



ALLAHABAD BANK
ZONAL OFFICE: MORADABAD

REQUEST FOR PROPOSAL (RFP) FOR
EMPANELMENT OF SECURITY AGENCIES OF REPUTE
BOTH
DGR SPONOSRED/REGISTERED AND PRIVATE SECURITY
AGENCIES
FOR DEPLOYMENT OF Ex SERVICEMEN ARMED GUARDS WITH
WEAPON
AT VULNERABLE BRANCHES UNDER MORADABAD
ZONE OF THE BANK

IMPORTANT DATES

DATE OF ISSUE OF RFP : 09.08.2019
LAST DATE OF SUBMISSION OF RFP : 26.08.2019
DATE OF OPENING OF RFP : 26.08.2019



**TENDER FOR EMPANELMENT OF SECURITY AGENCIES OF REPUTE,
BOTH DGR SPONSORED/REGISTERED AND PRIVATE SECURITY
AGENCIES FOR DEPLOYMENT OF EX SERVICEMAN ARMED GUARDS
WITH 12 Bore DBBL GUN AT VULNERABLE BRANCHES UNDER
MORADABAD ZONE OF THE BANK**

Allahabad Bank Zonal Office, Moradabad, invites sealed offers under two bid systems from reputed Private Security Agencies (PSAs) for providing Ex Serviceman Armed Guards with Weapon for guarding of Bank's Branches under the jurisdiction of Moradabad Zonal Office.

Name of the Work:

Empanelment of Security Agencies for Providing Ex Serviceman Armed Guards with Arms under Moradabad Zone of the Bank

Period of Issue of Tender : 09.08.2019 to 26.08.2019

Last Date for Submission of Tender : 26.08.2019 up to 12:00 PM

Date /Time of Opening : 26.08.2019 at 04:00 PM

Earnest Money Deposit : Rs 1,00,000/- (Rs One Lakh) By way of DD favouring **ALLAHABAD BANK Payable at Moradabad**

Sealed applications are invited on behalf of Allahabad Bank Zonal Office Moradabad for the above mentioned work from Private Security Agencies. The applications shall be opened at the Zonal Office at the above specified time. The tenderers / authorized representatives are requested to be present at the time of opening, if they so desire. Allahabad Bank reserves the right to reject any or all the applications without assigning any reason thereof.

Zonal Head



1. Bid Submission Process

Interested parties shall submit their offers in sealed covers super scribed as "Technical Bid" for providing Ex Serviceman Armed Guard with Weapon for Bank's Branches for Moradabad Zone.

Part 1- "Techno-commercial Offer for Armed Security Guards Services

"shall contain the details required to be furnished by tendering Agencies, as enumerated under the heading Eligibility Criteria of this document. The cost of application is Rs.5,000/- (non-refundable) & EMD of Rs 1,00,000/- (Rs. One Lakh Only) by way of IOI/ Pay Order favouring, **Allahabad Bank**, payable at Moradabad has to be enclosed in absence of which the bid will be rejected.

Part 2 - "Price Bid for Armed Security Guards Services" shall contain nothing but price aspects without any conditions. The price bid is for providing Ex- Serviceman Armed Guards with 12 Bore DBBL Gun for guarding of vulnerable branches under the jurisdiction of Moradabad Zone as and when required and asked by the Zonal Office from the empanelled vendor.

Sealed envelopes should be super scribed **"Offer for Ex Serviceman Armed Security Guards with 12 Bore DBBL Gun "** and should be submitted to the office of the Deputy General Manager/Assistant General Manager, Moradabad Zone latest by 12:00 hrs on 26.08.2019.

Interested Agencies may collect the blank Tender form in person from Allahabad Bank, Zonal Office Moradabad on payment of the application fees of **Rs 5,000/-** by way of IOI/ Pay Order **favouring Allahabad Bank**, payable at Moradabad. Bank tender forms will not be sent to any agency by post from our office.

Tender forms can also be downloaded from Bank's website www.allahabadbank.in and in such cases, the Agency shall have to enclose the application fees of **Rs.5,000/-** by way of IOI/ Pay Order favouring **Allahabad Bank**, Payable at Moradabad along with the Technical Bid.

Bid documents should be addressed to "The Deputy/Asstt General Manager, Allahabad Bank, Zonal Office Moradabad, in sealed covers clearly super scribing the covers as **"Technical Bid"**. This envelope has to be put in another envelope super scribed **"Offer for Ex Serviceman Armed Guard with weapon (12 Bore DBBL Gun) for Moradabad Zone"**.

