(Administrative Office - JABALPUR)
Near SBI Chowk Vijaynagar JABALPUR, 482001

TENDER. No BHO-2026-27-JBP-05 **DATE: 07 August 2026**

NOTICE INVITING TENDER ON RATE CONTRACT BASIS TO PRIVATE SECURITY AGENCIES FOR PROVIDING SECURITY MANPOWER SERVICES (PRIVATE ARMED/UNARMED SECURITY GUARDS) & (EX-SERVICEMEN / EX-CAPF/ AGNIVEER / NON EX-SERVICEMEN)) ON REQUIREMENT BASIS IN THE BRANCHES/ OFFICES/ RESIDENTIAL ESTABLISHMENTS UNDER STATE BANK OF INDIA ADMINISTRATIVE OFFICE JABALPUR THROUGH GeM PORTAL :

TENDER PROCESS SCHEDULE

Activity	Date and time
Date of Issue of Tender	07 **August** 2026
Last date for submission of the Bid	21 **August** 2026, 1500 hrs. (As per GeM Portal)
Date and Time of Opening of Technical Bid	21 **August** 2026 at 1530 hrs. (As per GeM Portal)
Date and Time of Opening of Financial Bid	Financial bid will be opened after completion of technically evaluation (As per GeM Portal)
Date of Pre-Bid meeting	14 August 2026
Estimated bid value	Rs. 5,20,30,660.00

Note: Any change in the above schedule, on account of reasons, whatsoever, shall be informed to the bidders by e-mail. Bidders are advised to periodically check their e-mails for latest updates related to this Tender.

ADDRESS FOR COMMUNICATION

Chief Manager (Security)
State Bank of India,
Administrative Office – JABALPUR
Near SBI Chowk Vijaynagar JABALPUR, 482001
Tel Ph: - (0761) 2644266
E mail – security.aojabalpur@sbi.co.in

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DISCLAIMER

I. This NIT 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 NIT 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 NIT 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 NIT. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIT.

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 NIT or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the NIT 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 NIT.

V. The issue of this NIT 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 NIT. 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.

SECTION-01

GENERAL INFORMATION

1.1 State Bank of India, Administrative Office - JABALPUR inviting tender on rate contract basis from the Agencies/Companies dealing in to provide services of (Ex-servicemen / Ex-CAPF / Agniveer / Non ex-servicemen) uniformed, trained, either armed or unarmed guards for its branches/offices/ residences in districts namely Jabalpur, Narsinghpur, Shahdol, Anuppur, Umariya, dindori, katni, damoh, mandla, balaghat, Seoni, Rewa, Sidhi, Singrauli, Mauganj, Satna, Panna, Maihar. in the State of Madhya Pradesh on contract basis/outsourcing basis. Interested parties may apply through GeM Portal only. Interested parties may apply duly completed applications in the prescribed format with required documents.

1.2 The Bank may reject any or all application/ incomplete applications, even though the firms primarily satisfy the Pre-qualification criteria. The Bank reserves the right to cancel the tendering process without giving any reasons at any stage. Bank's decision in this regard shall be final and binding on all concerned.

1.3 Errors and Omissions: Each bidder shall notify the Bank of any error, omission, or discrepancy, if any, found in this Tender Document.

1.4 Acceptance of Terms: The bidders will, by responding to the Bank's Tender Document, be deemed to have accepted the terms as stated in this Tender Document.

1.5 The successful Bidders may be required to execute an Agreement with the Bank in the form and format prescribed by the Bank.

1.6 Bank has the right to accept/reject any/all bid without assigning any reasons. ***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***.

SECTION-02

EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT

1. The Bidders shall deposit an EMD for an amount of Rs. 5,50,000 /- (Rs. Five Lakh fifty thousand only) in the form of Demand Draft/Banker's cheque, in favor of State Bank of India, AO - JABALPUR, payable at Jabalpur on or before last date of submission of tender i.e. 21 **August** 2026 **up to 1500 Hrs.** at following address in **physical form and scan copy** of the same should be uploaded on GeM Portal along with technical Bid. (**Tender Application without EMD will not be considered). Exempted for MSME bidders.**

Chief Manager (Security)
State Bank of India,
Administrative Office – JABALPUR
Near SBI Chowk Vijaynagar JABALPUR, 482001
Tel Ph: - (0761) 2644266

2. The EMD of successful L-1 vendor shall be converted into Security Deposit. The NSIC/ MSME registered successful vendors having exemption of EMD shall deposit Security Deposit amounting to Rs. 5.5 Lakh (Five Lakh fifty thousand only) in the form of DD (in favour of State Bank Of India, Administrative Office, JABALPUR payable at JABALPUR within seven (07) days of getting work order.

3. The successful private security agency will also give a **performance bank guarantee equivalent to one month estimated billing amount of all guards in State Bank Site under Administrative office JABALPUR**. This performance bank guarantee will be revised whenever the number of guards will increase or there is increase in pay of the guards. **(ANNEXURE-X).** The contract will be signed after deposit of the security deposit amount. 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.

4. MSMEs as defined in MSE Procurement Policy issued by GoI or bidders who are registered with Central Procurement Organizations are exempted from clause of EMD subject to the providing of copy of such Registration Certificate. However, Successful Bidder must deposit the security deposit amount to the bank.

5. The EMD receipt or certificate of registration (as MSME) with Central Procurement Organizations should form part of the Technical Bid Document submitted by the Vendor/Bidder. Failure to comply with this condition shall result in summarily rejection of the Bid.

6. The EMD shall be forfeited if:

i. A Vendor/Bidder withdraws the offer during the period of validity of the bid/contract.
ii. The successful Vendor/Bidder fails to execute the work satisfactorily within the stipulated time schedule. The bank's decision in the above cases will be final.

7. No interest shall be paid on the EMD deposited by the tenderer. EMD of the successful bidder shall be refunded after the successful completion of the work tenure, whereas EMD of the unsuccessful bidders will be refunded on completion of Bid/Tender process within 30 days. The EMD of the successful Bidder shall be retained as Security Deposit and payable at the end of the Contract Period.

SECTION-03

SCOPE OF WORK

The Private Security Agency shall provide the security services to the Bank. The Private Security Agency shall ensure protection of the personnel & property of the Bank, prevent trespass in the assigned area with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle into the campus of the Bank building.

The Private Security Agency shall employ/deploy the category of Ex-Servicemen, Ex-Paramilitary, Agniveer and other not above the age of 55 years. The Security guards should be able to demonstrate the following –

- Conduct in Public and correct wearing of uniform.
- Providing Physical security to building, 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 a 8th pass and able read and converse in Hindi & vernacular language;
- Basic knowledge of first – aid.
- Crisis response and Disaster Management.
- Use of security equipment's and devises (for example HHMD,X-RAY Baggage scanner, DFMD, Security Alarm, CCTV system, Fire alarm etc)

Physical and Medical Fitness – The Private Security Agency shall get guards and supervisors 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.

1 DUTIES AND RESPONSIBILITY OF SECURITY AGENCY/ SECURITY GUARDS/ SUPERVISORS:

1.1 The Private Security Agency and its guards shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of their responsibility given to them by the Bank and shall not knowingly lend to any person or Private Security Agency any of the effects of the Bank under its control. No outsiders are allowed to enter the bank's building/residential premises/property, without proper authentication/ pass etc.

1.2 No items are allowed to be taken out from the Bank's premises/residential quarters/property without proper Gate Pass issued by the competent authority as laid down in the contract or authorized by the Bank for in-out movement of such items. The specimen signatures and telephone numbers of the above stated competent authority will be available from the Security Guards/Supervisors.

1.3 The Guards on duty will also take care of vehicles, scooters/motorcycles/bicycles parked in the parking sites located within the premises of the Bank.

1.4 Entry of the street-dogs and stray cattle into the premises is to be prevented. It should be at once driven out. No vendor will be allowed to sell its items in Branch/office premises.

1.5 The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in open or inside the premises.

1.6 It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.

1.7 The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguisher and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.

1.8 In emergent situations, Security Guard/Supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Bank. Guard/Supervisor should be sensitized for their role in such situations.

1.9 The Security Supervisor/Guards shall give due respect to all and display mature behavior, especially towards ladies.

1.10 The Security Guard on duty shall not leave the premises until his reliever reports for duty.

1.11 The Security Guards/Supervisors shall not accept any gratitude or reward in any shape.

1.12 Security Guards/Supervisors engaged by the Private Security Agency shall not take part in any staff union /association activities.

1.13 Any other provisions as advised by the Bank may be incorporated in the agreement. The same shall also be binding on the Private Security Agency.

2. APPEARANCE STANDARDS OF SECURITY GUARDS

2.1 All security guards shall be well groomed and clean. They will wear the prescribed uniform smartly and correctly. Name Plate should be displayed above the left side of the pocket and if possible, full name should be written. They will put on their Identity card during duty.

2.2 All security guards will have short hair and fingernails trimmed. They will shave daily. Poor personal hygiene that is offensive to others will not be tolerated.

2.3 All security guards are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, or any exposed body part (including visible through clothing) while on duty.

3. QUALITATIVE REQUIREMENT (QR) OF SECURITY GUARDS

3.1 The Security Guards if from ESM/ Ex Para Military personnel / Agniveer

i) Preferably from combat arms e.g. Infantry, Artillery, AD Artillery, Armoured Corps, or Soldiers GD or Combatants from any other Arm or Service.

ii) Medical category: - SHAPE -1 or AYE (To be verified from discharge book).

iii) Character: Preferably Exemplary. GOOD may be considered.

iv) Entry Age: - Should not be below 18 years and not more than 55 years.

v) Education qualification: min. 8th pass.

vi) They should have done the required training as per the Section 5 of The Private Security Agencies (Regulation, Act 2005).

3.2 Non-ex-servicemen / Non Ex-Paramilitary guards :

Out of total Private Security guard workforce, minimum 90 % will be Ex-servicemen/ Ex-CAPF/Agniveer guards (Armed/ Unarmed). In case of non-availability of Ex-servicemen/ Ex-CAPF/Agniveer armed/ unarmed guards in any region/ district then trained civilian guards/ Home guards (armed only) can be deployed and agency will submit proper justification about Non availability of Ex-servicemen/ Ex-CAPF/Agniveer in that area. Total percentage of armed civilian guards should not be more than 10% of total deployment. Both Ex-servicemen/ Ex-CAPF/Agniveer guards and civilian armed guards will be deployed in any site only after scrutiny / clearance of Security Officer/ CM (Operations/Compliance) of AO/ RBO.

i) It is mandatory that security guards and supervisors before deployed in Bank branches /Offices/ establishments must have done required training as per the **Section 5** of The Private Security Agencies (Regulation, Act 2005).

ii) A private security agency shall not employ or engage any person as a private security guard unless he-

(a) Is a citizen of India or a citizen of such other country as the Central Government may, by notification in the Official Gazette, specify;
(b) has completed eighteen years of age but has not attained the age of sixty years.
(c) satisfies the agency about his character and antecedents in such manner as may be prescribed.
(d) Should be physically and mentally fit.
(e) Satisfies such other conditions as may be prescribed.

3.3 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.

3.4 Police Verification: - Antecedents of Security Guards to be verified by the police.

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

i) Bank Security.
ii) Firefighting.
iii) First Aid.

iv) Legal powers of the guards while on bank duty.
v) Bomb threat/ Sabotage.
vi) Bank's strike/Dharna/agitation etc.
vii) Handling of security equipment i.e CCTV system, Fire Alarm System, Security Alarm System and Fire extinguishers.

3.6 The agency will provide the following particulars of the ESM/ Para Military / Agniveer security and other guards deployed in the Bank.

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

4) SUPERVISION

Private Security Agency will deploy their Field supervisors deployed and check the guards on duty and submit the report to the respective Administrative Security Officer. Duty check routine will be as under: -

a) Major Towns/Cities: -- Thrice in a week (Day/ Night)
b) Semi-urban/Urban Areas: -- Twice in a week. (Day/ Night)
c) Remote and difficult areas-- Once a week.

CHARTER OF DUTIES & RESPONSIBILITIES OF PRIVATE SECURITY GUARDS/ SUPERVISORS

This document is an Appendix to the agreement, which serves to clarify the responsibilities with regard to the Private Security guards that the Service Provider will provide to the State Bank of India (SBI) at AO/RBO/Office/Branch/Residential Complexes or other site as advise by the Bank.

1. DUTIES AND RESPONSIBILITY OF SECURITY GUARDS/FRISKERS/SUPERVISORS:

I. The Security Supervisor will be responsible for overall security arrangement of the site of the Bank covered in the contract.

II. Security Supervisor will ensure that all the instructions of the Bank are strictly followed and there is no lapse of any kind.

III. Wear the prescribed uniform smartly and carry necessary equipment viz. Baton, whistle, torchlight, battery and shall always wear the identity card while on duty.

IV. The Security Guard on duty shall not leave the premises until his reliever reports for duty.

V. Be fully conversant with the instructions about his duties and responsibilities, layout of the building, telephone numbers of Security Officer, Fire Brigade and the Police to enable him to inform these officials in case of an eventuality. Be vigilant and alert on duty and will not be under the **influence any psychotropic substances** etc. He shall not leave his post until relieved.

VI. Be polite and courteous yet firm in his dealings with the public. He shall exercise restraint and avoid being provoked. The Security Supervisor/Guards shall give due respect to all and display maturity and decency in behavior.

VII. Ensure proper access control as per instructions on the subject to prevent unauthorized entry. No outsiders be allowed to enter in the bank's building/residential premises/property, without written permission/ pass.

VIII. Not to allow any visitor effecting ingress in the AO/RBO/Office/Branch with unauthorized weapon/firearms, explosives, etc.

IX. Keep a close watch inside and outside the premises and in case of any anticipated/existing risk, suspicion, he shall immediately take appropriate action as warranted and also report the matter to his superiors/Security Department of the Bank.

X. Ensure that before/after office hours, all gates are closed. After office hours, he will allow entry only to the authorized persons after proper identification.

XI. No items are allowed to be taken out from the Bank's premises/residential quarters/property without proper Gate Pass issued by the competent authority as laid down in the contract or authorized by the Bank for in-out movement of such items. The specimen signatures and telephone numbers of the above-mentioned competent authority will be available with the Security Guards/friskers/supervisors.

XII. Deployment of Security Guards/Security Supervisors will be as per the instructions of the authorities of the Bank and the same will be reviewed by the concerned authorities from time to time.

XIII. Be thoroughly conversant with the routine security standing orders, firefighting drill orders and other orders issued from time to time on matters covering security need of the Bank.

XIV. Be thoroughly conversant with all available communication systems and be able to raise a general alert and inform the security supervisor in case of any eventuality.

XV. The Security Supervisors/Guards will carry out patrolling of all the important and sensitive points of the premises as specified by the Bank. Guards/supervisors shall perform the following duties during patrolling:

   i. Inspect the premises thoroughly.

   ii. Prevent misuse of premises by any squatter, hawker or any unauthorized persons.

   iii. Prevent misuse of premises for unsocial activities by public or Bank staff.

iv. Check the points and stretches not visible from the duty guard's post.

v. Assist the point-duty guards.

vi. Deal with untoward incidents.

vii. Keep a close watch on bank buildings/residential quarters, against arson /accidental fire and take appropriate action as per the Bank's firefighting instructions.

viii. Collect security information and convey the same to superior officers.

ix. Check the terrace and basement daily to avoid any security and safety breach/hazard.

x. The Guards on patrolling duty should take care of all the water taps, valves, water hydrants, etc. installed in open all over the premises.

XVI. The Guards on duty will also take care of vehicles, scooters/motorcycles/bicycles parked in the parking sites located within the premises of the Bank/residential quarters.

XVII. Entry of the street-dogs, monkeys and stray cattle into the premises is to be prevented.

XVIII. The Security Guards/friskers/supervisors should be trained to extinguish fire with the help of fire extinguishers and other firefighting materials/equipment available on the spot/nearby places. They will also help the firefighting staff in extinguishing the fire and any other natural calamities.

XIX. In emergent situations, security guards/friskers/supervisors shall participate as per their role defined in the disaster recovery plan, if any, of the Bank. Guards/friskers/supervisors should be sensitized for their role in such situations.

XX. Daily check of guards/friskers at SBI sites will be carried out by the Service Provider at their own cost, about the duty being performed by their personnel. The deputed site supervisors will endorse their comments in the daily report register of the concerned site.

XXI. The security guard/friskers/supervisors should be trained in First Aid, Emergency Responses and functionality of other modern equipment i.e. Lift operations, X-Ray Baggage Scanners & Biometric Access Control Systems etc.

XXII. Frisker will perform frisker's duties at the Currency Chest branches as per laid down procedure of the Bank.

XXIII. In case of any recovery of suspicious item / cash, the frisker will report the matter to the Branch Manager and act as per the instructions of the Branch Manager.

2. In-case of any new work allotment, the Service Provider should follow all these practices in toto without being asked/ reminded by the Bank to avoid penalty etc.

CONTRACT PERIOD: The total period of the contract will be **three years**. Initially agreement will be of **one year period** from the date of commencement of work. Those vendors whose performance found satisfactory during the period of first one year, their contract validity may further be extend on the same terms and conditions for **another 02 years of one block each.**

Satisfactory service report will be given by the Administrative Office / Regional Business Office where Private Security Guard have been provided.

The extension of contract is to the entire discretion of the Bank and cannot be claimed as right of the Vendor.

Allotment of work: It will be mandatory to accept work of regions comprising of urban, Semi-urban as well as rural branches and agency/agencies should be willing to take up work to provide services. Bank has a right to allot the work for any area/region/AO to any of the successful L1 vendor.

(a) The work award criteria will be the L1 rate of the price bid. The allocation of work will be to the L1 vendor.

(b) **In case of all or two or more than two** vendor quoting the **same service charge rate**, **then L1 will be decided through a Random Algorithm run by GeM system.**

(c) The Bank reserves the right to increase or decrease the number of guards as per the requirement at the time of award of contract or later during the tenure of contract.

(d) In case L1 shows unwillingness to work, then again price bidding (Online) will be done. The EMD of the L1 vendor who after bidding showed unwillingness to accept the work, will be forfeited and the vendor shall not be allowed to participate in future tender process for Two (02) years.

SECTION - 4

ELIGIBILITY CRITERIA

Each of the following criteria should be fulfilled for further evaluation of technical bid. **Not fulfilling any one of the criteria will result in rejection of bid:**

1. The Applicant Private Security Agency should be in the business of Private Security Service, primarily providing Private Security Guards for the past minimum 07 years. (Documentary Proof to be given).

2. It should be registered in India under the Indian Companies Act of 1956 or any other act as applicable. (Documentary Proof to be given)

3. The Private Security Agency should be compulsory registered with the Home Department, Government of Madhya Pradesh under PASARA Act. The Registration Certificate should be valid at the time of applying for the tender. (Please attach a copy of Registration Certificate).

4. The Company should be in profit during the last 3 years. (Documentary Proof to be given)

5. It should have a registration License under of Shops & Establishment Act in Madhya Pradesh State and has paid the taxes related to it. (Documentary Proof to be given)

6. It should also have all statutory registration like EPF, ESIC, PAN, Gratuity, GST etc. Documentary proof of all the registrations should also be provided.

7. The Company must have ESIC registration in Madhya Pradesh State.

8. Employee Provident Fund (Central) registration preferably in Madhya Pradesh State.

9. The Company must have adequate infrastructure in terms of office, Field supervisors (Postal address to be given) in the State of Madhya Pradesh. The presence of the Office should be there for **a minimum of 02 years** as on the date of the tender. Only Registration certificate of Shops & Establishment of Madhya Pradesh State to be submitted for the proof of presence.

10. Private Security Agency should have own Training Centre with qualified training staff or MOU (Memorandum of understanding) with any training center in Madhya Pradesh State. The Training Centre should be

established or MOU at least **02 years** before the publishment of this tender (Proof to be submitted).

11. The Private Security Agency must have deployed minimum 500 guards deployed at various sites in past **Seven years**. (Documentary Proof to be given).

12. The Private Security Agency must have exposure of providing minimum 300 guards (armed/unarmed) in Banks (Public Sector/Private Sector) in last 07 years. Documentary Proof to be given).

13. The Private Security Agency should have a minimum of 200 guards on their role as on the date of publication of Tender Notice. (Documentary Proof to be given**.**

14. The Private Security Agency should have a minimum of **100 guards** (armed/unarmed) deployed in Banks (Public Sector/Private Sector) or in any PSU in Madhya Pradesh State as on the date of publication of Tender Notice. (Documentary Proof to be given).

15. They must be empaneled in **minimum 03 Banks** (Public or Private) at all India level and out of it they must be empaneled in **01 Banks** (Public or Private) in Madhya Pradesh State. (Documentary Proof to be given).

16. The Private Security Agency will submit the work satisfactory certificate **in the original** from their past client and shown by them in the tender documents. The certificate should be for the work done for the last **seven years**.

17. It is mandatory for the vendor to submit **a work satisfactory certificate in the original** of **each client** where they are <u>**currently empaneled**</u> and shown by them in the tender documents. The work satisfaction certificate should be <u>**from Zonal Office/ Regional Office**</u> where they are providing the services, failing which their proposal will be rejected.

18. **Turn Over**: The Private Security Agency Average Annual financial turnover for **similar work** during the last Three years (For FY 2023-24, 2024-25 & 2025-26) should be at least **Rs.2 crore (Rupees Two crore only)**

(Attested photocopies of the last 03 years ITRs and certificate from Chartered Accountant on his letter head showing Profit & Loss and turnover Statement. (In case of company Balance Sheet (Audited where Audit is compulsory) **This Chartered Accountant certificate should be available in his Official site, and which can be verified online**. In the absence of certificate available online, the EOI application will be summarily rejected. No other documents are required to be attached. Additional supporting documents if required would be asked for, subsequently.

19. The applicant must have the PAN Number for Income Tax purpose and must submit attested copies of Income Tax Return for the last 3 years, FY: For FY 2023-24, 2024-25 & 2025-26 respectively.

20. **Work Experience applicant** should have successfully completed similar works, during last 07 years up to 31.03.2026 as under:

Three Similar Completed works each one having "Annual Contract Value" not less than Rs. 2.25 Crores
OR

Two Similar Completed works each one having "Annual Contract Value" not less than Rs. 2.80 Crores.

OR

One Similar Completed works having "Annual Contract Value" not less than Rs. 4.50 Crores

"**Similar work"** means providing armed and unarmed **guards** to any industrial or business undertaking, Government/Semi Government/ Nationalize Public Sector Banks/Public Sector Undertaking (PSUs)/Private Banks/Financial Institute (FIs)/Corporate Offices etc, **copy of work order and successful completion certificate must be provided.**

In case the work order and completion certificate is issued within seven years and company is not providing services to the establishment. Then the photocopy of the completion certificate and work order to be verified by the authorized person of that establishment. The authorized person will share their contact details and email id.

In case the work is still going on, then work satisfactory certificate should be provided in original. Non submissions of completion certificate/ work satisfactory certificate will mean that the required amount of work has not been done or not satisfactorily done and the proposal will be rejected.

Note: The work order and work completion certificate related to the ATM caretakers and House Keeping staff will not be covered/ considered under <u>guard category</u>.

21. **The applicant(s) who are under arbitration/ litigation with our Bank or have been blacklisted/ de-listed/ de-panelled / discontinuation from services due to unsatisfactory services / practise / non-compliance of**

statutory requirement by any Govt/ Semi Govt/ Nationalised Banks/ Public Sector Banks (PSBs) / PSUs/ Financial Institutes (FIs) during last FIVE YEARS will not be considered. An AFFIDAVIT by Proprietor/All Partners/Director duly declaring his/their position in the Proprietorship/ Partnership/ Company, as the case may be, on a Stamp Paper duly notarised, to be submitted to this effect along with the application. Application received without the affidavit will be summarily rejected. (ANNEXURE-VII).

22. EMD (Demand Draft amounting to **Rs 5.5 Lakh** to be submitted. (**ANNEXURE-VIII)**. The NSIC/ MSME registered vendors are exempted from depositing EMD. Valid Registration Certificate in this regard should be attached with Technical Bid.

23. **Solvency Certificate**: The Private Security Agency should submit Solvency Certificate issued by a Scheduled Bank **for ₹1 crore equivalent**. The Solvency Certificate should not be older than 06 months as on date of submission. In case the applicant is not able to supply the solvency certificate in original, then the copy of the certificate shall be attested by the issuing Bank.

24. Conditional bids/offers will be summarily rejected.

SECTION-05

SELECTION PROCESS

5.1 Bank will evaluate the applications based on pre-qualification criteria, and those who meet the mandatory pre- qualification criteria will be considered for further process i.e. opening of financial bid.

5.2 Also, it may kindly be noted that there are some mandatory criteria must be complied, failing which the application would not be considered. The check list of mandatory requirements as per **(Annexure I)** should be provided.

5.3 The applicants after having successfully cleared the pre-qualification stage (Technical Bid) will be considered eligible for further participating in the financial bid for the final selection of vendors.

5.4 The evaluation will be based on the experience, reputation, empanelment with other Bank's, PSU's, Govt. institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc. and if found necessary may also include inspecting the works undertaken by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, Pre-qualification criteria, the applicants will be shortlisted. Decision of the Bank regarding selection / rejection will be final.

5.5 The Bank reserves the right to evaluate the bids on technical parameters including site visit, dress & appearance of guards and search documents and verify, may get verified from concerned Govt. agencies as deemed fit.

5.6 Bank reserves the right to verify the photocopies of documents submitted by the vendors with the originals before opening of financial bid.

5.7 The decision of the committee will be final and binding on all stake holders including applicants.

5.8 Financial bid of only technically qualified applicants/Bidders will be opened.

SECTION-06

GENERAL TERMS AND CONDITIONS

1. SECURITY DEPOSIT& PERFORMANCE GUARANTEE MONEY:

1.1. The EMD of successful vendors shall be converted into Security Deposit. The NSIC/ MSME registered successful vendors having exemption of EMD shall deposit Security Deposit amounting to Rs. 5.5 Lakh (Five Lakh Fifty thousand only) in the form of DD (in favour of SBI, AO JABALPUR payable at JABALPUR within seven (07) days of getting work order.

1.2. The private security agency will also give a **performance bank guarantee** as a security deposit **equivalent to one month estimated billing amount of all guards in State Bank site under Administrative office of JABALPUR**. This performance bank guarantee will be revised whenever the number of guards will increase or there is increase in pay of the guards. **(ANNEXURE-X).**

1.3. The contract will be signed after deposit the security deposit amount. 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.

2. OFFER OF ACCEPTANCE LETTER:

2.1. Prior to expiration of the period of Bid validity, the Bank will notify the successful vendor in writing or by e-mail, that his Bid has been accepted.

2.2. The Bank will promptly notify each unsuccessful vendor and will discharge its EMD.

3. SIGNING OF CONTRACT:

3.1. In the absence of a formal contract, the Bid document, together with the Bank's notification of award and the vendor's acceptance thereof, would constitute a binding contract between the Bank and the successful vendor.

3.2. Failure of the successful vendor to accept the notification of award by the Bank shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD.

3.3. The Bank reserves the right either to forfeit the security deposit or to cancel the work order or both if the vendor fails to meet the terms of this NIT or contracts entered into with them.

3.4. With this rate contract with vendors for providing guards, Bank will not be debarred from its right to call tender for the same from the open market, if the situation so warranted.

4. <u>SIGNATURES</u>:

4.1. In the event of the bid being submitted by a firm, it must be signed separately by each member thereof, or in the event of the absence of any one or more of the partners, it must be signed on his / their behalf by a person holding a power of attorney authorizing him to do so.

4.2. 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 submission of Technical Bid .

All the documents of Technical Bid should be signed by the authorized signatory of the Company/ Firm, else the application will be rejected without assigning any reason.

5. <u>INSTRUCTIONS FOR VENDORS</u>

5.1. No vendor shall contact the Bank on any matter relating to its Bid, from the time of opening of Price Bid to the time the Contract is awarded.

5.2. Any effort by a Vendor to influence the Bank in its decisions on Bid evaluation, bid comparison or contract award may result in the rejection of the Vendor's Bid.

6. 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 contract award, 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.

7. Any addendum/corrigendum as well as clarification thus issued and duly uploaded by the Bank shall be a part of the BID documents and it will be assumed that the information contained in the amendment would have been considered by the Bidder in its BID submission. Any clarification issued by SBI will be in the form of an addendum / corrigendum and will be available only on GeM Portal. The amendment will be binding on all bidders. SBI on behalf of Bank, at its discretion may extend the deadline for submission of bids which shall be informed to all through GeM Portal.

8. **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**.

9. 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. Author of the tender document will be the authority for interpretation of the terms and conditions; it shall be final and binding on the Vendor.

1. TERMS AND CONDITIONS OF THE CONTRACT

1.1. 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 into 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 Private Security Agency participated in the tender process and also covers those who are successfully executed rate contract with the Bank.

(d) "The Contract Price" means the price payable to the Vendor under the Contract for the full and proper performance of its contractual obligations.

(e) "The Private Security Agency" 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.

(f) "The Private Security Guard" means a person providing private security with or without arms to another person or property or both and includes a supervisor.

(g) "The Private Security" means security provided by a person, other than a public servant, to protect or guard any person or property or both.

(h) "The Site" means various branches / offices/cells/Kiosks / residential complexes of the State Bank of India in the state of Madhya Pradesh where the private security guards to be provided.

(i) "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.

1.2. Contact details:

a) Complete details of the Private Security Agency viz. Office (Head Office & Local offices in Madhya Pradesh) 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) It is mandatory for the vendor to open the office at JABALPUR. This office should be open before the commencement of the work. Registration certificate of Shops & Establishment of Madhya Pradesh State/ lease agreement/ agreement of sale to be submitted to the Security Department/ JABALPUR AO Security Officer before commencement of work.

c) The vendor shall have its own Office / Establishment/Setup/Mechanism, etc. in the State of Madhya Pradesh, at its own cost to ensure correct and satisfactory performance of the liabilities and responsibilities under the contract.

d) The Service Provider should submit all authorized persons' details (related to security guards service) including their official e-mail containing duly signed scanned copy of letter ID and mobile nos.

e) 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.

1.3. Statutory Liabilities

a) The private security Guards provided shall be the employees of the Private Security Agency and all statutory liabilities will be paid by the Private Security Agency 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. (Can be replaced with Social Security ACT, which encompasses all above mentioned acts)

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 Private Security Agency. The Private Security Agency will take a Group Insurance Policy for the private security guards deployed in the Banks site.

e) The Private Security 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 to which the work order of the Private Security Agency will be cancelled.

f) The Private Security Agency will open the ESIC and EPF account of the guards 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** Madhya Pradesh **or in the district 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 Private Security 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.

2. Deployment of Guards:

a) The list of private security guards likely to be deployed shall be made available to the Bank and if any change in the list due to deployment of new guard or resignation of existing guards, fresh list of Guards shall be made available by the agency after each and every change.

b) Only Ex-Servicemen/Ex-CAPF guards/ Agniveer (armed/unarmed) will be deployed in the branches dealing in cash.

c) The security guards/friskers/supervisors should not be above the age of 55 years at the time of initial deployment and should be in good health. No security guard/supervisor should be allowed to perform the duties after attaining the age of 60 years under any circumstances.

d) Before deployment of any guard in the Bank site, the Private Security Private Security 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**. Private Security Agency 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 8th 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 whether he is ex-servicemen or non –ex-servicemen should be 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 Private Security Agency will deploy permanent reliever wherever required.

i) The antecedents of Security Guards/Supervisors deployed shall be verified by the Private Security 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 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 private security agency shall be employed or engaged as a private security guard or a supervisor.

k) The Private Security Agency 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 Private Security Agency shall be responsible for maintaining all property and equipment of the Bank entrusted to it.

n) The Private Security Agency 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) The Private Security Guards/Supervisors engaged have to be extremely courteous with pleasant mannerism in dealing with the Staff/ residents/visitors and should project an image of utmost discipline. The Private Security Agency will have to remove any private security guard in case of complaints or as decided by the Bank if the person is not performing the job satisfactorily or otherwise. The Private Security Agency shall have to arrange the suitable replacement in all such cases.

p) The private security guard duty will be eight hours shift. Generally round-the-clock shifts will be from 0600 hrs. to 1400 hrs. or 1400 hrs. to 2200 hrs. or 2200 hrs. to 0600 hrs. But the timings of the shift can be changed as per the convenience of the Bank. 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 Private Security Agency will be borne by the Private Security 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 private security 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 Private Security 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 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.

w) Before the deployment of new guards by the private security agency, they should be interviewed by the Administrative Office Security Officer for accessing their suitability.

11. **Uniform & Accessories**

a) The SERVICE PROVIDERs have to arrange/ issue to its guards/supervisors, two sets of summer uniforms & one pair of shoes-once in a year, one set of winter uniform-once in two years. Apart from these, a raincoat, a jacket & a sweater-once in two years are required to be provided to guards/supervisors by the SERVICE PROVIDER. Though, initially, these uniform articles should be issued to their employees well before the start of any particular season.

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 Private Security Agency will pay the salary to the guards before 07th of every month and wage bill will be claimed from the Bank on reimbursement basis. While calming 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 contract will be terminated, and security money deposit will be forfeited.

b) The rate for service charges should be quoted in Indian Currency only. Minimum service charges will not be quoted below 3.85% (including GST) of Basic + VDA+EPF+ESIC+Bonus+Reliever Charges for 26 days (as per prevailing rates of Central Govt. Labor Dept).

c) Please note that calculation of the rate of service charge will be based on 26 days/ month per Watch and Ward person Each Outsourced Person will do 26 shift duties per month of 8 hours per day & remaining duty shall be done by reliever(s) arrangements.

d) All statutory levies, applicable taxes, EPF, GST and any other existing or revised/new statutory components as per the Central Government instructions/ rules will be payable by the bank.

b) Monthly wage bill (for 26 days) component is given in following format :

S N	**DESCRITION**	**PERCENTAGE (%)**	**Armed Guard**	**Unarmed Guard**
1	BASIC WAGES PLUS VARIABLE DEARNESS ALLOWANCE (BASIC PLUS VDA)	As per Central Govt. Minimum wages act (In Rs.)		
2	EMPLOYEES STATE INSURANCE(ESI)	---do--		
3	EMPLOYEES PROVIDENT FUND(EPF)	---do--		

4	EMPLOYEES DEPOSIT LINKED INSURANCE(EDLI)	---do--		
5	ADMINISTRATIVE CHARGES	---do--		
6	BONUS	---do--		
7	SUB TOTAL 'A'(SUM OF S.NO 1 TO S.NO 6	---do--		
8	SERVICES CHARGES (HAS TO BE QUOTED DURING FINANCIAL BID)			
9	SUB TOTAL 'B'(SUM OF S.NO 7 and S.NO 8			

c) The Private Security 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 Private Security Agency did not have account with State Bank of India, then they have to open it within 15 days after getting order from the Bank .

d) All guards 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. The payment will be made for only actual number of duties/days in a month taken by the bank.

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 Private Security 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 wages 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 security services in coordination with the Security Officer/ Chief Manager (HR) Administrative Office/RBO, 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/frisker/supervisor** is given in **ANNEXURE-XII.**

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 the 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 Private Security Agency 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 Private Security 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 Private Security 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 private security agency, Security money deposit , performance guarantee and Bank shall have the power to terminate the Contract.

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. The Bank is the principal employer of such persons at all matter and times. 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 / Company / Vendor who are under arbitration / litigation with our Bank in last five Years or have been blacklisted / de-listed / de-paneled / discontinuation of services due to unsatisfactory services or practices by any Government / Semi Government / Nationalized Public Sector Banks / Public Sector Undertaking (PSUs) / Financial Institutes (FIs) / Corporate Offices during last 05 years will not be considered. A valid AFFIDAVIT, on a Stamp Paper duly attested by Notary / Magistrate, to be submitted to this effect along with the application.

c) 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.

d) 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.

e) 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.

f) 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.

g) 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.

h) If the Private Security Agency 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.

i) The total period of the contract will be **three years**. Initially agreement will be of **one year period** from the date of commencement of work. If performance of the vendor is found satisfactory during first one year, their contract validity may further be extend on the same terms and conditions for **another 02 years of one block each.**

j) The vendors shall not make or cause to be made any alteration, erasure or obliteration to the text of the Commercial bids document **otherwise their bids 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 what so ever, 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 Private Security Agency fails to commence/execute the work within 15 days' time the Bank reserves the right to cancel the contract. 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 Private security Agency, the contract will be terminated, and agency will be black listed for a period of 02 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 black listed for a period of 02 years from participating in such type of commercial bids. The security money deposit will also be forfeited.

d) 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 Private Security Agency'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.

e) 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.

f) Any monetary loss to the Bank due to the action of the guard or inaction of guard will be reimbursed by the Private Security Agency in full.

g) 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 Private Security Agency will reimburse in full all the money paid by the Bank for repair or paying of damage to the third party.

h) Any loss to the Bank, its Staff or customer due to negligence or deficiency in service by the guard or supervisor or Private Security Agency, 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 Private Security Agency by deduction from money due to the Private Security Agency or from the security deposit money or through performance bank guarantee.

i) Any liability arising out of any litigation (including those in consumer courts) due to any act of the Private Security Agency's or its Guards/Supervisors shall be directly borne by the Private Security Agency 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 Private Security Agency to the Bank within seven days. The State Bank of India shall be entitled to recover the amount from the Private Security Agency by deduction from money due to the Private Security Agency or from the security deposit money or through performance bank guarantee.

j) During the course of contract, if any the Private Security Agency'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 Private Security Agency's Performance Guarantee/ Security deposit amount.

k) The Armed Guard deployed on duty should have valid gun license for 12 Bore gun (DBBL /PASG). Private Security Agency must ensure that thy are adhering to the all the norms in respect of arms act/ rules. 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.

l) 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 private security agency.

m) The Private Security Agency shall provide copies of relevant records during the period of the contract or otherwise even after the contract is over (for a period of one years), whenever required by the Bank etc. Failure to maintain the statutory records will result in termination of contract.

n) The Private Security Agency 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.

o) 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.

p) If vendor did not participate in bidding process due to expiry of digital signature penalty of Rs.5000/- will be imposed on the vendor.

q) 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 performing their duties with defective gun or ammunition or less than 10 ammunition.

r) 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 act, Tax Laws:

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

The Service Provider shall strictly adhere to all prevailing labour laws including of contract labour (Regulation and Abolition Act, 1970) and other safety regulations. The Service Providers shall comply with the provision of all labour legislation including the latest requirements of all the laws, directions and guidelines that are applicable for carrying out the work, including without limitation, the following:

• Minimum Wages Act, 1948 • Payment of Wages Act 1936 • Workmen's Compensation Act 1923 (Amended), as applicable • Contract Labour Regulation and Abolition Act 1970 and Central Rules 1971 • Apprentice Act 1961 • Industrial Employment (Standing Order) Act 1946 • Personal Injuries (Compensation Insurance) Act 1963 and any other modifications • Employees' Provident Fund and Miscellaneous Provisions Act 1952 and amendment thereof • Employees State Insurance Corporation Act • Shop and Establishment Act, as applicable • Any other Acts Central or States, that may be applicable or bye law or enactment relating thereto and rules framed there under from time to time.

20. Bidding during the contract period :

a) It will be mandatory for the Private Security Agencies to participate in the bidding process. Non- participation in the bidding process would make the Private Security Agency liable for the de-empanelment or any other action as deemed fit.

b) 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.

c) Conditional bids/offers will be summarily rejected.

d) The Private Security Agency shall bear all costs associated with the preparation and submission of the bid and the Bank, in no case, shall be responsible or liable for those costs, regardless of the conduct or outcome of the commercial bids process.

e) The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representative of the Private Security Agency. Copies of relevant power of attorney shall be attached.

f) The Private Security Agency shall submit the price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

21. Security Deposit

a) A EMD amount of Rs.5,50,000/- (Five Lakhs fifty thousand only) will be retained by the Administrative office JABALPUR from the successful L1 vendor during the term of the contract. No interest shall be paid on the EMD. A Performance guarantee equivalent to one-month wages of all the guards deployed by the vendor in the State Bank of India under control of AO JABALPUR site will be given by the vendor as a Security deposit.

b) Simultaneously an agreement (prescribed by the bank) will also have to be signed by the successful vendor with the designated representative of State Bank of India. However, relevant alterations shall/may be made as per the local requirements and circumstances.

c) The Security Deposit Money will be refundable after the end of the contractual period without interest, provided:

i There are no other penalties to be levied on the firm due to loss/theft/damage etc. to the Bank Property or negligence /deficiency in service and made attributable to the firm or any of its employees by the Bank.

ii There are no other claims of Central or State Government agencies pending against the firm and brought to the notice of the Bank like duties, taxes and levies etc.

22. Work Order :

(a) After finalization of the process of rate contract process, name of the Agency will be sent to all the Regional Offices under administrative office of JABALPUR.

(b) The names of the successful vendor will be sent to the Offices falling in the respective cluster with instructions for takeover of sites from the present security agency.

(c) The initial work order will be given by the Administrative Office**.** Further, the Chief Manager (Operation/compliance) of the Regional Office with consultation of the respective security officer may place order for armed or unarmed guards to the successful bidder.

(d) The Bank is not bound to accept the lowest or any bid and may at any time by giving a notice in writing to the Private Security Agencies, terminate the commercial bidding process.

23. PAYMENTS

Payments will be made by the branch/offices which will be using the services of security guards i.e site where the guard is deployed.

24. VISIT TO SITE: -

a) It will be imperative for each of the Private Security 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 Private Security Agency. It shall be deemed that the Private Security Agency has undertaken a visit to the Bank and is aware of the operational conditions prior to the submission of the bid documents.

25. 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 award of the contract, it comes to the notice of the Bank, that the Private Security 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 Private Security Agency.

ii The Bank may terminate the contract if it is found that the Private Security 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 01 year for any reason whatsoever or without assigning any reason thereto after giving one month's notice period to Private Security Agency.

iv In the event of any default by the Private Security Agency, if in the reasonable opinion of the Bank, performance of any of the services under this NIT by the Private Security 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 Private Security 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 makes an arrangement 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 five 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.

26. 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.

27. **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.

28. 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 JABALPUR. 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 JABALPUR will have jurisdiction.

28. **JURISIDICTION OF COURT**

a) The courts at JABALPUR, Madhya Pradesh 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.

ANNEXURE I

Sl. No.	PRE-QUALIFICATION OF MANDATORY REQUIREMENTS (Documents to be uploaded)	WHETHER COMPLIED
1	COPY OF CERTIFICATE OF REGISTRATION/PARTNERSHIP DEED IN SUPPORT OF CONSTITUTION.	**YES / NO**
2	LIST OF OFFICE LOCATIONS PREFERABLY IN JABALPUR (MORE THAN 2 YEAR)	**YES / NO**
3	CERTIFIED COPY OF LATEST GST RETURN AND PAN	**YES / NO**
4	COPY OF REGISTRATION WITH THE HOME DEPARTMENT, GOVERNMENT OF MADHYA PRADESH UNDER PSARA ACT.	**YES / NO**
5	WHETHER APPLICANT FULFILLS ALL MANDATORY STATUTORY PROVISIONS (EPF, ESI ETC.)	**YES / NO**
6	LAST THREE YEARS COPIES OF AUDITED PROFIT AND LOSS AND BALANCE SHEET (FOR THE FINANCIAL YEAR 2023-24, 2024-25 & 2025-26) ALONG WITH AUDITOR'S NOTE	**YES / NO**
7	SOLVENCY CERTIFICATE/EQUIVALENT DOCUMENT OF Rs. 1 Crore ISSUED NOT OLDER THAN 06 MONTHS ON DATE OF SUBMISSION OF BID.	**YES / NO**
8	LIST OF CLIENTS	**YES / NO**
9	WORK EXECUTED WITH DETAILS REQUIRED ABOVE DURING LAST 7 YEARS ALONG WITH ORDER COPY/CONTACT COPY /CERTIFICATE OF SUCCESSFUL WORK CUM SATISFACTORY PERFORMANCE, FROM CUSTOMERS	**YES / NO**
10	PLEASE ENCLOSE ORDER COPY/CONTRACT COPY AND CERTIFICATE OF SUCCESSFUL WORK FROM STATE BANK OF INDIA IN SUPPORT OF DEALING WITH SBI AS STIPULATED ABOVE.	**YES / NO**
11	CURRENTLY EMPANELED IN MINIMUM 3 BANKS (PUBLIC /PRIVATE SECTOR) AT ALL INDIA LEVEL AND EMPANELLED IN 01 BANKS (PUBLIC SECTOR/ PRIVATE SECTOR) IN STATE OF MADHYA PRADESH. PLEASE ENCLOSE ORDER COPY/CONTRACT COPY AND CERTIFICATE OF SUCCESSFUL WORK FROM PUBLIC SECTOR BANK/UNDERTAKING	**YES / NO**
12	COPIES OF RELEVANT ISO CERTIFICATION, IF ANY	**YES / NO**
13	MINIMUM AVERAGE AUDITED ANNUAL TURNOVER RS. 2 Crore IN LAST THREE YEARS.The turnover of the sister concern/ joint venture etc shall not be considered.	**YES / NO**
14	MINIMUM 200 GUARDS / EX-SERVICEMEN GUARDS ON ROLL (including 100 guards in Banks or PSU in Madhya Pradesh)	**YES / NO**
1 5	WHETHER THE ENROLLED GUARDS ARE TRAINED IN SECURITY AND FIRE SAFETY	**YES / NO**
16	BLACKLISTED/DISAPPROVED FROM ANY PUBLIC SECTOR BANK'S.	**YES / NO**
17	IS THERE ANY DISPUTE PERTAINING TO BUSINESS AS RENDERED/ SOUGHT BY YOU IN COURT OF LAW OR ANY JUDICIAL AUTHORITY?	**YES / NO**

NOTE: The short listing of vendors will be done after scrutinizing and **verification of the documents**. Please upload any other documents which is mentioned in Section 4 (Eligibility Criteria).

ANNEXURE-II

DETAILS OF WORKS CARRIED OUT DURING LAST 7 YEARS ALONG WITH ORDER COPY/CONTRACT COPY AND CERTIFICATE OF SUCCESSFUL WORK CUM SATISFACTORY PERFORMANCE, FROM CLIENT

S. No.	Name of the work	Organization & Place	Cost of work	Year of Execution	Name of the Authority under whom work is executed with their address and contact numbers	Remarks as Work completed / Work in Progress
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						

[Please upload as per format relevant order copy/contract copy and satisfactory performance cum completion certificate from the client]

(Authorized signatory) SEAL OF THE FIRM
Date:
Place:

ANNEXURE-III

Details of Guards / Ex-servicemen guards Presently Deployed By M/s

Sl no.	Name Of Guard	Organization Name	Branch Name& code	District	UAN no.

(Minimum 200 Guards)

Note: Out of the above 100 guards should be deployed in the Banks in State of Madhya Pradesh. If during verification data found to be false or regulatory compliances not done by firm, then Bank will reject and disqualify such firms/companies/Agencies.

For and on behalf of
M/s___________________________
Authorized Official.
Seal
Date:

List Of Clients ANNEXURE IV

Sr No	Client's Name and Address	Contact person name and mobile number (email address is must)	Contract period	Remarks

ANNEXURE V

TO WHOMSOEVER IT MAY CONCERN

(WORK SATISFACTORY CERTIFICATE/ WORK ORDER CERTIFICATE)

Date:00.00.2026

Organization Name:_______________________________.

Order Number and date:.______________________________________

Current work order Status (Active/Completed):.______________________________

Work Order value (Rupees): INR _________________ excluding GST.

Duration of contract: _____________ Years (From ______ to __________)

Work order for guards per year: Armed guard_____Nos. Unarmed guards________Nos

Performance:(Excellent/ Very Good/ Good/ Satisfactory/Unsatisfactory): ______________________.

The certificate is issued at the behest of **M/s ______________________________** , (address)____ on 00/00/2026. We wish him success in his future endeavors.

Place :_______________

Signature

Authorized person name

Designation

Mob No:

Official Email ID:

ANNEXURE VI

DECLARATION

(Black-listing/ De-listing etc.)

(**On affidavit**)

I/We ________________________ hereby certify that my/ our firm/company M/s ______________ has/have never been blacklisted/de-listed/de-empaneled by any Government/ Public Sector Banks/Public Sector undertakings/ Private Sector Bank and never involved in arbitration/ litigation with State Bank of India.

2. We certify that the information/ particulars furnished in our bids are factually correct and we also accept that in event of any information/particulars proven to be incorrect, the Bank will have the Right to Disqualify and De-empanel our firm/company.

Place: Signature with seal

Date: Name (in block letters)

Designation

Name of the firm/company

Address

ANNEXURE VII

(To be furnished on Vendor's letter head)

Letter No.:

Date:

The Security Officer
State Bank of India
Administrative Office
Jabalpur
Dear Sir,

EMD FOR PARTICIPATION IN TENDERING PROCESS FOR PROVIDING OUTSOURCED SECURITY GUARDS (ARMED/UN-ARMED) (EX-SERVICEMEN/ EX-CAPF /AGNIVEERS /NON-EX-SERVICEMEN IN THE BRANCHES/OFFICES/RESIDENTIAL COMPLEX/OTHER INSTALLATIONS UNDER THE CONTROL OF ADMINISTRATIVE OFFICE JABALPUR ON CONTRACTUAL BASIS/ OUT SOURCE BASIS

With reference to the captioned subject, we intent to participate in the tender process for hiring of vendors for private security agency to provide uniformed, trained, either armed or unarmed guards (male or female) to be deployed at State Bank of India branches/offices /Residence complexes under the control of Administrative Office, Jabalpur, on contract basis/outsourcing basis.

2. As per the terms and conditions of NIT, we submit draft No.____________ dated__________ for a sum of Rs. __________/- (Rupees ______________________ Only) as EMD.
Or

Our Private Security Agency falls under the category of MSMEs as defined in MSE Procurement Policy issued by GOI or bidders who are registered with Central Procurement Organizations and is exempted from clauseof EMD. The copy of Registration Certificate enclosed.

3. We undertake that in the event of not performing the obligations as per the terms and conditions of the NIT or have committed a breach thereof, which conclusion shall be binding on us, the EMD will be forfeited.

Yours faithfully,

Authorised Signatory

For and on behalf of

M/s___________________________

Seal

Date:

ANNEXURE-VIII

OFFER COVERING LETTER
(To be furnished on Vendor's letter head)

Letter No.:

Date:

The Deputy General Manager
State Bank of India,
Administrative Office - JABALPUR
SBI Chowk, Vijay Nagar - 482001

Sir/ Madam

REF: YOUR NOTICE FOR INVITING TENDER (NIT) DATED 07 August 2026 TENDERING PROCESS OF PRIVATE SECURITY AGENCIES FOR PROVIDING SECURITY MANPOWER SERVICES (PRIVATE ARMED/UNARMED SECURITY GUARDS) & (EX-SERVICEMEN / EX-CAPF/ AGNIVEER / NON EX-SERVICEMEN)) ON REQUIREMENT BASIS IN THE BRANCHES/ OFFICES/ RESIDENTIAL ESTABLISHMENTS UNDER STATE BANK OF INDIA ADMINISTRATIVE OFFICE JABALPUR THROUGH GeM PORTAL

We have examined the NIT, the receipt of which is duly acknowledged, and we offer to our bid for rate contract of Private Security Agencies for providing private security guards (armed/unarmed) & (Ex-servicemen/Ex-CAPF/ Non Ex-servicemen/ Agniveer) on requirement basis in the Branches/ Offices/ Residential establishments in State of Madhya Pradesh under State Bank of India Administrative Office JABALPUR on contract basis/outsourcing basis as per the terms, conditions and specifications spelt out in the NIT and made part of this offer.

2. While submitting this bid, we certify that:

(a) We have not induced nor attempted to induce any other vendor to submit or not submit a bid for restricting competition.

(b) We have not added/ deleted/ modified the contents/ text of the document or any part of the bid document and if bank observes any modification/ alteration/ addition/deletion is made, bank has right to reject the bid without assigning any reason.

3. We agree to abide by this offer till 180 days from the last date stipulated by the Bank for submission of bid, and our offer shall remain binding upon us and may be accepted by the bank any time before the expiry of that period.

4. We agree that in the event of our Company being selected for providing services to State Bank of India, as service provider we will enter into and execute the necessary contract agreement as per the format specified by State Bank of India. We understand and agree that until a formal contract is prepared and executed, this offer, together with the Bank's written acceptance thereof and the Bank's notification of award shall constitute a binding contract between us.

5. We understand that the Bank is not bound to accept the lowest or any bid that may be received.
6. We also certify that we have not been blacklisted or included on negative list or have been terminated of their services of any Government/ Semi Government/ Nationalized Public Sector Banks/ Public Sector Undertaking (PSUs). Further, we have not abandoned any work or rescinded any part of our contract. We also certify that none of the directors of our Company is/has been a director/Partner/Promoter/Key Managerial Person in a Company/firm/entity which is/has been black-listed or included in negative list by any Government/ Semi Government/ Nationalized Public Sector Banks/ Public Sector Undertaking (PSUs).
7. We also certify that we are not involved in any litigations/ material litigations with any client/own employee/Directors etc. or any Vigilance cases, whose outcome could have a materially adverse impact on our business/finance.
8. We also certify that no litigation/prosecution is pending against us or our directors involving violation of statutory regulations or alleging criminal offence or tax liabilities.
9. We certify that the information/data/particulars furnished in our Proposal are factually correct. We also accept that in the event of any information/data/particulars proving to be incorrect, Bank will have the right to disqualify us from the bid or terminate our contract.
10. We undertake to comply with the terms and conditions of the NIT. We enclose along with our Proposal a duly signed hard copy of the NIT document. We understand that the Bank may reject any or all of the offers without assigning any reason whatsoever.
11. It is certified that the information furnished here in and as per the documents submitted is true and accurate and nothing has been concealed or tampered with. We have gone through all the conditions of bid and are liable to any punitive action for furnishing false/misleading/incorrect information/ documents.
12. We have understood that the initial engagement of the selected Vendors shall be for one (01) year, however, the Bank may, at its discretion, terminate the engagement any time during the currency of the contract for violation of any of the terms and conditions by Vendors or otherwise.

Yours faithfully,

Authorised Signatory

For and on behalf of
M/s__________________________
Seal
Date:

Note: A copy of the Board Resolution/ Power of Attorney authorizing the signatory to represent the Company/ Firm to be enclosed.

ANNEXURE-IX

PERFORMANCE BANK GUARANTEE FORMAT

(TO BE STAMPED AS PER THE STAMP DUTY APPLICABLE IN THE STATE OF MADHYA PRADESH)

THIS PERFORMANCE BANK GUARANTEE AGREEMENT executed at ……..this…….day of ……….. 2026 by ……………. (name of the Bank)……….. having its Registered Office at …………….and its Branch at ……………………………………………(hereinafter referred to as "the Guarantor", which expression shall, unless it be repugnant to the subject, meaning or context thereof, be deemed to mean and include its successors and permitted assigns) **IN FAVOUR OF** State Bank of India, a body corporate constituted under the State Bank of India Act, 1955 having its Corporate Centre at State Bank Bhavan, Nariman Point, Mumbai and one of its offices at Administrative office JABALPUR, SBI Chowk, Vijay Nagar 482001, hereinafter referred to as "**the Bank/State Bank of India**" which expression shall, unless repugnant to the subject, context or meaning thereof, be deemed to mean and include its successors and assigns).

WHEREAS

The State Bank of India, having its Administrative office JABALPUR, SBI Chowk, Vijay Nagar 482001 (hereinafter called the 'Bank') has invited NIT for providing of armed/unarmed private security guards (male/female) for monitoring, surveillance, protection of Banks property , customers and staff etc,

1. It is one of the terms of invitation of applications that the applicant shall furnish a Performance Bank Guarantee for a sum of Rs………………/- (Rupees …………………….only) as a Bid Security Performance Bank Guarantee.

2. M/s. _________________________________, our constituent, intend to submit the Bid Security Performance Bank Guarantee for the said rate contract and requested us to furnish guarantee to the 'Bank' in respect of the said sum of Rs………………/- (Rupees …………………….only)

NOW THIS GUARANTEE WITNESSETH AS FOLLOWS WITHOUT ANY DEMUR

1. We ____________ (name of bank), the Guarantors, do hereby irrevocably & unconditionally agree an undertake to the State Bank of India, their Successors, Assigns that in the event of the State Bank of India coming to the conclusion that the vendor (M/s_______________________) have not adhered to the terms and conditions of the 'Bank' or committed a breach thereof, which conclusion shall be binding on us as well as the said vendor, we shall on demand by the State Bank of India, pay without demur to the State Bank of India, a sum of Rs………………/- (Rupees …………………….only) or any lower amount that may be demanded by the State Bank of India. Our guarantee shall be treated as equivalent to the Security Deposit for the due performance of the obligations of the vendor under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs………………/- (Rupees …………………….only)

2. We also agree to undertake to and confirm that the sum not exceeding Rs………………/- (Rupees …………………….only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the State Bank of India on receipt of a notice in writing stating the amount is due to them and we shall not ask for

any further proof or evidence in this regard. The notice from the State Bank of India shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the State Bank of India within a period of one week from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to the State Bank of India under this guarantee shall be independent of the agreement or other understandings, whatsoever, between the State Bank of India and the vendor.

This guarantee shall not be revoked by us without prior consent in writing of the State bank of India.

We hereby further agree that-

(a)Any forbearance or omission on the part of the State Bank of India in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and / or hereunder or granting of any time or showing of any indulgence by the State Bank of India to the vendor or any other matters in connection therewith shall not discharge us in any way our obligation under this guarantee. This guarantee shall be discharged only by the performance by the vendor of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs………..………/- (Rupees …………………….only)

(b) Our liability under these presents shall not exceed the sum of Rs………………/- (Rupees …………………….only)

(c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.

(d) This guarantee shall remain in force up to _____, 2029 provided that if so desired by the State Bank of India, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

(e) Our liability under these presents/guarantee shall remain in force till _________, 2029 unless these presents are renewed as provided hereinabove on the ________, 2029 or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the State Bank of India alone is the conclusive proof whichever date is later.

(f) The liability of the Guarantor under this Security Performance Bank Guarantee shall not be affected by -

(i) Insolvency or winding up of the Vendor or absorption, merger, acquisition or amalgamation of the Vendor with any other Private Security Agency , Corporation or concern; or

(ii) Insolvency or winding up of the Guarantor or absorption, merger, acquisition or amalgamation of the Guarantor with any Corporation or concern; or change in the constitution structure or management of the Guarantor

(iii) any change in the management of the Vendor by takeover of the management of the Vendor by the Central or State Government or by any other authority; or

(iv) any change in the constitution/structure or management of the Bank

or

(v) any dispute between the Vendor and the Bank.

(g) This guarantee shall be governed by Indian Laws and the Courts at JABALPUR, Madhya Pradesh alone shall have the jurisdiction to try & entertain any dispute arising out of this guarantee.

Notwithstanding anything contained herein :

(a) Our liability under this Bank Guarantee shall not exceed Rs………………./- (Rupees …………………….only)

(b) This Bank Guarantee shall be valid upto ……………………….

(c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written demand on or before ……………………..

Yours faithfully,

For and on behalf of Bank.

Authorised official

ANNEXURE-X

(To be furnished on Vendor's letter head)

Letter No:

Date:

The Deputy General Manager
State Bank of India,
Administrative Office - JABALPUR
Y N Road - 452003

Dear Sir,

NOTICE INVITING TENDER ON RATE CONTRACT BASIS TO PRIVATE SECURITY AGENCIES FOR PROVIDING SECURITY MANPOWER SERVICES (PRIVATE ARMED/UNARMED SECURITY GUARDS) & (EX-SERVICEMEN / EX-CAPF/ AGNIVEER / NON EX-SERVICEMEN)) ON REQUIREMENT BASIS IN THE BRANCHES/ OFFICES/ RESIDENTIAL ESTABLISHMENTS UNDER STATE BANK OF INDIA ADMINISTRATIVE OFFICE JABALPUR THROUGH GeM PORTAL :

With reference to above, we hereby agree to abide by all terms and conditions laid down in NOTICE FOR INVITING TENDER (NIT) and also agree to the following:

a) We forward herewith a Security Deposit of Rs. ……. Lakh. We also agree to the fact that the Security Deposit will be held in Current A/c. of SBI and will not carry any interest thereon till the time it is returned to us.
b) The rate contract will continue, subject to satisfactory performance of the contract.
c) We also confirm that mere rate contract does not ensure us the right to be invited to participate in all/any bids/ quotations/tenders/ projects and/or to get work.
d) We also confirm that various certificate/ authority letters as applicable will be renewed in time and renewed copies of the same should be submitted to the Bank for the record.
e) We also confirm that we will respond to the enquiries by the Bank without fail, as & when sent to us. If we do not respond, our contract with the Bank will terminate without any further notice.
f) After rate contract with the Bank, we shall execute agreement with AO. It is compulsory to enter/sign the agreement in bank prescribed format between AO and us before the commencement of the work.
g) We also certify that the information /data/ particulars furnished in our bids are factually correct. We also accept that in event of any information/ data/ particulars proven to be incorrect the Bank will have the right to disqualify and de-empanel us and in event of any details submitted turned out to be false during the tenure of rate contract, the Bank is at discretion to forfeit the Security Deposit and terminate the contract.

Yours faithfully,

For and on behalf of
M/s__________________________
Authorized Official.
Seal
Date:
Date:

ANNEXURE-XI

DECLARATION

(BY EX-SERVICEMAN GUARD/FRISKER/SUPERVISOR)

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 guards 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 Ex-Servicemen Guard/ Frisker/ Supervisor

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

Date: Authorised signatory of the service provider & stamp

Annexure-XII

(To be furnished on Vendor's letter head)

Letter No.:
Date:

The Deputy General Manager
State Bank of India,
Administrative Office - JABALPUR
Y N Road - 452003

Dear Sir,

APPLICATION FOR NOTICE INVITING TENDER ON RATE CONTRACT BASIS TO PRIVATE SECURITY AGENCIES FOR PROVIDING SECURITY MANPOWER SERVICES (PRIVATE ARMED/UNARMED SECURITY GUARDS) & (EX-SERVICEMEN / EX-CAPF/ AGNIVEER / NON EX-SERVICEMEN)) ON REQUIREMENT BASIS IN THE BRANCHES/ OFFICES/ RESIDENTIAL ESTABLISHMENTS UNDER STATE BANK OF INDIA ADMINISTRATIVE OFFICE JABALPUR THROUGH GeM PORTAL :

With reference to your Tender dated 07 August 2026 for the captioned work, we enclose herewith for your kind consideration our Company Profile in the format provided by you in the **Annexure-XIII** along with necessary supporting papers signed and sealed by the authorized signatory of the vendor. We confirm that the details furnished by us are true and correct.

2. We undertake to produce the original of all the papers/ documents attached herewith as and when asked for by the Bank and shall extend all assistance to the Bank Authorities for the purpose of rate contract.

3. We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank in the REQUEST FOR PROPOSAL (RFP) or NOTICE FOR INVITING TENDER (NIT) including all Appendixs to provide outsourced ex-servicemen guards/friskers(Armed/Unarmed) at branches/offices/Residential establishments of State Bank of India under Administrative Office JABALPUR.

4. In case of our rate contract, we shall participate and submit the commercial bid (Offline/ online) on the date advised to us. We shall also abide by the Business Rules prescribed for auction. We also confirm that our company will arrange for digital signature for participating in thee-bidding/ Online price Bid.

5. We clearly understand and undertake that mere submission of application does not guarantee for our rate contract and Bank's decision in this regard will be final and binding on us. We submit this application in token of our acceptance of the terms & conditions laid down in this advertisement.

Dated this .... day of 2026

Yours faithfully,

Authorised Signatory

For and on behalf of
M/s__________________________
Seal
Date:

<u>Annexure-XIII</u>

FIRM/COMPANY/AGENCY PROFILE:

1.	NAME OF ORGANIZATION :				
2.	CONSTITUTION	PROPRIETARY/ PARTNERSHIP/ HUF/ PRIVATE LIMITED/ PUBLIC LIMITED/ CO-OPERATIVE SOCIETY (PLEASE ENCLOSE A COPY CERTIFICATE OF REGISTRATION/PARTNERSHIP DEED)			
3.	YEAR OF ESTABLISHMENT	(NB: DATE OF COMMENCEMENT OF BUSINESS- IN CASE OF COMPANY)			
4.	DETAILS OF PARTNERS/KEY/SENIOR OFFICIALS/DIRECTORS/TECHNICAL OFFICER	Name	DESIGNATION	QUALIFI-CATION	EXPERIENCE
5.	NO. OF OFFICES IN INDIA AND MADHYA PRADESH				
6.	REGISTERED/HEAD OFFICE ADDRESS WITH DETAILS	Address			
		Mobile no.			
		Phone no.			
		FAX NO.			
		E-Mail id			
7.	LOCAL OFFICE ADDRESS WITH DETAILS	ADDRESS			
		Mobile no.			
		Phone no.			
		FAX NO.			
		E-Mail id			
.	CONTACT DETAILS FOR CORRESPONDENCES IN CONNECTION WITH TENDER	ADDRESS			
		Mobile no.			
		Phone no			
		FaxNo.			
		E-mail			
9.	WHETHER REGISTERED/EMPANELLED WITH ANY ORGANISATION/PUBLIC BODY	NAME OF ORGANISATION		SINCE WHEN	
		(ENCLOSE DOCUMENTARY PROOF)			

<table>
<tr><td rowspan="3">10.</td><td rowspan="3">SERVICE SUPPORT IN MADHYA PRADESH (PROVIDE DETAILS AS PER FORMAT)</td><td colspan="5">PLEASE FURNISH COMPLETE DETAILS OF OFFICES (ADDRESS AND CONTACT DETAILS LIKE MOBILE NO., PHONE NO, FAX, EMAIL ADDRESS) WITH NUMBER OF SUPPORT STAFF.
WHETHER HAVING OFFICES AT UNDER NOTED LOCATIONS?</td></tr>
<tr><td rowspan="2"></td><td>LOCATIONS</td><td>OFFICE AVAILABLE (YES OR NO)</td><td colspan="2">ADDRESS AND CONTACT DETAILS LIKE MOBILE NO., PHONE NO, FAX, EMAIL ADDRESS) WITH NUMBER OF SUPPORT ENGINEERS AND THEIR NAMES</td></tr>
<tr><td colspan="4">JABALPUR</td></tr>
<tr><td>11.</td><td>GSTIN NUMBER</td><td></td><td colspan="4">(PLEASE ENCLOSE A CERTIFIED COPY OF LATEST GST RETURN)</td></tr>
<tr><td>12.</td><td>PAN (PERMANENT ACCOUNT NUMBER)</td><td></td><td colspan="4">(PLEASE ENCLOSE A CERTIFIED COPY OF LATEST INCOME TAX CLEARANCE CERTIFICATE/ RETURN FILED/ ASSESSMENT ORDER)</td></tr>
<tr><td>13.</td><td>DETAILS OF AUTHORISED SIGNATORY</td><td></td><td colspan="4">(PLEASE ENCLOSE COPY OF THE BOARD RESOLUTION/ POWER OF ATTORNEY AUTHORIZING THE SIGNATORY TO REPRESENT THE COMPANY/ FIRM)</td></tr>
<tr><td rowspan="8">14.</td><td rowspan="8">KEY FINANCIALS</td><td rowspan="8"></td><td>(RS. IN CRORES)</td><td colspan="3">AS AT CLOSE OF BUSINESS AS ON</td></tr>
<tr><td></td><td>31.03.2024</td><td>31.03.2025</td><td>31.03.2026</td></tr>
<tr><td>TURNOVER/SALES</td><td></td><td></td><td></td></tr>
<tr><td>OTHER INCOME</td><td></td><td></td><td></td></tr>
<tr><td>PROFIT BEFORE TAX</td><td></td><td></td><td></td></tr>
<tr><td>PROFIT AFTER TAX</td><td></td><td></td><td></td></tr>
<tr><td>CAPITAL & RESERVES</td><td></td><td></td><td></td></tr>
<tr><td colspan="4">(PLEASE ENCLOSE COPIES OF AUDITED PROFIT AND LOSS AND BALANCE SHEET ALONG WITH AUDITOR’S NOTE)</td></tr>
<tr><td>15.</td><td>NAME AND ADDRESS OF BANKERS</td><td colspan="5">(PLEASE ENCLOSE LATEST SOLVENCY CERTIFICATE WORTH 50 LACS ISSUED not later than 06 months on date of submission OR ANY OTHER EQUIVALENT CERTIFICATE ACCEPTABLE TO BANK)</td></tr>
</table>

<table>
<tr><td rowspan="4">16.</td><td rowspan="4">LIST OF CLIENTS WHOSE WORK
HAS BEEN UNDERTAKEN DURING LAST THREE YEARS</td><td>CLIENT NAME AND WORK LOCATION ADDRESS</td><td>CONTACT PERSON</td><td>TELE NO.</td><td>Name of work</td><td>Amount of work undertaken</td><td>START DATE</td><td>Completion Date</td></tr>
<tr><td rowspan="3"></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="6">(PLEASE ENCLOSE ORDER COPY/CONTRACT COPY AND CERTIFICATE OF SUCCESSFUL WORK FROM CUSTOMERS)</td></tr>
<tr><td rowspan="6">17.</td><td rowspan="6">ASSOCIATE FIRMS/COMPANIES WITH DETAILS OF ACTIVITY
AND TURNOVER</td><td></td><td colspan="2">NAME OF FIRM</td><td colspan="3">ACTIVITY</td><td>ANNUAL TURNOVER</td></tr>
<tr><td></td><td colspan="2"></td><td colspan="3"></td><td></td></tr>
<tr><td></td><td colspan="2"></td><td colspan="3"></td><td></td></tr>
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<tr><td></td><td colspan="2"></td><td colspan="3"></td><td></td></tr>
<tr><td></td><td colspan="2"></td><td colspan="3"></td><td></td></tr>
<tr><td>18.</td><td>DEALING WITH STATE BANK OF INDIA</td><td colspan="7">SINCE:
(PLEASE ENCLOSE ORDER COPY/CONTRACT COPY AND INSTALLATION CERTIFICATE(S)/SATISFACTORY PERFORMANCE CERTIFICATES FROM BRANCH MANAGER/SECURITY OFFICER OF THE BANK)</td></tr>
<tr><td>19.</td><td>DEALING WITH OTHER PUBLIC SECTOR BANKS</td><td colspan="7">(PLEASE ENCLOSE WORK ORDER COPY/CONTRACT COPY AND CERTIFICATE FROM PUBLIC SECTOR BANK)</td></tr>
<tr><td>20.</td><td>DECLARATION REGARDING
NEAR RELATIVE WORKING IN SBI AS PER Appendix-6</td><td colspan="7"></td></tr>
<tr><td>21.</td><td>MENTION ANY LITIGATION/ARBITRATION CASE PENDING AGAINST THE
FIRM</td><td colspan="7"></td></tr>
<tr><td>22.</td><td>HAVE YOU BEEN BLACK LISTED
BY ANY ORGANISATION IN THE
PAST 3 YEARS, IF YES, FURNISH DETAILS</td><td colspan="7"></td></tr>
</table>

Annexure-XIV

RULES FOR ONLINE BIDDING IN GeM PORTAL:-

- Bidders are required to fill the attached price bid in excel format and same should be uploaded in pdf format.
- There should be no mismatch between price bid in excel format and uploaded pdf format.
- Bidders are required to quote the values up to two decimal places as arrived in excel format (auto calculated).
- Bidders are required to quote service charges inclusive of GST (3.85% to maximum ceiling of 7%) over and above the base price up to two decimal places. If it contains more than two digits after decimal place, only first two digits shall be considered for without any rounding off.
- Bidders have to exactly match the estimated bid value (inclusive of GST) in the provided excel sheet by filling the rates comprising of manpower cost and service charges. No mismatch is allowed, if found any, bid is liable for rejection.
- Final quoted value shall be exactly match with estimated bid value. No variation is allowed. Bid is liable for rejection for non-adherence.
- Price bid once submitted cannot be altered/changed during financial evaluation.