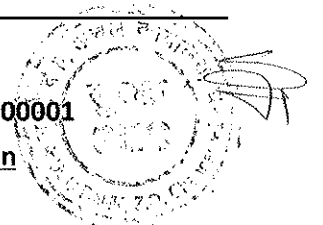
1. No other charges shall be payable to the PSA, except the agreement amount. However rates as revised from time to time by Ministry of Labour & Employment, Govt. of India, according to the Minimum Wage rules will be paid.
2. The PSA shall ensure that the Guards shall be deployed at UCO Bank's various installations located in Chennai as per the duty schedule given by the competent officer.
3. The PSA shall ensure that the Guards shall wear proper uniform of the PSA with proper Photo Identity Card, name tab, baton, whistle etc. The Guards shall not take any alcohol or intoxicants and smoke during the duty hours.
4. The Bank will provide Security lights at the UCO Bank's Zonal office Building located in Chennai and permit the PSA Guards to use the telephones for security purpose.
5. The PSA shall ensure that the Guards shall be conversant with the use of the fire extinguisher and shall take necessary action in case of activation of Fire Alarm system/emergency.



6. In addition to their duty of providing security services, the PSA Guards will also perform the following duties:
  - (a) Ensure cleanliness of the general area in & around the post of the duty.
  - (b) Ensure orderly marshalling & parking of Bank's and visitors vehicles around the building.
  - (c) Ensure to switch off all electrical switches other than UPS/Server & out side lights after closing of the office.
7. The PSA shall ensure that no familiarity develops between the Guards & the Bank staff. Further, the PSA shall ensure that the Guards do not indulge in any activities including money transactions, which may tarnish the image of the Bank.
8. The PSA should ensure that the Guards shall not accept any eatables, tea coffees, tobacco etc, from the strangers.
9. The Guards provided by the PSA shall be medically fit, mentally sound and possessing good physique and not be suffering from any contagious/major diseases.
10. The PSA shall ensure that the Guards will report to the Security Officer /competent officers and will function under the general directions.
11. The Guard Monitor/Security Supervisor from PSA shall report to concerned reporting official at least twice a week for the purpose of briefing/debriefing. He must carry out checking of Guards wherever deployed for alertness on regular basis as instructed by reporting official.
12. The PSA shall ensure that at no point of time during the prescribed duty hours, the Guards will leave their places of duty. The PSA shall arrange to send a relief wherever the regular Guards(s) is (are) absent or on leave.
13. The PSA shall provide a "Guards Checking Register" with the Guards deployed at the site for the purpose of checking to be carried out by the PSA/Bank authorities.
14. The PSA shall maintain up to date record of Guards as per the Shops & Establishments Act and will discharge all obligations under various Labour Laws viz. EPF Act, ESI Act, Gratuity, Bonus Act, workmen's compensation Act, Contract Labour (Regulation & Abolition Act) etc & or under any other state/ Union Legislation in respect of Guards engaged by PSA.
15. The PSA shall comply with all the provisions of laws of the land applicable while providing guards to the Bank.



16. The PSA will change the Guard(s) immediately on instructions from the Bank if the performance of any particular Guard(s) is not acceptable or found physically/ medically unfit and decision of the Bank will be final in this regard.
17. Wherever required by the Bank, the PSA will provide literate Guards to perform the assigned duty efficiently.
18. Neither the PSA nor any of their Guards will have any claim against the Bank for any liability arising out of any commission/omissions caused by the Guards while on duty except the hiring charges payables to the PSA as stated under item No.1 above.
19. In return for fixed sum/rates, the PSA will at its own risk & cost provide services of Guards as per the requirement of the Bank purely on contractual basis.
20. The PSA shall be absolutely responsible for the payment of salary, all other statutory obligations for the Guards (or their dependent) employed on account of salary/wages, bonus, arrears, employment, termination benefit, compensation or other claim whatsoever and the Bank will not be liable in any manner for payment of any such charges.
21. In case of any mishap sustained by Guards 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.
22. If for any reason, compensations, costs etc., are paid by the Bank, the same shall be reimbursed by the PSA to Bank without any demur, including interest at ruling rate till settlement.
23. The PSA shall ensure that the duties of the Guards at the Bank premises are strictly adhered to as framed by the Bank's requirements. The PSA shall ensure that the Guards detailed at the particular post have read & understood their duties.
24. In the event of theft, burglary, robbery, dacoit or pilferage of the Bank's property or materials, the PSA shall actively assist the Bank for the investigation of the case and its negligence/ collusion of Guards are established, such loss due to theft etc. is to be made good by the PSA.
25. In case of any property loss/injury to anyone of Bank staff due to negligence of the PSA Guards or due to dereliction of duty or inattentiveness or negligence of the Guards all liabilities arising out of such incident will be fully met by the PSA.





26. The PSA should undertake to verify the antecedents of all Guards deployed through police and copy of the police report be forwarded to the Bank for record.
27. The PSA should ensure the rotation of the Guards at the particular post at least once in three months with the prior permission from the Bank or on receipt of such advice from the Bank.
28. The PSA shall furnish the names and permanent & local addresses of the security Guards being posted at Bank's premises from time to time along with their latest photographs thumb impression & signatures.
29. The PSA shall furnish the proof of having paid the wages to the security Guards engaged by them within one week of the disbursement of the wages to them.
30. The Bank will have the right to terminate the agreement at its sole discretion even without assigning any reason by issuing one month's notice to the PSA during continuance of the agreement.
31. Duty register shall be maintained by the PSA for each Guard and it should be verified by the Bank daily, along with timings. In case the Guards are found absent from the place of his duty, proportionate amount will be deducted from the bill payable to the PSA.
32. The PSA shall ensure that all the Guards are subjected to Basic Training & refresher Training programme on regular basis, at its cost.
33. Security Guards on duty shall be responsible for controlling access of outsiders to the UCO Bank Zonal office.
34. The Guards on duty should ensure that the outsiders visiting the office have genuine reasons to do so.
35. The Guard should ensure that no Arms and Ammunition are carried by outsiders visiting the office/staff quarter/ hostel.
36. In case anybody leave behind any bag, or suspicious item etc., Security guards, on duty should immediately inform Security Officer/ Competent officer/ Police.
37. In case of any UNREST in the area, Security Guards should close the entrance(s) and inform the Security Officer/competent Officer.
38. He should handle visitors/customers diligently who visit UCO Bank Zonal Office building in an inebriated condition.



39. He should ensure that the UCO Bank Zonal Office Building training is not obscured /blocked by parking heavy vehicles etc.

40. Security Guard should remain in proper uniform while on duty.

41. The Security Guards should not leave the place of duty unless properly relieved.

42. The PSA should furnish performance bank guarantee from the nationalized bank for 5% of Total Annual Contract Value in favor of the Bank for due performance as per the agreement

43. **Force Majeure:-** "The parties to this agreement shall not be responsible for any failure of performance or delay in performance of their obligations hereunder if such failure or delay shall be a result of any Government directive relevant to this agreement or due to war, hostility, act of public enemy riots or civil commotion, strikes, lock-out, fire, floods, epidemic or acts of God, arrests and restraints of rulers and people, political or administrative acts of recognized or defector governments, import or export restriction compliance with orders of any government/local authority or any other cause or causes beyond their control."

44. **Jurisdiction:** This agreement shall be deemed to have been made in Chennai and shall be construed according to the laws of India and the performance by the Vendor of and act on his part herein contained shall be considered due in Chennai for the purpose of Jurisdiction.

45. **Dispute Resolution:-** Any dispute will be subject to the exclusive jurisdiction of the courts at **Chennai**.

We the above noted parties have signed this deed of agreement after duly understanding the contents of this deed on the date and place mentioned above.

**For UCO Bank**

**For Private Security Agency**

Signed and sealed by the above named parties in presence of the witness mentioned below.

1) .....

2) .....



## ANNEXURE VI

### DUTIES OF SECURITY GUARDS:

- (i) The Security Guard of each shift is accountable for all functions during the shift.
- (ii) 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 is clear detail about the activities performed & works pending completion.
- (iii) 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.
- (iv) Mobility of the guard on duty is of paramount importance which has to be kept in mind before resuming duties.
- (v) During his duty he will monitor the checking of all out going / incoming workmen, contract labor, Contractors, & Vendors.
- (vi) 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.
- (vii) Ensure upkeep & highest standard housekeeping of the Main Gates & ensure functioning of all security gadgets & apparatus deployed for routine work.
- (viii) Shall maintain liaison with caretaker, Security officer and be updated always on any changes taking place & inform the same to his security guards.
- (ix) 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.
- (x) He will always be ready to accept & assist / guide in handling any unforeseen eventualities.
  - a. 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.
  - b. 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.

- c. All Security Guards will report for duty ten minutes before their duty start time and will be well turned out.
- d. While on duty the guards will maintain a polite but FIRM behavior with the employees, contract labour, drivers and vendors visiting the office.
- e. Guards will not involve themselves in any of the activities they are supposed to check & prevent.
- f. 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 Security Officer.
- g. In case of any doubt the guard will not keep it to himself but will immediately seek help from Security Officer.
- h. While on duty the guards will work with eyes open, mind receptive & shall take initiative to find abnormalities.
- i. No guard, especially in night shift duty will ever be found sleeping. If found agency will be penalized suitably.
- j. Guards on Main Gate duty will sincerely perform checking of incoming / outgoing employees/visitors but all throughout will maintain a decent & presentable behavior.
- k. 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.
- l. Any other duties assigned by the Bank and operation of the generator in the premises incase of power failures.

11. 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 Tenderer

Date:

यूको बैंक, अंचल कार्यालय, द्वितीय तल, 328, तम्बू स्ट्रीट, चेन्नई- 600001

UCO BANK, ZONAL OFFICE, 2<sup>ND</sup> FLOOR, 328, THAMBU STREET, CHENNAI - 600001

दूरभाष Phone: 044: 43405572, ई-मेल E-mail: zo.chennai@ucobank.co.in



**ANNEXURE VII**

**FORMAT OF BANK GUARANTEE**

"The UCO Bank, having its Zonal Office , 328, Thambu Chetty Street, Chennai - 600001 (hereinafter refereed as "the Bank") having invited Bids for deployment of Security Guards at its own building Located in Chennai on the terms and conditions mentioned in the RFP/Tender Document.

1. It is one of the terms of invitation of Bids that the successful Bidder shall furnish a Bank Guarantee as Performance Bank Guarantee for Rs.....(5% of total annual Contract Value).

2. M/s.....(hereinafter called as "PSA"), who are our constituents have been awarded contract for the said purpose/project and have requested us to furnish performance bank guarantee to "the Bank" in respect of the said sum of Rs..... (Rupees.....)

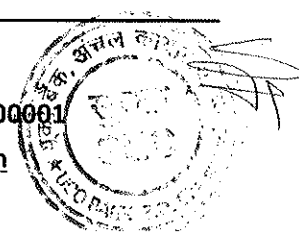
NOW THIS GUARANTEE WITNESSETH

1. We \_\_\_\_\_ (Bank) do hereby agree with and undertake to the UCO Bank, their Successors, Assigns that in the event of the UCO Bank coming to the conclusion that the PSA have not performed their obligations under the said conditions of the Bid or have committed a breach thereof, which conclusion shall be binding on us as well as the said PSA, we shall on demand by the UCO Bank, pay without demur to the UCO Bank, Rs. .... (Rupees..... ) or any lower amount that may be demanded by the UCO Bank. Our guarantee shall be treated as equivalent to the 5% of total annual Contract Value for the due performance of the obligations of the PSA under the said Conditions, provided, however, that our liability against such sum shall not exceed the Rs.....(Rupees.....)

2. We also agree to undertake and confirm that the sum not exceeding Rs.....(Rupees.....) as aforesaid shall be paid by us without any demur or protest, merely on demand from the UCO Bank on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence and the notice from the UCO Bank shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the Bank within a period of one week from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to the UCO Bank under this guarantee shall be independent of the agreement or agreements or other understandings between UCO Bank and the PSA. This guarantee shall not be revoked by us without prior consent in writing of the UCO Bank.

We hereby further agree that -



- a) Any forbearance or commission on the part of the UCO Bank in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said Bid and / or hereunder or granting of any time or showing of any indulgence by the UCO Bank to the Vendor or any other matters in connection therewith shall not discharge us in any way our obligation under this guarantee. This guarantee shall be discharged only by the performance by the PSA of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs.....(Rupees.....).
- b) Our liability under these presents shall not exceed the sum of Rs. ....(Rupees.....).
- c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in Bidding for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.
- d) This guarantee shall remain in force up to ..... provided that if so desired by UCO Bank, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein 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 PSA.
- e) Our liability under this presents will terminate unless these presents are renewed as provided hereinabove on the ----- or on the day when our said constituents comply with their obligations, as to which a certificate in writing by UCO Bank alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within six months from that date or any extended period, all the rights of UCO Bank against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Notwithstanding anything contained herein:

- 1) Our liability under this Bank guarantee shall not exceed Rs. ....(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 .....(date including the claim period)

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.

**Authorized official.** (NB : This guarantee will require stamp duty as applicable and shall be signed by the official whose signature and authority shall be verified)



**ANNEXURE -VIII**

**FORMAT FOR SELF EVALUATION**

**Self rating marks to be awarded as follows:**

S No	Parameters	Maximum Marks	Weight age	Self rating to be filled by PSA
1.	Turnover of private security agency for the last financial year	20		
	Turn over Rs. 1 crore & up to 2 crore		10	
	Turn over above Rs. 2 crore up to Rs.5 crore		15	
	Turn over above Rs. 5 crore		20	
2	No of years in Private Security agency business	20		
	3 Years		10	
	Above 3 Years and upto 4 Years		15	
	More than 4 years		20	
3	Number of guards currently supplied to Public sector Bank or PSU	30		
	Upto 200 Guards		10	
	Above 200 upto 400 guards		15	
	Above 400 guards		30	
4	Number of operational contracts presently held with Public sector Banks or PSUs	20		
	Minimum 2 security contract		10	
	More than two up to 4		15	
	More than 4		20	
5	DGR Registered Agency	10	10	

**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 is correct to the best of my/our knowledge and belief and I/we sign it as correct.

Place:

Date :

Signature

Designation

Name & Address

यूको बैंक, अंचल कार्यालय, द्वितीय तल, 328, तम्बू स्ट्रीट, चेन्नई- 600001

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ANNEXURE – IX

**FORMAT OF BID SECURITY DECLARATION FROM BIDDER IN LIEU OF EMD**

To,  
The Zonal Manager,  
UCO Bank, Zonal Office,  
385, Thambu Chetty Street,  
Chennai - 600001.

**Sub:- Bid Security Declaration for hiring of private security agency for providing Ex-Servicemen/Ex-Central Para Military Force security guards for Bank's own building in Chennai – 600001**

I /We. The undersigned, on behalf of \_\_\_\_\_  
\_\_\_\_\_ (organization name) declare that: I/We understand that, according to conditions of the tender, bids must be supported by a Bid Security Declaration. We accept that I/We may be disqualified from participating in current as well any future bid under the scheme for a period of 12 months from the date of such disqualification by UCO Bank. We understand that such disqualification will be on account of our being in breach of any obligation under the bid conditions, as under a) Having withdrawn/modified/amended, impairs or derogates from the tender, our Bid during the period of bid validity specified in the form of Bid; or  
b) having been notified of the acceptance of our Bid by UCO Bank during the period of bid validity  
(i) Fail or refuse to execute the contract, if required, or  
(ii) Fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

- (i) The receipt of your notification of the name of the successful Bidder; or
- (ii) Thirty days after the expiration of the validity of my/our Bid.

Signature and seal of authorized signatory of bidder:  
Name of Authorized signatory:  
Date:

