

# HIRING OF PRIVATE SECURITY AGENCIES FOR PROVIDING UNARMED GUARDS TO BRANCHES OF CANARA BANK, ONGOLE RO, TIRUPATI CIRCLE

S No	RO Desc	Branch Desc
1	Regional Office Ongole[06944]	Ongole Mangamur Road[13644]
2	Regional Office Ongole[06944]	Singarayakonda-li[13661]
3	Regional Office Ongole[06944]	Ongole-li[13640]
4	Regional Office Ongole[06944]	Kanigiri[04485]
5	Regional Office Ongole[06944]	Markapur[13667]
6	Regional Office Ongole[06944]	Darsi[13641]
7	Regional Office Ongole[06944]	Ongole[02536]
8	Regional Office Ongole[06944]	Pamuru[13713]
9	Regional Office Ongole[06944]	Giddaluru[13714]
10	Regional Office Ongole[06944]	Ongole Gaddalagunta[13719]
11	Regional Office Ongole[06944]	Maddipadu[13675]
12	Regional Office Ongole[06944]	Chimakurthi[05734]
13	Regional Office Ongole[06944]	Ongole Kurnool Road[13709]
14	Regional Office Ongole[06944]	Chandrasekharapuram[13684]
15	Regional Office Ongole[06944]	Podili[13650]
16	Regional Office Ongole[06944]	Santhanuthalapadu[13662]
17	Regional Office Ongole[06944]	Ongole Kammapalem[13715]
18	Regional Office Ongole[06944]	Kandulapuram(Nagulavaram)[13695]
19	Regional Office Ongole[06944]	Ammanabrole[13664]
20	Regional Office Ongole[06944]	Pedaullagalu[13648]
21	Regional Office Ongole[06944]	Veligandla[13678]
22	Regional Office Ongole[06944]	Zarugumalli[13691]
23	Regional Office Ongole[06944]	Dornala[13666]
24	Regional Office Ongole[06944]	Kothapatnam[13663]
25	Regional Office Ongole[06944]	Donakonda[13673]
26	Regional Office Ongole[06944]	Gundlappale[13701]
27	Regional Office Ongole[06944]	Mangamur[13710]
28	Regional Office Ongole[06944]	Chirikurapadu[13693]
29	Regional Office Ongole[06944]	Kakarla[13686]
30	Regional Office Ongole[06944]	Tallur[13671]
31	Regional Office Ongole[06944]	Gotlagattu[13688]
32	Regional Office Ongole[06944]	Mynampadu[13703]
33	Regional Office Ongole[06944]	Pellur[13702]

34	Regional Office Ongole[06944]	Tangutur[13672]
35	Regional Office Ongole[06944]	Pedda Erlapadu[13687]
36	Regional Office Ongole[06944]	Maddiralapadu[13705]
37	Regional Office Ongole[06944]	Marella[13682]
38	Regional Office Ongole[06944]	Karavadi[13677]
39	Regional Office Ongole[06944]	Narasingolu[13704]
40	Regional Office Ongole[06944]	Devarajugattu[13708]
41	Regional Office Ongole[06944]	Turimella[13676]
42	Regional Office Ongole[06944]	Kurichedu[13665]
43	Regional Office Ongole[06944]	Kanumalla Malineni Lakshmiah Engineering College[13699]
44	Regional Office Ongole[06944]	Ambavaram[13696]
45	Regional Office Ongole[06944]	Pothalapadu[13690]
46	Regional Office Ongole[06944]	Kaljuvalapadu[13689]

**Note: Bidders are advised to kindly go through the tender document thoroughly and submit the only need based documents as sought in order to facilitate the speeding up of the process and also not missing the submission of essential documents leading to rejection. No further documents will be sought during clarification. Any bid not submitting any of the details sought for shortlisting will out rightly be rejected and no further claims in this regard are entertained.**

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Sl. No	Eligibility Criteria	Mandatory Documents Required
a)	PSAs should be either registered partnership firms or proprietary firm or Pvt Ltd Company for providing security guards (Unarmed) services.	A copy of valid registration certificate from respective authorities
b)	PSAs should have obtained a license in accordance with section 4 and 7 of the Private Security Regulation Act 2005, Andhra Pradesh Private Security Agencies Rules, 2008 and the license shall be valid. (Note:- i. <i>If any PSA had applied for license and license is yet to be issued, such cases will not be accepted. The PSA shall have the license issued by the authorities on the day of submission of the bid.</i> ii. <i>In the case, if the license is expired and the authorities had acknowledged receipt for renewal of License, it will be deemed as valid, provided if the license is not renewed, the PSA will be terminated without any notice during the currency of empanelment)</i>	Copy of PSARA License of the Firm.
c)	PSA should have a minimum of <b>Rs 10 Crore</b> annual average turnover on Guarding services during last three financial year and should be an Income Tax assessee and should have submitted IT returns for the <b>last three years</b> .	IT Returns with Audited balance sheet and P&L account for the FY 2021-22, FY2022-23, FY 2023-24 years to be provided and Turnover certificate on guarding services from the Chartered Accountant.
d)	PSAs should have one or more Registered offices under the jurisdiction of Praksam District.	Registration documents under Andhra Pradesh State Shops and Establishment Act, 1988
e)	PSA should have provided the services to at least THREE Government Establishments (GEs) / Public Sector Banks (PSBs)/ Other Scheduled Commercial Banks (SCBs)/ Public Sector Undertakings (PSUs) (with atleast one banking client)during the last 03 (Three) years and an average total guards of 250 per year or more pan India.	PSA should furnish at least 3 Reference Sites and on request by Canara Bank, the Referees should testify about the performance of the PSA to the Bank's satisfaction. Contact details of the referees including their email ID and phone numbers must be mentioned.
f)	PSA should have at least 3 (Three) running contracts (with atleast one banking client).	Copy of work orders with validity upto Sep 2025 proving the same.
g)	PSA should have at least one running contract with 250 guards deployed at one location /multiple locations with any single client referred in Sl No:f above.	Copy of work orders with validity upto Sep 2025 proving the same.

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h)	PSAs are required to furnish copies of the past Wage Slips, not older than three months, of their employees of the above principal employer as specified in Sl No:f above	Soft Copy of atleast 03 months of wage slips(January to March 2025) of the work orders referred in Sl No: g uploaded in gem portal only
i)	PSAs should have a valid certificate from ESI Corporation and should have been allotted with a code number by the ESIC.	i. Copy of valid registration certificate from respective authorities. ii. Soft Copy of the ECR of all employees of any one of the last three months(January to March 2025) of Sl No: g above to be uploaded in gem portal only
j)	PSAs should have a valid certificate under EPF & Miscellaneous Provisions Act 1952 and the PSA should have been submitting EPF contribution online.	iii. Copy of valid registration certificate from respective authorities. iv. Soft Copy of the ECR of all employees of any one of the last three months(January to March 2025) of Sl No: g above to be provided in a pendrive.
k)	Should submit Bank Solvency Certificate of minimum Rs 2.0 Cr to establish the financial soundness of the Firm/Company.	The Solvency Certificate shall be issued by any scheduled bank, addressing to <b>“The Asst General Manager, Canara Bank Circle Office, Tirupati”</b> and clearly specifying the RFP Number in the Subject Line or Matter. <b>Solvency Certificate if not submitted as specified here would be considered as non-responsive, incomplete and shall be out rightly rejected.</b>
l)	PSAs should have their own infrastructure for training their guards including own instructors in the State of Andhra Pradesh or Copy of Valid agreement with any other PASARA accredited agency providing such facility in the state of Andhra Pradesh.	Address details along with telephone/electricity bill as proof to be submitted Or an MOU with any PASARA accredited training Institute.
m)	PSA must have valid GST registration under the state of Andhra Pradesh and PAN number.	Copy of the GST registration certificate and copy of PAN card.
n)	PSAs should have necessary registrations with Labour Department and other Govt. Departments for compliance of all statutory/Govt requirements applicable to security agencies.	A copy of valid documents as proof.
p)	PSA shall not be owned or controlled by any director or office/employee of the Bank or their	A declaration duly signed and stamped by the Owner/s of the

	relative having the same meaning as assigned under section 2(77) of the Companies Act 2013.	company/ firm/ proprietorship on the Letter head.
q)	PSA should not have incurred a loss (more than 20%, counting from the oldest to the latest year in the statements) in the last three years in either of the year.	To be reflected in P&L statement for last three years.
r)	PSA should not have complaints against them or any legal cases by their own employees on non-payment of wages (or), underpayment of wages (or) blacklisted (or) debarred by any of the Government Establishments (GEs)/ Statutory Authorities incl labour Department, EPF, ESI / Public Sector Banks (PSBs) / Other Scheduled Commercial Banks (SCBs) / Public Sector Undertakings (PSUs). If found concealing any facts regarding complaints, the PSAs will be rejected from empanelment in the Technical bid scrutiny itself.	Enclosure 8 of RFP should be signed and enclosed.
s)	Pre Contract Integrity pact	As per Enclosure 6 of RFP on Non Judicial Stamp Paper of Andhra Pradesh of Rs 100/-
t)	Indemnity Bond	As per Enclosure 7 of RFP on Non Judicial Stamp Paper of Andhra Pradesh of Rs 100/-
u)	Separate Undertaking shall be given in a separate sheets stating the following Para 2(i) to 2(viii) of RFP	These undertaking should be in the Company letter head signed by authorized signatory with Name, Designation and Office Seal
v)	Copy of RFP & Corrigendum (if any)	All pages signed and stamped by authorised signatory

**All bidders are advised to upload the scanned copy of Additional Terms & Conditions Page as given here without fail. The non-submission of signed copy shall be treated as not meeting the bids terms & conditions and Hence bid will be subject to rejection.**

#### **GENERAL GUIDELINES TO BIDDERS**

1. The PSA should be registered with the appropriate registration authorities (Labour

Department etc.). The PSA is required to follow all the Statutory Acts as may be applicable for such type of work for which they are applying through this tender. As manpower is required, then the PSA merely by filling the tender form confirms that the PSA has all the requisite permissions and licenses to carry out all the assignments as stipulated by this tender form. Further, merely by filling the application form, the PSA reconfirms that they have complied with all the statutory provisions of the Central, State, Local and Municipal laws in force. The PSA also confirms merely by filling the application form, to comply with any future laws that may be enforced upon by statute. **PSAs which do not have requisite permissions/licenses or who do not comply with the statutory provisions are requested to fill in the application form only if they are eligible in this regard.**

2. The PSA should be registered with Income Tax, GST and appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
3. The PSA should;
  - a. Qualify as per extant guidelines, to provide Security Services in any Government/Public Sector Banks/ Undertakings/ Reputed Private Sector Companies.
  - b. Have qualified as per the eligibility criteria
4. The PSA should have credible supervisory infrastructure.
5. The PSA should have effective infrastructure for training of security guards.
6. The PSAs would be considered based on the performance, training facilities, standing in the field and confidential opinion obtained by the Bank from their existing clients, etc.
7. The PSA shall obtain and produce license under the “The Contract Labour (Regulation & Abolition) Act 1970” from the Labour department. The PSA shall maintain and if necessary submit to the Bank, for inspection on demand, the records such as Muster roll, Payment register etc.
8. The PSA will be bound by the details furnished by them to Bank, while submitting the bid or at subsequent stage. In case, if any of such document/s furnished by the agency is found to be false, it would amount to breach of terms of contract and the PSA will be liable for legal action besides termination of contract.
9. The PSA shall ensure that the security guards deployed conform to the STANDARDS prescribed in the Private Security Agencies Rules framed by the respective State Governments/ Union Territories.
10. The PSA shall furnish the following documents in respect of each security guard deployed, before the commencement of contract:
  - a. List of trained security guards identified/selected by agency for deployment with Bio data i.e., date of birth, age, qualification address etc. (KYC documents).
  - b. Training certificate issued by training/institute/organization.
  - c. Certified copy of the character certificate.
11. In case, the security guard deployed by the PSA commits any act of omission / commission resulting in loss/damage to the Bank, the PSA shall take appropriate disciplinary action against such personnel immediately on being brought to their notice, failing which it would amount to breach of contract and may lead to termination of contract. The Bank is also not precluded from taking action on its own against the security guards and the PSA if the act and omissions of the security

- guard result in loss/damage as aforesaid.
12. The PSA shall, at his own expense, provide proper uniform and other accessories, to the security guard deployed at the branch/ Admin office sites as given in the conditions of the tender other than those which are stipulated to be supplied by Bank, if any. No personal items will be supplied by the Bank. The Security Guards shall also be provided with an identity card having the photograph of the person and personal information such as name, designation, address and identification mark etc.
  13. The PSA shall designate/deploy a field officer at its own cost who would regularly interact with officers of the Bank for better co-ordination, utilization of services, so as optimal manpower deployment etc., could be addressed.
  14. Bank shall have the power to make alteration in, omissions from, additions to or substitutions for the original number of guards to be posted and instructions that may appear to him to be necessary or advisable during the progress of the work.
  15. It will be the responsibility of the PSA to provide accommodation, transport, food, medical and any other requirement for their personnel deployed. The Bank will have no liability what so ever in this regard at any stage.
  16. The general duty hours of each guard shall be 8 hours per day.
  17. The security guard deployed shall be required to report for work at specified shift duty hours and remain in the designated post till the end of the shift. In case, any post is vacant on any shift/day, the PSA shall immediately inform the Bank and make alternate arrangements for ensuring deployment of alternate security guard.
  18. All compensation or the other sums of money payable by the contractor under the terms of this contract may be deducted from, or paid by the sale of a sufficient part of his security deposit or from the interest if any, arising there from, or from any sums which may be due to or may become due to the contractor by Government on any account whatsoever and in the event of his Security Deposit being reduced by reason of any such deduction or sale as aforesaid, the contractor shall within 10 days make good in the cash or Guarantee Bond of a Scheduled Bank other than Bank in favour of the Bank or fixed deposit receipt tendered by the Bank (in case of guarantee offered by scheduled banks, the amount shall be within the financial limits prescribed by the Reserve Bank of India); any sum or sums which may have been deducted from, or raised by sale of his security deposit or any part thereof.
  19. The PSA shall be responsible for arranging and maintaining at his own cost all facilities for workers and all other services as required for undertaking the specified work unless otherwise specifically provided for in the contract documents.
  20. The PSAs shall provide security guards of the age below 45 years & preferably from local area / State with knowledge of local language and English and preferably Ex-Servicemen.
  21. The PSA should be able to provide security guards, with minimum educational qualifications of 10th class, but not have passed PUC or 10+2, aged not above 45 years.
  22. The PSA s shall not engage any person who is below 18 years of age.
  23. The PSAs shall deploy the required number of guards on each shift to discharge the specified activities.

24. Should be physically fit in all respects, i.e should not be in Low Medical Category i.e. Medical category recorded in discharge book of ex-servicemen/ex-Para military personnel will be considered valid for 2 years from date of discharge and thereafter his medical fitness will be considered as per fresh medical fitness certificate from Registered Government Medical practitioner with qualification not less than M.B.B.S. as produced for verification by the PSA. Certificate of medical fitness from a Government Medical Practitioner (having at least MBBS qualification) in respect of each and every deployed guard will be required to be produced by the PSA every year on or before 31 March.
25. The supervisory mechanism of the PSA should be such that the Supervisor visits the Branch / Office where an unarmed guard is deployed, at least once every quarter, seeks feedback from the Branch / office incumbent, submits its visit remarks in the supervisor's diary kept at the Branch and initiates corrective / remedial measure, if required.
26. The personnel so deployed by PSA shall be under the direct control and supervision of the PSA.
27. The PSA shall engage only security guards who are in good health, active, physically & medically. They should not be suffering from any infectious disease. A medical fitness certificate from Registered Medical Practitioner shall be furnished before engaging them on duty.
28. The PSA shall engage guards having adequate knowledge and experience in use / handling of portable fire extinguishers and shall take necessary proactive preventive action in case of activation of fire alarm system or in case of a fire in the Branches / Admin Units.
29. PSA shall ensure that security guards possessing the required skill and training shall only be deployed at the Branches / Admin Units.
30. PSA shall ensure that the security guards wear full prescribed uniform of the PSA with identity card issued by the PSA visibly displayed.
31. The PSA shall ensure that the PSA and their employees deployed with the Bank shall comply with all obligations, conditions and restrictions regarding uniform, photo identity card, etc., stipulated in the Private Security Agencies (Regulation) Act 2005 and Government of Andhra Pradesh Private Security Agencies Rules, and rules framed thereafter.
32. The Personnel deployed by the PSA shall maintain a high standard of discipline, turnout and alertness. Therefore, the PSA shall adhere to the instructions from the Bank from time to time and ensure deployment of only well trained able bodied guards of age group above 18 years and less than 45 years for guarding Bank's Branches / Administrative units.
33. The PSA will ensure that at no point of time during the prescribed duty hours of the guard, the guard will leave his duty area or absent from his place of duty without a reliever. The PSAs will arrange to send a substitute whenever the regular guard/s is /are absent or on leave or completes his shift etc.
34. The guards shall remain alert during their working hours to prevent any Theft/ Burglary/ Robbery/ Dacoity and other untoward incidents.
35. The guards reporting for duty will report to Branch/ Admin Unit In-charge as per the timings in the duty roster and sign in the duty register maintained at the site.
36. 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 day's absence will be deducted from the payment due to the PSA.
37. PSA shall alone decide and be responsible for the leave or absence of the PSA's employees and Bank shall not in any way be responsible for sanction of leave, etc., to the PSA's employees.
  38. The PSAs and the deployed guards shall be fully responsible to protect the premises of the Branches / Admin Units and its assets against burglary, theft, robbery, dacoity and pilferage etc and also provide safety to the customer in the Branches / Admin Units premises.
  39. The PSA agrees that the duty of security guards is to keep a watch over persons visiting the Branches / Admin Units for the purpose of safety and security against infiltration and against removal of Bank's property by any unauthorized person and/or to watch and guard the above.
  40. The PSAs shall change the guard immediately on instructions from the Bank if the posting of that particular guard is not acceptable to the Bank due to misbehaviour, indulging in unlawful activities, inefficiency, intoxicated condition, alcoholic, physically/medically unfit, or any other reason concerning the safety and security of site, equipment and customers.
  41. The PSA shall depute a Security Supervisor/ Field Officer/ Area Officer to monitor the working of the guards as per labour laws.
  42. Bank shall not be responsible for providing food and/or transport to the staff / guards of the PSA. PSAs or the Security Guards themselves have to make their own arrangements.
  43. Bank will not be responsible for any loss to the property or to persons of the PSA in the event of fire, catastrophe or civil commotion etc., if they occur.
  44. The PSA shall get antecedents of all guards verified through local Police and submit the Police Verification report to the Bank for scrutiny before deploying the guards at the sites.
  45. 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 Bank premises from time to time along with their latest photographs, thumb impression & signatures.
  46. The PSA hereby undertakes to abide by the requirements of physical standards for the PSA's employees and their training as prescribed in the Private Security Agencies (Regulation) Act 2005 and the rules framed there under.
  47. The PSA shall ensure that all the PSA's employees are subjected to basic training & refresher training program on regular basis at its cost and the proof of the same to be submitted to Circle Office.
  48. The PSA shall ensure that the PSA's employees function under general directions of branch manager/Authorized official through PSA.
  49. 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) as and when required.
  50. 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 take any

- alcohol or intoxicants or be found in an inebriated state or smoke during the duty hours.
51. The PSA shall ensure that no familiarity develops between the PSA's employees and the Bank 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 Bank.
  52. The security supervisor/field officer is to be provided exclusively for supervising the security guards deployed with Bank and he shall report to the concerned branch/officer in charge/official at least once a week for the purpose of briefing the developments. He must carry out checking of guards wherever deployed for alertness on regular basis as instructed by branch/office. Bank will not be liable for separate payments for this arrangements and the cost of such arrangements shall be borne entirely by the PSA.
  53. The PSA should deal with any incidence/contingency/mishaps that may arise during the execution of contract.
  54. The PSA shall be responsible to ensure that the Unarmed Guards deployed are not involved in any type of Strike/Dharna as long as they are performing their duties for Canara Bank.
  55. The PSA must ensure that its employees entrusted to provide service to Bank are aware of the Official Secrets Act 1923 and adhere to it.
  56. The PSA must ensure that the Unarmed Guards thus deployed are not involved in any type of commercial activities or Personal employment (regular/Part time) at any given point of time during the period of contract.
  57. Valid Police Verification certificate for the guards deployed to be submitted to the Branch with a copy to Circle office and to be renewed from time to time each year.
  58. In case of any pilferage, damage or theft, the PSA or their representative shall report the matter immediately to the authorities of the Bank and shall take up the matter with the police for lodging FIR/Proper investigation and recovery of loss. 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 of dereliction of duty by their security guards.
  59. If any act of an unarmed guard, whether deliberate or inadvertent, casual or negligent, being that of omission or commission causes any injury to a customer or staff or any individual or causes loss of property of Bank or of customer or of any individual, the compensation for the same in full will have to be borne by the PSA. Cases in any court will be against the PSA and the respective Security Guards only and not against the Bank.
  60. **Media Interaction by the PSA/ Guards:** No information of any kind is to be divulged to the media (press/ social media) including still photographs, video footage, any written document or any oral information. Any such disclosure of information would be viewed seriously and the Bank would be free to take any legal action against the PSA as deemed fit.

#### TERMS OF CONTRACT

1. All compensation or the other sums of money payable by the contractor under the terms of this contract may be deducted from, or paid by the sale of a sufficient part of his security deposit or from the interest if any, arising therefrom, or from any sums which

may be due to or may become due to the contractor by Government on any account whatsoever and in the event of his Security Deposit being reduced by reason of any such deduction or sale as aforesaid, the contractor shall within 10 days make good in the cash or Guarantee Bond of a Scheduled Bank other than Canara Bank in favour of the Employer or fixed deposit receipt tendered by the Canara Bank (in case of guarantee offered by scheduled banks, the amount shall be within the financial limits prescribed by the Reserve Bank of India); any sum or sums which may have been deducted from, or raised by sale of his security deposit or any part thereof.

## 2. COMPENSATION FOR DELAY

2.1. If the contractor fails to provide the required manpower for the services required within 15 days of issue of the work order or there is a un-approved delay in the execution of the work order, Bank reserves the right to the following:

- (a) Cancel the work order and award the work to the next selected bidders at L1 rates
- (b) Go for retendering

2.2. In either of the case the EMD/Security deposit of contractor will be forfeited. The decision of Bank in any such case will be final and binding on the contractor.

2.3. Bank shall have the right to adjust set-off against any sum payable to the Contractor under this or any other contract with the Employer / Canara Bank anywhere in India / outside India.

## 3. TIME AND EXTENSION FOR DELAY

3.1. The selected tenderer shall execute the obligations under the Contract within the time frame stipulated therein.

3.2. The Tenderer's obligations shall commence from the day after the date on which the Employer issues written orders to commence the work and is to be completed within the time stipulated.

3.3. If the contractor commits default in commencing the execution of the work as aforesaid, the Employer shall without prejudice to any other right or remedy available in law be at liberty to forfeit the earnest money absolutely.

4. **INSPECTION:** Bank shall have the right to inspect the sites allotted to the successful bidder through its authorized officers at all the times without any advance notice.

## 5. PERFORMANCE GUARANTEE/SECURITY DEPOSIT

5.1 Contractor shall be submitting a performance guarantee along with the contract in the form of **BG worth 5% of contract value as per GeM** based on the rates prevailing at the time of engagement (Rounded upto next Ten Thousand from the total value) along with the Contract as Performance Security. Format given as Enclosure 5.

5.2 Failure at the part of the firm to deposit the PG within stipulated time will make the contract/engagement Null and Void.

5.3 The validity of PG will be for 39 months from the date of signing of the Contract.

5.4 Performance Guarantee will be discharged after completion of bidder's performance obligations under the contract.

5.5 If the bidder fails or neglects any of his obligations under the contract it shall be lawful for the Bank to invoke and forfeit either whole or any part of performance Guarantee furnished by the bidder as compensation for any loss

resulting from such failure.

- 5.6 The PG shall be invoked and forfeited in case PSA fails to perform his duties to the satisfaction of the Bank and / or defaults in payments to the personnel deployed or fails to fully / partially meet obligations related to Labour Laws, EPF/ ESI norms or any other statutory requirements.

## 6. NON-DISCLOSURE AGREEMENT

**Successful bidder, the PSA Vendor shall abide with the security Policies of the Bank and shall sign Non-Disclosure Agreement (NDA) with Bank as part of the Contract on a stamp paper. The format of the same has been given as Enclosure 10.**

## 7. INDEMNITY:

- 7.1. The Selected Bidder shall keep and hold the BANK indemnified and harmless from time to time and at all times against all actions, proceedings, claims, suits, liabilities (including statutory liability), penalties, demands, charges, costs (including legal costs) and expenses, damages, losses and any other expenses which may be caused to or suffered by or made or taken against the BANK arising out of:
- 7.1.1. The breach, default or non-performance of undertakings, warranties, covenants or obligations by the Selected Bidder.
- 7.1.2. Any contravention or Non-compliance with any applicable laws, regulations, rules, statutory or legal requirements by the Selected Bidder.
- 7.2. The Selected Bidder shall keep and hold the BANK indemnified and harmless from time to time and at all times against any loss or damage to real property and tangible personal property and for bodily injury or death and in these cases which are attributable to the Selected Bidder.
- 7.3. In case, the selected PSA fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof, if the Bank is put to any loss/obligation, monetary or otherwise, Bank will be entitled to recover such damage/loss/deemed loss, either out of the outstanding bills or from the Security Deposit of the PSA.
- 7.4. In the event of theft, pilferage or damage to property of the Bank or any loss, the Bank 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 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 Bank and the PSA are conflicting on this point, it is agreed between the parties that the Bank's report shall prevail and be final. Such quantum of loss assessed and payable by the PSA shall be paid to Bank within a month of demand and upon failure of the PSA to do so, the Bank, without prejudice to other recovery measures either through Court of Law or otherwise, shall have right to adjust the monthly bills payable to the PSA towards the amounts payable by the PSA till the entire dues are wiped off.
- 7.5. Sample Indemnity is given as Enclosure 7, which needs to be executed on a Non judicial stamp paper of Andhra Pradesh for RS 100/-.

## 8. PAYMENT TERMS

- 8.1. No advance amount will be paid to PSA. Monthly payment conforming to the attendance of the security guards as per documents to be maintained by the PSA and submitted to the Bank shall be made within two weeks after submission of the bills by

PSA. The PSA shall submit bill along with the copies of Wages Slips without delay. The PSA shall also submit the copies of the following along with the bills

- 8.1.1. The Attendance sheets
- 8.1.2. Previous Electronic Challan cum Return for Employees Provident Fund
- 8.1.3. The Contribution History for the ESI premiums contribution for the PSAs employees deployed with the Bank. The PSA shall ensure that Savings Bank Account of the PSA Employee gets credited by the 07<sup>th</sup> day of the month following the Wage Month and further ensure that the amount credited is the same as the net wage payable as per the wage slip.
- 8.2. The successful PSAs shall have to open Current A/c with Canara Bank and all payments will be routed through the Agency's account with Canara Bank.
- 8.3. The PSA shall pay the monthly wages to PSA's employees deployed with the Bank by crediting the Savings Bank Account of the PSA's employees with any Bank. The PSA shall provide the list of the employees and their Bank account details to Canara Bank with copy of the standing instructions given to the respective Bank for direct transfer of the wages to individual Bank accounts of the guards.
- 8.4. PSA shall maintain proper records/details of the PSA's employees deployed in the Bank Site. PSA shall submit monthly bills to RO with copies to CO, Tirupati giving details of the PSA's employees deployed and the payment claimed for each of them. Bills should be supported with attendance sheets of the security guards. All payments under this agreement shall be made to the PSA by the branch on a monthly basis within seven working days of receipt of the relevant bill from the PSA.
- 8.5. However in case of any discrepancy in the bill detected by the Bank, the payment will be released to the PSA within four days from the date of resolving the discrepancy by the PSA.
- 8.6. Bank shall not make any direct payment of whatsoever nature to the PSA's employees. All payment payable by Bank in connection with or arising out of this agreement shall be made only to PSA Escrow account maintained with us and not to the PSA's employees.
- 8.7. Receipts for payments made on account of a service, when executed by a firm, shall be in the name of the firm by one of the partners, or by some other person having due authority to give effectual receipts for the firm.
- 8.8. Bank reserves the right to withhold the bills partially or fully or administrative charges if any of the above required documents stated in the preceding paragraphs are not submitted while claiming the bills.
- 8.9. Selected PSA shall be fully and absolutely responsible for the payment of salary and other statutory dues to PSA's employees like salary/wages, bonus, arrears, overtime, employment/terminal benefit, compensation or other claims of whatsoever nature to PSA's employees and Bank will not undertake any liability in relation to such matters.
- 8.10. PSA hereby undertakes to ensure payment of wage to its PSA's employees in compliance with Minimum Wages Act 1948 and other relevant statues in force and modified/amended or revised from time to time as per enactment of Central/State Governments.
- 8.11. 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 Bank shall not be liable to pay

excess amount other than the difference between the revised basic pay, VDA and the resultant difference in statutory dues, i.e., EPF, Gratuity, Bonus, ESI & EDLI vis-à-vis the rates prior to revision and the difference in GST.

- 8.12. Selected PSA shall submit printed receipts for all the payments received from Bank. 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 Bank will make this contract null and void and will result in termination of the deployment of PSA's employees with the Bank with immediate effect and the Bank will not be required to make any payment to the PSA thereafter.
  - 8.13. Bank shall not make any direct payment of whatsoever nature to the PSA's employees. All payment payable by Bank in connection with or arising out of this agreement shall be made only to PSA and not to the PSA's employees.
  - 8.14. Selected PSA will ensure that the monthly wages are paid on or before seventh day of every month promptly and should not delay the wages at any circumstances.
  - 8.15. Tax shall be deducted at the source (TDS) as per the provisions of the Income Tax Department by the Bank and a certificate to this effect shall be provided to the PSA by the Bank.
  - 8.16. The claim in bills regarding GST etc. should be necessarily accompanied with documentary proof pertaining to the concerned month's bill. A requisite portion of the bill / whole of the bill amount will be held up till such proof is furnished, at the discretion of the Bank. Payment of the bill will be effected only on production of copy of the previous month's wage sheet, ESI & EPF remittance with nominal roll of the security guards and half yearly/yearly return under the respective Acts.
  - 8.17. In case of any mishap of whatsoever nature (minor / major/ fatal including death during the course of their duty) sustained by selected 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 selected PSA only and not of the Bank. If for any reason, compensations, costs etc, are paid by the Bank, the same shall be reimbursed by the PSA to Bank without any demur including interest at ruling rate till settlement and such settlement shall be made by the PSA within one month from the date of demand by the Bank and upon failure of the PSA to do so, the Bank shall have the right to adjust the monthly bills payable to the PSA towards the amounts payable by the PSA till the ensure dues are wiped off.
9. **Maintenance of Records:** The PSA shall maintain at all times the following records.
- 9.1. Register of guards/ workmen
  - 9.2. Employment card
  - 9.3. Muster roll/ Attendance register
  - 9.4. Wages paid register
  - 9.5. Receipt of wages
  - 9.6. Over time register
  - 9.7. Any other records as per above laws.

**10. Liquidated damages for delay in deployment of guards:**

- 10.1. Providing of security guards at the allotted sites shall be completed as per Contract. In case the PSA fails to comply with this time schedule on account of factors attributable to the PSA, a penalty @ Rs. 1000/- per week or part thereof for each site will be charged.
- 10.2. The penalty shall be deducted / recovered by the Bank from any amount due or becoming due to the PSA under this contract or may be recovered by invoking of Bank Guarantees or otherwise from PSA.
- 10.3. All the penalties are independent of each other and are applicable separately and concurrently.
- 10.4. Penalty is not applicable for the reasons attributable to the Bank and Force Majeure.

#### 11. Unsatisfactory performance/ Penalty

- 11.1. Penalty clause shall be applicable as per details given below. The penalty will be levied over and above related recoveries if any.

	Nature of default	Penalty(In Rs)
a.	Late Reporting by the Guard	Rs 100/-per day
b.	Non reporting by the Guard	Rs. 500/-per day*
c.	Refusal of duties by the guard which is specified in the contract	Rs. 200/-per instance
d.	Non-observation of dress-code and turn-out	Rs. 500/-per instance
e.	Change of security guards without prior Permission from Bank.	Rs. 500/-per instance
f.	Non-payment of wages to the guard as per wage chart	The amount not paid will be recovered along with 10% of the monthly billing.
g.	Non-Adherence of any other contractual obligations, unless and until bank is informed in advance and permission in written is obtained from Bank.	Rs. 500/-per instance
h.	Any breach of contractual obligations of serious nature Or Non-responsiveness of Bank HO's directions under the ambit of the Contractual T & C	Withdrawal of Guards from the PSA, thereby reducing the stake of the PSA as far as number of Guard deployment is considered.
i.	Highly serious violations of the Contractual obligations as well as repetition of any violation as specified above.	Withdrawal of all Guards, without any notice period / termination of contract with forfeiture of PGs / recommending for black-listing with IBA.

j.	Any other aspects specified in the RFP related to Penalty	Penal action as per the clause referred
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11.2 If the security services are not provided for continuous 3 days, or repeated defaulting of above instances by the PSA, Bank may be imposing further penalty as below.

- a. Reduction of Guard Sites/Guards for deployment with one month notice
- b. Termination of the Contract and forfeiture of the PGs
- c. black listing from Bank / Letter to IBA

11.3 The Bank reserves, the right to encash the PGs deposited by the PSAs in case if it finds any serious deviation in the terms and conditions specified above. The Bank shall give the reasons in writing to the PSA pointing out the deviations while invoking the Performance Guarantee.

11.4 Bank shall also take-up case with IBA for blacklisting in all such cases and with government authorities for cancellation of PSARA, if any violation is against government directives.

## 12. Term, Termination and cancellation of Contract

12.1. The contract would be initially for a period of three years. The contract will be reviewed yearly, and may be extended/terminated for further period, as deemed fit by the Bank. The requirement of security guards may vary according to the need & may be reviewed/ reduced/enhanced as and when required.

12.2. The contract can be terminated before the expiry of contract period owing to deficiency in service or sub-standard quality of service provided by the PSA. Further, Bank reserves the right to terminate contract at any time by giving one month's notice, without assigning any reason whatsoever.

12.3. The Bank reserves its right to terminate contract partially or fully / cancel unexecuted part of contract at any time by assigning appropriate reasons in the event of one or more of the following events by giving one month's written notice to PSA:

- i) Abnormal Delay in deployment of security guards. Any delay of more than 1 month beyond the specified period.
- ii) Non-satisfactory performance during implementation.
- iii) Indiscipline by guards and PSA.
- iv) Non Adherence to dress code.
- v) Irregular attendance.
- vi) Non punctuality and casual attitude.
- vii) Failure to take instructions of the Bank.
- viii) Indulging in mischief, fraudulent, theft, criminal activities.
- ix) Breaches in the terms and conditions of the Offer.
- x) Non-payment of statutory dues to concerned departments.
- xi) Non remittance of EPF, ESI, ELDC contributions.
- xii) Non-payment or underpayment of wages or irregular/ delay in payment of wages
- xiii) Failure to safe guard the Bank's property.

- xiv) Abandonment of service.
- xv) Cancellation / suspension of PSARA Act.

12.4. In addition to the partial/full termination of the contract or cancellation of contract, the Bank shall forfeit fixed deposit with interest/ invoke Performance Bank Guarantee given by the PSA towards non-performance/noncompliance of the terms and conditions of the contract for an amount equivalent to the security deposit of the number of sites cancelled/ terminated. In the event of termination, Bank reserves the right to allot/divert the sites to other empanelled PSAs and the PSA shall have no right to object to such diversions.

12.5. In case it is found that the services provided by the selected PSA is not as per requirement / standards, time lines, or the frequency of corrective measures required is high then BANK retains the right to terminate the Contract with the selected agency and in such case, the PSA will not be entitled to claim any damages from BANK or make any claim for fees in respect of such unsatisfactory / substandard services. As also BANK reserves the right to terminate this contract if it is established on the basis of price discovery that it would be beneficial for BANK to go in for a fresh tender/contract.

### **13. Foreclosure of specific site**

Any time during the contract, Bank reserves the right to cancel/foreclose a specific site without assigning any reason by serving one month's written notice to the contractor (PSA). The PSA shall withdraw the guards from the closed site. The PSA have no right to claim any damages or compensation from the Bank.

### **14. Increase / Reduction in the Guarding hours**

Bank reserves the right to increase/ decrease the guarding hours based on its needs and directions of the local authorities. PSA shall deploy the number of guards according to the changed hours.

### **15. Foreclosure of contract**

Any time during the contract, Bank reserves the right to cancel the contract partially or fully, without assigning any reason by serving one-month notice to the PSA. The contractor shall have no right to claim any damages from the Bank.

### **16. Force majeure.**

16.1. The bidder shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the bidder, i.e. Force Majeure.

16.2. For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the PSA, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake, floods and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the PSA, resulting in such a situation.

16.3. In the event of any such intervening Force Majeure, the PSA shall notify the Bank in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the Bank, the PSA shall continue to perform/ render/ discharge other obligations as far as they can reasonably be attended/ fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

16.4. In such a case, the time for performance shall be extended by a period (s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the Bank and the PSA shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of the Bank shall be final and binding on the PSA.

#### **17. Verification of records & preservation of records**

17.1. PSAs will be required to produce all original documents kept in their office for verification by authorized staff of the Bank whenever they visit PSA's Office for inspection or any external inspecting authorities of Government. PSAs will also be required to produce the documents whenever called for by the Bank.

17.2. The Bank as well as any regulatory/ Inspection authority shall have the right to access all books, records and information relevant to the PSA & its employees deployed with the Bank 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 Bank.

17.3. The PSA shall preserve all the data and documents pertaining to their employees deployed with the Bank for not less than Five years and shall make them available to the Bank, if a need arises.

#### **18. Claim for Employment in Bank**

18.1. The PSA's employees shall not claim any employment relationship with the Bank under any circumstances. The PSA shall obtain written undertaking from each of the PSA's employees deployed with the Bank that he is an employee of the PSA and the written undertaking in original shall be given to Bank's office, where he is deployed.

18.2. The security guards deployed by the selected PSA under contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, part time/ confirmed employees of the Bank, during and/or after expiry of the contract. In case of termination of the contract also, the security guards deployed by the PSA shall not be entitled to any or /and will not have any claim for absorption or relaxation for absorption in the regular / otherwise, in any capacity in the Bank.

18.3. The PSA's employees deployed for the security of the branches / Administrative units as per the terms of this agreement shall always be treated as the employees of the PSA only and will not have any right to seek employment in the services of the Bank. It is to be clearly understood and agreed that under this agreement, no relationship of Bank or employee is created between the Bank and personnel engaged and deployed by the PSA. It will be the responsibility of the PSA to pay wages to its personnel and to ensure compliance of all the Labour laws applicable.

18.4. The Bank will have privity of contract only with the PSA and will give instructions to it only and will have nothing to do or concerned with the conditions of the employment of the personnel /employees and deployed by the PSA.

18.5. The Bank will not have any connection with the personnel engaged and deployed by the PSA and neither any of its officials will supervise or dictate the manner of execution of the work to the personnel. The PSA shall obtain written undertaking from each of the PSA's employees deployed with the Bank that he is an employee of the PSA and the written undertaking in original shall be given to Bank's office, where he is deployed.

#### **19. DISPUTE RESOLUTION AND JURISDICTION**

- 19.1. This Agreement shall be interpreted, construed and enforced in all respects in accordance with the laws of India without regard to any principles of conflicts of laws thereof. In case of any disputes, differences the parties shall have the exclusive jurisdiction of Courts of Tirupati.
- 19.2. All differences, disputes, issues relating to interpretation of any clauses and claims whatsoever arising out of or in any manner related to any provision of this Agreement including any failure of the Parties to reach an understanding under any provision of this Agreement shall be settled amicably through mutual discussion and negotiation between the Parties. If no settlement to dispute(s) or difference (s) can be reached through amicable negotiation between the Parties within 30 days of such reference, the Parties shall approach the appropriate Court of Law. However, upon mutual consultation, the Parties may also have an option to refer the dispute(s) or difference(s) for settlement by Arbitration.
- 19.3. If the parties mutually opt for Arbitration, the same shall be conducted as follows:
  - 19.3.1. There shall be a Single Arbitrator as mutually decided by the Parties.
  - 19.3.2. If the parties are unable to appoint a Single Arbitrator on mutual basis, then each Party shall nominate one Arbitrator each, who shall jointly appoint the third Arbitrator (umpire). The majority of such Arbitrators shall be final and binding on the parties.
  - 19.3.3. The Proceedings shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof for the time being in force.
  - 19.3.4. The costs of the Arbitration shall be borne equally by both Parties.
  - 19.3.5. Any arbitration shall be confidential and neither you nor the bank may disclose the existence, content or results of any arbitration, except as required by law or purpose of enforcing the arbitration award.
  - 19.3.6. The arbitration proceedings shall be in English. The place of Arbitration shall be Tirupati and Courts at Tirupati shall have exclusive jurisdiction over the matters covered.

## **20. General Contractual Terms:**

- 20.1. The selected PSA shall not be allowed to transfer, assign, or sub-contract its rights and liabilities under this contract to any other agency.
- 20.2. 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.
- 20.3. Neither the PSA nor any of the PSA's Employees will have any claim against the Bank for any liability arising out of any commission/ omissions caused by the PSA's employees while on duty.
- 20.4. The PSA's Employees deployed for the security of the Currency Chest/ATM / Branch/ Admin unit 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 Bank. There shall be no relationship whatsoever between the Bank 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 Bank and the PSA shall continue to be their Bank.

- 20.5. The Bank as well as the Reserve Bank of India shall have the right to access all books, records and information relevant to the selected PSA's employees deployed with the Bank and shall have the right to cause an inspection on the selected PSA's office & training infrastructure and audit the books & records as relevant to the services provided to the Bank.
- 20.6. The selected PSA shall preserve all the data and documents pertaining to their employees deployed with the Bank for not less than three years and shall make them available to the Bank, if a need arises.
- 20.7. The PSA shall observe the strictest confidentiality in respect of all matters relating to the implementation of this tender. All the information under this tender will be treated as confidential and shall not be disclosed to any third party unless otherwise agreed by the non-disclosing party. Nothing in this tender shall however be deemed to prohibit disclosure of any confidential information required under law, under a court order or by any regulatory or governmental authority. The obligation to maintain secrecy shall survive the termination of the agreement.
- 20.8. The PSA shall agree to notify the Bank within two (2) business days in writing of any discovery by them of any breach or suspected breach of the provisions of this Tender or any loss or unauthorized use, disclosure, acquisition of or access to any Bank's Confidential Information and/or bank's business systems of which the PSA becomes aware. The PSA shall promptly take all appropriate or legally required corrective actions, and shall cooperate fully with Bank in all reasonable and lawful efforts to prevent, mitigate or rectify such Data Breach.
- 20.9. Any publicity by the PSA in which the name of the Bank is to be used should be done only with the explicit written permission of the Bank.

\*\*\*\*\*

**T E N D E R F O R M**

To,  
The Assistant General Manager,  
General administration section,  
Canara bank Circle office Tirupati,  
3rd floor, KVC arcade, 13-C, RC road, Vani Nagar,  
Avilala, Tirupati.  
Andhra pradesh-517507 .

**NAME OF WORK: HIRING OF PRIVATE SECURITY AGENCIES FOR PROVIDING UNARMED  
GUARDS TO BRANCHES, ATMS AND ADMINISTRATIVE UNITS OF CANARA BANK**

I/We have read and examined the notice inviting tender. Schedules A, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, and all other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the Canara Bank within the time and in accordance in all respects with the instructions in writing referred to in General Rules and Directions and in Clauses of contract.

I/We agree to keep the tender open for hundred and twenty days from the due date of submission thereof and not to make any modifications in its terms and conditions.

A sum of Rs. \_\_\_\_\_ is hereby forwarded in **Demand Draft / BG** of ..... Bank as Earnest Money Deposit. If I/We, fail to commence the work specified I/We agree that the Bank shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely otherwise the said earnest money shall be retained by it towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, and those in excess of that limit at the rates to be determined in accordance with the provision contained in Clauses of the tender form.

I/We hereby declare that I/We treat the tender documents as secret/confidential documents and shall not communicate information/derived there from to any persons other than a person to whom I/We am / are authorized to communicate the same or use the information in any manner prejudiced to the safety of the state.

I/We fully understand that you are not bound to accept the lowest or any tender you may receive.

**Shri.**\_\_\_\_\_,**Partner/Proprietor/**\_\_\_\_\_, is the person authorized to negotiate commercial and technical terms and conditions and sign on behalf of the firm any Agreement, Bills and receipts for this work.

I/We agree that should I/We fail to deposit the full amount of initial security deposit and/or fail to commence the work specified in the above memorandum, an amount equal to the amount of the earnest money mentioned in the form of invitation of tender shall be absolutely forfeited to the Canara Bank and the same, may at the option of the Canara Bank be recovered without prejudice to any other right or remedy available in law, out of

the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/us under this contract or otherwise.

I/We agree that until a formal agreement on stamp paper is prepared and signed, this tender with your written acceptance thereof shall constitute a binding contract between us.

**Authorised Signature of the PSA**  
**Full Postal Address**  
**Pin Code No. & Telephone No.**

**Dated the: \_\_\_\_\_ day of \_\_\_\_\_ 2025**

**Witness:**

Name:

Address:

Occupation:



**ENCLOSURE -1:**

**BIO DATA OF THE TENDERER**

---

1. (a) Name of the Tenderer :

Address :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

(b) Address of office :

2. a) Status of the Firm(Whether company/  
Partnership / proprietary) :

b)Name of the Proprietor/ Partners/ Directors  
(With professional qualifications, if any):

I)

II)

III)

c) Year of establishment :

3. Whether registered with Registrar of  
Companies/ firm.If so, No.& Date :

4. DETAILS OF PSARA LICENSE - STATEWISE AND ITSVALIDITY:

4. Registration with Tax Authorities :

a) Income-tax No. PAN;

(Furnish copies of Income-tax returns)

b) GST Registration Number :

(Furnish the latest copies of the returns filed)

c) EPF

d) ESI

5. Names of the Bankers with address :

I)

II)

Turnover of the Company/firm (Please attach copy of documents in support of the details).

Sl. No.	Year	Turnover
1		
2		
3		

6. Registration / Empanelment(or GeM workorders) with Government / Public Sector / Banks / Corporate if any (Copy of valid registration / empanelment copy ((or GeM workorders) should be enclosed).

NAME OF THE ORGANISATION	NUMBER OF UNARMED GUARDS DEPLOYED	VALUE OF WORKS	VALIDITY OF THEIR CONTRACT

7. What are your fields of activities? Mention the fields on preference Basis

1)

2)

3)

**9. Details of the Assignments undertaken during the last 5 years to meet Sl.No- 15 of Eligibility Criteria.**

Sl. No	Name of the Organisation for which the Assignment was undertaken	Address, concerned office and telephone number of the Organisation	Nature of work (in brief)	Location of the assignment	Date of commencement & Completion

**10. Key personnel permanently employed in your organization:**

Sl. No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

**11. Furnish the names of three responsible clients / persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.**

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

**12. Furnish the details of AWARDS, CITATIONS, etc., received in recognition of your services in projects designed / associated**

YEAR	Name of the Award with details	Name of the organization from whom award was received	Name of the project for which such award was received

13. DETAILS OF TRAINING CENTRE WITH ITS ADDRESS AND DETAILS OF TRAINING OFFICER:

14. Name of Person and contact No. In State / Local office and number OF SUPERVISORY STAFFS LIKE FIELD OFFICERS, OPERATION MANAGERS and other superisory staffs in that particular state where tender is called upon.

15. DECLARATION:

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / ENCLOSUREs.
3. I / We agree that the decision of Bank in selection will be final and binding to me / us.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

**ENCLOSURE -2:**

**ACCEPTANCE**

**(By bank during the contract agreement incase of any modifications)**

The above tender (as modified by us or negotiations as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the Canara Bank for a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

The letters referred to below shall also form part of this contract agreement:

a)

b)

c)

**For & on behalf of the Canara Bank**

**Signature:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Dated this \_\_\_\_\_ day of 2025**

◆◆◆◆◆◆◆◆

**ENCLOSURE -3:**

**FORM OF AGREEMENT**

*(To be duly filled in a non-judicial stamp paper of appropriate value of Rs 100 as per the state of Andhra Pradesh and to be submitted after award of workorder along with performance guarantee , Indemnity and Non Disclosure agreement. ).*

This agreement made the \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year **2025**

**BETWEEN,**

**Canara Bank** a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office, at **112, J C Road, Bangalore-560002** represented by Name of Branch its duly constituted attorney (hereinafter referred to as Bank) of the ONE PART;

**AND**

Shri/M/s \_\_\_\_\_ S/D/o \_\_\_\_\_ resident of \_\_\_\_\_

the sole proprietor of **M/s** \_\_\_\_\_ having office at \_\_\_\_\_

\_\_\_\_\_ / the partnership firm represented by its Managing / duly authorised partner, having an administrative / principal office at \_\_\_\_\_

/ a company / body corporate being its registered office at \_\_\_\_\_

duly represented at \_\_\_\_\_ duly represented by its constituted and authorised Managing Director, Shri \_\_\_\_\_ and (hereinafter called the PSA) of the other part.

**WHEREAS** Bank had issued a Request for Proposal (Ref No \_\_\_\_\_ dated) herein after termed as 'RFP' for \_\_\_\_\_;

**WHEREAS** the PSA has submitted his proposal in response to the RFP and Bank has accepted the proposal of the PSA in this regard;

**WHEREAS** Bank has issued a Work Order (Ref No \_\_\_\_\_ dated \_\_\_\_\_) to the PSA and he has accepted the same.

**NOW THIS AGREEMENT WITNESSETH** as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.

2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.,

- (a) The Request for Proposal (Ref No \_\_\_\_\_ dated \_\_\_\_\_)
- (b) Amendments to the RFP, if any; and
- (c) The Work Order

3. In consideration of the payments to be made by the Bank to the Contractor the Contractor hereby covenants and agrees with the Bank to construct, complete and perform the assignment in conformity in all respects and subject to all terms and conditions/rules as mentioned in the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said PSA, \_\_\_\_\_ to bank  
\_\_\_\_\_ in the presence of:

**Signature of the PSA (with seal)**

1. Witness \_\_\_\_\_

2. Witness \_\_\_\_\_

**Signature of Bank Official (with seal)**

1. Witness \_\_\_\_\_

2. Witness \_\_\_\_\_



**ENCLOSURE -4:**

**Bank Guarantee Format for Earnest Money Deposit**

*(To be duly filled and to be submitted along with RFP).*

To

Assistant General Manager

\_\_\_\_\_ ,

\_\_\_\_\_

\_\_\_\_\_ .

WHEREAS \_\_\_\_\_(Name of Tenderer) (hereinafter called "the Tenderer" has submitted its tender dated \_\_\_\_\_ (Date) for the execution of (Name of Contract) \_\_\_\_\_(hereinafter called "the Tender") in favour of **CANARA BANK**, \_\_\_\_\_ hereinafter called the "Beneficiary";

KNOW ALL MEN by these presents that we, \_\_\_\_\_(name of the issuing Bank), a body corporate constituted under the \_\_\_\_\_having its Head Office at \_\_\_\_\_amongst others a branch / office at \_\_\_\_\_ (hereinafter called "the Bank" are bound unto the Beneficiary for the sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_only) for which payment well and truly to be made to the said Beneficiary, the Bank binds itself, its successors and assigns by these presents;

THE CONDITIONS of this obligation are:

- (a) If the Tenderer withdraws its Tender during the period of Tender validity specified in the Tender; or
- (b) If the Tenderer having been notified of the acceptance of his Tender by the Beneficiary during the period of Tender validity;
  - (i) fails or refuses to execute the Agreement, if required; or
  - (ii) fails or refuses to furnish the performance security, in accordance with clause \_\_\_\_\_ of conditions of Contract.

We undertake to pay to the Beneficiary up to the above amount upon receipt of his first written demand without the Beneficiary having to substantiate his demand, provided that in his demand the Beneficiary will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained herein

- i) Our liability under this Bank Guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_ only)
- ii) This Bank Guarantee is valid up to \_\_\_\_\_.
- iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee  
only and only if you serve upon us a written claim or demand on or before  
\_\_\_\_\_ (mention period of guarantee as found under clause (ii) above  
plus claim period)

Dated \_\_\_\_\_ day of \_\_\_\_\_ 2025

SIGNATURE & SEAL OF THE BANK

**ENCLOSURE -5:**

**BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT/PERFORMANCE GUARANTEE**

*(To be duly filled in and to be submitted along with agreement after award of workorder).*

Guarantee No.....  
Amount of Guarantee Rs.....  
Guarantee cover from Dated: .....  
To Dated: .....  
Last Date for Lodgement of claim: .....

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In consideration of ..... (hereinafter called "Beneficiary") having agreed to exempt ..... Ltd., having its Registered Office situated at ..... (hereinafter called the "the obligator(s)") from the demand of security deposit of Rs..... (Rupees ..... only) under the terms and conditions of an agreement dated ..... (hereinafter called the "said Agreement") for the due fulfillment by the said obligator of the terms and conditions contained in the said agreement, on production of the Bank Guarantee for Rs..... (Rupees ..... only), at the request of the obligator CanaraBank, a body corporate constituted under the Banking Companies (Acquisition & Transfer of undertakings) Act, 1970 having its Head Office at Bangalore amongst others and branches, ATMs and Administrative Offices under Tirupati Circle (hereinafter referred to as "the Bank") has agreed to give following guarantee in favour of the beneficiary for an amount not exceeding Rs..... (Rupees ..... only) against any loss or damage caused to or suffered or would be caused to or suffered by reason of any breach by the said Obligator(s) of any of the terms and conditions contained in the said agreement.

1. We, the Bank to hereby undertake to pay the amount payable under this guarantee without any demur merely on a demand from the beneficiary stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by reason or any breach of the terms and conditions contained in the said agreement or by reason of the obligator's failure to perform the said agreement. Any such demand in writing made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the

guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....

2. We, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the beneficiary under or by virtue of the said agreement have been fully paid and its claims satisfied or till the beneficiary certifies that the terms and conditions of the said agreement have been fully discharged this guarantee. Unless a demand for claim under this guarantee is made on us in writing on or before ..... we shall be discharged from all liabilities under this guarantee thereafter.
3. We, the Bank further agree that the beneficiary shall have the fullest liberty, without consent and without effecting in any manner or obligations hereunder, to extend time of performance the said obligator(s) from time to time or to postpone for any time any of the powers exercisable by the beneficiary against the said obligator(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved of our liability by reason of any extension being granted to the said obligator(s) for any forbearance, act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said obligator(s) or by any such matter or thing whatsoever which under the law relating to sureties would not for this provision have effect of so relieving us.
4. We, the Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.
5. Notwithstanding anything contained herein:
  - (i) Our liability under this Bank Guarantee shall not exceed Rs. .... (Rupees ..... only)
  - (ii) This Bank Guarantee is valid upto ..... and
  - (iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before ..... (mention period of the guarantee as found under clause (ii) above plus claim period)

PLACE:

DATE:

SIGNATURE & SEAL OF THE BANK

**ENCLOSURE -6:**

**PRE CONTRACT INTEGRITY PACT**

*(To be duly filled in anon-judicial stamp paper of appropriate value of Rs 100 as per the state of Andhra Pradesh and to be submitted along with RFP).*

Between

This pre-bid contract Agreement (herein after called the Integrity Pact) is made on-\_\_\_\_ day of the month 20\_\_\_\_, between, **CANARA BANK** hereinafter referred to as "**The Principal**", a body corporate constituted under Banking Companies (Acquisition and transfer of undertakings), Act 1970 having its Head office at 112, J.C. Road, Bangalore 560 002, with branches spread over India and abroad (hereinafter referred to as BUYER which expression shall include its successors and assigns) acting through Shri\_\_\_\_\_, (Designation of the officer) representing \_\_\_\_\_, of the BUYER, of the FIRST PART

AND

M/s.\_\_\_\_\_ represented by Shri \_\_\_\_\_ Chief Executive Officer/Authorised Signatory (hereinafter called the "**The Bidder/ Seller/ Contractor/ Service Provider**", which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns), of the SECOND PART

**The Principal intends to award, under laid down organizational procedures, contract/s for the Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and /or Contractor(s).**

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 - Commitments of the Principal**

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
  - a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, or self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b) The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/ additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract executed.
  - c) The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

## **Section 2 - Commitments of the Bidder(s)/ Contractor(s)**

- (1) The Bidder(s)/ Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.
- a) The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/ she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b) The Bidder(s)/ Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
  - c) The Bidder(s)/ Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d) The Bidder(s)/ Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - e) Bidder(s)/Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (2) The Bidder(s)/ Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

## **Section 3 - Disqualification from tender process and exclusion from future contracts**

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as below -

(1) Any breach of the provisions herein contained by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall entitle the BUYER to take all or any one of the following actions, wherever required: -

- a) To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER. However, the proceedings with the other BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER(S) would continue.
- b) To forfeit fully or partially the Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed), as decided by the BUYER and the BUYER shall not be required to assign any reason therefor.

- c) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER.
- d) To recover all sums already paid by the BUYER, and in case of the Indian BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of Canara Bank (Name of the Bank/Financial Institution) while in case of a BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER from a country other than India with Interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER/SELLER /CONTRACTOR from the BUYER in connection with any other contract such outstanding payment could also be utilized to recover the aforesaid sum and interest. The BUYER shall also be entitled to recover the replacement costs from BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER.
- e) To encash the advance bank guarantee and performance bond/ warranty bond, if furnished by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER, in order to recover the payments, already made by the BUYER, along with interest.
- f) To cancel all or any other contracts with the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER and the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER.
- g) To debar the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER from participating in future bidding processes of the BUYER for a minimum period of five years, which may be further extended at the discretion of the BUYER.
- h) To recover all sums paid in violation of this Pact by BIDDER/ SELLER/ CONTRACTOR/ SERVICEPROVIDER(s) to any middlemen or agent or broker with a view to securing the contract.
- i) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER, the same shall not be opened.
- j) Forfeiture of The Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- k) The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER, and if he does so, the BUYER shall be entitled forthwith to rescind the contract and all other contracts with the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER. The BIDDER/SELLER/ CONTRACTOR shall be liable to pay compensation for any loss or damage to the BUYER resulting from such rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER.

(2) The BUYER will be entitled to take all or any of the actions mentioned as per above clause - 1 (a) to (k) of this Pact, also in the event of commission by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

(3) The decision of the BUYER to the effect that a breach of the provisions of this pact has

been committed by the BIDDER/ SELLER/ CONTRACTOR shall be final and conclusive on the BIDDER/ SELLER/ CONTRACTOR. However, the BIDDER/SELLER/CONTRACTOR/SERVICE can approach the Independent External Monitor (s) appointed for the purpose of this pact.

#### **Section 4 - Compensation for Damages**

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

#### **Section 5 - Previous Transgression**

- (1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as mentioned in section 3, clause - 1a to 1k).

#### **Section 6 - Equal Treatment of all Bidders/ Bidder / Contractors/ Bidder / Contractors**

1. The Principal will enter into agreements with identical conditions as this one with all Bidders and Bidder / Contractors.
2. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

#### **Section 7 - Criminal charges against violating Bidder(s)/ Contractor(s) /**

If the Principal obtains knowledge of conduct of a Bidder, Contractor, or of an employee or a representative or an associate of a Bidder, Contractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

#### **Section 8 - Independent External Monitor**

1. The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him/ her to treat the information and documents of the Bidders/ Bidder/ Contractors as confidential. He/ she reports to the Managing Director, CANARA BANK.
3. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to -Bidder/ Contractors.
4. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also

signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform the Managing Director, CANARA BANK and recuse himself/ herself from that case.

5. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
6. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitor will submit a written report to the Managing Director, CANARA BANK within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
8. If the Monitor has reported to the Managing Director, CANARA BANK, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Managing Director, CANARA BANK has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The word 'Monitor' would include both singular and plural.

#### **Section 9 - Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/ determined by the Managing Director, CANARA BANK.

#### **Section 10 - Other provisions**

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. \_\_\_\_\_.
2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
3. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. Issues like Warranty / Guarantee etc shall be outside the purview of IEMs.

(For & On behalf of the Principal)  
(Office Seal)

(For & On behalf of Bidder/ Contractor) (Office Seal)

Place:

HIRING OF PRIVATE SECURITY AGENCIES FOR PROVIDING UNARMED GUARDS TO BRANCHES OF CANARA BANK, ONGOLE RO, TIRUPATI  
CIRCLE

Date :

Witness 1:

(Name & Address)

Witness 2:(Name & Address)

**ENCLOSURE -7:**

**INDEMNITY FORMAT**

*(To be duly filled in a non-judicial stamp paper of appropriate value Of Rs 100 as per the state of Andhra Pradesh and to be submitted along with Agreement after issue of Work Order).*

THIS DEED OF INDEMNITY executed at ..... (Place) on this ..... day of .....month of year two thousand and twenty Five (2025) By.....(herein after called the PSA) duly represented by proprietor/one of its partners/director Sri ....., aged.....years, son of Sri.....residing at .....

In favour of

Canara Bank, a body corporate constituted under the Banking companies (Acquisition and Transfer of undertakings) Act, 1970, having its Head Office, at 112, J.C.Road, Bangalore - 560002 & represented by its Circle Office\_\_\_\_\_.

Whereas the contractor had applied for the tender .....

Whereas the tender submitted by the contractor for the above mentioned work was accepted by Canara Bank and the work of ..... has been awarded in favor of the contractor vide Ref No .....

And whereas for undertaking the work warded as per the above noted reference, the contractor has entered into contract with Canara Bank on .....

Now this Deed Witnessed that in pursuance of the aforesaid contract **dated** .....and in consideration of Canara Bank having agreed to make payment on the bills claimed by the contractor herein based on the works completed in respect of the above referred contract, the contractor hereby indemnifies and keep harmless Canara Bank & its Architect/consultant and its officials/staff from time to time and at all times against all actions, prosecutions proceedings, claims, suits, liabilities (including statutory liability), penalties, demands, charges, costs (including legal costs) and expenses, damages, losses and any other expenses which may be caused to or suffered by or made or taken against the Bank arising out of:

- i) The breach, default or non-performance of undertakings, warranties, covenants or obligations by the contractor, non-compliance of safety rules, regulations, instructions by the contractor and mishaps occurring at the site due to faulty work executed by the contractor.
- ii) Any contravention or Non-compliance with any applicable laws, regulations, rules, statutory or legal requirements by the contractor.

Further, the Contractor indemnifies to protect and save Canara Bank & its Architect/consultant and its officials/ staff from against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law

pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of the services offered by the contractor.

All Indemnities shall survive notwithstanding expiry or termination of the contract and contractor shall continue to be liable under the indemnities.

There is no limit to claims made by the Bank/third parties in case of infringement of Intellectual property rights or for claims relating to the loss of damage to real property and tangible personal property and for bodily injury or death and in these cases the liability will be unlimited”.

**Signature of PSA with Seal**

**ENCLOSURE -8:**

**(To be submitted on letter head of the Bidder)**

**DECLARATION**

**Ref:HIRING OF PRIVATE SECURITY AGENCIES FOR PROVIDING UNARMED GUARDS FOR  
CANARA BANK**

I/ We hereby declare that I/ We have not been banned or delisted or debarred by any Government, Quasi Government Agencies, Public Sector Undertakings or Private Companies anywhere, anytime.

I/ We hereby declare that I/ We have not been complained by our own employees for underpayment/non-payment/ delayed payment of wages to any Statutory Authorities.

Should it be observed anytime during currency of the bidding process or during execution of the work that I / We have been banned, delisted or debarred by any of the above Agencies or complained by our own employees for underpayment/non-payment/ delayed payment of wages to any Statutory Authorities, then I/ We agree for termination of the contract forthwith and also agree for forfeiture of our Earnest Money Deposit and Security cum Performance Deposit, if any, by Canara Bank, without any recourse.

Dated:

Signature of Bidder with Official  
Seal

**ENCLOSURE -9:**

**TECHNICAL BID - RATING CHART**

Sl. No	Evaluation being done for	Maximum Points	Points Awarded	Remarks please write details
1.	<u>Training infrastructure</u>	6		
	a) infrastructure(establishments)	6		
	b) staff available	8		
	c) duration and syllabus(general, access control, firefighting etc.)			
2	Supervisory infrastructure	10		
3.	System of verifying antecedent of the guards	20		
4.	Total Numbers of Guards in the state of Andhra Pradesh	20		
5.	Customer/client base.(PSB's and PSU's to be preferred	10		
6.	Service network - (Total Branch Offices of PSA in the State of Andhra Pradesh)	10		
7.	Experience in the field	10		
	<b>Total</b>	<b>100</b>		

**GUIDELINES FOR ALLOTING MARKS:**

Sl. No	Evaluation being done for	Maximum Points	Remarks please write details		
			Description	Points	
1.	<u>Training infrastructure</u>	6	Own in the state of Andhra Pradesh	6	
			i) Infrastructure (establishments)	Leased/MOU with PSARA accredited training centre in the state of Andhra Pradesh)	4
				Nil	0
	ii) Staff available	6	Supervisor and Instructor	6	
			Instructor only	3	
			Nil	0	
	i) Duration and syllabus (general, access control, firefighting, weapon handling, First aid, etc.) (Duration of last three years training records will be checked)	8	03 Days	8	
			01-02 Days	6	
			No Training	0	
2	Supervisory infrastructure (Names against salary slips/bank statements will be Checked)	10	1 sup for 6 guards	10	
			1 sup for 15 guards	8	
			1 sup for more than 15 guards	6	

3.	<i>System of verifying antecedent of the guards (last three years records will be checked)</i>	20	Full KYC and Police verification-50 Nos	20
			Full KYC and Police verification-30 Nos	15
			Full KYC and Police verification-20 Nos	10
			Either KYC or Police verification-10 Nos	5
			No verification	0
4.	<i>Total Number of Guards in the state of Andhra Pradesh deployed in Last one year i.e after 01.04.2024 only in PSB/PSU/Govt Bodies/Scheduled Commercial Banks</i>	20	More than 250 guards	20
			200-249 Guards	18
			150-199 Guards	16
			100-149 Guards	14
			50-99 Guards	12
			Less than 50 Guards	0
5.	<i>Customer/client base.(PSB's and PSU's to be preferred. Active tenders only will be considered)</i>	10	PSU/PSB more than 10 clients	10
			PSU/PSB 5-9 clients	8
			Private	6
6.	<i>Service network (Total Branch offices in of PSA in the state of Andhra Pradesh) The office registration should be done atleast 1 year prior date i.e before 30.06.2024</i>	10	Registered in 8-10 Districts of our Jurisdiction	10
			Registered in 5-7 Districts of our Jurisdiction	8
			Registered in 2-4 Districts of our Jurisdiction	6
			Registered in only one district of our Jurisdiction	4
			Not registered under any district of our Jurisdiction	0
7.	<i>Experience in the field</i>	10	More than 5 years	10
			4-5 years	8
			3 years	6
<i>Total</i>		<i>100</i>		

**Note: Only the bidders scoring more than 80 Marks are considered technically passed. The Financial bid is calculated as per GeM and explained under scope of works**

**Note:**

1. Basic Pay, VDA, EPF, ESI & Bonus are mandatory charges and should conform to the relevant legal/statutory provisions of Minimum Wages directives and relevant directives issued GOVT Of India in vogue. (Proof i.e copy of notification issued by Govt. to be enclosed).
2. Basic & VDA (Sl. No.1) should conform to the minimum wages fixed and will be revised from time to time, by Central Labour Commissioner, Ministry of Labour & Employment, Government of India for employment of Watch & Ward Staff. Any changes in minimum wages notified by Central Labour Commissioner from time to time shall be paid by Bank. The PSA shall necessarily claim the arrears if any by submitting the arrears bill separately immediately or within one month along with the bills of subsequent month along with the notification of the copy of Central Labour Commissioner attached.
3. The areas A, B and C shall be as per Notification issued, and revised from time to time, by the Ministry of Labour & Employment, Government of India.
4. Pro-rata bonus payment as per norms and eligibility to be paid every month by PSA and shown in wage slip. PSA is free to give higher amount of bonus, however for the purpose of evaluation of tender the bank will consider only as per Government of India notification.
5. National Holidays will be paid as per government guidelines and should be reflected in the monthly bills.
6. IT-TDS and GST TDS will be deducted as per govt rates and guidelines
7. Minimum Service charge is 3.85% (Inclusive of GST) As per DoE OM No.F.6/1/2023-PPD dated 6th January 2023. Any service charges below this will be rejected.
8. After the deduction of both TDS at rates prevailing as on the date of submission of the bid, the net amount payable by the Bank to the PSA including service charges excluding applicable GST thereupon shall not fall below rates as per the Central Minimum Wages Act, 1948.

**ENCLOSURE -10:**

**NON DISCLOSURE AGREEMENT**

*(To be duly filled in a non-judicial stamp paper of appropriate value Of Rs 100 as per the state of Andhra Pradesh) and to be submitted along with Agreement after issue of Work Order).*

This agreement (the "**Agreement**") is entered into on this \_\_\_ day of \_\_\_ between; CANARA Bank, a body corporate constituted and functioning under Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 having its Head Office at Bangalore represented by \_\_\_\_\_ herein (hereinafter called **Disclosing Party** or the "**Bank**"),

And \_\_\_\_\_

with and address at \_\_\_\_\_ (the "**Recipient**" or the "**Receiving Party**" or the "**Company**").

The Bank is in possession of certain information defined hereunder as Confidential Information and has agreed to disclose to the Company the Confidential Information on a strictly confidential basis for the purpose of *(mention the purpose for which the information is required to be shared/allowed to be accessed)*. During the said process, the Bank may share certain confidential or proprietary information with the Recipient. Therefore, in consideration of the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**1. Definition of Confidential Information.**

(a) For purposes of this Agreement, "**Confidential Information**" means any data or information that is confidential or proprietary to the Bank and not generally known to the public, whether in tangible or intangible form, whenever and however disclosed, including, but not limited to:

- (i) Customer name and other information related to customers
- (ii) any marketing strategies, Security strategies / policies, business plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of such party, its affiliates, subsidiaries and affiliated companies.
- (iii) Plans for products or services, and customer or supplier lists;
- (iv) Any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method;
- (v) Any footage Video Image / still image, voice or any other form of data related to CCTV & Sensors installed as part of CMS
- (vi) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; and Any other information that should reasonably be recognized as confidential information of the Bank. Confidential Information need not be novel, unique, patentable, copyrightable or constitute a trade secret in order to be designated Confidential Information.

(b) The Company acknowledges that the Confidential Information is proprietary to the Bank, has been developed and obtained through great efforts by the Bank and that Bank regards all of its Confidential Information as trade secrets.

(c) Notwithstanding anything in the foregoing to the contrary, Confidential Information shall not include information which:

- (i) Was known to the Company prior to receiving the Confidential Information from the Bank;
- (ii) Becomes rightfully known to the Company from a third-party source not known (after diligent inquiry) by the Company to be under an obligation to Bank to maintain confidentiality;
- (iii) Is or becomes publicly available through no fault of the Company;
- (iv) is required to be disclosed in a judicial or proceeding, or is otherwise requested or required to be disclosed by law or regulation, although the requirements of paragraph 4 hereof shall apply prior to any disclosure being made; and
- (v) Is or has been independently developed by employees, consultants or agents of the Company without violation of the terms of this Agreement or reference or access to any Confidential Information.

## 2. Disclosure of Confidential Information.

From time to time, the Bank may disclose Confidential Information to the Company. The Company will:

- (i) along with its representatives, make use of the Confidential Information solely for the purpose of the Agreement or such other purposes from time to time agreed or consented to by the Bank as evidenced in writing
- (ii) limit disclosure of any Confidential Information to its directors, officers, employees, agents or representatives (collectively “**Representatives**”) who have a need to know such Confidential Information in connection with the current or contemplated business relationship between the parties to which this Agreement relates, and only for that purpose;
- (iii) prior to making any disclosure of such Confidential Information as permitted under this Agreement, will ensure that the Representatives are under a prior written obligation to maintain such information confidential and to use such information only for the contemplated purpose;
- (iv) along with its Representatives use such measures and/or procedures as it uses in relation to its own confidential information and trade secrets to hold and keep in confidence any and all such Confidential information and comply with the terms of this agreement.
- (v) not disclose any Confidential Information received by it to any third parties.
- (vi) be solely responsible for any breach of the terms of this Agreement by any of its Representatives or the Sub-Contractors and any act or omission by any of its Representatives or the Sub-Contractors which would constitute breach of the terms of this Agreement and shall take all reasonable measures to restrain such Representatives or the Sub-Contractors from unauthorized disclosure or use of the Confidential Information and that Company acknowledges and agree that Bank shall have right to all its legal remedies directly against Company as if such breach is made by the

Company itself without proceeding at the first instance against Representatives or the Sub-Contractors.

### 3. Use of Confidential Information.

The Company agrees to use the Confidential Information solely in connection with the current or contemplated business relationship between the parties as mentioned in this agreement and not for any purpose other than as authorized by this Agreement without the prior written consent of an authorized representative of the Bank. No other right or license, whether expressed or implied, in the Confidential Information is granted to the Company hereunder. Title to the Confidential Information will remain solely with the Bank. All use of Confidential Information by the Company shall be for the benefit of the Bank and any modifications and improvements thereof by the Company shall be the sole property of the Bank.

### 3. Compelled Disclosure of Confidential Information.

Notwithstanding anything in the foregoing to the contrary, the Company may disclose Confidential Information pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar method, provided that the Company promptly notifies, to the extent practicable, the Bank in writing of such demand for disclosure so that the Bank, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Confidential Information. The Company agrees that it shall not oppose and shall cooperate with efforts by, to the extent practicable, the Bank with respect to any such request for a protective order or other relief. Notwithstanding the foregoing, if the Bank is unable to obtain or does not seek a protective order and the Company is legally requested or required to disclose such Confidential Information, disclosure of such Confidential Information may be made without liability.

1. **Term:**-This Agreement shall remain in effect for a (*duration of the Original Agreement plus 10 years*) .Notwithstanding the foregoing, the parties' duty to hold in confidence Confidential Information that was disclosed during term shall remain in effect indefinitely.

2. **Remedies:**-Both parties acknowledge that the Confidential Information to be disclosed hereunder is of a unique and valuable character, and that the unauthorized dissemination of the Confidential Information would destroy or diminish the value of such information. Therefore, both parties hereby agree that the Bank shall be entitled to injunctive relief preventing the dissemination of any Confidential Information in violation of the terms hereof. Such injunctive relief shall be in addition to any other remedies available hereunder, whether at law or in equity. Bank shall be entitled to recover Damages consisting a sum equal to the loss suffered by the Bank including loss of business opportunity, costs of business interruption its costs and fees, including reasonable attorneys' fees, incurred in obtaining any such relief. Further, in the event of litigation relating to this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and expenses.

3. **Return of Confidential Information:** -Company shall immediately return and redeliver to the other all tangible material embodying the Confidential Information provided hereunder

and all notes, summaries, memoranda, drawings, manuals, records, excerpts or derivative information deriving there from and all other documents or materials (“Notes”) (and all copies of any of the foregoing, including “copies” that have been converted to computerized media in the form of image, data or word processing files either manually or by image capture) based on or including any Confidential Information, in whatever form of storage or retrieval, upon the earlier of (i) the completion or termination of the dealings between the parties contemplated hereunder; (ii) the termination of this Agreement; or (iii) at such time as the Bank may so request. Alternatively, the Company, with the written consent of the Bank may (or in the case of Notes, at the Company’s option) immediately destroy any of the foregoing embodying Confidential Information (or the reasonably non-recoverable data erasure of computerized data) and, upon request, certify in writing such destruction by an authorized officer of the Company supervising the destruction.

4. **Notice of Breach:**-The Company shall notify the Bank immediately upon discovery of any unauthorized use or disclosure of Confidential Information by the Company or its Representatives, or any other breach of this Agreement by the Company or its Representatives, and will cooperate with efforts by the Bank to help the Bank regain possession of Confidential Information and prevent its further unauthorized use.

5. **No Binding Agreement for Transaction.**

The parties agree that neither party will be under any legal obligation of any kind whatsoever with respect to a Transaction by virtue of this Agreement, except for the matters specifically agreed to herein. The parties further acknowledge and agree that they each reserve the right, in their sole and absolute discretion, to reject any and all proposals and to terminate discussions and negotiations with respect to a Transaction at any time as per the respective agreement. This Agreement does not create a joint venture or partnership between the parties. If a transaction goes forward, the non-disclosure provisions of any applicable transaction documents entered into between the parties (or their respective affiliates) for the Transaction shall be deemed to be complementary/supplementary to the provisions of this Agreement and not contrary/derogatory to the provisions of this Agreement to the extent possible.

6. **Warranty.**

Each party warrants that it has the right to make the disclosures under this Agreement. **NO WARRANTIES ARE MADE BY EITHER PARTY UNDER THIS AGREEMENT WHATSOEVER.** The parties acknowledge that although they shall each endeavor to include in the Confidential Information all information that they each believe relevant for the purpose of the evaluation of a Transaction, the parties understand that no representation or warranty as to the accuracy or completeness of the Confidential Information is being made by either party as the Bank . Further, neither party is under any obligation under this Agreement to disclose any Confidential Information it chooses not to disclose. Neither Party hereto shall have any liability to the other party nor to the other party’s Representatives resulting from any use of the Confidential Information except with respect to disclosure of such Confidential Information in violation of this agreement.

7. **Effective Date of the Agreement:** This Agreement shall be effective upon its execution by both the parties.

8. **Miscellaneous.**

- (i) This Agreement can only be modified by a written amendment signed by the party against whom enforcement of such modification is sought.
- (ii) The validity, construction and performance of this Agreement shall be governed and construed in accordance with the laws of (state), India applicable to contracts made and to be wholly performed within such state, without giving effect to any conflict of laws provisions thereof.
- (iii) Any failure by either party to enforce the other party's strict performance of any provision of this Agreement will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this Agreement.
- (iv) Although the restrictions contained in this Agreement are considered by the parties to be reasonable for the purpose of protecting the Confidential Information, if any such restriction is found by a court of competent jurisdiction to be unenforceable, such provision will be modified, rewritten or interpreted to include as much of its nature and scope as will render it enforceable. If it cannot be so modified, rewritten or interpreted to be enforceable in any respect, it will not be given effect, and the remainder of the Agreement will be enforced as if such provision was not included.
- (v) Any notices or communications required or permitted to be given hereunder may be delivered by hand against acknowledgement, deposited with a nationally recognized overnight carrier against acknowledgement, electronic-mail, or registered post with acknowledgement, in each case, to the address of the other party first indicated above, or as amended time to time as per provisions in the SLA.
- (vi) This Agreement is personal in nature, and neither party may directly or indirectly assign or transfer it by operation of law or otherwise without the prior written consent of the other party And any such assignment without consent will be held void ab initio. All obligations contained in this Agreement shall extend to and be binding upon the parties to this Agreement and their respective successors, assigns and designees.
- (vii) The parties and/or their affiliates of whatsoever nature shall not, in any manner, solicit and/or accept any business from sources that have been made available by and through the parties hereto, nor in any manner shall access, solicit and/or conduct any business with the said sources, without specific permission of the Party who made said sources available. For avoidance of doubt, this restriction shall apply only to business related to the Assignment which is the subject matter of this Agreement and not any other Assignment or business.
- (viii) Paragraph headings used in this Agreement are for reference only and shall not be used or relied upon in the interpretation of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date first above written.

<p>SIGNED for and on behalf of:-(Bank) Signature: Name:  Title: (Authorized Signatory)  Witness1: Signature: Name:  Address:  Witness2: Signature: Name:  Address</p>	<p>SIGNED for and on behalf of :-(Company ) Signature: Name:  Title: (Authorized Signatory)  Witness1: Signature: Name:  Address  Witness2: Signature: Name:  Address</p>
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### NEW ADDITIONALS

- 1. Brief details of the work:** The work involves providing of Unarmed Security Guards to various locations of Branches, ATMs and Administrative units of Canara Bank under Ongole Regional Office, Tirupati Circle office has jurisdiction of 10 districts i.e Anantapur, Satya Sai, YS R Kadapa, Annamaya, Tirupati, Chittor, Kurnool, Nadyala, Sri Potti Sriramulu Nellore, Prakasam
- 2. 08 Undertakings below are mandatory documents and have to be given on the company letter head signed and sealed by authorised signatory.**
  - i. Undertaking 1.
    - Police verification / clearance on the antecedents of each guard (not less than 6 months) will be submitted before deployment of the Guard.
    - The original records will be submitted to the Office concerned where guards are deployed, for verification & a certified true copy will be provided to GA Section Circle Office, TIRUPATI.
    - Proper Medical Fitness Certificate issued by Registered Government Medical practitioner with qualification not less than M.B.B.S, will be submitted for each Guard before deployment.
  - ii. Undertaking 2.
    - The wages will be paid to the guards as per minimum wages act.
    - The wages to the guards will be paid through direct crediting in their Bank Account before 5th (even if it is a holiday) of every subsequent month of duty, and monthly salary slip will be given to the Guard.
    - The bills / Claim will be raised along with copies of all required documents specified in the contract.
    - At any cost, “mode of Cash payment” will not be used for making payment / wages.
    - Proper documentation will be maintained regarding wage payment.
    - All reports & returns regarding wage disbursement asked for by the bank will be submitted correctly & timely under the signature of authorized signatory as per direction based on the T &C of the contract.
  - iii. Undertaking 3.
    - Educated supervisory staff, with relevant experience, preferably ex-service men who is physically fit and able to read and write in Hindi or English or vernacular language will be made responsible at all stations where the guards are deployed.

- The Supervisory staff will be carrying out surprise checks for alertness of our staff in each post minimum twice in a week and will report to the Security in Charge regarding every visit.
- The supervisory staff will also endorse his/her remark compulsorily during each such visit in the Duty register being maintained at all premises / posts.

iv. Undertaking 4.

- All guards and personnel being deployed as per this contract will be the bonafide employees of our Company / Firm.
- Wherever required by the Bank, Unarmed guards with minimum 10thstd pass will be deployed.
- Workmen compensation policy will be obtained for all guards and other staff who will be deputed for duty in Canara Bank.
- Age of the Guard will be in conformity with PASARA(Act)2005 & Rules framed under this act by the State of ANDHRA PRADESH, and are physically & medically fit.
- Training of the Guard will be in conformity with PASARA(Act)2005

v. Undertaking 5.

- No criminal cases/charges is pending with the police against the Proprietor/Firm/Partner or Directors/Partners of our Company.
- The Company has not been blacklisted by any entity.
- We shall ensure proper police verification shall be conducted and ensure no criminal case is pending with the police against the proposed guards who will be deployed as part of this contract.

vi. Undertaking 6.

- The Company will be complying with all statutory compliances with regard to all related Acts, Rules and other Guidelines being issued by the Government and all other statutory authorities from time to time.

vii. Undertaking.7.

- On selection we will be opening an Escrow account with Canara Bank if we don't have Escrow account with any bank. / we are already having an Escrow account with Canara Bank.
- All wages / disbursement of salary to all guards deployed in Canara bank will be done through this Account. No different mode of payment shall be adopted at any cost regardless of the amount.

- Details of this account will be specified in all invoices being raised against security services rendered to Canara Bank.

viii. Undertaking 8.

- We shall ensure that all guards will be trained as per PASARA .
- We shall ensure that all guards will be wearing full prescribed uniform with proper photo identity card.
- We ensure that the guards will be smartly dressed, disciplined and shall maintain an apt turn-out with proper hair-cut and properly shaved while on duty.

3) All documents attached with this RFP including any addendum/amendments/corrigendums issued before the submission date are SACROSANCT for considering any offer as complete offer. All addendum/amendments/corrigendums in respect of this tender if any, will be displayed on GeM portal only.

4) **Submission and opening of Tenders:**

a) **PSA shall fill in all the blanks and put their signature and seal on each page of the tender documents.** No blank space should be left unfilled. Places which are not applicable shall be marked as such. Any overwriting is to be avoided or shall be authenticated by putting a signature. Bank reserves the right to accept or reject any unauthenticated overwriting.

b) Errors and omissions due to clerical, typographical or printing etc., if any, will have to be got clarified and corrected before quoting the rates. The interpretation given by the Bank shall be final and binding.

c) In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power-of-attorney authorising him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act 1932, LLP Act by enclosing a copy of the partnership deed duly certified by one partner as true copy.

d) If the Tender is submitted by a Company, the same must be signed by a person duly authorised by the Board of Directors of the Company.

e) The tender for the work shall not be witnessed by PSA or Bidder who himself/themselves has/have tendered or who may and has/have tendered for the same work. Failure to observe this condition would render tenders of such PSAs who are tendering, as well as witnessing the tender, shall be liable to summary rejection.

f) PSA shall fill in all the blanks and put their signature and seal on each page of the tender documents. No blank space should be left unfilled. Places which are not applicable shall be marked as such. Any overwriting is to be avoided or shall be authenticated by putting a signature. Bank reserves the right to accept or reject any unauthenticated overwriting.

g) Tenders shall be addressed to “The Assistant General Manager, General Administration Section, Canara Bank Circle Office, Canara bank circle office Tirupati, 3rd Floor, KVC Arcade, 13-C, RC Road, Vani Nagar, Avilala, Tirupati, Andhra pradesh-517507 .

h) The PSA shall give a list of the Bank employees related to him/ partners/ directors of the Firm/company/Agency with their places of posting and designations. The PSA shall not be permitted to tender for works in Bank in which Bank employees (responsible for award of execution of contracts) related to Agency with their places of posting and designations are posted as an officer in any capacity between the grades of the General Manager and Manager (both inclusive) of General Administration Section.

**Note:-** By the term "near relatives" is meant wife, husband, parents and grandparents, children and grandchildren, brothers and sisters, direct uncles and aunts and first cousins.

#### **6. Earnest Money Deposit (EMD)**

- a) The tender shall be accompanied by earnest money deposit of Rs. 1,00,000/- (Rupees One Lakh only) by way of Demand Draft of a Scheduled Commercial Bank issued in favour of Canara Bank, payable at Tirupati. Scan of the same should be made uploaded in the GeM. And the sa.e to be posted to “The Assistant General Manager, General Administration Section, Canara Bank Circle Office, Canara bank circle office Tirupati, 3rd Floor, KVC Arcade, 13-C, RC Road, Vani Nagar, Avilala, Tirupati, Andhra pradesh-517507 .
- b) Submission of EMD in the form of fixed deposit or in any other form is not acceptable and tenders with such EMD shall be rejected.
- c) No interest shall be allowed on the Earnest Money Deposit (EMD). Tenders without EMD shall be summarily rejected.
- d) However, MSEs are exempted from paying EMD as per MSME Act 2012. For getting the benefits in case of MSE firms, PSAs should submit exemption certificate issued from the relevant authorities. The EMD in respect of the PSAs who do not qualify the Technical Part (First Stage) shall be returned to them without any interest. However, the EMD, in respect of the selected PSA may be adjusted towards the Security Deposit.
- e) If the PSA fails to deploy security guards against the initial requirement **within 15 days** from date of awarding the contract, the EMD shall be forfeited without giving any further notice and the contract will be terminated and Bank shall be at a liberty to award the contract to other PSA at its sole discretion without assigning any reason whatsoever.
- f) It may be noted that Performance Guarantee/Security Deposit has to be submitted by the bidder under any circumstance, if get selected

#### **7. INSPECTION OF DOCUMENTS:**

- a) Copies of and documents pertaining to the work will be open for inspection by the PSAs at the above mentioned Office of the Bank.
- b) PSAs are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders, as to the means of access to the site, the accommodation they may require for staff/employees and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.

- c) PSA shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of a tender by a PSA implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done, site details and local conditions and other factors bearing on the execution of the work.
- 8. Process of Selection:**
- a) Tenders will be evaluated in the following stages:
- |                   |  |
|-------------------|--|
| <b>Stage I</b>    | Offers will be evaluated for mandatory documents. Offers not accompanied by the mandatory documents above shall be rejected.   |
| <b>Stage II</b>   | Offers will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof of documents submitted by the PSAs. Offers not complying with any of the eligibility criteria will be rejected. |
| <b>Stage III</b>  | Technical bid evaluation by visiting the PSA office / training centres(if felt necessary).   |
| <b>Stage IV</b>   | Price Bids of the short-listed PSAs will be opened for price discovery   |
| <b>Stage V</b>    | Final selection of the PSAs as per LCS system of GeM,  |
| <b>Stage VI</b>   | Financial Sanction of the Guards from HO GAW,. Canara Bank.  |
| <b>Stage VII</b>  | Issue of work orders to the shortlisted PSAs, Signing of Contracts.  |
| <b>Stage VIII</b> | Deployment and collection of KYC & Police Verification of the Guards BY 01.10.2025.  |
- b) Wherever PSAs are submitting consolidated completion certificates, then the Bank may request for supporting documents. Bank's decision in this regard is final and shall be binding on all.
- c) Monthly Rates per unarmed security guards to be given in the format as per Financial Bid
- d) The Bank does not bind itself to accept the lowest or any other tender, and reserves to itself the right to reject any or all of the tenders received without assigning any reason whatsoever. All tenders in which any of the prescribed conditions are not fulfilled or new conditions are stipulated by the PSA or are incomplete in any respect are liable to be rejected.
- e) Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the PSA who resort to canvassing will be liable to rejection.
- f) Contract and Non- disclosure agreement to be signed with the Circle office Tirupati.
9. Bank reserves to itself the right of accepting the whole or any part of the tender and the PSAs shall be bound to perform the same at the rate quoted.
10. The tender for the works shall remain open for acceptance for a period of 120 days from the date of opening of tenders. If any PSA withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the earnest money as aforesaid.
11. **AGREEMENT:** The Selected Bidder shall enter into an Agreement with the Bank in the format as shall be prescribed by the Bank within 7 days of acceptance of the Offer letter.

**12. Canara Bank's Discretion:**

- a) The Bank reserves the right to cancel/withdraw the RFP during the course of tendering process without assigning any reason whatsoever thereof.
- b) Canara Bank may, in its absolute discretion, apply any additional criteria it deems appropriate in the selection of the PSA, not limited to those selection criteria set out in this RFP and the Bidders shall be bound with the same.
- c) The Bank reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected specified bidder or specified bidders or without any obligation to inform the affected bidder or bidders about the grounds for the Bank's action.
- d) Bank shall be under no obligation to act upon the advice rendered by the Selected Bidder. The appointment made by Canara Bank shall be final and binding on all the Bidders.
- e) In case, if there is substantial change in the composition of the team of the appointed/selected Bidder handling the assignment which can significantly affect its execution, Canara Bank reserves its right to terminate the agreement without any cost to them and the decision of Canara Bank will be final and binding.
- f) During the tenure of engagement of the PSA(s), in case Canara Bank at any time consider that the services of PSA(s) are in any manner deficient and / or are not being performed to the satisfaction of the Bank in terms of scope of work as set out herein or in the engagement letter or in any agreement that may be executed with them in connection with the assignment, Canara Bank shall have the right to terminate the engagement of such PSA(s) without assigning any reason for the same.

**13. Corrupt & Fraudulent Practices:**

14. The Bidder shall further ensure the compliance of the applicable guidelines issued by Central Vigilance Commission.
15. As per Central Vigilance Commission (CVC) directives, it is required that Bidders observe the highest standard of ethics during the procurement and execution of contracts.
16. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution.
17. "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the Bank and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.
18. The Bank reserves the right to declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
19. **Pre Contract Integrity Pact:** Integrity Pact format is enclosed as per our ENCLOSURE 6. The same to be duly filled in a non-judicial stamp paper of RS 100/- of Andhra Pradesh and submitted along with offer. Name & details Independent External Monitor (IEM) identified for this Tender/RFP are as under:
  - a. Shri Hem Kumar Pande.

b. Smt. Dolly Chakrabarty

Only those tenderers, who commit themselves to the above pact with the Bank, shall be considered eligible for participate in the tendering process. Those bids/ tenders which are not containing the above pact are liable for rejection.

**20. GENERAL CONDITIONS**

- a) **Authentication of Erasures/Overwriting etc.:** Any inter-lineation, erasures or overwriting shall be valid only if the person(s) signing the bid duly authenticates the same by affixing his signature.
- b) **Cost of Bidding:** The specified bidder/s shall bear all the costs associated with the preparation and submission of its bid and Bank will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.
- c) **Modification & Withdrawal:** Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be allowed to be modified after the submission of bid. No bidder shall be allowed to withdraw the bid once submitted.
- d) **Assignment:** The Selected Bidder shall not assign or sub contract any of the assignments entrusted to it pursuant to this RFP.
- e) **Amendment of Bidding Documents:** At any time prior to the last Date and Time for submission of bids, the Bank may, for any reason, modify the Bidding Documents through amendments at the sole discretion of the Bank. All amendments shall be uploaded on the Bank's websites ([www.canarabank.com](http://www.canarabank.com)) and will be binding on all who are interested in bidding.
- f) In order to provide specified Bidders a reasonable time to take the amendment if any, into account in preparing their bid, the Bank may, at its discretion, extend the deadline for submission of bids.
- g) **No Legal Relationship:** No binding legal relationship will exist between any of the Bidder(s) and the Bank until execution of a contractual agreement with the successful Bidder.
- h) **Publicity:** Any publicity by the bidder in which the name of Canara Bank is to be used should be done only with the explicit written permission of Canara Bank
- i) **Indemnity:**
  - i) The bidder agrees to indemnify and keep indemnified, defend and hold harmless the Bank and its officers, directors, employees and agents from and against any and all losses, liabilities, claims, obligations, costs, expenses (including, without litigation, reasonable attorney's fees), arising before or after completion of assignment, which result from, arise in connection with or arising out of or in connection with the bidder's breach of any of the terms and conditions, representations, warranties specified in the Agreement/Contract; acts or omissions of, negligence, or misconduct by the bidder; or its professionals, representatives, agents, security analysts, consultants and advisors;
  - ii) The term bidder shall deem to include the bidder, its personnel, employees, consultants, and / or other authorized persons.
  - iii) The responsibility to indemnify set forth in this Clause shall survive the termination of this Agreement for any reason with regard to any indemnity claims arising in relation to the performance hereof.

- j) SOCIAL MEDIA POLICY:** No person of the bank or the Bidder / Contractors and third parties shall violate the social media policy of the bank. The following acts on the part of personnel of the bank or the Bidder / Contractors and third parties shall be construed as violation of social media policy:
- i) Non-adherence to the standards/guidelines in relation to social media policy issued by the Bank from time to time.
  - ii) Any omission or commission which exposes the Bank to actual or potential monetary loss or otherwise, reputation loss on account of non-adherence of social media related systems and procedures.
- k)** The Selected Bidder shall adhere to the quality standards, regulatory/government directives and guidelines in this regard.
- l)** The bidder must submit unconditional and unambiguous compliance confirmation to all the terms and conditions stipulated in the RFP.

**FOR ANY FURTHER CLARIFICATION PLEASE CONTACT:**

The Assistant General Manager, Canara Bank Circle Office Tirupati, 3rd Floor, KVC Arcade, 13-C, RC Road, Vani Nagar, Avilala, Tirupati, Andhra pradesh-517507, Email: [gacotpt@canarabank.com](mailto:gacotpt@canarabank.com) / 0877-2503828