

**INVITATION OF BIDS FOR HIRING OF CASH VAN**



**STATE BANK OF INDIA**  
**REGIONAL BUSINESS OFFICE-02,**  
**BIKANER SOUTH**

State Bank of India invites Application on The Prescribed Format from Empaneled Vendors/Service Providers approved by Local Head office-Jaipur, for Branches under Jaipur Circle for Empanelment for Providing Specially Designed and Fabricated Cash Vans with Drivers and Armed guards on Hiring Basis for our Currency Chest Branch-Sadar Bazar Nokha-31171 and Link Branches Under Regional Business Office-02, Bikaner South, Bikaner.

## **NOTICE FOR FINANCIAL BID**

**State Bank of India** invites application on the prescribed format to hire **02 nos.** Specially designed & Fabricated **Cash Vans with 1 nos. driver and 02 nos. Armed guards for each cash van** for Currency Chest Branch - Sadar Bazar Nokha-31171 and its linked Branches under Regional Business Office- RBO-02, Bikaner South for movement of Cash to/from Branches linked to Currency Chest Branch Sadar Bazar Nokha-31171.

Details of the tender/Financial bid are given below:

1.	Name of Work	Hiring of 02 nos. Specially designed & Fabricated <b>Cash Vans along 1 nos. driver and 02 nos. Armed guards for each cash van</b> for <b>Currency Chest Branch - Sadar Bazar Nokha-31171 and it's linked Branches under RBO-02, Bikaner South.</b>
3.	Security Deposit	The successful agency / companies will deposit Security amount in form of STDR / performance bank guarantee equivalent to 5% of estimated billing amount of total contract value at the time of getting work order from Branches/ offices at respective CAC/SCAB/office of State Bank of India. This security deposit will be revised whenever the amount of contract value increases.
	Bid Document Availability	<b>Bidding document can be downloaded from Bank's website <a href="https://www.sbi.co.in/web/sbi-in-the-news/procurement-news">https://www.sbi.co.in/web/sbi-in-the-news/procurement-news</a> "Procurement News" under "SBI in the News" from.</b>
4.	Date for submission of financial bid	<b>03.05.2025 to 17.05.2025</b>
5.	Last date and time of receipt of tender	<b>17.05.2025, Time: 05.00 PM</b>
6.	Last date for requesting clarifications	All communications/ queries requiring clarification shall be sent through email to <a href="mailto:cmopsr2.zobik@sbi.co.in">cmopsr2.zobik@sbi.co.in</a> on/ before <b>15.05.2025 by 05:30 PM.</b>
6.	Address at which the Bids are to be submitted	The Assistant General Manager, State Bank of India, RBO-2, Bikaner South, First Floor, Ganga Niwas, Public Park, Bikaner, PIN: 334001.
7.	Date and time of opening Financial bid	<b>19.05.2025 Time: 05.00 PM.</b>
8.	Place of opening financial bid	The Assistant General Manager, State Bank of India, RBO-2, Bikaner South, First Floor, Ganga Niwas, Public Park, Bikaner, PIN: 334001.
9.	Validity of offer (Minimum)	<b>3 (Three) months</b> from last date of submission

In case the date of opening/closing of Bids is declared a holiday in Rajasthan, the bids will be opened/closed on the next working day at the same time. Bank has the right to accept / reject any /all bids without assigning any reasons thereof. **The Bank also reserves its right to reject any bid which, in the opinion of the Bank, is too low or unrealistic for effectively carrying out the obligations required under the terms and conditions of the tender.**

## **DISCLAIMER**

- I. This financial bid is not an offer by the Bank but an invitation to receive responses/ applications from the eligible vendors. No contractual obligation whatsoever shall arise from the bid process unless and until a formal contract is signed and executed by duly authorized official(s) of the Bank with the selected vendor.
- II. The purpose of this bid is to provide the Vendor(s) with information to assist in the formulation of their proposals. This NIT does not claim to contain all the information each Vendor may require. Each vendor should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this NIT and where necessary, obtain independent advice/clarifications. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this BID. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this BID.
- III. The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Vendor under any law, statute, rules or regulations or tort, for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this BID or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the BID and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in the bidding process.
- IV. The Bank also accepts no liability of any nature, howsoever caused arising from reliance of any Vendor upon the statements contained in this BID.
- V. The issue of this BID does not imply that the Bank is bound to select a Vendor or to appoint the selected vendor, as the case may be, for the project and Bank reserves the right to reject all or any of the Vendors or Bids without assigning any reason whatsoever.
- VI. The Vendor is expected to examine all instructions, forms, terms and specifications in the BID. Failure to furnish all information required by the bidding document or to submit a Bid not substantially responsive to the bidding document in all respect will be at the Vendor's risk and may result in rejection of the Bid.

## **SCOPE OF WORK**

The Agency/company shall provide the cash van services / cash van services along with manpower i.e. driver, armed security personal (Ex-servicemen / Ex-CAPF) services to the Bank. The Agency / company shall ensure protection of the property of the Bank, prevent trespass in the assigned area with/without arms.

The Service Provider shall employ the category of Drivers, armed guards (Ex-Servicemen, Ex-Paramilitary) not above the age of 60 years. The Security guards (armed guard) should be able to demonstrate the following –

- Conduct in Public and correct wearing of uniform.
- Providing Physical security of the assets, personnel security.
- Firefighting and use and management of various Firefighting equipment.
- Crowd control.
- Examining identification papers including ID cards.
- Should be minimum 8<sup>th</sup> pass and able to read and converse in Hindi & Local language.

- Providing First – aid.
- Crisis response and Disaster Management.
- Use of security equipment's and devises (for example Security Alarm, CCTV system etc.)

**Physical and Medical Fitness** – The Service Provider shall get guards physically and medically fit for performing Guard Duties and screened for visual, hearing, gross physical defects and contagious diseases by certified MBBS Doctor before deploying the guards.

## **QUALITATIVE REQUIREMENT (QR) OF SECURITY GUARDS AND DRIVERS**

### **1. The Security Guards if from ESM/ Ex Para Military personnel**

- Preferably from combat arms e.g. Infantry, Artillery, AD Artillery, Armored Corps, or Soldiers GD or Combatants from any other Arm or Service.
- Medical category: - SHAPE -1 or AYE (To be verified from discharge book).
- Character: Preferably Exemplary. GOOD may be considered.
- Age: - Should not be below 18 years and not more than 60 years.
- Education qualification: min. 8<sup>th</sup> pass.
- They should have done the required training as per Section 5 of The Private Security Agencies (Regulation, Act 2005).

