

 <p><b>बैंक ऑफ महाराष्ट्र</b> <b>Bank of Maharashtra</b> भारत सरकार का उद्यम <b>एक परिवार एक बैंक</b></p>	<p><b>अंचल कार्यालय अहमदाबाद/Zonal office Ahmedabad</b> मावलंकर हवेली, वसंत चौक, भद्र अहमदाबाद 380001 Mavalankar Haveli, Vasant Chowk, Bhadra Ahmedabad 380001 टेलीफोन/TELE- 079-25507901/03 फैक्स/FAX-079-25509564 ई-मेल/e-mail : hindi_ah@mahabank.co.in</p> <p><b>प्रधान कार्यालय:</b> लोकमंगल, 1501, शिवाजीनगर, पुणे-5 <b>Head Office:</b> LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5</p>	 <p>एक कदम स्वच्छता की ओर 'स्वच्छता अभियान' की सफलता हेतु हम प्रतिबद्ध हैं</p>
--	--	---

## Request for Proposal (RFP)

For

### Outsourcing and Empanelment of Agencies for Security Guards and Armed Guards

 <p><b>बैंक ऑफ महाराष्ट्र</b> <b>Bank of Maharashtra</b> भारत सरकार का उद्यम <b>एक परिवार एक बैंक</b></p>	<p><b>अंचल कार्यालय अहमदाबाद/Zonal office Ahmedabad</b> मावलंकर हवेली, वसंत चौक, भद्रा अहमदाबाद 380001 Mavalankar Haveli, Vasant Chowk, Bhadra Ahmedabad 380001 टेलीफोन/TELE- 079-25507901/03 फैक्स/FAX-079-25509564 ई-मेल/e-mail : hindi_ah@mahabank.co.in</p> <p><b>प्रधान कार्यालय:</b> लोकमंगल, 1501, शिवाजीनगर, पुणे-5 <b>Head Office:</b> LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5</p>	 <p>एक कदम स्वच्छता की ओर 'स्वच्छता अभियान' की सफलता हेतु हम प्रतिबद्ध हैं</p>
--	---	---

## Request for Proposal (RFP)

### For Outsourcing Security guards & Empanelment of Vendors

Bank of Maharashtra, **Zonal Office Ahmedabad, Mavalankar Haveli, Vasant Chowk, Bhadra Ahmedabad 380001** invites sealed offers in two-bid system from Private Security Agencies (PSAs) having their own Offices in states of Gujarat and providing services of Security Guards, (Armed Guards) in districts in states of Gujarat and for empanelment of vendors for a period of 3 years with a provision of renewal every year based on performance and discipline and it will be the sole discretion of the bank to renew the contract.

RFP Forms can be obtained from **Sr. Manager ( Rajbhasha )** at the above mentioned address (Tel: 079-25507901/2 ) on payment of **Rs.5000/- (Non-Refundable)** by way of Demand Draft / Pay Order favoring Bank of Maharashtra payable at Ahmedabad. However, for RFP downloaded from website, the Pay Order / Demand Draft will be submitted along with the Techno-commercial Offer.

**Last date for submission of RFP : 09 August 2019 time**

**05.00 p.m.**

**Opening of Technical Offer : Date & time will be informed**

**Telephonically/through e-**

**mail**

**Price Bids will be opened only of those PSAs whose tenders will be found technically qualified.**

Offers from firms not having their own offices in states of Gujarat as the case may be, will not be considered. All conditions and parameters will be evaluated with reference to the firms submitting the tenders. The Bank reserves the right to reject any / all applications without assigning any reason whatsoever and also to confirm authenticity of the facts submitted by the bidders.

## **SCOPE OF THE WORK**

Deployment of Ex-servicemen Armed Guards (Only for 8 hrs general shift), as the case may be, under Ahmedabad Zone of Bank of Maharashtra. The number of **Armed Guards will be approximately 09**, this number may increase / decrease depending upon the requirement of the Bank during the **period of empanelment / contract i.e. three years**. The decision of the Bank in this regard will be final.

### **1. TERMS & CONDITIONS**

1.1 Deployment of Security Guards is to be completed w.e.f. **01.09.2019**.

1.2 Any delay in deployment over the stipulated period will **attract penalty of 5%** of the monthly contract payment per day subject to maximum of the monthly contract payment per month. The Bank reserves the right to recover this amount by any mode, which includes adjusting from any payment to be made by the Bank to the PSA.

### **2. ELIGIBILITY CRITERIA FOR SHORT-LISTING / Empanelment PSAs**

2.1 For empanelment or short listing of Private Security Agencies (PSAs) the following criteria shall be applied. For this purpose PSAs shall submit proof documents along with the Tender and PSAs not conforming to any of these parameters will not qualify for empanelment or short listing:

- a) PSAs should be either registered companies or registered partnership firms reputed for providing Security guards' services.
- b) Holding PASARA Licenses under Private Security Regulation Act 2005.
- c) PSAs should have their own infrastructure for training their guards and **License from DG Home guard**
- d) PSAs should have credible Supervisory Infrastructure.
- e) PSAs should have Income Tax PAN and the latest Clearance

Certificate.

- f) PSAs should have Audited Balance Sheets and Profit & Loss Accounts for the past three years and the average turnover of the PSAs in the last three years should not be less than five crore rupees.
- g) PSAs should have Registration under Shops & Establishments Act.

- h) PSAs should have a valid certificate from ESI Corporation.
- i) PSAs should have a valid certificate under EPF & Misc. Provisions Act 1952.
- j) PSAs should have documents proving compliance of Minimum Wages Act 1948 and other Labor laws and rules.
- k) PSAs must have an office in **Ahmedabad, Gujarat**, as the case may be, with telephone & fax and manned during the office hours.
- l) PSAs should have been in the business of providing Security guard services at least for the last three years in PSU's Banks.
- m) PSAs should furnish three Reference Sites and on request by the Bank the Referees should testify about the performance of the PSAs to the Bank's satisfaction.
- n) PSAs should have on its roles minimum **200 Security Guards**.

(Attach proof)

- o) PSAs should submit solvency certificate of **Rs 10, 00,000/- (Rupees Ten laces only.)**
- p) PSA should be **DGR empanelled** and relevant documents should be provided for authenticity. **Priority will be given to DGR Empanelled Agency.(In case, if no suitable DGR empanelled agency is found, we will go for Non DGR empanelled agency from the same tender only & no fresh notification will be issued for the same).**
- q) ISO 9001-2008 certification

2.2 PSAs should furnish details about their firm as per profile at **(Annexure - II)**.

### **3. ELIGIBILITY CRITERIA FOR ARMED GUARDS, SECURITY GUARDS**

The Guards should confirm to the following norms:-

- 3.1 Should be either ex-servicemen or ex-paramilitary personnel, having 2 yrs. experience.
- 3.2 Age should not be above 50 years of guards.

3.3 Should not be in Low Medical Category i.e. should be physically fit in all respects. Medical category recorded in the discharge book of the ex-servicemen or ex-Para military personnel will be considered valid for two years from the date of discharge and thereafter his medical fitness will be considered as per fresh medical fitness certificate from Registered Medical practitioner with qualification not less than M.B.B.S. as produced for verification by the PSA.

3.4 The outsourced Armed Guard should have his own or the PSAs firearm held under a valid Arms license. The Bank will not take the responsibility for the safe-custody of gun of the guard.

3.5 The duty of the Security Guard will be to keep a watch over persons visiting the premises/ZO where ever deployed. The Armed Guard shall not use his firearm on any occasion except as his right to his private defense as provided U/s 96 to 106 of the Indian Penal Code when, and only if, his life is perceived to be in danger from armed miscreants having the intent of committing theft inside the branch.

#### **4. TWO BID SYSTEM OFFER**

The offer will be in two parts, Techno-commercial Offer and Price Bid. Both the parts should be submitted in separate sealed covers duly super scribed "**Techno-commercial Offer for Security Guards Services**" and "**Price Bid for Security Guards Services**" respectively and both sealed envelopes should be placed in another sealed envelope super scribed "**Offer for Security Guards Services**" and should be submitted latest by 05.00 p.m., **on 09.08.2019**. The offer should be dropped in the **Tender Box** kept at the **Rajbhasha department, Zonal Office Ahmedabad** at the above mentioned address.

