

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	08-12-2025 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	08-12-2025 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Finance
विभाग का नाम / Department Name	Department Of Financial Services
संगठन का नाम / Organisation Name	Union Bank Of India (ubi)
कार्यालय का नाम / Office Name	Central Office Dept Of Information Technology
वस्तु श्रेणी / Item Category	Security Manpower Service (Version 2.0) - Hotel, Banks; Armed Security Guard
अनुबंध अवधि / Contract Period	3 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	12 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	4000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	80000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	38

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

SECURITY SERVICES , SSD

CENTRAL OFFICE DEPT OF INFORMATION TECHNOLOGY, Department of Financial Services, Union Bank of India (UBI), Ministry of Finance
(Union Bank Of India)

UIN Number NCTGC2415P

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any

Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:1 PROJECT IN LAST THREE FY

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:1 PROJECT OF 3 ARMEDGUARD

Additional Conditions specific to this bid:AS PER RFP UPLOADED IN BID

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
01-12-2025 12:00:00	SECURITY SERVICES GROND FLOOR UNION BANK OF INDIA, 239 VIDHAN BHAWAN MARG NARIMAN POINT , MUMBAI 400021

Security Manpower Service (Version 2.0) - Hotel, Banks; Armed Security Guard (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Hotel, Banks
Category of Profile	Armed Security Guard

विवरण/ Specification	मूल्य/ Values
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Yes
Age Limit	Up to 55 years
Years of Experience	0 – 3 years
Additional Requirements for the Security Personnel	EX Serviceman/EX CAPF from combat force not from tradesman category and medically SHAPE I
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Maharashtra
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Babru Bhan	400005,Security Services, Union Bank of India, 2nd Floor, The Arcade, World Trade Centre, Cuffe Parade, Mumbai	3	<ul style="list-style-type: none"> Tenure/ Duration of Employment (in months) : 36 Basic Pay (Minimum daily wage) : 1065 Provident Fund (INR per day) : 60 EDLI (INR per day) : 2.5 ESI (INR per day) : 0 EPF Admin charge (INR per day) : 2.5 Bonus (INR per day) : 0 Optional Allowance 1 (in Rupees) : 0 Optional Allowance 2 (in Rupees) : 0 Optional Allowance 3 (in Rupees) : 0 Number of working days in a month : 30

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including addons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

3. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

4. Buyer Added Bid Specific ATC

1. ELIGIBILITY CRITERIA FOR SERVICE PROVIDERS WITH RELAVANT PARA OF RFP ARE AS UNDER

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3.1 Service providers shall submit all relevant proof documents along with the tender. Bidders not conforming to any of the parameters as on last date for submission of bids will not qualify for short listing. Following is the list of eligibility criteria for vendors/security agencies: -

- 3.1.1 Service providers / Bidders should be a registered company / registered partnership firm / proprietary firm reputed for providing security guards' services since last five years or more. (Proof document- valid Registration Certificate of ROC for Registered companies/registered partnership deed for partnership firm/registration certificate or any other document substantiating age of firm, for proprietary firm.
- 3.1.2 Service providers / Bidders should have obtained a license in accordance with section 4 & 7 of the Private Security Regulation Act 2005 in the state, where the act has been implemented (Proof documents- Valid PSARA License for the State of Maharashtra). The license should be valid for the entire state. The license should remain valid through the period of contract. At any point of time, if the PSARA license remains invalid for more than 3 months, Bank reserves all rights to cancel the contract. Service providers / Bidders who do not fall under the ambit of PSARA License are required to submit necessary supporting document to prove that the Service providers / Bidders is Government agency/eligible for exemption as per official Government gazette/official document.
- 3.1.3 **Service providers / Bidders should have valid "per-pro" category Arms License and OWN .12 Bore DBBL Guns.** Names of the armed guards being provided to the Bank must be endorsed as retainer in the Gun License within 30 days from the date of receiving work order.
- 3.1.4 Service providers / Bidders should have Registration under Shops & Establishments Act applicable in the State. (Proof document- valid Registration Certificate for the offices in the Maharashtra State)
- 3.1.5 Service providers / Bidders should have valid Registration with ESI Corporation under ESI Act and should have been allotted with a code number by the ESIC (Proof Document – valid Registration Certificate with Code number from ESIC and Sub code allotted in Maharashtra state.)
- 3.1.6 Service providers / Bidders should have a valid Registration with EPFO under EPF & Miscellaneous Provisions Act 1952 and should have been allotted Registration number (Proof document- valid Registration Certificate with Registration number of EPFO)

- 3.1.7 Service providers / Bidders should have Income Tax PAN and should be submitting IT returns for last three years (Proof documents – Copy of valid PAN Card and IT Return Acknowledgement copy for last three years).
- 3.1.8 Service providers / Bidders should have a Registration for GST and should have been allotted with Registration for number (Proof document- Valid Registration Certificate with GSTIN).
- 3.1.9 Service providers / Bidders should have minimum five years' experience of providing Security Guard's services to Public/Private Sector banks. (Proof documents- work orders from banks substantiating providing services since last five years).
- 3.1.10 Service providers / Bidders should be in profit in the last three financial years (proof documents, Audited Balance sheet and P & L statement for each of the last three financial years. FY 2022-23, 2023-24, 2024-25)
- 3.1.11 Service providers / Bidders should have their own infrastructure for training and firing practice of their Security guards. Otherwise, tie-up arrangement with PSARA registered training establishments provided if, PSARA applicable in the State permits such tie-up arrangement for training (Proof documents- Registration Certificate of training establishment under Shops and Establishments Act for own training facility/documents substantiating tie-up arrangement with PSARA registered training establishment).
- 3.1.12 Service providers / Bidders should have at least one office in the area under jurisdiction of Greater Mumbai. The office should be equipped with landline telephone & email facility and the office should be physically manned during the office hours on all working days. The office should be in existence before the date of publishing of this tender. (Proof Documents – Registration of the office under Shops & Establishment Act applicable in the State, latest landline telephone bill, muster roll/attendance record of the office staff).
- 3.1.13 Service providers / Bidders should have credible supervisory infrastructure and network in the state (Proof Documents – Muster Roll/Attendance record of supervisory staff with designation, placed with the offices in the State).
- 3.1.14 Service providers / Bidders shall not be owned or controlled by any director or officer/employee of the Union Bank of India or their relatives having the same meaning as assigned under Section 6 of the Companies Act 1956 (Proof document- Self declaration by the Director/Partner substantiating the criteria).

- 3.1.15 Service providers / Bidders should be complying with Minimum Wages Act 1948 and amendments there to (Proof documents – Copies of Salary slips for the month of September 2025 and October 2025 issued to Security Guards (Armed/Unarmed) deployed in area A, B & C of any principal employer).
- 3.1.16 Service providers / Bidders should be remitting EPF contributions on-line (Proof documents – Copies of Electronic Challan-Cum-Return (ECR) for the month of September 2025 and October 2025 for same Security Guards (Armed/Unarmed) for whom salary slips are submitted as mentioned above).
- 3.1.17 Service providers / Bidders should be remitting ESI contributions on-line (Proof documents – Copies of electronic Contribution History Sheet (CHS) for the month of September 2025 and October 2025 for same Security Guards (Armed/Unarmed) for whom salary slips are submitted as mentioned above).
- 3.1.18 Service providers / Bidders should be remitting net salary to security guards' Bank Account (Proof documents – Copy of security guards Bank Account passbook/statement indicating credit of the net salary for the months of September 2025 and October 2025 for same Security Guards (Armed/Unarmed) for whom salary slips are submitted as mentioned above).
- 3.1.19 If the Director/Partner/Proprietor of the Service providers / Bidders is convicted by any Court/Competent authority OR facing criminal proceedings under the law of the land, Bank reserves all rights to reject offer from such Service providers / Bidders. Affidavit in this regard is to be submitted by the Director/Partner as per given format. The same should be signed by Director/all Partners/ Proprietor only. Failure to submit the affidavit as per given format will disqualify the bid.

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2. QUALITATIVE REQUIREMENTS (QR) FOR ARMED SECURITY GUARDS

The following guidelines shall be adhered to while outsourcing Security Guards (Armed) through the contracted Service providers / Bidders for Branches:

- 2.1. Security Guard (Armed) should not be from tradesmen category (only combatants are eligible) of Indian Armed Forces or ex-paramilitary personnel or ex-CAPF.
- 2.2. Age of the Security Guard (Armed) at the time of first deployment should not be above 55 years.
- 2.3. Security Guard (Armed) should have been released from his parent service in medical category SHAPE-I or equivalent and be medically fit in all respects at the time of deployment. Their medical fitness will be considered as per medical fitness certificate from Registered Medical Practitioners with qualification not less than M.B.B.S., and to be provided to bank at the time of deployment.

oyment. The Guards should be at least matric pass, mentally sound and possess good physique to perform all duties of Guard as listed in this document.

- 2.4. Character of the armed guard should be exemplary (equivalent in case of CAPF/paramilitary) at the time of discharge from military/paramilitary service and same should be endorsed in the discharge book / release documents.

3. CHARACTER & ANTECEDENT VERIFICATION

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Before deployment of Security Guards, service provider should arrange for verification of the antecedents of the guards by the police and such valid police verification certificate by the police should be submitted by the service provider to the Bank before deployment of the guards.

4. COMPLIANCE WITH CONTRACT LABOUR ACT

The selected Service providers shall comply with all provisions of the Contract Labour (Employment & Regulation) Act and Rules made thereof as applicable to them. If it comes to notice of Bank that the Service providers is not complying with any of the Labour Laws, Banks reserves all rights to terminate the contract by giving 30 days' notice. The Service providers shall submit an Affidavit on non-judicial stamp paper of value (as per Government guidelines) as per given format.

5. Agreement between the Bank and the PSAs

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In addition to contract on GeM, PSAs must execute an agreement with the branches/offices where Security Guards (Armed/Unarmed) are deployed, on a non-judicial Stamp Paper of appropriate value as applicable in the State/s as per standard agreement format enclosed in RFP.

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5. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

6. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

Duties of Armed Guards at Branch/Office

1. Armed Guard shall perform duty for eight hours on all the days and shall report to the Site 15-30 minutes prior to duty /shift hours.
2. On starting/ending of duty at the branch/office, the Armed Guard shall inform the Banks Branch Manager/Authorized official about the satisfactorily condition and starting/ending of his duty.
3. Armed Guard shall perform duty only in prescribed uniform provided to him by his employer i.e., PSA.

4. Armed Guard shall check and inform of any damage, accident, pilferages, incident, fire/arson, etc., as also, any defect/malfunctioning of ATM, electrical equipment, lights, AC, etc. to Branch Manager/Authorized official.
5. Armed Guards' place of duty shall be generally near the entrance of Branch: The main entrance outside the main door, from where he can view a part of the banking hall also. At the Office: The Main Gate and at places identified by the Authorized officer from where he can have an overall view of the area.
6. Armed Guard shall not permit any Arms & Ammunition inside the Branch/office by customers/anyone.
7. In case of any UNREST in the area, Armed Guard should close the Main Entrance/Gate and inform the Branch Officials/Authorized official.
8. Armed Guard while performing duty at the branch/office shall keep watch on persons visiting the branch/office and inform Branch Manager/Authorized Officer of any suspicious movement/activity.
9. Armed Guard is to keep a 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 AND/OR to watch and guard as above the movement of cash from one place to another whether inside or outside the Bank.
10. At office site, Armed Guard on duty should allow access to ATM card holders only and permit one ATM card holder inside the ATM at one time.
11. Armed Guard should ensure that the Branch Entrance/office Main Gate is not obscured/blocked by parking vehicles etc. and that parking of Vehicles inside the premises is systematic and no vehicle is parked at unwanted areas/places.
12. In case anybody leaves behind any bag, suspicious item, etc., Armed Guard, on duty, should immediately inform Branch Manager, Security Officer or Police.
13. Armed Guard should interact with customers/office visitors/staff with respect and politeness.
14. Armed Guard should not leave the place of duty unless properly relieved during duty hours and after duty hours (at offices).
15. Armed Guard shall check the Electronic Alarm System, CCTV and Fire Alarm System daily and if these systems are found defective at any point of time, he shall report the matter to Branch Manager/Authorized official/AMC Firm for rectification of defects.
16. Armed Guard shall be conversant with the use of Fire Extinguishers and shall take necessary action in case of activation of Fire Alarm System or in case of a fire in the branch/office.
17. Armed Guard shall escort cash remittances, as and when required by the branch.
18. Armed Guard shall perform security related duties only and shall not involve in any other work or banking operations related or any other activity at the Branch/Office.
19. At Office location Armed Guard shall ensure that there is no misuse of property/equipment by anyone in the premises specially, canteen staff, workers of agencies, etc. and inform authorized official.

20. At Office location Armed Guard shall ensure that only desired electrical lights in the periphery and inside are kept on during nighttime and put off during day time.
21. Armed Guard shall not accept any eatables, tea, coffee, tobacco etc., from strangers. The PSA's Employees shall not take any alcohol or intoxicants or be found in an inebriated state or smoke during the duty hours.
22. Armed guard shall not use his firearm on any occasion except as his right to his private defense as provided u/s 34 to 44 of BNS when, and only if, his life is perceived to be in danger from armed miscreants having the intent of committing crime inside the Branch/Office. This should be amply clarified to the Armed Guard by the Vendor.
23. Ensure that the premises is clean.
24. At Office Location the Guard shall be required to issue Visitors Passes (Access Control) and scanning of bags, parcels, boxes, letters, etc. etc. carried by persons entering the office building.
25. At Office Location the Guard shall be required to man & monitor the CCTV, Access Control, Fire Alarm, PA, Security Alarm System and report to the concerned official at site.

7. Buyer Added Bid Specific SLA

Text Clause(s)

FORMAT FOR AGREEMENT

PROVIDING/ OBTAINING SECURITY GUARD (ARMED) SERVICES

This Agreement is entered at _____ (Place) on the ____ day of _____ between Union Bank of India, _____ (Branch/Office) at _____ (Address) represented by its attorney Shri _____ hereinafter referred to as the First Party

AND

The Private Security Agency(PSA) M/s. _____ represented by its _____ (designation), Mr./Mrs./Ms. _____ (name) and having its office at _____ (address) hereinafter referred to as the PSA which expression shall wherever the context so admits, means and includes his legal representatives, successors & assignees as the Second Party.

Whereas the First Party requires the services of a Second Party for safeguarding its properties and assets.

Whereas the PSA, providing security guards (armed) services has agreed to provide Security Guards (armed) (Strike out whichever is not applicable), hereinafter referred to as "PSA's Employees" to the First Party as per the First Party's requirements and terms & conditions of the RFP.

Whereas the PSA and the First Party have agreed to enter into a service contract for a period of _____ months w.e.f. _____ till _____ which shall be deemed to be automatically terminated thereafter unless renewed by the First party for the purpose of obtaining security guards services on the terms and conditions as mentioned hereunder.

Now therefore this agreement witnesseth as under:

1. The PSA declares that the PSA is in possession of the valid licence issued under Section 7 of the Private Security Agencies (Regulation) Act 2005 and the PSA further undertakes that the licence will be renewed from time to time and will be valid during the entire period of the Agreement, failing which this agreement shall stand automatically cancelled and the First Party shall not make any payment.
2. PSA shall ensure that ____ No. of Armed Guards/Security Guards possessing the required skill and training shall be deployed at the branch/office/ATM (Strike out whichever is not applicable). The PSA's employees shall not be more than 55 years of age at the time of first deployment.
3. The PSA hereby undertakes to abide by the requirements of eligibility criteria and physical standards for the PSA's employees and their training as prescribed in the Private Security Agencies (Regulation) Act 2005, the Rules framed there under and the amendments there to.
4. The PSA shall ensure that all the PSA's Employees are subjected to basic security and weapon handling training & periodic refresher training program on regular basis at its own cost. The PSA shall ensure that the PSA's Employees who are deployed as Armed Guards have undergone firing practice and test fired their weapon at least once during the currency of this agreement and submits necessary proof of firing carried out to the First Party.
5. The PSA shall ensure that the PSA and their employees deployed with the first party shall comply with all obligations, conditions and restrictions regarding uniform, photo identity card, etc., stipulated in the Private Security Agencies (Regulation) Act 2005 and Rules framed there under.
6. If the State Law requires the registration of the PSA with the Welfare Board of Security Guards or any such other Board constituted under the State law, completion of such registration shall be ensured by the PSA before deploying their employees with the first party.
7. The PSA shall have a valid Arms License of "Per-Pro" Category and also own 12 bore DBBL Guns endorsed on the same. Name of the PSA's employee being deployed at branch/ office of Union Bank of India shall be endorsed as a retainer in the said license. The PSA's employee shall perform duties in the branch/ office using such licensed firearm of the PSA. A license issued for any purpose other than "Property Protection" shall not be acceptable. The PSA shall also ensure that the Gun Licenses remain valid as per State laws throughout the currency of this agreement. The custody of the firearms and its ammunition shall be the sole responsibility of the PSA or the PSA's Employees and the First Party shall not be liable for the safe custody of the firearms and its ammunition.

8. The PSA agrees that the duty of the deployed security guard (armed) is to keep a watch over persons visiting the branch/office or ATM for the purpose of safety & security and guard against infiltration and against removal of bank's property by any unauthorized person AND/OR to watch and guard as above the movement of cash from one place to another whether inside or outside the Bank. The PSA further undertakes that he has briefed the PSA's employee, who is an Armed Guard in writing that the guard shall use his firearm only as his right to private defense as provided U/s 96 to 106 of the Indian Penal Code.

9. The PSA shall ensure that the PSA's Employees shall be conversant with the use of Fire Extinguishers and shall take necessary action in case of activation of Fire Alarm System or in case of a fire in the branch/office.

10. PSA shall provide the names of PSA's Employees to the branch/office before their deployment. The PSA shall furnish the names, permanent & local addresses of the PSA's Employees deployed at First Party's premises from time to time along with their latest photographs, thumb impression, signatures & Aadhaar Identify Proofs.

11. The PSA shall ensure that the PSA's Employees function under general directions of Branch Manager / Authorised Official and perform duty according to the duties given in the tender document to this Agreement. The PSA shall also ensure that the PSA's Employees deployed at branch/office/ATM have read & understood their duties.

12. The PSA will provide PSA's Employees with uniform (Summer/Winter), caps, raincoats, torches and other accessories (Photo I-Card, name Tab, baton, whistle etc.) initially and replace the same periodically as and when required. At no point of time the uniform or its liveries should be faded/untidy/torn.

13. Before deployment of their employees, the PSA shall arrange for verification of antecedents of all the PSA's Employees by the police and such Police verification Certificates shall be submitted to the First Party before deployment of Security Guards or their subsequent relievers.

14. PSA's employees shall be medically fit, mentally sound and possess good physique and not be suffering from any contagious / major diseases. Wherever required by the First Party, the PSA will provide PSA's literate employees to perform the assigned duty efficiently.

15. The PSA will change the PSA's Employee immediately on instructions from the First Party if the performance/behavior of that particular PSA's Employee is not acceptable or if found physically/medically unfit and the decision of the First Party will be final in this regard.

16. The PSA shall ensure that the PSA's Employees shall not accept any eatables, tea, coffee, tobacco etc., from strangers. The PSA's employees shall not consume tobacco, alcohol or other intoxicants or be found in an inebriated state or smoking during the duty hours.

17. A PSA shall ensure that no familiarity develops between the PSA's Employees and the First Party staff. Further, the PSA shall ensure that the PSA's Employees do not indulge in any activities including money transactions, which may tarnish the image of the First Party.

18. A Security Supervisor will be detailed by the PSA. Such security supervisor shall report to the conce

ned branch/officer in-charge/official at least once a week for the purpose of briefing /debriefing. He must carry out checking of guards wherever deployed for alertness on regular basis as instructed by Branch/Office. First party will not be liable for any separate payments for this arrangement and the cost of such supervisory arrangement shall be borne entirely by the PSA at its own end.

19. The PSA shall ensure that at no point of time during the prescribed duty hours, the PSA's Employee will be on leave or absent from his place of duty without a reliever and that they shall remain alert during their working hours to prevent theft/pilferage and any other untoward incidents.

20. PSA shall maintain duty register for each PSA's Employees and get the register checked by the Bank's branch/office daily, along with timings. In case a PSA's Employee is found absent from the place of his duty, the pro-rata payment for the days of absence will be deducted from the payment due to the PSA.

21. The PSA shall maintain up to-date record of PSA's Employees as per the Shops & Establishment Act and will discharge all obligations under various Labour Laws viz. EPF Act, ESI Act, Gratuity Act, Bonus Act, Workmen's Compensation Act, Contract Labour (Regulation & Abolition Act), etc or under any other State/Union Legislation in respect of PSA's Employees and shall produce these records for verification as when demanded by the First Party.

22. The PSA shall be responsible for all acts of Commission and/or Omissions by its employees leading to loss and/or damage to First Party's employees and/or third Parties and shall meet all liabilities arising out of such Omissions and/or Commissions.

23. PSA shall alone plan, relieve, decide and be responsible for the leave or absence of the PSA's Employees on any grounds and First party shall not in any way be responsible for sanction of leave, etc. to the PSA's Employees.

24. PSA shall maintain proper records /details of the PSA's Employees deployed in the branch/office/ATM of First Party. It shall submit monthly bills to the branch/office by 5th of each month giving details of the PSA's Employees deployed and the payment claimed for each of them. All payments under this agreement shall be made to the PSA by the Bank's branch/office, where the PSA's Employees are deployed on a monthly basis by a crossed cheque/online credit in favour of PSA within four working days of receipt of the relevant bill from the PSA. However, in case of any discrepancy in the bill detected by the First Party, the payment will be released to the PSA within four working days from the date of resolving the discrepancy by the PSA.

25. PSA shall be fully and absolutely responsible for the payment of salary and other statutory dues for/to PSA's Employees like salary/wages, bonus, arrears, overtime, EPF & ESI contributions employment/terminal benefit, compensation or other claims of whatsoever nature to PSA's Employees and First party will not undertake any liability in relation to such matters.

26. The PSA's Employees shall not claim any employment relationship with First party under any circumstances. The PSA shall obtain written undertaking from each of the PSA's employees deployed with the First Party that he is a permanent employee of the PSA and the written undertaking in original shall be given to the First Party's Office, where he is deployed.

27. PSA hereby undertakes to ensure payment of wages to its PSA's Employees in compliance with Minimum Wages Act and other relevant statutes in force and modified/amended or revised from time to time as per enactments of Central/State Governments.

28. The PSA hereby undertakes further that additional/excess payment over the contracted amount, which may arise due to extraneous reasons during the currency of this agreement, shall be borne by the PSA alone and the First Party shall not be liable to pay any excess amount.

29. The PSA shall pay the monthly wages to PSA's Employees deployed with the First Party by crediting the Savings Bank Account of the PSA's Employees with any bank.

30. PSA shall submit printed receipts for all the payments received from First Party. The PSA shall also furnish the proof of having paid the wages to the PSA's Employees engaged by them within one week of the disbursement of the wages to them and proof of having paid the statutory dues to the concerned authorities on monthly basis. Non-payment of monthly wages by the PSA to the PSA's employee deployed with First Party will make this contract null and void and will result in termination of the deployment of PSA's employees with the First Party with immediate effect and the First Party will not be required to make any payment to the PSA thereafter.

31. First Party shall not make any direct payment of whatsoever nature to the PSA's Employees. All payment payable by First Party in connection with or arising out of this agreement shall be made only to PSA and not to the PSA's Employees.

32. PSA shall also ensure that the PSA's Employees do have their own arrangements for their food, beverages and refreshments.

33. In case of any injury/death of any staff member of First Party or a public member because of firing of weapon of the PSA's Employees for any reason, PSA shall be liable to pay compensation as deemed necessary and become payable to the injured/deceased or their legal claimants. All legal proceedings and expenses towards such incidents/accidents will be borne by the PSA without involving the first party at any stage.

34. In case of any mishap of whatsoever nature (minor / major / fatal including death during the course of their duty) sustained by PSA's Employees, the responsibility for meeting the medical/hospitalization expenses or of granting compensation, if any, on that count will be that of the PSA and not of the First Party. If for any reason, compensations, costs etc., are paid by the First Party, the same shall be reimbursed by the PSA to First Party without any demur, including interest at ruling rate till settlement and such settlements shall be made by the PSA within one month from the date of Demand by the First Party and upon failure of the PSA to do so, the First Party shall have the 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.

35. In the event of theft, pilferage, damage to property of the First Party or any other loss, the First Party shall report the matter to the local police first. The PSA agrees that in case of any loss of cash/materials /other properties of the bank, which may arise directly or indirectly due to absence or dereliction of duty or inattentiveness or negligence or collusion of the PSA's employee, such loss will be made good by the PSA and all liabilities arising out of such incidents will be fully met by the PSA. If the inquiry reports of the First Party and the PSA are conflicting on this point, it is agreed between the parties that the First Party's report shall prevail and be final. Such quantum of loss assessed and payable by the PSA shall be paid to First Party within a month of demand and upon failure of the PSA to do so, the First Party, without prejudice to other recovery measures either through Court of Law or otherwise, shall have the right to invoke the Bank Guarantee in favour of the First Party submitted by the PSA or to adjust the monthly bills payable by the First Party to the PSA towards the amounts payable by the PSA till the entire dues are paid/settled off.

36. Neither the PSA nor any of the PSA's Employees will have any claim against the First Party for any liability arising out of any commission / omissions caused by the PSA's Employees while on duty.
37. The PSA's Employees deployed for the security of the branch/office/ATM as per terms of this Agreement shall always be treated as employees of the PSA only and will not have any right to seek employment in the services of the First Party. There shall be no relationship whatsoever between the First Party and the PSA's Employees. PSA shall also make it clear to PSA's Employees that they shall not, under any circumstances, claim any right of employment from First Party and the PSA shall continue to be their employer.
38. In return for fixed sum/rates, the PSA shall at its own risk & cost provide services of PSA's Employees as per the requirement of the First Party purely on Contractual basis.
39. PSA undertakes to submit a copy of licence from the Ministry of Labour, Govt. of India, or exemption certificate from the State Government, for providing security guard services in offices/ATMs of First Party before deploying their employees with the First Party.
40. PSA states and admits explicitly that the work assigned by First Party to it is not perennial in nature and the First Party has the right terminate the assigned work, if in its assessment and opinion, the need for the assigned work ceases to exist. The assignment/engagement is well defined, quantified, time-bound and specified by the First Party to PSA and, in turn, by the PSA to PSA's Employees.
41. PSA shall ensure to submit annual returns to various Authorities and also ensure compliance of all the applicable laws, rules and regulations for which PSA shall be solely responsible.
42. PSA hereby agrees to indemnify and keep First Party indemnified against any loss, damage, compensation, cost etc., that First Party might be required to incur/pay arising out of litigation, non-compliance or breach of statute/s, regulations etc., by the PSA or even otherwise.
43. The First Party as well as the Reserve Bank of India shall have the right to access all books, records and information relevant to the PSA's employees deployed with the First Party and shall have the right to cause an inspection on the PSA's office & training infrastructure and audit the books & records as relevant to the services provided to the First Party.
44. The PSA shall preserve all the data and documents pertaining to their employees deployed with the First Party for not less than three years and shall make them available to the First Party, if and when demanded.
45. The PSA shall not sub-contract the armed guards' services provided to the First Party to any third party without the prior approval of the First party.
46. This Agreement can be terminated by either Party at one month's notice in writing. However, if the First Party terminates this Agreement/Contract due to the PSA violating any of the terms of this Agreement or due to non-performance of the terms of this Agreement or due to any negligence on the part of the PSA or PSA's Employees, the First Party shall not be required to give any notice and the Agreement shall stand terminated on the date following the day on which the PSA receives, from the First Party, the intimation about such violation or non-performance or negligence.

47. In continuation of the Clause 46 above, if any of the terms / clauses of this agreement remains violated or non-rectified or not adhered to by the PSA for more than one month even after due notice of such violation or non-adherence, the PSA agrees that apart from terminating the Contract, the First Party will have the right to blacklist the PSA for the next five years and to invoke the Performance Bank Guarantee and forfeit the entire amount covered by the Performance Bank Guarantee as penalty for non-adherence to this agreement / contract.

48. In consideration of the services as stated herein above, First Party agrees to make payment of Rs. _____ for each Armed Guard / Rs. _____ for each Security Guard (excluding taxes) and after deducting TDS (if applicable) to the PSA for each completed month of services or pro-rata thereof.

We the above noted parties have signed this deed of agreement after having understood the contents of this deed on the date and place mentioned above.

(Signature)

(Signature)

Authorised Signatory

Authorised Signatory

For BANK (with seal)

For Private Security Agency (with seal)

-

-

(First Party)

(Second Party)

-

8. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Union Bank of India

Account No.

800501980050000

IFSC Code

UBIN0580058

Bank Name

Union Bank of India

Branch address

Nariman Point Branch, Mumbai 400021

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

अस्वीकरण/**Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---