

(Letter to the bank on the Private Security Agency's letterhead)

Bid Fees (Application Money) Letter

To
General Manager,
Punjab Gramin Bank,
Markfed Road,
Kapurthala 144601.

Dear Sir,

Sub: RFP for Providing Armed and unarmed guards

With reference to your tender notice published in News papers on 23.08.2023 and the RFP published in your website with effect from 23.08.2023 having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for **Providing armed and unarmed guards in Branches / offices** respectively as detailed in your above referred RFP.

I/ We confirm that we have not been disqualified by any PSU Bank for providing security staff.

I/ We further confirm that the offer is in conformity with all the term and conditions as mentioned in the RFP. We also confirm that the offer shall remain valid for 45 days from the last date for submission of the offer.

I/ We understand that mere filling the application form does not automatically qualify us for empanelment.

I/ We am/ are aware that the empanelment does not guarantee any work order. In the event of getting empanelled, I/ We agree to honor the obligation with due diligence and efficiency as required by the Bank.

I/ 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.

I/ We furnish here under the details of Application Money Deposit as per details below for consideration of the above mentioned Bidder.

Amount: Rs. _____ /- (Rupees _____ Only)

Mode: Online Transfer

Payment Type: RTGS (Real Time Gross Settlement)/ NEFT (National Electronics Fund Transfer)

UTR / Txn ref. No. _____

Txn Date: _____

Remitting Bank: _____

Remitting Bank IFSC Code: _____

Beneficiary Account: Punjab Gramin Bank, Bank Account No. 85012200000020

Beneficiary Bank IFSC Code: PUNB0PGB003

The details of the transaction viz. scanned copy of the receipt of making transaction or Micro and Small Enterprises (MSE) / Startups Certificate (if EMD not applicable) to be enclosed.

The Bank at its discretion, may reject the bid if the application money doesn't reflect in beneficiary account as per details furnished above.

Dated this..... 2023

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

(Letter to the bank on the Private Security Agency`s letterhead)

Bid Security/ Earnest Money Deposit (EMD) Letter

To
General Manager,
Punjab Gramin Bank,
Markfed Road,
Kapurthala 144601.

Dear Sir,

Sub: RFP for Providing Armed and unarmed guards

With reference to your tender notice published in News papers on 23.08.2023 and the RFP published in your website with effect from 23.08.2023 having examined and understood the instructions, terms and conditions forming part of the RFP, we having our registered office at(herein after called the 'BIDDER') are offering Earnest Money Deposit as per details given below for consideration of the above mentioned Bidder.

Amount: Rs. _____ /- (Rupees _____ Only)

Mode: Online Transfer

Payment Type: RTGS (Real Time Gross Settlement)/ NEFT (National Electronics Fund Transfer)

UTR / Txn ref. No. _____

Txn Date: _____

Remitting Bank: _____

Remitting Bank IFSC Code: _____

Beneficiary Account: Punjab Gramin Bank, Bank Account No. 85012200000020

Beneficiary Bank IFSC Code: PUNB0PGB003

The details of the transaction viz. scanned copy of the receipt of making transaction or Micro and Small Enterprises (MSE) / Startups Certificate (if EMD not applicable) to be enclosed.

The Bank at its discretion, may reject the bid if the application money doesn't reflect in beneficiary account as per details furnished above.

Account Details for refund of Bid Security (Earnest Money Deposit) as per terms & conditions mentioned in the Tender document

We having our registered office at (herein after called the 'BIDDER') are providing our bank account details as per below to be considered as our account for refund of Bid Security

(Earnest Money Deposit), wherever applicable as per terms & conditions mentioned in the Tender document.

A/C Name:

A/C No.(Company account details):

IFSC Code:

Bank Name:

Bank Address:

The details mentioned above is treated as final & bank shall not be held responsible for any wrong/failed transaction due to any discrepancy in above details.

Dated this..... 2023

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

CHECKLIST FOR ELIGIBILITY CRITERIA FOR EMPANELMENT OF PRIVATE SECURITY AGENCIES

Sr. No.	Particulars asked for	Attached/ Not Attached
1.	A Certificate of Registration with Registrar of companies or Registrar of Firms or Letter of proprietorship, registered in India, reputed for providing Security Guards (Armed/ Unarmed)	
2.	PSAs should have obtained a license in accordance with Sections 4 & 7 of the Private Security Agency Regulatory Act 2005 issued by respective State(s).	
3.	The PSA should be a profitable organization for the last three financial years (2021-22, 2020-21 & 2019-20)	
4.	Should have latest certificate from ESI Corporation	
5.	Should have latest certificate from EPF Organization under EPF & Misc. Provision Act 1952.	
6.	Should have PAN No	
7.	Should have Audited Balance Sheet (Latest 3 years).	
8.	Should be registered with the Central Govt. under Contract Labour Act (Regulation & Abolition) 1970	
9.	Should have registration with appropriate authority for GST and other taxes as applicable	
10.	PSA should have minimum 3 years of experience providing Security Guards services to minimum 3 public/ private sector Banks/ PSUs with average annual deployment of 150 guards during last 3 years	
11.	PSA should have an active contract for providing guarding services in at least 3 Public/ Private Sector Banks/ PSUs on the date of application	
12.	PSA should furnish details of Reference Sites	
13.	PSA should also submit report of satisfactory service.	
14.	Effective infrastructure for the training of the Guards	
15.	Should have credible supervisory infrastructure and network	
16.	PSA should have current & running work order having at least 50% Security guards (Armed/ Unarmed) deployed in state of Punjab for which the PSA is Bidding	
17.	PSA (s) should have their own office(s) in the state of Punjab area they are opting for, on their name	
18.	A declaration that the PSA is not owned or controlled by any director / Officer/ employee of Punjab Gramin Bank or their relatives having the same meaning as assigned under Section 6 of the Companies Act, 1956	

Private Security Agency (PSA) PROFILE

Name of the Private Security Agency.	
Name of the Contact person for this Tender activity	
Address	
Telephone No. Mobile No. E-Mail ID	

Sr. No.	Particulars asked for	Details	Proof/ details attached Yes/ No
1.	Constitution of the firm (whether Pvt Ltd company/ Public Ltd. Company/ partnership firm/ proprietorship etc.)	Company/ Partnership firm/ Proprietorship	
2.	Year of establishment		
3.	Experience in the field		
4.	Name of Directors / Partners / Proprietor		
5.	Whether registered under Private Security Regulation Act-2005 for state, for one/ few districts with validity period, attach proof (Copy of license).	PSARA Till:	
6.	Whether registered with Registrar of companies / firms or proprietor. If so, mention No. & date (Documentary proof necessary) Furnish also copy of relevant certificates/ Deeds.	No.: Dated:	
7.	Whether registered for GST in the state? if so, mention no. and date. Furnish copies of relevant certificate.	GST No.:	
8.	Whether an assessee of Income tax. If so	PAN No.: TAN No.:	

	Mention PAN/ TAN. Furnish copy of income tax return for last three years.	1. 2. 3.	
9.	Whether registered in the panel of other organizations/ statutory bodies such as PSU, Bank, Govt. bodies, etc. Furnish their names, category, date of Registration & Proof. Furnish details of 3-Reference Sites (Public / Private Sector Banks / PSU) and also submit report of satisfactory service.	1. Yes/ No 2. Reference of 3 sites- Given/ Not Given 3. Satisfactory Service Report attached/ not attached	
10.	Whether having certificate from ESI Corporation , attach proof	ESIC No.: Date:	
11.	Whether having certificate from EPF Organization, attach proof	EPF No.: Date:	
12.	Whether registered with Govt. under Contract Labour (Regulation & Abolition) Act, 1970. Furnish date of registration and proof.	Yes/ No Valid Till:	
13.	Proof of having minimum 50% guards, of the Punjab state for which the Agency is applying, on Agency's roll, (First page of ECR for last 06 months to be enclosed)	Enclosed/ Not Enclosed	
14.	Whether having own infrastructure for Training of guards? If so give address.	Having/ Not Having	
15.	Detail of Supervisors Infrastructure (List enclosed)	Enclosed/ Not Enclosed	
16.	Last three years Audited Balance Sheet	1.2022-23 2.2021-22 3.2020-21	

17.	Statement of profit and loss account for last 3 financial years. The Company should be profit making company in last 3 years. Only Net profit would be considered.	1.2022-23 2.2021-22 3.2020-21	
18.	Average turnover, in last three years(attach proof) Profit after Tax (INR Lacs)	Average Turnover	
19.	Whether complying with the applicable Minimum wages of (area to be served) as per Act. Proof to be attached.	1. 2. 3.	
20.	Names & Designations of Persons authorized to deal with the bank, & sign Documents/ Agreements.		
21.	EMD of Rs 5.00 lacs (Proof of depositing in Bank account be submitted)	Given/ Not Given	
22.	Cost of Tender Rs 5000.00 (Proof of depositing in Bank account be submitted)	Given/ Not Given	
23.	Declaration that the PSA is not owned or controlled by any director/ officer/ employee of this bank or their relatives	Given/ Not Given	
24.	Name and Address of Bankers		

The Details of above information has been uploaded with ANNEXURE Name as File name.

Signature:

Name:
Designation:

Affix Company seal

DECLARATION

1. 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 Punjab Gramin Bank 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.
2. I/ We understand that this application does not entitle us automatically for being short listed for the purpose as cited above.
3. I/We agree that the decision of Punjab Gramin Bank in selection of contractors will be final and binding to me/us.
4. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
5. 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

Affidavit

I..... (Name of Owner/ Director/ Partners/ Authorized Signatory), s/o, Resident of

.....
.....
(Permanent Address) is the Owner/Partner/Director of Private Security Agency M/S..... The Firm/Company is registered under Private Security Agencies (Regulation) Act 2005 under state.....and the license is valid in area

..... till date..... (Copy of PSARA license attached). The firm/Company **is in/Not in** (tick whichever is applicable) possession of a valid Labour License for provision of watch and ward Casual/Contract Labour from the office of the concerned Labour department in accordance with the Government orders on the subject.

On behalf of the Private Security Agency M/S
.....

I Undertake the following:-

1. That the payments will be made to all the guards deployed at the Branches of Punjab Gramin Bank under Jurisdiction of Head Office Kapurthala as per Minimum Wages Act and other relevant statues in force and modified/amended or revised from time to time as per enactments of Central/State Governments.
2. The Employees provident fund (EMPLOYER AS WELL AS EMPLOYEE) contribution will be deposited to the concerned authorities as per employees' provident and miscellaneous provision act 1952 in respect of our guards deployed at the branches of Punjab Gramin Bank under Jurisdiction of Head Office Kapurthala.
3. That ESI contribution (on the BASIC+VDA+ALLOWANCES) will be deposited to the concerned authorities as per employees' State insurance act 1948 in respect of our guards deployed at the branches of Punjab Gramin Bank under Jurisdiction of Head Office Kapurthala.
4. That all the guidelines relating to mandatory payments will be followed as stipulated from time to time by Ministry of Labour and Employment.
5. That the firm will be solely responsible for any Non compliance to Minimum wages Act 1948 and other Labour laws and rules applicable in the state of Punjab.
6. That the firm will be solely responsible for any dispute arising out of the appointment/termination of services of the armed guards deployed in the branches of bank.
7. That the PSARA license of the firm is valid for the period of contract i.e. from..... to
8. That I/We
..... name of Director/ all Partners are not convicted or facing any criminal proceedings in Court/competent authority under Law of the land.

Date:
Place:

Signature of Director/Partners
With name and Seal

(On the letterhead of the firm/ company)

Letter of Undertaking

I/ We Director/ Proprietor/ Partner of M/S
..... having its Registered Office at
..... (herein after referred as "Bidder") hereby undertake that:

- Our PSA have not committed default / undue delay in paying EPF, ESI and GST during last three years.
- I/ We undertake to provide trouble free & uninterrupted services at agreed Terms & Conditions.
- That our PSA have not been blacklisted by any entity (Govt./ PSU/ PSB or any other organization) during last five years.

Date:
Place:

Signature of Director/Partners
With name and Seal

PRE-QUALIFICATION CRITERIA: SELF-ASSESSED EVALUATION PARAMETERS & WEIGHTAGE MARKS.			
Sr. No.	Evaluation Parameter	Weightage	Self Rating Marks
1.	<u>AVERAGE</u> Turn Over in last 3 years		
i.	Rs.10 crores and above	10	
ii.	Above Rs.8.00 crores but less than Rs.10 crores	8	
2.	<u>AVERAGE</u> Net Profit in last 3 years		
i.	Rs.1.00 crores and above	10	
ii.	Above Rs.0.50 crores but less than Rs 1.00 crores	7	
iii.	Less than Rs.0.50 crores	5	
3.	Nos. of years in Security Services		
i.	5 years and above	10	
ii.	More than 3 years but less than 5 years	8	
4.	<u>Providing</u> Services to PSU Banks in Punjab		
i.	Total tenure of 5 Years and above	10	
ii.	Total tenure of More than 3 years but less than 5 years	8	
5.	<u>AVERAGE</u> Nos. of Security Guards deployed with Banks in last 3 years, in our state of Punjab #		
i.	Above 250 nos.	10	
ii.	More than 150 nos. but less than 250 nos.	8	
6.	<u>AVERAGE</u> Nos. of <u>Armed Ex-Servicemen, Ex-Para-Military Guards</u> deployed with Banks. #		
i.	Above 150 nos.	10	
ii.	More than 100 nos. but less than 150 nos.	8	
7.	Whether ISO Certified		
i.	Yes	10	
ii.	No	0	
8.	Nos. of Offices/Branches in Punjab (enclose Address, Tel./Cel. Nos. landline facility , Nos. of employees, Designation, Name of Contact Person, etc.)		
i.	Over 2 nos.	10	
ii.	Upto 2 nos.	8	
9.	Having Supervisory & Training Infrastructure & impart Training & Firing Practice (Gunman) to employees on regular basis in Punjab. **		
i.	Yes	10	
ii.	No Training facility	0	
10.	<u>Average</u> Rating awarded by clients as per Annexure IX submitted by PSAs.	10	
	TOTAL	100	

Enclose:

Provide authenticated proof along with documents, for all the above parameters. All documents should be duly signed & stamped.

NOTE: Criteria mentioned above are just minimum requirement. The **Bank at its discretion may upgrade the criteria**. No complaint on this account will be entertained. Vendors scoring **70 marks & above** may only be considered for pre-qualification. Vendors themselves have to fill in self-rating marks in the above table & **Enclose Proof** thereof.

For counting number of Guards/Ex Servicemen Armed Guards deployed in Banks in Punjab, Feedback Performa as per Annexure IX will be considered valid document. Only number of Guards mentioned in Annexure IX will be counted for scoring. PSAs are advised to strictly follow the format mentioned in Annexure IX. No alterations/additions are to be done in Annexure IX. In case of Non submission of Annexure IX, Only 2 marks per criteria will be awarded for Criteria 5, 6 and 10.

** For proof of Training- Attach certificate regarding Firing practice conducted in last two Training programs conducted by the PSA for their Armed Guards from **approved firing range**. Non submission of relevant Certificate from firing range, it will be considered that the PSA don't have any facility for firing practice of Armed Guards. Failure to submit proof regarding conduct of firing in last three years, PSA will be eligible for only 5 marks in the concerned criteria (criteria – 9).

Annexure -VIII

**REFERENCE SITE DETAILS FROM -3- OTHER PUBLIC/ PRIVATE SECTOR BANKS
/PSU**

Kindly provide details of 3 different organisations and also submit report of satisfactory service (Public Sector Organization / Public / Private Sector Bank where presently providing services)

Sr. No.		
1.	Name of Principal Employer i.e Name of Firm / Organisation where PSA is providing Security Guard Services & Address	
	Contact Person	Name
		Designation
		Phone Number
		Mobile Number
		e-mail id
	Satisfactory Service report	Attached/ Not Attached
2.	Name of Principal Employer i.e Name of Firm / Organisation where PSA is providing Security Guard Services & Address	
	Contact Person	Name
		Designation
		Phone Number
		Mobile Number
		e-mail id
	Satisfactory Service report	Attached/ Not Attached
3.	Name of Principal Employer i.e Name of Firm / Organisation where PSA is providing Security Guard Services & Address	
	Contact Person	Name
		Designation
		Phone Number
		Mobile Number
		e-mail id
	Satisfactory Service report	Attached/ Not Attached

Date:

Seal:

Place:

CLIENTS CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

Name and Address of Client:-

Name of Firm/PSA :-

Details of work executed by the Firm/PSA:-

1.	Name of Work with brief particulars as deployment of Security Guards / Armed Guards in branches / Region / Zones.	
2.	Agreement No. and date	
3.	Period of contract/Actual Period of Services Rendered.	
4.	Average number of <u>Armed Guards</u> deployed in last 3 years (approx.).	
5.	Average number of Ex-servicemen/ CAPF/ paramilitary Armed Guards deployed in last 3 years (approx.)	
6.	Details of compensation levied for delay (indicate amount) if any	
7.	Name and Address of Authority under whom work executed.	
8.	Whether the deployed Armed Guards are professionally Trained.	
	Periodic training and Firing of Armed Guards practice conducted by PSA. Please Comments.	
10.	Whether the PSA is complying with minimum Wages Act 1948, Employee's Provident fund and Miscellaneous Provision Act 1952, Employees Deposit Linked Insurance Scheme 1976, Employees State Insurance Act 1948, Payment of Gratuity Act 1972, Payment of Bonus Act 1965 and all other Laws as applicable	
11.	Violation of Labour Laws, if any	
12.	Whether the PSA has adequate Supervisory, administration and Training facilities available with them. If yes, mention physical area of strength.	
13.	Did the PSA go for Arbitration/Default If Yes, Total amount of claim.	
14.	Average Response time for deployment. (number of days)	
15.	Quality of Work	Outstanding/V ery Satisfactory/ Poor
a)	Comments on capabilities of the PSA	Outstanding/V ery Satisfactory/ Poor
b)	Technical Proficiency regarding Labour laws	Outstanding/Very Satisfactory/ Poor
c)	Financial Soundness	Outstanding/V ery good/Good/ ery

		Satisfactory/ Poor
d)	Mobilization of Manpower	Outstanding/Very good/Good/ Satisfactory/ Poor
e)	Quality of Manpower supplied for Security purpose	Outstanding/Very good/Goo d/ Satisfactory/ Poor
f)	General Behavior	Outstanding/Very good/Goo d/ Satisfactory/ Poor
16.	<u>Overall Rating of PSA on a score of 10**</u>	Marks awarded by Reporting Officer are:-

**** Rate the PSA on a total score of 10 on different parameters including compliance to Labor Laws. Note : All the columns should be filled up properly.**

Signature of Reporting Officer* with Office Seal

Detail of Officer

Name:

Designation:

Mobile No.:

Email ID:

***Reporting Officer should be Security Officer or equivalent.**

Punjab Gramin Bank**PRICE BID****Tender No:-**

HO/HRD/SEC/01/2023

Name of Work:-

NOTICE INVITING REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF PRIVATE SECURITY AGENCIES (PSAs) OF REPUTE FOR PROVIDING SECURITY GUARDS (ARMED/ UN-ARMED) (EX-SERVICEMEN/ NON EX-SERVICEMEN) IN THE BRANCHES/ OFFICES ALL OVER PUNJAB.

Name of the Firm:-**Annexure X****MONTHLY CHARGES FOR PROVIDING SECURITY GUARDS SERVICES**

Sr. No.	Payment Details	%	Security Guards (without Arms)			Security Guards (with Arms)		
			Area A	Area B	Area C	Area A	Area B	Area C
1	Basic plus Variable Dearness Allowance(VDA) for 26 days	N.A.						
2	Employees Provident Fund (EPF) of Sr. No. 1 with maximum ceiling limit of Rs.15,000/- (12% of 15,000/-=1,800/-)	12%						
3	Employees Deposit Linked Insurance(EDLI) of Sr. No. 1	0.50%						
4	Admn. Charges to PF & EDLI Authority of Sr. No. 1	0.50%						
5	Employees State Insurance (ESI) of Sr. No. 1	3.25%						
6	Total (Sr. No.1 to Sr. No.5)		0.00	0.00	0.00	0.00	0.00	0.00
7	Service Charge (Maximum 1 %) of Sl. No. 1	%						
8	Total Cost Per Head (Sr. No.6 to Sr. No.7) *		0.00	0.00	0.00	0.00	0.00	0.00

Note:

1. * The total cost at Sr. No. 8 will be considered for deciding L1.

2. Sr. No. 1 to 6 are mandatory charges as per prevalent acts and rules. Not quoting any amount or quoting below the statutory minimum will render the submitted Price Bid ineligible.

3. Basic & VDA (Sr. No.1) should not be less than the minimum wages fixed and revised from time to time, by the Ministry of Labour & Employment, Government of India for employment of Watch & Ward Staff. Where both Central and State Governments have fixed the minimum rates of wages, the rates of wages whichever is higher will be applicable. The minimum rates of wages also include the wages for the weekly day of rest.

4. Mandatory % of EPF employer's contribution shall be paid by the Bank.

5. Mandatory % of ESI as per applicable rates to be calculated on Sr.No.1
6. Providing one day weekly off on any day in a week of seven days is mandatory. PSA has to provide a reliever mandatorily on weekly off days at administrative offices (where applicable).
7. The areas "A", "B" & "C" shall be as per Notification issued, and revised from time to time, by the Ministry of Labour & Employment, Government of India.
8. As per Department of Finance Government of Punjab instructions service charges should not be more than 1% of the amount of contract (as per calculation in Price Bid), otherwise bids having more than 1% service charge would not be considered.

Note: The Price Bid is to be submitted online in excel format only.

Punjab Gramin Bank

Technical Bid

Annexure -XI

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Name of Firm/Party		NOTICE INVITING REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF PRIVATE SECURITY AGENCIES (PSAs) OF REPUTE FOR PROVIDING SECURITY GUARDS (ARMED/ UN-ARMED) (EX-SERVICEMEN/ NON EX-SERVICEMEN) IN THE BRANCHES/ OFFICES ALL OVER PUNJAB.
Name of Work		
Sr. No.	Particulars	Compliance Yes/No
1.	Signed and Stamped copy of complete tender document including Addendums, if any	
2.	Cost of Tender document/ Tender fee: Online Remittance of Rs. 5000.00	
3.	Earnest Money Deposit :Online Remittance of Rs. 5.00 lacs	
4.	To qualify for EMD and tender cost exemption, firms, enclose a valid copy of registration certificate issued by NSIC/DIPP which are valid on last date of submission of the tender documents along with "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents.	
5.	Certificate of Registration of Company/ Partnership Deed etc.	
6.	Copy of valid PSARA Licence (s) of each State applying for.	
7.	Copy of registration certificate with the Central Govt. under Contract Labour Act (Regulation & Abolition) 1970.	
8.	Certificate of Registration with GST	
9.	Documentary proof of minimum 3 years of experience providing Security Guards services to minimum 3 Public/ Private sector Banks / PSUs / State PSU / Govt. Organizations with average annual deployment of 150 guards per month during last 5 years	

10.	Audited Balance sheet & P&L statement for FY 2020-21	
11.	Audited Balance sheet & P&L statement for FY 2021-22	
12.	Audited Balance sheet & P&L statement for FY 2022-23	
13.	Copies of Turnover Certificate Tax returns and assessment orders for FY 2020-21	
14.	Copies of Turnover Certificate Tax returns and assessment orders for FY 2021-22	
15.	Copies of Turnover Certificate Tax returns and assessment orders for FY 2022-23	
16.	Certificate of Registration with EPF	
17.	Certificate of Registration with ESIC	
18.	Shop & Establishment Certificate of Local Office	
19.	Copy of PAN card	
20.	Training Infrastructure Records. (Agency to have it's own training center I has a tie-up with government approved training center) Copy of own Certified training center/ Registered agreement with Govt Approved training center	
21.	Details of supervisors in Punjab States with qualifications, experience and contact numbers	
22.	Copy of current & running work order having atleast 50% Security guards (Armed/ Unarmed) deployed in the Punjab state, for which the PSA is Bidding	
23.	Acknowledgement /Summary (1" page only} of ECR for last 12 months	
24.	Copy of latest work order(s) / copies of agreement, from Public I Private Sector banks/ PSUs / State PSUs I Govt. Organisations Not more than 10 Nos. (Not earlier than 01.04.2019}	
25.	Proof of having 80 % requirement of the Punjab state applying for. (Acknowledgement /Summary (1 st page) of ECR for last 6 months}	
26.	Proof of transferring the salary of the guards through Bank Transfer (details of last 3 months)	
27.	Duly filled, Signed and Stamped copy of Annexure I along with the	

	supporting documents mentioned therein	
28.	Duly filled, Signed and Stamped copy of Annexure II along with the supporting documents mentioned therein	
29.	Duly filled, Signed and Stamped copy of Annexure III along with the supporting documents mentioned therein	
30.	Duly filled, Signed and Stamped copy of Annexure IV along with the supporting documents mentioned therein	
31.	Duly filled, Signed, Stamped and Notarized copy of Annexure V	
32.	Duly filled, Signed and Stamped copy of Annexure VI	
33.	Duly filled, Signed and Stamped copy of Annexure VII along with the supporting documents mentioned therein	
34.	Duly filled, Signed and Stamped copy of Annexure VIII along with the supporting documents mentioned therein	
35.	Duly filled, Signed and Stamped copy of Annexure IX along with the supporting documents mentioned therein	
36.	Duly filled, Signed and Stamped copy of Annexure XII	

Note: The Technical Bid is to be submitted online in excel format only.

Performa for Integrity pact

The General Manager,
Punjab Gramin Bank,
Head Office, Markfed Road,
Kapurthala-144601.

Sub: Submission of Tender for the work

I/ We acknowledge that Punjab Gramin Bank is committed to follow the principle of transparency equity and competitiveness as enumerated in the Integrity Agreement enclosed with the tender/ bid document.

I/ We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/ We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/ We acknowledge that the marking of the bid shall be regarded as an unconditional and absolute acceptance of this condition of the NIT.

I/ We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/ bid is finally accepted by Punjab Gramin Bank. I/ We acknowledge and accept the duration of the Integrity Agreement, which shall be in line with Article 6 of the enclosed Integrity Agreement.

I/ We acknowledge that in the event of my/ our failure to sign and accept the Integrity Agreement, while submitting the tender/ bid, Punjab Gramin Bank shall have unqualified, absolute and unfettered right to disqualify the tender/ bid and tender/ bid is accordance with the term and conditions of the tender/ bid.

Yours Faithfully,

(Duly authorized signatory of the Bidder)

To be signed by the bidder and same signatory competent/ authorized to sign the relevant contract on behalf of Punjab Gramin Bank.

Integrity Pact

Punjab Gramin Bank, a body corporate constituted under the Regional Rural Banks Act 1976 and having its Head Office at Markfed Road-Kapurthala, hereinafter referred to as “The Principal”, which expression shall mean and include unless the context otherwise requires, its successors in office and assigns of the First Part.

And

M/s having its registered office athereinafter referred to as “The Bidder/Contractor”, expression shall mean and include unless the context otherwise requires, successors and permitted assigns of the Second part.

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1- Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Principal will exclude from the process all known prejudiced person.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2- Commitments of the Bidder(s) / Contractor(s)

(1) The Bidder(s)/Contractor(s) commit themselves to take all measures necessary to prevent corruption during any stage of bid process/contract. The Bidder(s)/Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.

a. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer promise or give to any of the Principal’s employees involved in the tender process or the execution of the contract or to any third person any material or the other benefit

which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/ Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposal and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any, similarly the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.

e. The Bidder(s)/Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s)/Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2). The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3-Disqualification from tender process and exclusion from future contracts.

If the Bidder(s)/Contractor(s) before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the existing provisions of GFR, 2017, PC Act, 1988 and other Financial Rules/Guidelines etc.

Section 4- Compensation for Damages

(1). If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to earnest Money Deposit/Bid Security.

(2). If the Principal has terminated the contract according to Section 3, or the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5- Previous transgression

(1) The Bidder declares that no previous transgression occurred in the last three years immediate before signing of this integrity pact with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprises or central/state government department in India that could justify his exclusion from the tender process.

(2). If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealing".

Section 6- Equal treatment of all Bidders/Contractors/Subcontractors

(1) In case of sub-contracting, the Principal contractor shall take the responsibility of the adoption of IP by the sub-contractor. It is to be ensured that all sub-contractors also sign the IP.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.

(3) The Principal will disqualify from the tender process all the Bidders who do not sign this Pact or violate its provisions.

Section 7- Criminal charges against violating Bidder(s)/ Contractor(s)/ Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Sub contractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8- Independent External Monitor

(1) The Principal will get the services of competent and credible Independent External Monitors approved by sponsored Bank. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under the agreement.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would be provided access to all documents/records pertaining to the contract for which a complaint or issue is raised before them, as and when warranted. However, the documents/ records/ information having National Security implications and those documents which have been classified as Secret/Top Secret are not to be disclosed. It will be obligatory for him/her to treat the information and documents of the Bidders/Contractors as confidential. He/she reports to the Chairman, Punjab Gramin Bank.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Bidder(s)/ Contractor(s). The Bidder(s)/Contractor(s) will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractor.

(4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality. The Monitor has also signed declarations on "Non-Disclosure of Confidential Information" and of "Absence of Conflict of Interest". In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, Punjab Gramin Bank and rescues himself/herself from that case.

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The Monitor will submit a written report to the Chairman, Punjab Gramin Bank within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

(8) If the Monitor has reported to the Chairman, Punjab Gramin Bank, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman, PGB has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word 'Monitor' would include both singular and plural.

Section 09- Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairman, PGB.

Section 10- Other provisions

(1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the "Place of award of work".

(2) The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

(3) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(4) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(5) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(6) Issues like warranty/Guarantee etc. shall be outside the purview of IEMs.

(7) In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)

(For & On behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place.....

Date.....

Witness 1:
(Name & Address)

Witness 2:
(Name & Address)

Agreement

PROVIDING/OBTAINING SECURITY GUARD (ARMED/UNARMED) SERVICES

This Agreement is made and executed on this _____ day of _____, 2023 at _____ (Punjab), between M/S _____ represented by its _____ (designation), Mr./Mrs./Ms. _____ (name) and having its office at _____ (address) hereinafter referred to as the First party or "Private Security Agency (PSA)" for brevity (which expression shall unless it be repugnant to the subject or context hereof would mean and includes its administrators, agents, successors, heirs, executors, liquidators and permitted assignees) of the ONE PART;

AND

PUNJAB GRAMIN BANK, a body corporate constituted in exercise of powers conferred under RRB Act, 1976, Sponsored by Punjab National Bank carrying on Banking business and having its Head Office at Markfed Road, Kapurthala - 144601 through its _____ (Designation), Sh. _____, hereinafter referred to as the Second Party or "Bank" (which expression shall unless it be repugnant to the subject or context means and includes its successors in interest and permitted assigns) of the OTHER PART.

WHEREAS the First Party/ PSA is a Security Agency engaged in the business of providing security guard services to many of its clients, which has agreed to provide Armed Security Guards with weapons to the Second Party/ Bank on the terms and conditions mentioned herein the Agreement.

AND WHEREAS the Second Party is a Bank and requires the services of the First Party/ PSA for providing Armed Security Guards with weapons on contractual basis for security of its Branches.

NOW THEREFORE THIS AGREEMENT WITNESSTH AS UNDER:

1. That the PSA shall ensure that the Armed Security Guards with weapons will be Ex-Serviceman or Ex-Paramilitary Personnel with minimum experience of 10 years in Military Service/Paramilitary Service and their age will not be less than 25 years and shall not be above 52 years at the time of first deployment, who shall be physically & medically fit with a sound mind with good physique and not be suffering from any contagious/ major disease preferably residing near the branch of posting.
2. That the PSA shall ensure to furnish/ submit duly attested photocopies of all the documents / KYC of the Armed Security Guards along with their latest photograph, contact numbers, police verification report and permanent address to the Bank.
3. That the PSA shall ensure that the Armed guards shall be deployed at the Branches from 0930 Hrs to 1730 Hrs on each working day of the Bank from Monday to Saturday.
4. That the PSA shall ensure that the Armed Guards shall wear prescribed uniform of the PSA with Weapon, carry Photo Identity Card, Name Tab, Whistle, etc. during the working hours of the Bank. The Armed guard shall not consume/ take any Alcohol or intoxicants and smoke during the working hours of the Bank.
5. That the PSA shall ensure that the Security Guards so deputed will either be provided with the Double Barrel (D.B.B.L.) guns with valid gun license by the PSA or the

Security Guards owns the Gun with valid gun license and they have the authority to hold guns.

6. That the PSA shall ensure that the Armed Security Guards shall be conversant with the use & operation of gun/ weapons, Fire extinguishers and shall take necessary action in case of activation of the Fire Alarm System/ Emergency.

7. That the PSA shall ensure that the in addition to their duty of providing Security services, the Armed Security Guards will also be required to perform the following duties:
(a) Accompany Cash remittance to and from the Branch. The PSA/ Armed Guard shall not claim any TA/ DA for the said purpose.

(b) Keep vigil and to watch over persons visiting the branch/ office for the purpose of safety & security and guard against infiltration and against removal of bank's property by any unauthorized person.

8. That the PSA shall ensure that the Armed Guards do not indulge in any activities including money transactions, which may result in tarnishing the image of the Bank.

9. That the PSA shall ensure that the Armed Guard shall not accept any eatable, tea, coffee, tobacco, gifts from the strangers during the working hours of the Bank.

10. That the PSA shall ensure that the Armed Guard will report to the Branch Manager/ Head of the Branch and will function under his general instructions.

11. That the PSA shall be responsible for providing a reliever/ alternative Armed Guard if any regular Armed Guard proceeds on leave or in his absence for whatsoever reason.

12. That in case of any complaint against the Armed Security Guard or if the performance is not satisfactory or any Armed Guard is found medically/ physically unfit, the PSA shall be bound to provide alternative Armed Guard immediately and the decision of the Bank will be final in this regard.

13. That the Armed Security Guards provided by the PSA will be on pay roll of the Security Agency and they shall not be having any relationship of employee-employer in any way whatsoever with the Bank, as their services shall be utilized by the Bank under their engagement/ enrolment with the PSA.

14. That the PSA shall be absolutely responsible for the payment of salary (for 26 days) alongwith all other statutory obligations/ deductions i.e. EPF, EDLI, ESI and other related charges like bonus, arrears, employment, compensation and other claims whatsoever applicable from time to time, for the armed guards deployed, and the Bank has no connection in relation to such matters.

15. The basic rate of honorarium/salary shall be as per the rates notified by the Appropriate Authority and shall be applicable from time to time. As such, bank is liable to pay only basic rates of wages, EPF, ESI, GST and service charges to the PSA. At present, as per rates notified by the Chief Labour Commissioner (Central), Ministry of Labour & employment or the state Government/ Union Territory Administration whichever is higher, as per Minimum Wages Act, 1948 subject to change from time to time. Accordingly, the PSA hereby undertakes to ensure the payment of wages to its employees in compliance with Minimum Wages Act and other relevant statute in force and modified/amended or revised from time to time as per enactments of central/state Governments.

16. The PSA shall raise the Invoice/ Bill in the name of Punjab Gramin Bank, Kapurthala with GST no. of the Bank i.e. 03AAALP0309F3ZM in terms of the said contract.

17. That the PSA shall furnish to the Bank the proof of having paid the wages, including all the statutory deductions such as EPF, ESI, EDLI, Income Tax etc. and other allowances to the Armed Security Guards engaged by them every month, **immediately after the deposit of the same. The PSA shall also submit copy of receipt of net amount paid to the Armed Guard as wages.** Any deviation in this regard will be treated as violation of the contract and the contract will be terminated by the Bank.

18. The PSA will not deduct any amount from the wages of Armed Security Guards other than statutory deductions.

19. That the PSA shall ensure to make the payment to the Armed Guard by 5th of every month from their own sources. Thereafter the PSA shall claim the amount from the Bank, which payment shall be reimbursed to the PSA through CBS branches of the Bank in the account of the PSA by 10th day of every month.
20. In return for a fixed wages/ rates for the Armed Guard for 26 days, the PSA will at its own risk and cost provide services of the security guards as per the requirements of the Bank purely on contractual basis.
21. That the Bank will deduct TDS / Income tax or any other taxes as per Government Instruction/Rules/acts as applicable from time to time.
22. That the PSA shall maintain up to date record of guards as per the Shops & Establishment Act and will discharge all obligations under various Labour laws viz. EPF Act, ESI, Gratuity, Bonus Act, Workmen's Compensation Act, Contract Labour (Regulation & Abolition Act) etc. or under any other State/ Union Legislation in respect of engaged by PSA. In case, the PSA fails to discharge such obligations, only the PSA shall be fully and absolute responsible for such failure.
23. That the PSA shall comply with all provisions of laws of the land applicable while providing the Armed Guards to the Bank.
24. That the PSA shall take full responsibility for all acts of commission and/or omissions by their Armed Guards posted at the Branches and will meet all costs/liabilities arising out of such situations.
25. That neither the PSA nor any of their Armed Guards shall have any claim against the Bank for any liability arising out of any commission/ omissions caused by the Armed Guard while on Duty except for the hiring charges payable to the PSA.
26. That in case of any mishappening, injury sustained by Armed Guard of whatsoever nature (minor/ major/ fatal including death during the course of the duty) the responsibility of granting compensation, if any, on that account will be that of PSA and not of the Bank. All legal proceedings and expenses towards such incidents/accidents will be borne by the PSA without involving the bank branch/offices.
27. That if for any reason, compensation, costs etc. are paid by the Bank, the same shall be reimbursed by the PSA to Bank within one month from the date of demand by the bank, without any demure, including interest at ruling / applicable rates till settlement. In case the PSA fails to do so, the Bank shall have right to adjust the monthly bills payable to the PSA towards the amounts payable by the PSA till the entire dues are paid/settled off.
28. That the PSA shall ensure that the duties of the guards at the Bank's premises are strictly adhered to as framed by the Banks' requirements. That the PSA shall ensure that the guards deployed at the particular office/ post have read & understood the duties.
29. That in the event of theft, robbery, dacoity or pilferage of the Banks' property or materials, the PSA shall actively assist the Bank for the investigation of the case and if negligence/ connivance of the guard is established, such quantum of loss assessed shall be paid to the Bank by PSA within a month from the date of demand by the Bank. In case the PSA fails to do so, the Bank shall have right to adjust the monthly bills payable to the PSA towards the amounts payable by the PSA till the entire dues are paid/settled off.
30. That in case of any property loss/ injury to any including Banks' staff due to negligence of the PSA guard or due to dereliction of duty or inattentiveness of the guard, all the liabilities arising out of such incidents will be fully met by the PSA. In case the PSA fails to do so, the Bank shall have right to adjust the monthly bills payable to the PSA towards the amounts payable by the PSA till the entire dues are paid/settled off.
31. Payment of other legal claims under any Act applicable shall be the sole responsibility of the PSA.
32. That the PSA shall ensure to deploy a Security Supervisor in each district of the service area of the Bank, who shall report to the concerned reporting official of the Bank at least once a month for the purpose of briefing/ debriefing or whenever called for. The

Security Supervisor so deployed shall also be responsible for resolving/ redressing any issues, complaints and problems faced/ raised by the Armed Guards.

33. That the PSA shall ensure that the Security Guards already deployed in the branches/offices of the bank on adhoc basis, if any, shall be given the first option/preference to enroll themselves on the rolls of the PSA.

34. That the allocation of the District to the PSA may be reviewed on yearly basis keeping in view the performance of the PSA, complaints against the PSA/ Armed guards/ Sweeper cum Water boys, if any.

35. That the Agreement for engaging Security Guards are made with effect from 00.00.2023 and shall remain in force by executing the required stamped agreement for an initial period of one year. The said agreement may be extended further for three years with extensions of one year each on the same terms and conditions, if the conduct and services of the PSA are found satisfactory.

36. That the PSA shall deposit a security amounting to 10% of the total annual amount payable by the Bank, in the form of a Fixed Deposit of Punjab Gramin Bank/ Bank Guarantee within 15 days from the date of execution of the Agreement. The Bank shall be having lien over the said security deposited by the PSA.

37. That in case of any violation by the PSA of the terms and conditions mentioned herein and/ or any other irregularity by the PSA, the Bank shall have the right to forfeit the security deposited by the PSA, in full or upto the extent of the loss suffered by the Bank.

38. That this agreement with the PSA can be terminated at the discretion of the Bank by giving 30 days' prior written notice.

39. That the PSA shall ensure that all the guards are subjected to Basic Training and Refresher Training programme on regular basis at its own cost.

40. The Agreement shall be construed, interpreted and governed in accordance with the Laws of India. The Courts at Kapurthala shall have the sole and exclusive jurisdiction to entertain over any issues arising out of this agreement.

Duties of the private Armed Security Guard with weapon deployed at the Bank/ Branch offices:

1. That the working hours of the Armed Security Guard deployed at the Branches shall be from 09:30 Hrs to 17:30 Hrs on each working day of the Bank from Monday to Saturday.

2. The Armed Security Guard with weapon on duty should be vigilant all the time.

3. That the Armed Guard should not permit any Arms & Ammunition inside the Branch by the customers and/or any person.

4. That the Armed Guard should not permit any person to enter with his/ her helmet on or with any mask on.

5. That in case anybody leaves behind any bag or suspicious item etc. the Armed Guard on duty should immediately inform the Branch Manager, Security Officer and/or Police Authorities.

6. That the Armed Guard on duty should not handle any complaints of customers for any reason whatsoever. However the guard will be courteous towards the customers.

7. That in case of any unrest in the area, the Armed Guard on duty should lower the down the rolling shutter and inform the Branch Manager.

8. That the Armed Guard on duty should handle customers diligently who visit the Branch in an inebriated condition.

9. That the Armed Guard on duty should ensure that the Branch site is not obstructed/ blocked by parking of heavy vehicles, etc.

10. That the Armed Guard while on duty shall carry his weapon/ gun and remain in proper uniform at all times.

11. That the Armed guard shall not consume/ take any Alcohol or intoxicants and smoke during the working hours of the Bank.

12. That the Armed Security Guards will also be required to accompany Cash remittance to and from the Branch.
13. That the Armed Guards should not indulge in any activities including money transactions, which may result in tarnishing the image of the Bank.
14. That the Armed Guard shall not accept any eatable, tea, coffee, tobacco, gifts from the strangers during the working hours of the Bank.
15. That the Armed Guard on duty should not leave the place of his duty unless properly relieved.
16. That the Armed Guard on duty should report any untoward incident to Branch Manager and own Security Officer.
17. That the Armed Guard shall not act against the Bank's interest and indulge in any riotous activities and shall not participate in any sort of demonstration/ dharna against the Bank.

We the above noted parties have signed and executed the above said Agreement/ Contact after fully understanding the contents and terms and conditions mentioned in the agreement.

(Name)
 Designation
 Name & Address of Security Agency
 Bank

(Name)
 Designation
 Name & Address of the
 Bank

Witnesses (With address):-

1. _____

2. _____

Performance Bank Guarantee

Guarantee No.: _____

Date: _____

In consideration of the Punjab Gramin Bank, having its Head Office at Markfed Road, Kapurthala -144601 (Hereinafter referred to as the "First Party" which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having selected and intimated M/s.-----
----- (Name of PSA) having its registered office at -----(Name & Address of Vendors H.O.) (Hereinafter referred to as the "Second Party" which expression shall unless repugnant to the context of meaning thereof, include its successors, administrators, executors and assigns), by means of letter No. ----- dated ----- for providing the services of Security Guards and Armed Guards at its Offices / Branches, the Second Party has agreed to furnish a Bank Guarantee valued at Rs.----- (Rupees----- only) to keep the "First Party" indemnified from time to time for any breach of terms of the "Agreement" the Second Party is to enter with First Party.

We -----(Name and Address of Bank) (hereinafter referred to as the 'Bank' which expression shall, unless repugnant to the context or meaning thereof, include the successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the "First Party", on demand any and all moneys payable by the "Second Party" to the extent of Rs.----- (Rupees ----- only) as aforesaid at any time up to----- (Date), without any demur, reservation, contest, recourse or protest and without any reference to the "Second Party". Any such demand made by the "First Party" the „Bank“ shall be conclusive and binding notwithstanding any difference between the "First Party" and "Second Party" or any dispute pending before any court, tribunal or any authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the "First Party" and further agrees that the guarantee herein contained shall continue to be enforceable till the "First Party" discharges this guarantee. The Bank shall not be released of its obligations under these presents by any exercise by the "First Party" or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

We----- the bank further agree that the "First Party" shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the Agreement entered into between the "First Party" and the "Second Party" for providing security guards for the "First Party" or to extend time of performance of its obligation by the "Second Party" from time to time or to postpone/forbear for any time or from time to time any of the powers exercisable by the " First Party" against the "Second Party" and to forbear or enforce any of the terms and conditions relating to the said Agreement and shall not be relieved from our liability by reason of any such variation or extension being granted to the "Second Party" or for any forbearance, act or omission on the part of "First Party" or any indulgence by "First Party" to the "Second Party" or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.

The Bank also agrees that the "First Party" at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the "Second Party" and notwithstanding any security or other guarantee that the "First Party" may have in relation to the "Second Party" liabilities.

The Bank hereby expressly agrees that it shall not require any proof in addition to the written demand from the "First Party", made in any format, raised at the abovementioned address of the Bank, in order to make the said payment to the "First Party".

The Bank hereby agrees and acknowledges that the "First Party" shall have a right to invoke this Guarantee either in part or in full, as it may deem fit.

The Bank acknowledges that this guarantee is not personal to the "First Party" and may be assigned, in whole or in part, (whether absolutely or by way of security) by the "First Party" to any entity to whom it is entitled to assign its rights and obligations under the Guarantee.

This Guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring, liquidation, winding up, dissolution or any other change in the constitution of the Guarantor Bank.

Notwithstanding anything contained herein:

- a) Our liability under this Bank Guarantee shall not exceed Rs.------(Rupees -----
-----only)
- b) This Bank guarantee shall be valid up from----- (Date) to (Date)-----
- c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if the First Party serves upon us a written claim or demand on or before----- (Date).
- d) At the end of the claim period that is on or after ----- (Date), all the right of "First Party" under this guarantee shall stand extinguished and we shall be discharged from all liabilities under this guarantee.

Witness

Dated this Day of ----- (month, year) at----- (Place).

Signature.....

Signature.....

Name

Name.....

Official Address

Designation with Bank stamp