The successful bidder shall give an undertaking that he would abide by the provisions of **Employees Provident Fund and Miscellaneous Provision Act 1952 and ESIC Act, 1948**.

The Bank reserves the right to verify any information/document furnished by the Tenderer should the circumstances so warrant in the overall interest of the Bank.



Tender should be submitted within the **prescribed date and time**. Offers received late will not be accepted. Allahabad Bank will not be responsible for any postal/courier delays.

The Bank reserves the right to reject any/ all 'Bids' without assigning any reason whatsoever.

Tender submitted in accordance with the terms & conditions and complete in all respects & as per Performa only will be considered. The word 'Bank' indicated in this notice and enclosed documents would mean '**ALLAHABAD BANK**'.

The empanelled vendor will have to enter into a written service level agreement with the bank; the agreement will seek to retain an appropriate level of control over the security agency/ service provider (vendor) and the right of the bank to intervene with appropriate measures to meet legal, statutory and regulatory obligations.

All conditions and parameters will be evaluated with reference to the firms submitting the tenders.

The Bank reserves the right to reject any / all applications without assigning any reason whatsoever and also to confirm authenticity of the facts submitted by the bidders.

2. EVALUATION PROCESS

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

Stage I

Incomplete Offers, i.e., offers not accompanied by the mandatory documents as mentioned in the tender document shall not be considered for tendering process and EMD shall be returned. If the services of existing PSA have been found unsatisfactory by the zone; the said PSA shall not be considered for tendering process.

Stage II

Offers will be evaluated against the stipulated minimum eligibility criteria based purely on valid documentary proof submitted by the PSAs. Offers not complying with all the eligibility criteria at the time of submission of tender documents will be rejected. It is Bidders responsibility to provide authentic proof with documents, for all the parameters mentioned in the section "**Technical Criteria**", duly stamped and signed.

Stage III

Price bids received from the shortlisted/Technically qualified agencies shall only be considered for evaluation.

The Price Bid has to be filled in the format enclosed.



1. Techno Commercial Offer:

The Techno-commercial Offer (TO) should be complete in all respects and contain all information asked for in this document. It should not contain any price information. **(If price information is given in TO, it will be rejected)**

The Techno-commercial Offer should comprise of the following:

- Covering letter on the prescribed format (Annexure-I).
- Pay Order/IOI for Rs.5,000/-, i.e. Cost of Tender Forms, if downloaded from Bank's website.
- Earnest Money Deposit of Rs.1,00,000/- in the form of a IOI / pay order favouring Allahabad Bank, payable at Moradabad.
- PSA profile as per Annexure II.
- Details of reference sites as per Annexure-III.

2. Price Bid:

The price bid of only technically qualified PSAs will be opened. The Price Bid should contain all relevant rates and charges and the rates should be quoted per guard in Indian Rupees only for armed guard. The rates quoted in the Price Bid should be as per the Minimum Wages notified by the Chief Labour Commissioner (Central), Govt. of India, Ministry of Labour & Employment, New Delhi from time to time including other wage components as per Annexure -IV.

3. Reviewing and performance Evaluation of Existing empanelled PSAs

The performance of existing PSAs will be reviewed and evaluated by a committee at Zonal Office on various parameters as per the feedback for Performance Evaluation Sheet of Existing Empanelled PSA. The PSA scoring below **70%** with poor rating in any of the parameters from **Sl 2 to 10** of scoring sheet will not qualify to participate in the tender process and the tender document submitted by PSA will not be considered for technical evaluation.

4. Splitting of Order:

The Bank can split the order amongst empanelled vendors. However, where the work is less and if Bank finds that it will be suitable to manage the work with only one vendor then the entire work can be allotted to only one vendor at the discretion of the Bank.

5. Period of Contract:

The empanelment shall be for a period of 3 years but the contract will be for one year. The performance of PSA will be reviewed on yearly basis. If the performance is found unsatisfactory at any point of time, the contract is liable to be rescinded by the Bank.



6. Notice of termination :

The Bank reserves the right to terminate the contract at any point of time during the period of 3 years empanelment by serving a notice of 30 days on the agency with or without assigning any reasons thereof.

7. Earnest Money Deposit

Earnest Money Deposit of Rs.1,00,000/- (Rupees One lakh only), in the form of a IOI/pay order favouring Allahabad Bank, payable at Moradabad must be submitted along with the Techno-commercial Offer. Offers not accompanied with Earnest Money Deposit of Rs.1,00,000/-, will not be accepted. **Bank guarantee in lieu of Earnest money deposit will not be accepted.** No interest will be payable on the EMD. The EMD will be returned to the unsuccessful bidder. EMD of successful bidders will be returned on entering into the empanelment contract.

