

Security Services At The Banaskantha District Central Co-operative Bank Ltd., Palanpur and its branches .

Date:

The Banaskantha District Central Co-operative Bank Ltd.. known as 'Banas Bank', Palanpur, a co-operative bank registred under Gujarat State Co-operative societies Act 1961. Banas Bank is engaged in banking services. Banas Bank requires Security gunmans and Security Guards for security purpose of its Head office and varius Branches .

The Banaskantha District Central Co-operative Bank Ltd. Invites Tender For Security Service of Its Branches. Last Date For Submission of tender Document is on 04/08/2025 of Following Address.

The Managing Director,
The Banaskantha District Central Co-operative Bank Ltd.,
Banas Bhavan, Deesa Highway, Palanpur.


Managing Director

Enclosure:-

Part-(i) Agency Information

- (ii) Experience
- (iii) Scope of work
- (iv) Rates
- (v) EMD & Tender Fee
- (vi) Terms & Conditions
- (vii) Annexure-I

Part - I (Agency/Firm/Company's Information)

1	Name of the Firm/Company/ Agency	
2	Address of Registered/ Head Office	
3	Address of the Regional Branch (Nearest to Banas Bank)	
4	Name & Address of Contact Person:	
5	Type of Organization (Company, Partnership firm, Cooperative, Proprietorship.)	
6	Year of establishment	
7	PAN (Permanent Account Number)	
8	Provident Fund No. and date of Allotment	
9	GST Registration No.	
10	Professional Tax No.	
11	License to engage in the business of Private security agency DGR or PSARA by state Government's competent authority	

(Note: Please attach memorandum of association/partnership deed/registration certificate as the case may be depending upon type of organization)

Enclosures for Part-I.

- 1) Memorandum of Association / Partnership Deed/ Registration certificate of Co- operative Society or other
- 2) Registration certificate under Bombay Shops & Establishment Act for following offices
 - a) Registered Office/ Head Office
 - b) Regional Office (nearest to MDG)
- 3) PAN
- 4) GST certificate
- 5) PF A/c. No Allotment letter (ECR Return)
- 6) Income Tax/GST-Annual return (last three years)
- 7) License to engage in the business of private security agency by state government's competent authority.
- 8) Professional Tax registration certificate.
- 9) Udham registration certificate.

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Part –II (Experience)

1) Details of current and past contracts

(Please furnish details in below table, starting with current contracts to past contracts)

Sr. No.	Name of Unit or Organization	Type of unit	Total Security Personnel Deployed			Contract Period (MM/ YY to MM/ YY)
			Secu. Gunman (Ex-service man)	Secu. Gunman (Civilian)	Secu. Guard (Civilian)	
			8 hour	8 hour	8 hour	

(If you find this space inadequate, please attach details in the above prescribed format)

Note: Please attach copy of agreement & experience certificate as a proof of experience.

- i) Furnish details of existing contract with any Bank or other organization (if any)
- ii) Please mention if you have left contract mid term with any organization or if contract is terminated.
- iii) Mention separately if currently providing security to any Bank and other organization

Enclosures for Part-II.

(Please attach herewith certificate from current as well past contracts and any other testimonials and mention below the list of agreements, experience certificates, labour license in support of experience, financial data etc. attached)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

Part - III (Scope of Work)

Major responsibilities of security agency shall be:

- 1) The main responsibility of security would be protection of moveable and immovable properties of Banas Bank.
- 2) The security agency shall be solely responsible for inward and outward of items. The security agency shall be responsible for assessing adequacy of security arrangement and security systems, to protect Banas Bank's moveable and immovable property.
- 3) The security Agency shall maintain all records and registers. The security agency shall review effectiveness of security arrangement and systems periodically and shall report to management in case of modification is required.
- 4) Security personnel will be required to work round the clock in three shifts at Head Office and banks branches.
- 5) Security personnel have to monitor movement of humans and ensure that at no area any unauthorized person enters.
- 6) Respond to the alarms and calls of distress and fire fighting in case of emergency.
- 7) Necessary coordination with the police Beat patrolling etc.
- 8) Should know how to operate various Security gadgets viz. Security Alarm, Fire Alarm, CCTV system, Biometrics Access Control System.
- 9) Any other duty assigned by the Bank.

