

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 (Armed/Unarmed) services.	A copy of valid registration certificate from respective authorities
b)	<p>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:-</p> <p>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.</p> <p>ii. 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)</p>	Copy of PSARA License of the Firm.
c)	PSA should have a minimum of Rs 5 Crore 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 last three years.	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 10 districts of Circle Office Tirupati. Preferably one office in Tirupati.	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)/Reputed Pvt Companies (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 Dec 2024 proving the same.
g)	PSA should have at least one running contract with 50 guards deployed at one location /multiple locations with any single client referred in Sl No:f above.	Copy of work orders with validity upto Dec 2024 proving the same.

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h)	PSA Should have conducted Armed Guard Firing Practise every year for the past 03 years	Proof of relevant documents to be submitted.
i)	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(Oct to Dec 2024) of the workorders referred in Sl No: g above to be provided in a pendrive
j)	PSAs should have a valid certificate from ESI Corporation and should have been allotted with a code number by the ESIC.	<ul style="list-style-type: none"> i. Copy of valid registration certificate from respective authorities. ii. Soft Copy of the ECR of all employees of the last three months(Oct to Dec 2024) of Sl No: g above to be provided in a pendrive.
k)	PSAs should have a valid certificate under EPF & Miscellaneous Provisions Act 1952 and the PSA should have been submitting EPF contribution online.	<ul style="list-style-type: none"> iii. Copy of valid registration certificate from respective authorities. iv. Soft Copy of the ECR of all employees of the last three months (Oct to Dec 2024) of Sl No: g above to be provided in a pendrive.
l)	Should submit Bank Solvency Certificate of minimum Rs 1.0 Cr to establish the financial soundness of the Firm/Company.	The Solvency Certificate shall be issued by any scheduled bank, addressing to “ The Asst General Manager, Canara Bank Circle Office, Tirupati ” and clearly specifying the RFP Number in the Subject Line or Matter. Solvency Certificate if not submitted as specified here would be considered as non-responsive, incomplete and shall be out rightly rejected.
m)	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.
n)	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.

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o)	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 relative having the same meaning as assigned under section 2(77) of the Companies Act 2013.	A declaration duly signed and stamped by the Owner/s of the 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 armed guard / security 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 50 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 for the provision and maintenance of the authorized Non Prohibited Bore weapons (preferred Pump Action Guns) to the Armed Guards along with ammunition (10 Rounds) for the weapon. A valid License with validity in the area of deployment along with the retainership on the name of the Armed Guard is to be carried by him at all times and is to be produced whenever asked for. Also the Bank reserves the right to waive the stipulation regarding provision, maintenance and license of authorised Non Prohibited Bore weapons considering the prevalent policies in the area and requirement of the Bank.
 55. The PSA shall be responsible to ensure that the Armed Guards deployed are not involved in any type of Strike/Dharna as long as they are performing their duties for Canara Bank.
 56. 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.
 57. The PSA must ensure that the Armed 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.
58. Armed guards/ Gunmen are to be posted only in branches and not in administrative units. Unarmed Guards may be posted to ATMs, Branches, Currency chests and Administrative Offices as per the requirement.
 59. Armed Guard deployed must carry a copy of Valid GUN License with UIN number and Retainer ship on his person at all times. He must carry a minimum of 10 rounds of ammunition (02 rounds loaded and 03 rounds in pouch and 05 rounds as spare).
 60. The Armed Security Guard should perform his duty only with non-lethal category weapon of Non Prohibited Bore (DBBL/PUMP ACTION 12 BORE) as approved by regulatory authorities and endorsed in the license and No:1 Catridges .
 61. Armed Guard deployed must identify a safe place in the branch in consultation of Branch Head for loading /unloading of weapon against a sand bag and follow the safe procedure for the same.
 62. Renewal of Gun license should be done promptly and the responsibility lies with the individual Gunman and the Private security agency.
 63. In case of any accidental firing, all legal/ medical/ financial responsibility to customer lies with PSAs. The matter /incident is to be immediately informed to the Bank authorities through branch. Bank will not be responsible for any dispute thus arising.
 64. Annual inspection of the guns of the deployed Armed Guards will be required to be got done from an authorized Armourer/ Arms Dealer and certificate of fitness of the gun will be required to be submitted to the Circle Office on or before 31st of March every year along with Annual Training report.
 65. Gun should be IOF (Indian Ordinance Factory) Tested.
 66. Safe keeping of Guns after the office hours is the sole responsibility of the guards and the **Gun will not be allowed to be kept inside the branch.**
 67. 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.
 68. 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.
 69. If any act of an armed guard / security 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.
 70. **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 **Public**
 - (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 Annual Charges** per guard 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 36 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 07th 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 statutes 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 Public	Penal action as per the clause referred

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.

Public

T E N D E R F O R M

To,
The Assistant General Manager,
General administration section,
Canara bank Ccircle 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 ARMED/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:

Public



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 :

Public

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

Public

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	Public 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 GUARDS DEPLOYED	NUMBER OF GUN MEN/ ARMED 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

Public

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

Public

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: **Public**

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)

Public

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 _____ **Public** _____ /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 convenants 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 from 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 _____

Public

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

Public

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:

Public

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 **Public aid 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:

Date :

Witness 1:

(Name & Address)

Witness 2:(Name & Address)

Public

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 ofmonth 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

Public

ENCLOSURE -8:
(To be submitted on letter head of the Bidder)

DECLARATION

Ref:HIRING OF PRIVATE SECURITY AGENCIES FOR PROVIDING ARMED/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.

Public

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.)	15		
	d) armed guard firing practice in last 03 years			
2	Supervisory infrastructure	5		
3.	Armed guards with licensed weapon	10		
4.	System of verifying antecedent of the guards	20		
5.	Total Numbers of Guards in the state of Andhra Pradesh	10		
6.	Customer/client base.(PSB's and PSU's to be preferred	5		
7.	Service network - (Total Branch Offices of PSA in the State of Andhra Pradesh)	10		
8.	Experience in the field	5		
Total		100		

Note:

<u>ABOVE AVERAGE</u>	<u>AVERAGE</u>	<u>SATISFACTORY</u>	<u>POOR</u>
80 - 100	60 - 79	40-59	LESS THAN 40

(Signatures of all the evaluating members to be endorsed on the evaluation sheet)

(Only above average rated firms (Points 80-100) will be considered for the further process of this tender)

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

Public
HIRING OF PRIVATE SECURITY AGENCIES FOR PROVIDING ARMED/UNARMED GUARDS TO CURRENCY CHESTS, BRANCHES, ATMs AND ADMINISTRATIVE UNITS OF CANARA BANK, TIRUPATI CIRCLE

			Nil	0
	<i>ii) Staff available</i>	6	Supervisor and Instructor	6
			Instructor only	3
			Nil	0
	<i>i) Duration and syllabus (general, access control, firefighting, weapon handling, First aid, etc.) (Duration of last three years training records will be checked)</i>	8	03 Days	8
			01-02 Days	6
			Less than 01 Day	2
	Armed guard firing practice (last three years Firing practice records will be checked)	15	Regular in 3 years	15
			2 times in last 3 years	10
			Once in last 3 years	5
2	<i>Supervisory infrastructure (Names against salary slips/bank statements will be Checked)</i>	5	1 sup for 6 guards	5
			1 sup for 15 guards	3
			1 sup for more than 15 guards	1
3.	<i>Armed guards with licensed weapon</i> <i>(To be verified from documents on visit to PSA office and referring the records of Weapons / Gunmen deployed by their company in other units)</i>	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.	<i>System of verifying antecedent of the guards</i> (last three years records will be checked)	20	Full KYC and Police verification	20
			Partial KYC and Police verification	15
			Either KYC or Police verification	5
			No verification	0
5.	<i>Total Number of Guards in the state of Andhra Pradesh</i>	10	More than 100 guards	10
			Less than 50-30 guards	6
			Less than 30 guards	3
			No Guards	0
6.	<i>Customer/client base.(PSB's and PSU's to be preferred)</i>	5	PSU/PSB	5
			Private	3
7.	<i>Service network (Total Branch offices in of PSA in the state of Andhra Pradesh)</i>	10	More than one registered office in the state of Andhra Pradesh and atleast one registered office in Tirupati	10
			More than one Registered office in the state of Andhra Pradesh and	08

			atleast one in any of the 10 districts under CO Tirupati	
8.	<i>Experience in the field</i>	5	More than 5 years	5
			4-5 years	4
			3 years	3
<i>Total</i>		<i>100</i>		

SAMPLE SHEET FOR CALCULATING L1

Quality and Cost based Selection (QCBS) method of selection of L1 bidder based on scoring Matrix (worked on 60:40) basis.

Applicant	Marks for Technical Evaluation out of 100	Marks Allotted for Technical Bid	Rate quoted including services charges (excluding taxes)	Marks Allotted for Financial Bid	Total Marks and Position
A	84.00	54.8	24000	35	89.8
B	90.00	58.7	22000	38.2	96.9
C	87.00	56.7	21000	40	96.7
D	92.00	60.0	23500	35.7	95.7

Above scoring is done on PERCENTILE basis as under:

Technical Evaluation: Highest marks i.e.92 will have full weightage of 60 marks .
Remaining will be arrived at as under:

for "A" : $84/92 \times 60 = 54.8$

Price Evaluation: Lowest is Rs.21000. Hence Full weightage of 40 marks.
Remaining will be arrived at as under:

For "C" : $21000/24000 \times 40 = 35.0$

Total score:

A: 89.8 percentile

B: 96.9 percentile

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C: 96.7 percentile

D: 95.7 percentile

Offer of B will be considered as L1 price

Public

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

Public

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.

4. 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.

SIGNED for and on behalf of:-(Bank) Signature: Name: Title: (Authorized Signatory) Witness1: Signature: Name: Address: Witness2: Signature: Name: Address	SIGNED for and on behalf of :-(Company) Signature: Name: Title: (Authorized Signatory) Witness1: Signature: Name: Address Witness2: Signature: Name: Address
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