



ANDHRA PRADESH MAHESH CO.OPERATIVE URBAN BANK LTD.

HEAD OFFICE-8-2-680/1&2, ROAD NO.12, BANJARA HILLS, HYDERABAD – 500 034
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GSTIN : 36AABAT4652K1Z8

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TENDER FORM

**The Managing Director & CEO
Human Resources Department
Andhra Pradesh Mahesh Co-operative Urban Bank Ltd.
Head Office, 8-2-680/1&2, Road No.12, Banjara Hills
Hyderabad – 500 034 (T.S.)**

Dear Sir,

Deployment of Security Guards (un-armed) for your Banks Branches/ATMs situated in Twin Cities and for outstation branches in Telangana, Andhra Pradesh, Maharashtra and Rajasthan, and at Banks Head Office.

Deployment of Armed Guards at Head Office for cash remittances to local branches.

We are submitting our tender to undertake the work of deployment of Security Guards (un-armed) for your Bank branches/ATMs situated in Twin Cities and for outstation branches in Telangana, Andhra Pradesh, Maharashtra and Rajasthan, and at Banks Head Office as per the terms & conditions of Tender Form. Further, we undertake to provide Armed guards at Head Office for cash remittances to local branches.

A. Guards required for:

- | | | | |
|------|-------------|---|----|
| i. | Branches | - | 45 |
| ii. | Head Office | - | 01 |
| iii. | ATMs-ONSITE | - | 08 |

B. Number of security guards required at Head Office/Branches & its ATMs:

Sl.No.	Particulars	Head Office	Branches	ATMs
01	Armed SecurityGuards for Cash Remittances-Own Gun	02	-	-
	Armed Security Guards for Cash Remittances – For Bank Guns	02	-	-
3	Un Armed Security Guards	04	90	16

C. Daily Schedule:

Ward and watch of Security Manpower Services for round the clock at all Branches of Bank, Head Office and at its Onsite ATMs.

The guidelines, scope of work and other terms & conditions of the contract are as under:

I) Guidelines:

- a) The Service Provider to comply with the provisions of Contract Labour (R&A) Act, 1970 the Employee Provident Funds and Miscellaneous Provisions Act, 1952, the payment of Minimum Wages Act 1948, the payment of Bonus Act, 1965 and all applicable Statutes, Regulations and Provisions having the force of law. The Bank verifies all the documents submitted by the Service Agency. To possess necessary permissions and authorizations/licenses.
- b) The Service Provider shall produce all valid certificate/Licence issued by Labour Comissioner for engaging number of security manpower services, covering the period of Service Contract.
- c) The Service Provider shall be an Independent Service Provider. Sub-contracting is strictly prohibited.
- d) The Service Provider should have its registered/well established office.
- e) The Service Provider should not be a loss making unit.
- f) The Service Provider to have sufficient number of trained personnel and to mention the total number of personnel/manpower available with them (submit proof of the number of trained personnel enrolled with the Service Provider with good experience in the field).
- g) The Service Provider should possess valid PAN/TAN registration number in its name.
- h) The Service Provider should have EPF,ESI, GST, Labour department registration etc.
- i) There should be a confirmation from Service Provider that there are no amounts due to EPF,ESI & GST Authorities.
- j) The Service Provider should not be black-listed by any organisation.
- k) The Service Provider to take the responsibility for good conduct of its employees and discipline.
- l) The Service Provider to ensure that its employees shall not cause any disturbance to the working of the Bank.
- m) The Service Provider should have rendered satisfactory service in this field to a minimum five reputed organisations (of which two should be in Banking sector) for at least 5 continuous years, the list of such organisations with.
- n) The Service Provider will ensure the Security check of the employee/s deployed is carried out at the time of entry and exit every day.
- o) The Service Provider to execute an Agreement for Security Manpower Services as per the Bank's format. In case of non observance and non-performance of any of the provisions of the Agreement by the Service Provider, the Bank shall be at liberty to terminate the Agreement without any notice.
- p) On termination of contract, the Service Provider shall withdraw his personnel with immediate effect and handover all the items provided by the Bank.

- q) It is clearly understood that the persons engaged by the Service Provider are the employees of such Service Provider.
- r) The Service Provider is vicariously liable for acts or misdeeds, commissions and omissions of persons engaged by them.

II.Scope of Work:

- Service Provider should be in a position to adhere/provide all the services and facilities as per the enclosed Annexure – I

III.Terms & Conditions:

- Service Provider is advised to use Tender Form being supplied by the Bank only.
- Service Provider having a minimum of 5 years experience in Security Manpower Services is only required to submit their tender form. The experience certificate shall be shown as proof of such experience. Tender will not be entertained of the Service Provider who is not having the required experience.
- Service Provider has to submit the clientele list and also submit the performance certificates issued by their previous clients, where they are carrying out the Security Manpower Services.
- Charges submitted to be calculated for 26 days as per Labour Act.
- Charges quoted shall be inclusive of EPF,ESI, Service Charges and compliance of Minimum Wages Act Provisions & GST etc. are to be included in the rates, which is to be remitted by the Service Provider to the concerned departments and also to submit the confirmation receipts to the Bank on monthly basis.
- Compliance of payment of minimum wages shall be ensured.
- All necessary equipment required for safeguarding should be provided by the Service Provider only.
- Billing amount will be released by 7th of every month.
- TDS as applicable shall be deducted from the monthly payments.
- **Sealed and duly filled in tender forms should be submitted on or before 13.01.2023 by 6.00p.m. at our H.R.Department, Head Office, Road No.12, Banjara Hills, Hyderabad, superscribing “Tender for Deployment of Security Guards” .**
- **Bank reserves the right to negotiate the total charges/amount quoted in the tender submitted with any/all the tenderers.**
- Tenders submitted if found not as per Bank’s specification will not be entertained.
- **Review of performance of the contractor/service provider shall be done by the Bank for continuity/renewal of Security Manpower Services Contract, at regular intervals.** In case the performance is not satisfactory, continuity/renewal of Security Manpower Services will not be done with the existing Service Provider. Bank reserves the right to award to another Security Manpower Service Provider, who is competent to carry out the Security Manpower Service contract.
- **Mere confirmation of tender does not confirm any contractual rights upon Service Provider.**

EMD

- a) EMD of Rs.1,00,000/- (Rupees One lakh only) shall be paid by way of Banker's Cheque/Demand Draft favouring the Bank, payable at Hyderabad and has to be submitted along with the Tender Form.
- b) Incomplete, unsigned applications or applications without Earnest Money Deposit will be rejected.
- c) Tender Form with corrections and/or overwriting are liable to be rejected, if these are not authenticated by one of the Directors/Authorised Signatory, as the case may be.
- d) There is no exemption from payment of EMD even for SSI or whatsoever category. All the tenderers should invariably submit EMD as required.
- e) The Earnest Money in respect of unsuccessful bidders will be refunded in due course of time.
- f) In case the successful tenderer / service provider backs out or does not undertake the Security Manpower Services work properly, the entire EMD kept with the Bank will be forfeited.

**WE HAVE READ ALL THE GUIDELINES, SCOPE OF WORK AND OTHER TERMS
& CONDITIONS MENTIONED AND AGREE TO ABIDE BY THEM IN TOTO**

Place:

Date:

(SIGNATURE OF THE TENDERER)