

Request for Proposal (RFP)

Empanelment of Private Security Agencies for Outsourcing Security Services of Armed Guards and Unarmed Guards for Branches/Offices/ATMs of Union Bank of India under Delhi Zone.

ZODEL:SEC: /TENDER/PSA/2026-27 dated 27 July 2026

Tender originating office address: -

Zonal Office,
Union Bank of India,
4th Floor, B-Tower
World trade Centre,
Nauroji Nagar
New Delhi-110029

NOTE: This document contains 41 pages including this cover page.

Disclaimer:

This document is meant for the specific use by the Company / person/s interested to participate in the current tendering process and in its entirety is subject to Copyright Laws. The information is provided to prospective bidders who intend to participate in tendering as per the terms and conditions mentioned in this tender document and any other terms and conditions related to such information. Bids are invited for empanelment of Private Security Agencies for deployment of Security Guards (Armed and Un-armed) under 5 regional offices of Delhi Zone. Delhi Zone consists of Delhi South, New Delhi, Delhi North, Gurugram and Ghaziabad Region. This tender is neither an agreement, nor invitation to perform work of any kind to any party. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is signed and executed by duly authorized officers of the bank with the selected Bidder. The purpose of this tender is to furnish requirements of the Bank to all interested parties for submitting their tender. While Bank has taken due care in the preparation of the information contained herein, it does not claim that the information is exhaustive. Respondents to this tender are required to make their own inquiries and they should not rely solely on the information contained in the blank tender documents / forms. The Bank is not responsible if no due diligence is performed by the Respondents.

Union Bank of India reserves the right to alter, amend, update or supplement the information reflected in this document or to change the process or procedure to be applied. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their tenders.

This notice is not a recommendation, offer or invitation to enter a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to adherence of selection process and execution of appropriate documentation being agreed between the Bank and any successful Bidder as identified by the Bank, after completion of the selection process as detailed in this document. No contractual obligation whatsoever shall arise from this empanelment process.

The Bank reserves the right to reject any or all tender applications without assigning any reasons whatsoever. The decision of the Bank shall be final, conclusive and binding on all the parties.

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[A] Introduction - Request for Proposal: For Outsourcing Armed and Un-Armed Security Guards

Union bank of India, Zonal Office, Delhi invites applications in the prescribed format for empanelment of registered Private Security Agencies (a registered company / registered partnership firm / proprietary firm) for providing services of Armed and Un-armed Security Guard Services in Branches/Offices/ATMs under Delhi Zone which comprises of 05 numbers of Regional Offices i.e. Regional office Delhi South, Regional office New Delhi, Regional office Delhi North, Regional office Gurugram and Regional office Ghaziabad. RFP Forms can be downloaded from bank's website www.unionbankofindia.co.in or Government e-procurement portal eprocure.gov.in and can be submitted along with the Technical Bid on payment of Rs 2500 (Non-Refundable) by way of Demand Draft / Pay Order favoring Union Bank of India payable at Delhi.

Offers from Agencies having their own office/s in Delhi and Delhi NCR will only be considered. All conditions and parameters will be evaluated with reference to the firms submitting the tenders as per terms and conditions mentioned in this tender document. The Bank reserves the right to reject any/all applications without assigning any reason whatsoever.

[B] Important Points: -

RFP Reference Number	RFP No: ZODEL:SEC:TENDER:PSA/2026-27 Dated : 27/07/2026
Date of commencement of issue of RFP	27 Jul 2026
Pre-Bid Meeting	06 Aug 2026 at 1500 Hrs. All prospective bidders may avail this opportunity to interact with the tender committee and seek necessary clarifications with regards to this RFP. No representations would be entertained at any later stage from bidders due to misinterpretation/misunderstanding of clauses and decision of the tender committee would be binding on all the bidders.
Last date for submission of RFP	18 Aug 2026 up to 1500 Hrs.
Opening of Technical Bid	18 Aug 2026 at 1530 Hrs. (tenders will be opened in presence of bidders/their authorized representatives).
Tender Fee	Rs.2,500/- in the form of Bank

	Draft/Banker's cheque in of favor Union Bank of India, payable at New Delhi.
Earnest Money Deposit	Rs. 20,00,000/- (Twenty Lakhs only) in the form of Bank Draft/Banker's cheque in favor of Union Bank of India, payable at New Delhi.
Availability of RFP document	RFP will be available on our Bank website www.unionbankofindia.co.in and eprocure.gov.in from 27 Jul 2026 to 18 Aug 2026.
Last date of submission of any query / reporting any error	All queries for discussion in pre-bid meeting to be submitted before 06 Aug 2026 vide email only.
Venue for Prebid meeting/ submission / opening of bids	Zonal Office, Union Bank of India, 4th Floor, B-Tower World trade Centre, Nauroji Nagar New Delhi-110029
Contact person	Mr. Premjeet Singh Dayma, Zonal Security Officer, Mobile No. 9899114582 Email: zso.delhi@unionbankofindia.bank.in Or Mr. Kumar Chandan Singh Regional Security Officer, Delhi South Mobile No. 7007530214 rso.delhisouth@unionbankofindia.bank.in
Further Addendum/Corrigendum of Pre bid meeting shall be published on Bank's website only and no newspaper publication will be released. All interested Private Security Agencies to monitor the bank website for any addendum/amendments related to this Request for Proposal. Bidder must refer the same before final submission of the Tender.	
The Bank reserves the right to reject any / all applications without assigning any reason whatsoever	
In case of any unexpected interruption due to events beyond control of the procurement committee, the process will be continued on the subsequent working day at the scheduled time.	
All terms & conditions and format of documents/Annexure mentioned in this RFP are final and not open to any modification.	
Bidders are advised to read all terms and conditions carefully before submitting the Request For Proposal.	

The Bidders /their representatives may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard to the suppliers for deputing their representatives. The Technical Bid offers will be opened at the time and date stipulated above, irrespective of the number of bidders or their representatives present.

[C] **Important Definitions:** - Following terms are used in the document interchangeably to mean:

1. Bank, BANK means “Union bank of India”.
2. ZO means Zonal Office. RO means Regional Office.
3. RFP means this “Request for Proposal Documents.”
4. Recipient, Respondent, Bidder, Vendor, means “Respondent to the RFP Document”.
5. Tender means RFP response documents prepared by the Bidder and submitted to Union Bank of India.
6. PSA means Private security agency.

1. SCOPE OF THE WORK:-

Union bank of India, a leading public sector bank, having its central office situated at Nariman point, Mumbai (herein after referred as 'Bank' or 'the Bank') has its network of branches and ATMs situated across Pan India. The bank is having structured Administrative Offices situated in major cities across the country and are called Zonal/Regional offices. The Zonal/regional offices are administratively situated for administration and support of branches/offices/ATMs situated in nearby districts (as categorized by the bank).

Present Notice inviting request for proposal (RFP) is **only for empanelment of Private Security Agencies** under Delhi Zone which comprises of 05 Regional offices i.e. Regional office Delhi South, Regional office New Delhi, Regional office Delhi North, Regional office Gurugram and Regional office Ghaziabad. Deployment of guards will be as per bank guidelines, approval of competent authority and requirements of the bank. Role of Tender Committee at Zonal Office Delhi in this process is only selection and empanelment of bidders as per detailed selection criteria of the bank and as mentioned in this document, however deployment/Hiring of Guards at branches/ATMs will be the sole discretion of concerned Regional Offices/branches only. All Regional Offices/branches will be circulated with list of empaneled Security Agencies after completion of the process. Tender committee/Zonal Office will not have any right to interfere in deployment of Guards at branches/offices. The deployment/Hiring of Security Guards (Armed and Un-armed) will be carried out in branches/ offices /ATMs under Regional office Delhi South, New Delhi, Delhi North, Gurugram and Ghaziabad as per the requirements of the Branches. **Towards same, Separate Price Bids shall be called from the empaneled PSAs by concerned Regional Offices through GeM Portal** as and when services of Security Guards (Armed/Unarmed) are required and thereafter Contract will be awarded by concerned Regional Offices. Work order for deployment of Guards will be placed directly from branches and the selected Private Security Agencies must undergo an agreement with branches as per annexure VI. Please note that no work order/deployment/agreement will be carried out by the Zonal office.

The Empanelment will be valid for the period of three years and may be extended by bank for another 1 year on mutually agreed terms and conditions and subject to satisfactory services rendered by the Private Security Agency. If the services of any Private Security Agency are not found complying with the terms and conditions of this RFP/or Bank, Bank has all rights to cancel the empanelment by giving 30 days notice period. Based on law and order situation, location, vulnerability and other parameters/criteria of the Branches/ ATMs/Offices, situated under Regional Office Delhi South, New Delhi, Delhi North, Gurugram and Ghaziabad, Armed and Un-armed security guards are deployed in 1/2/3 shift as per Bank requirement. Bank has all rights to shortlist the vendors, based on various criteria's in order of precedence as follows:

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- 1.1. Valid PSARA License in accordance with section 4 & 7 of the Private Security Regulation Act 2005 for three states i.e. Delhi, Uttar Pradesh and Haryana (mandatory).

- 1.2. Confidential feedback from clients will be obtained from Clients of bidder. (Bidders are required to submit Annexure V on First/second page of Technical Bid.
- 1.3. Own office situated in Delhi, Uttar Pradesh and Haryana (mandatory) which should be registered under Shop and Establishment act of the state. The bidder should have adequate infrastructure and Supervisory staff for the work.
- 1.4. Number of PSU bank/Private bank/PSU undertakings empanelled with.
- 1.5. Number of years in business since date of registration.
- 1.6. Other statutory/operational parameters.
- 1.7. Bidder is required to submit at least four reference site details as per Annexure V of the tender document. It should be emphasized to provide complete details of as much as possible clients so that the confidential feedback may be obtained. Bank will request confidential feedback from all reference sites (Principal employers) and will use received quantitative confidential feedback reports to be used as part of prequalification criteria for making the list of qualifying Private Security Agencies in order of merit. If no feedback is received from clients even after 2 reminders, it will be considered that the feedback of bidder is unsatisfactory. The bidders should quote at least 1 reference sites from Delhi/Delhi NCR. Bidders with higher score in prequalification criteria will be given preference for empanelment.

2. DEFINITION OF REGION:

- 2.1. Delhi South Region- Delhi South Region consists of all Branches, Admin offices and ATMs of Union Bank of India located in the South Delhi area and herein after will be referred as Delhi South Region.
- 2.2. New Delhi Region- New Delhi Region consists of all Branches, Admin offices and ATMs of Union Bank of India located in Central Delhi area and herein after will be referred as New Delhi Region.
- 2.3. Delhi North Region - Delhi North Region consists of all Branches, Admin offices and ATMs of Union bank of India located in the North Delhi area, and herein after will be referred as Delhi North Region.
- 2.4. Gurugram Region- Gurugram Region consists of all Branches, Admin offices and ATMs of Union bank of India located in the Districts of Gurugram, Faridabad, Palwal, Nuh and herein after will be referred as Gurugram Region.
- 2.5. Ghaziabad Region- Ghaziabad Region consists of all Branches, Admin offices and ATMs of Union bank of India located in the Districts of Ghaziabad & Gautam Budhha Nagar and herein after will be referred as Ghaziabad Region.

3. TERMS & CONDITIONS

- 3.1. Deployment of Security Guards is to be completed within a period of seven days commencing from the date of acceptance of the offer. If the PSA fails to deploy Security Guards within given time, the offer shall be given to the other empanelled PSAs.
- 3.2. All format of documents/Annexure mentioned in this RFP are final and not open to any modification.
- 3.3. Any delay in deployment over the stipulated period will attract penalty of **5 % of the total monthly payment for each day of delay**, subject to maximum of the monthly payment of vendor/Security agency per branch for the delay. The Bank reserves its right to recover this amount by any mode, which includes adjusting from any payment to be made by the Bank to Private Security Agency or from the Bank guarantee or EMD.
- 3.4. The Bank reserves the right to empanel two or more private security agencies.
- 3.5. If on receiving the order from any of the regional offices, post selection of bidder through GeM, any empanelled agency is not able to provide the guards in time, penalty charges as mentioned above will be charged maximum for two times. The further orders will be given to other empanelled agencies. Similarly, if the agency at any time is not able to provide the proof of statutory obligations of PF, ESI etc., the services of Agency will be immediately terminated. Proofs of statutory obligations like PF, ESI etc. are to be submitted on monthly basis or as and when sought.
- 3.6. If our Apex office/higher office changes/modifies any guidelines regarding deployment of Security Guards in branches, the guidelines will supersede this empanelment/Contract awarded after this empanelment.
- 3.7. The Bank reserves all rights to either reduce or increase the no. of security Guards to be deployed in bank/branches/ATMs/Offices as per Bank's requirements. The Bank reserves the right to alter the order/orders.

4. ELIGIBILITY CRITERIA FOR EMPANELMENT

- 4.1. For empanelment of vendors/Security agencies, bidders shall submit all relevant proof documents along with the Tender. Bidders not conforming to any of the parameters as on last date for submission of bids will not qualify for empanelment or short listing. Following is the list of eligibility criteria for vendors/Security agencies: -
- 4.2. Service providers / Bidders should be a registered company / registered partnership firm / proprietary firm for providing security guards' services since last five years or more. (Proof document- valid Registration Certificate of ROC for Registered companies/ registered partnership deed for partnership firm/ registration certificate or any other document substantiating age of firm, for proprietary firm).
- 4.3. Service providers / Bidders should have obtained a license in accordance with section 4 & 7 of the Private Security Regulation Act 2005 of the state i.e. Delhi, Uttar Pradesh and Haryana (mandatory), where the act has been implemented (Proof documents- Valid PSARA License for all three States). The license should be valid for the entire state. The

license should remain valid through the period of contract. Cases pending for renewal or more submission of acknowledgement receipt for PSARA License shall not be considered. Bidder must ensure that their PSARA License is duly renewed on the closure date of submission of BID. Copy of renewed license must be submitted along with supporting documents. At any point of time during valid contract period, if the PSARA license remains invalid for more than 3 months, Bank reserves all rights to cancel the contract. Service providers / Bidders who do not fall under the ambit of PSARA License are required to submit necessary supporting document to prove that the Service providers / Bidders is Government agency/eligible for exemption as per official Government gazette/official document.

- 4.4. Service providers / Bidders should have valid “per-pro” category Arms License and OWN .12 Bore DBBL Guns. Names of the armed guards being provided to the Bank must be endorsed as retainer in the Gun License within 30 days from the date of receiving work order. (Proof document- Copies of valid Per-Pro category Arms licenses for minimum 300 DBBL/PAG Guns (.12 Bore) valid for the State of Delhi, Uttar Pradesh and Haryana. Gun number must be clearly visible on the licenses)
- 4.5. Service providers / Bidders should have at least one office in the area under jurisdiction of any of the districts of state of Delhi, Uttar Pradesh and Haryana (mandatory). Such office must have a valid Registration under Shops & Establishments Act applicable in the State. (Proof document- valid Registration Certificate for the offices in the State of Delhi/NCR).
- 4.6. Service providers / Bidders should have valid Registration with ESI Corporation under ESI Act and should have been allotted with a code number by the ESIC (Proof Document - valid Registration Certificate with Code number from ESIC and Sub code allotted in the State of Delhi, Uttar Pradesh and Haryana (mandatory)).
- 4.7. Service providers / Bidders should have a valid Registration with EPFO under EPF & Miscellaneous Provisions Act 1952 and should have been allotted Registration number. (Proof document- valid Registration Certificate with Registration number of EPFO).
- 4.8. Service providers / Bidders should have Income Tax PAN and should be submitting IT returns for last three years (Proof documents - Copy of valid PAN Card and IT Return Acknowledgement copy for last three years).
- 4.9. Service providers / Bidders should have a Registration for GST and should have been allotted with Registration number (Proof document- Valid Registration Certificate with GSTIN).
- 4.10. Service providers / Bidders should have minimum five years’ experience of providing Security Guard’s services to Public/Private Sector banks / Central PSU / State PSU and should not be disqualified by PSB/PSU for deployment of Guards.(Proof documents- work orders from banks substantiating providing services of Armed and Unarmed Guards since last five years).

- 4.11. Service providers / Bidders should have minimum average annual turnover of not less than 05 Crores for last three Financial Years i.e. FY 2023-2024, FY 2024-25 and FY 2025-2026 (provisional) duly certified by CA. (Proof documents- CA certificates for last three Financial Years).
- 4.12. Service providers / Bidders should be in profit in the last three financial years (proof documents, Audited Balance sheet and P & L statement for each of the last three financial years. FY 2023-24, 2024-25, 2025-26 provisional).
- 4.13. Exemptions to eligible MSEs as per govt guidelines will be applicable on production of valid documents (Proof Documents: NSIC, Udyam Registration Certificate).
- 4.14. Service providers / Bidders should have their own infrastructure for training and firing practice of their Security guards. Otherwise, tie-up arrangement with PSARA registered training establishments provided if, PSARA applicable in the State(s) permits such tie-up arrangement for training (Proof documents- Registration Certificate of training establishment under Shops and Establishments Act for own training facility/documents substantiating tie-up arrangement with PSARA registered training establishment. **Annual Training Certificate, which were issued to Guards for last three years. Also, copy of allotment order of Firing Range for last three years** towards proof of having conducted Annual Firing Practice for Armed Guard.)
- 4.15. Service providers / Bidders should have at least one office in Delhi, Uttar Pradesh and Haryana (mandatory). The office should be equipped with landline telephone & email facility and the office should be physically manned during the office hours on all working days. The office should be in existence before the date of publishment of RFP. (Proof Documents - Registration of the office under Shops & Establishment Act applicable in the State, latest landline telephone bill, muster roll/attendance record of the office staff).
- 4.16. Service providers / Bidders should have credible supervisory infrastructure and network in the state (Proof Documents - Muster Roll/Attendance record of supervisory staff with designation, placed with the offices mentioned as per para 4.15).
- 4.17. Service providers / Bidders shall not be owned or controlled by any director or officer/employee of Union Bank of India or their relatives having the same meaning as assigned under Section 6 of the Companies Act 1956 (Proof document- Self declaration by the Director/ Partner/ proprietor substantiating the criteria).
- 4.18. Service providers / Bidders should be complying with Minimum Wages Act 1948 and amendments there to (Proof documents - Copies of Salary slips of at least 15 Guards for May 2026 & Jun 2026 issued to Security Guards (Armed/Un-armed) deployed in area A, B & C of any principal employer viz. Public/Private Sector banks).
- 4.19. Service providers / Bidders should be remitting EPF contributions on-line (Proof documents - Copies of Electronic Challan-Cum-Return (ECR) for the month of May 2026 &

Jun 2026 for same Security Guards (Armed/Un-armed) for whom salary slips are submitted as mentioned above).

- 4.20. Service providers / Bidders should be remitting ESI contributions on-line (Proof documents - Copies of electronic Contribution History Sheet (CHS) for the month of May 2026 & Jun 2026 for same Armed/Unarmed Security Guards for whom salary slips are submitted as mentioned above).
- 4.21. Service providers / Bidders should be remitting net salary to security guards' Bank Account (Proof documents - Copy of security guards Bank Account passbook/statement indicating credit of the net salary for the months of May 2026 & Jun 2026 for same Armed Security Guards for whom salary slips are submitted as mentioned above).
- 4.22. If any of the Director /Partner /Proprietor of the Service providers / Bidders is convicted by any Court/Competent authority OR facing criminal proceedings under the law of the land, Bank reserves all rights to reject offer from such Service providers / Bidders. Affidavit in this regard is to be submitted by the Director/ Partner /Proprietor as per given format. The same should be signed by Director/ all Partners/ Proprietor only. Failure to submit the affidavit as per given format will disqualify the bid.

5. BID SYSTEM

- 5.1. The tenders shall be submitted in only one sealed envelope. The envelope shall be marked as "Pre-qualification cum Technical Bid - for Empanelment of Private Security Agencies for providing Security Guards Services" shall contain pre-qualification application and necessary documents / credentials, tender document and Non-returnable DD/Pay order of Rupees 2500.00 as Tender Document fee in the form of DD/Pay order favoring 'Union Bank of India' and payable at Delhi.
- 5.2. Envelope (Pre-qualification cum Technical Bid) will be opened on the due date of opening.
- 5.3. Envelope should be submitted to Chief Manager (Operations), Zonal Office Delhi by due date. Details of Firm viz Name, contact person, contact number, email id etc be mentioned on the cover of the envelope.
- 5.4. The bidder must use only the tender forms/formats given in this tender document. Tender, which will not be submitted in given format or by any other mode shall be summarily rejected.
- 5.5. Bidders are advised not to make any alteration/modification in this tender documents, Item of work or in any respect whatsoever. Violation of this requirement will make the Bid liable for rejection.
- 5.6. In case of postal delivery, the Bidder must ensure that tender is reached before the due date and time. The bank will not be responsible for damage in the transit and delay of receipt of tender, if any or sent by a special messenger. Tender received late shall be rejected.

- 5.7. Bidder should note that correct address/telephone numbers/email ids should be given in Technical Bid. Bank reserves all rights to choose any of the above-mentioned means of communication to communicate with bidders. Following data of the bidder should be super scribed on Sealed Bid: -

Name of Firm:-
Contact Person:-
Contact numbers:-
Email ID:-
Address of the Firm:-
Details of Tender money: -
Details of EMD:-

6. TENDER COST

Cost of participating in tender is Rupees 2500.00 (non-refundable) and should be submitted along with Technical Bids in the form of DD/Pay order, favoring 'Union Bank of India' payable at Delhi.

7. EARNEST MONEY DEPOSIT

- 7.1. Earnest Money Deposit of Rs. 20,00,000/- (Twenty Lakhs only) per bid, in the form of a demand draft/pay order issued by a scheduled commercial bank other than clientele bank, favoring Union Bank of India, payable at Delhi must be submitted along with the Offer. Bid security (EMD) is to be submitted by all bidders except Micro and Small enterprises (MSEs) as defined in MSE Procurement policy issued by Department of Micro, small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization of the concerned Ministry or Department.
- 7.2. EMD will be Rs. 20,00,000/- (Twenty Lakh only) per Bid . Offers not accompanied with Earnest Money Deposit will not be accepted. EMD of unsuccessful bidders will be returned to them within 10 days of completion of empanelment process. EMD amount will be forfeited if, having been selected by the Bank for the empanelment, the vendor refuses to accept any contract or having accepted the contract, fails to carry out his obligations mentioned therein. No interest will be payable on the Earnest Money Deposit. The Earnest money paid by the successful Bidders will be released only after finalization of contract and submission of Performance bank guarantee. In case of bidders are registered with MSE, they are eligible for waiver as per Govt guidelines. However, they need to present valid MSE Certificate/other mandatory Certificate as per Govt guidelines (original for verification) clearly mentioning that they are eligible for waiver of EMD/tender fees.

7.3. The Earnest Money Deposit will be forfeited if the Private Security Agency: -

- 7.3.1. Withdraws its bid during bid validity period.
- 7.3.2. Refuses to honor commercial bid submitted by the bidder. Bank reserves the right to place order onto Private Security Agency based on prices quoted by them.
- 7.3.3. Refuses to accept work order or having accepted the work order, fails to carry out his obligations mentioned therein.
- 7.3.4. Refuses to submit performance bank guarantee on finalization of contract.

8. TECHNICAL BID OFFER (TO)

The Technical Bid Offer (TO) should be complete in all respects and contains all information asked for in this document. It should not contain any price information. The Technical Bid Offer should comprise of the following:

- 8.1. Covering letter on the prescribed format Annexure I.
- 8.2. DD/Pay Order for Rs.2500.00/-i.e., Cost of RFP Forms.
- 8.3. Earnest Money Deposit of Rs. 20,00,000/-.
- 8.4. All other supporting documents in respect of requisite terms and conditions of the bank.

9. SELECTION OF SECURITY AGENCIES FOR EMPANELMENT

All security agencies/Bidders qualifying minimum qualification criteria and have satisfactory feedback as mentioned in this document will be empaneled for 3 years. However, depending upon qualifying criteria maximum 10 agencies for all five Regions will be selected/empanelled for further award of work by respective Regional Offices/branches as required after calling price Bids on GeM. Bank will seek confidential feedback as mentioned in Annexure V from the clients of participating Agencies. The confidential feedback will be in quantitative format and will be scoring marks out of 100. Feedback received from Clients will be arranged in order of merit , maximum 10 agencies will be empanelled. To ensure transparency, Feedback from any office of Union bank of India will not be considered for evaluation. In case of tie in marks between two or more firms, PSA receiving more number of feedbacks from clients (i.e. agency receiving 3 confidential feedbacks will be given priority over agency receiving 2 confidential feedbacks) will be given preference. In case of another tie during selection, 6th PSAs may be selected for empanelment.

10. NO ERASURES OR ALTERATIONS

Details must be completely filled up. Corrections or alterations, if any should be authenticated. No request for alterations/erasures will be entertained after submission of Bids under any circumstances.

11. AGREEMENT BETWEEN THE PSA AND THE BANK

Before providing outsourced security guards service (Armed/Unarmed), the empaneled PSAs will have to execute an Agreement at their own cost with individual branches on non-judicial Stamp Paper (as applicable under stamp act or other laws as applicable or as per state norms) as per Terms & Conditions mentioned in Annexure-VI. It is understood that the bidders, who are willing to offer their Security Guards' services in response to this RFP have read all the terms and conditions given at Annexure-VI and have agreed to all the Terms & Conditions without any modifications.

12. VALIDITY OF OFFER

The offer should be valid for period of six months from the last date for submission of the offer.

13. EVALUATION PROCESS

The technical bids shall be evaluated in stages given below:

13.1. Stage I

15.1.1. Technical bids from bidders not accompanied with Demand Draft/cash receipt for cost of RFP and Demand Draft for EMD shall be summarily rejected except for bidders claiming exemption on Cost of RFP & EMD who are registered with National Small Industries Corporation (NSIC), provided proof document for registration is submitted.

15.1.2. The registration with NSIC of bidders claiming exemption shall be verified with NSIC based on the original proof documents and if found ineligible for such exemption, the tender of such bidder shall be summarily rejected.

13.2. Stage II

15.2.1. Bidders qualifying Stage-I shall be evaluated against the stipulated minimum eligibility criteria purely based on proof documents submitted. Proof documents submitted along with the tender shall be considered as the final & conclusive proof and the Bank shall not call for any further documents.

15.2.2. A comparative chart capturing information on compliance of minimum eligibility criteria as per proof documents shall be prepared and evaluated.

15.2.3. Offers not complying or adhering with any of the minimum eligibility criteria or not submitting proof documents shall not qualify this stage.

13.3. Stage-III

- 15.3.1. Veracity of documents/facts of Bidders qualifying Stage-II will be further evaluated/verified through site visits to the offices/training establishments/tie-up arrangements of the bidders.
- 14.3.2. Feedback from reference sites as indicated in the Annexure V of RFP (tender document) by the bidders will be obtained in writing and evaluated. Bidder is required to submit minimum three reference site details as per Annexure V of the tender document. Out of four reference site details, the bidders should quote at least 2 reference sites from Delhi/Delhi NCR. Bank will obtain Quantitative confidential feedback from the clients (Principal employers) and will prepare an order of merit based on the average score of assessment and other prequalification criteria mentioned in this document. Bidder with high score will be given preference for empanelment.
- 14.3.3. A comparative chart shall be prepared to capture the details of verification carried out during site visit & feed back obtained from reference site.
- 14.3.4. Bidders with unsatisfactory feedback from reference sites or documents/facts not found in order on verification as per stipulated criterias or Labour Acts/Rules applicable shall not qualify this stage.
- 14.3.5. Bidders qualifying this stage shall become eligible for empanelment and approval from competent authority shall be obtained for empanelment of the qualifying PSAs for three years. PSAs empanelled will be informed accordingly.

14. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

15. ORDER CANCELLATION

- 15.1. If the selected PSA fails to deploy their Security Guards within the stipulated time schedule or the extended date communicated by the Bank, the Bank reserves all rights to cancel the order and forfeit the Earnest Money Deposit/Bank Guarantee.
- 15.2. During contract period if the PSA violates either terms and conditions mentioned in RFP or the agreement given in annexure VI first party will have the right to cancel the contract with 30 days' notice period.

16. QUALITATIVE REQUIREMENTS (QR) FOR SECURITY GUARDS (ARMED/UN-ARMED)

The following guidelines shall be adhered while outsourcing Security Guards (Armed/Un-armed) through the contracted PSA(s) for Branches/ATM sites/Offices:

- 16.1. Security Guard (Armed) should be either ex-servicemen of Indian Armed Forces or ex-paramilitary personnel or ex-CAPF or ex-State Reserve Police Forces.
- 16.2. Security Guard (Unarmed) shall be deployed at ATM/Office sites. Age of the Security Guard (Armed/Unarmed) at the time of first deployment should not be above 52 years.
- 16.3. Security Guard (Armed) should have been released from his parent service in medical category SHAPE-I or equivalent and be medically fit in all respects at the time of deployment. Their medical fitness will be considered as per medical fitness certificate from Registered Medical Practitioners with qualification not less than M.B.B.S., as produced for verification by their employer, i.e., the PSA. The Guards should be literate, mentally sound and possess good physique to perform all duties of Guard assigned by the bank.
- 16.4. Security Guard (Armed/Unarmed) should perform their duty for eight hours per shift per location. Weekly off shall be provided after every six working days. PSA has to arrange for reliever of Security guards in case of absence of guard/s. The reliever should be paid as per minimum wages even if that payment is not mentioned in the bid. If the Agency is unable to provide the reliever, the wages will be deducted for that number of days. If this absenteeism continues for more than three days. The work will be given to other agency.
- 16.5. Security Guard (Armed/Unarmed) shall perform duty in proper uniform and should be in possession of photo-identity card provided to them by their employer i.e., the PSA.
- 16.6. Security Guard (Armed) deployed at branches shall perform duty with their own or the PSA's firearms held under a valid arms license. The Bank will not take the responsibility for the safe custody of the firearms and its ammunition.
- 16.7. The place of duty for the Security Guard (Armed) in the branch should be generally at the entrance or at a vantage point. The guard should not be seen sitting during the business hours.
- 16.8. The duty of the Security Guard (Armed) is to keep a watch over persons visiting the branch for the purpose of safety & security and guard against infiltration and against removal of bank's property by any unauthorized persons AND/OR to watch and guard, as against above, the movement of cash from one place to another whether inside or outside the Bank.
- 16.9. At any point of time, if it is found that the guard on duty is not wearing proper uniform as prescribed or not reporting on duty in time, the bank will be at the discretion of withdrawing washing allowance and conveyance allowance paid to the guard on case to case basis.
- 16.10. The Security Guard (Armed)) while performing duty shall use his firearm only for his right to private defense as provided u/s 96 to 106 of the Indian Penal Code.

- 16.11. The services of Security Guard (Armed) may be utilized for escorting cash remittances in areas not serviced by our own currency chests and in areas where outsourced cash van services have not been made available, strictly complying with the armed escort norms for cash remittance stipulated from time to time by the Bank. Armed Guards will not be entitled for any allowances for Cash remittance functions.
- 16.12. Selected PSAs have to submit monthly compliance data as Wage sheet, copy of ECR of EPF subscription, CHS of ESI subscription and other concerned data pertaining to compliance of Minimum wages, law and other obligations, as and when asked at a place decided by the Bank. If the PSA fails to produce asked data within stipulated time or the time extended by the bank, it will be considered as breach of contract and the PSA shall be de- empaneled.
- 16.13. PSAs have to arrange for drinking water and first aid box at the site of deployment complying with the labour laws.
- 16.14. PSA shall be bound to follow all obligations pertaining to compliance of Labour Laws as and when applicable as per notifications issued vide Govt of India, Ministry of Labour and employment or other enforcement agencies/departments.
- 16.15. PSA will ensure that Security Guards deployed in branches will open saving bank account with the Union bank of India branch / where the guard is deployed. Payment to Guard by the PSA will be made only through Union Bank of India account. PSA will not pay salary of Guard in cash/cheque or any other similar kind of modes. If the PSA will not comply with this criterion, payment to PSAs will not be released by the branches.
- 16.16. Uniform and liveries shall be supplied by the agency for their Security Guards on duty. Details of Uniform and Liveries should be submitted along with Technical documents as per Annexure III of this document. There shouldn't be any deviation in the uniform details as submitted in technical tender. The Uniform should not have resemblance with any uniform used by Security forces/ Paramilitary or police.
- 16.17. Confidential feedback will be obtained from Clients of vendor as per format of the bank. The feedback may be obtained on quality of manpower, supervisory infrastructure, training and firing practice and other operational parameters.

17. CHARACTER & ANTECEDENT VERIFICATION

Before deployment of their deploy Security Guard (Armed/Unarmed), the PSAs should arrange for verification of the antecedents of the guards by the police and such valid police verification certificate by the police should be submitted by the PSAs to the Bank before deployment of the guards.

18. PAYMENTS RELATED TERMS AND CONDITIONS

No Advance amount will be paid to the PSA. Monthly payment to the PSAs shall be made by the respective Branches/Offices where outsourced Security Guard (Armed/Un-armed) is deployed, adhering to the following:

18.1. Payment shall be made to the PSA's Bank Account through online/NEFT/RTGS mode only as per the rate approved by Regional Office and on production of monthly bill every month.

18.2. The monthly bill should indicate monthly rate, number of Security Guard (Armed/Un-armed) deployed, total monthly charges, applicable GST separately and their Bank account & GST details. The bill should be submitted along with following documents: -

20.2.1. Monthly attendance record of guards deployed.

20.2.2. Previous month's wage slip, ECR for EPF, CHS for ESI and guard's Bank Account statement/passbook copy indicating credit of net salary of previous month for the guards deployed.

20.2.3. Monthly payments to PSAs shall not be centralized to RO level under any circumstances.

19. COMPLIANCE WITH CONTRACT LABOUR ACT

The selected PSAs shall comply with all provisions of the Contract Labour (Employment & Regulation) Act and Rules made thereof as applicable to them. If it comes to notice of Bank/branch that the PSA is not complying with any of the Labour Law, Banks reserves all rights to terminate the contract by giving 30 days notice. The PSA shall submit an Affidavit on non judicial stamp paper of value (as per Government guidelines) as per Annexure IV.

20. For further clarifications if any, you may contact the following address

The Chief Manager (Operation),
Zonal Office,
Union Bank of India,
4th Floor, B-Tower
World trade Centre,
Nauroji Nagar
New Delhi-110029

21. GOVERNING LAW AND DISPUTES

- 21.1. The provisions of this tender shall always be subject to government notifications, any rules/ guidelines that may be in force from time to time.
- 21.2. All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these tender documents or breach thereof shall be settled amicably. However, if the parties are not able to solve them amicably, the same shall be referred to the sole arbitrator mutually agreed by the parties. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliations Act, 1996 (26 of 1996) or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The award of the arbitrator shall be final and binding on the parties. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.
- 21.3. During the arbitration proceedings the vendor shall continue to work under the contract unless otherwise directed in writing by the bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.
- 21.4. The venue of the arbitration shall be Zonal office Delhi.
22. Registered Companies / Partnership Firms/ Proprietary firm interested in our proposal for deployment of Security Guards (Armed and Un-armed) conforming to the aforesaid terms and conditions may send their offers to our Zonal Office, Delhi on the below mentioned address, latest by the last date & time for submission of offers.

The Chief Manager (Operation),
Zonal Office,
Union Bank of India,
4th Floor, B-Tower
World trade Centre,
Nauroji Nagar
New Delhi-110029

AGM (Operation)

Annexure - I

(Letter to the bank on the Supplier's letterhead)

To

AGM (Operation),
Zonal Office,
Union Bank of India,
4th Floor, B-Tower
World trade Centre,
Nauroji Nagar
New Delhi-110029

Dear Sir,

Sub: Submission of Bid for deployment of Security Guards

With reference to your tender notice published in News papers and the RFP published on your website ref: **ZODEL:SEC:TENDER:PSA:2026-27** dated **27.07.2026** having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the supply of Security Guards Services as detailed in your above referred RFP.

1. I / We confirm that we have not been disqualified by any PSUs/PSB for deployment of Guards.
2. I / We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.
3. We also confirm that the offer shall remain valid for six months from the last date for submission of the offer.
4. I / We hereby confirm that we have read the terms and conditions given in this RFP and agree to them.
5. I / We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.
6. I / We enclose herewith a Demand Draft/Pay Order for Rs. _____ (Rupees _____ only) favoring Union Bank of India and payable at Delhi, towards cost of RFP Form, details of the same are, as under:

Demand Draft/Pay Order No. :
Date of Demand Draft/Pay Order :
Name of Issuing Bank :

7. I / We enclose herewith a Demand Draft/Pay Order for Rs. _____ (Rupees _____ only) favoring Union Bank of India and payable at Delhi, being the EMD, details of the same are, as under:

Demand Draft/Pay Order No. :
Date of Demand Draft/Pay Order :
Name of Issuing Bank :

8. I / We agree that the decision of Union Bank of India, ZO delhi in selection of PSAs will be final and binding to me / us.
9. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
10. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.
11. I/We (Proprietor/ all partners) are not convicted or facing any criminal proceedings in Court/competent authority under Law of the land.
12. I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, any contract made between ourselves and Union Bank of India on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

Place.

Date.

Yours faithfully,

Authorized Signatories

(Name & Designation, seal of the firm)

Annexure - II

(Letter to the bank on the Supplier's letterhead)

BIO - DATA OF VENDOR / FIRM

1. a) Name of the Firm :
- b) Address :
- c) Telephone Nos.
Office :
Residence :
Mobile :
Fax :
e-mail :
2. a) Whether Proprietary/Partnership/ Pvt. Ltd. / Public Ltd. :
(Certificate of Registration / Partnership Deed to be enclosed).
- b) Name of the Partners, Directors :
i)
ii)
- c) Year of establishment :
3. a) Registration with Tax Authorities at Head Office Location:
i) Income Tax (PAN, TAN) No. :
ii) Service Tax no. :
iii) EPF Regn. No. :
iv) ESI Regn. No. :
v) Shops & Establishments Act. :
vi) Private Security Regulation Act 2005/09 :
PASARA
vii) Labour Licence :
viii) ESI sub code Regn. No in Delhi, Uttar Pradesh, Haryana:
Enclose all concerned certificates.
- b) Registration with Tax Authorities in Delhi, Uttar Pradesh, Haryana:
i) TIN/ VAT No.,
ii) Service Tax No.,
iii) Shops & Establishments Act.
iv) GST No
Enclose all concerned certificates
- c) Address, Cel./Tel. Nos. of Offices/Branches in Delhi/Delhi NCR and Nos. of Employees, Designation, posted at each locations:

Name, Address & Tel. / Cel. Nos. of Centers	Nos. of Employees at each Center	Names of Employees	Designation

Enclose all concerned certificates.

4. Names of the Bankers with address & telephone numbers:

i)

ii)

5. Furnish copies of **Audited Balance Sheet** and **Profit & Loss A/C** for the last 3 years i.e. **2023-24, 2024-25 and 2025-26.**

6. **Empanelled** with Govt. / Public Sector Banks - (Certificates/Letters of Registration to be enclosed)

Name of the Organization	Year since empanelled

7. Give details if at present involved in **litigation** in similar type of contracts:

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date completion of work	Value Rs.

8. Details of civil suit, if any, that arose during execution of contract in the past 10 years. :

9. Specify maximum value of single value project executed during the last three years. :

10. Name & relation, if any, with the staff member of Union Bank of India. :

11. Details of **Work Executed** during the last **5 years**:

Type of work	Name of Client	Nature of work (in brief)	Location	Value Rs.	Duration of actual deployment	If work incomplete or terminated (give reasons)	left or (give)

--	--	--	--	--	--	--	--

Note: Enclose copies of Work Orders/Client Certificate, TDS Certificate, satisfactory Completion Certificate from Clients.

12. List of name/s of partners & employees responsible for Delhi South, New Delhi, Delhi North, Gurugram and Ghaziabad regions.

Name	Qualification	Experience	Particulars of work done	Employed in your firm since	Value of work done

13. **Turnover in last 3 years (Rs.in lacs):**

Sr. No.	Year	Turnover	GST Paid	ESI paid	EPF paid
1					
2					
3					

Note: Copies of Tax Returns & Assessment Orders, for each year to be enclosed.

NOTE:

- Without copies** of DOCUMENTS, Certificates of Registration, Performance Certificates, Work-Orders, Details, Credentials, Supporting Documents, etc., duly stamped and signed, your **application is liable to be rejected without assigning any reason.**
- Details to be filled up in all columns.
- Attach additional sheet wherever required.

Miscellaneous details

01. Details of Uniform

Describe the Uniform and liveries which will be used by the agency during the contract period in detail. There shouldn't be any deviation in the uniform details submitted in technical tender. (It should not have resemblance with any uniform used by Armed forces/ Paramilitary or police.) Explain

02. Details Of Training and Firing Practice facility (Attach certificate regarding conduct of Firing practice in last 3 years) :

03. Details of Security Supervisory Staff

Sr.No	Name	Qualification	Post Held	Experience

Annexure IV

Affidavit (to be submitted on judicial stamp paper (of value as per Government norms) and should be duly signed by the Director/s /all Partners only)

I (Name of Director/Partners), s/o
.....,
Resident of
.....
.....
.....
.....(Permanent Address) is the Owner/Partner/Director of Private Security Agency M/S.....

The Firm/Company is registered under Private Security Agencies (Regulation) Act 2005 under state..... and the license is valid in area..... till date..... (Copy of PSARA license attached). The firm/Company is **in/Not in** (tick whichever is applicable) possession of a valid Labour License for provision of watch and ward Casual/Contract Labour from the office of the concerned Labour department in accordance with the Government orders on the subject.

On behalf of the Private Security Agency M/S.....I undertake the following: -

1. That the payments will be made to all the guards deployed at the Branches of Union Bank of India under Jurisdiction of RO Delhi South, New Delhi, Delhi North, Gurugram and Ghaziabad as per minimum wages as applicable to the area and as revised from time to time by the Labour department, and as per minimum wages act 1948.
2. That Employee's provident fund (EMPLOYER AS WELL AS EMPLOYEE) contribution will be deposited to the concerned authorities as per employees' provident and miscellaneous provision act 1952 in respect of our guards deployed at the branches of Union Bank of India under Jurisdiction of RO Delhi South, New Delhi, Delhi North, Gurugram and Ghaziabad.
3. That ESI contribution (on the BASIC+VDA) will be deposited to the concerned authorities as per employees' State insurance act 1948 in respect of our guards deployed at the branches of Union Bank of India under Jurisdiction of RO Delhi South, New Delhi, Delhi North, Gurugram and Ghaziabad.
4. That the bonus will be paid to all our guards as per bonus act 1965 in respect of guards deployed at the branches of Union Bank of India under Jurisdiction of RO Delhi South, New Delhi, Delhi North, Gurugram and Ghaziabad.
5. That the gratuity will be paid to the security guards deployed at the branches of Union Bank of India under Jurisdiction of RO Delhi South, New Delhi, Delhi North, Gurugram and Ghaziabad as and when they become eligible for such payment under the relevant law.

6. That all the guidelines will be followed as stipulated from time to time by Ministry of Labour and Employment.
7. That the firm will be solely responsible for any Non-compliance to Minimum wages Act 1948 and other Labour laws and rules applicable in the state of Uttar Pradesh.
8. That the firm will be solely responsible for any dispute arising out of the appointment/termination of services of the armed guards deployed in the branches of our bank.
9. That the PSARA license of the firm is valid for the period of contract i.e. from to
10. That I/We
.....
name of Director/ all Partners are not convicted or facing any criminal proceedings in Court/competent authority under Law of the land.

Signature of Director/Partners
With name and Seal

Date:
Place:

Annexure V

REFERENCE SITE DETAILS

Name of the Public/Private sector Bank	
Address of the bank's Central/Zonal/Regional Office	
Name, designation of contact person with telephone No. and e-mail id	Name: Designation: Landline No.: Cell No.: E-mail id:
Details of Security Guards deployed in last 3 years (Ref. No., date of order and quantity)	

Reference site details of more than 4 clients be given in above mentioned format for which additional sheet may be used.

Note:-

1. Please mention all asked data as mentioned above including contact details. Email id should be from bank's/firms domain only. Emails from gmail, rediffmail and other similar domains will not be accepted under any circumstances.
2. Confidential feedback (Quantitative) from the clients will be undertaken from mentioned email id/Physical mail/courier only.
3. It should be ensured that contact details of genuine officer, posted in Client office should be submitted. If required bidder to obtain updated contact details and submit. Reference site details of 3 clients of bidders should be given in above format for which additional sheet may be used. In case positive feedback from at least two reference sites is not received within 10 days of our communication, the feedback will be considered unsatisfactory. It shall be ensured that at least one reminder (at least 05 days after initial correspondence) be sent to concerned clients. The confidential feedbacks received will be averaged for each bidder/agency and will be arranged in order of precedence (Agency scoring high marks will be on top and that on lower score will succeed). Refer Para 10 for details. Tender committee reserves all rights to consider single feedbacks if sufficient response (2 feedbacks) for more than 3 qualifying vendors are not received.
4. Bank shall ask confidential feedback from the clients as per list given by the bidder. More the number of positive feedbacks received from clients, it shall be considered that the vendor has given good services and the same weightage will be given in short listing of bidders.
5. If poor or unsatisfactory feedback is received for any vendor from reference site details or from any other sources, the bid shall not be considered for empanelment. No complaint in this regard will be entertained under any circumstances.
6. Reference of only those clients will be considered, where the bidder has deployed more than 15 Security guards including armed and unarmed Security Guards.
7. To ensure transparency, confidential feedback from Union Bank of India will not be considered for evaluation and thus the bidder should not provide reference site details from any Regional office/office of Union Bank of India.
8. Confidential feedback will be obtained from Clients of bidders as per format of the bank. The feedback may be obtained on quality of manpower, supervisory infrastructure, training and firing practice and other operational parameters.

AUTHORISED SIGNATORY

Annexure VI

AGREEMENT

PROVIDING/OBTAINING SECURITY GUARD (ARMED/UNARMED) SERVICES

This Agreement is entered at _____ (Place) on the ____ day of _____ between Union Bank of India, _____ (Branch/Office) at _____ (Address) represented by its attorney Shri _____ hereinafter referred to as the First Party

AND

The Private Security Agency(PSA) M/s. _____ represented by its _____ (designation), Mr./Mrs./Ms. _____ (name) and having its office at _____ (address) hereinafter referred to as the PSA which expression shall wherever the context so admits, means and includes his legal representatives, successors & assignees as the Second Party.

Whereas the First Party requires the services of a Second Party for safeguarding its properties and assets.

Whereas the PSA, providing security guards(armed/unarmed) services has agreed to provide Security Guards (armed/unarmed) (Strike out whichever is not applicable), hereinafter referred to as "PSA's Employees" to the First Party as per the First Party's requirements and terms & conditions of the RFP.

Whereas the PSA and the First Party have agreed to enter into a service contract for a period of _____ months w.e.f. _____ till _____ which shall be deemed to be automatically terminated thereafter unless renewed by the First party for the purpose of obtaining security guards services on the terms and conditions as mentioned hereunder.

Now therefore this agreement witnessed as under:

1. The PSA declares that the PSA is in possession of the valid license issued under Section 7 of the Private Security Agencies (Regulation) Act 2005 and the PSA further undertakes that the license will be renewed from time to time and will be valid during the entire period of the Agreement, failing which this agreement shall stand automatically cancelled and the First Party shall not make any payment.

2. PSA shall ensure that ____ No. of Armed Guards/Security Guards possessing the required skill and training shall be deployed at the branch/office/ATM (Strike out whichever is not applicable).The PSA's Employees shall not be more than 52 years of age at the time of first deployment.

3. The PSA hereby undertakes to abide by the requirements of eligibility criteria and physical standards for the PSA's employees and their training as prescribed in the Private Security Agencies (Regulation) Act 2005, the Rules framed there under and the amendments there to.

4. The PSA shall ensure that all the PSA's Employees are subjected to basic security and weapon handling training & periodic refresher training programme on regular basis at its own cost. The PSA shall ensure that the PSA's Employees who are deployed as Armed Guards have undergone

firing practice and test fired their weapon at least once during the currency of this agreement and submits necessary proof of firing carried out to the First Party.

5. The PSA shall ensure that the PSA and their employees deployed with the first party shall comply with all obligations, conditions and restrictions regarding uniform, photo identity card, etc., stipulated in the Private Security Agencies (Regulation) Act 2005 and Rules framed there under.

6. If the State Law requires the registration of the PSA with the Welfare Board of Security Guards or any such other Board constituted under the State law, completion of such registration shall be ensured by the PSA before deploying their employees with the first party.

7. The PSA's Employee, who is an Armed Guard, shall have a licensed firearm, acceptable to the First Party, provided by the Agency or issued in his personal name either for 'Property Protection' or for his 'Self Protection'. A license issued for any purpose other than above shall not be acceptable. The PSA shall also ensure that the Gun License of the PSA's Employees remains valid as per State laws throughout the currency of this agreement. The custody of the firearms and its ammunition shall be the sole responsibility of the PSA or the PSA's Employees and the First Party shall not be liable for the safe custody of the firearms and its ammunition.

8. The PSA agrees that the duty of the deployed security guard (armed/unarmed) is to keep a watch over persons visiting the branch/office or ATM for the purpose of safety & security and guard against infiltration and against removal of bank's property by any unauthorized person AND/OR to watch and guard as above the movement of cash from one place to another whether inside or outside the Bank. The PSA further undertakes that he has briefed the PSA's employee, who is an Armed Guard in writing that the guard shall use his firearm only as his right to private defense as provided U/s 96 to 106 of the Indian Penal Code.

9. The PSA shall ensure that the PSA's Employees shall be conversant with the use of Fire Extinguishers and shall take necessary action in case of activation of Fire Alarm System or in case of a fire in the branch/office.

10. 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 & Aadhaar Identify Proofs.

11. The PSA shall ensure that the PSA's Employees function under general directions of Branch Manager / Authorized Official and perform duty according to the duties given in the Annexure to this Agreement. The PSA shall also ensure that the PSA's Employees deployed at branch/office/ATM have read & understood their duties.

12. 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) initially and replace the same periodically as and when required. At no point of time the uniform or its liveries should be faded/untidy/torn.

13. Before deployment of their employees, the PSA shall arrange for verification of antecedents of all the PSA's Employees by the police and such Police verification Certificates shall

be submitted to the First Party before deployment of Security Guards or their subsequent relievers.

14. PSA's Employees shall be medically fit, mentally sound and possess good physique and not be suffering from any contagious / major diseases. Wherever required by the First Party, the PSA will provide literate PSA's Employees to perform the assigned duty efficiently.

15. The PSA will change the PSA's Employee immediately on instructions from the First Party if the performance/behavior of that particular PSA's Employee is not acceptable or if found physically/medically unfit and the decision of the First Party will be final in this regard.

16. 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 consume tobacco, alcohol or other intoxicants or be found in an inebriated state or smoking during the duty hours.

17. A PSA shall ensure that no familiarity develops between the PSA's Employees and the First Party 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 First Party.

18. A Security Supervisor will be detailed by the PSA. Such security supervisor shall report to the concerned branch/officer in-charge/official at least once a week for the purpose of briefing /debriefing. He must carry out checking of guards wherever deployed for alertness on regular basis as instructed by Branch/Office. First party will not be liable for any separate payments for this arrangement and the cost of such supervisory arrangement shall be borne entirely by the PSA at its own end.

19. The PSA shall ensure that at no point of time during the prescribed duty hours, the PSA's Employee will be on leave or absent from his place of duty without a reliever and that they shall remain alert during their working hours to prevent theft/pilferage and any other untoward incidents.

20. 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 days of absence will be deducted from the payment due to the PSA.

21. The PSA shall maintain up to-date record of PSA's Employees as per the Shops & Establishment Act and will discharge all obligations under various Labour Laws viz. EPF Act, ESI Act, Gratuity Act, Bonus Act, Workmen's Compensation Act, Contract Labour (Regulation & Abolition Act), etc or under any other State/Union Legislation in respect of PSA's Employees and shall produce these records for verification as when demanded by the First Party.

22. The PSA shall be responsible for all acts of Commission and/or Omissions by its employees leading to loss and/or damage to First Party's employees and/or third Parties and shall meet all liabilities arising out of such Omissions and/or Commissions.

23. PSA shall alone plan, relieve, decide and be responsible for the leave or absence of the PSA's Employees on any grounds and First party shall not in any way be responsible for sanction of leave, etc. to the PSA's Employees.

24. PSA shall maintain proper records /details of the PSA's Employees deployed in the branch/office/ATM of First Party. It shall submit monthly bills to the branch/office by 5th of each month giving details of the PSA's Employees deployed and the payment claimed for each of them. All payments under this agreement shall be made to the PSA by the Bank's branch/office, where the PSA's Employees are deployed on a monthly basis by a crossed cheque/online credit in favour of PSA within four working days of receipt of the relevant bill from the PSA. However, in case of any discrepancy in the bill detected by the First Party, the payment will be released to the PSA within four working days from the date of resolving the discrepancy by the PSA.

25. PSA shall be fully and absolutely responsible for the payment of salary and other statutory dues for/to PSA's Employees like salary/wages, bonus, arrears, overtime, EPF & ESI contributions employment/terminal benefit, compensation or other claims of whatsoever nature to PSA's Employees and First party will not undertake any liability in relation to such matters.

26. The PSA's Employees shall not claim any employment relationship with First party under any circumstances. The PSA shall obtain written undertaking from each of the PSA's employees deployed with the First Party that he is a permanent employee of the PSA and the written undertaking in original shall be given to the First Party's Office, where he is deployed.

27. PSA hereby undertakes to ensure payment of wages to its PSA's Employees in compliance with Minimum Wages Act and other relevant statutes in force and modified/amended or revised from time to time as per enactments of Central/State Governments.

28. 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 First Party shall not be liable to pay any excess amount.

29. The PSA shall pay the monthly wages to PSA's Employees deployed with the First Party by crediting the Savings Bank Account of the PSA's Employees with any bank.

30. PSA shall submit printed receipts for all the payments received from First Party. 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 First Party will make this contract null and void and will result in termination of the deployment of PSA's employees with the First Party with immediate effect and the First Party will not be required to make any payment to the PSA thereafter.

31. First Party shall not make any direct payment of whatsoever nature to the PSA's Employees. All payment payable by First Party in connection with or arising out of this agreement shall be made only to PSA and not to the PSA's Employees.

32. PSA shall also ensure that the PSA's Employees do have their own arrangements for their food, beverages and refreshments.

33. In case of any injury/death of any staff member of First Party or a public member because of firing of weapon of the PSA's Employees for any reason, PSA shall be liable to pay compensation as deemed necessary and become payable to the injured/deceased or their legal claimants. All legal proceedings and expenses towards such incidents/accidents will be borne by the PSA without involving the first party at any stage.

34. In case of any mishap of whatsoever nature (minor / major / fatal including death during the course of their duty) sustained by 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 PSA and not of the First Party. If for any reason, compensations, costs etc., are paid by the First Party, the same shall be reimbursed by the PSA to First Party 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 First Party and upon failure of the PSA to do so, the First Party shall have the right to adjust the monthly bills payable to the PSA towards the amounts payable by the PSA till the entire dues are paid/settled off.

35. In the event of theft, pilferage, damage to property of the First Party or any other loss, the First Party 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 or indirectly 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 First Party and the PSA are conflicting on this point, it is agreed between the parties that the First Party's report shall prevail and be final. Such quantum of loss assessed and payable by the PSA shall be paid to First Party within a month of demand and upon failure of the PSA to do so, the First Party, without prejudice to other recovery measures either through Court of Law or otherwise, shall have the right to invoke the Bank Guarantee in favour of the First Party submitted by the PSA or to adjust the monthly bills payable by the First Party to the PSA towards the amounts payable by the PSA till the entire dues are paid/settled off.

36. Neither the PSA nor any of the PSA's Employees will have any claim against the First Party for any liability arising out of any commission / omissions caused by the PSA's Employees while on duty.

37. The PSA's Employees deployed for the security of the branch/office/ATM 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 First Party. There shall be no relationship whatsoever between the First Party 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 First Party and the PSA shall continue to be their employer.

38. In return for fixed sum/rates, the PSA shall at its own risk & cost provide services of PSA's Employees as per the requirement of the First Party purely on Contractual basis.

39. PSA undertakes to submit a copy of license from the Ministry of Labour, Govt. of India, or exemption certificate from the State Government, for providing security guard services in offices/ATMs of First Party before deploying their employees with the First Party.

40. PSA states and admits explicitly that the work assigned by First Party to it is not perennial in nature and the First Party has the right terminate the assigned work, if in its assessment and opinion, the need for the assigned work ceases to exist. The assignment/engagement is well defined, quantified, time-bound and specified by the First Party to PSA and, in turn, by the PSA to PSA's Employees.

41. PSA shall ensure to submit annual returns to various Authorities and also ensure compliance of all the applicable laws, rules and regulations for which PSA shall be solely responsible.
42. PSA hereby agrees to indemnify and keep First Party indemnified against any loss, damage, compensation, cost etc., that First Party might be required to incur/pay arising out of litigation, non-compliance or breach of statute/s, regulations etc., by the PSA or even otherwise.
43. The First Party as well as the Reserve Bank of India shall have the right to access all books, records and information relevant to the PSA's employees deployed with the First Party 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 First Party.
44. The PSA shall preserve all the data and documents pertaining to their employees deployed with the First Party for not less than three years and shall make them available to the First Party, if and when demanded.
45. The PSA shall not sub-contract the security guards' /armed guards' services provided to the First Party to any third party without the prior approval of the First party.
46. This Agreement can be terminated by either Party at one month's notice in writing. However, if the First Party terminates this Agreement/Contract due to the PSA violating any of the terms of this Agreement or due to non-performance of the terms of this Agreement or due to any negligence on the part of the PSA or PSA's Employees, the First Party shall not be required to give any notice and the Agreement shall stand terminated on the date following the day on which the PSA receives, from the First Party, the intimation about such violation or non-performance or negligence.
47. In continuation of the Clause 46 above, if any of the terms / clauses of this agreement remains violated or non-rectified or not adhered to by the PSA for more than one month even after due notice of such violation or non-adherence, the PSA agrees that apart from terminating the Contract, the First Party will have the right to blacklist the PSA for the next five years and to invoke the Performance Bank Guarantee and forfeit the entire amount covered by the Performance Bank Guarantee as penalty for non-adherence to this agreement / contract.
48. In consideration of the services as stated herein above, First Party agrees to make payment @ of Rs._____ for each Armed Guard / Rs._____ for each Security Guard (excluding taxes) and after deducting TDS (if applicable) to the PSA for each completed month of services or pro-rata thereof.

We the above noted parties have signed this deed of agreement after having understood the contents of this deed on the date and place mentioned above.

(Signature)
Authorised Signatory
For BANK (with seal)

(First Party)

(Signature)
Authorised Signatory
For Private Security Agency (with seal)

(Second Party)

Appendix I of Annexure VI

Duties of Armed Guards at Branch/Office

1. Armed Guard shall perform duty for eight hours on all working days and shall report to the Site 15-30 minutes prior to opening of the branch/shift hours.
2. On starting/ending of duty at the branch/office, the Armed Guard shall inform the Banks Branch Manager/Authorized official about the satisfactorily condition and starting/ending of his duty.
3. Armed Guard shall perform duty only in prescribed uniform provided to him by his employer i.e., PSA.
4. Armed Guard shall check and inform of any damage, accident, pilferages, incident, fire/arson, etc., as also, any defect/malfunctioning of ATM, electrical equipments, lights, AC, etc. to Branch Manager/Authorized official.
5. Armed Guards' place of duty shall be generally near the entrance of Branch: The main entrance outside the main door, from where he can view a part of the banking hall also. At the Office: The Main Gate and at places identified by the Authorized officer from where he can have an overall view of the area.
6. Armed Guard shall not permit any Arms & Ammunition inside the Branch/office by customers/anyone.
7. In case of any UNREST in the area, Armed Guard should close the Main Entrance/Gate and inform the Branch Officials/Authorized official.
8. Armed Guard while performing duty at the branch/office shall keep watch on persons visiting the branch/office and inform Branch Manager/Authorized Officer of any suspicious movement/activity.
9. Armed Guard is to keep a watch over persons visiting the branch/office for the purpose of safety & security and guard against infiltration and against removal of bank's property by any unauthorized person AND/OR to watch and guard as above the movement of cash from one place to another whether inside or outside the Bank.
10. At office site, Armed Guard on duty should allow access to ATM card holders only and permit one ATM card holder inside the ATM at one time.
11. Armed Guard should ensure that the Branch Entrance/office Main Gate is not obscured/blocked by parking vehicles etc. and that parking of Vehicles inside the premises is systematic and no vehicle is parked at unwanted areas/places.
12. In case anybody leaves behind any bag, suspicious item, etc., Armed Guard, on duty, should immediately inform Branch Manager, Security Officer or Police.

13. Armed Guard should interact with customers/office visitors/staff with respect and politeness.
 14. Armed Guard should not leave the place of duty unless properly relieved during duty hours and after duty hours (at offices).
 15. Armed Guard shall check the Electronic Alarm System, CCTV and Fire Alarm System daily and if these systems are found defective at any point of time, he shall report the matter to Branch Manager/Authorized official/AMC Firm for rectification of defects.
 16. Armed Guard shall be conversant with the use of Fire Extinguishers and shall take necessary action in case of activation of Fire Alarm System or in case of a fire in the branch/office.
 17. Armed Guard shall escort cash remittances, as and when required by the branch.
 18. Armed Guard shall perform security related duties only and shall not involve in any other work or banking operations related or any other activity at the Branch/Office.
 19. At Office location Armed Guard shall ensure that there is no misuse of property/equipment by anyone in the premises specially, canteen staff, workers of agencies, etc. and inform authorized official.
 20. At Office location Armed Guard shall ensure that only desired electrical lights in the periphery and inside are kept on during night time and put off during day time.
 21. Armed Guard 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.
 22. Armed guard shall not use his firearm on any occasion except as his right to his private defense as provided u/s 96 to 106 of the Indian Penal Code when, and only if, his life is perceived to be in danger from armed miscreants having the intent of committing crime inside the Branch/Office. This should be amply clarified to the Armed Guard by the Vendor.
 23. Ensure that the premises is clean.
 24. At Office Location the Guard shall be required to issue Visitors Passes (Access Control) and scanning of bags, parcels, boxes, letters, etc. etc. carried by persons entering the office building.
 25. At Office Location the Guard shall be required to man & monitor the CCTV, Access Control, Fire Alarm, PA, Security Alarm System and report to the concerned official at site.
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Appendix II of Annexure VI

Duties of Private Security Guard (Un-Armed) at ATM/Office:

1. Security Guard shall perform duty for eight hours and shall report to the Site 15-30 minutes prior to duty/shift hours.
2. On starting/ending of duty at the ATM/office, the Security Guard shall inform the Branch Manager/Authorized official about the satisfactorily condition and starting/ending of his duty.
3. Security Guard shall perform duty only in prescribed uniform provided to him by his employer i.e., PSA.
4. Security Guard should not leave the place of duty unless properly relieved during duty hours and after duty hours (at offices).
5. Security Guard while performing duty at the ATM/office shall keep watch on persons visiting the ATM/office and guard against infiltration and against removal of Bank property by any unauthorized person and inform Branch Manager/Authorized Officer of any suspicious movement/activity.
6. Security Guards' place of duty shall be generally at the main entrance outside the main door of ATM, from where he can keep vigil also. At the Office: Security Guards' place of duty shall be at places identified by the Authorized officer from where he can have an overall view of the area.
7. Security Guard on duty should allow access to ATM card holders only.
8. Security Guard should permit one ATM card holder inside the ATM at one time.
9. Security Guard shall not permit any Arms & Ammunition inside the ATM/office by customers.
10. In case anybody leaves behind any bag, suspicious item, etc., Security Guard, on duty, should immediately inform Branch Manager, Security Officer or Police.
11. Security Guard on duty should not handle ATM card of customer, for any reason what so ever.
12. In case of any UNREST in the area, Security Guard should close the Rolling Shutter of the ATM/Main Gate at office, and inform the Branch Manager/Authorized officials.
13. Security Guard should interact with ATM users/Customers/office visitors/staff with respect and politeness.
14. Security Guard should ensure that the ATM site/office Main Gate is not obscured/blocked by parking vehicles etc. and that parking of Vehicles inside the premises is systematic and no vehicle is parked at unwanted areas/places.
15. If any apparent defect in ATM or ACs is reported by ATM users, OR malfunctioning/defect in any electrical/other equipment, Security Guard should inform concerned officials immediately.

16. Security Guard shall check the Electronic Alarm System, CCTV and Fire Alarm System daily and if these systems are found defective at any point of time, he shall report the matter to the Branch Manager / authorized officer / AMC Firm for rectification of defects.
17. Security Guard shall be conversant with the use of Fire Extinguishers and shall take necessary action in case of activation of Fire Alarm System or in case of a fire in the branch/office.
18. Security Guard should report any untoward incident to Branch Manager/Branch officials/Authorized bank official and PSA supervisors immediately.
19. Security Guard 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.
20. At Office location the Guard shall ensure that there is no misuse of property/equipment by anyone in the premises specially, canteen staff, workers of agencies, etc. and inform authorized official.
21. At Office location the Guard shall ensure that only desired electrical lights in the periphery and inside are kept on during night time and put off during day time
22. Security Guard shall perform security related duties only and shall not involve in any other banking operations related or any other activity at the ATM/Office.
23. Ensure to keep the premises clean.
24. At Office Location the Guard shall be required to issue Visitors Passes (Access Control) and scanning of bags, parcels, boxes, letters, etc. etc. carried by persons entering the office building.
25. At Office Location the Guard shall be required to man & monitor the CCTV, Access Control, Fire Alarm, PA, Security Alarm System and report to the concerned official at site.

Annexure VII

Performance Bank Guarantee

Guarantee No.: _____

Date: _____

In consideration of the Union Bank of India, Regional Office, having its Office at (Hereinafter referred to as the 'First Party' which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having selected and intimated M/s. ----- (Name of PSA) having its registered office at ----- (Name & Address of Vendors H.O.) (Hereinafter referred to as the "Second Party" which expression shall unless repugnant to the context of meaning thereof, include its successors, administrators, executors and assigns), by means of letter No. ----- dated ----- for providing the services of Security Guards and Armed Guards at its ATMs / Branches, the Second Party has agreed to furnish a Bank Guarantee valued at Rs. _____ (Rupees _____ only) to keep the "First Party" indemnified from time to time for any breach of terms of the "Agreement" the Second Party is to enter with any of the branches/offices of the First Party.

We ----- (Name and Address of Bank) (hereinafter referred to as the 'Bank' which expression shall, unless repugnant to the context or meaning thereof, include the successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the "First Party", on demand any and all moneys payable by the "Second Party" to the extent of Rs. _____ (Rupees _____ only) as aforesaid at any time up to _____ (Date), without any demur, reservation, contest, recourse or protest and without any reference to the "Second Party". Any such demand made by the "First Party" on the 'Bank' shall be conclusive and binding notwithstanding any difference between the "First Party" and "Second Party" or any dispute pending before any court, tribunal or any authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the "First Party" and further agrees that the guarantee herein contained shall continue to be enforceable till the "First Party" discharges this guarantee. The Bank shall not be released of its obligations under these presents by any exercise by the "First Party" or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

We _____ the bank further agree that the "First Party" shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the Agreement entered into between the "First Party" and the "Second Party" for providing security guards for the "First Party" or to extend time of performance of its obligation by the "Second Party" from time to time or to postpone/forbear for any time or from time to time any of the powers exercisable by the "First Party" against the "Second Party" and to forbear or enforce any of the terms and conditions relating to the said Agreement and shall not be relieved from our liability by reason of any such variation or extension being granted to the "Second Party" or for any forbearance, act or omission on the part of "First Party" or any indulgence by "First Party" to the "Second Party" or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.

The Bank also agrees that the “First Party” at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the “Second Party” and notwithstanding any security or other guarantee that the “First Party” may have in relation to the “Second Party” liabilities.

The Bank hereby expressly agrees that it shall not require any proof in addition to the written demand from the “First Party”, made in any format, raised at the abovementioned address of the Bank, in order to make the said payment to the “First Party”.

The Bank hereby agrees and acknowledges that the “First Party” shall have a right to invoke this Guarantee either in part or in full, as it may deem fit.

The Bank acknowledges that this guarantee is not personal to the “First Party” and may be assigned, in whole or in part, (whether absolutely or by way of security) by the “First Party” to any entity to whom it is entitled to assign its rights and obligations under the Guarantee.

This Guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring, liquidation, winding up, dissolution or any other change in the constitution of the Guarantor Bank.

Notwithstanding anything contained herein:

- a) Our liability under this Bank Guarantee shall not exceed Rs. _____ (Rupees _____ only)
- b) This Bank guarantee shall be valid up from _____ (Date) to _____ (Date).
- c) We are liable to pay the guaranteed amount or any part thereof under _____ this Bank Guarantee only and only if the First Party serves upon us a written claim or demand on or before _____ (Date).
- d) At the end of the claim period that is on or after _____ (Date), all the right of “First Party” under this guarantee shall stand extinguished and we shall be discharged from all liabilities under this guarantee.

Witness

Dated this Day of _____ (month, year) at (Place).

Signature.....

Signature.....

Name

Name.....

Official Address

Designation with Bank stamp