### **2. Driver:**

- It is mandatory that driver having proper Driving license as per Govt. guidelines.
- A shall not employ or engage any person as a driver unless he-
  - Is a citizen of India or a citizen of such other country as the Central Government may, by notification in the Official Gazette, specify.
  - has completed eighteen years of age but has not attained the age of sixty years.
  - satisfies the agency about his character and antecedents in such manner as may be prescribed.
  - Should be physically and mentally fit.
  - Satisfies such other conditions as may be prescribed.

- Physical:** - Mentally & Physically fit & alert and be able to undertake prolonged physical activities. It will be mandatory on the part of the Agency to get his employees medically examined once in a year & submit a copy of Doctor's fitness certificate to the Bank for checking & record.

- Police Verification:** - Antecedents of Security Guards / Drivers to be verified by the police.

- Training:** - Should have undergone basic training on the following

- Firefighting.
- First Aid.
- Bank's strike/Dharna/agitation etc.
- Handling of security equipment i.e CCTV system, Security Alarm System and Fire extinguishers.

- The agency will provide the following particulars of the ESM/ Para Military security and Driver deployed in the Bank.

- Copy of appointment letter.
- PF No. & ESI No.
- A certificate to be given every month that all statutory dues have been paid.
- A copy of ESM/ Ex Paramilitary guards discharge book duly attested. It will be verified against the original by the authorized person of Bank with original discharge book of ESM.
- A copy of guard valid gun license.

7. Any other provisions as advised by the Bank may be incorporated in the agreement. The same shall also be binding on the Service Provider.

## **2. SPECIFICATIONS FOR SPECIALLY DESIGNED & FABRICATED CASH VANS: -**

- a. Dedicated Specially Designed & Fabricated Cash Vans (as specified under Private security Agencies (Private Security to Cash Transportation Activities) Rules 2018. Brand-new cash vans with Rajasthan Commercial Passing number shall be required considering the long tenure of employment. The Body of the Cash Van may contain the Branding of the Agency at only one area i.e. The Body should not be covered by the Agencies Branding which is often objected to by the RTO.
- b. The cash van body shall be fabricated on an air-conditioned Light Commercial Vehicle (LCV) capable of accommodating minimum 1+4 passengers (factory fitted), with an engine capacity of not less than 2200 CC, preferably turbocharged, with ground clearance of not less than 190 mm. complying with the terms of The Gazette of India, Ministry of Home Affairs notification No.24021/13/2016- PM-I dated 08 Aug 2018.
- c. Fabricated and Mounted cash van body on the vehicle of appropriate make as mentioned above with steel framing Body should be of a sheet metal of minimum 19 Gauge, however the floor should be of minimum 16 Gauge checkered plate.
- d. There should be at least 4 iron eyelets on cash cage floor, of sufficient diameter (say 2-2.5"), bolted to the chassis from below. The eyelets should be spaced in a way so as to accommodate multiple cash box stacks in the cash cage.
- e. There should be two rows of seats in the driver's cabin, front row for driver and co- driver and the rear row for three persons to sit.
- f. The full-width and full height partition between the crew compartment and the Cash compartment should be partially (i.e. 40 cms from the ceiling) of fixed heavy-duty welded mesh made of 3mm diameter wire and the remaining portion of fixed M.S. Structure having aluminum paneling on both sides.
- g. The Cash compartment and the Guard Compartment should be segregated by a partition made partially of M.S. Structure having aluminum paneling on both sides and partially of collapsible gate with proper locking arrangements.
- h. The Door opening towards the rear to be reinforced and additionally secured by Collapsible Gate with proper Locking arrangements available.
- i. The entrance of the cash compartment shall be from the rear side to ensure proper visibility, operational feasibility, and CCTV surveillance. The Cash compartment should be inaccessible from outside the van unless operated internally through manual or electronic lock and cash compartment to be specially reinforced with steel with only one door and grill gate.
- j. One first aid box with adequate first aid kit shall be fitted near driver's seat.
- k. The Cash Compartment should have strong metal hooks fitted onto its body and heavy-duty metal/ iron chains to facilitate securing the cash boxes to the Cash Compartment.
- l. Doors in front and at the rear with aluminum extruder buffed section windows with sliding glasses.
- m. Engine immobilizing switches should be provided near the driver and the Armed Guard in the rear. Arrangement for mobile charging to be made available inside the Cash Van for First and Second Row passengers. All seats have minimum 6 inches of seat cushioning for passenger comfort.
- n. Doors in front and at the rear with aluminum extruder buffed Section windows with sliding glasses. Two rear-view mirrors in front i.e. one on each side to be provided. Rear view monitoring via a camera set-up to be provided with the driver. Heavy Duty Shock Absorbers should be fitted for the rear portion of the Chassis. Rear door to be equipped with fabricated (retrieval) strong steps to facilitate boarding of the Cash boxes into the cash compartment.
- o. The windshield should be of a single piece, clear toughened glass in the front duly reinforced with an anti - riot wire mesh protection covering. All windows and wind screen of the Vehicle shall have wire mesh protection of not more than one square inch. The wire mesh on the co-

driver window and other windows should have a circular porthole of six inches diameter for use of weapons. NO Window to be provided in the Cash Storage area/ Cash Compartment.

- p. **Further The Agency has to modify the vehicle as per instructions received from the Bank/RBI, if required in future.**
- q. A Fabrication Certificate to the above-mentioned points, by the fabricator of the Vehicle (should be registered) should be provided by the Agency being awarded the Contract, during signing of the Contractual agreement, for Banks record.
- r. The owner of the vehicle(s) will arrange for the monthly / periodical servicing / maintenance, at their own cost, only on weekly off days / holidays.
- s. Locking arrangement: One internal lock and 02 heavy duty padlocks at the door of cash cabin.
- t. Provision of Fast Tag will be done by the Agency.
- u. Cash Van must be provided with the CCTV system with GPS and 30 days recording facility and 04 cameras in each Cash Van.
- v. Installation: CCTV system with GPS should be installed in the cash van in such a way that it provides maximum coverage and ensure safety of the system. Following is a suggested layout:
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  - i. Cameras: Depending upon the size of the cash van, four (04) x CCTV cameras may be installed to cover the following locations: -
    - Inside cabin (where cash is stored) – 01.
    - Inside cabin (covering driver, co-driver & passengers) – 01.
    - Rear of the vehicle – 01
    - Front of the vehicle – 01
- w. The owner will have to provide to the Bank his / her / their KYC documents with Police report and PAN / TAN No. beside the duly verified copies under noted documents.: -
  - 2.1.1.1 Police Verification Report(s) of the driver (s) and armed guard (s).
  - 2.1.1.2 Registration of the vehicle (s).
  - 2.1.1.3 Proof of residence of the drivers.
  - 2.1.1.4 Pollution Control Certificate(s) of vehicle.
  - 2.1.1.5 Insurance of the vehicle(s) / driver(s).
  - 2.1.1.6 Driving license of the driver(s).
  - 2.1.1.7 Fitness certificate of the vehicle (Every Year).
  - 2.1.1.8 Fabrication Certificate by the fabricator of the Vehicle (should be registered)
- x. Bank may not be able to provide any overnight parking facility, Owner to arrange for the same at their own cost.
- y. GPS System to be installed by the vendor and no extra payment for the GPS System shall be paid by the Bank.
- z. The cash van will have to be changed with a new one after 5 years or 1,00,000 kilometers completion, whichever is earlier.
- aa. The Agency shall make its own arrangement for the engagement of the drivers, for cash van and shall be responsible for regulating their service and work conditions in conformity with all Acts, Regulations, Rules, or Order of Competent Authority under relevant laws in force during the period of the contract. Agency shall indemnify the Bank from all claims relating to the Driver's salaries, Wages, Overtime, Leave, Provident Fund, ESI, Medical Facilities, Gratuity, Bonus, Reliever charges or any other claim as applicable and stipulated in any Statutory Provisions, Rules, or order of Competent Authority.
- bb. The Agency will have to provide for reliever of the personnel's employed in the cash van on



