

INDIAN BANK
CORPORATE OFFICE CHENNAI

TENDER FOR
ENGAGEMENT OF PRIVATE SECURITY AGENCY/ DGR EMPANELLED AGENCY
FOR DEPLOYMENT OF EX-SERVICEMAN UNARMED GUARDS
FOR INDIAN BANK PREMISES AT CHENNAI.

IMPORTANT DATES

DATE OF ISSUE OF TENDER	: 01.12.2025
DATE OF PRE-BID MEETING	: 06.12.2025 1100 hrs
LAST DATE OF SUBMISSION OF TENDER	: 15.12.2025- 1500 hrs
DATE OF OPENING OF TENDER	: 16.12.2025 -1400 hrs
DATE OF COMMENCEMENT OF CONTRACT	: 01.01.2026

**ENGAGEMENT OF PRIVATE SECURITY AGENCY/ DGR EMPANELLED AGENCY
FOR DEPLOYMENT OF EX-SERVICEMAN UNARMED GUARDS
FOR INDIAN BANK PREMISES AT CHENNAI.**

Indian Bank Corporate Office, Chennai, invites sealed offers under two bid system **only** from **reputed Private Security Agency (PSAs)/DGR empanelled agency** for providing Ex-serviceman Unarmed Guards for guarding of Indian Bank Corporate Office (CO) and Head Office (HO) premises at Chennai (15 Guards – 10 guards at CO premises & 05 guards at HO premises.)

Name of the Work:

Engagement of Security Agencies for providing Ex- Serviceman **Unarmed Guards** for guarding of Indian Bank Corporate Office and Head Office Premises at Chennai (15Guards).

Period of Issue of Tender : 01.12.2025 to 15.12.2025

Date of Pre-Bid Meeting : 06.12.2025 1100 hrs.

Last Time/Date for Submission of Tender : 15.12.2025- 1500 hrs

Date /Time of Opening of Technical Bid : 16.12.2025 -1400 hrs

Date of Commencement of Contract : 01.01.2026

Earnest Money Deposit : Rs 25,000/- (Rupees Twenty-Five Thousand only) by way of DD favouring 'INDIAN BANK' payable at Chennai or NEFT [NEFT Details are given under] - Refundable).

Name of the Account:	INDIAN BANK / Expenditure
Account No:	432438421
IFSC Code:	IDIB000H003

Tenders are invited through Two-bid system on behalf of Indian Bank Corporate Office, Chennai for the above-mentioned work from Private Security Agencies / DGR empanelled Agencies. The applications shall be opened at the Corporate Office at the above specified time. The Authorized representatives of participating Agencies are requested to be present at the time of opening, if they so desire. Indian Bank reserves the right to reject any or all the applications without assigning any reason thereof.

Conditional Tenders, late Tenders and Tenders without EMD will summarily be rejected. Any Tender not meeting all the tender conditions is liable to be rejected. The **Bank is not bound to accept the lowest tender** and reserves the right to accept or reject any or all the tenders without assigning any reason, whatsoever.

Submission of a tender by a tenderer implies that they have read this notice and other contract/tender documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.

It is clarified that there is no Employer – Employee relationship between the Bank and the contractor in the engagement of security guards and that the contract is not a contract for employment.

Latest **prescribed DGR wages (Enclosed as annexure)** will be applicable for this tender.

-sd/-

CHIEF SECURITY OFFICER

Place: Chennai

Date: 01 Dec 2025

INSTRUCTIONS TO PRIVATE SECURITY AGENCIES/ DGR EMPANELLED GENCY
(SECURITY SERVICE)

1. Bid Submission Process

Interested parties shall submit their offers in Two bid format (Technical bid and Financial Bid) against the Tender Publications for providing Ex-Serviceman Unarmed Guards for guarding of Indian Bank Corporate Office and Head Office Premises at, Chennai (15 Guards – 10 guards @ Corporate Office and 5 guards @ Head Office).

Location :1

Indian Bank Corporate Office,
254-260, Avvai Shanmugam Salai,
Royapettah, Chennai – 600014

Location :2

Indian Bank Head Office,
66, Rajaji Salai,
Chennai -600001

Part 1- Technical Bid for Ex Serviceman Unarmed Security Guards Services. Technical Bid - Engagement Private Security Agencies providing Ex-serviceman Unarmed Guards for guarding of Indian Bank Corporate office and Head Office Premises at Chennai (15 guards) and shall contain the details required to be furnished by tendering Agencies, as enumerated under the heading Eligibility Criteria of this document. EMD of Rs 25,000/- (Rupees Twenty-Five Thousand Only) (Refundable). **EMD to be submitted separately through DEMAND DRAFT / NEFT, favouring Indian Bank, payable at Chennai respectively**, has to be furnished, in absence of which the bid will be rejected.

Part 2 – Financial Bid for Ex Serviceman Unarmed Security Guards Services. Financial Bid – Engagement of Private Security Agencies providing Ex Serviceman Unarmed Guards for guarding of Indian Bank Corporate office and Head Office Premises at Chennai (15 guards) shall contain nothing but price aspects as per Bank FORMAT only. Conditional Tenders, if any, will be summarily rejected.

The tender shall remain valid for acceptance for a period of **90 days** from the date of its opening. If any Contractor / Agency withdraws its tender upon award of contract / during the contract period, then the Bank shall be at liberty to forfeit the Earnest Money Deposit and Security Deposit.

The PSA engaged will have to enter into a written Service Level Agreement with Bank (as per Bank Format); the agreement will seek to retain an appropriate level of control over the security agency/ service provider (vendor) and the right of the Bank to intervene with appropriate measures to meet legal, statutory and regulatory obligations.

The Bank reserves the right to reject any / all applications without assigning any reason whatsoever and also to confirm authenticity of the facts submitted by the bidders.

The Bank reserves the right to vary the quantity of Guard services proposed to be engaged through this RFP / Tender **upto \pm 25 % of Quantity** stated above.

2. EVALUATION PROCESS: Tenders will be evaluated in the following stages:

Stage I: Technical Bid

Technical Bid will be opened at the date and time specified. Incomplete Offers, i.e., offers not accompanied by the mandatory documents as mentioned in the tender and Tenders received from any Blacklisted Agencies by the Bank or any other Public Sector Bank shall not be considered for evaluation, tender summarily rejected and EMD shall be returned.

The Tenders will be evaluated against the stipulated minimum eligibility criteria purely based on valid documentary proof submitted by the PSAs. Tenders not complying with all the eligibility criteria at the time of submission of tender documents will be rejected. It is the Bidder's responsibility to provide authentic proof with documents, as per Bank's Format – as applicable, for all the parameters mentioned in the section "**Technical Criteria**", duly stamped and signed by authorised official.

There will be a marking system as specified in the **Annexure IV**, for technical evaluation apart from the other mandatory/minimum criteria specified in the tender for the selection of technically qualified vendors. Minimum of 45 marks should be obtained out of 75 marks for qualification.

Technical Bid should be complete in all respects and contain all information asked for in this document. It should not contain any information regarding Financial bid document. **(If price information is given in Technical Bid, the Tender will be disqualified)**. It should comprise of the following:

- Covering letter on the prescribed format (**Annexure-I**).
- Earnest Money Deposit of **Rs 25,000/-** in the form of DD favouring Indian Bank, payable at Chennai.
- PSA profile as per **Annexure II**.
- Details of reference sites as per **Annexure-III**.

Stage II: Financial Bid

Financial bids received from the shortlisted/Technically qualified agencies shall only be considered for evaluation. The Financial Bid should contain all relevant rates and charges and the rates should be quoted per guard in Indian Rupees only for Ex-serviceman unarmed guard in the specified format as per **Annexure -VI**. The rates quoted in the Financial Bid should be as per the DGR rates -notified by the Directorate General of Resettlement, Ministry of Defence, Govt. of India, from time to time including other wage components.

In case of multiple L1 bidders, highest marks obtained in technical evaluation will be considered for the selection of L1 bidder. To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based selection (QCBS) methodology as mentioned in Technical Evaluation Scoring Sheet – **Annexure IV**

Period of Contract:

The Engagement shall be **for initial period of one year and renewable thereafter, year-on-year for a further period of additional Two years (Total 03 years) at the same rates and conditions at the option of the Bank subject to satisfactory performance of the Agency and also keeping the option of clause mentioned in para below.**

Bank will reimburse to the PSA any changes in DGR rates, on submission of claim with documentary proof.

If the performance is found unsatisfactory at any point of time, the contract is liable to be rescinded by the Bank.

3. Notice of Termination :

The Bank reserves the right to terminate the contract at any point of time during the period of Engagement by serving a notice of **30 days** on the agency with or without assigning any reasons thereof.

4. Security Deposit:

The Bidder, whose rate is accepted, will be required to furnish an amount **equivalent to one month's billing amount** in the form of a **Demand Draft favoring Indian Bank**. The EMD amount of successful bidder shall form part of the Security Deposit. The EMD of Bidder, whose rate is accepted, shall be forfeited in case they do not remit the Security Deposit as mentioned above of the Contractual amount within 7 days from the date of issuance of work order. The EMD of all unsuccessful Bidder shall be returned upon placement of work order.

5. Clarifications:

For any clarifications, regarding the tender at any stage the details of the contact persons are given below.

Designation	Chief Manager (Security)
E-Mail ID	co.security@indianbank.bank.in
Contact No	044-2813 4500 / 4315

6. Miscellaneous:

The Bidder shall be bound to perform the work during the contract period at the rates and amount quoted. On acceptance of the Bid, the name of the authorized representative of the Contractor who would be responsible for taking instructions from the Bank shall be communicated to the Bank.

Any tax in respect of this contract shall be payable by the Contractor / Agency only and the Bank will not entertain any claim whatsoever in this respect except **Goods and Services Tax (GST)**.

The Contractor / Agency shall give a list of relatives working with Indian Bank along with their designation and addresses.

No former employee of Indian Bank is allowed to work as a Contractor or as an employee of the Contractor within one year of his retirement / resignation from the Bank's Service, without prior permission of the Bank. The Contractor has to give a declaration to this effect. This contract is liable to be cancelled if either the Contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the bank as aforesaid before submission of the tender or engagement in the Contractor's service.

Canvassing in connection with this bidding process is prohibited and the tender submitted by the Contractor / Agency who resort to canvassing will be black listed.

The units registered under Single Point Registration Scheme of NSIC are eligible to get the benefits under Public Procurement Policy for Micro & Small Enterprises (MSEs) as notified by the Government of India, Ministry of Micro Small & Medium Enterprises, New Delhi.

ELIGIBILITY CRITERIA

1. Technical Criteria

The preliminary evaluation will be done on the following parameters and Tenders from Private Security Agencies not conforming to these parameters will be rejected.

- a) The Private Security Agencies should be either **registered company, registered partnership firms or Proprietorship of repute for providing Private Security Guards'** services. Proof to be furnished.
- b) The Private Security Agencies should have **at least one registered office of their own with telephone, fax and email facility in the jurisdiction of Chennai and having their own supervisors at that place.** Proof to be furnished. The office should be headed by a Manager and should have a minimum of 04 area officials in their rolls.
- c) The Private Security Agencies should have valid license in accordance with Section 4 and Section 7 of Private Security Regulation Act 2005 to operate **in the state of Tamil Nadu. Mere submission of application to licensing authority will NOT be entertained. Bids of Private Security Agencies which do NOT have PSARA License issued by State of Tamil Nadu shall NOT be considered, eligible.**
- d) The PSA should have live contract for deployment of Ex-serviceman guards, at least 15 no. of guards. (documentary proof required).
- e) The PSA should be in business since last **25 years** as on 31.03.2025
- f) PSA should have a track record of providing Ex-serviceman Unarmed Guards to minimum two Public Sector Banks / Public Sector Undertaking for minimum 3 continuous years as on **31.03.2025** (Copy of the Deployment orders to be provided).
- g) It should have audited balance sheet of last three years. For the previous FY, provisional certificates from CA will also be considered).
- h) The PSA should have a sound financial record. **It should not have incurred loss in any year in the last three years.** (Audited Balance sheet to be submitted to support this. For previous FY provisional certificates from CA will also be considered).
- i) PSAs should have Registration under Shops & Establishments Act.
- j) PSAs should have a valid certificate from ESI Corporation.
- k) PSAs should have a valid certificate under EPF & Misc. Provisions Act 1952.
- l) PSAs should provide documents **proving compliance to all** Labour laws and rules (PSA verified Wage slips, payment made to ESI, PF organizations, latest work orders specifying wage break-up should be produced).
- m) PSAs should have Income Tax PAN and should have submitted their Income tax return for last three years (For previous FY provisional certificate from CA will also be considered).
- n) PSAs should have their **own infrastructure for training** their guards or have documentary evidence **for arrangement with recognized training institute(s)** for getting their Guards trained before deployment.
- o) PSAs should have credible Supervisory Infrastructure (Supervisory Charts with all contact details).

2. Manpower Criteria:

The Unarmed Guard deputed by PSA for deployment should conform to the following norms beforehand: -

1. Should be an **Ex-serviceman/ Agniveer**

2. He should be physically fit and mentally sound in all respects.
3. He should not be above 45 years at the time of deployment.
4. All Security Guards so engaged at Indian Bank Premises shall necessarily have Savings Account maintained with any Indian Bank Branch only.
5. The Manpower provided to the Bank shall be mandatorily covered under Govt Social Schemes – PMJJY, PMSBY, and APY.
6. The Unarmed Guard deployed by the PSA will be in proper, presentable uniform of PSA while on duty.
7. The Unarmed Guard should know any two of these languages: Tamil/Hindi/ English.
8. The Unarmed Guard will keep a vigil over persons visiting Bank's premises wherever deployed and ensure safety of Bank's assets.
9. Controlling and record of entry / exit of customers/visitors/etc.to Bank's premises.

Pre-Bid meeting:

Pre-bid meeting for elaborating the criteria, Technical bid evaluation and eligibility for probable bidders will be held at Indian Bank Corporate Office, on 06/12/2025

Venue: -

Indian Bank Corporate Office,
254-260, Avvai Shanmugam Salai,
Royapettah, Chennai – 600014.

Date & Time: -

06/12/2025 (Saturday) from 1100 hrs to 1200 hrs

Annexure - I

(Letter to the Bank on the PSA letterhead)

To,
The Asst. General Manager/ CSO
Indian Bank,
Corporate Office, Chennai

Dear Sir,

Subject: Tender for Engagement of Private Security Agencies providing Ex Serviceman Unarmed Guards for guarding of Indian Bank Corporate Office and Head Office Premises at Chennai (15 Guards).i.e 10 guards @ Corporate Office and 05 guards @ Head Office premises.

With reference to tender notice posted on **Indian Bank Website on** _____ having examined and understood the instructions, terms and conditions forming part of the tender document, we hereby enclose our offer for Ex-serviceman Unarmed Security Guards' Services as detailed in your above referred tender

- 1 We confirm that we have NOT been disqualified/black listed by any Bank/PSUs/ other Government Organisation for deployment of Security Guards whether armed or un-armed.
- 2 We further confirm that the offer is in conformity with all the terms and conditions as mentioned in the Tender.
- 3 We also confirm that the offer shall remain valid for 90 days from the last date of submission of the tenders.
- 4 We hereby confirm that we have read the terms and conditions given in the tender document and fully agree to them. We shall deploy the guards in conformity to the criteria of Unarmed Guard and release payment to guard as per wage components specified by the Bank.
- 5 We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.
- 6 We accept all procedures adopted by your Bank during this Tender Process for the selection of PSA.
- 7 We enclose herewith Demand Drafts for Rs 25,000/-/- (Rupees Twenty Five Thousand only) towards EMD favouring Indian Bank and payable at Chennai. Details of the same are as under (strike if not applicable)

	<u>EMD</u>	<u>Tender Fees</u>
1 DD No.		
2 Dated		
3 Name of Issuing Bank & Branch		
4 Amount		
8 We are exempt from EMD as we are registered MSE under Udhaym. (strike if not applicable).		

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

Annexure - II

PSA PROFILE

1. General Information

1	Name of Applicant:	
2	Contact No:	
3	Valid copy of DGR empanelment certificate (with Photograph and signature of Proprietor/Director)	
4	Status of Applicant (Company, Partnership, Prop etc)	
5	Address of the Registered Office	
6	Address of the Local office	
7	Name of the Contact Person: Contact No:	
8	Date Of Incorporation/ Registration	DD MM YYYY
9	Age of the company as on	____ Years ____ Months
10	PF Registration Number	
11	GST Number	
12	ESIC Code	
13	PAN No.	
14	TAN No.	
15	Total No of Guards (Armed & Unarmed) as on 31.03.2024	
16	PSARA Licence Number and Validity	
17	PSARA Licence Issuing Office (State / UT)	

2. Details of Services being provided in the Public Sector Banks (Provide details of last Three years)

Name of Bank	Location	State / UT	No of Guards	Date of Start of Business

3. Financial Details

Financial Year	Audited Balance sheet provided	Turn Over of the Company (Rs in Cr)	Profit of the company (Rs in Cr)
2022-23	Yes/No		
2023-24	Yes/No		
2024-25	Yes/No		

I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, any contract made between ourselves and

Indian Bank on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

I / We agree that the decision of Indian Bank, in selection of PSAs will be final and binding to me / us.

All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.

I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.

Place:

Date:

SIGNATURE:

Name & Designation & seal of the
Company.

List of Enclosures (Certified photocopy of)

S no	Document	Tick if Enclosed	Page (from to)
1	Certificate of Registration with PSARA (Tamil Nadu State)		
2	Incorporation Certificate		
3	Shop and Establishment Certificate of Local Office		
4	Certificate of Registration with Income Tax Authorities		
5	Certificate of Registration Of Company /Partnership Deed/Registration/ Letter of Proprietorship etc		
6	Certificate of Registration for GST		
7	Certificate of Registration with EPF		
8	Certificate of Registration with ESIC		
9	Audited Balance sheet & P&L Statement for last three FYs (For previous FY provisional certificate from CA will also be considered)		
10	Copies of Turn over Certificate, Tax Returns and Assessment orders for last three FYs (For previous FY provisional certificate from CA will also be considered)		
11	Letter of Engagement with PSB/PVB/ PSUs (Enclose letter/Work Orders)- From the year 2020 onwards		
12	Training Infrastructure Records. Please furnish the agreement with the training center or declaration of own training center as the case may be for the state for which the bidding is being done.		
13	ISO Certificate, if applicable		
14	Proof of having 15 Security Guards (Armed / Unarmed) In the company (Documents to be supported by Name of Employee , Location of the employee, EPF Number , ESIC Number, Bank account details of the employee clearly stating the Bank Account Number , Bank Name and Branch)		
15	EPF Register of Security Guards of last 3 months ended 31.03.2024		
16	EPF Challans of last 3 months ended 31.03.2025		
17	ESIC Challans for last 3 months ended 31.03.2025		
18	ESIC Registers of last 3 months ended 31.03.2025		
19	Proof of transferring the salary of the Guards through Bank Transfer (details of last 3 months ended 31.03.2025)		
20	GST payment record for past 03 months		
21	Letter for Authorised signatory on behalf of PSA for submission of tender document and signing of Agreement, if empanelled at later stage, on behalf of PSA.		

NOTE: In ABSENCE of any of the information/enclosures OR any FAKE, WRONG, FICTICIOUS, etc. reporting, the tender will be rejected. The Vendor shall produce/provide original of any document, required by the Bank for verification.

DATE:

SIGNATURE with DESIGNATION:

NAME OF THE FIRM / AGENCY WITH OFFICE STAMP:

Details of the Reference Site of the company

S no	Name of the Public Sector Bank/ Organization	Address	Name of the Contact Person & contact number	Details (PO No and Date of the First PO).	Total No of deployments as on date
1					
2					
3					
4					
5					
6					

Place:

Date:

SIGNATURE:

Name & Designation & seal of the Company

Format of Confidential Report to be taken from PSBs/PVBs/ PSUs (Any Two)

1. We confirm M/s _____ (Name of PSA) has been awarded with a contract for engagement of PSA Guards in our Organization w.e.f _____.
2. The Services rendered by M/s _____ towards provision of PSA Guards in our organization is found: **Excellent / Good / Satisfactory**. (Select any 1)
3. This certificate is valid for a period of 2 months and issued without prejudice, on the sole request of the Agency towards Tendering Process in Indian Bank.

(Signature)

Name of Chief Manager / Equivalent Officer

Place:

Date:

Office Seal

Note 1: Certificate dated prior to 31 Dec 2023 shall NOT be considered

Note 2: This Certificate is to be signed by Officer in rank of at least an CM or Above.

Technical Evaluation Scoring Sheet

S no	Description	Criteria	Remarks
1	Engagement with PSB/PVB/PSUs (Enclose letter/Work Orders)- Valid from the year 2020 onwards-	Engaged with PSB – 15 Marks Engaged with PSUs- 10 Marks Engaged with Private Banks/Embassy- 05 Marks	Copy of relevant work orders to be enclosed.
2	Proof of having 15 Ex-serviceman Security Guards presently employed (Armed / Unarmed) in the company/under pay roll. (Documents to be supported by Name of Employee, Location of the employee, EPF Number, ESIC Number, Bank account details of the employee clearly stating the Bank Account Number, Bank Name and Branch)(As on 01/12/2025)	>15 nos – 5 Marks > 30 nos – 10 Marks > 50 nos – 15 Marks	Proof of wages/ESI/PF challan to be enclosed
3	ISO Certification (Valid)	Both Certification – 10 Marks. Single certification- 05 Marks	Copy of ISO certification (ISO 9001,45001)
4	No. of Years of Experience in supply manpower services – Guards (Armed/unarmed)	>25 years: - 05 Marks >30 years: - 07 Marks > 35 Years – 10 Marks	Company profile detailing years of operation Company registration or incorporation certificate.
5	Admin office at Chennai with Manager and staff	Registered Head Office @ Chennai: - 10 Marks. Regional Office @ Chennai – 05 Marks	Valid rental agreement of the registered office.
6	DGR Empanelment	Valid Empanelment- 15 Marks	Valid copy of DGR empanelment certificate.

Maximum Marks :75

Annexure – V

Instructions for filling up Financial bids

- a) Bidders have to submit the price bid in the standard format only provided by the Bank. Bank reserves the right to reject the bids which have not been submitted in the standard price bid format.
- b) All points mentioned Para 2; Stage I & II i.e “**EVALUATION PROCESS**” will be followed subject to conditions therein.
- c) ***There will not be any change in the rate agreed upon. However, Bank will reimburse to the PSA the net impact due to increase in minimum wages and / or Dearness Allowance by the Government of India on submission of claim with documentary proof.***
- d) ***Engagement of Security personnel will be for initial period of one year and thereafter renewable every year for further period of two years at the same rates and conditions at the option of the Bank subject to satisfactory performance of the Agency and also keeping the option of the clause (b) above.***
- e) Monthly wages to be arrived at as per provisions of the latest notification by **Directorate General of Resettlement (DGR)**, Ministry of Defence. The wages **includes** the wages for **weekly day of rest** also. Hence, monthly basic wages plus variable Dearness Allowance (VDA) will be calculated on 26 days as per prevailing Act and Rules.
- f) All statutory and social security obligations like, **EPF, ESI, Bonus** at applicable rates at present are to be added, **ONLY** if applicable.
- g) **Price bids without the above statutory and social security obligations or with incorrect provisions are liable to be rejected.** It is the contractor's responsibility to ensure that all statutory payments and wages as per Central minimum wages are paid to the security guards.
- h) **For ser 6, Service Charges should necessarily include** administrative charges, uniform charges, supervisory charges and all other miscellaneous overheads. It is the contractor's responsibility to ensure that guards are provided with proper uniform and are properly turned out for duty.
- i) *Quote not in conformity of DGR rates will be summarily rejected.*
- j) GST will be extra at applicable rates.

Place:

Date :

Signature of the Authorized Person

Annexure – VI

(Letter to the Asst. General Manager/ CSO on the PSA letterhead)

Ref No:

Date:

To,

The Asst. General Manager/ CSO
Indian Bank,
Corporate Office

Dear Sir,

Subject: Deployment of Ex-serviceman Unarmed Guard at your Bank Premises

This has reference to Indian Bank, Corporate Office, letter No.-----
---dated ----- regarding Engagement of our Security Agency for deployment of
Ex-serviceman Unarmed Guard at your Branch. In this connection we have
deputed Shri -----Employee ID No ----- Aadhaar Card No-----
S/o Shri-----Resident of-----Police Station-----
-----Distt.-----to your branch along with copies of following document
duly verified at our end:-

- 1 PSA Id Card details:
- 2 Adhaar Card:
- 3 PMJJY, PMSBY, and APY details
- 4 Antecedent verification report from concerned Police Station

We undertake to pay the following wages components to the guard deployed within 10th
of every month through the personal bank account of concerned guard as per agreement
terms & conditions set and wage structure approved by Bank.

SR. NO.	DESCRIPTION	Security Guards (Without Arms)
		Area A
1)	BASIC (MINIMUM WAGES)+ VDA for 26 days	
2)	Employees State Insurance (ESI) /Medical allowance, Employees compensation Act shall be applicable, in areas/to personnel not covered under ESI Act.	
3)	E.P.F @ 12% of Basic + VDA	
4)	Employees Deposit linked Insurance (EDLI) @ 0.5% of Basic + VDA	
5)	Administrative Charges (EPF + EDLI)	
6)	HRA @ 24% of Basic + VDA or Rs.5400/- (whichever is higher)	
7)	ESI/Medical Allowance on HRA @3.25% Of HRA	
8)	Annual Bonus (8.33% per month (Basic + VDA))	

9)	Uniform Outfit allowance @ 5% of Basic +VDA	
10)	Uniform Washing allowance @ 3% of Basic + VDA	
11)	Sub Total	
12)	Reliever charges 1/6 th of Subtotal Sl.11 (As Applicable)	
13)	Total cost	
14)	Service Charge	
15)	Sum Total	
16)	GST @ 18%	
17)	Total cost to Bank per guard	

Note: Conditional Tenders will be rejected

We also undertake to regularly deposit EPF from date of deployment of guard as received from your Bank along with his share to EPFO.

The Unarmed guard deployed at your Bank Premises has been fully briefed about duties to be performed as per terms and condition of agreement. For any complaints/issues regarding the services of deployed Unarmed guard or any deficiency at our end you are requested to bring it to our notice for immediate remedial action.

We further assure that all statutory payments shall be done to concerned offices and wages to guards without any complaints. In case of default payment/under payment, Bank will be free to take action against us as deem appropriate.

Assuring our best services.

Yours faithfully,

Authorized Signatory
(Name & Designation, seal of the firm)

Copy to :

The AGM/ CSO : For information & Record please.
Corporate Office
CO: Security Department