8. Security Deposit:

The successful Agency/ies shall make a security deposit of **10%** of the annual order value by way of a Bank Guarantee issued by a Scheduled Commercial Bank/ FDR favoring Allahabad Bank at the place of deployment i.e. branch/Currency Chest. The BG/FDR will be released upon successful completion of the contract

9. Agreement Between the PSA and the Bank:

The successful offerer shall execute Agreement with the concerned Branch on non-judicial Stamp Paper of appropriate value on the standard agreement form of the Bank as given at **Annexure-VI**. It is understood that the PSAs, who are willing to offer their Armed Guards' services in response to this Tender have read all the terms and conditions and have agreed to all the Terms & Conditions without any modifications. In all practical purpose, branch will be the nodal office for deployment of guard

10. Validity of Offer:

The offer will be valid for a period of 90 days from the date of opening of tenders.

11. No Commitment to accept any or all tenders:

The Bank reserves the right to accept / reject any or all tenders received without assigning any reasons thereof.

12. Clarifications:

For any clarifications, regarding the tender at any stage the details of the contact persons are given below.

Name	Narendra Kumar
Designation	Sr.Manager, Security
Telephone No.	9455590977 / 9546032725
E-mail id	zo.moradabad@allahabadbank.in



13. Eligibility Criteria for Bidders

Technical Criteria

The preliminary evaluation will be done on the following parameters and offers from Private Security Agencies not conforming to these parameters will be rejected.

- 1) The Private Security Agencies should be either registered company or registered partnership firms of repute for providing Private Security Guards' services.
- 2) The Private Security Agencies should have at least one office of their own with telephone, fax and email facility in the jurisdiction of the Zonal Office and having their own supervisors at that place.
- 3) The Private Security Agencies should have valid license in accordance with Section 4 and section 7 of Private Security Regulation Act 2005 to operate in the state of Uttar Pradesh. **Merely submission of application to licensing authority will not be entertained.**
- 4) The PSA should be in business since last 3 years as on 31.03.2019.
- 5) PSA should have a track record of Providing Ex Serviceman Armed Guards with weapon to Public Sector banks for at least 3 years as on 31.03.2019. (Copy of the deployment orders to be provided).
- 6) It should have audited balance sheet of last three years. (2016-17, 2017-18, 2018-19 For FY 2018-19 provisional certificates from CA will also be considered).
- 7) The PSA should have a sound financial record. It should not have incurred loss in any year in the last three years. (Audited Balance sheet to be submitted to support this. For FY 2018-19 provisional certificates from CA will also be considered).
- 8) The Average Turnover of the PSA for the last three years should not be less than Rs.2 Crores. (Audited Balance sheet to be submitted to support this. For FY 2018-19 provisional certificates from CA will also be considered).
- 9) PSAs should have Registration under Shops & Establishments Act.
- 10) PSAs should have a valid certificate from ESI Corporation.
- 11) PSAs should have a valid certificate under EPF & Misc. Provisions Act 1952.
- 12) PSAs should have documents **proving** compliance of Minimum Wages Act 1948 and other Labour laws and rules.



- 13) PSAs should have Income Tax PAN and should have submitted their Income tax return for last three years (For FY 2018 -19 provisional certificate from CA will also be considered).
- 14) PSAs should have their own infrastructure for training their guards or have documentary evidence for arrangement with recognized training institute(s) for getting their Guards trained before deployment with firing practice once in a year.
- 15) PSAs should have credible Supervisory Infrastructure.
- 16) PSAs should have on its rolls minimum 150 Security Guards (combined armed as well as unarmed) as on 31-03-2019. (Attach proof with PF Number, ESIC Number, Bank account Number and the PF and ESIC Registers of the guards as on 31-03-2019).

14. **Manpower Criteria:**

The Armed Guard deputed by PSA for deployment should conform to the following norms beforehand:-

1. He should be an ex-servicemen/ex-paramilitary personnel.
2. He should not be above 50 years at the time of deployment. Age bar of 50 years is relaxed for the existing guards, who were already on the job and were deployed in our Bank's Branches before attaining the age of 50 years. However, new branches are to be deployed with armed guard below 50 years of age. **The services of deployed armed guard will not be allowed to continue beyond 60 years under any eventuality.**
3. The Armed Guard deployed by the PSA will be in proper, presentable uniform of PSA while on duty along with the gun (12 Bore DBBL) and 10 serviceable Cartridges.
4. Fitness certificate of the gun from authorised armourer should also be ensured before deployment of armed guard at the branch.
5. The Armed Guard should not be in Low Medical Category i.e. should be physically fit and mentally sound in all respects. Medical category recorded in the discharge book of the ex-servicemen or ex-Para military personnel only will be considered.
6. The outsourced Armed Guard should have valid gun license in his name for the firearm/ weapon for the State he is being deployed.
7. The duty of the Security Guard with arms will be to keep a watch over persons visiting the Branch premises where ever deployed AND escorting cash remittances to & from the Branch. The use of firearm by the Security Guard will be in terms of provisions of Indian Penal Code, Sec. 96 to 106.