the days of their leave without any extra charges to the Bank.

- cc. The Agency will have to abide by all the laws and regulations governing the business of running cash van and the Bank shall not be liable for any faults/ omissions/ commissions of the Agency in relation to operation of the Cash van. The Cash van should have valid registration certificate, insurance, road permit, pollution control certificate and any other such document essential for running of the cash van required under laws governing road transport/ operation of cash van.
- dd. The driver for running the cash van should be in possession of a valid Commercial Driving License at any point of time. He should be physically fit and free from any diseases. The driver should not consume alcohol during duty. He should not drive rash or in a manner to risk the lives of the passengers or cash present inside the Cash van. Any negligence on part of the Driver shall be attributable to the negligence of the Agency.
- ee. The specifications mentioned above are minimum expected as per approved by the Bank. It is advisable to review these specifications periodically.

## **GENERAL TERMS AND CONDITIONS**

### **1. SECURITY DEPOSIT& PERFORMANCE GUARANTEE MONEY:**

- a) The successful bidder / agency/ companies will deposit Security amount in form of STDR / performance bank guarantee (as per bank format) equivalent to 5% of estimated billing amount of total contract value at the time of getting work order from Branches/ offices at respective CAC/ SCAB office of State Bank of India. This security deposit will be revised whenever the amount of contract value increases.
- b) **All terms and condition are applicable which are mentioned in our earlier tender No. SEC/LHO/JAI/CASH VAN/2024-25 DATED: 18.12.2024.**
- c) The contract/agreement will be signed (Bank's prescribed format) after depositing the security amount at branch / office where the work order will be awarded. The amount will be held by the Bank during the term of the contract and no interest shall be paid to the vendor on this amount.

### **II. SIGNATURES:**

- i. All the documents of application/bid should be signed by the authorized signatory of the Company/ Firm, else the application will be rejected without assigning any reason.
- ii. In the case of an authorized person, the copy of letter issued by competent authority to sign on behalf of the company should be enclosed (with resolution copy) at the time of signature of agreement.

- III. **Bank's right to accept any Bid and to reject any or All Bids:** The Bank reserves the right to accept or reject any Bid in part or in full or to cancel the Bidding process and reject all Bids at any time prior to allotment of work, without incurring any liability to the affected Vendor or Vendors or any obligation to inform the affected Vendor or Vendors of the grounds for the Bank's action.

- IV. **TERMS AND CONDITIONS OF CONTRACT (TCC):** The terms and conditions will be part of Service level agreement shall be as per **Bank's prescribed format.**

- V. In case of a difference of opinion on the part of the Vendor in comprehending and/or interpreting any clause / provision of the Bid Document after submission of the Bid, the interpretation by the Bank shall be final and binding on the Vendor.

**VI. TERMS AND CONDITIONS OF THE CONTRACT**

**i. Definitions: In this Contract, the following terms shall be interpreted as indicated**

- (a) "The Bank" means State Bank of India.
- (b) "The Contract" means the agreement entered between the Bank and the Vendor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (c) "Vendor/ Service Provider" is Agency/ company participated in the tender process and covers those who are successfully empaneled in the Bank.
- (d) "The Agency / Company" means a person or body of persons other than a government agency, department or organization engaged in the business of providing private security service including providing private security guards to any industrial or business undertaking or a company or any other person or property.
- (e) "The manpower i.e. Driver / Security Guard" means a person providing private services with or without arms to another person or property or both and includes a supervisor.
- (f) "The Security" means security provided by a person, other than a public servant, to protect or guard any person or property or both.
- (g) "The Site" means various branches / offices of the State Bank of India in the state of Rajasthan where the private security guards to be provided.
- (h) "AO/RBO" means Administrative Office/ Regional Business Office of State Bank of India.

**Note:** In case of a difference of opinion on the part of the Vendor in comprehending and/or interpreting any clause / provision of the Bid Document, the interpretation by the Bank shall be final and binding on the Vendor.

**ii. Contact details:**

- a) Complete details of the Agency / Company viz. Office (Head Office & Local offices in Rajasthan) Postal Address, Phone number(s), Mobile numbers and official e-mails of the Contact persons, FAX Number(s), additional Office(s) details, if any, should be furnished. In case of change in address, mobile number, or any contact details, it should be promptly notified to all concerned offices.
- b) The Service Provider should submit all authorized persons' details (related to service) including their official e-mail containing duly signed scanned copy of letter ID and mobile nos.
- c) Whenever any clarification/communication is requested/asked via e-mail containing duly signed scanned copy of letter the Service Provider must send reply to that e-mail containing duly signed scanned copy of letter within 48 hours.

**iii. Statutory Liabilities**

- a) The manpower i.e drivers and Guards provided shall be the employees of the Agency and all statutory liabilities will be paid by the Service Provider such as ESI, PF, any compensation under Workmen's Compensation Act, etc.



- b) All the statutory obligations as laid down with reference to the Service Provider or its employees should be fulfilled by the Service Provider, in terms of the relevant acts/rules/laws/guidelines laid down by the Central Labour Department and/ or any other Statutory Authority from time to time. The Service Provider shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act i.e. Contract Labour (Regulation & Abolition) Act-1970, Minimum Wages Act-1948, Workmen's Compensation Act-1923, Payment of Wages Act-1936, EPF Act-1952, ESIC Act-1948, Employer's Liability Act-1938, Employment of Children Act-1938, Maternity Benefits Act-1961, Bonus Act-1965 and any other relevant Rules/ Regulations/Acts/ Statutes etc. that may be applicable with regard to the security guards engaged by them. The above list is indicative and not exhaustive. It will be the responsibility of the Service Provider to provide details of manpower deployed by them to the Labour Department and SBI.
- c) The agency will also maintain all the statutory register and records which will be made available for inspection by the Bank and Labour Officer and Other government Officials as per the guidelines of the Central and State Government.
- d) All liabilities towards guards arising out of accident or death while on duty shall be borne by the Service Provider. The Service Provider will take a Group Insurance Policy for the private security guards deployed in the Banks site.
- e) The Agency will get a valid Labour License for carrying out captioned jobs as per Central/State Govt statutory requirements within 30 days of getting work order, failing which the work order of the Service Provider will be cancelled and it will be given to another empaneled Service Provider.
- f) The Agency will open the ESIC and EPF account of the manpower immediately after his joining and submit a copy of the receipt of application applied to ESIC and EPF authority will be provided to the Bank. Individual guard EPF accounts should be accessible through the mobile phone and internet. **Guards EPF account or EPF Sub-Code account must be opened in Jaipur or in the district headquarters where the guard is posted.**
- g) Those areas which are not covered in the ESIC notification shall be covered under the Workmen Compensation Act 1923 as applicable or the Agency will take similar insurance policy of the Private Security guards preferably from the SBI life or any other insurance company, wherein the monthly premium will be equivalent to the ESIC monthly contribution. The choice of the medical insurance policy will be decided by the individual guard.

## VII. Deployment of Cash van / cash Van with driver or Guard:

- a) The list of guards/drivers/ cash van registrations likely to be deployed shall be made available to the Bank and if any change in the list, fresh details shall be made available by the agency after each and every change.
- b) **Only Ex-Servicemen/Ex-CAPF guards (armed) will be deployed with the cash van.**
- c) No security guard/ Driver should be allowed to perform the duties after attaining the age of 60 years under any circumstances.
- d) Before deployment of any Manpower i.e. Drivers/guards in the Bank site, the Agency will give them minimum **20 days induction training which will include 100 hrs of classroom instruction and sixty hours of field training as per the PASARA ACT.** Service Provider will give 03 days' refresher training to their guards once in a year. The training will also include training on latest security gadgets, CCTV, Security Alarm System, and Fire Alarm System. Security guards should be informed about prevailing security scenario in their area of operation / Duty and remedial action to be taken in case of need or emergency.
- e) Pre deployment Medical Checkup should be carried out by (any MBBS doctor appointed by the Service Provider) the Service Provider and report should be submitted to SBI prior to deployment without fail. Violation of the clause will result in a penalty of Rs.500/- per guard and repetition of such incident will result in termination of contract.

- f) The security guards' personnel should be minimum 8<sup>th</sup> pass and full knowledge of local language and minimum working knowledge of Hindi language.
- g) A copy of the consolidated list of the guards clearly showing that he is ex-servicemen should submit to the Security Officer of the Module. No new private security guard will be deployed without consultation / interview of the Security Officer of the concerned Module/ Office.
- h) The Service Provider will deploy permanent reliever wherever required.
- i) The antecedents of Security Guards/Drivers deployed shall be verified by the Agency from local Police Authority and an undertaking in this regard will be submitted to the Bank. The agency will also submit to the Bank the copy of its forwarding letter to the Police authority clearly showing the names and addresses of the guards. Police verification report to be submitted within one month of deployment of guards to the branch/office which is making monthly payment and one copy of it to be provided to the Module Security Officer.
- j) No private security guard/ Driver who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State Police Organizations, Central or State Governments or in any Service Provider shall be employed or engaged as a private security guard or a supervisor.
- k) The Service Provider shall perform all such Security services, acts, matters and things which the Bank may issue/advice from time to time.
- l) The Security agency shall not deploy any private security guard considered to be undesirable by the Bank.
- m) The Service Provider shall be responsible for maintaining all property and equipment of the Bank entrusted to it.
- n) The Service Provider will deploy supervisors as per the need given by the Bank. The supervisor shall be required to work as per the needs of the Bank.
- o) Service Provider will have to remove any private security guard / driver in case of complaints or as decided by the Bank if the person is not performing the job satisfactorily or otherwise. The Service Provider shall have to arrange the suitable replacement in all such cases.
- p) The private security guard / Driver duty will be eight hours shift. Prolonged duty hours (more than 8 hrs. at a stretch) shall not be allowed. Any sort of payments as per Central Government Rules/Acts for extra duties or overtime or double duties (other than National Holidays) performed by the personnel of the Service Provider will be borne by the Agency and SBI has no liability of payment for the same.
- q) The private security guards will report to the place of duty at least 15 minutes in advance of the commencement of the shift, for collecting necessary documents/instructions, and to complete all other required formalities as stipulated.
- r) The agency will maintain adequate pool of reserve guards so that in case of requirement they can provide the trained manpower in shortest possible time.
- s) An Identity Card should be issued by the successful Agency to each personnel engaged at the Bank's site.
- t) All engaged Security guards at all the locations / sites should be changed over / rotated every six months, at the discretion of the Bank. For relocation / shifting of the guards the Bank will not pay anything.

- u) Boarding / Lodging of the security guards/ Driver and cash van will not be provided by the Bank, nor shall the Bank pay for it. The bank shall not provide any accommodation to the security guards deployed at the Bank's site by the successful Vendor(s).
- v) Bank will not pay any extra allowances and/or wages for Duty Checking by the Service Provider's representative.

## 11. Uniform & Accessories

- a) The SERVICE PROVIDERs have to arrange/ issue to its guards/driver, proper uniforms on his own cost.
- b) Accessories for armed/ unarmed guards like whistle, torch with batteries, diary, pen etc. and baton to unarmed guard will have to be provided by the successful Vendor(s) for Security guards engaged for at the Bank's site per post.

## 12. Monthly Wage bill

- a) The Service Provider will pay the salary to the guards/ driver before 07<sup>th</sup> of every month and wage bill will be claimed from the Bank on reimbursement basis. While claiming the bill, documents to be submitted with it will be register of wages, EPF challan, ECR copy of EPF department showing the name of the guard, ESIC challan, ECR copy of ESIC department showing the name of all guard, Professional tax challan, muster roll signed by the guards etc. Without submission of all or any one document, the bill will not be cleared by the Bank. Failing of non-submission of documents within the due date as advised by the Bank, the empanelment and contract will be terminated, and security money deposit will be forfeited.
- c) The Agency who will be empaneled with State Bank of India will have to open an account with Bank in which all monetary transaction with Bank related to Security Services will be done. If the Service Provider did not have account with State Bank of India, then they have to open it within 15 days after getting empaneled with the Bank otherwise they will not be allowed to participate in the Commercial bid.
- d) All guards / Driver must have saving bank account with State Bank of India. Monthly wages will be credited in the individual guard Bank account only and under no circumstance cash payment of wages will be made.
- e) **The rates of remuneration as agreed between the parties shall be as per the minimum wages notified by the Central Government.**
- f) **Revision of wages will be revised from time to time as per the Central Government Notification. The revised rates shall become effective with effect from the date mentioned in the notice of revision of rates issued by the Central Government. Taxes will be paid extra on an actual basis as notified by the Government from time to time.**
- g) The Agency will submit the application for revision of wages well in time as and when the notification is issued by the Central Government. Delay in notifying the Bank about the revision of wage will be treated as breach of contract.
- h) Any amount outstanding from the Bank against bills submitted in relation to services provided for more than ninety (90) days must be advised in writing to the Bank for resolution.
- i) Bank will deduct income tax at source and all other taxes, duties as applicable from time to time from amount payable to the SERVICE PROVIDER.