#### **5. EARNEST MONEY DEPOSIT**

Earnest Money Deposit of **Rs.10,000/- (Rupees Ten thousand only)**, in the form of a demand draft/pay order issued by a scheduled commercial bank favoring Bank of Maharashtra, payable at Ahmedabad must be submitted along with the Techno-commercial Offer. Offers not accompanied with Earnest Money Deposit of Rs.10,000/- will not be accepted. This amount will be forfeited if, having been selected by the Bank for the job, the offered refuses to accept deployment order or having accepted the deployment order, fails to carry out his obligations mentioned therein. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful Offerer. The Earnest money paid by the successful Offerer will be released after six months of satisfactory deployment of required number of Security Guards.

## **6. TECHNO-COMMERCIAL OFFER (TO)**

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

The Techno-commercial Offer should comprise of the following:

- 6.1 Covering letter on the prescribed format (**Annexure-I**).
- 6.2 Pay Order for Rs.5000, i.e., Cost of RFP Forms, **if downloaded from Bank's website.**
- 6.3 Earnest Money Deposit of Rs.10,000/- in the form of a demand draft / pay order issued by a scheduled commercial bank favoring Bank of Maharashtra, payable at Ahmedabad.
- 6.4 PSA profile as per **Annexure II**.
- 6.5 Documentation (Product Brochures, leaflets, manuals etc., if any) /soft copy.
- 6.6 Details of reference sites as per **Annexure-III**.

## **7. PRICE BID**

The Price Bid should contain all relevant rates and charges and the rates should be quoted per guard **in Indian Rupees** only for Ex-servicemen armed guard. The Price Bid should not contradict the TO in any manner.

## **8. PRICE COMPOSITION**

8.1 Monthly Rates per Ex-servicemen Armed will be given in the format **Annexure-IV-B**. Rates applicable on the date of issue of this tender should be quoted.

8.2 The Bank will shortlist suppliers, who satisfy commercial and other requirements laid down in the document. The Price Bids of only the short listed suppliers will be opened. Short listed suppliers will be notified by e-mail/post and authorized representatives may be present at the time of opening of the Technical Offers and Price

Bids as per date and time given above. No separate information will be given.

## **9. NO ERASURES OR ALTERATIONS**

Techno-commercial details and price bid details must be completely filled up. Corrections or alterations, if any should be authenticated.

## **10. AGREEMENT BETWEEN THE PSA AND THE BANK**

The successful offerer shall execute an Agreement with each HQ/Branch on Rs.100/- non-judicial Stamp Paper as per Terms & Conditions as per **Annexure-VI**. It is understood that the PSAs, who are willing to offer their Security Guards' services in response to this RFP have read all the terms and conditions given at Annexure-VI and have agreed to all the Terms & Conditions without any modifications.

## **11. VALIDITY OF OFFER**

The offer will be valid for a period of 60 days from the last date (i.e. from 09.08.2019) of submission of the tenders.

## **12. EVALUATION PROCESS**

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

### **12.1 Stage I**

Incomplete Offers, i.e., offers not accompanied by the mandatory documents as mentioned above, cost of RFP Forms and EMD shall be rejected.

### **12.2 Stage II**

Offers will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof documents submitted by the PSAs Annexure-V. Offers not complying with the eligibility criteria will be rejected. Scoring of marks will be based on Annual Turnover, Number of nationalized Bank and number of guards per bank, Deployment of Security guards last five years (PSU Bank preferred), Training infrastructure, Training set up, Offices in states of Gujarat, as the case may be, ISO certification, DGR empanelment and other pre-qualification criterion prescribed in the Terms and Conditions of the contract (The Rajbhasha Department may fix the marks accordingly). The firm/agency which has secured Twenty out of Thirty four marks will be considered as technically qualified. The financial bids of all the technically qualified firms/agencies/bidders will be opened for financial evaluation. The work will be awarded to the L-1 agency. In case the financial bid of more than one agency is same as L-1, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation. The performance including the discipline of armed guards and security guards and supervision by the agency will be observed for 3 months and if found not up to the desired satisfaction, the bank will have the sole right to terminate contract and go for L2 (similarly L3, L4).

### **12.3 Stage III**

Short-listing of supplier(s) based on satisfactory feedback from reference sites.

### **12.4 Stage IV**

Opening the Price bids of the short-listed firm(s) ---as per Price bid format enclosed at Annexure-IV.

### **13. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER**

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reason whatsoever.

