



Head Office, SHGB House, Plot No. 1 Sector 3, Rohtak

Notice Inviting Tender

Sealed Tenders are invited from reputed **Firms/Agencies Registered with Director General Resettlement** to provide Security Guards/Security Armed Guards at our Branches/Offices under our Regional Offices viz. Ambala, Bhiwani, Fatehabad, Gurugram, Hisar, Nuh, Palwal, Panipat, Rewari, Rohtak, Head Office at Rohtak and Currency Chests located at Gurugram and Rohtak and Cash Vans and new Branches to be opened in Haryana State on the basis of rate notified from the **Labour Commissioner, Govt. of Haryana and amended from time to time**. The proposal shall be sent to the **General Manager, Sarva Haryana Gramin Bank, Head Office, SHGB House, Plot No. 1, Sector-3, Rohtak, Haryana**. All the interested parties are advised to go through the detailed tender guidelines in the **Bank's website** before submitting their tenders. Bank reserves its right to reject any or all the Tenders without citing any reason. **Corrections/Corrigendum**, if any, will be placed on Bank website only. For more details visit our website www.shgb.co.in

Last Date of submission of Tenders: 22.12.2020 by 02.00 PM

Date of Opening of Tender : 22.12.2020 at 03.00 PM

General Manager

Head Office, SHGB House, Plot No. 1 Sector 3, Rohtak

Salient Features of Tender

1. Last date of submission of tender is **22.12.2020 up to 02.00 PM.**
2. Tenders received after due date and time will not be considered. There should not be any cutting or overwriting on tender documents while quoting the rates.
3. The Bank reserves the right to accept or reject any/all tenders in whole or in part without assigning any reason whatsoever.
4. Tenders shall be opened in the presence of Vendors/Authorised representatives holding appropriate letter from Authorised Signatory alongwith copy of Id viz. Aadhaar Card/PAN Card etc.
5. The contractor should have valid Labour License/PAN/TAN/GST/Other Statutory documents as applicable and produce self attested copies of such certificates
6. The contractor should have EPF, ESI and GST number.
7. Applicant should submit the copy of Aadhaar Card (Individual and Firm).
8. A Demand Draft amounting **Rs. 50000/-** (Rupees Fifty Thousand Only) in favour of **Sarva Haryana Gramin Bank** payable at **Rohtak** is to be **deposited alongwith Tender Documents.**
9. The successful bidder shall have to deposit a sum of **Rs.500000/-** (Rupees Five Lakh only) **including the amount deposited with Tender documents within 07 days** on the receipt of work order in the name of **Sarva Haryana Gramin Bank** payable at **Rohtak** before taking over the job assigned. The EMD shall be refunded to the agency **without any interest on successful completion of contract period** after deduction of any loss/damage, if any
10. Tentative number of Manpower required is **700** (Seven Hundred) Approx. which may vary at the discretion of the Bank.
11. Submit copy of Labour License/PAN/TAN/GST/Other Statutory documents vide which Agency has been authorized to provide such Manpower.
12. Submit copy of permanent/present residential address proof of owner of the firm with Phone/Mobile No.
13. Submit copy of permanent address proof of the Agency/Firm with Phone/Mobile No.
14. In the event of non-submission of KYC documents, application will be summarily rejected.
15. Manpower- Security Guard/Armed Guards should be in possession of Matriculation Certificate and above.
16. The Format for submission of **Technical and Financial Bids** is placed as **Annexure – I and Annexure – II to these instructions.** The Financial Bid will be opened only for those Bidders who qualify in the Technical Bid. Hence, Tender must be submitted in **Two Parts** as under:
 - (i) **Technical Bid** alongwith relevant documents
 - (ii) **Financial Bid**

The Vendors must submit their tender in two separate sealed envelopes prominently superscripted as **Annexure-I “Technical Bid”** and **Annexure-II “Financial Bid.** These **two envelopes shall together be kept in third envelope** superscripted ‘**Quotation for Tender Security Guards/Armed Guards**’ with due date of opening.

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17. **Service Charges quoted @ 2% or less by the Agency for providing manpower shall be declined.**
18. **Service Charges should be in percentage terms only upto 02 digit decimal points. Bids having Service Charges more than 02 digit decimal points shall be disqualified.**
19. **The Agency/Firm should not have been Black listed by Any Department/Institution.**
20. **The Agency/Firm shall submit a copy of their By Laws and terms and conditions of contract between Agency/Firm and contractual manpower.**
21. **Tenders are to be submitted at the following address:-**

Head Office: SHGB House, Plot No. 1, Sector-3, Rohtak Tel. 01262 - 243110



सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank
(भारत सरकार का उपक्रम) (Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



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Annexure-I

TECHNICAL BID

a) Contact details of Bidder :-

1. Name of Bidder
2. Complete Address
3. Contact No./Email Id
4. Contact Person's Name, Designation
Along with phone number

b) Criteria/Documents required to be enclosed :-

Sr. No.	Criteria	Brief Details
1.	Relevant Experience	At least Three years' experience of manpower service in Govt. Institute/Semi Govt. Institute/PSU/Limited Sectors.
2.	Manpower	Minimum deployment of 300 manpower at Single institution under Govt/Semi Govt. Institute/PSU/Limited Sectors for 03 years.
3.	Working capital	The average turnover of the Bidder in the Last Three Financial Year should be at least Rs. 6.00 Crore per year (Attach P & L A/c & Balance Sheets for FY 2017-18, 2018-19 & 2019-20) duly attested by CA. Bidder should have satisfactory Cash Flow to meet out the salary requirement, etc.
4.	Statutory obligations	<ul style="list-style-type: none">• ITRs for last three financial years ending 2019-20 duly acknowledged (attach proof)• Registration under Service Tax/GST (attach proof)• PAN number (attach proof)• Valid License from Labour Department (attach proof)• Undertaking regarding no case pending with any office of Govt./Semi-Govt. or Court of Law(attach proof)• Affidavit regarding non blacklisting by any office/institute
5	Demand Draft	<ul style="list-style-type: none">• Rs. 50000/- (Rupees fifty thousand only) in favour of SHGB, Rohtak
6	Company Bye Law	<ul style="list-style-type: none">• Copy of Company Bye Law

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Annexure-II

Format for Financial Bid

Requirement of Manpower – Security Guards/Armed Guards with the following Details at the latest rates notified from office of Haryana Labour Commissioner as per Minimum Wages Act, 1948.

(In Rs. per head)

Sl. No.	Name of Agency	Description	Basic Pay 1	EPF 2	ESI 3	Service Charges 4	Rate Quoted 1+2+3+4
		Security Guard					
		Security Armed Guard					

Important points to remember while submitting Financial bid

1. Enclose Latest copy of Minimum Monthly Wages as notified from the office of the Haryana Labour Commissioner Office.
2. Bids having Service Charges at Column 4 quoted @ 2% or less by the Agency for providing manpower shall be declined.
3. Service Charges should be in (%) percentage terms only upto 02 digit decimal points. Bids having Service Charges more than 02 digit decimal points shall be disqualified.

Date:

Signature
 Authorised Signatory of the Agency/Firm
 with Seal

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Terms and Conditions for providing Outsourced Manpower

1. The contractor should have a **valid PSARALabour license/PAN/TAN/Other Statutory document** as applicable and produce attested copies of such certificates. Any document/information given by the contractor, if found, forged/false/fabricated at any stage, it would lead to termination of the contract and initiation of criminal proceedings under appropriate law.
2. A Demand Draft amounting **Rs. 50000/-** (Rupees Fifty Thousand Only) in favour of **Sarva Haryana Gramin Bank** payable at Rohtak is to be **deposited alongwith Tender Documents**.
3. The successful bidder shall have to deposit a sum of **Rs.500000/-** (Rupees Five Lakh only)**including the amount deposited with Tender documents within 07 days** on receipt of the work order in the name of **Sarva Haryana Gramin Bank** payable at **Rohtak** before taking over the job assigned. The EMD will be refunded to the agency **without any interest on successful completion of contract period** after deduction of any loss/damage, if any.
4. The contract shall **remain valid for Two year**. However, if required the contract can be extended further on mutual agreement after the expiry of the tenure on the same terms & conditions on year to year basis. The contract can be terminated from either side i.e. Bank by giving **prior notice for one month** & the contractor by giving **prior notice for three months**.
5. The contractor shall **execute an agreement on Non-Judicial Stamp Paper** of appropriate value before claiming the first payment.
6. **No request of transfer of contract** in another name will be considered.
7. The **Bank Management will also screen** the manpower so provided by the contractor **for suitability** as per Tender. All outsourced workforce should be educationally qualified i.e. minimum Matriculation for the assigned task.
8. The contractor will provide **Identity Card** to each workforce.
9. The contractor will be required to **provide workforce within a period of 15 days** on receipt of work order.
10. The Contractor/Agency **will not allow or permit the workforce** so deployed in the Bank **to participate in any trade union activities or agitation** in the premises of the Bank or representation to any Govt./Statutory bodies, violation of which may result in termination of the contract immediately including Forfeiture of EMD.
11. The manpower provided by the contractor shall be **on the pay rolls of the Agency**.

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12. The Security Firm/Agency should have been registered with Central/State Government for three years and should have obtained license for this purpose (Attach Proof)
13. Good background with sound financial position having average turnover of **Rs. 6 Crore** per year for last three years ending F.Y. 2019-20 (Attach proof attested by Chartered Accountant)
14. More than 300 Security Armed Guards (Ex-servicemen with gun) must be on roll of the Security company as on 01.04.2020 (Attach Proof). The list must contain Security Armed Guards Ex-servicemen with Gun only.
15. The Security Armed Guards shall have their own Guns with Valid license and they shall be authorized to hold guns and have know-how to operate the same.
16. The Security Firm/Agency will provide a Certificate in respect of having rendered satisfactory service by the Security Armed Guards deployed in the organization (s) where it is rendering service. In the absence of such certificate, the tender will not be taken into account and will be liable for rejection
17. The duties of the Security Guards shall be from **09.30 a.m. to 5.30 p.m.**
18. In case any other alternative arrangements are made by the Bank, the above terms and conditions will stand automatically cancelled without any notice.
19. All the documents including enclosed Format for Technical/Statutory requirements for providing Security Services must be duly signed by the Authorised Signatories.
20. Service charges/commission will be paid on monthly basic wages only.
21. The Security Company shall provide proper uniform to the outsourced manpower for the work of Security Guard/Armed Guard. The amount of uniforms may be deducted from the salary on installment basis by the outsourcing agency not more than **Rs.100/- PM.**
22. The Contractor will **solely be responsible to redress** all the Human Resources issues/complaints/Grievances of such Manpower, if any. Further, the outsourced manpower shall have **no legal right to pursue any litigation against Bank.**
23. The contractor should have the **Registered/Branch Office of their Security Company in Haryana** and submit the complete Postal address, Telephone/Mobile/Fax/E-mail address, etc. for smooth functioning.
24. The decision of the Bank in regard to **interpretation of the Terms & Conditions** of the Agreement shall be final and binding to the Agency/Firm.

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25. On completion of the agreement, the contractor **will withdraw all its manpower** and clear the accounts by paying them the legal dues as required under the provisions of the Industrial Dispute Act-1947.

26. Bank reserves the **right to add or alter any condition** at any time and will be binding on the contractor provided that such changes does not adversely affect the interest of manpower so deployed and the contractor in terms of payment etc.

27. The contractor shall be **wholly responsible for resolving any dispute** pertaining to EPF/ESI with the concerned Agencies viz. EPFO/ESI/GST/Labour Deptt. etc. Any penalty levied by Govt. of India/ Govt. Deptt. / any action taken by Govt. of India/ Govt. Deptt. in case of non-compliance on account of minimum wages/PF /ESI will be solely borne by Private Security Agency hired.

28. In the event of **any breach of terms and conditions of contract**, delay, default and any other type of lapses on the part of the contractor, the contract shall be terminated without assigning any reason forfeiting the EMD held with the Bank.

29. The Security Guards/Gunmen shall be **Ex-Military or Ex-Paramilitary** personnel with **minimum 10 years** Military/Para-Military Services between the **age of 25 years to 55 years** with physically fit and sound mind and good health to the satisfaction of the competent authority preferably residing near the branch of posting. No Security guard will be above the age of 55 years at the time of deployment and maximum age for working at Security guard will be 60 Years.

30. The Agency shall **maintain a register** for the manpower – Security Guards/Armed Guards deployed in the Bank together with Names, Address, Qualification, Aadhaar, PAN, Armed Licence Number & Telephone/Mobile numbers of the employee. Further, the Agency shall also deposit a copy of such documents to the respective Branches/Offices

31. The contractor is responsible for **providing alternate Manpower** in case the available workforce proceeding **on leave or stand absent whatsoever reason**. Otherwise, **a penalty of Rs. 100/-** (Rupees One Hundred only) **per day per person** will be **imposed and deducted from the bills** of the Agency. Further, such manpower shall **never be deployed on double duty**.

32. Bank reserves the **right of removal of any person** considered incompetent or disorderly from the Bank premises. The Agency will provide alternate manpower against removed workforce immediately.

33. The contractor shall imperatively **open the Salary Accounts** for such manpower only **in Sarva Haryana Gramin Bank** for **payment of Monthly Wages on or before 07th of every month** affecting Statutory deductions for EPFO and ESI only.

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34. The contractor shall then **submit Bills in duplicate** alongwith deposit proof of EPF and ESI on monthly basis for claiming reimbursement from the Bank within 07 (Seven) days after payment to such manpower.

35. Bank will **reimburse such claims** to the Agency **on verifying the correctness** for the wages paid to the manpower for the month as per the rates notified from the office of the Haryana Labour Commissioner and amended from time to time and submission of certificate for depositing EPFO and ESI subscriptions for last month.

36. In case **wages are paid less than the specified** or any violation of the terms and conditions of the Outsourcing Policy made for the contractor, the penalty, as deemed fit, shall be imposed on the contractor by Bank. The firm can also be **Blacklisted alongwith forfeiture of EMD** in case of violation of terms & conditions of the agreement. Service charges/Commission will be paid on **Monthly Basic Wages** only

37 Deduction from the **bill towards Income tax as applicable** will be made for Tax Deducted at Source (T.D.S.) and the certificate for the same will be issued to the contractor.

38. The contractor shall **comply with instructions pertaining to depositing Statutory deductions to the concerned Agencies** in stipulated time with regard to the manpower under law and as per latest State Outsourcing Policy.

39. The contractor shall submit **Monthly Certificate/Proof/Challan** for the payment of wages to the Manpower and transfer of Statutory deductions like EPF, ESI, GST etc. to the concerned Agencies as required under law.

40. The agency shall submit the **proof** in support of having **deposited the contributions under Provident Fund Act and ESI deductions** to the Bank within **three weeks** of becoming due.

41. There shall be **no contract of employment** between Bank and contractual manpower for any purpose. The contractor concerned will be the employer for such manpower. Hence, such manpower will not be entitled for any claim or benefit directly or indirectly from the Bank.

42. Bank will carry out **random checks to test the reliability** of working of workforce and the Agency. In case of any deficiency, penalty, as deemed fit, can be imposed leading to the cancellation of Contract/Agreement without any notice.

43. Consumption of any kind of intoxicant, liquor and smoking **are strictly prohibited** in Bank premises.

44. The contractor shall **maintain all statutory records** in respect of manpower so deployed as required under the provisions of the law. Bank may advise the Agency any time for submission of month wise data of monthly wages paid to the workforce deployed in the Bank.

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45. Agency shall get **Police verification** for the **Manpower – Security Guards/Armed Guards** to be deployed in the Bank and provide copy of same at the time of rendering services.
46. Agency will provide **PF (UAN) No. and ESI Card** to Manpower so deployed in the Bank for checking PF amount online and avail Medical facility from ESI Dispensary.
47. Bank may engage more than one agency as per requirement for smooth functioning in the Branches/Offices.
48. Eligibility for selection **L-1** Agency will be on the basis 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 Agency by the Bank.
49. If L-1 does not accept the contract, **the EMD will be forfeited** and the **contract shall be assigned to L-2**.
50. In the event of any dispute arising between the parties on General terms & conditions of tender, the same shall be referred to Arbitration and arbitrator will be nominated by the Head of Administration of **SHGB, Head Office, Rohtak**, whose decision shall be final and binding on both the parties. However, any differences or doubt pertaining to meaning/interpretation of any phrase word used in terms or in the schedule of services, their nature and manner of rendering of such services shall be the excepted matter and be referred to the Head of Administration of **SHGB, Head Office, Rohtak**, whose decision shall be the final and binding. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification and re-enactment thereof will apply to such arbitration provided however, in all matters the venue of proceedings will be **Rohtak** and **only Rohtak Courts** will have jurisdiction over the same.
51. The contractor will have to **abide by all terms & conditions** of the agreement.

Chief Manager
GAD

Chief Manager
FD

Chief Manager
MASD

Chief Manager
I&A

General Manager