



**Prathama UP Gramin Bank**  
(sponsored by : Punjab National Bank)  
Ram Ganga Vihar Phase –II Ind Moradabad  
e-mail: gad@prathamabank.com  
website: prathamaupbank.com

Head Office:  
Phone: 0591-2492088

Security Cell

**RFP FOR EMPANELMENT OF PRIVATE SECURITY AGENCIES**  
**NOTICE INVITING BIDS/APPLICATIONS FOR EMPANELMENT OF SECURITY AGENCIES**

Prathama UP Gramin Bank invites sealed applications from Private Security Agencies (PSAs) having their offices in the state of Uttar Pradesh, for short listing and empanelling suitable security agencies for outsourcing guards/armed guards/ Ex-Serviceman Guards as and when required for its different offices/ cash vans etc. The bank is at present operating in 19 districts of UP and 01 district of Uttarakhand viz Amroha, Baghpat, Balrampur, Bijnor, Budaun, Bulandshahar, Gautam Budh Nagar, Ghaziabad, Gonda, Hapur, Jhansi, Lalitpur, Meerut, Moradabad, Muzaffaranagar, Rampur, Saharanpur, Sambhal, Shamli, and Haridwar. The empanelment would be initially for a period of three years, with a provision to review yearly, at the sole discretion of the bank, based upon the performance and discipline of the PSAs.

Vendors/applicants are requested to submit their application/bid as under after going through entire proposal.

Reference No.	<b>HO/SEC/003 /2019-20 DT. 21.08.2019</b>
Empanelment documents/ Application can be downloaded from bank's website	<a href="http://www.prathamaupbank.com">www.prathamaupbank.com</a>
Date of commencement of proposal	28.08.2019
Last date and time for receipt of bids/applications	17.09.2019 02:00 p.m.
Date of evaluation of application and technical bid	17.09.2019 03:00 p.m.
Date of opening of price bid	18.09.2019 11:00 a.m.
Venue	Prathama UP Gramin Bank Head office, Ramganga Vihar Phase II, Moradabad
Earnest Money	Rs. 500000.00 (Five lakh only)
Cost (Not refundable)	Rs. 5000.00 (Five thousand only)
Address for communication	General Manager (GAD) Prathama UP Gramin Bank Head office Ramganga Vihar Phase II, Moradabad

Application/bid document can be downloaded from our website [www.prathamaupbank.com](http://www.prathamaupbank.com) or may be obtained from the following address

General Administration Department (Security Cell),  
Prathama UP Gramin Bank Head office  
Ramganga Vihar Phase II  
Moradabad



**Prathama UP Gramin Bank**  
(sponsored by : Punjab National Bank)  
Ram Ganga Vihar Phase –Ind Moradabad  
e-mail: gad@prathamabank.com  
website: prathamaupbank.com

Head Office:  
Phone: 0591-2492088

---

Security Cell

---

**Eligibility Criteria for Evaluation of Technical bid**

The evaluation will be done on the following parameters. The PSAs those qualify in the technical evaluation will be considered for further process.

- (a) The Private Security Agencies should be a reputed firm/company/ proprietorship based (having its corporate/zonal/regional office) in the state of UP and have adequate Supervisory Infrastructure & network.
- (b) The Private Security Agencies should have license in accordance with the Private Security Agencies Act 2005 to operate in the entire state of UP. The license so obtained should not have been suspended/ cancelled/ revoked by the controlling authority under PSA Act or under any other provisions.
- (c) The Private Security Agencies should have Income Tax PAN.
- (d) The Private Security Agencies should have Audited Balance Sheets and Profit and Loss Accounts for the last three years.
- (e) The office/establishment of Private Security Agencies should have registration under Uttar Pradesh Shops and Commercial Establishment Act, 1962.
- (f) The Private Security Agencies should have valid certificate under EPF & Miscellaneous Provisions Act.
- (g) The Private Security Agencies should have valid certificate from ESI Corporation as per ESIC Act.
- (h) The Private Security Agency should be registered with GST department.
- (i) PSA should be continuously in business for at least last 05 years as on 01.04.2019.
- (j) PSA Should have arrangement for the effective training of the security guards in the state of UP as per provisions of PSA Act and rules thereunder.
- (k) The PSA should be in profit during last three financial years.
- (l) The PSA should not have committed default/ undue delay in paying EPF, ESI and GST during last three years.
- (m) The PSA should have at least 05 years experience of providing security services to Public sector/ regional rural banks or any other **govt financial** institution preferably in the state of Uttar Pradesh.
- (n) The PSA should not have been blacklisted or debarred by any PSB/RRB/Govt Institution during last 5 years. In this regard the PSA will have to submit an undertaking as per **Annexure V**.
- (o) The PSA will have to submit a satisfactory service report in original obtained from two public sector/ govt organizations where PSA is providing similar services. The report should have been obtained after 01.04.2019.
- (p) The PSA will have to submit a solvency certificate amounting to Rs 25,00,000/- obtained after 01.04.2019.

**For short listing/ empanelment of PSAs the above criteria shall be applied. For this purpose, PSAs shall submit copies of every relevant documents/ certificates / Chalans / receipts/ documentary proofs along with the application/EOI. The PSAs not conforming to any of these criteria will not qualify for empanelment or short listing unless any of the eligibilities is waived or relaxed by the Chairman, Prathama UP Gramin Bank. In addition to the above, the PSAs should furnish details of their profile.**



**Prathama UP Gramin Bank**  
(sponsored by : Punjab National Bank)  
Ram Ganga Vihar Phase –Ind Moradabad  
e-mail: gad@prathamabank.com  
website: prathamaupbank.com

Head Office:  
Phone: 0591-2492088

---

Security Cell

---

### **1. Scope of the Work**

Deployment of security guards, at sensitive/ risk prone branches/ Controlling office/ Head Office of the bank as mentioned above in the state of UP. Which may vary from time to time during the period of empanelment depending upon the requirement of the bank.

### **2. Submission of Bid/Application**

Expression of Interest (EOI)/ Application as per **Annexure I**, complete in all respects can be submitted alongwith payment of Rs.5000/- (Non-Refundable) and earnest money of **Rs. 500000/- (Rupees Five lakh only)** by way of DD/ Pay Order in favour of **Prathama UP Gramin Bank, Moradabad** latest by **02:00 pm on 17.09.2019** in a sealed envelope. The technical bid shall contain the details as per **Annexure II** alongwith copies of all the required documents/proof. The price bid is to be submitted as per **Annexure III**. The price bid is not to be submitted alongwith Technical bid. Price bid is to be kept separately in a sealed cover. **If price bid is submitted in the technical bid envelope the bid will stand rejected.** The DDs of application cost and EMD shall be kept separately from technical bid. The amount of EMD will be forfeited if, having been selected by the Bank for the job, the PSA refuses to accept any contract or having accepted the contract, fails to carry out its obligations mentioned therein. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful PSAs within a period of three months. The agency must fill and sign application form along with supporting documents, failing which the application is liable to be rejected. The applications received late or without application fee and earnest money would not be opened and shall be rejected.

### **3. General Instructions/Conditions**

- i) Please read the terms and conditions carefully before filling the application form.
- ii) Please sign all the pages of the offer document including each page of the application form.
- iii) The cuttings/over writings, if any, should be duly attested.
- iv) The General Manager, Prathama UP Gramin Bank reserves all rights to:
  - a) Accept or reject the application either in whole or in part.
  - b) Reject any or all the applications partially or wholly.
  - c) Cancel or withdraw this proposal of offers at any stage.
  - d) Accept or reject any deviation from these conditions.
  - e) Credential of all the bidders will be examined by our own panel of officers. Their recommendations / decisions will be final.

### **4. Eligibility Criteria for Security Guards**

The guards should be well built, physically fit and preferably below 50 years of age but above 18 years. In case of ex-servicemen or ex-paramilitary personnel requirement of age may be relaxed upto 60 years. The Security guards to be provided shall also meet physical standards prescribed by the Government and should not be suffering from any contagious disease or any other disease which may aggravate during his service in the bank.

### **5. Validity of Offer**

The applicants shall keep the offer open for a minimum period of 90 days from the date of opening of the applications/bids within which period the PSA cannot withdraw their offer including the period being extended further, if so required, by mutual agreement from time to



**Prathama UP Gramin Bank**  
(sponsored by : Punjab National Bank)  
Ram Ganga Vihar Phase –Ind Moradabad  
e-mail: gad@prathamabank.com  
website: prathamaupbank.com

Head Office:  
Phone: 0591-2492088

---

Security Cell

---

time. Any contravention of the above conditions will make the PSA liable for forfeiture of their Earnest Money Deposit.

**6. No Erasures or Alterations**

Application/ bid must be completely filled up. Corrections or alterations, if any should be duly authenticated.

**7. Agreement Between the PSA and the Bank**

The successful PSAs shall execute an agreement with the bank on a non-judicial Stamp Paper of appropriate value, as per the format provided by the BANK, and all the expenses shall be payable by the PSAs. A copy of the agreement will be retained both by the BANK and the PSA concerned.

**8. Opening of EOI/Bids**

The technical bid shall be opened in the office of the General Manager, Prathama UP Gramin Bank at **the date and time mentioned hereinabove** in the presence of the PSAs and/or their authorized representatives who may be present at the time of opening the applications/offers. If the date of opening happens to be a holiday due to unforeseen reasons, the offers will be opened on the next working day at **11.00 am**. No separate intimation will be sent for pre bid meeting/ opening of technical bid. The technical bids will be opened at the time and date stipulated above in the presence of the committee of officers. The bidders or their representatives who wish to be present at the time of opening of bids shall make themselves available at the stipulated place, date and time. The bidders who qualify in the technical evaluation shall only be eligible for further process.

**9. Terms of Payment**

The PSA will not be paid any payments in advance. Monthly payment shall be made after cross tallying attendances of the security guards. The payment shall be made by the BANK after the end of every calendar month.

**10. Security Deposit**

On award of the work, the earnest money deposit (EMD) paid by the PSA shall be returned. However, PSA shall deposit security money, in the form of our bank's FDR, equal to 20% of the amount payable for the work allotted. The security money deposit shall vary as per volume of the work allotted to the PSA from time to time and PSAs shall always keep it at the rate of 20% of the amount payable for the work allotted. The security deposit shall be adjusted against any loss, theft, damages etc. caused by the agency or by the involvement of the guards deployed by the agency or due to any act, omission or negligence of the guards deployed by the agency and/or if agency commits breach of one or more of the conditions in the agreement. The security deposit shall be refundable on completion of the term of PSA subject to adjustments, if any, as described above.

**11. Other Terms and Conditions**

(i) The security guards to be provided by the PSA must be of sound health and good character for which the PSA shall be responsible and their antecedents are to be certified by the PSA and a copy of Police verification also is to be provided before the deployment of security guards, if any of them is found to be medically unfit or of unsound mind prior or during the period of agreement, the PSA shall not deploy or engage such person in the security of the Bank, the PSA shall submit the relevant documents at the interval of every one year or as and when demanded by the bank. The Bank shall have the right to reject any security guard not meeting the requisite standards.



**Prathama UP Gramin Bank**  
(sponsored by : Punjab National Bank)  
Ram Ganga Vihar Phase –Ind Moradabad  
e-mail: gad@prathamabank.com  
website: prathamaupbank.com

Head Office:  
Phone: 0591-2492088

---

Security Cell

---

The security guards shall perform the following duties:

- (a) Checking and regulating visitors and maintenance of various prescribed documents (Necessary entries be made in the records/registers).
- (b) Checking of incoming/outgoing materials and vehicles at the gate
- (c) Prevention of losses from theft/pilferage/damage to Bank property
- (d) Assisting in case of strike/unrest of employees and shall render necessary and adequate assistance to Bank administration and also take necessary steps to control mob/unruly crowd.
- (e) Render assistance in fire fighting whenever fire takes place within the premises or when called upon to do so. All personnel employed by the PSA should be suitably trained in fire fighting techniques and handling of fire fighting equipments and also first aid procedures.
- (f) Prevention of misuse of water, electricity and other facilities by outsiders/unauthorised persons and prevention of entry of stray animals and take out the animals from the Bank premises.
- (g) Apprise the Bank administration of any lapses noticed under the scope of his work

(ii) The security guards deployed by the PSA shall not work in any other organisation or shall not be deployed by the PSA to any other organization regardless of working shift. If any such case comes to the notice, Bank shall have the right to impose suitable penalty on the PSA, which will be recovered from his monthly bills or security deposit or any other dues of the PSA. The PSA shall employ good and trained persons with good health and clean record within the age of 50 years (60 years if ex-serviceman/paramilitary personnel) and must have working knowledge of Hindi. In case, any of the guard so provided is not found suitable by the Bank, the Bank shall have the right to ask for his replacement without giving any reason thereof.

(iii) The PSA shall be wholly and solely responsible for full compliance of all labour laws, compliance with all statutory provisions/ stipulation of State.

(iiia) If at any time after empanelment it is found that the PSA has violated any labour/ statutory provisions, the PSA may be depanelled and blacklisted and the security money deposit of the PSA shall be forfeited. In this regard PSA shall submit a notarized affidavit on Rs 100/- stamp paper, as per format give by **Annexure 'IV'**. Bids submitted without affidavit as per Annexure IV shall be rejected.

(iv) The PSA shall be responsible for any harm/loss/injury caused by the security guard intentionally or unintentionally by his arms or otherwise to the customers/ public/ staff members or any material of the bank/public and the PSA shall indemnify the bank if any loss/damages is suffered by the bank due to any activity of the security guard.

(v) The Security Guards shall be provided as per the requirement of the Bank and the guards so provided by the PSA shall not claim themselves as the employees of the Bank and there shall be no employer - employee relationship between the Bank and the guards so provided by the PSA. The PSA shall monitor its guards regularly. PSA shall deploy supervisors as per requirement of the bank.

(vi) The PSA shall be wholly responsible for paying Monthly Salary and other admissible allowances to the guards deployed by them. Bank shall not pay any extra charges / payment for whatever reason including weekly off / leave / holiday etc.



**Prathama UP Gramin Bank**  
(sponsored by : Punjab National Bank)  
Ram Ganga Vihar Phase –Ind Moradabad  
e-mail: gad@prathamabank.com  
website: prathamaupbank.com

Head Office:  
Phone: 0591-2492088

---

Security Cell

---

(vii) It shall be the responsibility of the PSA to provide full uniform (summer and winter both) along with the name plate/ identity card to the security staff deployed to perform their duties. The identity cards shall be produced on demands by the any authority of the Bank or of Government.

(viii) All security guards/ supervisors shall be provided with proper Identity Cards by the PSA at their cost. Also all essential items for security purposes like gun, torch, whistle, shoes, raincoats, first aid arrangement etc. shall be provided by the PSA at their own cost.

(ix) The PSA will introduce their security staff to Officer-In-charge, declared as controlling officer or any other person authorised by the BANK in this behalf for the operation of the agreement by Bank for his verification and satisfaction before their deployment and the PSA shall furnish the complete particulars/ bio-data of security personnel with passport size colour photo duly attested by the Gazetted Officer before deployment including the copy of arm license, wherever applicable.

(x) The Bank reserves the right to ask the PSA to remove any guard found not discharging his duties satisfactorily or of doubtful character and the PSA will immediately remove such person / persons and provide replacement.

(xi) The duty points and retention time of security guards deployed by the PSA will be decided by the Bank through its Officer-in-Charge or any person so authorised in this regard and the PSA will have to abide by such direction.

(xii) In case of any pilferage, damage or theft, the PSA or their representative shall report the matter immediately to the authorities of the Bank. The PSA will be wholly responsible for any loss due to theft, pilferage etc. and will make good the loss sustained by the negligence, absenteeism or dereliction of duty by their security guards.

(xiii) It may be distinctly understood that there shall not be any absenteeism by the security guards and in case of absenteeism, replacement must be provided by the PSA, if any guard's replacement deputed by the PSA is unable to join his duty within two hours, failure to do so would render the PSA liable to pay the damages at double the rate of the wages. The amount of such damages will be deducted from the monthly bills of the PSA.

(xiv) The PSA shall submit monthly bills in duplicate for the services rendered during the preceding month along with the pay roll duly signed by the PSA and the Bank shall make payment within fifteen working days from the date of submission of the bills after deduction of income tax as per provisions of Income Tax Act, 1961 and as amended from time to time and also including any other taxes levied by the Central/State Government from time to time.

(xv) The PSA shall give weekly off to their security guards and shall provide a reliever. The PSA is required to conduct surprise check frequently at least once a week and to see themselves that their guards are discharging duties faithfully and properly and also submit their report to the Security Officer at the Head Office of the BANK.

(xvi) The PSA shall ensure that the gun license of the armed guard remains valid as per state laws. The security guard and PSA shall be responsible for safe custody of the gun and ammunition. Guard will report for duty alongwith gun and take his gun back on closing of the branch. In no circumstance gun of the guard shall be left in the branch premises after office hour.



**Prathama UP Gramin Bank**  
(sponsored by : Punjab National Bank)  
Ram Ganga Vihar Phase –Ind Moradabad  
e-mail: gad@prathamabank.com  
website: prathamaupbank.com

Head Office:  
Phone: 0591-2492088

---

Security Cell

---

### **Training of security guards**

All the guards which will be provided to the bank shall be fully trained. The PSA shall have arrangement for effective training infrastructure for providing class room and arms training to the security guards and shall adhere to the provisions of UP Private Security Agencies Rules 2009 towards pattern of training and skill enhancement during the period of agreement/empanelment. The Guards should have undergone pre-induction training or shall be trained at their training facility within a period of one month post deployment. PSAs not having adequate training infrastructure whether owned or rented in the state of UP shall not be considered for empanelment.

### **12. Evaluation Process**

#### **Stage I (General Evaluation)**

The applications incomplete in any respect or not accompanied by the mandatory documents i.e. **documents/ certificates / Chalans / receipts/ documentary proofs** as mentioned above or without cost of application and EMD shall be rejected. Demand drafts for application cost and EMD should not have been issued before the date of this RFP.

#### **Stage II (Evaluation of technical bid)**

Offers/bids will be evaluated against the stipulated requirement/ eligibility criteria based purely on valid proofs of documents submitted by the PSAs alongwith their bids. Offers complying with the eligibility criteria shall be selected in technical evaluation. Evaluation will be done by a committee of officers based on the criterion mentioned in this document.

#### **Stage III (Evaluation of price bid)**

The price bids of only those bidders who qualify in the evaluation of technical bid will be opened. PSAs will have to quote separate price bids for normal guards, gunmen and ex-servicemen/paramilitary guards. The bank reserves the right to split the work among required number of the PSAs at the sole discretion of the Bank provided bidders match the price of L1. The L1 shall be decided separately for different categories (A, B, C) of guards. In case L2 bidder does not match the price of L1 bidder, the Bank will have an option to make the offer to L3 bidder and so on until suitable PSAs as per need of the bank are empanelled by the bank. The number of PSAs to be empanelled will be decided by the bank at its own discretion but not less than two. Utilization of the services of PSAs among the empanelled agencies is at the sole discretion of the bank depending on the requirement, areas/ regions to be deployed, branch expansion plan etc.

### **13. No Commitment to Accept Lowest or Any Other Offer**

BANK shall be under no obligation to accept lowest or any offer received in response to this notice and shall be entitled to reject any or all offers at any stage without assigning any reason whatsoever.

### **14. Liquidated Damages and Termination**

In case of breach of any/or more of the conditions in the agreement and/or services provided by the PSA are found not satisfactory (not maintaining the man power, found not alert on duty, indiscipline and improper uniform/turnout etc.) during any period of the agreement, an amount subject to minimum 10% of the monthly bill would be deducted as liquidated damages for one month and if the performance continues to be unsatisfactory in any of the subsequent months the services of the PSA can be terminated by giving a short notice of seven days or even 48 hours depending upon the exigencies and also disqualifying them for participating in the future



**Prathama UP Gramin Bank**  
(sponsored by : Punjab National Bank)  
Ram Ganga Vihar Phase –Ind Moradabad  
e-mail: gad@prathamabank.com  
website: prathamaupbank.com

Head Office:  
Phone: 0591-2492088

---

Security Cell

---

empanelment. Besides, the PSA will be responsible to indemnify any pecuniary loss, if any, caused due to such action of the agency/security guard.

**15. Settlement of Disputes by Arbitration**

In the event of there being any dispute or difference arising between the parties the same shall be referred to the Chairman Prathama UP Gramin bank whose decision shall be final and binding on both the parties. However, if the parties are still not satisfied, the matter shall be referred to the sole Arbitrator mutually agreed by the parties. The Arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliations Act, 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the Arbitration proceedings under this clause. The award of the Arbitrator shall be final and binding on the parties. The venue of the Arbitration shall be Moradabad. The fees, if any, of the Arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the Arbitration) shall be in the discretion of the Arbitrator who may direct by whom and in what manner, such costs or any part thereof shall be paid and may fix or settle the amount of costs to be so paid.

**Depanelment**

Any of the PSAs empanelled after completion of this process can be depanelled by the bank at any time without assigning any reason by giving a notice of 30 days and the work allotted to that agency may be distributed to the remaining PSAs at the discretion of the bank.

The authority for acceptance of the application will rest with the General Manager, Prathama UP Gramin Bank who does not bind himself to accept the lowest or any other application nor undertakes to assign reasons for declining to consider any particular application / applications.

16. All disputes shall be subject to the jurisdiction of the Courts at Moradabad only.

Date: 21.08.2019

Manager

Sr. Manager

Sr. Manager

Manager (Law)





**Prathama UP Gramin Bank**  
(sponsored by : Punjab National Bank)  
Ram Ganga Vihar Phase –II Ind Moradabad  
e-mail: gad@prathamabank.com  
website: prathamaupbank.com

Head Office:  
Phone: 0591-2492088

---

Security Cell

---

Annexure I

Expression of Interest (Offer)  
(on the letter head of the PSA)

Date:

To  
The General Manager  
Prathama UP Gramin bank  
Ramganga Vihar Phase II  
Moradabad UP

Dear Sir,

Re: Expression of Interest for Empanelment as Private Security Agency for providing Security Guards

I/We hereby offer our Company /Firm to be empanelled as a PSA for providing Armed/Un-armed Security Guards to be deployed at various branches/offices of BANK, in its entire operational area.

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

I/We also understand that mere filling the application form does not automatically qualify us for empanelment. We also agree to BANK's right to reject my/our application/bid at any stage without assigning any reason thereof.

I/We agree to all the terms and conditions of the RFP.

I/We also agree that the bank may amend/alter/waive any of the conditions mentioned in the notice at any stage of the empanelment process.

Thanking you,

Yours faithfully,

Signature and Seal of PSA  
Address :



**Prathama UP Gramin Bank**  
 (sponsored by : Punjab National Bank)  
 Ram Ganga Vihar Phase –Ind Moradabad  
 e-mail: gad@prathamabank.com  
 website: prathamaupbank.com

Head Office:  
 Phone: 0591-2492088

Security Cell

**Annexure – II**

**DETAILS OF PSA (Technical bid)**

With reference to your advertisement, required details are as under:

<b>General Details</b>		<b>Details</b>	<b>Proof Attached</b>
1.	Name of the PSA		
2.	Constitution (Company/Firm/Proprietorship)		
3.	Year of Establishment		
4.	Name of the Directors/Partners/Proprietors, & their PAN		
5.	Whether registered with the Registrar of Companies / Firms or Proprietor. If so, mention No. & date (Documentary Proof Necessary) Furnish also copy of relevant Certificates / Deeds.		
6.	Whether registered with Govt. under Contract Labour (Regulation & Abolition) Act, 1970. Furnish date of registration and proof.		
7.	No. of Clients. (Enclose List).		
8.	Quality Certification like ISO Certificate. (Enclose the copy, if any)		
9.	Whether an assessee of Income Tax. If so mention PAN / TAN. Furnish copies of IT Return for last 3 years & copy of PAN Card.		
10.	Any other documents you wish to attach		
<b>Technical Details</b>			
1.	Address & Phone No. of Principal office (attach proof)		
2.	Authorized under PSA Act 2005 to operate in entire UP		
3.	Whether registered in the panel of other Organizations / Statutory Bodies such as PSU, Bank, Government Bodies, etc. Furnish their names, category, date of Registration and Proof.		
4.	Annual turn over for the Financial Year 2016-17 2017-18 2018-19		
5.	Profit earned during last three years. Attach Audited balance sheet. 2016-17 2017-18 2018-19		
6.	Whether Registered under Uttar Pradesh Shops and Commercial Establishment Act, 1962. Mention Reg No.		
7.	Whether registered with EPFO. Date of registration and proof.		
8.	Whether registered with ESIC. Date of registration and proof.		
9.	Goods & Service Tax No. (Furnish copies of relevant certificate).		
10.	Continuously in business of security services, since		



**Prathama UP Gramin Bank**  
(sponsored by : Punjab National Bank)  
Ram Ganga Vihar Phase –Ind Moradabad  
e-mail: gad@prathamabank.com  
website: prathamaupbank.com

Head Office:  
Phone: 0591-2492088

---

Security Cell

---

11.	Experience of working with PSBs/RRBs/Govt FIs since		
12.	Training Infrastructure. Give details.		
13.	Whether blacklisted/debarred by any organization during last 5 years		
14.	Whether all dues related to EPF, ESI and GST for fy 2018-19 cleared by due dates or defaulted payment of any installment.		
15.	Satisfactory Service report obtained from 1. 2.		
16.	Whether solvency certificate obtained		

a) We agree that this application does not entitle us automatically for being empanelled / short listed for the purpose as cited above.

b) We understand that the General Manager Prathama UP Gramin Bank reserves the right to reject our application without assigning any reason thereof at any stage and we agree to that.

c) The information given by us is true to the best of our knowledge.

Date:

Place:  
PSA.

Signature & Seal of



**Prathama UP Gramin Bank**  
(sponsored by : Punjab National Bank)  
Ram Ganga Vihar Phase –Ind Moradabad  
e-mail: gad@prathamabank.com  
website: prathamaupbank.com

Head Office:  
Phone: 0591-2492088

Security Cell

**Annexure- III**

**Rate Quotation (Price bid)**

Category	Details of the guard	Price Quote of the PSA in Rs (without GST)
A	Ex-servicemen/ Ex paramilitary armed guard	
B	Other armed guards not belonging to category 'A'	
C	Unarmed guards/ <i>dandaman</i>	

**Stamp of Company/ firm**

**Authorised Signatory  
Name :  
Designation:**

**Date:**

- Note: - 1. The above price quote is inclusive of all dues and charges payable by the employer including service charges.
2. Nothing shall be paid by the bank in addition to above quote except GST. GST will be paid additionally by the bank as per applicable rate and guidelines.
3. No revision of rates will be considered by the bank until expiry of initial term of 03 years. However, in exceptional cases such as revision of minimum wages etc by the State Govt, revision of rates may be considered only after expiry of one year.

**Authorised signatory**



**Prathama UP Gramin Bank**  
(sponsored by : Punjab National Bank)  
Ram Ganga Vihar Phase –Ind Moradabad  
e-mail: gad@prathamabank.com  
website: prathamaupbank.com

Head Office:  
Phone: 0591-2492088

---

Security Cell

---

**Annexure- IV**

(On Rs 100/- non judicial stamp paper)

**Affidavit of Undertaking**

I/We \_\_\_\_\_ s/o \_\_\_\_\_ Director/prop of M/s

\_\_\_\_\_ having its Registered Office at \_\_\_\_\_

(herein after referred as (Bidder) hereby affirm/s on oath, that:

I/We/our PSA shall be wholly and solely responsible for full compliance of all labour laws, compliance with all statutory provisions/ stipulation of state.

I/we/ our PSA will assume liability and will undertake to indemnify the bank against any loss, penalty or any other liability incurred due to violation of provisions of the enactments mentioned above.

If at any time after empanelment it is found that I/We/our PSA have violated any labour and statutory provisions, laws or Acts mentioned above, I/We/our PSA will have no objection if bank depanels and blacklists me/us/our PSA and imposes any other penalty suitable for any loss caused due to such act.

**Date:**

**Signature with seal of Deponent**

**Place:**



**Prathama UP Gramin Bank**  
(sponsored by : Punjab National Bank)  
Ram Ganga Vihar Phase –Ind Moradabad  
e-mail: gad@prathamabank.com  
website: prathamaupbank.com

Head Office:  
Phone: 0591-2492088

---

Security Cell

---

**ANNEXURE 'V'**

(On the letter head of the firm/company)

**Letter of Undertaking**

I/We \_\_\_\_\_ s/o \_\_\_\_\_ Director/prop of M/s

\_\_\_\_\_ having its Registered Office at \_\_\_\_\_ (herein

after referred as (Bidder) hereby undertake the following, that:

- No criminal cases/ charges is pending with the police/court against the Proprietor/Firm/Partner or Directors/Partners of our firm/ Company.
- It shall be ensured by me/us that no criminal case is pending with the police/court against the proposed staff/ guards who will be deputed for service in the Branches / ATMs / Office etc of the bank
- I/We/our PSA have not been blacklisted by any entity (Govt/PSU/PSB/MNC or any other organisation) d
- I/ We will be undertaking to provide trouble free & uninterrupted services at agreed Terms & conditions.
- The license awarded to me/us under Private Security Agencies Act 2005 is still valid and has not been suspended/ cancelled/revoked by the controlling authority or any other Government authority.

Place:

**(Authorized Signatory)**

Date:

Signature

Official Seal of Applicant:

Name

Designation Address