### **14. OPENING OF OFFERS**

Techno-commercial Offers will be opened at 04.00 p.m., on 19.08.2019 in the presence of the Offerer or their representatives (authority letter must be carried by their representatives). The Offerer / their representatives may be present at the time of opening of the Techno-commercial Offers. No separate intimation will be sent for Opening of Techno-commercial offer and Price bid. The Techno-commercial Offers will be opened at the time and date stipulated above irrespective of the number of Offerer or their representatives present.

### **15. PAYMENT TERMS**

No advance amount will be paid to PSA. Monthly payment conforming to the attendance of the Security Guards as per documents to be maintained by the PSA and submitted to the Bank shall be made by the Bank after the end of every calendar month.

### **16. CLARIFICATIONS**

For any clarifications, if any, contact our Office on the below mentioned address or telephone.

**Zonal Manager  
Bank of Maharashtra  
Ahmedabad Zonal Office,  
Mavlankar Haveli,  
Vasant Chowk,  
Bhadra Ahmedabad 380001,  
Phone 079-25507901/2/4**



**Annexure – I**

**(Letter to the Bank on the PSA letter head)**

**To  
Zonal Manager  
Bank of Maharashtra,  
Ahmedabad Zonal Office,  
Mavlankar Haveli,  
Vasant Chowk,  
Bhadra Ahmedabad 380001,**

Dear Sir,

Sub: **Your RFP For Deployment of Security Guards**

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

We confirm that we have not been disqualified by any PSUs for deployment of Security Guards.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.

We also confirm that the offer shall remain valid for 60 days from the last date of submission of the tenders.

We hereby confirm that we have read the terms and conditions given at the **Annexure-VI** of the RFP and agree to them fully.

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

We enclose herewith a Demand Draft/Pay Order **for Rs.10,000/- (Rupees Ten thousand only)** favoring Bank of Maharashtra and payable at Ahmedabad, towards Earnest Money Deposit, details of the same are as under:

1. Demand Draft/Pay Order No. :
2. Date of Demand Draft/Pay Order :
3. Name of Issuing Bank & Branch :

Yours faithfully,

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

**PSA PROFILE**

1. Name of the Organization and Address:
  
2. Year of Establishment (Submit proof):
  
3. Status of the firm (Submit proof):  
(Whether Pvt. Ltd. company / Public Ltd. company/ Partnership Firm)
  
4. Name of the Chairman/Managing Director/CEO/Country Head (as the case may be):
  
5. Whether registered with the Registrar of Companies/Registrar of Firms in India. If so, mention number and date and enclose Registration Certificate copy.
  
6. a) Name and address of Bankers (Submit proof) :
  - i)
  - ii)
  
- b) Turnover of the Company/Firm in 2016-17, 2017-18, 2018-19  
(Please attach a copy of audited Balance Sheet and Profit & Loss Account for the Years 2016-17,2017-18,2018-19 as proof documents)  
2016-17:  
2017-18:  
2018-19:
  
7. Whether registered for Service Tax purposes. If so, mention number and date.(Submit proof) :
  
8. DGR Registration details & validity :-
  
9. Whether an assessed of Income Tax. If so, mention Permanent Account Number. Furnish copies of Income tax clearance certificate.
  
10. Is the Company/Firm a supplier of Security Guards Services? If yes,
  - a) Mention the addresses, phone numbers and fax numbers of the Offices below:  
  
Head Office address :-  
Local office address :-

11. What are your core area of activities? Mention the fields giving the annual turnover for each field.

- i)
- ii)
- iii)

12. Deployment of Security Guards services since when?

13. If you are providing security guards/ armed guards (10 or more) to other corporate bodies and public sector banks, for furnish their names, date of empanelment and number of Armed Guards / Security Guards.

14. Furnish the names of renowned organizations, where you are supplying Security Guards services in the last three years :

<b>Name of Organization with Address &amp; Tele Nos</b>	Since when?	Number of guards	Average annual Payment received

**Please attach copies of their orders or payment proof)  
A separate sheet may be attached if the above space is inadequate)**

Sr No	<b>Name of the Nationalized Bank &amp; Tele Nos</b>	Since When?	Number of guards	Avg. annual payment

Sr No	<b>Nationalized Bank</b>	<b>No of Ex-servicemen Guards deployed</b>

**Please attach copies of their orders or payment proof)  
A separate sheet may be attached if the above space is inadequate)**

**15.**Details of Training facility

Location of training facility and details of training imparted (syllabus)	No of Guards trained	of Any other training

**Details of Security Supervisory Staff**

<b>Sr. No.</b>	<b>Name</b>	<b>Qualification</b>	<b>Post Held</b>	<b>Experience</b>

I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, any contract made between ourselves and Bank of Maharashtra on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

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

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

I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.

Place:

Date :

SIGNATURE:

Name & Designation & seal of the  
Company

## Annexure III

### Reference Site Details

(1) Name of the company / PSU Bank / Govt Body	
Address of the company / PSU Bank	
Contact person	Name: Designation: Landline No.: Cell No.: E-mail id: Fax No
Details of Security Guards deployed in last 3 years (Ref. No., date of order and quantity)	<b>Ex-servicemen Guards</b>
(2) Name of the company / PSU	
Address of the company / PSU	
Name, designation of contact person with telephone No. and e- mail id	Name: Designation: Landline No.: Cell No.: E-mail id:
Details of Security Guards deployed in last 3 years (Ref. No., date of order and quantity)	<b>Ex-servicemen Guards</b>
(3) Name of the company	
Address of the company	
Name, designation of contact person with telephone No. and e- mail id	Name: Designation: Landline No.: Cell No.: E-mail id: Fax No.

Details of Security Guards deployed in last 3 years Ref. No., date of order and quantity)	<b>Ex-servicemen Guards</b>
--	-----------------------------

**AUTHORISED  
SIGNATORY**

## PRICE BID -EX-SERVICEMEN GUARDS

### Annexure IV-A

<b><u>FORMAT AS PER DIRECORATE GENERAL OF RESETTLEMENT,MOD, GOVERNEMENT OF INDIA</u></b> <b><u>AREA- B MINIMUM WAGES STRUCTURE.</u></b>					
Sr. No	Description	Percentage (this is to be read in conjunction with latest rules/acts/regulations and polices promulgated by competent Government Authority)	<b>Ex-servicemen</b> Guard (Without arms)	<b>Ex-servicemen</b> Guard (with arms) /Gunman	Remarks
(a)	Basic Wages (BW) plus variable Allowance (VDA)				
(b)	Employees State Insurance (ESI)				
(c)	Employees Provident Fund (EPF)				
(d)	Employees Deposit linked Insurance (EDLI)				
(e)	Administrative Charges				
(f)	House Rent Allowance (HRA)				
(g)	ESI on HRA				
(h)	Bonus				The lower limit amount to be reflected
(i)	Uniform Outfit Allowance				
(j)	Uniform Washing Allowance				
(k)	<b>TOTAL</b>	<b>Sum of (a) to (j)</b>			
(l)	Weekly Off/National Holidays /other Holidays				
(m)	<b>Total Cost Per Head</b>	<b>Sum of (k) and (l)</b>			
(n)	<b>Service Charge Not more than 15% of total cost per Head</b>				
(o)	<b>Sum Total</b>	Sum of (m) and (n)			
(p)	Service Tax				
	<b>Final Total</b>	Sum of (o) and (p)			

We hereby confirm that the Basic plus VDA/Spl.Allc. quoted above is not less than the current minimum wages stipulated by the Ministry of Labor



and Employment, Government of India and that other mandatory charges, i.e., EPF, ESI, EDLI & Bonus etc. are in conformity with the provisions of the respective Acts. We further agree that the Price Bid will be rejected if any of the above rates and percentage are not in compliance with the respective statutory laws.

DATE:

DESIGNATION :

SIGNATURE:

NAME OF THE FIRM / AGENCY WITH OFFICE STAMP

**Note:**

Agency to quote service charges in percentage at serial “n” of the above price bid (the service charges quoted should not be more than 15% of total cost per Head)

**Annexure IV-B**

**PRICE BID ---**

<b>Sr. No.</b>	<b>Description</b>	<b>Percent age (%)</b>	<b>Lady Guard Per guard rate 8 Hour duty</b>
(A)	Basic Wages plus Variable Dearness Allowance(VDA)	-----	
(B)	HRA		
(C)	Washing allowance		
(B)	Employees State Insurance (ESI)		
(E)	Employees Provident Fund (EPF)		
(F)	Paid Holiday		
(G)	Bonus		
(H)	Uniform		
(I)	Gratuity		
(J)			
(K)	Admn. Charges		
(L)	<b>Service Charge Not more than 15% of total cost per Head</b>		
(M)	Service Tax		
	<b>Final Total</b>		

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

DATE:

DESIGNATION :

SIGNATURE:

NAME OF THE FIRM / AGENCY WITH OFFICE STAMP

**NOTE:**

Agency to quote as per **Annexure IV-B** for price bid for Lady Security guard as per minimum wages for Semi-skilled category with corresponding Spl.Allc. as stipulated in minimum wages notification by Government. Agency to quote service charges in percentage at serial “**L**” of the above price bid (the service charges quoted should not be more than 15% of total cost per Head)

**ANNEXURE-V**

**Name of the PSA:**

**Technical Evaluation**

<b>Sl. No.</b>	<b>Information to be provided</b>	<b>To be filled by the Bidder</b>	<b>For office use</b>	<b>Evaluation marks</b>	<b>Remarks</b>
1.	Annual Turnover (in Lakhs) during last three financial years			Above 2 Cr -2 point Maximum above 5 cr- 2 points	
2.	Services presently being provided in Number of Nationalized banks and Number of guards per bank.			Per PSU Bank 2 Points(Minimum 10 guards in PSU bank)	Maximum 5 PSU banks will be considered (Copy of deployment order, location & address to be furnished)
3.	Deployment of Security guard for the last five years in PSU's Banks			Minimum 3 yrs- 2 points. Above 3 yrs -2 points	
4.	Own infrastructure for training their guards having Licence from DG Home guard.			4 points	
5.	Training set-up [No. of Trainers] (a) Part-Time (b) Full-Time (c) Below JCO Rank (d) Above JCO Rank			2 points (Each post ½ points)	
6.	Have an office in _____, with telephone & fax and manned during the office hours			4 points	For the last 2 yrs (proof)
7.	ISO 9001-2008 Certification of the firm(Yes/No)			2 points	
8.	DGR empanelment.			4 points	Non Operational agencies will not be considered (List as per recent DGR notification)
	<b>TOTAL</b>			<b>34 POINTS</b>	

**1) Minimum qualifying points should be 20 points and above.**

**2) Deduction of 2 points for unsatisfactory service for each year per reference site (Maximum three references) in the past in any PSB.**

DATE:

SIGNATURE: DESIGNATION: NAME OF THE FIRM/AGENCY WITH OFFICE STAMP

**Note: Photocopies of all necessary documents (pertaining to technical evaluation/ Eligibility) duly self-attested must be enclosed and flagged for verification by the bank on the information provided.**

a) PSAs should be either registered companies or registered partnership firms reputed for providing Security guards' services.

b) PSAs should have license in accordance with Private Security Regulation Act 2005 in states, where the Act has been implemented.

c) PSAs should have their own infrastructure for training their guards and Licence from DG Home guard.

d) PSAs should have credible Supervisory Infrastructure.

e) PSAs should have Income Tax PAN and the latest Clearance Certificate.

f) PSAs should have Audited Balance Sheets and Profit & Loss Accounts for the past three years and the average turnover of the PSAs in the last three years should not be less than two crore rupees.

g) PSAs should have Registration under Shops & Establishments Act.

h) PSAs should have a valid certificate from ESI Corporation.

i) PSAs should have a valid certificate under EPF & Miscellaneous Provisions Act 1952.

j) PSAs should have documents proving compliance of Minimum Wages Act 1948 and other Labor laws and rules.

k) PSAs should have an office in Pune, as the case may be, with telephone & fax and manned during the office hours.

l) PSAs should have been in the business of providing Security guard services at least for the last three years preferably PSU's Banks.

m) PSAs should furnish three Reference Sites and on request by the Bank the Referees should testify about the performance of the PSAs to the Bank's satisfaction.

n) PSAs should have on its roles minimum 200 Security Guards.  
(Attach proof)

o) PSAs should submit solvency certificate of Rs 10,00,000/- (Rupees Ten lacs only.)

p) PSA should furnish valid DGR empanelment documents.

q) ISO 9001-2008 Certificates