



बड़ौदा राजस्थान क्षेत्रीय ग्रामीण बैंक
Baroda Rajasthan Kshetriya Gramin Bank
(बैंक ऑफ बड़ौदा द्वारा प्रायोजित) (Sponsored by Bank of Baroda)

निविदा सूचना

विषय : हमारे बैंक की विभिन्न शाखाओं व कार्यालयों में आर्म्ड सुरक्षा गार्ड की सेवाएँ लेने हेतु निविदा ।



**NOTICE INVITING TENDER
SCHEDULE OF TENDER (SOT)**

S. No.	Particulars	Detail
1-	Issuing date for RFP	15-01-2022
2-	Last date and time for submission of Tender	04-02-2022 Up to 5:00 pm
3-	Schedule of Pre bid meeting	21-01-2022 12:30 pm
4-	Date and Time of Opening Technical Bid	05-02-2022 11:00 am
5-	Date and Time of Opening Financial Bid	07-02-2022 03:30 pm
6-	Place of meetings , submission & opening of Bids	Baroda Rajasthan Kshetriya Gramin Bank Head Office Plot 2343, IInd Floor, Vaishali Nagar, Ajmer, 305004
7-	Address for communication	Baroda Rajasthan Kshetriya Gramin Bank Head Office Plot 2343, IInd Floor, Vaishali Nagar, Ajmer, 305004
7	Earnest Money Deposit	₹ 300000/- to be deposited in the form of DD issued in favour of BRKGB Payable at AJMER. Please mention your Name/ Company's Name and name of tender on DD(Overleaf)
9	Tender Fees	Tender Fees ₹2000/- will be submitted in the form of D.D. favouring Baroda Rajasthan Kshetriya Gramin Bank Payable at AJMER.



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Tender Notice for Providing Armed Security Guards (Ex- Servicemen OR others) under 'Annual Contract' for Security of Bank's Branches/Offices.

BRKGB AJMER invites Tender for Annual Service Contract for Providing Armed Security Guards (Ex-Servicemen or others) at various branches/Offices situated in our Regions Alwar, Baran, Banswara, Bharatpur, Bhilwara, Chittorgarh, Churu, Jhunjhunu, Kota, Neem Ka Thana, Sawaimadhopur and Sikar. Initially for the period 12 Month and it will be extended further for 24 Months after annual review.

For further details, please visit our bank's website www.brkgb.com

Place: Ajmer
Date :15-01-2022

General Manager
BRKGB H.O.
AJMER



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DISCLAIMER

1. BRKGB AJMER, has prepared this document to give background information on the work to the interested parties. While BRKGB has taken due care in the preparation of the information contained herein and believes it to be in order, neither BRKGB nor any of its authorities or any of their respective officers, employees give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

2. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by BRKGB in submitting the Tender. The information is provided on the basis that it is non – binding BRKGB or any of its authorities or any of their respective officers, employees. BRKGB reserves the right not to proceed with the work or to change the configuration of the work, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.



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Bidders are requested to read the terms & conditions of this tender before submitting their tender.

Contact person (BRKGB Head Office, AJMER):

Shri N M Dangi,
General Manager,
BRKGB, AJMER

E-mail ID: pe.ho@barodarajasthanrrb.co.in
Phone no: 8003490003

Special Note towards Tender fee:

- 1- The vendors shall pay the Tender fee Through DD favouring "Baroda Rajasthan Kshetriya Gramin Bank" Payable at AJMER
- 2- Tender fee is non-refundable.
- 3- Information about tenders /corrigendum will be uploaded on bank's website and information in this regard will be published in news paper. No separate information will be sent to any one.
- 4- Tender will not be entertained/accepted after the due date and time mentioned in Notice Inviting Tender.

