

TENDER CALL NOTICE
FOR DEPLOYMENT OF SECURITY/ OUTSOURCING
PERSONNEL



THE BALASORE BHADRAK CENTRAL COOPERATIVE BANK LTD;
O.T. ROAD, BALASORE- 756001



**DIFFERENT IMPORTANT DATES OF THE TENDER FOR DEPLOYMENT OF SECURITY/
OUTSOURCING PERSONNEL UNDER BALASORE BHADRAK CENTRAL COOPERATIVE BANK
LTD, BALASORE**

- (a) Date of issue of Tender Document: Dt.- 20.08.2025
- (b) Last Date and time for submission of Tender Document: 26.08.2025 at 12.00 P.M.
- (c) Date and time for opening of
- (i) Technical Bids: 26.08.2025 at 12.30 P.M.
- (ii) Financial Bids of eligible Bidders: 26.08.2025 at 01.00 P.M.
- (d) Likely date for commencement of deployment of required manpower: 01.09.2025

Contents of Tender Document

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Scope of work and general instructions for service bidders

Annexure-I.

The Tender shall be submitted in two parts.

The first part i.e. **Part- A** (Form T1, T2 & T3) is the Technical Bid for the screening of the Company Profile about fulfilling the Essential Prerequisites and General Conditions given below.

The second part i.e. **Part- B** is the Financial Bid to be quoted as per the proforma (**Annexure-IV**) with covering letter given in the tender document by the participating Companies/ Agencies for providing different category of manpower and security personnel.

Two different sealed and signed envelopes superscripted "Tender for **Security/ Housekeeping services**" Part - A / B as the case may be must be submitted to the Chief Executive Officer, Balasore Bhadrak Central Cooperative Bank Ltd, Balasore-756001 on or before **26.08.2025 by 12.00 P.M.** Both these envelopes should be placed in a single envelope.

General conditions:

- a) Complete details of the company viz: office postal address, phone number(s), mobile numbers of the contract persons, Telephone number(s), additional office (s) details, if any, should be furnished in the tender.
- b) Earnest Money of **Rs.2,00,000/-** (Rupees Two Lakh) only in the form of a Demand Draft drawn in favour of Chief Executive Officer, Balasore Bhadrak Central Cooperative Bank Ltd, Balasore, payable at Balasore should be enclosed with the tender.
- c) The Intending Bidder will must deposit non-refundable amount of **Rs. 10,000/- (Rupees Ten Thousand) only** towards tender paper cost in form of Demand Draft drawn in favour of Chief Executive Officer, Balasore Bhadrak Central Cooperative Bank Ltd, Balasore, payable at Balasore along with Technical Bid.
- c) All the Tender documents must be signed by the Managing Director/Director/ Authorized signatory as the case may be.
- d) The format for submitting "Part-A" (Form T1, T2 & T3) is given in Annexure-III attached to this notice.
- e) Tender Form must be completely filled and in English only. Incomplete tender applications are liable to be rejected.
- f) Tender documents are required to be signed by the authorized person submitting the tender as a token of his/their having read and understood the essential prerequisites, general conditions, special clauses and responsibilities for staff to be engaged, scheduled of deployment as per laid down terms and conditions of the contract etc.


Chief Executive Officer

Balasore Bhadrak Central Co-op: Bank Ltd, Balasore

TERMS AND CONDITIONS

- 1) Invitation for application for issue of Tender does not constitute any guarantee for issued of Work Order to the Bidder(s).
- 2) Opening date of Part-A and Part-B of the tender is on **26.08.2025 at 12.30 P.M and 1.00 P.M.** respectively.
- 3) Tenders will be opened in presence of the Bidders or their authorized representatives should they choose to be present. Only one representative of each Company/ Agency will be allowed to be present during opening of Part-A and Part-B of the Tender.
- 4) Part-A of the Tender will be opened first.
- 5) A designated Committee of the Bank shall screen the tender documents for the Company's/ Agency's conformity to the laid down pre-requisites/ general conditions.
- 6) Only sealed and signed tenders on the prescribed format accompanies by the Earnest Money Demand Draft for **Rs.2,00,000/- (Rupees Two Lakh)** only drawn in favour of Chief Executive Officer, Balasore Bhadrak Central Co-op: Bank Ltd, payable at Balasore shall be considered.
- 7) Incomplete, unsigned applications and applications without E.M.D. will be rejected.
- 8) Tenders with corrections and/or overwriting are liable to be rejected.
- 9) The EMD in respect of unsuccessful bidders will be refunded in due course. The EMD of the successful bidder may be adjusted towards security deposit.
- 10) Part-B of the Tender containing the "Financial Bids" will be considered by designated Committee to open only those Companies/ Agencies who have fulfilled all the conditions laid down in the essential prerequisites, terms and conditions of the tender.
- 11) Part-B of the tender containing the financial bid will not be opened, in case the Company does not fulfill the requirements laid down for Part-A of the tender, such tenders will be rejected.
- 12) In the event of award of the contract, the successful bidder(s) shall not engage Sub-contractor(s) for the job awarded or outsource the manpower. The contract is non-transferable. The manpower to be engaged at the Bank's sites should be on the Company/Agency pay roll.
- 13) Tenure of the contract shall be for one year, which may be extended/ renewed up to three years subject to satisfactory performance, after annual review under the same terms and conditions.
- 14) All the statutory obligations as laid down with reference to the Company or its employees should be fulfilled by the successful company(s), in terms of the relevant acts/rules/laws/guidelines laid down by the Labour Department of the State Government and/ or any other Statutory Authority from time to time.



- 15) EPF, ESIC and any other Government statutory with regard to the said personnel engaged by the Company/Agency will be the responsibility of the Company to deposit on time with appropriate authority and should provide details of documentary evidence to the HR Department of BBCCB, Balasore along with monthly invoice.
- 16) The Company/Agency Should have permanent office at Balasore or a branch office should be opened at Balasore within one month of receiving the contract and minimum of 5 years' experience in providing personnel/security service to Public Sector Undertakings/ Banks/ Central/ state Govt. Organizations.
- 17) Should be in possession of registration certificates/requisite license in respect of EPF, ESI and Service Tax, PAN/TAN number, Engagement of labour etc.
- 18) The Company/Agency should furnish certificates issued by different clients (preferably from Banking Sector/PSU/ Central/State Government organization etc.) in support of satisfactory services rendered to them.
- 19) The Company/ agency shall deploy different category of personnel for a minimum period of one year as per requirement of the Bank from time to time.
- 20) The Company/ agency shall deploy trained, efficient and capable security personnel i.e. Armed Guard, Non-armed Guards with Lathi and Personnel of other category with the age group of 18 - 55 with a minimum educational qualification of **Matriculation pass or fail**.
- 21) The security personnel i.e. Armed Guard, Non-armed Guards with Lathi and Personnel of other category must not have any criminal antecedent. Each personnel, at the time of engagement, shall furnish a self-declaration of not having any criminal antecedent duly verified and certified by the Agency.
- 22) The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the State Governments/ Central Government), along with the Technical Bid, failing which their bids shall be summarily/ out right rejected and will not be considered any further:
 - (a) Registration certificate of the applicant organization;
 - (b) Copy of PAN card; copy of valid labour registration certificate
 - (c) Copy of the IT return filed for the last three financial years;
 - (d) Copies of EPF and ESI certificates;
 - (e) Copy of the Service Tax registration certificate;
 - (f) Certified extracts of the Bank Account containing transactions during last three years.
- 23) The Bidder should have Certificate of commitment regarding integrity pledge & good governance and to follow ethical practice in conducting its activities, should be attached mandatorily.
- 24) The security personnel should normally have the following minimum physical standards.

a) Height	: Minimum 5'6"
b) Chest	: "Minimum 31 1/2"
c) Weight	: At least 55 kgs.
d) Eye Sight	: Without glass, visual standard 6/6



The Agency shall have to submit the attested discharge certificate in respect of the Ex-Servicemen to be deployed by the agency.

- 25) The Company/ Agency shall deposit **Rs.5,00,000/-** in shape of term deposit for a period of one year and assign the deposit receipt in favour of the Bank towards security deposit which shall be returned/refunded on termination of the contract period.
- 26) In case of any security lapse including absence in duty, penalty shall be imposed @ 5 % of the total monthly bill of all the security personnel deployed in the Bank. In case of any losses (theft, burglary etc.) caused to the Bank by the Security Personnel supplied by the Security Agency, the Bank shall have the right to impose penalty to the extent of 2 (two) times of the losses, to be recovered from the dues payable to the security agency (i.e. monthly bill and security deposit). Besides, the Bank may take any other step as would be proper as per law.
- 27) The Company/ Agency selected shall provide at their cost the followings to the personnel(s) to be deployed in the Bank.
 - a) Well fit uniform with name plate/ identity card.
 - b) Guns (single/double barrel) with catridge to all Armed Security Guards.
 - c) Lathi(s) to all civilian security guards.
- 28) The C.E.O of the Bank reserves the right to annul all bids without assigning any reason.
- 29) The Bank shall pay professional charges for the security and other personnel deployed by the Agency, which includes P.F. (both employee + employer's share), ESI contribution and other statutory payments/contributions if any as per rules.
- 30) The agency shall submit the following documents for verification in respect of the security personnel.
 - a) Original discharge certificate from the Ministry of Defence, Govt. of India in case of Ex- Servicemen.
 - b) School/College leaving certificate evidencing age.
- 31) The normal working hour for the security personnel and other personnel is 8 (eight) hours a day. One day weekly holiday shall be allowed to each. The Agency will provide substitutes in weekly/ other holidays without any extra professional charges. The security personnel shall not be engaged for more than one shift (8 hours) in any day either in Head Office or in Branch premises.
- 32) The Company/Agency shall ensure that the security personnel remain in uniform during duty hours and shall not leave the Bank premises during duty hours. No wages shall be paid by the Bank in such event.
- 33) The agency should not have any criminal antecedent/ previous unsatisfactory service report/ previously black listed by any organization.
- 34) If services of any security personnel are found unsatisfactory, the Agency shall replace the same immediately after receipt of report from the Bank.



- 35) The Company/ agency shall prepare the monthly bill of the personnel deployed in the Bank on the basis of absentee statement furnished by the H.O. and concerned Branch Manager of the bank.
- 36) The Bank will make payment of professional charges under various status to the personal deployed in the Bank within seven days from the date of receipt of the bill. A copy of challan from the Regional Provident Fund Commissioner in support of payment of P.F. deposit and ESI contribution in favour of security personnel engaged in the Bank for the preceding month shall be furnished by the Agency along with professional charges bills every month, failing which the bill will not be considered for payment or the Bank may pay the bill withholding an equivalent amount of P.F. and ESI contribution relating to the previous month. The Company/Agency shall also deposit service tax on behalf of the Bank and furnish necessary proof thereof at the time of submission of monthly bill failing which an equivalent amount shall be deducted from the current bill. The monthly bill of the professional charges shall be credited to the current account of the Agency (to be opened in the Main Branch, Balasore of the Bank) after deducting the statutory deductions (taxes). The monthly bill to be submitted by the Agency will pay on the basis of the absentee statement furnished by the concern Branch Managers of the Bank.
- 37). The security personnel posted in the Head Office of the Bank shall report their joining to the Secretary of the Bank. The security personnel posted in the branches shall report their joining to the concerned Branch Manager.
- 38). The Bank shall be at liberty to terminate the contract at any time by serving three months' notice, if the service is found un-satisfactory.
- 39). Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussion, the court of Balasore shall have the exclusive jurisdiction to try all disputes.

N.B.

In the financial bid, the bidder with the lowest price shall be awarded the contract. However, in case two or more bidders quote the same lowest price, then the bidder with the higher mark in the technical bid shall be awarded the contract. However, if their technical marks also become equal, then in that case, the bidder who have single work order of higher amount of manpower in Government Departments/PSUs/Public listed company. (Work Order for testifying to be attached with technical documents) Further in case a tie again then the selection of the tender shall be decided by the procurement committee members through transparency process.

19/08/2015

Chief Executive Officer

Balasore Bhadrak Central Co-op: Bank Ltd, Balasore.

PART - A

(APPLICATION FORM-T1)

1.	Name of the Bidder	
2.	Details of Bid Processing Fee: (Demand Draft Details)	DD No.: Date: Amount(Rs.) Drawn on Bank:
3.	Details of Earnest Money Deposit: (Demand Draft Details)	DD No.: Date: Amount(Rs.) Drawn on Bank:
4.	Name of the Director/	
5.	Full Address of Registered Office	Postal Address: Telephone No.: Mob No.: E-Mail Address:
6.	Name & telephone number of the authorized person signing the bid	Name and Designation: Mobile Number:
7.	Bank Name	Account Number: Bank and Branch Name: IFSC Code
8.	PAN No. (Attach self attested copy)	
9.	GSTIN (Attach self attested copy.)	
10.	E.P.F. Registration No. (Attach self attested copy)	
11.	E.S.I. Registration No. (Attach self attested copy)	
12.	Submission of Copy of Power of Attorney/authorization letter for signing the of the bid documents (Yes/No)	
13.	Total number of pages in the tender document	



1. Financial Turnover of the bidder for the last 3 financial years.

Financial Year	Turn Over Amount (In INR)	Average Turnover (in INR)
FY1(2022-23)		
FY2(2023-24)		
FY3(2024-25)		

2. Details of the similar type service provided by the bidder in last 3 years:

Sl. No.	Period	Name of Authority with Complete address	Type of services provided with manpower	Contract Amount (in INR)	Duration	
					From	To

3. Declaration

I, _____ Shri Son/ Daughter/ Wife of Shri _____,
Proprietor/ Director/ Authorized signatory of _____
_____(Name of the Service Provider), competent to sign this declaration and
execute this tender;

I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them;

The information and documents furnished along with the tender are true and
authentic to the best of my knowledge and belief. I am well aware of the fact that,
furnishing of any false information/ fabricated document would lead to rejection of
our tender at any stage besides liabilities towards prosecution under appropriate
law.

Place:.....

Date:.....

(Signature with date of Authorised
Representative with seal)



FORM-T2

UNDERTAKING

***[On the Stamp Paper of Rs.10/-in shape of affidavit from the Notary
regarding
Non-black listing]***

I, hereby undertake that, our organization/ Agencies has not been blacklisted / debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during recent years.

Yours sincerely,

Authorized Signature

Name and Designation of the Signatory:

Name of the Bidder and Address:



FORM-T3

UNDERTAKING

***[On the Bidder's Letter Head regarding not has any pending judicial/
Proceedings for any criminal offences]***

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/ Director/ Persons to be deployed by our company.

I further certify that Proprietor/ Director/ Persons to be deployed by my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature

Name and Designation of the Signatory:

Name of the Bidder and Address:



FINANCIAL BID

COVERING LETTER

To

The Chief Executive Officer,
Balasore Bhadrak Central Co-op Bank Ltd,
Balasore.

Sub: Tender for providing security personnel in Balasore Bhadrak Central cooperative Bank Ltd;
Balasore.

Sir,

I, the undersigned, offer to provide the services for security personnel in accordance with your TenderNo._____, Dated-_____.

Our attached financial price is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

I have carefully read and understood the terms and conditions of the tender to provide the services accordingly. I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the tender document.

Yoursfaithfully,

Authorized Signatory
with Date and Seal
Name and Designation:
Address of the Bidder:



APPLICATION FOR FINANCIAL BID

1. Name of tendering Manpower Service Provider:
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc:

Sl No.	Type of Manpower	Monthly Rate per Person						
		*Take Home remuneration	EPF 13%	ESI 3.25%	Other statutory dues if any	Service Charge	GST	Total per Person (Gross)
1	Security Armed Guard (Ex-Service Man)							
2	Security Armed Guard (Civilian)							
3	Security Lathi Guard (Civilian)							
4	Office Attendant							
5	Driver							
6	Sweeper							

Date :

Place :

Signature of authorized person with seal

Full Name of the signatory

Telephone No/ Mobile No.

e-mail ID:

N:B:-

- 01). The actual wages of the personnel to be deployed by the Agency shall not be less than the minimum wages prescribed by the Government.
- 02). The successful bidder shall pay all statutory contribution payable by the employer (bidder) under the provisions of the various labour laws and other laws in force and applicable during operation of the contract.
- 03). The successful bidder shall be responsible for all statutory payments including the taxes in respect of the security personnel.
- 04). If any complaint with regard to payment of wages or allowances and statutory benefits is received and on inquiry it is established, the amount shall be recovered out of the bill/security deposit of the bidder.
- 05). Income Tax shall be deducted by the Bank at the prescribed rate as per provisions of Income Tax Act. on the gross value of the bills.
- 06). The successful bidder shall have no claim whatsoever against BBCCB for any loss/damage caused to the agency/firm by reasons of war, riot, communal disturbance, pestilence, epidemical sickness, strike, lockout, earthquake, fire, storm, flood, explosion or any change in the nature, breakdown of plant or machinery for whatever reasons.
- 07). The security Agency shall furnish the records/documents/original vouchers/challans in respect of statutory personnel deployed to the officer concerned of BBCCB as and when required, failing which the Management of the Bank has every right to terminate the contract with penalty as would be deemed proper.



Tender Submission Check list

Sl. No.	Description	Submitted Yes/ No	Page No.
Technical Bid			
1	Covering Letter in bidders letter head		
2	Bid processing fee		
3	Bid security/ Earnest Money Deposit (EMD)		
4	Copy of Incorporation/ Registration certificate of the MSPA		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for last three Assessment years		
8	Copy of valid EPF & ESI Certificate		
9	Copy of Valid PSARA License/ Labour license		
10	Technical Bid duly filled in (Covering Letter and Form T1)		
11	Financial details of the bidder along with all the supportive documents such as copies of Income/ Expenditure statement and Balance sheet for the last 3 years.		
12	Power of attorney/ authorization in favour of the person signing the bid on behalf of the bidder.		
13	List of completed/ on-going assignments of similar nature (past experience details) along with the copies of work orders for the respective assignments from the authorities.		
14	Undertaking for not have been black listed by any Central/ state Govt./ any Autonomous bodies. (Form- T2)		
15	Undertaking for not having any police case pending against the bidder. (Form- T3)		
Financial Bid (Original)			
1	Covering Letter		
2	Duly filled of Financial		

It is to be ensured that:

All information has been submitted as per the prescribed format only and all pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory with Date and Seal
Name and Designation:

