

Terms and Conditions

1. Sealed Offers/Tender should reach **The General Manager, Punjab Gramin Bank, Head Office, Jalandhar Road, Kapurthala, (Punjab) on or before 17.09.2019 (up to 3.00 p.m)**
2. Offers received after 17.09.2019 (at 3.00p.m) will not be entertained.
3. Offers will be opened at 3.30 p.m in our Head Office, Kapurthala on 17.09.2019.
4. Your offer must contain
 - A. Complete Profile of your Establishment
 - B. Technical Bid (as per Annexure-I)
 - C. Financial Bid (as per Annexure-II)
 - D. Self attested copies of all Govt / Statuary Approvals and past performance certificate
 - E. List of Organisations, with copies of their approvals where services are being rendered
 - F. Copy of Audited Balance Sheets for the last 2 FY
 - G. Copy of Partnership Deed-/ MOA/AOA/Authorized Persons
5. You should /may depute your representative to our office on 17.09.2019 at 3.00 p.m in whose presence offers will be opened.
6. At present we are having 416 Branches Plus 6 Regional offices, located in the state of Punjab, having minimum requirement of One Armed Security Guard/ Personal per branch / Office & Sweeper cum water boys as per requirement of the bank, which may increase with further requirement of the bank in future.
7. If selected, the outsourcing Agency is required to furnish a Bank Guarantee/Security Deposit for an amount equal to 10% of the annual amount payable by the Bank to the agency.
8. The Agency is required to apply on the Format as per Annexure-I (Technical Bid) & Annexure-II (Financial Bid) enclosed(in two separate envelopes)
9. In case your firm is selected for Providing of Armed Security Guards & Sweeper cum Water boys, a stamped agreement shall be executed between the Bank and the Agency, on the mutually agreed Terms and conditions which will be effective from 01.10.2019
10. The monthly charges for payment to the Armed Security Guards (skilled Categories) and Sweeper cum water boys (Un-skilled categories) shall be as per the rates notified by the Labour Commissioner, Labour Deptt. Punjab Govt. subject to change from time to time. The agreement shall be for an initial period of 2 years and the same may be renewed for further period of 12 months or more, on the mutually agreed terms and conditions, if the work and conduct of the agency is found suitable/ satisfactory.
11. The rates of the statutory dues / Taxes shall be as per actual, as fixed by the State/ Central Govt, from time to time.
12. Agency will make monthly payment from their own sources to their personnel deployed in the bank and seek reimbursement after that from the bank through raising invoices on the bank
13. The rates quoted should be very clear and specific...i.e Minimum wage + Statuary Levies + Service Charges + GST / any other Taxes. Also the Net amount Payable to the Security Guard and Sweeper cum water boys (after any stat. deductions) **NEEDS TO BE MENTIONED** in your offer.
14. The age of Guards to be deployed should be above 25 years and below 55 years.
15. The age of Sweeper cum water boys to be deployed should be above 18 years and below 50 years.
16. Eligibility for Empanelment of Agency will be on the basis of net worth, No of workers / Security Guard of the firm, level of current assets, past performance of the firm and Service Charges to be paid to the agencies by the bank.
17. Financial Bid of a bidder will be opened only when he successfully qualifies in his Technical bid.
18. Bank may engage more than one agency as per requirement for smooth functioning in the branches/offices.
19. The bank reserves the right to reject tender , in case of incomplete, improper data or documents.
20. The Bank also reserves the right to reject any or All the Offers without assigning any reason, thereof.
21. All the documents must be duly attested by the Authorized signatory of the bidding agencies.
22. All disputes shall be subject to the Jurisdiction of competent courts at Kapurthala / Chandigarh, only
23. The envelope should be super scribed as “OFFER FOR PROVIDING OF SECURITY GUARDS & SWEEPER CUM WATER BOYS”.
24. You may visit our Head Office for further details/ queries /clarifications.

PUNJAB GRAMIN BANK, H.O, JALANDHAR ROAD, KAPURTHALA
PHONE 01822-509605, 501874, Email : pgbhrd@gmail.com
Contact person : Palwinderbir Singh, Mobile No. 8872005670

TECHNICAL BID

1	Name of the organization/Agency/Firm	
2	Name(s) of the Proprietors/Directors	
3	Registered Address	
4	Telephone no., Mob. No. & e-mail Address	
5	Whether firm is registered with Regional Labour Commissioner (Govt. of Punjab)	
6	Registration No. of the Firm (copy to be enclosed)	
7	Permanent Account Number of the Firm (PAN). (copy to be enclosed)	
8	Copy of Income Tax clearance certificate (ITCC) to be attached	
9	Provident Fund No. allotted by the Regional PF Office. (copy to be enclosed)	
10	ESI Registration No. (copy to be enclosed)	
11	Detail of GST Registration along with evidence	
12	Total staff/workers/security guards (with gun) of the Firm	
13	Amount of penalty if any imposed by any organisation during the last three years	
14	Labour Licence No. (copy to be enclosed)	
15	PSARA licence for Punjab (copy required)	
16	Name(s) of Public Sector/Govt. Organization to whom similar services have been provided by the Firm during last three years. (please attach job order/service certificate from Public sector/Govt.office)	1
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17	Amount of Current assets available to the agency as on 31.03.2019	
18	Last two years Audited Balance sheet.	
19	Income Tax returns for the last two years	
20	Length of experience in the field.	
21	Whether firm is blacklisted by any Govt. Deptt. Or any criminal case is registered against the firm/its owners/partners anywhere in India. (If no, a certificate is to be attached in this regard).	

For _____

Signature of Authorized Signatory
(Name _____)

FINANCIAL BID

Name of the Firm/Security Agency: _____

Rates are to be quoted in accordance with the Minimum Wages notified by Labour Commissioner Punjab for Skilled & Un-Skilled workers on per month basis and other bye laws applicable (inclusive of all statutory liabilities, taxes etc.)

S.No.	Description		Security Guards	Sweeper cum Water boys
		RATE	Skilled category	Un-skilled category
1	Minimum Wage	Minimum Wages notified by Labour Commissioner Punjab from time to time		
2	Employees State Insurance (ESI)	3.25% of Minimum wages		
3	Employees Provident Fund (EPF)	12% of Minimum wages		
4	Employees Deposit Linked Insurance (EDLI)	0.50% of Minimum wages		
5	Administrative Charges	0.50% of Minimum wages		
6	TOTAL	Sum of (1) to (5)		
7	Service Charges	___% of S.No. (1)		
8	Sum Total	Sum of S. No. (6) + (7)		
9	GST	As applicable		
10	GRAND TOTAL	Sum of S. No. (8) + (9)		
11	Net amount payable to S. Guard after statutory deductions.			

NOTE: charges of any other nature, attributing to the performance of the duty by the security guard(s) /Sweeper cum water boys shall be borne by the respective Agency/Firm only and cannot be claimed from the Bank, at any stage.

SIGNATURE OF THE BIDDER

PLACE :

DATE :

SEAL :