Other Responsibilities of Security Agency

- a) The Gunman/guards should be healthy, desirable physique and proper experienced.
- b) The Gunman/guards must have the working knowledge of Gujarati, Hindi and English.
- c) The Gunman/guards should perform one shift per day, double duties are not allowed.
- d) The Gunman/guards should be provided with, Gun, uniforms, shoes, whistle, torch, well finished stick etc. by the agency.
- e) The Gunman/guards should wear neat uniform while on duty along with identity card.
- f) They should not leave the duty point unless and until the reliever comes for shift duties.
- g) The security will maintain all the registers which are kept at Main Gate and other points.
- h) They have to verify all the departments, Administrative, ATMs and other Sections after office hours to ensure as to whether all buildings are locked properly.
- i) From 10.00 pm to 06.00 am one security personnel must be on patrolling duty in the campus by rotation and while patrolling he should check the building, ATM and boundary wall.
- j) They should not give lenient or casual impressions in the duties and they should be alert and attentive.
- k) They should observe movement of all the staff, customers and visitors etc.
- l) It should be ensured that all the vehicles are parked in the designated parking area only.
- m) A register/s should be maintained for recording numbers of Bank vehicle coming inside and going out from the organization.

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- n) Proper entries are to be made while handing over key to any staff and while taking over too.
- o) Transfer in/ out of security Gunman/guards from organisation should be intimated.
- p) The security staff should follow codal formalities and disciplines of security system while on duty.
- q) The security personnel should ensure that proper order has been issued by the competent officer for the items/vehicle taken out of the campus. In case of any doubts, they should immediately contact security officer in-charge of B&D Department.
- r) It is the responsibility of the security agency to safeguard the properties of the entire campus and facilities developed at this organisation.
- s) In case of fire, he should try to extinguish it with the Portable Fire Extinguisher at the site. If it is beyond his control, he should call Fire Brigade, Police and also inform Bank officials;
- t) Have the contact numbers of the local designated officials of the Security Guarding Security Agency;
- u) They should prevent use of the premises by squatters, hawkers or undesirable persons;
- v) Ensure proper flow of Staff & visitors and they should prevent misuse of the premises by antisocial elements or any such activities
- w) Ensure proper parking in the area.
- x) Should know how to operate various Security gadgets viz. Security Alarm, Fire Alarm, CCTV system, Biometrics Access Control System.

Note :

This is just an outline of responsibilities and not the exhaustive list of responsibilities. Exhaustive list of responsibilities for each security point as well security Gunman/guards shall be prepared by security agency in coordination with organization.

Part - IV (Rates)

Security persons will be paid as per the minimum wages (applicable to private security services), PF, bonus and leave as per the act.

While quoting the rates you have to consider all statutory liabilities like Minimum wage, PF, Leave with wages, Bonus, Gratuity, retrenchment compensation, insurance, uniform etc. In additions to this you should also consider cost of supervision and profit.

Please give your rates for following:

LOCATION	24 HOURS (3*8 HRS SHIFT)			8 HOURS (1*8 HRS SHIFT)
	Gunman (Ex- service man	Gunman (Civilian)	Guard (Civilian)	Guard (Civilian)
Head office	3	-	3	-
Head office currency chest	3	-	-	-
Deesa	1	-	2	-
Radhanpur	-	1	2	-
Dhanera	1	-	2	-
Tharad	1	-	2	-
Sihori	-	1	2	-
Thara	-	1	2	-
Bhabhar	-	1	2	-
Diodar	-	1	2	-
Wav	-	1	2	-
Panthawada	-	1	2	-
Vadgam	-	1	-	-
Danta	-	1	-	-
Santalpur	-	-	3	-
Varahi	-	-	3	-
Bhiladi	-	-	3	-
Rajgadhi palanpur	-	-	3	-
Sardarganj palanpur	-	-	3	-
Panchada	-	-	-	1
Zerda	-	-	-	1
Dantiwada	-	-	-	1
Duchakwada	-	-	-	1
Total	9	9	38	4

* The number of persons may increase/decrease as per the requirement of the Bank.

No extra payment shall be made over above rates quoted and/ or any hike in rates on any grounds not specifically mentioned herein tender, during the contract period. Taxes or charges except otherwise clearly mentioned herein tender shall not be paid in any case.

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PROFORMA FOR FINANCIAL BID

	Category	Rs. Per Month without GST
		8 hour
1	Secu. Gunman (Ex-service man)	
2	Secu. Gunman (Civilian)	
3	Secu. Guard (Civilian)	

The above calculation shall be as per standard 26 working days and the rates are filled in accordingly for per personnel per month only. Non-compliance with the same will result into disqualification from the tendering process. Amounts are to be calculated as per prevailing rates notified/issued from time to time by the government, are subject to change as per changes by the government. Kindly specify the latest rates in the above as applicable along with the circular, Notice, O.M., G.R. effecting the change in the above. The charges mentioned for Uniform shall not be counted for assessment. The amount quoted for Security guards unarmed, Security Guards armed shall only be counted for the purpose of assessment including service charges for financial bid.

Part - V (EMD & TENDER FEE)

- 1) Contractor will have to submit Demand Draft in favor of "The Banaskantha District Central Co-operative Bank Ltd. ", payable at Palanpur, towards Earnest Money Deposit (EMD) & Tender fee Rs. 51,180 (EMD : 50000, Tender Fee 1180 (**Tender fee Non Refundable**)) to Bank's B&D Department. Tender shall be accepted in sealed envelope only on presenting receipt of deposition of DD towards EMD. If rates not approved, the EMD shall be refunded to bidder within 30 days of award of contract to any bidder. If bidder is selected for awarding contract, EMD shall be converted in to security deposit. No tender form shall be accepted without producing original receipt of EMD.
- 2) If the rates approved and bidder is selected for awarding contract, bidder shall submit Bank Guarantee of our bank of **Rs. 1,50,000/- (Rs. One lac Fifty Thousand)** as security deposit in favour of "The Banaskantha District Central Co-operative Bank Ltd. ". Total security deposit shall be comprising of EMD **Rs.50,000 (Fifty Thousand)** and Bank Guarantee **Rs.1,00,000/- (Rs.One lac)**. EMD converted in to security deposit shall be interest free. Banas Bank shall not pay any interest on Security Deposit during or after the contract.
- 3) Security Deposit will be refunded after successful completion of the contract and on submitting written application along with notarized indemnity bond in favor of Banas Bank, Palanpur on stamp paper of requisite amount. Security Deposit shall be refunded only after the documents, registers, challans are submitted as demanded by the organization and to organization's satisfaction. If the agency failed to submit documents as demanded by organization satisfactorily within **60** days of completion of contract, Bank Guarantee shall be invoked.
- 4) If any time management finds that, contractor has not paid any dues to their personnel, or has not worked as per the terms and conditions of contract or there is breach of contract, management will terminate the contract without giving notice. And in such eventuality Bank guarantee shall be invoked and total security deposit will be forfeited.

Part - VI (Terms and conditions of Security Contract)

- 1) security agencies meeting the following criteria will be considered :
 - I. At least 3 years of experience in providing security services.
 - II. Presently providing not less than 30 security personnel at single manufacturing unit.
- 2) Before deployed the Security Personnel by Agency, Management of Bank shall organize personal interview for selection of security personnel.
- 3) Managing Director reserves the right of accepting or rejecting any tenders. Final decision of Managing Director shall be abiding on all bidders. Managing Director can reject any tender without assigning any reason/s thereof. No reasons shall be assigned to any one for accepting or rejecting any tender.
- 4) No contractor shall be allowed to transfer the contract to any other contractor. No sub-contract shall be allowed.
- 5) In case of any dispute with regard to interpretation of terms and conditions of the contract, decision of Managing Director shall be final and abiding to the contractor.
- 6) Contractor will provide sufficient security personnel as per terms of contract.
- 7) If any time management feels that, contractor have not paid any dues to their personnel,
or has not worked as per the terms and conditions of contract or there is breach of contract, management will terminate the contract without giving notice. And in such eventuality total security deposit will be forfeited.
- 8) Contractor shall ensure that wages been paid before 10th day of the month. Payment of
wages will be made in online, Security agency shall not pay less than minimum wages to the personnel deployed at Banas bank. If any time management founds that, contractor have paid less than minimum wages to their personnel, management will terminate the contract without giving notice. Security agency shall have to submit the copy of attendance register, wage register and PF challan copies.
- 9) Contractor shall pay wages in prescribed register under the contract labour (regulation and abolition) Act, 1970.
- 10) Contractor shall maintain, prepare and produce to organization all registers, forms, returns as required under various statutes and/ or as demanded by organisation.