5- Bidding in Tender:

- a) Vendor(s) need to submit necessary EMD, Tender fees (if any) to be eligible to bid the Tender. Tender fees is non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.
- b) The process involves two bid system i.e. Technical and financial Bid for submission of tender. Pre Bid Meeting is also scheduled.
- c) The vendor(s) who have submitted tender fee can only submit their Technical Bid and financial Bid although for financial Bid one has to qualify through technical bid.
- d) Bank reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- e) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the Tender by any vendor confirms his acceptance of terms & conditions of the tender.
- f) Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
- g) The tender inviting authority has the right to amend terms of tender , cancel this

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Tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

- h) No deviation to the technical and commercial terms & conditions are allowed.
- i) Submission of bid in the tender by any vendor confirms his acceptance of terms & conditions for the tender. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.



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Pre-Qualification Criteria

S N	Criteria
a)	Preferably should have been in this business of providing armed security services at least for the last 3 years (The applicant should submit documentary evidence in support of minimum experience of 3 years)
b)	The Tenderer may be Proprietary firm, Partnership firm, Limited company or Corporate body legally constituted
c)	Must have PAN No. and latest Income Tax Returns for last 3 years i.e. 2017-18, 2018-19 and 2019-20.
d)	Should submit latest Audited Balance Sheet with Auditor's Report Notes to the Accounts etc. for last 3 years i.e. 2017-18, 2018-19 and 2019-20. Firm's/Company also submitted Provisional CA Certified Balance Sheet for the FY 2021-22 along with UDIN no. if audit is Pending.
e)	Should possess valid license issued under Private Security Agencies Regulation Act, 2008(PSARA) valid for the State of Rajasthan.
f)	Should have his own Establishment/Set up/ Mechanism to provide training of guards
g)	Should submit the Client wise names of the work executed, awarded, actual cost of executed works, names, address and of contact details of officers/ authorities/ departments under whom the works executed should be furnished.
h)	The firm shall comply with all the requirements related to Labour Laws, Minimum Wages as per Minimum Wages Act, 1948 as prescribed by the Central Government and instructions of all rules and regulations etc. of Government and amend time to time.
i)	Should have all the necessary legal/statutory approvals to do this business in Rajasthan.
j)	Have National/Local presence
k)	The company/vendor shall not have been blacklisted by any Govt. Dept./Banks/ PSU/Private Bank/FI nor should their name be figured in IBA/RBI caution list after 01-04-2018. Company has to submit a affidavit on non-judicial stamp of Rs 50/- duly attested by notary in this regard. If entity was blacklisted after 01-04-2018 and again enlisted thereafter, The entity will not be qualified for this bid. Likewise entities blacklisted prior to 01-04-2018 but enlisted between 01-04-2018 to 31-12-2021 will also not qualified.

Name and Seal:

Signature:

Date:

Place:

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TERMS AND CONDITIONS

Terms and Conditions for award of contract for providing armed Security Guards(Ex-Servicemen or others) at various branches situated in Alwar, Baran, Banswara, Bharatpur, Bhilwara, Chittorgarh, Churu, Jhunjhunu, Kota, Neem Ka Thana, Sawaimadhopur and Sikar Regions of the Bank. Initially for the period 12 Month and it will be extended further for 24 Months after annual review, as per laid down contractual obligations.

Staff to be Engaged	Posting	locations
Aprrox 64 (No. may decrease or increase) armed Security Guards either Ex-Servicemen or Others, in total for above mentioned Regions.	one guard in only shift i.e. from 9.30 a.m. to 5.30p.m.	various branches in Alwar, Baran, Banswara, Bharatpur, Bhilwara, Chittorgarh, Churu, Jhunjhunu, Kota, Neem Ka Thana, Sawaimadhopur and Sikar Regions of Bank

- 1. Liability of the Workers:** That the persons deployed by the Contractor for the services mentioned above shall be the employees of the Contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Contractor and in no case, shall a relationship of employer and employee between the said persons and the BRKGB shall accrue/arise implicitly or explicitly. It will be the responsibility of the Contractor to ensure that no liability on this count should come on BRKGB in respect of workers deployed by him.
- 2. Responsibility of the Contractor:** That on taking over the responsibility of work assigned, the Contractor shall formulate the mechanism for due assignment of work to its personnel in consultation with the Regional Manager (R.M.) of Concerned Region or his nominee. Subsequently, the Contractor shall review the work assigned from time to time and advise the R.M. of Concerned Region for further streamlining their system. The Contractor shall further be bound by and carry out the directions/instructions given to him by the R.M. of Concerned Region or the officer designated by the him in this respect from time to time.
- 3. Surprise Checks:** That the Regional Manager of Concerned Region or any other persons authorized by him shall be at liberty to carry out surprise check on the persons as deployed by the Contractor in order to ensure that persons deployed by him are doing their duties properly.
- 4. Act of Misconduct:** That in case any of the persons so deployed by the Contractor does not come up to the mark or does not perform his duties properly or commits



