

*TENDER DOCUMENT*

*FOR*

**Deployment of Security Gaurds**

**AT**

**CENTRAL BANK OF INDIA ZONAL OFFICE BUILDING  
33-NS ROAD, KOLKATA 700001**

**DATE OF ISSUE OF TENDER PAPER : 03.06.2021**

**LAST DATE AND TIME OF SUBMISSION: 10.06.2021 / 04:00 PM**

**NOTICE INVITING TENDER FOR  
OUTSOURCING SECURITY GAURDS AT OUR CENTRAL BANK OF INDIA  
ZONAL OFFICE BUILDING LOCATED AT 33-NS ROAD, KOLKATA -  
700001**

Central Bank of India invites sealed Offers in ONE-BID SYSTEM for Deployment of Security guards at our Central Bank Of India Zonal Office Building from Private Security Agencies.

**Technical Bid: (PART-1)** - This tender shall be provided in a closed envelope duly specified as "Technical Bid for OUTSOURCING SECURITY GAURDS AT OUR CENTRAL BANK OF INDIA ZONAL OFFICE BUILDING LOCATED AT 33- NS ROAD, KOLKATA -700001".

**Validity of the Contract Period:** Initially for a period of 1 year from the date of allotment of Contract thereafter extendable for another one year if found satisfactory.

**The timelines for submission & opening of Tenders:**

|                                                  |                                                                                                                               |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Last date for submission of tenders              | ON OR BEFORE 10/06/2021<br>AT CENTRAL BANK OF INDIA<br>ZONAL OFFICE BUILDING, 6 <sup>TH</sup><br>FLOOR.                       |
| TENDER TO BE SUBMITTED TO                        | Asst General Manager (Security)<br>Central Bank Of India<br>Zonal Office, 6 <sup>th</sup> floor<br>33-NS Road, Kolkata 700001 |
| Opening of tenders [both technical & Commercial] | Central Bank Of India<br>Zonal Office, 6 <sup>th</sup> floor<br>33-NS Road, Kolkata 700001                                    |
| Date of Opening of Tender<br>[ Technical]        | On 11/06/2021 @ 04.00 PM                                                                                                      |

**PART I (Technical Bid)** shall be first opened in presence of the Tenderers present & Tender Opening Committee on the date and time Specified.

**CREDENTIALS OF PRIVATE SECURITY AGENCY (PSA)**

- a) PSA should be in Business for the last 5 years.
- b) Should have effective infrastructure for training of guards.
- c) Should have creditable supervisory infrastructure and network.
- d) Should have Certificate of Registration with registrar of companies or Registrar of firms.
- e) Should have latest Income tax clearance certificate and PAN Number.
- f) Should have Audited Balance Sheet and Should be in profit for at least 2 consecutive years.
- g) Should have registration under all, statutory requirements which ESIC, EPF, Contract Labour ACT, Service Tax, Aadhar, GST Number etc.
- h) Should have documents providing compliance to MW Act as applicable at various states.
- i) Due weightage should be given to agencies registered with Director General Resettlement ( New Delhi ) and / or Agencies providing services in other PSB/PSU's.

The tenders, which do not satisfy with the above mentioned pre-qualification criteria, will be summarily rejected.

Late tenders including postal delays or incomplete tenders shall be rejected.

**NOTE:** Bank reserves all the right to select or reject any PSA or Cancel the Tender Process, without giving or notify any information to any PSA at any point of time.

**TERMS AND CONDITIONS ARE SPECIFIED AS UNDER:**

- 1) The security guards required for guarding the above mentioned premises/ offices shall be recommended by Security Department.
- 2) Payment to private security Agency shall be strictly as per minimum wages applicable in the state or Central minimum wage, whichever is Higher.

**OTHER TERMS AND CONDITIONS ARE SPECIFIED AS UNDER:**

- 1) Any engagement should not be for more than 1 year. It could be renewed from time to time on mutual acceptance
- 2) There should be proper agreement between the PSA and the Bank. The SLA should have "Audit clause to enable verification of documents of the agency by Bank's Officials and no subletting to be permitted".
- 3) The Security Guards should be an EX Serviceman or from Paramilitary units (Fighting Force). Below age of 50 years.
- 4) PSA should indemnify the Bank by interest bearing Security Deposit amounting of Rs. 1.00 lacs in form of Fixed Deposit underlain to the Bank which will ceased in case of breach of the terms and Condition after engagement of PSA.
- 5) All Payments to the Security personal, by the agency should be done through Cheque. The agency should render proper Salary slip in respect of each security personal along with ESIC,EPF etc contribution favouring them.
- 6) PSA are requested to provide the detailed information with documentary proof as prescribed in enclosed Annexure -I

**ANNEXURE- I**

1. Full name of the PSA firm / company  
(in block letters)
2. Full address of the Contractor firm/company  
with telephone number, e-mail number, fax number
3. Year of incorporation
4. Constitution ( enclose proof )  
Proprietorship/Partnership/Company
5. Name(s) of the Proprietors/Partners/  
Directors with their full address, telephone  
Number, e-mail number, fax number
6. Working experience in details for last 5 years  
(Certificate to be enclosed)
7. Name of the major clients with their  
Address, telephone number, (enclose  
Certificates/credentials issued by the clients)
8. Details of Registration, Income Tax, PAN Number,  
GST Number, ESIC, EPF proof (enclose Xerox copies)
9. Audited balance sheet and Profit & Loss

I / We certify that I / We read, understood and accept the contents of the terms and conditions incorporated in the Tender Form and 'Note' below and submit this Tender for consideration. I / We certify that the above statements are true.

DATE:

(Signature of the authorized signatory)

Full Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_