## 13. Work Policy

- a) The selected Vendor should provide services in coordination with Administrative Office/RBO/CAC/ SCAB/currency chest Branch/other Branches, depending on the Bank's requirement.
- b) The selected Vendor should undertake to implement the observations / recommendations of the Bank's IS-Audit, Security Audit Team or any other audit conducted by the Bank or external agencies and any escalation in cost on this account will not be accepted by the Bank.

- c) The Service Provider shall not, knowingly, or unknowingly, engage any person with criminal record/conviction or any person who participates in a pre-trial diversion program, and any such person shall be barred from participating directly or indirectly in providing the services under the Agreement. Police verification of all the personnel engaged by the Service Provider should be arranged and confirmed to the Bank in writing. If it is later found that the Service Provider had employed any person with criminal record or prior conviction, the Banks shall have the option to terminate the contract, including claiming damages for losses suffered, if any.
- d) The Service Provider and/or individual so assigned for the performance of the services under the Agreement agree to comply with all of the Bank's standards and procedures stipulated in this respect at the locations where the Service Provider is performing work to avoid penalty.
- e) There will be a Performance review meeting on **half yearly basis** with the vendor.

#### 14. Indemnity

- a) Indemnity Bond in respect of all the employees engaged as per format provided by SBI will have to be submitted by the Service Provider at the time of signing of the Contract.
- b) Letter of fidelity has to be signed by every employee of the Service Provider who are engaged at the Bank's Premises. These should be submitted to the Bank by the Service Provider before commencement of the work. **Format of declaration to be submitted by the guard/Driver** is given in **ANNEXURE-I**.
- c) The Service Provider shall compensate the Bank for any loss and / or damage caused to the Bank as a consequence of non-compliance of all or any of the terms of this Clause or for the misconduct or negligence of all or any of its employees, representatives or any individual assigned for the performance of the services under the Agreement. In the event of such a claim for loss or damages being made by the Bank, the Bank shall be entitled to adjust such amounts as claimed against the future or outstanding payments due to the Service Provider. Any such claim for loss and / or damage made by the Bank shall not amount to a waiver for the Bank's right to terminate this Agreement or any of the other rights available to the Bank either under the Agreement or otherwise.
- d) In the event this Agreement being terminated consequent to the non-compliance of terms of agreement, no further liabilities or obligations shall accrue to the Bank except for any charges due and owing at the time of such termination, for the services rendered under this Agreement prior to such termination.
- e) The Service Provider warrants that it will perform its obligations in a professional manner. Its security guards will take all reasonable steps which are required to protect Banks property/personnel/image as per the Bank's guidelines.
- f) The Agency shall be liable for any indirect, special or consequential damage to the Bank that may arise as a result of non-performance or contravention of all or any of the terms and conditions under this Tender Notice.
- g) In the event of any such damages occurring to the Bank, the Agency shall be liable to compensate the damages may be quantified by the Bank and the Bank shall be entitled to adjust the amount so claimed as damages against the future payments due by the Bank to the Service Provider, Security money deposit, performance guarantee and Bank shall have the power to terminate the Contract.

The Service Provider shall bind himself/executor or administrator and shall indemnify and hold harmless the Bank in respect of this contract, including all claims, damages proceedings, costs, charges and/or any expenses whatsoever which may be imposed, enforced or brought against the Bank or any of its directors, officers or employees for reasons of or consequent upon any breach or default on the part of the Service Provider in respect of violation of any of the

provisions of Laws/Acts/Rules or regulations having the force of law or any award or decision by any competent tribunal, court or authority in respect of the workmen or any one, employed/engaged by the Service Provider in connection with this contract. Such indemnity bond has to be furnished/executed on a non-judicial stamp paper worth the applicable stamp duty affixed thereon. The cost of such stamp paper, demi paper etc. shall be borne by the Service Provider.

The Service Provider shall be responsible for any injury to its workman/Guards/staff or Employee/Customer of the Bank caused during the carrying out of the works or to any person around in vicinity or nearby which may arise from carelessness, accident, or any other cause whatsoever in any way connected with the carrying out of the works. The Service Provider shall indemnify the Bank and hold harmless in respect of all and any expenses arising from any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any acts of compensation or damages consequent upon such claim. The Service Provider shall reinstate all damages of every sort mentioned in this clause, so as deliver the whole of the contract works complete and perfect in every respect and to make good or otherwise satisfy all claim for damages to the property or third parties.

#### **15. Independent Service Provider:**

- a) The Service Provider and / or its employees, agents and representatives shall perform all services hereunder as an Independent Service Provider on a non-exclusive basis and nothing contained herein shall be deemed to create any association, partnership, joint venture or relationship of principal and agent or, master and servant or, employer and employee between the parties hereto or any affiliates or subsidiaries thereof or, to provide either party with the right, power or authority, whether expressed or implied, to create any such duty or obligation on behalf of the other party. The Service Provider acknowledges that its rendering of services is solely within its own control subject to the terms and conditions agreed upon and agrees not to hold it out to be an employee, agent or servant of the Bank or any subsidiary or affiliate thereof. The Service Provider agrees and confirms that the relationship between the Service Provider, its employees, agents, representatives is that of employer or employees. It is further confirmed that such personnel/employees shall have no relationship with Bank as employee & employer nor any such claim is sustainable.
- b) The Service Provider's personnel, employees, agents etc. have no authority / right to bind the Bank in any manner. It is also clarified that the personnel or employees being provided by the Service Provider are governed by terms of the Service Provider's employment and the Service Provider shall be solely responsible and liable in the event of any claims of whatsoever nature made on the Bank by the employees of the Service Provider.

#### **16. General Obligations of vendor**

- a) The vendor agrees to put in its best efforts to meet the Bank's assigned deadlines and standards as applicable to avoid penalty.
- b) The vendor shall hold a meeting with the Bank Personnel to discuss and review its performance on a monthly basis and shall implement any suggestion made by the Bank for the betterment of its services.
- c) The vendor shall not engage in any conduct or practice which violates any applicable local, state or union law, statute, order, or regulation, which is in force or that may come in force during the tenure of this Agreement.
- d) The vendor and any individual so assigned for the performance of the services under this Agreement agree that they will not make or offer to make any payments to or confer or offer to confer any benefit upon any employee agent or fiduciary of any third party, with the intent of influencing the conduct of such employer, agent, or fiduciary in relation to the business of such third party.
- e) The vendor and any individual so assigned for performance of the services under this Agreement agree, represent and warrant and declare that no Bank Officer, Director, employee or immediate family member thereof (collectively, "The Bank Personnel") has received or will receive any benefit



directly or indirectly in connection with this Agreement and that no Bank Personnel has business relationship of any kind with the Service Provider or its officers or any individual so assigned for performance of services under this Agreement.

- f) The vendor shall not engage any subcontract or transfer the contract to any other person in any manner. If the Service Provider transfers or assigns this contract to any other Service Provider/organization (third party) the current agreement will be treated as terminated automatically.
- g) If the Service Provider is a joint venture/ consortium/ group/partnership of two or more persons, all such persons shall be jointly and severally liable to the Bank for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of the Bank.

**h) The contract period is (3) three years from the date of the commencement of the work and extendable by another one year, subject to the satisfactory of services of the vendor and under same terms & conditions or modifications at the discretion of the Bank.**

- i) The vendor shall not make or cause to be made any alteration, erasure, or obliteration to the text of the Commercial bids document **otherwise his bid will be cancelled.**

## **17. CONFIDENTIALITY AND SECRECY:**

- a) The Vendor acknowledges and agrees that all tangible and intangible information obtained, developed or disclosed including all documents, data, papers, statements, any business / customer information, trade secrets and process of the Bank relating to its business practices in connection with the performance of services under this Agreement or otherwise, is deemed by the Bank and shall be considered to be confidential and proprietary information ("Confidential Information"), and shall not in any way disclose to anyone and the same shall be treated as the intellectual property of the Bank. The Service Provider shall ensure that the same is not used or permitted to be used in any manner incompatible inconsistent with that authorized procedure/ practice by the Bank. The Confidential Information will be safeguarded, and the Service Provider will take all necessary action to protect it against misuse, loss, destruction, alteration, or deletion thereof. Any violation of the same will be liable for action under the law.
- b) The Vendor shall ensure that all individuals assigned by the Service Provider to provide services under this Agreement, shall sign a suitable confidentially and Non-Disclosure Agreement in a format approved by the Bank, to protect Confidential Information. The Service Provider further agrees that merely by reason of its individuals/employees signing the Confidentially and Non-Disclosure Agreement, the Service Provider shall not be absolved from any liability that may arise as a consequence of breach of this Agreement either by the Service Provider and / or any of its employees, individuals, agents or representatives. The Bank reserve the right to prosecute the individual employee including the Service Provider for divulging any material information of the Bank which may jeopardize its business for any reason whatsoever, beside termination of the agreement etc.
- c) The Vendor acknowledges that in the event of any breach or threatened breach of this clause by the Service Provider and / or by any individual assigned by the Service Provider for the performance of the services under this Agreement, the Service Provider shall be liable to pay damages as may be quantified by the Bank. Apart from the above, the Bank shall have the right to proceed against the Service Provider and or its assigned person(s) under appropriate law.
- d) The Service Provider acknowledges that in the event of any breach or threatened breach of this section by the Service Provider and / or by any individual(s) assigned by the Service Provider for the performance of the services under this Agreement, will pay monetary damages, if any, and Bank will also initiate action available either under the Agreement or otherwise for protection of its interest. Therefore, the Bank shall be entitled to injunctive relief to restrain the Service Provider from any such breach, threatened or actual. In addition, the bank reserves the right to terminate this agreement even with a short notice of bank's intention to do so, besides initiating other legal action by the way of criminal/civil etc.



**18. Fine and Penalty:** Bank reserves the right to impose the penalty as detailed below: -

- a) In case the Agency fails to commence/execute the work within 15 days' time the Bank reserves the right to cancel the contract and get this job carried out from other empaneled security agencies. The security money deposit will also be forfeited. In the event of such cancellation, the vendor is not entitled to any compensation.
- b) Unsatisfactory performance or not meeting the statutory requirements of the contract by the Service Provider, the contract will be terminated, and agency will be blacklisted for a period of 03 years from participating in such type of commercial bids. The security money deposit will also be forfeited.
- c) Any one instance of non-depositing of EPF and ESIC subscription or less deposit of EPF and ESIC subscription, less payment of monthly wages without any reason, the contract will be terminated, and agency will be blacklisted for a period of 03 years from participating in such type of commercial bids. The security money deposit will also be forfeited.
- d) In case any Branch / office is not satisfy with the services of Agency and even after giving chances the services did not improve then vendor will be removed from that area and another empaneled company will be given that area. For unsatisfactory of services the Bank can also reduce their area /work order i.e. in the case the Service Provider has given all branches/ offices under AO of Zone, than 01 Or 02 Region can also be reduced and allotted to some other empaneled agency.
- e) In case if any of the employees of the Agency is found with an unpleasant disposition, i.e. unshaven/soiled or without uniform/not wearing shoes/unkempt hair etc. the concerned Service Provider's Guards / Supervisors may be removed from the Bank site immediately and Rs.500/- penalty per guard will be imposed on the vendor and it will be deducted from their monthly wage bill. Repetition of such incident will result in the area reduction or removal of the vendor.
- f) In case of absenteeism/delay in reporting for duty Guards/Supervisors(s), a suitable replacement is to be provided. If there is no replacement, a penalty of Rs.500/- (Rs five hundred only) will be levied on each such occasion and the same shall be recovered from the Service Provider.
- g) Any monetary loss to the Bank due to the action of the guard or inaction of guard will be reimbursed by the Service Provider in full.
- h) Any loss to the property to the Bank or any customer or third party where in liability is fixed on the Bank to pay the damage, the Service Provider will reimburse in full all the money paid by the Bank for repair or paying of damage to the third party.
- i) Any loss to the Bank, its Staff or customer due to negligence or deficiency in service by the guard or supervisor or Service Provider, then the Bank will recover the complete damages including any fine imposed by the Central or State Authorities, legal fees from the agency. The State Bank of India shall be entitled to recover the amount from the Service Provider by deduction from money due to the Service Provider or from the security deposit money or through performance bank guarantee.
- j) Any liability arising out of any litigation (including those in consumer courts) due to any act of the Service Provider's or its Guards/Supervisors shall be directly borne by the Service Provider including all expenses/fines. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the Bank, such money shall be deemed to be payable by the Service Provider to the Bank within seven days. The State Bank of India shall be entitled to recover the amount from the Service Provider by deduction from money due to the Service Provider or from the security deposit money or through performance bank guarantee.
- k) During the course of contract, if any the Service Provider's Guards/Supervisors are found to be indulging in any corrupt practices causing any loss of revenue to the Bank, Bank shall be

entitled to terminate the contract forthwith duly forfeiting the Service Provider's Performance Guarantee/ Security deposit amount.

- l) The Armed Guard deployed on duty should have the **DBBL Gun or Pump Action shot gun** and gun license in his name as per law. The gun license should be valid in the State of Rajasthan. **It is the responsibility of the Agency to check that the guard renew the gun license timely. If the guard is found doing duty without a valid gun license, then the guard should be immediately removed from the site and Rs.500/- penalty per guard will be imposed on the vendor and it will be deducted from their monthly wage bill.** Repetition of such incidents will result in the area reduction or removal of the vendor. All rules and regulations in respect of arms act notified by Govt. of India will be applicable.
- m) If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have been done by the agency under this contract, it shall be recovered by the Bank from the Service Provider.
- n) The Service Provider shall provide copies of relevant records during the period of the contract or otherwise even after the contract is over (for a period of three years), whenever required by the Bank etc. Failure to maintain the statutory records will result in termination of contract.
- o) The Service Provider should ensure strict and meticulous compliance of **Contract Labour (Regulation and Abolition) Act, 1970 and The Contract Labour (Regulation and Abolition) Central Rules, 1971**, and maintain all records and documents as given therein. Failure to maintain the statutory records will result in termination of contract.
- p) Failure to maintain adequate reserve pool of guards, Rs.1000/- penalty will be imposed on the vendor. It will be deducted from the monthly wage bill of the vendor.
- q) If vendor did not participate in bidding process due to expiry of digital signature penalty of Rs.5000/- will be imposed on the vendor.
- r) Any of the following will result in imposing of penalty of Rs.500/- per guard:
  - i Non-Opening of EPF account within 30 days of joining of the guard or non-access to EPF account online due to non-completion of KYC.
  - ii Non-Opening of ESIC account within 30 days of joining of the guard or non-issuance of ESIC card due to non-completion of KYC.
  - iii Non-Issuing of I/Card within a week to the guard.
  - iv Non-Issuance of dress and accessories to the guards within a week of joining or failing to issue dress as per the periodicity.
  - v Guard doing duties with gun license of other state without NOC from the State Authority.
  - vi Guard doing duties with defective gun or ammunition or less than 10 ammunition.
- s) All penalty, without prejudice to other right and remedies available to the Bank, will either be deducted from monthly wage bills or from security deposit amount.

## 19. Compliance with Tax Laws:

The Service Provider shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The Service Provider shall keep the Bank fully indemnified against liability of tax, interest, penalty etc. of the Service Provider in respect thereof, which may arise.

## 20. Bidding:

- a) The rates quoted shall be responsive and the same should be inclusive of all Statutory obligations such as Minimum Wages, ESI, PF contributions, wages for leave reserve, service

charges, excluding taxes etc. The offers of those prospective Private Security Agencies which do not meet the statutory requirements as per the corresponding Acts are liable to be rejected.

## **21. Work Order:**

- b) After finalization of the process of bidding, Work order to be given by the Branches/Offices.

## **22. VISIT TO SITE: -**

- a) It will be imperative for each of the Agencies to fully acquaint themselves with all the local conditions and factors which would have any effect on the performance of the contract.
- b) The costs of visiting shall be borne by the Service Provider. It shall be deemed that the Service Provider has undertaken a visit to the Bank and is aware of the operational conditions prior to the submission of the bid documents.

## **23. TERMINATION OF THE CONTRACT: -**

- a) Notwithstanding anything herein contained, the Bank may, **by giving 30 (thirty) days' notice** in writing to the service provider, terminate the Contract under any one or more of the following conditions:
  - i If at any stage, even after the empanelment or award of the contract, it comes to the notice of the Bank, that the Agency/firm had used fraudulent methods or falsified documents to obtain the contract, the Bank would be at liberty to terminate the contract without any notice and a penalty as deemed appropriate would be imposed on the Agency.
  - ii The Bank may terminate the contract if it is found that the Agency is blacklisted on previous occasions by any of the Banks / Institutions / Local Bodies / Municipalities / Public Sector Undertakings, etc.
  - iii The Bank may terminate this agreement before the determination of the said **period of 03 years** for any reason whatsoever or without assigning any reason thereto after giving one month's notice period to Agency.
  - iv In the event of any default by the Agency, if in the reasonable opinion of the Bank, performance of any of the services under this NIT by the Agency is not acceptable as being in contravention of any law as may be applicable from time to time or industry practice, under the circumstances which would amount to objectionable service or for any reason Bank decides to discontinue and/or dispense with service for any administrative reasons or otherwise.
  - v If the Agency fails to perform the services under this Tender Notice or to observe any obligations or breaches all or any of the terms of this Tender Notice or the service provider is adjudged insolvent by any court of law or the service provider's service is declared by any court of competent jurisdiction as illegal, sham, or contrary of any law.
  - vi If a petition for insolvency is filled against the service provider and such petition is not dismissed within ninety (90) days after filing and / or if the service provider arranges for the benefit of its creditors or, if the Court Receiver is appointed as receiver of all / any of the service provider's properties.
  - vii If in the opinion of the Bank, the interests of the Bank are jeopardized in any manner whatsoever.
  - viii Nothing contained in this NIT shall affect the right of the Bank to terminate the contract with immediate effect in the event of the occurrence of all or any of the causes stated in this clause.
  - ix Notwithstanding the above, if the service provider discontinues its business at any point of time due to any reason whatsoever, the service provider shall give notice in writing, 30 days prior to the closure of discontinuing the business to the Bank and shall give all assistance to the Bank till the services hereto handled by the service provider is suitably transferred to other Agencies

and/ or taken over by the Bank. The closure shall not discharge the service provider from providing such information and maintaining the records as stated hereinbefore.

- b) Any one instance of nonpayment of any guard EPF or ESIC contribution or less payment of EPF and ESIC contribution or less payment of wages without any reason will result in termination of contract and security deposit will be forfeited. The company will not be allowed to take part in any empanelment process for the next three years.
- x. It shall be open for SBI to terminate the agreement on the death, retirement, insanity, or insolvency of any person/s, being director/s or partner/s, in the said company / firm or on the addition or introduction of a new partner without the previous approval in writing of SBI. But in the absence of and until its termination by SBI as aforesaid, this agreement shall continue to be of full force and effect notwithstanding any changes in the constitution of the firm by death, retirement, insanity, or insolvency of any of its partner or the addition or introduction of any partner. In case of retirement/ death, the surviving or remaining partner of the firm shall be jointly and severally liable for the due and satisfactory performance of the terms and conditions of the agreement.

#### **24. PUBLICITY:**

The Service Provider or its employees and representatives shall not use the name and / or trademark/ logo of SBI in any sales or marketing publication or advertisement, or in any other manner without prior written consent of the Bank.

#### **25. Force Majeure**

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as tempest, acts of God, act of the State, pandemic, or any other reason beyond the control of parties etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

#### **26. DISPUTE RESOLUTION: -**

In the event of any disputes and differences arising out of or relating to this agreement, including interpretation of its terms and conditions will be resolved through joint discussions of the Authorized Representatives of both the parties. However, if the disputes are not resolved by the discussions, then the matter will be referred to for adjudication to the arbitration of a person appointed by the Bank in accordance with Indian Law i.e. Arbitration & Conciliation Act 1996. The decision of the arbitrator shall be final & binding on both the parties. The venue for the arbitration will be Jaipur. The arbitration shall be in English. The arbitration procedure shall not cover any claim made by the private security guard provided by the agency against the Agency and/or against the Bank. Arbitration is in the case of any disputes; the courts of Jaipur will have jurisdiction.

#### **28. JURISDICTION OF COURT**

- a) The courts at Jaipur, Rajasthan shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

#### **29. SEXUAL HARASSMENT CLAUSE:**

The SERVICE PROVIDER shall comply with the provisions of "Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013" In case of any complaint of Sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the SERVICE PROVIDER and the SERVICE PROVIDER shall ensure appropriate action under the said act in respect to the complaint.

**DECLARATION**

(BY DRIVER / EX-SERVICEMAN GUARD/)

I, ....., son of Shri.....

Aged about .....Years, residing at.....

.....an employee of .....

Employee Code No....., solemnly declares:

1. I am an employee of..... Ltd.
2. My work status under ..... Ltd. As security guard's staff/ reliever at SBI site is completely temporary in nature.
3. My wages/ salary and other all types of statutory/ mandatory dues as per Central Govt. Acts / Rules will be paid by my employer.....Ltd. I will not hold State Bank of India (SBI) or its subsidiaries, responsible for any type of claim whatsoever.
4. I am ready to work as Security guards' staff or as reliever in any shift at any SBI site of SBI irrespective of the Area category of the site as A, C or C as per the instruction/s by my employer.
5. I confirm that I will wear neat and tidy Service Provider uniform with polished black boot and cap during duty.
6. I confirm that I will report for duty at least 15 minutes before my shift starts and will do full eight-hour duty per day.
7. I will not involve myself into any type of argument with anyone.
8. I will remain alert & vigil during duty and watch over customers / visitors.
9. I shall not take rest or sleep during duty, and I will not bring any bedding materials at site.
10. I shall not leave duty post unless being relieved.
11. I will keep the SBI Premises clean and tidy.
12. I will keep the Daily Report Register & Attendance register maintained and updated every day. I will also get the register signed by the SBI official very day.
13. I will call and inform the concerned persons during any untoward incident if happens at SBI site.
14. In case any deficiency is found in my performance / duty my employer is authorized to deduct penalty amount from my wages or I may be removed from the service, and I confirm I will not claim any damage of any form SBI.
15. I shall not involve myself into any type of Union activity against SBI.

Date:

Signature of Driver / Ex-Servicemen Guard

The above statement has been declared and signed by Shri....., our employee and we countersign it as correct.

Date:

Authorized signatory of the service provider &amp; stamp

**ANNEXURE- II**  
**PRICE BID**

**Bid for manpower i.e Armed guard and Driver.**

<b>PERTICULARS</b>	<b>Rates</b>	<b>Rates</b>	<b>Rates</b>
	<b>Driver</b>	<b>Armed guard</b>	<b>Manpower</b>
<b>BASIC</b>	As per the minimum wages notified by the Central Government	As per the minimum wages notified by the Central Government	As per the minimum wages notified by the Central Government
<b>PF (13%) of basic</b> (Central government law will be applicable)	As per the minimum wages notified by the Central Government and any other	As per the minimum wages notified by the Central Government	As per the minimum wages notified by the Central Government
<b>ESI (3.25%) of basic</b> (Central government law will be applicable)	As per the minimum wages notified by the Central Government	As per the minimum wages notified by the Central Government	As per the minimum wages notified by the Central Government
<b>Any other charges</b>	As per the minimum wages notified by the Central Government	As per the minimum wages notified by the Central Government	As per the minimum wages notified by the Central Government
<b>Services Charges (To be filled by bidder)</b>			

**Bid of Cash van only**

<b>S.No</b>	<b>Particulars</b>	<b>Bidder's Response</b>
a	Monthly Charges for 2500 Kms with air- conditioning	
c	Charges per km. for running above 2500 km. in a month with air- conditioning (100 km will be the unit for arriving at the competitive bids purpose only)	
e	Charges per hour for use of the cash Van beyond contracted working hours or on weekly off days / holidays (this charge is over & above the kilometer reading)	

Note: Rates to be quoted only excluding of GST. GST (if applicable) will be paid by bank.



### **IMPORTANT NOTE FOR BIDDERS**

1. Charge quoted for Monthly rate of cash van includes Dedicated Secured AC Cash Van including cost of insurance policy. (The rate quoted shall be firm and binding for entire period of contract i.e 03 years and also for the extended contract period, if the contract is extended for 01 more year).

2. The charges should be quoted inclusive of all taxes, duties, levies, charges etc., but excluding GST. TCO will be the basis for deciding lowest bidder.

3. Any other rate / condition than mentioned in the financial bid format will render the bid conditional. Such rates will not be considered, and Bank may reject such conditional bids.

4. In case of any discrepancy, unit price quoted in words will be considered.

In case of the amount of TCO quoted in the electronic Price bid at the MSTC portal and TCO amount mentioned in the Price Bid Excel file uploaded under Price Cover on MSTC portal are at variance, price as quoted in the Price Bid Excel file will be treated as final and considered.

5. The Commercial offer shall be on a fixed price basis and no upward revision in the price would be considered on account of subsequent increase in Govt. Levies/taxes, fuel cost, manpower cost etc. during the entire period of the contract or extended period, if any.

**Note: Rates to be quoted excluding GST. GST (if applicable) will be paid by bank. Any other taxes related to vehicle will be borne by Vehicle owner. All above information is compulsory. If same is not fulfilled, price bid will be rejected without any reason.**

(Signature with date & Seal of the Agency)

(Signature with date & Seal of the Bid)

**(To be submitted in sealed cover and all pages to be signed by bidder with seal of the agency)**