- 11) Contractor will produce bill for existing month on succeeding work and payment will be made by cheque or through transfer entry within 7 days on receipt of the bill.
- 12) If any time it is found that excess payment is made due to incorrect certification of bill and/ or rates, the excess amount shall be recovered from the monthly bill and/ or security deposit.
- 13) If any time your personnel involves oneself in theft of any item of Banas Bank, or raw material or any other item belonging to Banas Bank, the fine of Rs. 5000/- or amount equivalent of five times of price of the product, raw material or belonging, whichever is higher shall be imposed. The amount of fine shall be recovered from the monthly bill and/ or security deposit. In such cases management reserves right to terminate contract. In such case security agency shall be responsible to take appropriate actions against its security personnel for such misconduct.
- 14) The security agency must ensure that no theft of or damages to the organization's property take place during the tenancy of the service contract of the security agency. In case any theft or damage to the organization occurs during the contract period, due to the negligence of the security personnel of the security agency, the security agency shall be held responsible for such losses and damages and shall be recovered (twice the amount of damages/ loss) from their monthly bill and/ or security deposit. The security agency shall attend all the police cases from time to time during the contract period, if required.
- 15) Management will not give any instruction to any of security agency's personnel, instruction or information will be passed to the security agency and/ or representative or supervisor. Supervision and ultimate control over security agency's personnel shall be security agency's only.
- 16) Security agency will deploy only those persons who have attained 18 years of age. No person will be allowed to deploy at Banas Bank. who have not attained the 18 yrs of age. Maximal age limit is upto 55 years.
- 17) Security agency shall not deploy kin of any employee working with organization. If any time organization finds that kin of employee is engaged, security agency has to remove from Banas Bank and fine of Rs. 5000/- shall be imposed as well.
- 18) Security agency shall ensure that security personnel shall carry mobile only for security purpose while coming on duty at Banas Bank. If any personnel found misuse of mobile penalty of Rs. 500/- shall be imposed in case of first instance and if such case is repeated thereafter, actions upto termination of contract shall be taken.
- 19) Security agency will be solely responsible for any accident to their personnel and

he will take insurance policy as per the Workmen Compensation Act 1923. The contractor shall submit the copy of insurance policy to organization.

- 20) Security agency shall be responsible for the deduction and timely deposition of the provident fund of their personnel as per the PF act. Security agency will be responsible for any liability under Provident Fund. Security agency should submit proof of remittance of PF deduction and contribution with name of security personnel of the agency deputed at Banas Bank every month.
- 21) Security agency shall pay bonus to their personnel as per the provisions of The Payment of Bonus Act.
- 22) Security agency shall give leave with wages to their personnel as per the provisions of The Labour Act.
- 23) Security agency shall have to keep all the registers and documents as per the various labour legislations, contractor will produce the registers and documents as and when employer demands.
- 24) Banas Bank is RBI Lincenced Bank and ISO-9001:2015 certified Bank. Hence, personnel deployed by you shall be fully aware of their role in these systems and you shall be responsible for time to time awareness/ training programme and compliance.
- 25) All the rules and regulation of Bank will also be abiding to your personnel deputed at our premises. Your personnel will have to behave well with the staff members of Bank and any case if they misbehave with the staff, you will ensure that such person will be removed from our Bank. No person, who is involved in the theft or his act or omission helps the theft or such act which is against Bank's interest, will be deployed or continue to be deployed by the security agency at Bank. If security agency found to continue deploying such person, contract shall be terminated.
- 26) Drinking Alcohol Chewing pan, masala, gutaka or any form of tobacco or smoking is not allowed in Banas Bank, hence security agency shall ensure none of their personnel is carrying, chewing or smoking such things while duty at Banas Bank. If any personnel found carrying or chewing, smoking such material, security agency shall be penalized for Rs. 500/- and the person has to be removed from Banas Bank. The amount of penalty shall be recovered from the monthly bill and/ or security deposit.
- 27) Security agency shall obey all the provisions of Contract Labour (regulation and abolition) Act 1970 and Contract Labour (Regulation and abolition) rules 1972. Security agency shall also obey provisions of labour legislation. Security agency shall have to take license under said act for the maximum number of persons to be deployed within thirty days of the award of the contract. Contractor shall also follow the Annexure-I.

- 28) Security agency will provide list of personnel engaged by him mentioning name, address and date of birth. Security agency has to provide identity card to his personnel with the details like Name, Address, date of birth, signature of the person and recent photo. All the persons deployed by security agency at bank will come with their identity cards. Further, security agency will provide details, on demand, of their security personnel deputed at Banas Bank.
- 29) Security agency shall maintain Identity card register for personnel deployed at Banas bank as per the provisions of the Factories Act, and shall keep updated identity card register at Banas Bank.
- 30) If any time security agency fails to provide adequate number of security personnel, and it hampers the activities of organization, appropriate penalty as decided by the organization shall be imposed. Decision of organisation's Managing Director shall be final and abiding.
- 31) Contract will be for the period of two years.
- 32) Contract shall be terminated at any time without giving any notice.
- 33) The Contract shall be terminated in case of following contingencies:-
- 33.1 If the security agency fails to executive the work entrusted to the satisfaction of the organisation of which the oraganisation shall be the sole judge.
- 33.2 If the security agency fails to discharge their legal obligations towards their security personnel employed at oraganisation premises.
- 33.3 If the security agency commits breach or any of the clauses of the agreement.
- 33.4 If the oraganisation is required to pay any damages and/ or compensation and/ or any payment to their customers/ visitors on account of any negligent action and/ or misbehavior on part of the security agency.
- 33.5 If the security agency is unable to give proper account of tools, equipments etc., entrusted to them for their custody and fail to return when demanded.
- 34) Palanpur court will be the jurisdiction for any dispute.
- 35) Any point of time if management feels that there is a breach of terms and conditions of contract, contract will be terminated before the end of contract without any notice or reason and total security deposit will be forfeited.
- 36) In case of any dispute arising out of this contract, decision of Managing Director, Banas Bank, Palanpur will be final and abiding to both parties.

- 37) Banas bank is not responsible/ liable to the said Security Guards and payment of salary, allowances and any other amount shall be the responsibility of the Security Agency only.
- 38) The Security Agency shall ensure that the requisite payment including salary, provident fund, gratuity and pension, if any, will be paid by the Security Agency and no liability of any kind whatsoever towards the said Security Agency shall devolve upon the Banas bank.
- 39) The Security Agency hereby indemnifies the Banas bank and agrees to keep the banas bank indemnified against all losses, damages, expenses and claims which the banas bank may suffer/ incur or which may be made against the Banas bank in respect of the services provided by the said Security Agency.

I have read and understand all the terms and conditions of the tender and it will be abiding to me.

Sign of Contractor

Witness

Place:

Date:

ANNEXURE - I

Contractor will have to maintain the following registers as per the Contract Labour (Regulation & Abolition) Act, 1970 and all the provisions of the said shall be abiding to contractor.

1. License is mandatory for contractor when he deploys 10 or more workers and license shall have to renew time to time.
2. You will provide attendance card to all persons employed by you.
3. You will maintain form no.10 showing details of workers.
4. You will provide employment card to each person as per form 14.
5. You will maintain attendance register as per the form 16.
6. You will maintain payment of wages register as per the form 17.
7. You will have to give salary slip to all persons employed by you as per form 19.
8. You will maintain deduction register as per the form 20.
9. You will maintain find register as per the form 21.
10. You will maintain advance register as per the form 22.
11. You will maintain over time register as per the form 23.
12. You will file half-yearly return timely to the Labour Commissioner Gujarat State, Ahmedabad.
13. You will maintain adult worker register as per the form 15, Factories Act.
14. You will maintain leave with wages register as per the form 18.
15. You will have to provide identity card to all persons employed by you as per Factories Act, form No.36 (Rules 110-A).
16. You will keep first aid box.
17. You will put notice showing period of wages, place of payment and time.
18. You will place a notice of rate of wages, working hours and dates of payment of wages.
19. You will require to make payment of wages in presence of our representative and obtain certificate as per form 73.
20. You will maintain all registers as per the Provident Fund and Misc Provisions Act.

Contract shall have to follow all the above provisions and if any discrepancy found in the future responsibility will be of contractor.

I have read all the terms and conditions carefully and I have understand it thoroughly, and these conditions will be abiding to me.

Sign & Seal of Contractor

Place :

Date :

Stamp & Signature_____