



# छत्तीसगढ़ राज्य ग्रामीण बैंक

(भारत सरकार, राज्य शासन और भारतीय स्टेट बैंक का संयुक्त उपक्रम)

कॉर्पोरेट कार्यालय : प्लॉट न.47, सेक्टर 24, अटल नगर, नवा रायपुर (छ.ग.)

Telephone : 0771-2288128/129/130, Mobile No. 07974052311/9479526646 (PIN-492018)

Email : gb.ho@cgbank.in -- web : www.cgbank.in

Reference No. – CRGB/GB/Notice-12/2023-24

Date: - 20.11.2023

## सूचना (NOTICE)

### **INVITATION OF APPLICATION FOR EMPANELMENT OF OUTSOURCING AGENCIES FOR SECURITY SERVICES AT BRANCHES/OFFICES OF CHHATTISGARH RAJYA GRAMIN BANK**

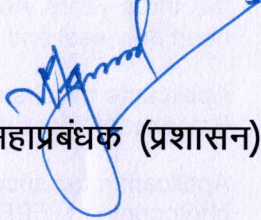
छत्तीसगढ़ राज्य ग्रामीण बैंक सबसे ज्यादा शाखाओं के साथ छत्तीसगढ़ राज्य में सबसे बड़ा बैंक है। इसकी 613 शाखायें राज्य के सभी 33 जिलों में स्थित है। बैंक का कॉर्पोरेट कार्यालय नवा रायपुर में है एवं इसके 10 क्षेत्रीय कार्यालय राज्य के सभी प्रमुख शहरों रायपुर, बिलासपुर, कोरबा, रायगढ़, धमतरी, जगदलपुर, अंबिकापुर, बैकुंठपुर, दुर्ग एवं राजनांदगांव में स्थित हैं।

छत्तीसगढ़ राज्य ग्रामीण बैंक अपने शाखाओं/क्षेत्रीय कार्यालयों/कॉर्पोरेट कार्यालय के लिये SECURITY SERVICES (Gunman Guard, Civil Guard & LMV(Driver)) संबंधी आवश्यकताओं की आपूर्ति हेतु अनुभवी, विश्वसनीय एवं पात्र OUTSOURCING SECURITY AGENCIES से EMPANELMENT हेतु आवेदन आमंत्रित करता है। छत्तीसगढ़ राज्य स्थित SECURITY AGENCIES जो बैंक द्वारा चिन्हित किये गये चुनिंदा शाखाओं, क्षेत्रीय कार्यालयों एवं कॉर्पोरेट कार्यालय हेतु SECURITY SERVICES (Gunman Guard, Civil Guard & LMV (Driver)) की आपूर्ति करने में सक्षम हों संलग्न निर्धारित प्रारूप में मय दस्तावेज बंद लिफाफे में दिनांक 11/12/2023 को शाम 5 बजे तक आवेदन प्रस्तुत करें।

किसी भी प्रकार की सिफारिश अयोग्यता समझी जावेगी।

स्थान – नवा रायपुर

दिनांक – 20.11.2023

  
महाप्रबंधक (प्रशासन)



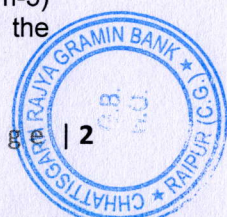
**SCOPE AND ELIGIBILITY CRITERIA FOR EMPANELMENT OF OUTSOURCING  
PRIVATE SECURITY AGENCIES FOR PROVIDING ARMED/UNARMED GUARDS  
AND DRIVER (LMV) AT BRANCHES/OFFICES OF  
CHHATTISGARH RAJYA GRAMIN BANK**

**Scope:**

The panel of OUTSOURCING PRIVATE SECURITY AGENCIES FOR PROVIDING OF ARMED/UNARMED SECURITY GUARDS AND DRIVER (LMV) AT SELECTED BRANCHES/OFFICES OF CHHATTISGARH RAJYA GRAMIN BANK will be valid for the period of 02 years with annual review.

**Eligibility Criteria:**

- 1) The applicant should be an Income Tax assesses and should possess a valid PAN in the name of the Company/ Firm.
- 2) The applicant should be registered with GST department and have a valid regular GST registration number.
- 3) Private Security agencies should be either registered company, registered partnership firms or proprietorship firm for providing security guards services. PSAs should have the necessary clearance and valid PSARA License (**At least 18 months to 24 months validity**) state (Chhattisgarh) licensing authority or other legal document certificate applicable at that time to operate in the geographical jurisdiction of the Chhattisgarh state and all districts falling under Chhattisgarh.
- 4) Average annual financial turn over during the last 3 years ending 31.03.2023 should not be less than Rs.15 lakhs. Audited balance sheet and P&L account for the last three financial years 2020-21, 2021-22, 2022-23 and certificate from the chartered accountant is also to be submitted.
- 5) The applicant should have a registered firm and well established permanent offices in the state of Chhattisgarh and should have a good knowledge of Geographical Locations of Chhattisgarh.
- 6) The applicants who intend to apply for empanelment should have the experience of successfully completing similar works for Central Government Departments/State Government Department/ PSU's / Public Sector Banks / Public Sector Financial Institutions during the last 3 years ending 31.03.2023, similar work means for providing security services (Armed Guard/ Unarmed Guard and Driver (LMV)) at Selected Branches and Offices of CRGB thereof.
- 7) If the applicant is empanelled with any other organizations/departments, they should enclose a copy of such empanelment.
- 8) The applicant should not have been black listed / barred by any of the Government Departments / PSU's / Public Sector Banks / Public Sector Financial Institutions during the last three years. An undertaking for the same is to be provided by the applicant on their letter head duly seal and signed.
- 9) Applicants must submit the KYC of a minimum of 50% of its workers in proportionate with Branches/ Offices of Bank where they want to provide ibid services.
- 10) Applicant must submit copies of documentary proof of above requirements. Proof like relevant photocopy of EPFO Registration, ESIC Registration, GST Registration, **Copy of valid Registration certificate from respective authorities and PSARA License, or other legal document certificate applicable at that time**, PAN Card of Firm/ PAN Card of the Proprietor in the case of the Proprietorship Firm, Last year GST Return, 3 year ITR of Firm or Proprietor as the case may be, KYC of the owner/s, Office address proof, relevant Work Order / Contract, Successful completion certificates, Undertaking etc. so as to satisfy the eligibility criteria laid above.
- 11) Applicant are required to furnish a copy of the previous "Return of Contributions" (Form-5) submitted to the ESIC or a copy of Electronic Contribution History sheet submitted to the ESIC in case of online contribution.



- 12) Applicants are required to furnish a copy of the previous Electronic Challan-Cum-Return (ECR) for EPF contribution for a Wage month not older than two months prior to the tender opening date.
- 13) Applicants are required to furnish a copy of the past wage slip, not older than three months, of any of their employees deployed as a Security guard along with bank statement (for proof) with any principal officer. Copy of wage slip also to be provided.
- 14) Applicants should furnish at least 2 or 3 reference sites (Excluding Chhattisgarh Rajya Gramin Bank) of which at least two sites should be of Government Establishments/PSBs/PSUs and on request by CRGB, the referees should testify about the performance of the Security Agencies to the satisfaction to the bank.
- 15) The applicant has to deposit Application fee (non refundable) of **Rs. 1,000.00** (Rupees One Thousand Only) by way of Demand Draft / Pay Order favoring "Chhattisgarh Rajya Gramin Bank" Payable at Raipur along with the application. The application received without Application fee will not be entertained.
- 16) Incomplete applications and those which do not conform to the requirements of the notice are liable to be rejected. Application submitted by a firm shall be duly signed by the authorized person or power of Attorney holder. Application by a company shall be executed by persons/ duly authorized under the resolution of the Board of Directors of the Company.
- 17) The duration of the contract for the above services would be for a period of one year from the date of acceptance subject to renewal for a further period of one year on the same terms and conditions. However the contract will not be renewed beyond 2 years.
- 18) All applications (complete in all respect) submitted in sealed envelope super scribed as **"APPLICATION FOR EMPANELMENT OF SECURITY AGENCIES FOR PROVIDING ARMED/UNARMED GUARD AND DRIVER (LMV)"** and must reach below address **on or before 5 pm of 11.12.2023**. Application received afterwards will not be accepted.

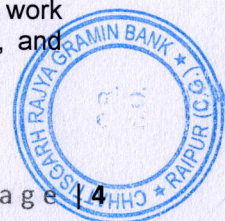
**GENERAL MANAGER (Admin.),**  
CHHATTISGARH RAJYA GRAMIN BANK,  
CORPORATE OFFICE,  
PLOT NO. 47, SECTOR - 24,  
ATAL NAGAR,  
**NAVA RAIPUR (C.G.) – 492 018.**

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## **GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:**

1. Non refundable Application fee Rs.1,000.00 (Rupees One Thousand only) should be paid in form of demand draft/pay order in favor of Chhattisgarh Rajya Gramin Bank payable at RAIPUR attached with application.
2. Generally, the routine works of the Bank such as Security Services (Armed Guard/Without Armed Guard) at Branches/Offices are met by inviting competitive tenders / quotations from the empanelled Outsourcing Agencies/ Security Agencies for the same. However, the Bank reserves the right to award the work from any of the empanelled Outsourcing Agency/Security Agencies OR opt for open tendering/quotation process for Security Services at Branches/Offices if it deems fit.
3. Competitive tenders / quotations may be invited by our Corporate Office situated at above mentioned places for Security Services at Branches/Offices for the branches/ offices fall under their operational area from the empanelled vendor. The bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
4. No cost incurred by the applicants in applying, in providing necessary clarifications or attending discussions or site visits will be reimbursed by the Bank.
5. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order shall be submitted. Incomplete applications or applications without proper proof for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
6. If the application is made by a sole proprietorship/partnership firm, current address of the firm and full names and current address of all the partners of the firm shall be produce along with the application. Any supporting documents which is submitted along with application may be called by the Bank as and when requires shall be submitted by the firm.
7. If the application is made by a limited company, it should be signed by duly authorized person holding the power of attorney. Any supporting documents as called for by the Bank as and when requires shall be submitted by the Company.
8. The evaluation will be made, based on the experience of the Security Services at Branches/Offices and their financial capabilities, the Outsourcing/Security Agency will be empanelled. Decision of the bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained.
9. If information and details furnished by the applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank later, the empanelment of such applicant will be cancelled immediately.
10. Applications received after the due date and time/ not fulfilling the prescribed criteria are liable for rejection.
11. **Outsourcing/ Security Agency having their Main/Branch office in the geographical jurisdiction of the Bank or in the state of Chhattisgarh will only be considered for empanelment.**
12. The empanelment will be valid for a period of two years however Bank reserves the right to modify/change/terminate the empanelled Outsourcing/Security Agency from the list during empanelment period.
13. Outsourcing Agency should not indulge in unethical practices, and should execute the work awarded to them as per the terms and conditions of the contract and specifications, and should co-ordinate with the Bank officials.



14. Outsourcing / Security Agency should execute the work satisfactorily as per specifications. Bank will have the right to debar/remove his name from the approved list of Outsourcing Agencies for Security Services and forfeit the security deposit with Bank. Decision of the Bank will be final and binding.
15. Bank reserves the right to inspect and check the progress and quality of work.
16. If L-1 Outsourcing/ Security Agency denies / fails to provide proper Security Services at Branches/Offices on time then the Outsourcing Agency will be debarred for further security services.
17. All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts situated at RAIPUR.
18. Chhattisgarh Rajya Gramin Bank reserves the right to reject any / or all the applications without assigning any reasons whatsoever.
19. At the Time of Contract Security Money/ EMD will be taken from the empanelled Outsourcing / Security agencies.
20. Chhattisgarh Rajya Gramin Bank reserves the right to add / remove from empanelment list if found detrimental in the interest of the Bank.
21. Applicant must put their company/firm seal stamp on each page with signature.

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## **CHHATTISGARH RAJYA GRAMIN BANK**

**Corporate Office, Plot No. 47, Sector- 24, Atal Nagar, Nava RAIPUR (C.G.) 492018**

### **PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF EMPANELLING/SHORTLISTING OF OUTSOURCING AGENCY**

**Category Applied for: SECURITY SERVICES AT BRANCHES/OFFICES OF  
CHHATTISGARH RAJYA GRAMIN BANK**

1.	Category Applied for	
2.	Name of Firm / Organization	
3.	(i) Address with Telephone No and email ID. (ii) Office	
4.	Nature of Constitution	
5.	Date of Establishment	
6.	Name of the Proprietor/Partners/Directors with Residential address and Telephone No. (also enclose ID & Address proof)	(i) (ii) (iii)
7.	Whether as Registered under EPF, ESIC and Central Labour Law if so, Reg. No. And Date. Also enclose copy of Certificate	
8.	Whether Registered with the Registrar of the Companies/Registrar of Firms. If so mention number and date.	
9.	Whether the premises (Office/ Shop) is/are owned or hired.	
10.	Name and address of the Banker's of firm	
11.	Whether registered for Security Services Purposes (GST). If so, mention No. And Date. Please also furnish registration Certificate and submitted tax return.	
12.	Whether an assesses of Income Tax. If so, mention permanent account number (PAN). Please also furnish photocopy of income Tax return for the last three years.	
13.	<u>Copies of Balance Sheets and Profit &amp; Loss Account Statement for the last 3 years to be furnished.</u>	



14.	If registered in the panel of other Organizations/Statutory bodies furnish their names, category and date of registration.	(i) (ii) (iii)
15.	What are your lines of activities? Mention the fields on preference basis.	(i) (ii) (iii)
16.	Whether willing to work in Chhattisgarh Rajya Gramin Bank branches and ready to provide Security Services at the Branches comes under Regional offices i.e. Raipur, Bilaspur, Korba, Raigarh, Dhamtari, Jagdalpur, Ambikapur, Baikunthpur, Durg, Rajnandgaon and Corporate Office in Nava Raipur.	
17.	(i) Detailed description and value of contracts for others in the past. (ii) Detailed description and value of contracts for the banks.	
18.	Specify the value of Contracts in a year and also maximum value of single contract.	
19.	Furnish the names, email ID and telephone or valid mobile numbers of three responsible persons/bodies (referees) that will be in a position to certify about the quality as well as past performance of your organization.	(i) (ii) (iii)
20.	Names and addresses of the principal customers for which providing the same type of services to other organization/PSUs/PSBs (Excluding CRGB) If yes then provide the full details or enclose annexure.	
21.	Details of Valid PSARA License (at least 18 months to 24 months validity) (Attached Photocopy of PSARA License)	

**Note:** Where copies are required to be furnished these are to be certified preferably by the concerned agencies.



**OFFICES / BRANCHES DETAILS OF APPLICANT**

Location (Address of Office/ working place)	Land Area	Ownership (Owned/ Rented)	Type of Structure	Facility available in premises

**DETAIL OF THE CONTRACTS.**

Name of Contractor with address	Short Name and description Address of work owner executed	Value of contract executed	Tenure of Contract	Contract Nature	Remarks
1	2	3	4		





**OTHER RELEVANT INFORMATION**

1.	Whether Outsourcing Agency had worked for the Gramin banks, if yes, since when & for which Gramin Bank.	
2.	Capacity to execute contract at ROs/Branches/Head Office at a single time.	
3.	Any other information.	

**WORK FORCE**  
**KEY PERSONNEL (PERMANENTLY EMPLOYED) of Firm**

S. No.	Name of Permanent Employee	Mobile Number	Since when in the Employment	Remark or Role of Employee
1				
2				
3				
4				
5				
6				
7				

**Application Fee Detail**

Demand Draft Number and Date	Amount	Payable at	Issuing Bank - Branch
	Rs. 1,000.00 (Rupees One Thousand Only)	<u>RAIPUR</u> <u>(C.G.)</u>	



(On Rs.50 Non- Judicial Stamp paper)

**Declaration**

I/We declare that the particulars furnished as per enclosed format are true and correct and I shall abide by all the terms and conditions of the empanelment. In case any information/particular is found incorrect at a later date, the application/empanelment is liable to be cancelled. All the conditions of the Bank will be binding on me/us.

(Name \_\_\_\_\_)

**Date:**

**Signature of the Applicant.**

**Place:**

**(With Rubber Stamp)**



(On letter head)

**Undertaking of non Blacklisting**

We hereby irrevocably undertake that our firm or company or associate or sister concerns is/are not blacklisted by any of the Government Departments / PSU's / Public Sector Banks / Public Sector Financial Institutions during the last three years as on the date of submission of this application.

(Authorized Signatory)

Name:

Designation:

Seal of Company

