Request for Proposal (RFP) For

OUTSOURCING OF HIRED CASH VAN SERVICE (Pick up of Cash/ Instrument)WITH ARMED GUARD(s)



SALT LAKE ZONE

3 & 4 DD Block, Sector-I , Salt Lake , Kolkata – 700 064. **Phone:** 033-4455-9166

RFP REF NO: ZOSL/GAD/1271/2015-16 Date: 21/1/2016

The information provided by the bidders in response to this RFP Document will become the property of the Bank and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP Document and all amendments will be advised to the bidders and such amendments will be binding on them. The Bank also reserves its right to accept or reject any or all the responses to this RFP Document without assigning any reason whatsoever.

SCOPE OF WORK: This document is prepared by UCO Bank for Selection of Service Provider For providing hired services (Pick up of Cash / Instrument) of cash vans for safe remittance of cash to and fro between our various branches, offices and currency chests located at **North 24 Pargana**, **South 24 Pargana**, **Nadia and Murshidabad District** under Salt –Lake Zone of UCO Bank which includes the State of W.Bengal. It is the responsibility of the vendor to arrange for all required consumables for the vehicles, its repairs / maintenance during prevalence of contract. It should not be reused or copied or used either partially or fully in any form.

Disclaimer

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

CONTROL SHEET TABLE

Tender Reference	ZOSL/GAD/ <u>1271</u> /2015-16,Dated: 21/01/2016
Date of issue of RFP	25/01/2016
Earnest Money Deposit (EMD)	Rs.200000(Bank Guarantee)
Date of commencement of	25/01/2016
sale of tender document	
Last Date and Time for receipts	05/2/2016 at <u>3.00 pm</u>
of tender bids	
Opening of Technical Bids	08/02/2016
Opening of financial Bids	Will be informed subsequently to technically
	qualified bidders.
Address of Communication	Zonal Head, First Floor, 3 & 4 DD
	Block,Sector-I ,Salt Lake ,Kolkata – 700 064.
Email address	zo.saltlake@ucobank.co.in
Contact Telephone/Fax	Tel:033449166/9137
Numbers	
Bids to be submitted	UCO Bank, IOnal Office Salt Lake, First Floor,
	3 & 4 DD Block,Sector-I ,Salt Lake ,Kolkata —
	700 064.

Note: Bids will be opened in presence of the bidders' representatives who choose to attend. In case the specified date of submission & opening of Bids is declared a holiday in West Bengal under the NI act, the bids will be received till the specified time on next working day.



REF NO: ZOSL/GAD/ <u>1271</u> /2015-16 Date: 21/1/2016

RFP FOR OF CASH VANS WITH ARMED GUARD(s) FOR UCO BANK, SALT LAKE ZONE.

3 & 4 DD Block, Sector-I , Salt Lake , Kolkata - 700 064 , Phone: 033-4455-9166

Applications are invited from reputed Private Security Agencies (PSA) for providing hired services of cash vans (SUV - Mahindra Bolero, etc) for safe remittance of cash to and from between our various branches, offices and currency chests located at North 24 Pargana, South 24 Parganas, Nadia and Murshidabad District under Salt – Lake Zone of UCO Bank which includes the State of W. Bengal. It is the responsibility of the vendor to arrange for all required consumables for the vehicles, its repairs / maintenance during prevalence of contract. Only those firms which fulfil following criteria will be considered for services:

- a) Reputed security services providers specializing in providing Cash Vans for at least last 5 years as on 1th Jan, 2016.
- b) Ability to undertake all remittance related work for all branches throughout the zone.
- c) Ability to provide Customised Cash Van with drivers and with or without armed guards as per specifications available at **annexure II (under Technical Bids)** of this advertisement.
- d) Have adequate fleet of vehicles to cater for breakdowns and provide hassle free service.
- e) Ability to provide drivers and armed guards (preference to Ex-serviceman) duly verified from the local police authorities. The Validity of Gun License of armed guard should be West Bengal.
- f) Ability to commence service within <u>20</u> days from date of placement of order. The vendor should meet the eligibility criteria as per details available at **annexure I** of this advertisement.
- g) The approximate requirement of cash vans are: 04 nos.
- h) The quantity of cash vans mentioned above is tentative and the actual number may increase or decrease depending upon the requirement during the contract period.
- i) The contract shall be for a period of three years and could be renewed on yearly basis as per requirement of the bank or up to the period till new vendor /empanelment comes in force. However this option can be exercised only by BANK.
- j) Proposed agreement to be signed with the vendor is also available at **Annexure III** of this advertisement.
- k) Other terms & conditions are given at the **annexure-IV** of this advertisement.
- 1) For **any other queries**, vendors may contact our Zonal Security Officer on working days between 11 A.M. to 4 P.M.

- m) Applications are to be sent in main envelope super scribed with "Tender For Hired Cash Van with armed Guard" to the undersigned in two sealed covers by 03:00 PM on or before 6th February 2016 as under:
- (a) **Part -I** Technical bids to include profile of the company, list of major existing clients, registered number and sales tax details, clearance from local police/other authorities/type of vehicle.
- (b) Part-II Financial Bids (inclusive of all taxes and levies) per month for the services from 8 hrs maximum on mileage coverage of 2000 kms to be quoted separately for 7 alternatives viz. (i) with driver only (ii) only Driver without van(iii) with driver and one Armed guard (iv) With driver and two Armed guards (v) With driver, one lifter and one-armed guard (vi) Rates for 2000 Kms./Month (vii) Rates exceeding more than 2000 Kms./Month

Zonal Manager

Zonal Office, Salt Lake.

Annexure II

<u>Part – I Technical Bids</u>

(1)*Professional Details of the Service Provider with supported Documents

а	Name of Company	
	Office Address with Telephone & Fax	
	Nos. The service provider should	
b	have offices at Kolkata	
С	Year of Establishment	
d	No. of years in business of CASH VAN	
	(WITH ARMED GUARD(s)/ Driver) in	
	BANKING SERVICE	
е	Status of the service provider	
	Company	
f	Name of Directors/ Partners /	
	Proprietor	
g	Registration status along with	
	Registrations No. and Dates for Service	
	Tax, Sales tax, central Excise tax, Income tax, PAN, PF,ESIC, State Govt.	
	for armed guard services and Cash	
	van services (Supporting Documents	
	including sales tax clearance and IT	
	clearance certificates (to be	
	enclosed)	
h	Registration status as per PSAR Act of	
	2005 and local govt. sanction for Hire	
	Cash Van service.	
	Note : Due weightage shall be given if	
	PSA is sponsored/registered with the	
	DGR, Ministry of Defence, R.K Puram, New Delhi.	
i	Name and address of Bankers	
j	Turnover of last three years (Balance	
	Sheet and CA certificates be	
	enclosed)	
k	Profit as three years(Audited P& L A/C	
	And balance sheet to be enclosed)	
	2012-2013 2013-2014	
	2013-2014	
	2014-2013	
1	Details of cash vans/Armed Guards	
	held on the inventory/rolls of the	
	Company :- (i) Total No of Cash Vans	
	separately as Large / Small, Make and	
	Vintage in years (ii) Total No. of drivers	

	held on rolls (iii)Total No. of Armed Guards on rolls (including Ex. Service man/Ex. Para military Force)	
m	The Service Provider shall take Insurance policy at their own cost for Cash in transit also covering risks attributable to the fidelity of its employees who will perform their service under this agreement.	

(2)*Scope of work Evaluation Chart for Hired Cash Van Service (Pick up of Cash/ Instrument)with Armed Guard(S).

S. No	Description	Compliance (Yes/No)	Remark, if any
a.	Service provider should be able to conduct a Dry Run to spot customer locations with a letter issued by UCO Bank, Saltlake Zone.		
b	The service provider shall explain the process to Hire Cash Van banking service to the Branch.		
С	Service Provider, shall be able to hand over a list of photo identification of their employees with their mobile nos. to UCO Bank designated Branch who would be authorized for picking up cash /instrument.		
d	Loose notes, coins and notes of all denominations shall be accepted by service provider.		
е	When service providers agent upon reaching the customer, the customer shall confirm the identity of the agent using the photo identification list.		
f	Service should submit report daily, weekly, monthly, quarterly as per the requirement of the Bank.		
g	The service provider should have offices at Kolkata		
h	Cash Van (SUV): Not more than 4 years old. Should not have completed 1,50,000 Km. Good comfortable seats. Space to accommodate bank staff. Enough space for gun men to lift aim and fire weapon from moving vehicle. Thick gauge metal body, modified as cash van as per specifications. Permanent Mobile phone to be provided. First aid kit with medicines. Fire extinguishers. Separate cash compartment with double locking facilities and collapsible gate. Burglar alarm with siren. Double		

	ignition switch with two keys. CCTVsystem (preference, if	
	remote Viewing/CMS). GPS System with user Id and	
	password to Bank's designated official.	
i	Driver: Indian Citizen with Valid Heavy Duty License.	
	Medically FIT. He should have adequate experience in driving	
	cash vans. Should have adequate knowledge of first aid & fire	
	fighting. Should have thorough knowledge of State roads in	
	West Bengal. Police verification report./Should not have been	
	involved in any accident case pending with Police. Covered by	
	fidelity insurance.	
j	Armed Guard: General or Civilian Guard/ Ex-Serviceman/EX-	
	Paramilitary Force; kindly state in remark column. Should	
	have adequate knowledge of first aid.& fire Fighting. Police	
	verification report. Covered by fidelity insurance	
k	Weapon provided to the Armed Guard (.12 DBBL Double	
	Barrel Breach Loading/.12 DDBL Short Barrel gun, specified).	
	Weapon must be tested by a qualified Armourer. Must carry	
	minimum 10 rounds which is not more than one year old	
I	Loader:should have able bodied Indian Citizen, able to read	
	and write, adequate knowledge of first aid& fire fighting,	
	Police verification report. Covered by fidelity insurance.	

- Technical Bid should be duly sealed and super scribed as " <u>TECHNICAL BID</u> <u>For OUTSOURCING OF HIRED CASH VAN SERVICE (Pick up of Cash/ Instrument)WITH ARMED</u> <u>GUARD(s)</u>
- The Technical bid should be complete in all respects and contain all information asked for, except prices. The documentary proof in support of all Eligibility Criteria should be submitted along with technical Bid.
- At any time, prior to deadline for submission of RFP, UCO Bank may modify any of the terms & conditions and technical specifications at its sole discretion and the same will be available on Bank's website and the amendments shall be binding on the bidder.

Note * Filled format should be submitted with technical Bid.

(3) VENDORS FOR PROVIDING CUSTOMISED CASH VANS WITH ARMED GUARD

- i. Private Security Agency (PSA) providing Customized Cash Van (CCV) should have been in business for the **last five years** as on 31-1-2016.
- ii. PSA should have a credible supervisory infrastructure and network for provision of maintenance of CCVs as also for follow up with law enforcing agencies.
- iii. The service provider should be registered with the Police & State regulators as per the relevant orders in respect of cash van services.
- iv. PSA should have a Certificate of Registration with Registrar of Companies or Registrar of Firms or have a letter of proprietorship.

v. The service provider should be registered with State Govt. for #Armed Guard services.

Note:-

[#State registration as per PSAR Act 2005. Due weightage shall be given if PSA is sponsored/registered with the Directorate General of Resettlement, Ministry of Defence, RK Puram, New Delhi and is a provider of services to PSBs and PSUs.]

- vi. PSA should provide the latest Income Tax Assessment Order and PAN Number.
- vii. PSA should provide the latest Audited Balance Sheet.
- viii. PSA should be registered with Shops & Establishment Act and provide latest Certificate for ESI Corporation.
- ix. PSA should provide the latest certificate for EPF Organisation under EPF and Misc provision Act 1952 if applicable as per criteria of number of employees held.
- x. PSA should be registered with the Govt. under the Contract Labour Act (Regulation & Abolition) 1970.
- xi. PSA should be registered under the appropriate authority for service tax.
- xii. Location of Branch Offices in the area of our Zone with office addresses and telephone nos.in the **DISTRICTS OF North 24 Parganas**, **Nadia & Murshidabad**.
- xiii. Service provider should be abe to conduct a Dry Run to spot branch locations with a letter issued by UCO BANK, Zonal Office. The service provider shall explain the processes of HIRE CASH VAN WITH ARMED GUARD(s)/ Driver(Pick up of Cash/Instrument)Service to the Branch.
- xiv. Service Provider, shall be able to hand over a list of photo identification of their employees with their mobile nos. to UCO Bank designated Branch who would be authorized for cash pick up/instrument.
- xv. Loose notes, coins, golds and notes of all denominations shall be accepted by service provider.
- xvi. Service provider should submit a report daily, weekly, monthly, quarterly as per the requirement of the Bank

(4) VEHICLE SPECIFICATION

- i. Customized Cash Van provided by the PSA should meet the following criteria:-
- ii. Comprehensive Insurance of the cash van against all risks including fidelity insurance in respect of drivers and guards must be available and the vehicle must be roadworthy.
- iii. It should **not be more than 3 years old** on the date of commencement / renewal of the agreement.

- iv. Adequate space for keeping currency with two armed guards to sit in the back portion.
- v. Vehicle should contain adequate fuel and be available at minimum notice as per timings laid down by the bank.
- vi. All glass panes and wind screen should be covered with iron grill or wire mesh.
- vii. All doors should have double locks i.e., one from inside and other from outside.
- viii. **GPRS System, Alarm system with siren** should be fitted with activation points with guard, driver and rear cabin.
- ix. It should have adequate arrangements of chaining of cash boxes to the body of the vehicle.
- x. Cash van should have a **fire extinguisher** and a first aid box.
- xi. Cash van should be provided with a permanent functional post paid cellular / mobile phone.
- xii. There should be a **secure partition between driver's cabin and cash box** area.
- xiii. It should have adequate portholes for observation and use of weapon by guards.
- xiv. The cash van should have anti theft / burglary central locking system for side and rear doors (as in case of cars).
- xv. Easy manoeuvrability in narrow lanes and congested areas, where applicable.
- xvi. All essential features of an efficient vehicle requiring minimum maintenance and providing maximum driving and riding comfort.
- xvii. Should conform to local laws stipulated by transport department and other government bodies as well as pollution norms.
- xviii. Details of Cash Vans provided to Public Sector and Commercial Banks in last three years. (Details as per the format given below along with work order copies and performance certificates in respect of such services)

Name of Organisation	Period of service	Type of cash van	Quantity of cash Van	Contact person & Tel. Nos. of Bank

(5) ELIGIBILITY CRITERIA OF VENDORS FOR PROVIDING CUSTOMISED CASH VANS (CCV)

- i. Private Security Agency (PSA) providing Customized Cash Van (CCV) should have been in business for the **last five years** as on 31-1-2015.
- ii. PSA should have a credible supervisory infrastructure and network for provision of maintenance of CCVs as also for follow up with law enforcing agencies.
- iii. PSA should have a Certificate of Registration with Registrar of Companies or Registrar of Firms or have a letter of proprietorship.
- iv. PSA should provide the latest Income Tax Assessment Order and PAN Number.

- v. PSA should provide the latest Audited Balance Sheet.
- vi. PSA should be registered with Shops & Establishment Act and provide latest Certificate for ESI Corporation.
- vii. PSA should provide the latest certificate for EPF Organisation under EPF and Misc provision Act 1952 if applicable as per criteria of number of employees held.
- viii. PSA should be registered with the Govt. under the Contract Labour Act (Regulation & Abolition) 1970.
- ix. PSA should be registered under the appropriate authority for service tax.
- x. Due weightage shall be given if PSA is sponsored/registered with the **Directorate General of Resettlement, Ministry of Defence, RK Puram, New Delhi** and is a provider of services to PSBs and PSUs.

(6)OTHER TERMS & CONDITIONS

A) The PSA to ensure the following:-

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

B) The PSA shall;

- a) maintain up-to-date records of all drivers/guards as per Shops & Establishment Act and will discharge all obligations under various Labour Laws viz. EPF Act, ESI Act, Gratuity, Bonus Act, Workmen's Compensation Act, Contract Labour (Regulation & Abolition) Act etc. or under any other State/Union Legislation in respect of drivers/guards engaged by the PSA.
- take full responsibility of all acts of commission and/or omissions by their drivers/guards or any injury or mishap caused during the course of transport or during rendering the service and will meet all liabilities arising out of such situations.

- c) be absolutely responsible for the payment of salary, all other statutory obligations for drivers/guards or their dependents, on account of salary, wages, bonus, arrears, employment/termination benefit compensation or other claim whatsoever under Workmen's Compensation Act or any other law and the Bank will have no connection in relation to such matters.
- d) in case of any mishap /injury sustained by the driver/guard of whatsoever nature (minor/major/fatal including death during the course of their duty) the responsibility of granting compensation, if any, on that count will be that of the PSA and not of the Bank.
- e) if for any reason, compensations, costs etc. are paid by the Bank, the same shall be reimbursed by the PSA to the Bank without any demur, with interest at the rate as applicable.
- f) furnish the names and permanent and local addresses of the drivers and security guards being posted from time to time along with their latest photographs, thumb impression and signatures.
- g) furnish proof of having paid the wages, provident fund contributions and other legal liabilities to the driver(s) and security guard(s) engaged by them, within one week of the disbursement of wages to them and payment of dues to PSA would be released on submission of such proof.

C) The PSA's Indemnity and Assurance:-

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

6) In case on any day during any period PSA fails to provide Customized Cash Van or guard the Bank will remit the cash under own arrangements, and double the pro rata charges will be debited from PSA's bill every month.

(D)Earnest Money Deposit: The Bidder must submit Earnest Money Deposit (EMD) along with the Technical Bid in the form of Bank Guarantee having validity period for <u>03</u> year from the date of opening of Technical Bid in the format given in **Annexure V** The EMD amount is INR 2 Lac (Rupees Two Lac Only) issued by any scheduled commercial bank.

Non-submission of EMD will lead to outright rejection of the bid of the bidder. The EMD of unsuccessful bidders will be returned to them on completion of the tender process. The EMD of successful bidder will be returned on submission of Performance Bank Guarantee (**Annexure VI**) as specified hereunder.

The EMD made by the bidder will be forfeited if:

- **a.**) The bidder withdraws his tender before processing of the same.
- **b**.)In the case of a successful bidder, if the bidder fails in accordance with any Terms and Conditions or any requirement as specified in this document.
- **c.**) The selected bidder withdraws his tender before furnishing an unconditional and irrevocable Performance Bank Guarantee.
- **d**.)The bidder violates any of the provisions of the terms and conditions of this tender specification.

(E) Rejection of the Bid

The Bid is liable to be rejected if:

- i) The document doesn't bear signature of authorized person on each page signed and duly stamp.
- ii) It is received through E-mail/Fax.
- iii) It is received after expiry of the due date and time stipulated for Bid submission.
- iv)Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids/ incorrect information in bid / Bids not conforming to the terms and conditions stipulated in this (RFP) are liable for rejection by the Bank.

- vi)Bidder should comply with all the points mentioned in the Annexures. Noncompliance of any point will lead to rejection of the bid.
- vii) Any form of canvassing/lobbying/influence regarding short listing, status etc. will be a disqualification.

PART -II Financial Bids:

- **The cost of the Hired Cash Van Services for three years (one small) based on total value of the quoted rates for the following will be considered for evaluating the financial bid:-
- (i) Monthly charges for one Small Cash Van (SUV Type) for 8 hours to be quoted separately for 07 alternatives viz.
- (a) With driver
- (b) only Driver(without Van)
- (c) With driver and one Armed guard (to carry .12 Bore DBBL gun)
- (d) With driver and two guards (to carry.12 Bore DBBL guns)
- (e) With driver, one lifter and one guard (to carry.12 Bore DBBL gun)
- (f) Rates for **2000 Kms./Month**
- (g) Rates exceeding more than 2000Kms./Month
- (ii) Charges for Night Halt of Cash Van with crew, lifter & Armed Guard.

Note:

- Financial bid to be submitted separate envelop duly sealed and super scribed as "FINANCIAL BID FOR OUTSOURCING OF HIRED CASH VAN SERVICE (Pick up of Cash/Instrument) WITH ARMED GUARD(s)".
- ** Filled format should be submitted with Financial Bid.

Annexure III

AGREEMENT FOR HIRING OF CUSTOMISED CASH VANS

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

		AGREEMENT		
This agree	ement is made at	on the	day of	
BETWEEN				
(Acquisiti Sarani (B	ank, a body Corporate on & Transfer of Undertakin rabourne Road), Kolkata-7 (hereinafter called to permits, mean and include	gs) Act, 1970, hav '00 001 and inter- the "First Party" w	ing its Head Office at 1 alia, Zonal /Branch Off nich term shall, wherev	0, BTM fice at ver the
AND				
Firm/Privo Office/Re the PSA	ate/Public Limited Compo egistered Office at which expression shall, when ssors and assigns) of the Sec	rever the context s	(hereinafter referred	ing its
Whereas				
a)	The Bank is engaged in strengthening its cash re Offices, Currency Chests a	mittance services	_	
b)	The PSA is engaged and and others in such cash re Bank.			
IT IS NOW	AGREED BETWEEN THE PART	IES HERE TO AS FOI	LOWS :	
in	Period of the Agreement is agreement shall come in force for a period of 36 moints sooner determination in the	nths up to and incl		

2. The service:

The PSA agrees to provide to the Bank its Customised Cash Vans (CCVs) with drivers and with/without guards for cash remittance as may be requested and authorized by the Bank to PSA from time to time in the manner and on the terms and conditions hereinafter set out and the Bank agrees, on the basis of the representations and undertakings made by the PSA as stated hereinafter, to avail the service from the PSA. The service of cash vans will be provided for 8 hours daily subject to maximum 200 hrs. per month. The kilometerage per vehicle will be 2000 KM per month on daily cumulative basis. Services provided in excess of these limits will be charged extra as per rates agreed between the Bank and PSA.

3. <u>The PSA's representations, Undertakings and Covenants:</u>

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

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

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

The PSA shall ensure that:-

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

The PSA shall:

i) Maintain up-to-date record of all drivers/guards as per Shops & Establishment Act and will discharge all obligations under various

- Labour Laws viz. EPF Act, ESI Act, Gratuity, Bonus Act, Workmen's Compensation Act, Contract Labour (Regulation & Abolition Act) etc. or under any other State/Union Legislation in respect of drivers/guards engaged by the PSA.
- ii) Take full responsibility of all acts of commission and/or omissions by their drivers/guards or any injury or mishap caused during the course of transport or during rendering the service and will meet all liabilities arising out of such situations.
- iii) Change the driver/guard immediately on instructions from the First Party if the performance of a particular driver/guard is not acceptable or found physically/medically unfit and decision of the First Party shall be final in this regard.
- Be absolutely responsible for the payment of salary, all other statutory iv) obligations for drivers/guards (or their dependents), on account of bonus, salary/wages, arrears, employment/termination compensation or other claim whatsoever under Workmen's Compensation Act or any other law and the First Party has no connection in relation to such matters.
- v) In case of any mishap/injury sustained by the driver/guard of whatsoever nature (Minor/major/fatal including death during the course of their duty) the responsibility of granting compensation, if any, on that count will be that of the PSA and not of the First Party.
- vi) If for any reason, compensations, costs etc., are paid by the First Party, the same shall be reimbursed by the PSA to First Party without any demur, with interest at the rate 15% p a.
- vii) In the event of theft, robbery, dacoity or pilferage of the First Party's property or materials, the PSA shall actively assist the First Party for the investigation of the case and if negligence/collusion of drivers/guards is established, such loss due to theft etc. is to be made good by the PSA. PSA agrees to indemnify such loss, irrespective of the fact that such risk might have been insured.
- viii) In case of any property loss/injury to any one of First Party staff due to negligence of the PSA driver/guard or due to dereliction of duty or in-attentiveness or negligence of the driver/guard, all liabilities arising out of such incident will be fully met by the PSA. PSA agrees to indemnify the loss.
- ix) Furnish the names and permanent and local addresses of the drivers and security guards being posted for the above purpose from time to time along with their latest photographs, thump impression and signatures.
- x) Furnish the proof of having paid the wages, provident fund contributions and other legal liabilities to the driver(s) and security guard(s) engaged by them, within one week of the disbursement of wages to them. If proof is not tendered, the First Party may not reimburse the payment due to the PSA.

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

- **a)**Comprehensive insurance of CCV against all risks must be available. Vehicle must be roadworthy.
- **b)**It should not be more than 5 years old on the date of commencement/renewal of the agreement.
- **c)**Adequate space for keeping currency with two guards with weapons to sit in the back portion.
- **d)**Vehicle should contain adequate fuel and be available at minimum notice as per timings laid down by the bank.
- **c)**All glass panes and wind screen should be covered with iron grill or wire mesh.
- d)All doors should have double locks i.e. one from inside and other from outside.
- **e)**Alarm system with siren should be fitted with activation points with guard, driver and rear cabin.
- f)It should have adequate arrangements of chaining of cash boxes to the body of the vehicle.
- **g)**Cash Van should have a fire extinguisher and a first aid box.
- h)Cash Van should be provided with a functional cellular/mobile phone.
- i)CCV should have a secure partition between driver cabin and cash box area.
- j)CCV should have adequate portholes for observation and use of weapons by guards.
- **k)**CCV should have anti theft/burglary central locking system for side and rear doors (as in case of cars).
- 1) Easy maneuverability in narrow lanes and congested areas, where applicable.
- **m**) All essential features of an efficient vehicle requiring minimum maintenance and providing maximum driving and riding comfort.
- **n)**Should conform to local laws stipulated by transport department and other government bodies as well as pollution norms.

5. Relationship:

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

6. The PSA's Indemnity and Assurance:

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

The PSA further agrees to provide an interest free Security Deposit equivalent to one month's charges per cash van. Their deposit shall be returned on termination of this agreement.

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

- 7. In case on any day/during any period the PSA fails to provide CCV or the Armed guard, the bank will remit the cash under own arrangements, and double the pro rata charges will be debited from PSA's bill every month.
- **8. The Bank's Covenants :** The Bank shall in consideration of the services, pay to the PSA charges through Managers Cheque on monthly basis as indicated below.
 - i) Type of Vehicle
 - Small cash van based on SUV type like Mahindra Bolero, Tata 207/407 or equivalent
 - ii) Number of vehicles :04(Four)
 - iii) Meterage to be covered per month 2000 KM

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

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

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

The distance will be calculated from Nodal Branch office/Currency Chest or the Initial Reporting Point to place of work only. Distance covered from PSA's depot or overnight parking place to the Initial reporting Point will not be included. Similarly, any meterage spent for repairs etc. or any other work not assigned by the Controlling/Designated Officer of the Bank will be EXCLUDED. A proper log book will be maintained for each CCV. Each page will be initialled by the driver of the PSA and designated officer of BO DAILY. Monthly summary will be signed by the Branch Incumbent and Authorised Officer of the PSA and presented to the Paying authority along with the Monthly Bill.

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

Payment will be made by the Bank within 7 working days of the presentation of the Bill. There will be no enhancement in rates/charges during the validity period of the present agreement. No other charges shall be payable to the PSA, except the agreed amount.

9. Non Exclusive Agreement:

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

10. **Publicity:**

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

Miscellaneous:

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

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

This agreement shall stand terminated in the event of:

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

The PSA shall not assign the rights or obligations hereunder, unless permitted by the Bank.

The Bank may assign its rights and obligations hereunder in its sole discretion.

i) Any notice, demand or other communication required or permitted to be given or made hereunder shall be in writing and shall be well and sufficiently given

	ake it sent by registered A D at the ving address : Name & Address of PSA	e address and to the authorized person at Name & Address of Bank
	accordance with Indian Laws.	e governed by and shall be construed in Any legal action or proceeding out of this er the jurisdiction of the courts and tribunals
	TNESS WHEREOF the parties hereto first hereinabove written.	have executed these presents the day and
<u>For th</u>	ne Bank	For the PSA
For U	CO Bank	For & on behalf of M/s
(First	Party)	(Second Party)
Nam	е	Name
Desig	gnation	Designation
Date		Date

Annexure V.

Format of Bank Guarantee (EMD)

To UCO BANK,

Zonal Office Salt Lake, GAD,3&4 DD Block, Salt Lake City, Sec.-I, Kolkata 7000064.

Dear Sirs,

In response to your invitation to respond to your Request For Proposal (RFP) for Selection of service provider for <u>CASH VANS WITH ARMED GUARD(s)</u> (pick up of cash/instrument), M/s having their registered office at (hereinafter called the "Bidder") wish to respond to the said RFP for self and other associated bidders and submit the proposal for Service Provider as listed in the RFP document.

Whereas the "Bidder" has submitted the proposal in response to RFP, we, the ______ Bank having our Zonal office ______ hereby irrevocably guarantee an amount of ₹ 2,00,000/- (Rupees Two Lacks only) as bid security as required to be submitted by the "Bidder" as a condition for participation in the said process of RFP.

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

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

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

- 1. Our liability under this Bank guarantee shall not exceed ₹ 2, 00,000/- (Rupees Two lacks only).
- 2. This Bank guarantee will be valid upto2018; 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 before2016.

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

-
Authorised official. (NB: This guarantee will require stamp duty as applicable and shall be signed by the official whose signature and authority shall be verified. The signatory shall affix his signature, name and designation).
Annexure V
PROFORMA FOR PERFORMANCE GUARANTEE (To be stamped in accordance with the stamp act)
1. In consideration of UCO BANK, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertaking) Act, 1970, having its head office at 10 BIPLABL TRILOKYA MAHARAJ SARANI (BRABOURNE ROAD),Kolkata-700001 (hereinafter called "Purchaser") having agreed to exempt M/s (Name of the Selected bidder Company) of Company incorporated under the Companies Act, 1956 having its registered office at (Address of the Selected bidder company) (hereinafter called "SELECTED BIDDER") from the demand, under the terms and conditions of Purchaser's Letter of Intent bearing nodated issued to the Service provider (hereinafter called "Purchase Order") in pursuance of Request For Proposal no
We,
2. We[indicate the name of the bank ISSUING THE BANK GUARANTEE] do

3. We undertake to pay to Purchaser any money so demanded notwithstanding any dispute or disputes raised by the SERVICE PROVIDER in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment as made by us under this bond shall be a valid discharge of our

Rs.

hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from Purchaser stating that the amount claimed is due by way of loss or damage caused to or breach by the said SERVICE PROVIDER of any of the terms or conditions contained in the said Agreement or by reason of the SERVICE PROVIDER'S failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding

liability for payment there under and the SERVICE PROVIDER for payment there under and the SERVICE PROVIDER shall haveno claim against us for making such payment.
4. We,
5. We
6. This guarantee will not be discharged due to the change in the constitution of the Bank of the SERVICE PROVIDER.
7. We, [Indicate the name of Bank ISSUING THE GUARANTEE] lastly undertake not to revoke this guarantee during its currency except with the previous consent of Purchaser in writing. Notwithstanding anything contained herein: i) Our liability under this Bank Guarantee shall not exceed Rs(Rupees) only. ii) This Bank Guarantee shall be valid upto
8 Dated the day of for [Indicate the name of Bank]

NOTE:

- 1. Selected service provider should ensure that the seal and CODE No. of the signatory is put by the bankers, before submission of the bank guarantee.
- 2. Bank guarantee issued by banks located in India shall be on a Non-Judicial Stamp Paper of requisite value as applicable to the place of execution.

Annexure VII

(To be typed on the Service providers letter head)

The Zonal Manager
Salt lake Zone
UCO Bank, Zonal Office,
Salt Lake, lst floor, 3 & 4 D D Block,
Salt Lake, Kolkata – 700 064

Phone: 033 44559166, Fax: 033 44559138 E-mail:zo.saltlake@ucobank.co.in

Dear Madam/Sir.

Sub: Your RFP for Outsourcing of Cash Vans with Armed Guard(s) ref.dated ---

We hereby undertake to agree to abide by all the terms & conditions stipulated in the RFP document

We certify that the services offered by us for RFP conform to the specifications stipulated in the RFP form

We certify that the Insurance Cover for cash in transit and Fidelity insurance towards our employees is available / will be taken at our cost.

We certify that the insurance copy furnished to the bank and confirm that the Insurance policy does not have average clause.

We declare that the new Insurance Policy will be taken on our selection under this RFP and the same will be submitted a week before the date of signing Service Level Agreement.

Capability to ensure that all the operations will be carried out within the ambit of the process flow as defined in Annexure(s).

We certify that we are not a defaulter of any Bank/financial Institution.

We certify that our company armed guards engaged for Hire Cash Van Service are registered with State Govt. for Armed Guard as per PSAR Act 2005 in the states to which UCO BANK will desires to start the Doorstep Banking Service. We will abide with all the rules and regulations as per PSAR Act 2005.

We also certify to abide by the labour laws act and the Bank shall not have any direct or indirect liability or obligation to pay any charges, claims or wages of our employees and agents during the entire contract period.

We will allow Reserve Bank of India / UCO Bank or its authorised persons to access documents, records of transactions and other necessary information given to / stored or processed by the Contractor within a reasonable time failing which Contractor shall be liable to reimburse supervisory fees to Reserve Bank of India / UCO BANK

We certify that no litigation is due against the company and its officials /employees

We also confirm that the offer shall remain valid for Three years from the date of work order placed.

We declare that the services shall not be sub-contracted to any third party without express approval of UCO BANK in writing.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

We undertake the responsibility to provide unhindered services under Hire cash Van Service with Armed Guard(s) and compliance of all terms of RFP failing which we shall be liable for penalty / damages and termination of services.

Authorised Signatory

(Name	&	Designation,	seal	of	the	service	provider	with	necessary	Board
resoluti	on/E	Oocument givin	g the a	utho	rity to	sign the	RFP)			

Date:-Place: