

FOR HIRING OF PRIVATE SECURITY AGENCIES FOR PROVIDING ARMED/UNARMED SECURITY PERSONNEL  
AT VARIOUS LOCATIONS FOR CANARA BANK CIRCLE OFFICE, PATNA

Ref No: PCO:PSA:381:2022-23

Date: 29.07.2022

**CLARIFICATION FOR PRE BID QUERIES AND CORRIGENDUM TO THE  
TENDER DOCUMENTS**

DATE: 29.07.2022  
TOTAL PAGES: 8

===== **ISSUED BY** =====

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**LAST DATE FOR SUBMISSION OF BID: 31.08.2022.**

Sr.	Page No.	Tender Clause no.	Tender Clause	Bank Reply
1	20	5a	Integrity Pact format is enclosed as per our Annexure 6. The same to be duly filled in a non-judicial stamp paper of appropriate value and submitted along with offer.	Value of stamp paper should be Rs. 1000.00
2	70	Annexure 10. Financial Bid	Financial Bid	Format Bid with area B & area C attached as ANNEXTURE.
3	55,56,57	Financial Bid	Financial Bid format for Area A, B, C.	Financial Bid format shall be as per new format for both Armed & unarmed guards. New Financial BID attached.
4	88	g	PSAs should have Registration under Shops & Establishments Act with regard to their office in Bengaluru.	PSAs should have Registration under Shops & Establishments Act with regard to their office in PATNA or any centre in Bihar.
5	10	IV(1) {S}	PSA should have incurred a profit 20 %(not less than 20%, counting from the oldest to the latest year in the statements) in the last three years in either of the year.	PSA should be a profit making entity in last three years.
6	8	c	As per Clause IV eligibility criteria : Audited balance sheet and P&L account for FY 2021-22, 2020-21 & 2019-20 to be submitted.	Audited balance sheet and P&L account for FY 2020-21 & 2019-20 & 2018-19 to be submitted. Provisional Balance sheet may be submitted for 2021-22.
7	68	Technical Bid Rating Chart.	System of Scoring norms.	Scoring norms for rating chart attached.
8	74	16	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.	The PSAs shall provide security guards of the age below 55 years & preferably from local area / State with knowledge of local language and English and preferably Ex servicemen.

9	17	VI (1)	Earnest Money deposit	EMD to be deposited by way of Demand Draft of a Scheduled Commercial Bank issued in favour of Canara Bank, payable at par. EMD can also be submitted by way of irrevocable Bank guarantee from scheduled commercial Bank other than Canara Bank valid for 120 days with claim period of 60 days in the format prescribed by the Bank.
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### **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	6
	i) Infrastructure(establishments)		Leased	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 to be checked)	8	03 Days	8
			01-02 Days	6
			Less than 01 Day	2
	Armed guard firing practice (last three years Firing practice records to be checked)	10	Regular in 3 years	10
			2 times in last 3 years	7
			Once in last 3 years	4
			Not carried out	0
2	Supervisory infrastructure (Check physically on ground)	5	1 sup for 6 guards	5
			1 sup for 15 guards	3
			1 sup for more than 15 guards	1
3.	Armed guards with licensed weapon  (To be verified from documents on visit to PSA office and referring the records of Weapons / Gunmen deployed by their company in other units)	10	Valid and in Guards name issued by state in which it is operating	10 ( Balance Validity Period)
			Valid and in Guards name registered with state in which it is operating but not the state in which it was issued	6 (Balance Validity Period)
			Expired/ no License	0
4.	System of verifying antecedent of the guards (last three years records to be checked)  (To be verified from documents on visit to PSA office and referring the records of guards / Gunmen deployed by their company in other units)	20	Full KYC and Police verification	20
			Partial KYC and Police verification	15
			Either KYC or Police verification	5
			No verification	0
5.	Solvency certificate	5	Submitted	5
			Not Submitted	0
6.	Total Number of Guards in the state of Circle office located.	10	Less than 300 guards	10
			Less than 200 guards	6
			Less than 100 guards	3
			No Guards	0

7.	Sponsored by Director General of Resettlement, Min of Defence	5	Sponsored	5
			Not sponsored	3
8.	Customer/client base.(PSB's and PSU's to be preferred	5	PSU/PSB	5
			Private	3
9.	Service network (Total Branch offices in other cities of the state where CO is located)	5	Branch office - Three or more than 3 locations	5
			Branch office less than 3 locations	3
10	Experience in the field	5	More than 5 years	5
			4-5 years	4
			3 years	3
Total		100		

**FINANCIAL BID**  
**(Letter to the bank on the PSA's letterhead) (To be amended as per latest norms)**

**ARMED SECURITY GUARDS:**

Sl. No	Payment Details	Percentage on Sl No. 1	Security Guards (With Arms)		
			Area A	Area B	Area C
	Minimum Wages (Basic +Variable Dearness Allowances (VDA)/ Per Day)				
1.	Basic +Variable Dearness Allowances (VDA) (8 hrs X 26 Days)	N.A			
	<b>Total-A</b>				
2.	Employees Provident Fund (EPF) & Employees Deposit Linked Insurance (EDLI) & Administration Charges to PF & EDLI Authority of Total-A	Mention percentage			
3.	Employees State Insurance (ESI) @ of Total-A	Mention percentage			
4.	Bonus @ 8.33%				
	<b>TOTAL - B</b>				
5.	<b>Total (Total-A+ Total-B)</b>				
6.	Service Charge at _____% of Sr.No.5 {should not be less than 4.00 %}				
7.	TOTAL (For 08 Hours /Guard/Month)				
8.	GST AS APPLICABLE				
	<b>GRAND TOTAL - CTC TO BANK</b>				

**FINANCIAL BID**  
**(Letter to the bank on the PSA's letterhead) (To be amended as per latest norms)**

**UNARMED SECURITY GUARDS:**

Sl. No	Payment Details	Percentage on Sl No. 1	Security Guards (Without Arms)		
			Area A	Area B	Area C
1.	Minimum Wages (Basic +Variable Dearness Allowances (VDA)/ Per Day)				
2.	Basic +Variable Dearness Allowances (VDA) (8 hrs X 26 Days)	N.A			
	<b>Total-A</b>				
3.	Employees Provident Fund (EPF) & Employees Deposit Linked Insurance (EDLI) & Admn Charges to PF & EDLI Authority of Total-A	Mention percentage			
4.	Employees State Insurance (ESI) @ of Total-A	Mention percentage			
5.	Bonus @ 8.33%				
	<b>TOTAL - B</b>				
7	<b>Total (Total-A+ Total-B)</b>				
8	Service Charge at _____% of Sr.No.7				
9	TOTAL (For 08 Hours /Guard/Month)				
10	GST AS APPLICABLE				
11	<b>GRAND TOTAL - CTC TO BANK</b>				

**Note:**

1. Payment details at Serial Numbers 1-5 are mandatory charges and should conform to the relevant legal/statutory provisions of Central Minimum Wages in vogue (Proof of Central Minimum Wages is mandatory).
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 State 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 State 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 applicable rate.
7. After the deduction of both TDS 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.

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