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misconduct or indulges in any unlawful riots or disorderly conduct, the Contractor shall immediately withdraw and take suitable action against such persons on the report of the Regional Manager. of Concerned Region in this respect. Further, the Contractor shall immediately replace the particular person so deployed on the demand of the R.M. of Concerned Region in case any of the aforesaid acts on the part of the said person.

5. **Carrying out of work:** That the Contractor shall carefully and diligently perform the work assigned to him in consultation with the Regional Manager. of Concerned Region
6. **Eligibility of the persons deployed:** That for performing the assigned work, the Contractor shall deploy medically and physically fit persons (should be below the age of 50). The Contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the Contractor shall be from amongst armed Security Guards of high integrity and good conduct, and shall be conversant in **Hindi and local language**.
7. **Identity of the persons deployed:** That the Contractor shall submit details, such as names, parentage, residential address, Mobile no., age etc. along with recent photograph of the persons deployed by him. For the purpose of proper identification of the employees of the Contractor deployed for the work, he shall issue identity cards bearing their photographs/identification etc. and such employees shall display their identity cards at the time of duty.
8. **Payment of wages and other dues:** That the Contractor shall be liable for the payment of wages and all other dues which they are entitled to receive under the various Labour laws and other statutory provisions.
9. **Insurance Cover:** That the Contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to BRKGB and shall comply with the statutory provisions of Contract Labour (Regulation and Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938 and amend time to time. The Contractor shall indemnify the Employer against all claims which may be made upon the employer whether under the aforesaid statutes or any other statute in force during the currency of this contract.
10. **Non-compliance of Statutory Provisions:** That the Contractor shall be solely



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responsible for any violation of provision of the Labour laws or any other statutory provisions and shall further keep the General Manager BRKGB indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expenses arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfil any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, the R.M. of Concerned Region shall be entitled to recover any of the such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the Contractor's monthly payment and Security Deposit.

- 11. Maintenance of attendance records:** That the Contractor shall be required to maintain permanent attendance register/roll at main gates of Branch or in each Branch/office campus which will be open for inspection and checking by the authorized officers of BRKGB.
- 12. Payment of Wages to the employees by the Contractor:** That the Contractor shall make the payment of wages as per the Minimum Wages Act, 1948 as stipulated by Central Government to the Security Guards so deployed through Electronic Fund Transfer i.e. NEFT/RTGS in their bank accounts and shall on demand furnish copies of wage register/muster roll/ Account Statement etc. to the BRKGB for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the Contractor to ensure that he is fulfilling his commitments, towards his employees so deployed, under various Labour Laws, having regard to the duties of BRKGB in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The Contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wages book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.

1- Protection of property and persons: The Contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of BRKGB.

2- Non-Disclosure Clause:

- a). The Contractor/Agency shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc. which may come to the possession or knowledge of the Contractor/Agency or his/her employees during the course of discharging the contractual obligations in connection with this agreement, to any third party and

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shall at all times hold the same in strictest confidence, even after the expiry/termination of this contract. The Contractor/Agency shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor/Agency shall not get published, permit to be published or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Contractor/Agency shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor/Agency and the Bank shall be entitled to claim damages and pursue legal remedies.

- b). The Contractor's/Agency shall take all appropriate actions with respect to his employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's/Agency's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

3- "The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act

- a) The Contractor/Agency shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of Women at Work Place (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 Contractor and the Contractor shall ensure appropriate action under the said Act in respect to the complaint.
- b) Any complaint of sexual harassment from any aggrieved employee of the Contractor against any employee of the Bank shall be taken cognizance of by the Complaints Committee constituted by the Bank.
- c) The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the Contractor is proved.
- d) The Contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues

4- Provisions of leave: That the Contractor shall deploy his persons in such a way that they get weekly rest. The working hours / leave, for which the work is

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taken from them, do not violate relevant provisions of Shops and Establishment Act. **The Contractor shall arrange to provide reliever equally qualified in case of absence/ weekly leave/off etc.** The Contractor shall in all dealings with the persons in his employment have due regards to all recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour(Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the BRKGB, AJMER, a sum as may be claimed BRKGB.

5- Removal of workers from premises after Termination:

The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the BRKGB and ensure that no such persons shall create any disruption/hindrance/problem of any nature in the premises of BRKGB, Branches/Offices

6- Settlement of Disputes by Arbitration:

- In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement) the same shall be referred to the sole arbitration by the G.M. of BRKGB or his nominee.
- The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the BRKGB shall appoint another person to act as arbitrator in place of the outgoing arbitrator in accordance with the terms of the agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
- The Arbitrator may give interim awards and/or directions, as may be required.
- Subject to the aforesaid provisions the Arbitrator and Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

7- Termination of the Contract: During the period of agreement, the contract may be terminated by the BRKGB by giving one month's notice in the event of

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non-compliance, disobedience or breach of any terms and conditions of the contract or unsatisfactory or inefficient working by the Contractor/Agency. In the event of termination of this agreement for any reason whatsoever, the Contractor/Agency or persons employed by him or his/her agents shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation, damages or otherwise

8- Execution of Agreement:

- The Contractor/Agency shall execute an agreement on a stamp paper of required value for due performance of the contract before starting of the work.
- If the Contractor/Agency selected fails to sign the formal agreement before starting of work or fails to undertake the work on due date, the letter of intent shall be treated as cancelled.

9- Safety Code:

- The Security Guards provided by the Contractor shall be adequately trained in Security measures including first Aid, Firefighting, emergency responses and any other disaster.
- That all precautions shall be taken by the Agency towards the safety of its assets and employees deployed at the BRKGB and it will be the sole responsibility of the Agency towards any untoward incident i.e. compensation etc., to its employees. **He should possess valid (for 3 years) arm license and gun.**

10-DUTY AND DISCIPLINE: That the Agency shall be obliged to comply with the following:

- Not to permit or carry on any unlawful activity or create indiscipline in the premises of the BRKGB.
- To be solely responsible for employment, dismissal, termination and re-employment of its employees and shall keep the BRKGB informed of all developments in this regard.
- To pay all dues of its employees and keep the BRKGB absolved and indemnified from any liability in this respect.
- To be responsible for behavior of its employees, their turnout and uniform and ensure good conduct, cooperation and discipline towards employees/officers of BRKGB and its representatives.
- Take appropriate corrective and disciplinary action against its employees against whom the BRKGB notifies.

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- f) On expiry of this agreement the Contractor shall be liable and responsible to make all statutory payments to its employees and make all other statutory obligation and liability and obtain suitable discharge in favour of the BRKGB so that no liability or obligation devolves on the BRKGB

11-General Qualifications and Experience:

- a) The Security Guards should be Ex-Servicemen OR who are not an Ex-Serviceman (i.e. others) should have been trained by institute recognized by govt.of India.
- b) The Security Guards deployed by the agency should **NOT** be rotated/shifted re- deploy without prior approval of BRKGB.
- c) The Security Guards deployed should be medically/physically fit and below 50 years of age.
- d) The Security Guards should have sound health and agility.
- e) He should possess valid (at least for 3 years) arm license and gun.

12-Other issues:

- a) The Contractor/Agency shall report to the RM of Concerned Region and will comply with the instructions issued by him from time to time.
- b) The Contractor/Agency shall raise monthly invoice on the RM of Concerned Region latest by 5th of the succeeding month. However, the monthly payment to the Security Guards shall be made before 10th of the succeeding month irrespective of the date of receipt of payment from BRKGB. The BRKGB will deduct taxes at source and all other taxes, duties as applicable from time to time from the amount payable to the Contractor.
- c) No lodging and boarding will be provided to the security guards by the BRKGB.
- d) The Contractor/Agency shall not charge any amount from the personnel deployed by him towards recruitment fee on behalf of our bank.
- e) The Contractor/Agency has to deposit the ESI and EPF contribution locally in Rajasthan only and he has to ensure that all his employees are given ESI Card and EPF Card immediately. The proof of the same shall also be enclosed with the monthly bill submitted by the Contractor/Agency.
- f) The Contractor/Agency shall get the antecedents of his personnel verified through Police authorities and the verification reports shall be made



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available to Security Officer of the bank prior to their deployment.

- g) That the Contractor shall keep the BRKGB indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case BRKGB is made party and is supposed to contest the case, the BRKGB will be reimbursed for actual expenses incurred towards Counsel Fee and other expenses, which shall be paid in advance by the Contractor to BRKGB on demand. Further, the Contractor shall ensure that no financial or any other liability comes on BRKGB in this respect of any nature whatsoever and shall keep BRKGB indemnified in this respect.
- h) The Contractor shall further keep the BRKGB indemnified against any loss to the BRKGB's property and assets. The BRKGB shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.
- i) That the Contractor/Agency shall ensure that the persons so deployed do not allow any property of the BRKGB and any equipment to be taken out of the premises without a Gate Pass signed by the designated officials of the BRKGB.
- j) It shall be the sole responsibility of the Contractor/Agency to ensure security and safety of all the property and assets, movable and immovable, and security of the BRKGB and if there is any loss to the BRKGB on account of dishonesty, and/or due to any lapse on the part of the Contractor or his worker/s, the Contractor/Agency shall make good on demand the loss to the BRKGB. He should also take steps, in consultation with BRKGB authorities, to register FIR with police, if required.
- k) That the Contractor/Agency shall provide two pairs of uniform at his own cost to the Security Guards deployed and shall include whistle, Jersey for winter, Rain coat/umbrella for rainy season, loaded gun at all the branches/offices and BRKGB shall have no liability whatsoever on this account. The uniform shall be approved by the BRKGB

13-ARBITRATION

- (a) Any dispute and/or difference arising out of or relating to this contract will be resolved through joint discussion of the authorised representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole

प्रधान कार्यालय : प्लॉट नं. 2343, द्वितीय तल, आनासागर सरकुलर रोड, वैशाली नगर, अजमेर – 305004

Head Office : Plot No. 2343, Second Floor, Aanasagar Circular Road, Vaishali Nagar, Ajmer – 305004

फोन /Phone : 0145-2642603, 2642621, 3297501 फेक्स / Fax:0145-2642603

ई-मेल / e-mail: ho@barodarajasthanrb.co.in



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Arbitrator to be appointed by the BRKGB.

- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act, 1996 as amended from time to time.
- (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the Vendor shall continue to be made in terms of the contract.
- (d) The agreement shall be subject to the jurisdiction of the Hon'ble Court at AJMER.

14-AWARD OF CONTRACT

- (a) The Bank will award the contract to the successful evaluated bidder as per fulfilment of all the terms and conditions to this tender.
- (b) The Bank will communicate the decision through a "Letter of Offer".
- (c) The successful bidder will be required to execute a contract agreement within a period of 15 days from the date of issue of Letter of Offer.
- (d) The successful bidder shall mention, in the prescribed Proforma, the number of personnel including supervisor he proposes to deploy on day to day basis, for the smooth execution of the work.

I/We have read the General Information, Scope of Work, Terms & Conditions explicitly mentioned above and accept the same to execute the contract, if awarded.

SIGNATURE & SEAL OF THE APPLICANT

(Please sign at the bottom of all pages)



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PART I – TECHNICAL BID

From,

.....
.....
.....

To
The General Manager,
Baroda Rajasthan Kshetriya Gramin Bank,
Head office Ajmer.

Sl. No.	Particulars	Details to be filled in by the Tenderer
1	Name of the Organisation	
2	(a) Type of organisation – (whether Proprietorship / Partnership / LLP / Pvt. Ltd./ Ltd. Company) (b) Date of Establishment (c) Details of Registration (Firm, Company etc.), Registering Authority, Date, Number etc. (not applicable in the case of a sole proprietorship). Please enclose relevant documents self-attested or in other manner in support of the same	
3	Name of the proprietor/ partners/ directors of the organisation with designation	
4	Regd. Office/ Business Address of the organisation along with Telephone No., Mobile No., Fax No. and e-mail. (a) Whether having own office in Rajasthan (b) Address of the local office at Rajasthan. (c) Name of the authorised official and his/ her telephone number. Please enclose relevant documents in support of the same.	

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5	Work Experience – Details of work experience as per the requirement in the Eligibility Criteria and Terms and Conditions supported by work orders, documents and certificates. The details along with documentary evidence of previous experience, if any, of similar services in government/ semi – Government/ Public Sector undertakings/ Banks/ MNCs should also be given.	
6	Whether average annual business turnover of last three financial years is 100% of the Estimated Cost i.e. More than 2 Crore per year from last three Financial Year. Supporting documents should be enclosed in proof of turnover.	
7	Income Tax Returns of last three Financial years – F.Y. 2017 –18 , F.Y. 2018 – 19 and F.Y. 2019 – 20 Audited Balance Sheet with UDIN No. Firm's/Company also submitted Provisanal CA Certified Balance Sheet for the FY 2021-22 along with UDIN no.	
8	Name and Address of the Banker. The Bankers' Certificate regarding financial standing of the tenderer is to be given by the banker on its letter head through e-mail as per format attached with this tender document. (Annex – I)	
9	Name and Address of the existing clients along with full details as per format attached with this tender document. (Annex – II)	
10	The Bank Account (IFS Code and Account Number) where payments would be received by the organisation.	



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Copies of Documents required to be submitted with Technical Bid:

- a) Audited Balance Sheet with UDIN no. (for F.Y. 2017-18, F.Y. 2018-19 and F.Y. 2019-20).
- b) Income Tax Returns of last three financial years i.e., F.Y. 2017-18, F.Y. 2018-19 and F.Y. 2019-20.
- c) List of Clients.
- d) Bankers certificate in the prescribed format ([Annex I](#)).
- e) Client Feedback from top three existing clients ([Annex II](#)) _____
- f) Certificate of Incorporation and copy if valid **PSARA** License
- g) Copy of the PAN, TIN and GST Registration wherever applicable.
- h) Copies of Registration Certificates of the Company/ firm/ agency issued by the relevant authority.
- i) Copies of E.P.F Registration Certificate and E.S.I registration certificates.
- j) Signed copy of the declaration in the prescribed format ([Annex-III](#)) _____
- k) Any other document/s required to be submitted, as mentioned above or as demanded by the Bank.

The Bank reserves the right to call for proof/ verification of any of the above mentioned particular.



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INSTRUCTIONS TO TENDERERS

1. Pre- Bid Meeting

- Tenderers requiring any clarification of this document shall contact the Bank in writing at the email address mentioned in this document or raise enquiries during the pre-Bid meeting.
- The tenderers' designated representatives are invited to attend a pre-Bid meeting on 21th January 2022 at 12:30 PM. The purpose of the meeting will be to clarify issues and to answer questions that may be raised at that stage.
- The tenderers shall submit questions, on the day of the pre-Bid meeting.
- Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a tenderer.

2. Documents comprising the Tender

The Tender shall comprise the following:

- Notice Inviting tender
- Technical Bid Details
- Financial Bid Details
- Earnest Money Deposit through DD in favour of BRKGB Payable at AJMER.
- Contract Agreement.

3. Period of Validity of Tenders

- The tender validity period shall be Ninety (90) days from the date of opening of tender.
- In exceptional circumstances, prior to the expiration of the tender validity period, the Bank may request tenderers to extend the period of validity of their tender. The request and the responses shall be made in writing.

4. Submission of Tenders

- Tenderers have to submit the tenders physically in sealed envelopes at our head office.
- The tenderers shall submit their Part II – Financial Bid in the separate envelope. The Financial bid in the tender document is for illustrative purpose only. Tender with all information shall be submitted on or before the prescribed time and date.
- If desired / prescribed information is not submitted, the Bank will assume no responsibility for rejection of tender.



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5. Deadline for Submission of Tenders

- Tenders must be submitted on or before the time and date mentioned in this document, not later than the date and time indicated in this document.
- The Bank may, at its discretion, extend the deadline for the submission of tenders by amending the Tender Document.

6. Late Tenders - No Tender after the deadline shall be allowed.

7. Tender Opening

The Bank shall open the tender physically on the notified date. Part - I (Technical Bid) of the tender will be opened in the presence of those tenderers/their authorized representatives who choose to be present. If any document not attached with the bid one day will be given to the bidder for submitting these related documents. No bidder shall be allowed to withdraw the bid, if a bidder happens to be a successful bidder.

Part-II (Financial Bid) of only those tenderers who qualify/are found suitable after scrutiny of Part-I (Technical Bid) by the Bank will be opened on a subsequent date. The decision of the Bank in this regard will be final.

8. Bid Evaluation Criteria

The Technical Bids shall be evaluated based on the available documents submitted by the bidder in the tender.

(Note: Information relating to the evaluation of tenders shall not be disclosed to tenderers or any other persons not officially concerned with such process until information on Contract award is communicated to all tenderers)

9. Clarification of Tenders

- To assist in the examination, evaluation, comparison of the tenders and qualification of the tenderers, the Bank may, at its discretion, ask any tenderer for a clarification regarding its tender, allowing a reasonable time for response. Any clarification submitted by a tenderer that is not in response to a request by the Bank shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Bank in the evaluation of the tenders.
- If a tenderer does not provide clarifications of its tender by the date and time set in the Bank's request for clarification, its tender shall be liable to be rejected.

10. Signing of Contract

The successful tenderer shall execute an agreement with the Bank on Non- Judicial stamp paper of value not less than ₹500/- within 10 to 15 days of award of work. The



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stamp duty shall be borne and paid by the Contractor. However, the issue of intimation of award of work by the Bank shall be considered as binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract.

11. Disclaimer

- a) Though adequate care has been taken while preparing this document, the tenderers shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any tenderer within seven (7) days from the date of Notice inviting tender, it shall be considered that this document is complete in all respects.
- b) The Bank reserves the right to modify, amend or supplement this document including all formats and Annex.
- c) While this document has been prepared in good faith, neither the Bank nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.

Note- The Contractors may visit the site before quoting the rates to assess the quantum of work.



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DETAILED SCOPE OF WORK

The detailed scope of work for providing Armed Security Services at the various branches/Offices of BRKGB in Alwar, Baran, Banswara, Bharatpur, Bhilwara, Chittorgarh, Churu, Jhunjhunu, Kota, Neem Ka Thana, Sawaimadhopur and Sikar.

Staff to be Engaged	Posting
Aprox 64 (No. may decrease or increase) armed Security Guards either Ex-Servicemen or Others.	One guard in only shift i.e. from 9.30 a.m. to 5.30p.m.

Scope of Work:

- Access Control: Keeping watch on the persons entering/exiting from the premises.
- Frisking and checking credentials of General Public entering Bank's premises to prevent any unauthorized items being taken inside the premises.
- Vehicle parking management: All vehicles except those belonging to staffs will be parked outside the office premises.
- At any point of time manning of Guard Posts by at least one Security Guard.
- Any other task which may be required to be done keeping in mind the security and interest of the Bank.
- Any other work assigned by the RM of concerned Region from time to time



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PART II – FINANCIAL BID

(It is for illustrative purpose only and the same should not be submitted with Technical Bid. It should be submitted in separate envelope for Financial Bid)

Annual Service Contract for Providing Armed Security Guard Ex- Servicemen/Other at various branches/Offices of BRKGB in Alwar, Baran, Banswara, Bharatpur, Bhilwara, Chittorgarh, Churu, Jhunjhunu, Kota, Neem Ka Thana, Sawaimadhopur and Sikar Regions.

Sr No	Description	Bidder's Quote % of Wages
1	Administrative/Service charges for Armed Security Guards service provider as % of wages per month notified by Chief Labour Commissioner from time to time.	

(Please attached the separate sheet indicating latest minimum wages prescribed by Government of India along with applicable rates of EPF, ESI and other statutory provisions for the full time work of the relevant job.)

Note :

1. The above price quotes is inclusive of all dues and charges payable by the bank.
2. Nothing shall be paid by the bank in addition to above quote except GST. GST will be paid additionally by the bank as per applicable rate and guidelines.
3. Wages for Armed Security Guards at Branches/Offices should be claimed as per Minimum wages provide by Government of India for Armed Guard from time to time. (Minimum wages+ EPF+ ESI)

Signature and Seal of the Tendering Agency



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(Annex-I)

(On Scheduled Commercial Bank's letter head)

Banker's certificate (from a Scheduled Commercial Bank)
(To be uploaded by the Tenderer along with the Tender)

1. Name of the Company/Agency/Firm
2. Composition of the company/agency/firm (whether Partnership/ Private Limited/ Proprietorship/ Public Limited):
3. Name of the Proprietor/ Partners/ Directors of the company/ agency firm:
4. Name of the Banker:
5. Name of the Branch and complete postal address:
6. Name and job title of the contact person along with his/her Telephone No(s) and E-mail etc.
7. Type of Account
8. Account no:
9. IFSC:
10. Credit facility/ Overdraft facility enjoyed by the company/agency/firm, if any :
11. Dealings:
12. The period from which the company/agency/firm has been banking with the bank:
13. Any other Remarks:
14. You may also kindly forward your opinion whether the above company/agency/firm is considered financially sound to be entrusted with the contract for works estimated to cost ₹ 200 Lac per annum (approx).

Signature & Seal
(For the Bank)

Place:

Date:

Note:

- i. **Bankers' certificates should be on letter head of the bank**
- ii. **In case of partnership firm, certificate to include names of all partners as recorded with the bank.**



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Annex - II

Client's Report

(On Client's Letter Head) Performance details of the Firm:

M/s.....

Located at.....

1	Work order/reference No. and Agreement Date	
2	Gross Value of the Contract(in Rupees)	
3	Date of commencement of Contract	
4	Whether the Service carried out as per agreement and the scope of the work entered with the Firm	Yes/ No
5	Reason for delay (if any)and whether any penalty/liquidated damage, if any, was imposed on the firm	
6	Comments on capabilities of the firm (indicate grading)	
a	Quality of Security provided by the firm	Outstanding/ Very Good/ Good/ Satisfactory/ Poor
b	Technical proficiency/competence	Outstanding/ Very Good/ Good/ Satisfactory/ Poor
c	Integrity and reliability of the partners/proprietors of the firm	Outstanding/ Very Good/ Good/ Satisfactory/ Poor
d	Integrity and reliability of the Personnel deployed	Outstanding/ Very Good/ Good/ Satisfactory/ Poor
e	Dealings in the execution of the work, adherence to schedule and time	Outstanding/ Very Good/ Good/ Satisfactory/ Poor
7	Did the firm go for arbitration?	Yes/ No
8	Any other information in your view will help us in making our decision.	

Name & Signature of the Reporting Officer (with Office Seal)

Place:

Date:



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DECLARATION

Annex - III

(To be submitted in the Technical Bid on the Letter head of the company, duly signed by authorised signatory)

1. The information provided by me/us is true to the best of my/our knowledge and if any information is found incorrect or false, I/we may be debarred from the tender process / being awarded the contract.
2. I/ We agree to abide by the terms and conditions stipulated by the Bank.
3. I/ We also agree that our tender will remain valid for acceptance by the Bank for a period of 90 days from the date of opening of the tender and this period of validity can be extended for such periods as may be mutually agreed upon between the Bank and us in writing. I/ We also agree to keep the earnest money valid during the entire period of validity of tender.
4. I/ We understand that the BRKGB reserves the right to accept or reject any or all of the tenders either in full or in part without assigning any reason thereof.

Dated this _____ day of _____ 2022.

Signature:

Name:

Seal of the Contractor: