



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

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

**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 further branches to be opened in Haryana State on the basis of minimum Labour Wages of Haryana. The proposal shall be sent to the **General Manager, Sarva Haryana Gemin Bank, Head Office, SHGB House, Plot No. 1, Sector-3, Rohtak, Haryana.** Bank reserves its right to reject any or all the tenders without citing any reason. For more details, visit our website: [www.shgb.co.in](http://www.shgb.co.in)

**Last date of submission of Tenders : 28.02.2019 (at 12.00 p.m.)**

**Date of Tender Opening : 28.02.2019 (at 03.00 p.m.)**

**General Manager**

Terms and Conditions are as under:

Sl. No.	Technical Bid
1	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). The Security Firm/Agency should also be registered with Director General Resettlement (Attach Proof)
2	The Security Firm/Agency should have license under the Private Security Agency (Regulations) act, 2005 (Attach Proof)
3	Good background with sound financial position having turnover of Rs. 3 Crore for each year during the last three years (Attach proof attested by Chartered Accountant)
4	The Security Guards/Gunmen shall be Ex-Military or Ex-Paramilitary personnel with minimum 10 years Military/Para-Military Services between the age group of <b>25 to 60 years and physically fit with a sound mind and good health</b> preferably residing near the branch of posting.
5	More than 400 Security Guards (Ex-servicemen with gun) must be on roll as on 30.09.2018 (Attach Proof). The list must contain Security Guards Ex-servicemen with Gun only.
6	The Security Guards shall be provided with Guns with and Valid license by the Firm/Agency and they shall be authorised to hold guns and have know-how to operate the same.
7	The Firm/Agency must have EPF Account, ESI code No. GST No. PAN and should be registered as per related law (Attach proof)



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8	The Security Firm/Agency will provide a Certificate in respect of having rendered satisfactory service by the Security Guards deployed in the organization (s) where it is rendering service. In the absence of the such certificate, the tender will not be taken into account and will be liable for rejection
9	The Security Firm/Agency will provide proof of deposit of Statutory subscriptions and contributions for the previous month of the Security Guards deployed at the time of submitting the bill for each month
10	The Security Firm/Agency shall submit a certificate to the Bank that the payment of Security Guards will be made as per State Minimum Labour Wages Act (prevailing in Haryana State) and meet other Statutory requirements under the Labour Act. The rates should cover the Statutory liabilities like minimum wages, EPF, ESI etc. and payment of wages to the Security Guards shall be made before 5 <sup>th</sup> of the next month through their respective Saving Funds Accounts opened in our bank's Branches. The wages shall be revised as and when the minimum wages are revised by the State Government
11	The Security Firm/Agency will be required to bring all the original documents/required Certificates with them on the date and time of opening of Tender so that on the spot verification may be done. In the absence of original documents/certificates on the date of opening of Tender, the tender will be rejected.
12	Earnest Money Deposit: the Security Firm/Agency shall have to deposit with the Bank an amount of <b>Rs. 500000/- (Rupees Five Lakh only)</b> in the form of Demand Draft favouring <b>Sarva Haryana Gramin Bank, Rohtak</b> payable at Rohtak to be sent with the Tender. In case the Firm/Agency is awarded the contract for deployment of Security Guards, Security Armed Guards, the same will be kept as security. Security amount of unsuccessful bidders will be refunded within <b>Seven Days of opening of price bids</b> . No interest will be payable on Security amount
<b>Financial Bid</b>	
1	The duties of the Security Guards shall be from <b>09.30 a.m. to 5.30 p.m.</b>
2	The uniform of the Security Guards will be provided by the Firm/Agency
3	The Security Guards will be on the pay roll of the Firm/Agency. Total payment will be made to the Firm/Agency
4	The Security Firm/Agency will be responsible for the misdeed/lapses committed by the Security Guards engaged in the Bank.
5	The Security Firm/Agency will be responsible for providing alternate Security Guards if an Security Guards goes on leave or removed by the Agency/Bank
6	The Bank will deduct Income Tax or any other Taxes as per rules
7	The Security Guards will be deputed by the Security Agency to the Bank as and when required by the Bank
8	In case any other alternative arrangements are made by the bank, the above terms and conditions will stand automatically cancelled without any notice.



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### Other Terms and Conditions

1	The bank reserves it right to reject the tender without assigning any reason
2	The Firm/Agency which does not fulfill any or all the conditions mentioned above shall not be considered and the tender submitted shall stand cancelled
3	All the documents including enclosed Format for Technical/Statutory requirements for providing Security Services must be duly signed by the Authorised Signatories.
4	The Security Firm/Agency shall submit Technical and financial Bids in two separate envelopes, mentioning on the cover itself about kind of bid it contains. At the time of opening of tenders, first of all the Technical Bids will be opened. After due scrutiny of the Technical Bids, the Financial Bids of those Firms/Agencies whose Technical bids are found strictly in terms of norms/stipulations laid down in the Tender Notice, will be opened in the presence of Tender Committee and the representative of the Security Firms/Agencies on specified date and time specified
5	The Technical Bids be arranged in the same style, manner and seriatim as given in the format for Technical/Statutory requirements
6	The Financial Bid should clearly state the specific net amount of wages per Security Guards payable alongwith the details of deductions towards Statutory requirements (In Rupees) per month instead of spelling our any terms i.e. Minimum Wages etc.
7	The redressal of the above grievances of the Security Guards, if any, shall be the sole responsibility of the Security Firm/Agency and not that of the Bank under any circumstances.
8	It is clarified that the Bank will not entertain any HR issues/complaints/grievances of the Security Guards deployed by the Security Firm/Agency which is solely to look into their such matters.



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**Duration of Contract:**

The contract for the engaging Security Guards will be initially for one year and can be extended with review on year to year basis upto three years with the mutual consent of both the parties. The contract can be terminated by the Bank by giving one month's prior notice. The Security Agency will also be free to terminate the contract by giving one month's prior notice.

**ACCEPTED THE ABOVE TERMS & CONDITION**

**SIGNATURE OF AUTHORISED OFFICIAL  
(Name & Designation with Stamp)**

**Place:**

**Date:**

**Encl: As above**

(For further clarification, if any, you may contact **General Administration Division.**  
**Tele No. 01262-243109**)



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**Format for Technical/Statutory requirement for providing Security Services:**

SI No.	Particulars	Details	
1	Name and Address		
2	Registration No. of the Firm/Agency (Attach copy of Registration Certificate & Partnership Deed)		
3	No. of years in the line of Profession		
4	Establishment Code of EPF (Attach Copy)		
5	Establishment Code of ESI (Attach Copy)		
6	License No. as Contract Labour supplier (Attach Copy)		
7	GST No. (Attach copy)		
8	PAN No. (Attach Copy)		
9	Total Turnover of the Firm for Last Three Years (Attach proof Attested by Chartered Accountant)	<b>Year</b>	<b>Amount (in Lakh)</b>
		<b>2015-16</b>	
		<b>2016-17</b>	
		<b>2017-18</b>	

Note: Photocopies of required documents/Certificate duly attested are attached herewith and original shall be produced at the time of opening of Tender.

**Declaration:**

We hereby declare that all the particulars given above are true and correct and nothing has been concealed therein. We have gone through all the terms and conditions of entering into the contract and agree to abide by all the terms and conditions and other amendments made if any, at later stage.

**Date:**

**Signature  
Name & Designation  
With Stamp**



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Format for **Financial Bid**:

1. Earnest Money Deposited: **DD No. Dated Bank Name Amount**  
(Attach DD)
2. Name of the Banker & A/c No.:  
(Attach Copy)
3. Rates Quoted per Security Guards:  
(In rupees – with Bifurcation)
4. Any Other Detail:

Note: Photocopies of required documents/Certificate duly attested are attached herewith and original shall be produced at the time of opening of Tender.

**Declaration:**

We hereby declare that all the particulars given above are true and correct and nothing has been concealed therein. We have gone through all the terms and conditions of entering into the contract and agree to abide by all the terms and conditions and other amendments made if any, at later stage.

**Date:**

**Signature  
Name & Designation  
With Stamp**



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The detailed bid shall be submitted on the basis of Haryana Minimum Wages Labour Commissioner rates in the following format:

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