(Letter to the Bank on the PSA letterhead)

To,
The Deputy General Manager/
The Assistant General Manager
Allahabad Bank,
Zonal Office Moradabad

Dear Sir,

Subject: **Your Tender for Deployment of Ex Service Man Armed Guard with 12 Bore DBBL Gun for Moradabad Zone**

With reference to your tender notice published on your website with effect from 09.08.2019, having examined and understood the instructions, terms and conditions forming part of the tender document, we hereby enclose our offer for Armed Security Guards' Services as detailed in your above referred tender.

- 1 We confirm that we have not been disqualified/black listed by any Bank/PSUs/ other Government Organisation for deployment of Security Guards whether armed or un-armed.
- 2 We further confirm that the offer is in conformity with all the terms and conditions as mentioned in the Tender.
- 3 We also confirm that the offer shall remain valid for 90 days from the last date of submission of the tenders.
- 4 We hereby confirm that we have read the terms and conditions given in the tender document and fully agree to them. We shall deploy the guards in conformity to the criteria of Armed Guard and release payment to guard as per wage components specified by the Bank.
- 5 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.
- 6 We enclose herewith IOI/Pay Orders for (1) Rs.1,00,000/- (Rupees One lakh only) towards EMD and (2) Rs.5,000/- (Rupees five thousand only) towards tender document fees favouring Allahabad Bank and payable at Moradabad. Details of the same are as under:

	<u>EMD</u>	<u>Tender Fees</u>
1	IOI/Pay Order No.	
2	Date of IOI/Pay Order	
3	Name of Issuing Bank & Branch	
4	Amount	

Yours faithfully,

Authorized Signatory
(Name & Designation, seal of the firm)



PSA PROFILE**1. General Information**

1	Name of Applicant	
2	Status of Applicant (Company, Partnership, Prop etc)	
3	Address of the Registered Office	
4	Address of the Local office	
5	Name of the Contact Person	
6	Date Of Incorporation	DD MM YYYY
7	Age of the company as on 31-03-2019	___ Years ___ Months
8	PF Registration Number	
9	Service Tax Registration Number	
10	ESIC Code	
11	PAN No.	
12	TAN No.	
13	Total No of Guards (Armed & Unarmed) as on 31-03-2019	
14	Date since when Armed Guard Being Provided to a Public Sector Bank.	
15	PSARA Licence Number and Validity	

2. Details of Services being provided in the Public Sector Banks (Provide details of last three years)

Name of Bank	Zone	State	No of Guards	Date of Start of Business

3. Financial Details

Year	Audited Balance sheet provided	Turn Over of the Company	Profit of the company
2016-2017	Yes/No		
2017-2018	Yes/No		
2018-2019*	Yes/No		

* For FY 2018-19 provisional certificate from CA will also be considered.

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 Allahabad Bank on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

I / We agree that the decision of Allahabad Bank, in selection of PSAs will be final and binding to me / us.



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

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



Annexure III

Details of the Reference Site of the company

S. No.	Name of the Public Sector Bank / Organization	Address	Name of the Contact Person & contact number	Details (PO No and Date of the First PO).	Total No of deployments as on date
1					
2					
3					
4					
5					
6					

Place:

Date:

SIGNATURE:

Name & Designation &
Seal of the Company



PRICE BID -ARMED GUARDS

SR. NO	DESCRIPTION	Security Guards(with Arms)		
		Area A	Area B	Area C
1)	BASIC (MINIMUM WAGES)+ VDA for 26 days			
2)	Employees state Insurance (ESI) @ 3.25% of Ser 1			
3)	E.P.F. @ 12% of Sr. No. 1 (Up to Rs 15000)			
4)	Employees Deposit Linked Insurance (EDLI) @ 0.5% of Sr.1			
5)	ADM Charges (P.F.) @ 0.5% of Sr.No.1			
6)	BONUS @ 8.33% (Rs 7000 minimum limit) as notified			
7)	Uniform Outfit Allowance @ 5 % of Sr. No. 1			
8)	Uniform Washing Allowance @ 3% of Sr. No.1			
9)	Sub Total - A (1 to 8)			
10)	Service Charge 6 % of (Basic + VDA) at Sr. 1			
11)	Sub Total - B (Ser 9 to 10)			
12)	GST as applicable of subtotal (B)			
13)	Grand Total			

We hereby confirm that the Basic plus VDA quoted above is not less than the current minimum wages stipulated by the Ministry of Labor and Employment, Government of India and that other mandatory charges, i.e., EPF, ESI, EDLI & Bonus etc. are in conformity with the provisions of the respective Acts. We further agree that the Price Bid will be rejected if any of the above rates and percentage is not in compliance with the respective statutory laws.

SIGNATURE:

DATE:

DESIGNATION :

NAME OF THE FIRM / AGENCY WITH OFFICE
STAMP



Annexure V**List of Enclosures (Certified photocopy of)**

S no	Document	Tick if Enclosed
1	Certificate of Registration Of Company/Partnership Deed etc	
2	Incorporation Certificate	
3	Shop and Establishment Certificate of Local Office	
4	Certificate of Registration with Income Tax Authorities	
5	Certificate of Registration with Service Tax	
6	Certificate of Registration with EPF	
7	Certificate of Registration with ESIC	
8	Certificate of Registration with PASARA	
9	Audited Balance sheet & P&L Statement for (2016-17, 2017-18, 2018-19 (For FY 2018-19 provisional certificate from CA will also be considered)	
10	Copies of Turn over Certificate Tax Returns and Assessment orders for (2016-17, 2017-18, 2018-19 provisional certificate from CA will also be considered)	
11	Letter of Empanelment with Public Sector Banks (Enclose letter/Work Orders).	
12	Training Infrastructure Records. Please furnish the agreement with the training center or declaration of own training center as the case may be for the state for which the bidding is being done.	
13	ISO Certificate	
14	Copy of Valid PASARA License	
15	Proof of having 150 Employees In the company (Documents to be supported by Name of Employee , Location of the employee, EPF Number , ESIC Number, Bank account details of the employee clearly stating the Bank Account Number , Bank Name and Branch)	
16	EPF Register of employees of last 12 months.	
17	EPF Challans of last 12 months	
18	ESIC Challans for last 12 months	
19	ESIC Registers of last 12 months	
20	Proof of transferring the salary of the Guards through Bank Transfer (details of last 12 months)	
21	GST Challans for last 12 months.	
22	Letter for Authorised signatory on behalf of PSA for submission of tender document and signing of Agreement, if empanelled at later stage, on behalf of PSA.	

NOTE: In ABSENCE of any of the information/enclosures OR any FAKE, WRONG, FICTICIOUS, FALLACIOUS, etc. reporting, the tender will be rejected. The Vendor shall produce/provide original of any document, required by the Bank for verification.

DATE:

SIGNATURE:

DESIGNATION :

NAME OF THE FIRM/AGENCY WITH OFFICE STAMP



SUGGESTED FORMAT OF
AGREEMENT FOR PROVISION OF SECURITY SERVICES

This Agreement is entered on the _____ day of _____ between _____ Bank represented by Shri _____ hereinafter referred to as first party (which expression shall wherever the context so admits means and includes administrators, assignees etc.)

AND

The Private Security Agency M/s _____ represented by its (designation) Mr. /Mrs./Ms _____ and having its office at _____ hereinafter referred to as the PSA which expression shall wherever the context so admits means and includes administrators, assignees as the second Party.

Whereas the first party requires the Service of Private Security Agency for safe guarding its Branches.

Whereas the PSA which is a Security Agency providing security services has agreed to provide Armed Security Guards with weapon to the First Party as per the requirements.

Whereas the PSA and the First Party have agreed to enter into a service contract for a period of _____ months w.e.f. _____ till _____ for the purpose of providing security services on the terms and conditions as mentioned hereunder.

Now therefore this agreement witnesseth as under:

General:

1. The SGs employed by PSA at its own expenses shall be provided with necessary uniform, outfit; arms etc. as per their job assignments for effective discharge of security services to the Bank and ensure that the uniform is worn while the SGs are on duty. The SGs shall wear clean uniform and look presentable while on duty.
2. Contractor shall perform the Services hereunder as an independent contractor and furnish such Services in its own manner and method, and under no circumstances will any employee, agent, or representative of the Contractor be considered an employee of the Bank. The Parties hereby agree that no terms of this Agreement shall be construed as to portray an employer-employee relationship between the Parties and that both the Parties are acting independently and at their discretion.

