



## **TENDER**

### **NOTICE INVITING REQUEST FOR PROPOSAL (RFP) FOR SUPPLY OF CUSTOMISED CASH VANS (AIR-CONDITIONED) ON HIRE BASIS FOR THE PURPOSE OF CASH REMITTANCES IN CHENNAI ZONE**

|   |                                      |
|---|--------------------------------------|
| <b>DATE OF ISSUE OF TENDER</b>            | <b>: 05/ 12 / 2021</b>               |
| <b>LAST DATE FOR SUBMISSION OF TENDER</b> | <b>: 27 / 12 / 2021 till 1001 am</b> |
| <b>DATE OF OPENING OF TENDER</b>          | <b>: 28 / 12 / 2021 at 1600 pm</b>   |

Ref: ZOCHN/SEC / CCV /e-TENDER/ 1 / 2021

**PUNJAB NATIONAL BANK, ZONAL OFFICE - CHENNAI, Security Department,  
IV Floor, PNB Towers, No 46-49, Royapettah High Road, Chennai – 600014  
(Phone 044 28120268 Email. [zochnsecurity@pnb.co.in](mailto:zochnsecurity@pnb.co.in))**

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### **TENDER SCHEDULE**

| <b>Tender Schedule</b>              | <b>Bidder Schedule</b> | <b>Start Date</b>         | <b>End Date</b>           |
|-------------------------------------|------------------------|---------------------------|---------------------------|
| Tender Release                      |                        | 03.12.2021<br>(15:00 Hrs) | 05.12.2021<br>(09:59 Hrs) |
|                                     | Tender Download        | 05.12.2021<br>(10:00 Hrs) | 27.12.2021<br>(10:01 Hrs) |
|                                     | Bid Hash Preparation   | 05.12.2021<br>(10:00 Hrs) | 27.12.2021<br>(10:01 Hrs) |
| Close of Technical & Commercial Bid |                        | 27.12.2021<br>(10:02 Hrs) | 27.12.2021<br>(12:30 Hrs) |
|                                     | Bid Re-encryption      | 27.12.2021<br>(12:31 Hrs) | 27.12.2021<br>(17:00 Hrs) |
| Technical Bid Opening               |                        | 28.12.2021<br>(10:30 Hrs) | 28.12.2021<br>(16:00 Hrs) |
| Technical Evaluation                |                        | 28.12.2021<br>(16:01 Hrs) | 07.01.2022<br>(16:00 Hrs) |
| Commercial Bid Opening              |                        | 10.01.2022<br>(11:00 Hrs) | 10.01.2022<br>(13:00 Hrs) |
| Commercial Evaluation               |                        | 10.01.2022<br>(13:01 Hrs) | 10.01.2022<br>(17:00 Hrs) |
| Upload E-Auction MOM                |                        | 11.01.2022<br>(11:00 Hrs) | 11.01.2022<br>(13:00 Hrs) |
| Tender Award                        |                        | 11.01.2022<br>(13:01 Hrs) | 11.01.2022<br>(17:00 Hrs) |

**NOTE- The above Scheduled is Tentative.**

**Technical Evaluation shall be OFFLINE. The time and date of opening of COMMERCIAL BID will be intimated only to those bidders who qualify in technical bids separately.**

### **GENERAL TENDER DETAILS**

|    |   |  |
|----|---|--|
| 1  | Name of the Tender  | Invitation of Bids for providing customised hired cash van services for cash remittance in Branches / Offices of Punjab National Bank under Chennai Zone   |
| 2  | Date of commencement of Tender download   | <b><u>05 Dec 2021</u> from 1000 hrs</b>  |
| 3  | Last date & time of acceptance of queries   | 14.12.2021 till 1600 hrs   |
| 4  | Last date & time downloading tender   | 27.12.2021 till 1001 hrs   |
| 5  | Bid preparation and Hash submission   | 27.12.2021 till 1001 hrs   |
| 6  | Close of Technical and Commercial Bid   | 27.12.2021 till 1230 hrs   |
| 7  | Last Date for Bid re-encryption   | 27.12.2021 from 1231 hrs to 1700 hrs   |
| 8  | Technical Bid opening   | 28.12.2021 till 1600 hrs   |
| 9  | Cost of Tender Document   | Rs 5900/- (non refundable) including 18% GST (Rupees Five thousand nine hundred only) i.e total Rs 5000/- + GST@18% in the form of Demand Draft in favour of Punjab National Bank payable at Chennai.  |
| 10 | Earnest Money deposit (EMD)   | Bidder has to submit the "Bid Security Declaration" on their organizations letter head duly signed and stamped by their authorized signatory" accepting that if they withdraw or modify their bids during period of validity of the bid, or if they are awarded the contract and they fail to sign the contract, or fail to submit a performance security before the deadline defined in the request for proposal (RFP) document, they will be Blacklisted. Annex- XIV |
| 11 | Place of opening of Bids  | Punjab National Bank, Zonal Office Chennai, PNB Tower, 4 <sup>th</sup> Floor, No. 46-49, Royapettah High Road, Chennai – 14  |
| 12 | e-Mail address & Tel number for any query by bidders with regards to Bids, please contact | Asst. General Manager, Punjab National Bank, Zonal Office Chennai, PNB Tower, Security Department, 4 <sup>th</sup> Floor, No. 46-49, Royapettah High Road, Chennai – 14<br>zochnsecurity@pnb.co.in / prabhu2@pnb.co.in<br>Tel: 044 28120268 / 9498052691   |
| 13 | Website Address   | <a href="https://.pnbindia.in/tender.aspx">https://.pnbindia.in/tender.aspx</a> & <a href="https://etender.pnbnet.in">https://etender.pnbnet.in</a>  |

Bank shall follow the e-procurement process. Complete details of requirements for participation in e-procurement process are available on the website of Punjab National Bank <https://.pnbindia.in/tender.aspx> & <https://etender.pnbnet.in> . It is mandatory for the bidder to get itself registered on bank's website for submission of online bids.

Note:- Technical bids will be opened in the presence of bidders who choose to attend as above. The above schedule is subjected to change. Notice of any changes will be published on Bank's website (<https://.pnbindia.in/tender.aspx> & <https://etender.pnbnet.in>). Further, please note that commercial bid opening date and time will be intimated to the technically qualified bidders at a later date.

## 1. **INTRODUCTION**

Punjab National Bank is the second largest public sector bank invites Cash Van vendor to submit their bids (Technical) in e-tender to supply customised Cash Vans (Air Conditioned) with driver and with or without armed guards/loader for remittances from Branches to Currency Chest, RBI and vice versa. Chennai Zone consisting of 456 branches & 06 Currency Chests in eight Circles namely Chennai South, Chennai North, Trichy, Madurai, Coimbatore, Ernakulam, Kozhikode & Trivandrum. The jurisdiction of Zonal Office Chennai is in Tamilnadu & Kerala.

2. **PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)** This document is a request for proposal (RFP) for supply of customised cash vans on hire basis, including running and maintenance, apart from that providing Driver in each van with / without armed guards and one loader (as and when required) per CCV.

3. **QUALIFICATION CRITERIA** Only those Bidders who fulfil the qualification criteria mentioned in Annexure-II are eligible to respond to the RFP. Offers received from the Bidders, who do not fulfil any of the eligibility criteria mentioned are liable to be rejected without assigning any reason. This invitation of Bids is open to all registered companies/ agencies involved in above field.

4. All bidders must ensure to submit bids for entire Zone consisting eight circles in the state of Tamilnadu & Kerala in order to qualify for bidding. No part bidding (for city or part of state or individual Circle) shall be accepted. Failing this the bid shall be rejected.

## 5. **Notice Inviting Tender**

5.1 Online tenders are invited on items rate basis on behalf of Punjab National Bank from experienced contractors, reputed firms (proprietary/ partnership)/company / organization registered in India under Companies Act, who fulfil the eligibility criteria mentioned in the tender documents as per Annexure- II for **Invitation of Bids for providing customised hired cash van services for cash remittance in Branches / Offices of Punjab National Bank under Chennai Zone** against payment of **Rs 5,900/-** (non refundable towards cost of tender). The bidders will have to submit the **technical bid** in bank e-procurement system as well as in hard copy and commercial bid in only **online** form through bank e-procurement system.

5.2 The Bidders intending to participate in this tender are required to get enrolled on the Bank's website i.e [www.pnbindia.in](http://www.pnbindia.in). Enrolment on the above website is mandatory.

5.3 As the bids of the Bidders have to be digitally signed by the Digital Certificate of the respective Bidder before submitting the bids online, the bidders are advised to obtain Digital Certificates in order to bid for the tender.

5.4 The tender Documents containing detailed terms & conditions can be downloaded online directly from the portal (<https://pnbindia.in/tender.aspx> and <https://etender.pnbnet.in>) as per tender schedule attached and shall be submitted online.

5.5 All the bidders are required to submit Demand Draft in favour of Pujnab National bank, Chennai for Rs 5,900/- towards the cost of tender documents.

5.6 Bidders may submit their queries regarding any technical clarification before 11.10.2021. Non-queries shall be entertained after last dated fixed for acceptance of queries.

5.7 “Corrigendum / Addendums” may be downloaded from the abovementioned portal (if any). No deviation on the above will be entertained by the Bank there after.

5.8 Based on the clarification of conditions by the Bank, the intending bidder will submit their unconditional acceptance on the prescribed format along with tender document.

5.9 The price bid of technically eligible bidder who meets the eligibility criteria stipulated in tender documents will be opened online in the presence of participated representatives of participated bidders as per the schedule. Date for opening of commercial bids will be intimated later. The Tenders shall be valid for a period of not less than 90 days after the date of opening of price bid / commercial bid online.

5.10 All disputes arising out of or in connection with this agreement shall deem to have arisen in Chennai and only the courts of Chennai shall have the jurisdiction to determine the same.

- (i) Last date for downloading the tender documents 27.12.2021 till 1001 hrs
- (ii) Last date for Bid Preparation and Hash submission 27.12.2021 till 1001 hrs
- (iii) Last date for Bid re-encryption 27.12.2021 from 1231 hrs to 1700 hrs

**Please note that bid preparation and hash submission are compulsory activities, failing which bidder will not be able to submit the bids online.**

For any information/queries Bidder may contact Lt Cdr Prabhu (Retd), Security Department, Zonal Office Chennai, PNB Tower, 4<sup>th</sup> Floor, No. 46-49, Royapettah High Road, Chennai – 14, Tel – (044) – 28120268, M.No – 9498052691, email:- [zochnsecurity@pnb.co.in](mailto:zochnsecurity@pnb.co.in), [prabhu2@pnb.co.in](mailto:prabhu2@pnb.co.in), for queries pertaining to cash van tender.

5.11 Bank reserves the right to accept / reject any or all the offers submitted in response to this advertisement without assigning any reason whatsoever.

5.12 The Bank reserves the right to postpone or cancel the bidding process at any time at the sole discretion of the Bank without assigning any reason whatsoever.

5.13 The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

5.14 Please note that, on tendering procedure through the electronic tendering system refer to the instructions for using the Electronic Tendering System document available along with the tender documents on <https://pnbindia.in/tender.aspx> and <https://etender.pnbnet.in>.

ASST. GENERAL MANAGER

**INSTRUCTION TO BIDDERS****1. SUBMISSION OF POWER OF ATTORNEY/AUTHORIZATION LETTER OR RESOLUTION COPY**

In case of company, Board Resolution in favour of authorized person and Power of Attorney/Authorization letter in case the authorized person delegates authority to another person of the company to sign the Bid documents is to be submitted with bid documents.

**2. TRAINING** The successful bidder shall be responsible for providing security training for Five (05) working days including hands-on to his staffs deployed on vans. Training shall include safe driving, security of cash and vehicle, security drill for cash loading and unloading, vigilant to be while on move, firing of guns, liaison with local police and district administration, action to be taken during way laying / attack on CCV/ action to be taken during break down of vehicle during transit, protection of cash and staffs during emergency, SOP with regard to security precautions to be taken during remittances, secrecy and other security related aspects connected to remittances, etc. The training facility is subject to inspection/ visit by bank official, if required.

**3. COST OF BIDDING** The Bidder shall bear all the costs associated with the preparation and submission of their bid and, Punjab National Bank, hereinafter referred to as the hirer, shall in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

**4. BIDDING DOCUMENT** The Bidder is expected to examine all instructions, forms, terms and conditions in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidders' risk and may result in the rejection of its bid without any further reference to the bidder. Bidder should submit the bid strictly as per RFP failing which bid will be rejected as nonresponsive.

**5. LANGUAGE OF BIDS** The bids prepared by the bidder and all correspondence and document relating to the bids exchanged by the bidder and PNB, shall be written in English.

**6. AUTHENTICATION OF ERASURES/ OVERWRITING ETC.** Any inter-lineation, erasures or overwriting shall be valid only if the person(s) signing the bid authorised them by putting their initials.

**7. AMENDMENT OF BIDDING DOCUMENTS** At any time prior to the last Date and Time for submission of bids, the Bank may, for any reason, modify the Bidding Documents through amendments at the sole discretion of the Bank. All amendments shall be uploaded on the Bank's websites (<https://pnbindia.in/tender.aspx> and <https://etender.pnbnet.in>). The Bank may, at its discretion, change or extend the time schedule for submission of bids.



8. **VALIDITY OF BID DOCUMENT** Bid shall remain valid for 90 days from last date of submission of bid prescribed by PNB. A bid valid for shorter period shall be rejected by the purchaser as non-responsive.

9. **LATE BIDS** Any bid received by the Bank after the deadline for submission of bid shall be rejected.

10. **BID CURRENCY** : Prices shall be expressed in Indian Rupees only.

11. **BID EARNEST MONEY** Bidder has to submit the Bid Securing Declaration Form for the tender as Performa attached at Annexure XIV.

12. The vendor should meet the eligibility criteria as per details available at our website <https://etender.pnbnet.in/login>. Applicants are advised to go through Banks website, [www.pnbindia.in-tenders](http://www.pnbindia.in-tenders) for detailed information and guidelines and can down load the same from the Bank web site.

13. The Bidders intending to participate in this tender are required to get enrolled on the bank's website i.e <https://etender.pnbnet.in/login> . Enrolment on the above-mentioned website is mandatory. As the bids of the Bidders have to be digitally signed by the Digital Certificate (class II) of the respective Bidder before submitting the bids online, the bidders are advised to obtain Digital Certificates in order to bid for the tender.

14. **Bidding Process (Two Stages)** For the purpose of the present job, a two stage bidding process will be followed. The response to the present tender will be submitted in two parts:

- (i) Technical Bid
- (ii) Commercial Bid

The bidders will have to submit the **technical bid** in bank e-procurement system as well as in hard copy and commercial bid in **only online** form through bank e-procurement system.

a) **TECHNICAL BID**

Technical Bid will contain all the supporting documents regarding eligibility criteria, scope of work, Technical aspects, compliance statement and Terms & Conditions etc mentioned in the RFP and **Not contain any pricing or commercial information at all**. Technical bid documents with any commercial information will be summarily rejected.

Copies of all documents as asked in RFP shall be self-certified and stamped. All copies shall be subject to verification with original documents by THE HIRER before opening of commercial bids.

**All bidders must ensure to submit bids for entire Zone consisting of eight circles in the state of Tamilnadu & Kerala in order to qualify for bidding. No part bidding (for city or part of state or individual Circle) shall be accepted. Failing this the bid shall be rejected.**

**In the first stage, only technical bids will be opened and evaluated only those bidders confirming compliance to all terms & conditions of tender documents shall be shortlisted for commercial stage. All the documents related to technical bids be submitted in a sealed envelope and demand draft for cost of RFP be submitted in another separate envelope. Both envelopes be submitted by hand/ courier/speed - post/postal mail to our office as per time schedule. Any delay no part of courier/speed -post/postal mail will not be accepted after the schedule.**

**b) COMMERCIAL BID**

In the second stage, the COMMERCIAL BID will be opened online only of those bidders whose technical bids are short listed and Model Customised Cash Vans has been demonstrated by the bidders and is inspected by the Bank and found satisfactory, will be considered and opened. The Commercial bids format is mentioned in **Annexure XXI**.

- (i) Bidders have to submit the rates in online for CCV applicable for whole of Tamilnadu and Kerala for different slabs i.e upto 1500 km/month, 2000 km/month, 2500 km/month and 3000 km/month as per mentioned in Annexure - XXI.
- (ii) Bidder have to submit the rates in online for Extra KM/ Hours i.e rate per KM / hour when the CCV run above the BASE KILOMETER SLAB (1500 km/month, 2000 km/month, 2500 km/month and 3000 km/month).
- (iii) The Bank needs to hire the Armed Guard and loader on CCV on requirement basis, bidders are required to submit the rates online for the Armed Guard and loader as in accordance with minimum wages act.

In the second stage, the COMMERCIAL BID of only those bidders whose technical bids are short listed & model customised cash van demonstrated by the bidders meets the technical standards and Bank requirements will be considered and **opened online**.

**15. Submission of Bids:-** Bidders are required to strictly submit their bids in electronic form using the e-procurement system at <https://etender.pnbnet.in> of the bank by using their digital certificates class II. All the interested bidders should register themselves in the e procurement system <https://etender.pnbnet.in> for submitting the bids online, if they have not done earlier. The RFP document and further corrigendum, if any can also be downloaded from bank's website [www.pnbindia.in](http://www.pnbindia.in) or <https://etender.pnbnet.in>. Bids Hard copy received after closing of the bid in the e-procurement system shall be summarily rejected without assigning any reason. **At the time of physical submission of bid, bidder has to show acknowledgement e-mail received after completion of the bid submission in proof of having submitted the bid online.** Detailed guidelines for Bidders to submission bids through e-procurement system are remunerated in Annexure-XX. The commercial bid should be submitted online only.

- (i) **Submission of Tender:** - Bidders are required to submit their bids in the three-envelope system as detailed under.

a) **Envelope – 1** – Should contain Tender Cost of ₹ 5,900/- (INR Five Thousand Nine Hundred only including GST), in the form of Demand Draft which shall be non-refundable in favour of Punjab National Bank payable at Chennai. This envelope shall be super scribed “**Tender Cost for Tender Application for Providing Hired Customised Cash Van (CCV) Services for Cash Remittance in Chennai Zone of Punjab National Bank**”.

b) **Envelope – 2 – Technical Bid** should contain one set of duly signed tender document except commercial bid in addition to self-attested copies of profile of the company, experience in the field, list of major existing clients, registered number, SGST/CGST and other tax details, copies of TIN No, PIN No, PAN No and copy of PSA licence, Income tax returns of past three years. Each page and correction duly signed by Bidders including tender form duly filled in with complete details and descriptions. Bidder shall submit supporting documents in support of eligibility criteria as mentioned in **ELIGIBILITY CRITERIA OF VENDORS FOR PROVIDING CUSTOMISED CASH VANS**. Technical bids scrutinised on the above eligibility criteria. A sample Customised Cash Van will have to be physically produced for inspection before opening of financial bids as per intimation from Bank side. This envelope shall be super scribed “**Technical Bid for Tender Application for Providing Hired Customised Cash Van (CCV) Services For Cash Remittance in Chennai Zone of Punjab National Bank**”

c) Both Envelope No. 1 and Envelope No. 2 shall be contained in Envelope No. 3 super scribed “**Envelope No. 3 – Tender Application for Providing Hired Customised Cash Van (CCV) Services for Cash Remittance in Chennai Zone of Punjab National Bank**”. Address for Communication / Correspondence: -

Asst General Manager  
Punjab National Bank  
Zonal Office Chennai,  
Security Department, PNB Towers, IV Floor,  
No 46-49, Royapettah High Road, Chennai - 600014  
Telephone No: 044 28120268

- (ii) Financial / Commercial Bid will be opened online for online technical qualified bids only if bank is satisfied with the documents submitted along with Tender Cost, Eligibility Criteria and model customised cash van demonstrated by the bidders. **Commercial bid shall be submitted online only.** No physical copy of commercial bid (price bid) shall be submitted by bidder along with tender documents.

16. **DEADLINE FOR SUBMISSION OF BIDS:-** Bids must be submitted not later than the specified date and time mentioned in the Bid Document. If the specified date of submission of bids being declared a holiday for the bank, the bids will be received up to the specified time in the next working day. The bank may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the bank and bidders, previously subject to the deadline, will thereafter be subject to the deadline extended. All the correspondence should be addressed to Bank at the following address as mentioned above. **Please note that HASH SUBMISSION is a mandatory activity, failing which bidder**

will not be able to submit the bid. For details you may visit our e-Procurement Site <https://etender.pnbnet.in>.

17. **MODIFICATION AND/OR WITHDRAWAL OF BIDS** Bids once submitted will be treated as final and no further correspondence will be entertained on this. No bidder shall be allowed to withdraw the bid, if bidder happens to be successful bidder.

18. **CONTACTING THE BANK** Any effort by a bidder to influence the Bank in evaluation of the purchaser's bid, bid comparison or contract award decision may result in the rejection of the bidder's bid. Bank decision will be final and without prejudice and will be binding on all parties.

19. **BANK's RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS** The Bank reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or without any obligation to inform the affected bidder or bidders about the grounds for the Bank's action. The Bank reserves the right to select more than one vendor keeping in view its large requirements.

20. **BID OPENING AND EVALUATION** In the event of the specified date of bid opening being declared a holiday for bank, the bids shall be opened at the specified time on next working day. In the first stage, only TECHNICAL BID will be opened and evaluated. Those bidders satisfying the technical Requirements as determined by the Bank and accepting the terms and conditions of this document shall be short-listed. In the second stage, the COMMERCIAL BID of only those bidders, whose technical bids are short-listed will be opened. The bank reserves the right to reject any or all bids without assigning any reason thereof. Decision of the bank in this regard shall be final and binding on the bidders.

21. **CLARIFICATIONS OF BIDS** To assist in the examination, evaluation and comparison of bids the bank may, at its discretion, ask the bidder for clarification and response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

22. **PRELIMINARY EXAMINATION** The Bank will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information have been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are in order. Bids from agents without proper authorization from the PSA shall be treated as non-responsive.

23. **REVELATION OF PRICES** The rates in any form or by any reasons should not be disclosed in the technical or other parts of the bid except in the commercial bid. Failure to do so will make the bid liable to be rejected.

24. **ACCEPTANCE TEST INSPECTION** A sample Customised Cash Van will have to be physically produced for inspection before opening of commercial bids to ascertain if the CCVs are meeting the required technical standards and bank requirements.

25. **EVALUATION AND AWARD CRITERIA** After opening of the technical bids, all the documents will be evaluated first by the bank. First, received bids will be evaluated based on the eligibility criteria. Technical bids of only those bidders qualifying the eligibility criteria will

be evaluated. Only those bidders satisfying the technical and functional requirements and accepting the terms and conditions of this document shall be short-listed for further steps.

The selection of technical bids will be on the basis of profile of the company, experience in the field, list of major existing clients, registered number, SGST/CGST and other tax details, copies of TIN No., PIN No., PAN No. and copy of PSA license, Income tax returns of past three years, clearance from local police/ other authorities.

The evaluation of the technical bid shall be based on the scoring chart as prescribed in Annexure XVII. The minimum score/ marks for qualifying the technical bid is 60 out of 100 score (60%). However, the bank may increase or decrease the score to short list the bidders. Once decided by the Bank it shall be final and may not be challenged.

Demonstration of the Customised Cash Vans by the bidder on specific date and time as decided by the Bank, is essential part of technical evaluation. Bank may also visit and inspect the Office/ service centres of the bidders. Bank will determine to their satisfaction, whether the bidder selected is eligible to perform his duty as per the requirement of the Bank. The decision of bank in this regard shall be final.

The determination will consider bidder's financial, technical and support capabilities, based on an examination of documentary evidence submitted by bidders. The commercial bids for only those bidders will be opened who have qualified on the basis of technical evaluation and reviewed to determine whether the commercial bids are substantially responsive. Commercial bids that are not substantially responsive are liable to be disqualified at bank's discretion. The award of contract will be based on evaluation of technical and commercial bids.

**The bank reserves the right to select multiple PSA for quantum of work and may award work to one or between more than one vendor on the rates of L1 as decided by the Bank as per feasibility and requirements of the Bank.**

L2 vendor will be approached for consideration for empanelment, if consented to work on L1 rates, In case L2 does not consent, L3 and thereafter L4 will be approached and considered for empanelment. Bank has sole discretion in allotment and division of work among the service provider(s). However, the Bank shall be at liberty to make a decision in its own capacity keeping in view the requirement(s) from time to time.

**Empanelment shall be applicable initially for a period of three years (36 months). However, agreement will be on yearly basis and will be renewed for the next year on satisfactory performance in the previous year.**

There shall be no binding on the Bank to engage the same service provider(s) at the end of three years or on expiry of the agreement to engage the same service provider(s) for the same. The Bank may change any or all of these depending on the situation and its discretions.

**However, it is informed / intimated that the Bank reserves the right to re-tender the engagement of Private Security Agency for providing Customized Cash Vans pursuance to the RBI Circular no. RBI/ 2017-18/ 152 DCM(plg) no. 3563/ 10.5.07/ 2017-18**

dated 6th April, 2018 and as per the decision/direction of the case pending before hon`ble Delhi High court, or/and in case the tender is not in accordance with the ruling of the high court, even in the event of the tender announced, accorded or executed.

**Security deposit in the form of Performance Bank Guarantee equivalent to 03% of the value of contract (monthly bill X no. of cash vans X 12) in the form of Performance Bank Guarantee shall be taken from each of the selected vendor(s) and be submitted within 15 days of award of the work order as per the prescribed format.**

26. **Procedure for Finalizing L1 vendor** The financial bids in respect of technical short-listed service providers only will be considered and evaluated. In order to select service providers for empanelment, rates filled by the vendor in **Annexure XXI** shall be considered as the deciding factor for selection of L-1. All taxes shall be payable in addition at applicable rates. L-2, L-3, L4, L5 ..... shall be determined similarly. Format for Financial bid is at **Annexure XXI**. After determination of L-1, the Bank will seek consent of L-2 / L-3...and so on....., to provide services of CCV at L-1 rates at its discretion. This consent shall be sought and obtained in writing. This would enable the Bank to maintain uniformity in wage rates and empanelment criteria. L1 will be decided by lowest bid quoted in financial bid as per **annexure XXI**.

27. **Process of Billing by the Bank** The hiring of CCV is not based on fixed mileage. Payment will be calculated on BASE SLAB that comes immediately below the actual mileage plus EXTRA KILOMETER over the base mileage covered by CCV. The amount of BASE SLAB of 1500 kilometer will be minimum payable to the hired CCV even when the monthly running is less than 1500 kilometer. For eg if CCV covered 1250 kilometer in a month, minimum amount of 1500 km SLAB will be payable to the vendor by the bank for the CCV.

When monthly mileage is more than 1500 kilometer, the amount payable will be the fixed amount of BASE SLAB + amount of extra mileage thereon.

**Example 1.**

The total monthly running by the CCV is 1950 kilometer.

Amount payable = Fixed payment of 1500 kilometer SLAB+ Amount of 450 km extra Kilometre + applicable taxes.

**Example 2.**

The total running done by the CCV is 2075 Kilometer in a particular month

Amount payable = Fixed payment of 2000 kilometer SLAB+ Amount for 75 km extra Kilometer + applicable taxes.

**Example 3.**

The total running done by the CCV is 2800 Kilometre in a particular month.

Amount payable = Fixed payment of 2500 kilometer SLAB + Amount for 300 km extra Kilometre + applicable taxes.

#### **Example 4.**

The total running done by the CCV is 3300 Kilometre in a particular month.

Amount payable = Fixed payment of 3000 kilometer SLAB + Amount for 300 km extra Kilometre + applicable taxes.

28. **Duration of Contract** Empanelment shall be applicable initially for a period of three years (36 months). However, agreement will be on yearly basis and will be renewed for the next year on satisfactory performance in the previous year.

29. **Signing of Contract** The successful bidder(s) shall mandatorily to execute Service Level Agreement (SLA), Non Disclosure Agreement (NDA), submission of Performance Bank Guarantee and Integrity Pact (IP) with Bank, within 15 days of the award of the tender or within such extended period as may be permitted by the bank. There shall be agreement between bidder, and the Bank. The letter of acceptance and such other terms and conditions as may be determined by the Bank to be necessary for the due performance of the work in accordance with the Bid and the acceptance thereof, with terms and conditions shall be contained in a Memorandum of Understanding to be signed at the time of execution of the Form of Contract. If the contract is not signed within the given period (30 days), the Security deposit in the form of Performance Bank Guarantee 3% of the value of contract will be forfeited after a grace period of 15 days.

30. **Taxes.** The rates quoted in commercial bid should be exclusive of all taxes. However, Taxes, if any, including GST, shall be paid to the bidder on actual basis at the rate applicable. The rate of applicable GST should be informed and charged separately in the invoice generated for supply of the customised cash van for hire.

31. **Insurance** The customised cash vans supplied under the contract period shall be fully insured till completion / termination of contract, by the bidder against loss or damage incidental to transportation and delivery. All expenses towards insurance shall be borne by the vendor / service provider.

32. **On-Site Comprehensive Support** Bidders will ensure smooth functioning of CCVs. Onsite technical (servicing/repairs etc) support to be provided at all times from implementation sign off. If any CCV gets damage (not able to function) the replacement of the same should be provided by the vendor within 24 hours. In case of failure the Bank is at liberty to hire a cash van/taxi from open market till the time the cash van is again provided by the vendor and the bill for cash van/taxi will be deducted from vendor's monthly bill.

33. **SIGNING OF CONTRACT INTEGRITY PACT.** The bidder should undertake for signing of the Integrity Pact as per the Performa provided by the bank to the bidder as per CVC guidelines as mentioned in **Annexure X**.

34. **INDEMNITY.** The bidder assumes responsibility for and shall indemnify and keep the Bank unaffected from all liabilities, claims, costs, expenses, taxes and assessments including penalties, punitive damages, attorney's fees and court costs which are or may be

required to be paid by reasons of any breach of the bidder's obligation under these general conditions or for which the bidder has assumed responsibilities under the contract including those imposed under any contract, local or national law or laws, or in respect to all salaries, wages or other compensation to all persons employed by the bidder or bidders in connection with the performance of any system covered by the contract. Bidder to give undertaking as per **Annexure XI**.

35. **TERMINATION OF CONTRACT**. The quality of services given by the bidder & progress of the project will be reviewed annually and if the services are not found satisfactory, the bank reserves the right to terminate the contract by giving 30 days notice to the bidder, including 7 days curing period. The decision of the bank regarding quality of services shall be final and binding on the bidder.

The Bank shall have the right to terminate/ cancel the contract with the selected bidder at any time during the contract period by giving a written notice of 30 days including 7 days curing period for any valid reason (s), including but not limited to the following:-

- a) Excessive delay in execution of order placed by the Bank.
- b) Discrepancies / deviations in the agreed processes and / or vans.
- c) Failure of bidder to complete implementation within the time as specified.
- d) Violation of terms & conditions stipulated in this RFP.

36. **GOVERNING LAW AND DISPUTES**. 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. If, however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. Any appeal will be subject to the exclusive jurisdiction of courts at Chennai. The bidder shall continue work under the Contract during the arbitration proceedings 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 or the umpire, as the case may be, obtained. The venue of the arbitration shall be Chennai.

37. **USE OF CONTRACT DOCUMENTS AND INFORMATION**. The bidder shall not, without the banks prior written consent, make use of any document or information provided by the Bank or otherwise except for purposes of performing contract. Successful bidder will have to sign Bank's approved Non-Disclosure Agreement (NDA).

38. **CONFIDENTIALITY**. The bidder shall not, without the written consent of the Bank, disclose the contract or any provision thereof, any specification, or information furnished by or on behalf of the Bank in connection therewith, to any person(s). The bidder shall not, without the prior written consent of the Bank, make use of any document or information except for purposes of performing this agreement.

39. **FORCE MAJEURE**. Notwithstanding the above provisions, the successful bidder shall not be liable for penalty or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure. For purposes of this clause, "force majeure" means an event beyond



the control of the bidder and not involving the bidders" fault or negligence and not foreseeable. Such events may include, but are not restricted to, war or revolution and epidemics. If a force majeure situation arises, the bidder shall promptly notify the bank in writing of such condition and the cause thereof. Unless otherwise directed by the bank in writing, the bidder shall continue to perform its obligation under the contract as far as is reasonably practical, and shall seek all reasonable alternative means of performance not prevented by the force majeure event.

40. Details of the Bank officials and address for communication is mentioned below. In case of any clarification, bidders / vendors may contact the official from Security Department - Lt Cdr Prabhu (Retd) on working days between 11 AM to 4 PM on 9498052691 / 044-28120268. Address for Communication / Correspondence:-

Asst General Manager  
Punjab National Bank  
Zonal Office Chennai,  
Security Department, PNB Towers, IV Floor,  
No 46-49, Royapettah High Road, Chennai - 600014

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of Authorized Signatory**  
**Name of Signatory**  
**Designation: Seal of Company**

**MANDATORY ELIGIBILITY CRITERIA OF VENDORS FOR PROVIDING  
CUSTOMISED CASH VANS**

1. Private Security Agency (PSA) shall fulfil all the conditions dictated by RBI & subsequent judicial or regulatory directions thereof.
2. Private Security Agency (PSA) providing Commercial Customised Cash Van (CCV) should be duly licensed and registered with state government authorities as per PSA Act and should have been in business for the last five years as on 31<sup>st</sup> Oct 2021 and if he is providing cash vans along with armed guards, should be holding valid PSARA license for the state wherein his services are being used.
3. PSA should have a credible supervisory infrastructure and network for provision of maintenance of CCVs as also for follow up with law enforcing agencies.
4. PSA should have a Certificate of Registration with Registrar of Companies or Registrar of Firms or have a letter of Proprietorship.
5. PSA should provide last three years (2018-2019, 2019-2020 & 2020-2021) and the latest Income Tax Assessment Order and PAN Number / Aadhar Card details of owner(s).
6. PSA should have annual turnover for consecutive last three years. PSA should also provide the Audited Balance Sheet of last three years (2018-2019, 2019-2020 & 2020-2021).
7. PSA should be registered with Shops & Establishment Act of Tamilnadu & Kerala State and provide latest Certificate for ESI Corporation.
8. PSA should provide the latest certificate for EPF Organisation under EPF and Misc. Provision Act 1952 if applicable as per criteria of number of employees held.
9. PSA should be registered with the Govt. under the Contract Labour Act (Regulation & Abolition) 1970.
10. PSA should be registered under GST.
11. Due weightage to be given if PSA is sponsored/registered with the Directorate General of Resettlement, Ministry of Defence, RK Puram, New Delhi and is a provider of services to PSBs and PSUs.
12. The antecedents of staff deployed on cash van should be verified.
13. Private Security Agency (PSA) shall fulfil all the conditions as contained in RBI letter No. RBI/2017-18/152 DCM (plg) No. 3563/10.25.07/2017-18 dated 6<sup>th</sup> Apr 2018 & subsequent judicial or regulatory directions thereof (except Annual Turnover and Number of fleet parameters, since under judicial process in Hon'ble High Court of Delhi).
14. PSA providing cash vans should have satisfactorily completed either of the following similar works during last 5 (five) years ending last day of the month of 31 Aug 2021 with central/state government department/ central public sector undertaking / financial institute
  - (i) One similar nature completed work costing not less than the amount equal to Rs 80.64 Lacs
  - Or

- (ii) Two similar nature completed works costing each not less than the amount equal to Rs 50.40 Lacs  
Or
- (iii) Three similar nature completed works costing each not less than the amount equal to Rs 40.32 Lacs

(‘Similar work shall means provided services of hiring of customised cash van, loader, guards on hire basis under single contract of banks on annual rate contract). PSA shall submit abstract of cost of work duly certified by employer / client in support of this or copy of work order to be attached. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple interest of 7% per annum, calculated from the date of completion to the last date of receipt of application for tender (or it should be 31<sup>th</sup> Aug 2021).

- 15. The minimum average annual turnover of bidder for the last three financial years i.e 2018-2019, 2019-2020 & 2020-2021 must not be less than 30.24 Lacs. Bidder has to upload audited balance sheet sheet and profit & Loss statement details for these financial years. The multiplication factor of 7% per annum simple interest is not applicable on the Annual Financial Turnover figures.
- 16. The bidder should not have been black listed / barred by any Public Sector Bank, RBI or IBA or any other Government /PSU agencies. An undertaking in this regard is to be submitted to Bank by Bidder.

**PRE-QUALIFICATION /ELIGIBILITY CRITERIA FOR BIDDERS**

The minimum pre-qualification criteria for the bidders are as follows:

| S. No | SUBJECT  | DETAILS  | Compliance (Yes / No) |
|-------|--|--|-----------------------|
| 1.    | The PSA providing commercial customised cash van (CCV) should be duly licensed and registered with state government authorities as per PSA Act and should have been in business for last five years as on 31 Aug 2021. If the company is providing cash vans for an area which traverses through another state, it should be holding valid PASARA license for all the state /jurisdiction wherein his services are being used. | Duly certified copies of Relevant licence, approvals, registrations with state government, Certification of Incorporation etc. be submitted. Bidder has to submit certificates /letters from Govt. Organizations / Public Sector undertakings as applicable. Proof of years of relevant experience in business. (all copies of documents are subject to verification with original documents). |                       |
| 2.    | PSA should have a credible supervisory infrastructure and network for provision of maintenance of CCVs as also for follow up with law enforcing agencies.  | Details of Offices / Branches along with address and contact details of the supervisory officials.   |                       |
| 3.    | PSA should have a certificate of Registration with Registrar of companies or Registrar of Firms or have a letter of Proprietorship.  | Letter of proprietorship / Certificate of registration   |                       |
| 4.    | Details of last three years (2018-19, 2019-20 & 2020-21) Income Tax Assessment order and PAN / Aadhar Card details of owner(s).  | Submit details   |                       |
| 5.    | PSA should have adequate annual turnover for consecutive last three years (2018-19, 2019-20 & 2020-21). PSA should also provide the audited balance sheet of last three years (2018-19, 2019-20 & 2020-21).  | Submit details   |                       |
| 6.    | The service provider must have an average annual turnover of at least <b>30.24 lakh</b> during the last three years (2018-19, 2019-20 & 2020-21)   | Audited Balance sheet for last three financial years   |                       |
| 7.    | PSA should be registered with shops & Establishment Act of <b>Tamilnadu and Kerala</b> state and provide latest Certificate for ESI corporation.   | Submit details   |                       |
| 8.    | PSA should provide the latest certificate for EPF Organisation under EPF and Misc. Provision Act 1952 if applicable as per criteria of number of   | Submit details   |                       |

|    |   |   |  |
|----|---|---|--|
|    | employees held.   |   |  |
| 9. | PSA should be registered with the Govt. under the Contract Labour Act (Regulation & Abolition) 1970.  | Submit details  |  |
| 10 | PSA should be registered under GST.   | Submit details  |  |
| 11 | Due weightage to be given if PSA is sponsored / registered with the Directorate General of Resettlement, Ministry of Defence, RK Puram, New Delhi and is a provider of services to PSBs and PSUs.   | Submit details  |  |
| 12 | The antecedents of staff deployed on cash van should be verified by the police. The bidder must provide the Ex- Servicemen as Armed Guards in Cash Van.   | Please submit copies of police verification before placement of work order by bank. Undertaking to be submitted (Self declaration on company letter head for providing Ex-servicemen as Armed Guards in Customised Cash Vans)   |  |
| 13 | Cash should be transported only in the owned / leased security cash vans of the Service Provider. Each cash van should be a specially designed and fabricated Light Commercial Vehicle (LCV) having separate passenger and cash compartments, with a CCTV covering both compartments. The passenger compartment should accommodate two custodians and two-armed security guards (gunmen) besides the driver. All cash Vans are to be pre-fitted with GPS device and user name and password for accessing the same will be given to bank | Undertaking to be submitted on company letter head stating that the bidder will be abiding to technical specifications for customized cash van (CCV) as mentioned in <b>Annexure-IV</b> . Same will be cross checked during demonstration of CCV as part of technical evaluation. |  |
| 14 | Private Security Agency (PSA) shall fulfil all the conditions as contained in RBI letter No. RBI/2017-18/152 DCM (plg) No. 3563/10.25.07/2017—18 dated 6 <sup>th</sup> Apr 2018 & subsequent judicial or regulatory directions thereof. (except Annual Turnover and Number of fleet parameters, since under judicial process in Ho'ble High Court of Delhi).  | Submit point by point compliance and Undertaking to be submitted on company letter head.  |  |
| 15 | PSA should have satisfactorily completed either of the following similar works during last 5 (five) years ending last day of the month of 31 Aug 2021 with central/state government department/ central public sector undertaking / financial institute   |   |  |

|    |   |   |  |
|----|---|---|--|
|    | (a) One similar nature completed work costing not less than the amount equal to Rs 80.64 Lacs   | Submit details / copy of work order   |  |
|    | (b) Two similar nature completed works costing each not less than the amount equal to Rs 50.40 Lacs   | Submit details / copy of work order   |  |
|    | (c) Three similar nature completed works costing each not less than the amount equal to Rs 40.32 Lacs   | Submit details / copy of work order   |  |
| 16 | The minimum average annual turnover of bidder for the last three financial years i.e 2018-19, 2019-20 & 2020-21 must not be less than 30.24 Lacs. Bidder has to upload audited balance sheet and profit & Loss statement details for these financial years. The multiplication factor of 7% per annum simple interest is not applicable on the Annual Financial Turnover figures. | Submit details  |  |
| 17 | The bidder should not have been black listed / barred by any Public Sector Bank, RBI or IBA or any other Government /PSU agencies. An undertaking in this regard is to be submitted to Bank by Bidder.  | Undertaking to be submitted on company letter head as mentioned in <b>Annexure-XII.</b> |  |
| 18 | All bidders must ensure to submit bids for entire Zone consisting of eight circles in the state of Tamilnadu & Kerala in order to qualify for bidding. No part bidding (for city or part of state or individual Circle) shall be accepted. Failing this the bid shall be rejected.  | Undertaking to be submitted on company letter head                                      |  |

**SIGNATURE OF BIDDER WITH SEAL**

**NAME OF THE AUTHORISED SIGNATORY**

### **TECHNICAL SPECIFICATIONS FOR CUSTOMIZED CASH VAN (CCV)**

Bidders can quote equivalent or higher technical specifications to meet the Bank's requirements.

1. THE PSA undertakes that the CCV would be based on **TATA 207 / TATA Xenon Yodha / Mahindra BMT plus** (*strike out whichever is not applicable or modify as per requirement of each type of vehicle*) with **Air Conditioner (AC)** or equivalent vehicle and modified suitably in terms of the Directions as per RBI Letter No. RBI/2017-18/152 DCM (Plg) No. 3563/10.25.07/2017-18 dated 6<sup>th</sup> Apr 2018 to meet bank's requirement. THE PSA further covenants that points contained in this part would be/ have been incorporated during customization of the vehicle.

#### **2. General Features**

2.1. **The CCV would be on brand new chassis (not older than three years) and** registered with the Transport authority and would have all legal formalities completed to Motor Vehicles act and pollution norms.

2.2. Each cash van would have tubeless tyres and a spare tubeless tyre. Spare tyre (Stepney) would be provided with easy access and one toolkit would be available with each vehicle. Stepney would not be carried in the cash compartment. The toolkit would contain sufficient spares of fan belts, spare bulbs, emergency safety triangles/cones (orange coloured glow in the dark), jack & handle and tools to carry out minor repairs.

2.3. Vehicle must accommodate minimum 1+4 passengers and insurance coverage would also cover minimum 1+4 passengers.

2.4. 20-gauge Cold Rolled Close Annealed (CRCA) sheets for all sides & roof top for panelling would be used. In the interiors, insulation would be provided in the form of thermo cool provided between interior and exterior panelling.

2.5. All windows and wind screen would have wire mesh protection (of not more than 1 sq. inch). No window to be provided on sides of cash box area. Each window mesh would have a rectangular port hole of width 6 inches for use of weapon. Front wind screen to have 1" square thick wire meshes in two partitions to cover wind shield from stone pelting. The hinges of all the doors to be such that these are not visible externally.

2.6. Cash van would have CCTV, GPS, Standalone Security Alarm, Fire Extinguishers as per guidelines and specifications given herein. Periodic servicing of all the electronics equipment and refilling of Fire Extinguishers to be carried out. Every cash van would be provided with a mobile phone. The instrument, installation charges & monthly expenditure would be borne by THE PSA. One secretly located fuel lock would also be fixed in the vehicle.

2.7. CCV must have air conditioning facility. The air conditioning vents would be extended to the rear compartment where Armed Guard will be seating.

#### **3. Security Features:** The PSA further covenant that: -

- 3.1. CCV would have minimum three doors. Two in front sides and one at the rear. All doors to have glass with regulator and strong iron wire mesh of 1" square having 5" to 6" firing slot. The wind shield also would have wire mess. All doors would have double locks i.e. one from inside and other from outside. The rear door to

have internal (in built) and aldrop with pad lock arrangement. Combination lock or OTP operated lock in cash area will be additional bonus

3.2. The CCV would have 03 compartments namely front (Driver), middle (Cash) and Rear as illustrated below: -

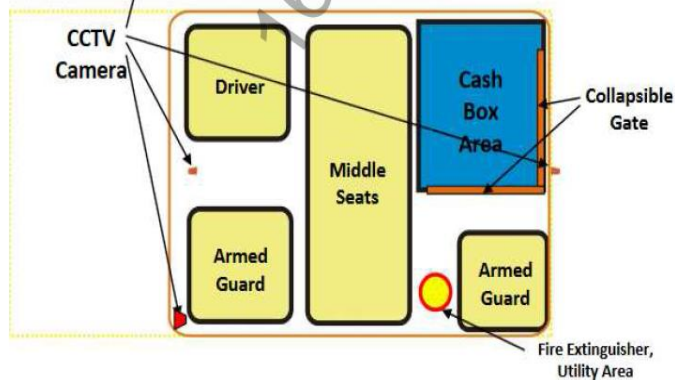
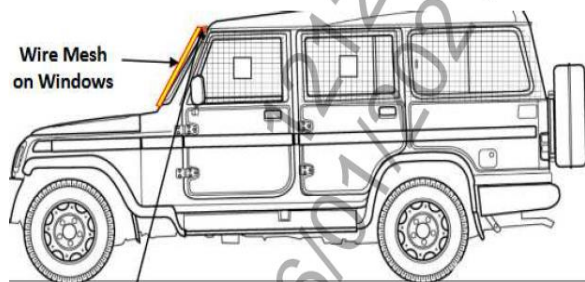
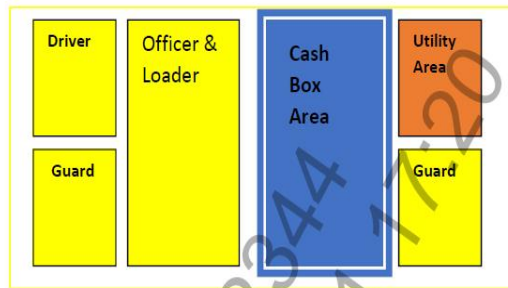
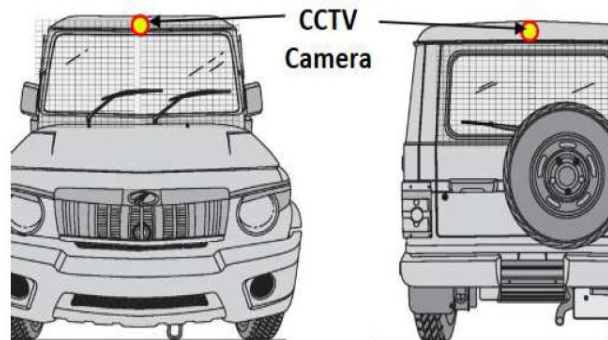
3.2.1. **Driver Compartment:** Seating for at least four persons (including driver) to be available. There may be two rows of seats in the driver's cabin, front row for driver and co-driver and the rear row for two/ three persons to sit. All seats shall have a minimum of 6" seat cushion with washable seat covers. The door windows in the driver compartment must have movable glass panes with welded mesh grills (1Sq Inch) outside. The doors would have facility for locking & opening from both sides. At least one roof light to be provided over the driver. Two to three Fans to be provided for the Driver's compartment to cater for AC failure. The hinges of all the doors to be such that these are not visible externally. Engine immobilizing switches would be provided near the driver and the Armed Guard in the rear. Arrangement for mobile charging to be available. One Portable Fire Extinguisher ABC type of 2 Kg (IS: 15683) to be provided in Driver Compartment.

3.2.2. **Cash Compartment.** The cash hold compartment would be sufficiently strengthened by providing additional 3.15 mm metal sheet on the floor and all the sides. It would be separated with Driver compartment with a welded metal grill of one-inch steel bars duly supported by horizontal metal sheet of 3.15 mm thickness from both sides covering three fourth from bottom. It would have sufficient space (if feasible with racks) to keep at least 4-6 large size steel boxes. The entrance of the cash compartment would be from the rear compartment. A cash compartment would have only one collapsible gate (with sufficient space to move the boxes) from the rear compartment side with double locking facility. Minimum four chains to be provided, one end of which would be welded with the body of the vehicle, for securing the cash boxes. The chains provided would be of adequate thickness, size & sufficient length so as to enable locking of at least 10 boxes. At least two roof lights to be provided. No windows would be provided in Cash compartment but a meshed window to communicate between rear guard and front guard/driver shall be there.

3.2.3. **Rear Compartment.** The rear compartment would have minimum one seat for the guard while two are preferable. It would have sufficient head room, space & visibility for guards to move their guns and fire in case of need. The rear door would have facility to lock from inside & outside. There would be two side windows & two door windows. All the windows would have welded mesh grills. The windows would have window panes, which may be sliding in nature as in normal vehicles. One Fan to be provided for the rear compartment. At least one water bottle bracket shall be provided. One first Aid Medical Box shall be provided. At least two roof lights shall be provided. The tool box shall be kept in the rear compartment. One portable Fire Extinguisher of CO2 type (IS 15683) to be fixed to the body in the rear compartment opposite to the guard. Rear door to have strong steps to board the boxes into the cash van.

3.2.4. The cash van would also have gun firing ports with sliding cover on all the three outer sides. The door should have proper locking arrangements both from inside as well as outside





3.2.5. The middle and rear compartments are to be separated by a collapsible grill gate.

3.2.6. The CCV would have a secured partisan between driver cabin and cash box area. This partisan would also have a small window with grill for visibility & voice communication for the person sitting in the front and rear compartment.

**4. Security Accessories.** The PSA further agrees that: -

4.1. A brand new Security Alarm with inbuilt battery integrated with 03 Panic buttons located with driver, remittance party, cash compartment and rear compartment. The system would have two hooters in addition to the built in hooter. One hooter would be provided inside the bonnet (along with vehicle horn) and one in the rear compartment (near the window facing outside) of the vehicle. The system would be tamper proof.

4.2. GPS facility with username and strong password is to be provided for each cash van with "SOS" facility activated. Online tracking facility with/without SMS alerts to be provided. It would be able to generate online reports and periodical reports presenting location, point to point and total distance. It would have the function to switch off the vehicle remotely via SMS. The recurring monthly expenditure on GPS facility is to be borne by the PSA. GPS machine has to be brand new. GPS tracking software will be made available and installed at each currency chest and circle office and possibly at police station if required. Geo fencing capability would be there and marked as per the area of the operation of the CCV.

4.3. The van must be installed with at least three CCTV IR Cameras and one pinhole camera with facility for remote monitoring through mobile/internet. The Cameras to cover front, cash compartment area and rear side of the vehicle. THE PSA would keep minimum 30 days of recording backup for each cash van.

4.4. Wireless (mobile) communication with cash van is must. It would be provided through mobiles or through licensed radio sets by the PSA at his own cost.

**5. Safety Features.** The PSA further agrees that the CCVs provided would have following safety features: -

5.1. It would be fitted with remote operated central locking system in addition to conventional locking arrangements.

5.2. CCV would have essential features of an efficient vehicle requiring minimum maintenance and providing maximum driving and riding comforts.

5.3. All seats must have adequate lumbar and thigh support.

5.4. It would conform to local laws stipulated by transport department and other Government bodies including pollution norms.

5.5. The Bank will not provide any sort of fuel/maintenance/renewal charges/road tax/insurance premium, if any related to provided vehicle and staff.

5.6. In case of Disturbed/High Risk areas, semi bullet proof vehicles (if required) may be provided.

**MODEL FORMAT OF AGREEMENT FOR HIRING OF CUSTOMISED  
CASH VANS**

(To be stamped with twice the duty of an Agreement (Agreement + Indemnity))

**AGREEMENT**

This agreement is made at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ BETWEEN PUNJAB NATIONAL BANK, a body Corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970, having its Head Office at Plot No 4, Sector 10 Dwarka, New Delhi-110075 and inter alia, Zonal/Circle/Branch Office at \_\_\_\_\_ (hereinafter called the '**THE BANK**' which term shall, wherever the context so permits, mean and include its successors and assigns) of the First Part;

**AND**

M/s \_\_\_\_\_ a Proprietorship concern/Partnership Firm/Private/Public Limited Company/Private Security Agency (PSA) having its Office/Registered Office at \_\_\_\_\_ (hereinafter referred to as "**THE PSA**" which expression shall, wherever the context so permits, mean and include its successors and assigns) of the Second Part;

Whereas

- a) The Bank is engaged in the business of banking and is desirous of strengthening its cash remittance services between its various Branch Offices, Currency Chests as well as its clients;
- b) THE PSA *registered under Private Security Agencies Regulation Act (PSARA) ..... of ..... state vide registration certificate No..... dated .....* is engaged and experienced in the business of assisting banks and others in such cash remittance and wishes to offer its services to the Bank.

**IT IS NOW AGREED BETWEEN THE PARTIES HERETO AS FOLLOWS:**

1. **Period of the Agreement.** This agreement shall come into effect from \_\_\_\_\_ and continue to be in force for a period of 1 year and inclusive of \_\_\_\_\_ or its sooner determination in terms hereof. However, services will be renewed every year and further renewed (maximum 36 months from the empanelment date) if the same are found satisfactory on the same terms and conditions /Rates.
2. **The Service**
  - 2.1. THE PSA agrees to provide to the Bank its Customised Cash Vans (CCVs) with driver and with ..... (armed guards / loader if Required) for cash remittance as may be requested and authorized by the Bank to PSA from time to time in the manner and on the terms and conditions hereinafter set out and the Bank agrees, on the basis of the representations and undertakings made by THE PSA as stated hereinafter, to avail the service from THE PSA. The service of cash vans will be provided for 8 hours daily excluding lunch break of one-hour subject to a maximum of ..... hours ( ) per month. Fuelling / Refuelling, lunch time or maintenance/ breakdown time will not be counted towards the 8-hour period. The CCV shall report to the branch/currency chest with top up fuel tank and no refuelling shall be done during duty hours.

2.2. The Mileage per vehicle will be as per slab wise ..... () per month on daily cumulative basis. Services provided in excess of these limits will be charged extra as per rates agreed between the Bank and PSA.

2.3. The distance will be calculated from Nodal Branch office/Currency Chest or the Initial Reporting Point to place of work only. Distance covered from PSA's depot or overnight parking place to the Initial reporting Point as well as to/from petrol pump / repair garage will not be included. Similarly, any meterage spent for repairs etc or any other work not assigned by the Controlling/Designated Officer of the Bank will be EXCLUDED. A proper log book will be maintained for each CCV. Each page will be initialled by the driver of THE PSA and the designated officer of BO DAILY. Monthly summary will be signed by the Branch Incumbent and Authorised Officer of THE PSA and presented to the Paying authority along with the Monthly Bill.

3. No extra meterage and additional working hours is permitted except with the prior and written sanction of the Currency Chest Incumbent. Delays on account of breakdowns due to external events such as accidents, road blocks, unusual traffic jams or work assigned by the vendor will be EXCLUDED while working out the total hours done. Time of reporting and time of dispersal will be recorded daily and initiated by the Designated Official of the BO/ Currency Chest for cash remittance.

4. **THE PSA's representations, Undertakings and Covenants.** *THE PSA covenant that :-*

4.1. THE PSA will comply with all legal requirements and obtain such licences, approvals and consents, if any, prescribed/required under any law/rules/regulations and for providing services as per this agreement and keep them valid during the currency of this agreement.

4.2. THE PSA would provide cash vans registered in the name of his firm and manpower hired by his firm and shall not be entitled to sublet the contract further and if found shall be liable to be blacklisted and loss of performance guarantee money in favour of the bank.

4.3. THE PSA is adequately equipped, in terms of infrastructure, manpower and expertise to provide the Service and undertakes to provide the service all the time during the period of this agreement.

4.4. The PSA's personnel including its owner(s), director(s), partner(s), employee(s) engaged by THE PSA in relation to the Service will be the sole responsibility of THE PSA as to their costs and consequences arising out of their engagement or conduct. It is understood that the Bank shall not be liable to pay any remuneration or compensation to THE PSA

or any of the personnel (including its owner(s), director(s), partner(s), employee(s) and any representatives) engaged by THE PSA in relation to the service except the fee payable to THE PSA.

4.5. The CCVs shall be placed at the time and place appointed by THE BANK fully equipped and fit to perform duties as per timings and place intimated by the in charge of the currency chest / branch under whom the CCV(s) is/are placed.

4.6. The credentials of the manpower employed and deployed by the PSA (such as driver of the CCV, loaders and the guards etc.) will be properly verified by the local police. Further they would carry tamper proof photo identity cards issued by THE PSA and wear prescribed uniform. A copy of the police verification report

will be provided to the bank in respect of all manpower provided by THE PSA before deployment.

4.7. Only the type of vehicle listed at Para ..... below shall be provided & there would not be any variation. Further in case of any defaults/shortcomings THE BANK will be entitled to impose any reasonable penalty.

4.8. At no point of time during the prescribed duty hours, drivers and guards would leave their place of duty. THE PSA covenants to arrange and send a relief/substitute wherever the regular driver(s)/guard(s) is (are) absent or on leave. The relief/ substitute shall also be a person duly verified by the police.

4.9. The PSA shall provide a "Checking Register" with each CCV for the purpose of checking carried out by THE PSA and THE BANK authorities on following format:-

| S<br>N | Date | Time &<br>Place | Particulars of<br>Inspection Person | Observations | Signature |
|--------|------|-----------------|-------------------------------------|--------------|-----------|
|        |      |                 |                                     |              |           |

4.10. The PSA shall Maintain up-to-date record of all manpower provided to THE BANK as per Shops & Establishment Act and will discharge all obligations under various Labour Laws viz EPF Act, ESI Act, Gratuity, Bonus Act, Workmen's Compensation Act, Contract Labour (Regulation & Abolition Act) etc or under any other State/Union Legislation in respect of all manpower engaged by THE PSA.

4.11. The PSA takes full responsibility of all acts of commission and/or omissions by all manpower engaged by THE PSA or any injury or mishap caused during the course of transport or during rendering the service and will meet all liabilities arising out of such situations.

4.12. The PSA would immediately change any manpower engaged by him on the instructions from THE BANK if the performance of a particular person is not acceptable or found physically/medically unfit and decision of THE BANK shall be final in this regard.

**4.13. The PSA would be absolutely responsible for the payment of salary, all other statutory obligations for drivers/guards (or their dependents), on account of salary/wages, bonus, arrears, employment/termination benefit, compensation or other claim whatsoever under Workmen's Compensation Act or any other law and THE BANK has no connection in relation to such matters. The salary shall be paid to the manpower by 7<sup>th</sup> of the following month in the bank accounts maintained at the local PNB Branch irrespective of the fact whether the payment for the month of THE PSA has been paid by THE BANK or not.**

4.14. In case of any mishap/injury sustained by the driver/guard of whatsoever nature (minor/major/fatal including death during the course of their duty) the responsibility of granting compensation to any of the manpower or a third party if any, on that count will be that of the PSA and not of the BANK. All MACT cases would be liability of the PSA and dealt by the PSA.

4.15. If for any reason, compensations, costs etc., are paid by THE BANK, the same shall be reimbursed by the PSA to the BANK without any demur, with interest at the rate as applicable for clean advances.

**4.16.** In the event of theft, robbery, dacoity or pilferage of THE BANK's property or materials, The PSA shall actively assist the BANK for the investigation of the case and if negligence/collusion of drivers/guards is established, such loss due to theft etc. is to be made good by the PSA. PSA agrees to indemnify such loss, irrespective of the fact that such risk might have been insured.

**4.17.** In case of any property loss/injury to any one of the BANK staff due to negligence of the PSA driver/guard or due to dereliction of duty or inattentiveness or negligence of the driver/guard, all liabilities arising out of such incident will be fully met by the PSA. PSA agrees to indemnify the loss.

**4.18.** The PSA would furnish the names and permanent and local addresses of the drivers and security guards being posted for the above purpose from time to time along with their latest photographs, thumb impression and signatures and identification proofs.

**4.19.** The PSA would furnish the proof of having paid the wages, provident fund contributions and other legal liabilities to the driver(s) and security guard(s) engaged by them, within one week of the disbursement of wages to them. If proof is not tendered, the BANK may not reimburse the payment due to THE PSA.

**4.20.** The PSA would ensure that the guards are provided with guns that are licensed in the name of PSA as per Arms Rule 2016 and the guards names are entered as retainers. No private guns of private persons will be deployed for commercial use and duty and protection of bank's cash.

**4.21.** THE PSA would ensure that the guards and drivers do not enter the cash areas, vaults of branches and currency chests, and offer cooliage service for carting boxes in branches and currency chests etc. but are firmly deployed at their assigned duty. The driver would not leave the CCV at any point of time but shall remain seated on his seat while cash is in vehicle. The guards when deployed by the PSA also will not leave the CCV unprotected at any point of time; especially when the cash is being loaded / unloaded / carted from vault to the CCV and vice versa.

**4.22.** The PSA would make its own arrangement for parking of CCVs at its own cost or place.

**4.23.** The mileage will commence and shall be counted from the assigned currency chest or assigned nodal branch to the dependent branches and back to the assigned currency chest or the assigned nodal branch.

**4.24.** The PSA would not change the Van /driver / guards without informing the in charge of assigned currency chest or the assigned nodal branch or the concerned Security officer. In doing so, the PSA will provide proper authority letter to the new person, under intimation to the Branch/Currency Chest Manager or the Security Officer. The letter will be annexed with police clearance of the person and his details of ID/Residential address proof (permanent and present).

## **TECHNICAL SPECIFICATIONS FOR CUSTOMIZED CASH VAN (CCV)**

5. THE PSA undertakes that the CCV would be based on **TATA 207 / TATA Xenon Yodha / Mahindra BMT plus** (*strike out whichever is not applicable or modify as per requirement of each type of vehicle*) with **Air Conditioner (AC)** or equivalent vehicle

and modified suitably in terms of the Directions of RBI to meet bank's requirement. THE PSA further covenants that points contained in this part would be/ have been incorporated during customization of the vehicle.

## 6. General Features

6.1. **The CCV would be on brand new chassis (not older than three years) and** registered with the Transport authority and would have all legal formalities completed to Motor Vehicles act and pollution norms.

6.2. Each cash van would have tubeless tyres and a spare tubeless tyre. Spare tyre (Stepney) would be provided with easy access and one toolkit would be available with each vehicle. Stepney would not be carried in the cash compartment. The toolkit would contain sufficient spares of fan belts, spare bulbs, emergency safety triangles/cones (orange coloured glow in the dark), jack & handle and tools to carry out minor repairs.

6.3. Vehicle must accommodate minimum 1+4 passengers and insurance coverage would also cover minimum 1+4 passengers.

6.4. 20-gauge Cold Rolled Close Annealed (CRCA) sheets for all sides & roof top for panelling would be used. In the interiors, insulation would be provided in the form of thermo cool provided between interior and exterior panelling.

6.5. All windows and wind screen would have wire mesh protection (of not more than 1 sq. inch). No window to be provided on sides of cash box area. Each window mesh would have a rectangular port hole of width 6 inches for use of weapon. Front wind screen to have 1" square thick wire meshes in two partitions to cover wind shield from stone pelting. The hinges of all the doors to be such that these are not visible externally.

6.6. Cash van would have CCTV, GPS, Standalone Security Alarm, Fire Extinguishers as per guidelines and specifications given herein. Periodic servicing of all the electronics equipment and refilling of Fire Extinguishers to be carried out. Every cash van would be provided with a mobile phone. The instrument, installation charges & monthly expenditure would be borne by THE PSA. One secretly located fuel lock would also be fixed in the vehicle.

6.7. CCV must have air conditioning facility. The air conditioning vents would be extended to the rear compartment where Armed Guard will be seating.

## 7. Security Features: The PSA further covenant that: -

7.1. CCV would have minimum three doors. Two in front sides and one at the rear. All doors to have glass with regulator and strong iron wire mesh of 1" square having 5" to 6" firing slot. The wind shield also would have wire mess. All doors would have double locks i.e. one from inside and other from outside. The rear door to have internal (in built) and aldrop with pad lock arrangement. Combination lock or OTP operated lock in cash area will be additional bonus

7.2. The CCV would have 03 compartments namely front (Driver), middle (Cash) and Rear as illustrated below: -

7.2.1. **Driver Compartment:** Seating for at least four persons (including driver) to be available. There may be two rows of seats in the driver's cabin, front row for driver and co-driver and the rear row for two/ three persons to sit. All seats shall have a minimum of 6" seat cushion with washable seat covers. The door windows in the driver compartment must have movable glass panes with welded mesh grills (1Sq Inch) outside. The doors would have facility for locking & opening from both sides.

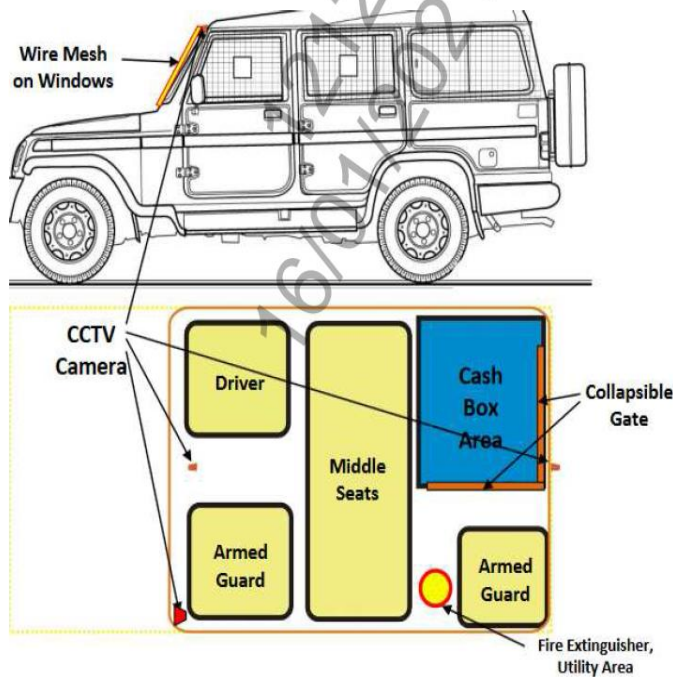
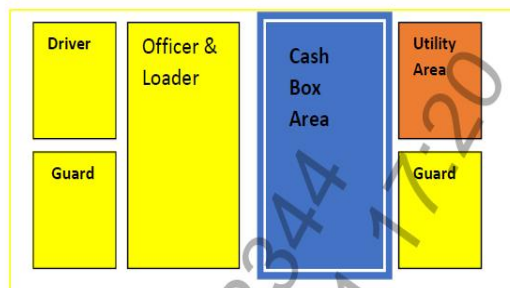
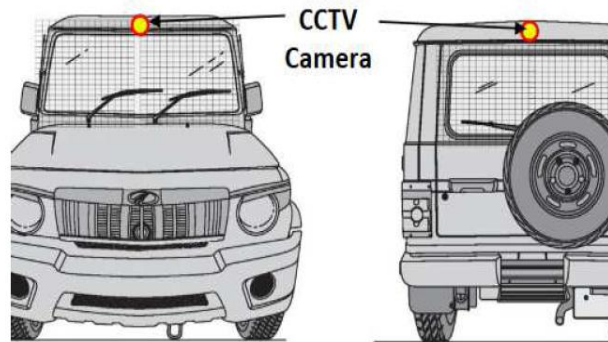
At least one roof light to be provided over the driver. Two to three Fans to be provided for the Driver's compartment to cater for AC failure. The hinges of all the doors to be such that these are not visible externally. Engine immobilizing switches would be provided near the driver and the Armed Guard in the rear. Arrangement for mobile charging to be available. One Portable Fire Extinguisher ABC type of 2 Kg (IS: 15683) to be provided in Driver Compartment.

- 7.2.2. **Cash Compartment.** The cash hold compartment would be sufficiently strengthened by providing additional 3.15 mm metal sheet on the floor and all the sides. It would be separated with Driver compartment with a welded metal grill of one-inch steel bars duly supported by horizontal metal sheet of 3.15 mm thickness from both sides covering three fourth from bottom. It would have sufficient space (if feasible with racks) to keep at least 4-6 large size steel boxes. The entrance of the cash compartment would be from the rear compartment. A cash compartment would have only one collapsible gate (with sufficient space to move the boxes) from the rear compartment side with double locking facility. Minimum four chains to be provided, one end of which would be welded with the body of the vehicle, for securing the cash boxes. The chains provided would be of adequate thickness, size & sufficient length so as to enable locking of at least 10 boxes. At least two roof lights to be provided. No windows would be provided in Cash compartment but a meshed window to communicate between rear guard and front guard/driver shall be there.

- 7.2.3. **Rear Compartment.** The rear compartment would have minimum one seat for the guard while two are preferable. It would have sufficient head room, space & visibility for guards to move their guns and fire in case of need. The rear door would have facility to lock from inside & outside. There would be two side windows & two door windows. All the windows would have welded mesh grills. The windows would have window panes, which may be sliding in nature as in normal vehicles. One Fan to be provided for the rear compartment. At least one water bottle bracket shall be provided. One first Aid Medical Box shall be provided. At least two roof lights shall be provided. The tool box shall be kept in the rear compartment. One portable Fire Extinguisher of CO2 type (IS 15683) to be fixed to the body in the rear compartment opposite to the guard. Rear door to have strong steps to board the boxes into the cash van.

- 7.2.4. The cash van would also have gun firing ports with sliding cover on all the three outer sides. It would have proper locking arrangements both from inside as well as outside





7.2.5. The middle and rear compartments are to be separated by a collapsible grill gate.

7.2.6. The CCV would have a secured partisan between driver cabin and cash box area. This partisan would also have a small window with grill for visibility & voice communication for the person sitting in the front and rear compartment.

8. **Security Accessories.** The PSA further agrees that: -

- 8.1. A brand new Security Alarm with inbuilt battery integrated with 03 Panic buttons located with driver, remittance party, cash compartment and rear compartment. The system would have two hooters in addition to the built in hooter. One hooter would be provided inside the bonnet (along with vehicle horn) and one in the rear compartment (near the window facing outside) of the vehicle. The system would be tamper proof.
- 8.2. GPS facility with username and strong password is to be provided for each cash van with "SOS" facility activated. Online tracking facility with/without SMS alerts to be provided. It would be able to generate online reports and periodical reports presenting location, point to point and total distance. It would have the function to switch off the vehicle remotely via SMS. The recurring monthly expenditure on GPS facility is to be borne by the PSA. GPS machine has to be brand new. GPS tracking software will be made available and installed at each currency chest and circle office and possibly at police station if required. Geo fencing capability would be there and marked as per the area of the operation of the CCV.
- 8.3. The van must be installed with at least three CCTV IR Cameras and one pinhole camera with facility for remote monitoring through mobile/internet. The Cameras to cover front, cash compartment area and rear side of the vehicle. THE PSA would keep minimum 30 days of recording backup for each cash van.
- 8.4. Wireless (mobile) communication with cash van is must. It would be provided through mobiles or through licensed radio sets by the PSA at his own cost.
9. **Safety Features.** The PSA further agrees that the CCVs provided would have following safety features: -
  - 9.1. It would be fitted with remote operated central locking system in addition to conventional locking arrangements.
  - 9.2. CCV would have essential features of an efficient vehicle requiring minimum maintenance and providing maximum driving and riding comforts.
  - 9.3. All seats must have adequate lumbar and thigh support.
  - 9.4. It would conform to local laws stipulated by transport department and other Government bodies including pollution norms.
  - 9.5. The Bank will not provide any sort of fuel/maintenance/renewal charges/road tax/insurance premium, if any related to provided vehicle and staff.
  - 9.6. In case of Disturbed/High Risk areas, semi bullet proof vehicles (if required) may be provided.
10. **Principal To Principal Relationship.**
  - 10.1. It is agreed and understood by the parties that neither THE PSA nor any of the personnel engaged by THE PSA for the purpose of the service (including its owner(s), director(s), partner(s), employee(s) and representative(s) shall have employee employer relationship with the Bank.
  - 10.2. The employees engaged by the PSA M/s \_\_\_\_\_ shall be deemed to be the employees of the PSA only, and the BANK shall not be connected with the employment or the terms and conditions thereof in any way. The PSA, M/s \_\_\_\_\_ alone would comply with the statutory obligations and Labour Regulations/ Rules in this regard. None of the provisions of this Agreement shall be deemed to constitute a partnership between the parties hereto, and neither party shall have authority to bind the other except as

specifically provided for hereunder. Neither party hereto is the agent of the other nor there no master-servant relationship between the parties. The relationship is on principal to principal basis.

- 10.3. The PSA, M/s \_\_\_\_\_ shall be responsible for payments of all statutory dues with respect to each of his personnel/employees engaged by him to render service under this Agreement with respect to each applicable Labour law, including, the Minimum Wages Act, 1948, The Payment of Wages Act, 1936, the Payment of Bonus Act, 1965, the Employees' State Insurance Act, 1948, The Payment of Gratuity Act, 1972, The Maternity Benefit Act, 1961, The Employees' Provident Funds and Miscellaneous Provisions Act, 1952, etc. No dues/contributions under any labour legislations as applicable, remain payable with respect to his personnel/employees. The PSA will have no claims whatsoever against the BANK with respect to payment of statutory dues/contributions to his personnel/employees under applicable labour legislations.

#### **THE PSA's Indemnity and Assurance**

11. The PSA hereby expressly agrees to indemnify the Bank and keep the Bank indemnified against all loss, liability or obligation arising out of its conduct or that of any of the personnel (including its owner(s), director(s), partner(s), employee(s) and representative(s) in connection with the service and this agreement.
12. The PSA further agrees to provide an interest free Security Deposit equivalent to one month's charges per cash van. In case of loss or damage suffered by the Bank due to negligent act of the PSA or its personnel/ guards/ driver etc., the Bank shall be entitled to recover the same from the Security Deposit, in addition to the other remedies available to it under the law. Their deposit shall be returned on termination of this agreement.
13. THE PSA shall take and service the policy of fidelity insurance in respect of drivers and guards provided and comprehensive/3<sup>rd</sup> party insurance for CCV at its own cost and furnish a copy to the Bank.
14. THE PSA undertakes that in case THE PSA fails to provide CCV with driver or the guard or loader anytime, the Bank will remit the cash under own arrangements, and double the pro rata charges will be debited from PSA's bill every month.
15. THE PSA undertakes to ensure CCV's roadworthiness at all times. In case of breakdown of van enroute, THE PSA shall be liable for penal action in the form of fine equivalent to one day's payment to THE PSA for CCV for loss of man hours and time.
16. THE PSA shall be fined for their guards & Drivers not wearing prescribed uniform or not carrying the identity cards equivalent to one day's wage as per government prescribed wages for the concerned category of the manpower.
17. No manpower shall be allowed to escort the CCV with expired Gun License. If detected later, THE BANK may impose fine equivalent to one-week payment to THE PSA for the CCV, for non-renewal of their gun license for every one week of delay per gun licence.

18. The CCV crew/staff should not be changed without prior permission.
19. CCV driver to hold valid commercial vehicle driving license for the cash van of the Bank. There should be no history of license suspension and should have accident free record. All the person(s) employed by the PSA in service of the Bank must be verified by the police authorities for the antecedents of all staff/crew deployed on the cash vans and that are in possession of valid driving licenses for the desired vehicle. Record of police verification must exist in original with the service provider and a copy of which must be handed over to the Bank on the date of commencement of services. In case of any reliever driver/guard/loader, the documents of the individuals shall be submitted with the Bank on the time of commencement or 2-3 days in advance before deployment.
20. The PSA shall not sublet any part of the awarded work to any other person or agency. The complete CCV crew/staff provided by the PSA should be on permanent roll of the company. Supportive documents shall be produced by the service provider whenever demanded.
21. **Earnest Money Deposit**  
Bidder has to submit the Bid Securing Declaration Form for the tender as Performa attached at Annexure XIV
22. **Inspection of cash van and Treasure**  
The Bank reserves the right to depute its officers or auditors, as it may decide for surprise checking/inspection of remittance enroute particularly in regard to detection of counterfeit notes etc
23. **Registration under PSARA**  
The PSA must have valid registration under PSARA 2005 in the state where it operates or intends to provide service to the Bank. In case of more than one state, the agency should be empanelled in all the states where it intends to provide service. Mere application for the same with State government authorities would not make the bidder/service provider eligible to provide services of cash in transit to the Bank.
24. **THE Bank's representations, Undertakings and Covenants**  
*THE BANK covenant that: -*  
24.1 The Bank shall in consideration of the services, pay to THE PSA charges indicated below. (Also see 'Note' at the end): -

| S. No. | Type of Vehicle   | No. of vehicles | Meterage   | Remarks |
|--------|---|-----------------|--|---------|
|        | e.g. Small cash van based on Tata 207 or equivalent like Bolero and Marshall Jeep etc. or<br>e.g. Large cash van based on Tata 407 or equivalent. |                 | e.g Charges to be paid would be Rs * _____ per month upto _____ Kms duty per month. Additional charges will be @ Rs. * _____ per Km. The duty hours would be 200 hours per month on cumulative basis. Additional charges for duty hours beyond 200 hrs would be @ Rs * _____ per hour. |         |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

24.2 The charges payable are all inclusive and no other charges shall be payable or reimbursed to THE PSA, except the agreed amount. Rates include all taxes, levies, cell phone charges, fuel charges, insurance premium, salaries/wages etc to be paid to the Govt or any other bodies or drivers or guards provided with CCV. However, **toll charges if any shall be payable by the bank** against proper toll receipts with vehicle Registration number and same shall be included in the invoice clearly mentioning the summary of tolls paid by PSA for particular vehicle

24.3 THE BANK shall not be liable to pay to THE PSA any amount (whether by way of compensation, remuneration, reimbursement or otherwise) other than the fee as aforesaid, in relation to the service.

24.4 The payment will be made by the Bank within 7 working days of the presentation of the Bill. There will be no enhancement in rates/charges during the validity period of the present agreement.

## 25. **Blacklisting**

THE PSA shall be liable to be blacklisted for any of the reasons which are contradicts any clause of the agreement. Besides, following acts on part of THE PSA or its owner or its employee shall invite blacklisting on the discretion of THE BANK :-

- a Misbehaviour/threatening of THE BANK's staff and its supervisory officers during execution of work/tendering process.
- b Involvement in any sort of tender fixing.
- c Constant non-achievement of performance on insufficient and imaginary grounds and non-adherence to quality specifications despite being pointed out.
- d Persistent and intentional violation of important conditions of contract.
- e Security consideration of the cash, THE BANK or the State i.e., any action that jeopardizes the security of the cash, THE BANK, employees /contractual persons of THE BANK or the State.
- f Submission of false/fabricated/forged documents for consideration of a tender.
- g Any kind of malpractice which tarnishes / likely to impact the reputation of the BANK or its employees.

## 26. **Non Exclusive Agreement**

It is expressly agreed and understood between the parties hereto that this agreement is on nonexclusive basis and THE PSA does not have any exclusive right to provide the said services set out herein to the Bank and that the Bank is free to engage as many companies/firms, whether similar or otherwise, to provide such services and enter into

agreements with any other person, Firm, Company, Organisation, as may be deemed fit by the Bank. THE PSA shall also be at liberty to secure assignments from any other body Corporate or Bank without impacting operations of THE BANK.

27. **Splitting of Order**

The bank reserves its right for splitting scope of work between two/three service providers. The splitting of the order will be in 60:40 ratio, provided L2 service provider agrees to match the rates quoted by L1 service provider and agrees for all the terms and conditions. In case L2 service provider is not willing to match L1 rates, Bank will call L3, L4 service providers etc, in that order to distribute the work of L2 service provider. In the event of L3, L4 etc., service provider not matching the L1 rates the entire quantity will be awarded to L1. The Bank reserves the right of allocation of any Circle/Currency chest to the PSA and the PSA do not hold any right of preference.

28. **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 tender and shall be entitled to reject any or all offers at any stage without assigning any reasons whatsoever.

29. **Publicity**

THE PSA, its employees, representatives etc shall not use the name, trademark and/or logo of the bank in any sales or marketing publication or advertisement or in any other manner.

30. **Confidential Information**

Confidential Information" as used throughout this agreement means (i) all information disclosed/furnished by the Bank to or come to the knowledge of, in whatsoever manner, THE PSA during the tenure of his engagement; (ii) any secret or proprietary information relating directly to the Bank's business and that of the Bank's affiliated companies and subsidiaries, including, but not limited to, products, customer lists, pricing policies, employment records and policies, operational methods, marketing plans and strategies, product development techniques or plans, business acquisition plans, technical processes, investor information, software processes, algorithms, computer processing systems, object and source codes, user manuals, systems documentation, and other business affairs of the Bank and its affiliated companies and subsidiaries.

31. **Damages**

Both parties acknowledge that the Confidential Information coming to the knowledge of the other may relate to and/or have implications regarding the future strategies, plans, business activities, methods, processes and or information of the parties, which afford them certain competitive and strategic advantage. Accordingly, neither party shall use the Confidential Information in a manner that will jeopardise or adversely affect in any manner such future strategies, plans, business activities, methods, processes, information, and/or competitive and strategic advantage of the Disclosing Party.

32. The provisions of this Agreement are necessary for the protection of the business

goodwill of the parties and are considered by the parties to be reasonable for such purposes. Both the parties agree that any breach of this Agreement will cause substantial and irreparable damages to the other party and, therefore, in the event of such breach, in addition to other remedies, which may be available, the party violating the terms of Agreement shall be liable for the entire loss and damages on account of such disclosure.

33. THE PSA agrees to indemnify the other against loss suffered due to breach of terms of this agreement and undertakes to make good the financial loss caused directly or indirectly by claims brought about by its customers or by third parties.
34. The parties hereto acknowledge and agree that in the event of a breach or threatened breach by the other of the provisions of this Agreement, the party not in breach will have no adequate remedy in money or damages and accordingly the party not in breach shall be entitled to injunctive relief against such breach or threatened breach by the party in breach.
35. No failure or delay by either party in exercising or enforcing any right remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.

**36. Penalties**

Following penalties may be imposed: - (To be filled up as per local conditions, Some examples filled, Effort shall be made to include all contingencies faced in the field). The penalty imposed will be borne by THE PSA and shall under no circumstances be passed on to the manpower of the PSA.

| S No | Instance  | Frequenc y   | Remarks                                  | Penalty                              |
|------|---|--------------|--|--------------------------------------|
| 1    | e.g Non-functional of CCTV                              | Per Instance | Immediate                                | Rs 500 / van / per day               |
| 2    | e.g CCV not reached nodal branch at appointed time      | Per Instance | Immediate                                | Rs 1000/- per instance               |
| 3    | e.g. worn out tyre not replaced once intimated          | Per Instance | 0-72 hours                               | Rs 500 per day till replaced         |
| 4    | e.g. Breakdown enroute while carrying cash or returning | Per Instance | Monthly CCV Rates with manpower /26 days | One day charges as per remarks       |
| 5    | e.g. Manpower not wearing uniform                       | Per person   | Each instance                            | One day salary of concerned manpower |
| 6    | e.g. Gun License not renewed before due date            | Per license  | Each instance                            | Rs 5000/ per week of delay           |
| 7    | e.g. CCV not reported with full fuel tank               | Per Instance | Immediate                                | Rs 1000/- per instance               |

|   |   |              |           |  |
|---|---|--------------|-----------|--|
| 8 | e.g. CCV not made available for the day | Per Instance | Immediate | Entire cost of alternate arrangement by bank plus double the prorated rates of CCV for the Day |
|---|---|--------------|-----------|--|

37. Penalties shall be imposed by the Currency Chest / base branch where the CCV is provided or by any of the executive of the bank finding deficiency in services / terms of agreement during routine check-up / inspections etc. Computation of all penalties at the Circle Office level. All penalties shall be recovered concurrently from the total bill payable to THE PSA for the particular month, subject to the maximum of 35% of the bill payable (except for actual loss and transition penalty).
38. No penalties shall be levied for delays not attributable to THE PSA or delays on account of uncontrolled circumstances which shall be decided by THE BANK and shall be binding on THE PSA.
39. In case the penalties levied on THE PSA are more than 35% in any of the CCV in a Zone for a consecutive period of six months, then THE BANK has the right to terminate the services of the THE PSA from that particular ZONE.
40. **Waiver**  
No term or provision of this Agreement will be considered waived by either party, and no breach consented to by either party, unless such waiver or consent is in writing signed on behalf of the party against whom it is asserted. No consent to or waiver of a breach of this Agreement by either party, whether express or implied, will constitute consent to, waiver of, or excuse for any other, different, or subsequent breach of this Agreement by such party.
41. **Severability**  
If any provision of this agreement or its application is determined/ held to be invalid, illegal, or unenforceable in any respect such illegal, unenforceable, or invalid provisions or part(s) thereof shall be severed from this agreement and such provision shall not affect the validity, legality, or enforceability of remainder of this agreement.
42. **Force Majeure**  
Any interruption in services happening in the instance of "Force Majeure" where one or both of the contracting individuals becomes unable to perform their obligations under the terms of this contract; then no party shall be held responsible for termination of contract. THE BANK is then responsible for the calculation of payment on the point where services were interrupted.
43. **Amendment, Suspension or Termination of the Contract.**  
The Bank may amend this agreement by giving a notice of one month (30 days) of such amendment to THE PSA, on the address first stated above.
44. The Bank shall have a right to suspend or terminate this agreement any time without assigning any reason whatsoever. On such termination, THE BANK will have right to get service from other Agencies or make such alternate arrangements, as it deem fit, without any let or hindrance and if termination is caused due to any default or non-performance



or unsatisfactory performance of PSA. PSA shall be liable to pay damages being the extra cost to be incurred by THE BANK. PSA shall reimburse the amount claimed by THE BANK immediately after demand.

45. This agreement shall stand terminated in the event of:
- a Any of THE PSA representations and undertakings being or becoming incorrect or untrue.
  - b Breach by THE PSA to observe any of the terms and conditions contained herein or under any of the letters of request and authorization issued by the Bank in pursuance hereof or under any other agreement entered by THE PSA or any of its personnel (including its owner(s), director(s), partner(s), employee(s) and representative(s) and
  - c insolvency or bankruptcy of THE PSA or any of its personnel (including its owner(s), director(s), partner(s), employee(s) and representative(s).
  - d THE PSA shall not assign the rights or obligations hereunder, unless permitted by the Bank.
  - e The Bank may assign its rights and obligations hereunder in its sole discretion.
  - f PSA is unable to provide services as agreed herein by ..... (day) of ..... (month). ..... (year). No notice shall be required in such a case and THE BANK will be free to engage the L2 or L3 PSA who are willing to provide the services on L1 rates.
  - g Notwithstanding herein contained, this Agreement may be terminated by the Bank at any time due to circumstances when the service provider undergoes a change in ownership, becomes insolvent or goes under liquidation, received judicial indictment or is blacklisted by any Bank, any PSU or by any Govt Body (whether within India or any other location).
46. **Arbitration**  
All disputes and differences of any kind whatsoever, arising out of or in connection with this Agreement executed by the PSA, M/s \_\_\_\_\_ or in the discharge of any obligation arising under this agreement (whether during the course of execution of the order or after completion and whether beyond or after termination, abandonment or breach of the Agreement) shall be resolved amicably. In case of failure to resolve the disputes and differences amicably the matter may be referred to a sole arbitrator appointed by the bank after issue of at least 30 days' notice in writing to the other party clearly setting out there claim in the specific disputes.
47. The provisions of the Indian Arbitration and Conciliation Act, 2015, shall govern the arbitration. The venue of arbitration shall be at the sole discretion of the Bank at \_\_\_\_\_. The PSA, M/s \_\_\_\_\_ shall continue to work under the Contract during the arbitration proceedings unless otherwise directed in writing by THE BANK, unless the matter is such that the works cannot possibly be continued until the decision of the arbitrator, as the case may be, is obtained.
48. The cost of arbitration shall be paid as provided in the arbitration decision. Notice of the demand for arbitration shall be filed in writing with the other party to this agreement.
49. All arbitration proceeding shall be conducted in English and a daily English record of such proceeding shall be maintained.

50. Save as those, which are otherwise explicitly provided in the Agreement, no payment due or THE PSA, M/s \_\_\_\_\_, subject to deductions on account of penalty, etc., if any, shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter or one of the subject matters thereof.”

**51. Besides the two parameters i.e Annual Turnover and Number of Fleet, compliance to all other parameters/specifications given by RBI vide its circular No. RBI/2017-18/152 DCM (Plg) 3563/10.5.07/2017-18 Dated 6<sup>th</sup> April 2018 and MHA Gazatte Notification dated 08 Aug 2018 must be ensured. The two parameters of Annual Turnover and Number of Fleet will be implemented accordingly as and when the Honourable High court Judgement is delivered. The Bank retains the right to re-tender in case ruling of High court is not in accordance with the tender/contract since the High court ruling will have to be Honoured.**

#### **51. Jurisdiction**

The Parties submit to the exclusive jurisdiction of the Courts of .....  
THE PARTIES have read and understood all the terms herein and are voluntarily, free of any coercion, signing this Agreement on this date

For the Bank

For Punjab National Bank

(THE BANK)

Name  
Designation  
Date

For the PSA

For & on behalf of M/s\_\_\_\_\_

Name  
Designation  
Date

**PLACE OF REQUIREMENT OF OUTSOURCED CASH VANS**

| <b>Punjab National Bank Requirement of Outsourced Cash Vans</b> |              |                      |   |                                     |
|---|--------------|----------------------|---|-------------------------------------|
| <b>S.No</b>   | <b>State</b> | <b>Circle Office</b> | <b>Name of Currency Chest</b>             | <b>Number of Cash vans Required</b> |
| 1   | Tamil Nadu   | Chennai South        | Currency Chest Kotturpuram, Chennai       | 3                                   |
| 2   | Tamil Nadu   | Trichy               | Currency Chest, Industrial Area, Trichy   | 3                                   |
| 3   | Tamil Nadu   | Coimbatore           | Currency Chest, Ramnagar, Coimbatore      | 3                                   |
| 4   | Tamil Nadu   | Madurai              | NA  | 0                                   |
| 5   | Kerala       | Ernakulam            | Currency Chest, MG Road, Ernakulam        | 2                                   |
| 6   | Kerala       | Ernakulam            | Currency Chest, Sultanpet, Palakkad       | 1                                   |
| 7   | Kerala       | Kozhikode            | Currency Chest, KPK Menon Road, Kozhikode | 2                                   |
| 8   | Kerala       | Trivandrum           | NA  | 0                                   |
| Total =   |              |                      |   | 14                                  |

The cash van will be utilized for Currency Chests / Branches falling under the respective Circle Office as shown above and even for inter circle as per Bank requirement from time to time. The above figure is indicative only. The number of cash van along with driver, loader and armed guards may be increased or decreased as per requirement of the Bank. After empanelment & final selection of the vendor / agency, the bank will place order for customised cash vans with driver and /or Armed Guards and / or Loader as per its requirement. All bidders must ensure to submit bids for entire Zone consisting eight circles in the state of Tamilnadu & Kerala in order to qualify for bidding (as per above table). No part bidding (for city or part of state or individual Circle) shall be accepted. Failing this the bid shall be rejected.

**TECHNICAL BID (BIDDER INFORMATION)**

| S.No | SUBJECT   | DETAILS             |                             |
|------|---|---------------------|-----------------------------|
| 1.   | Name of the Firm / Company  |                     |                             |
| 2.   | Office Address with PIN code & Telephone Nos  |                     |                             |
| 3.   | Year of Establishment   |                     |                             |
| 4.   | Status of the Firm (Company / Firm / Proprietary)   |                     |                             |
| 5.   | Name of Directors / Partners / Proprietors etc:-<br>a)<br>b)<br>c)  |                     |                             |
| 6.   | Whether registered with the Registrar of Companies / Registrar of firms (Supporting Documents to be enclosed)   |                     |                             |
| 7.   | No. of years in business of Cash Van Service<br><b>(Minimum 5 years require)</b><br><b>(Submit Proof)</b>   |                     |                             |
| 8.   | a) Has your firm / company been ever blacklisted in past 3 years. Give details if Yes.  |                     |                             |
|      | b) If No, a notarized certificate be submitted stating that the company / firm or its owner or any sister concern have not been so blacklisted by any institution of the central or state Govt, PSU / PSBs in the past three years on any grounds whatsoever. |                     |                             |
| 9.   | Details of GST Registration (Copy of GST Registration Certificate to be enclosed)   |                     |                             |
| 10.  | Details of Income Tax Assessment (Copies of PAN & IT Returns of last three financial years to be enclosed)  |                     |                             |
| 11.  | Agency should provide latest Audited Balance Sheet and profit & Loss Account (Audited) for the last 3 financial years (Enclose audited copies)  | Turnover (INR Lacs) | Profit After Tax (INR Lacs) |
|      | a) FY 2018 – 19.  |                     |                             |
|      | b) FY 2019 – 20.  |                     |                             |
|      | c) FY 2020 – 21.  |                     |                             |
| 12.  | If you are registered in the panel of Any other Government body / PSU / PSB / Private Bank, etc. Please furnish details (Name of Organization, Period of service, Type of cash van, Quantity of cash van.   |                     |                             |

|     |   |  |
|-----|---|--|
| 13. | Agency is sponsored / registered with the Directorate General of Resettlement, Ministry of Defence, RK Puram, New Delhi.  |  |
| 14. | Details of Cash Van inventory / rolls of the company  | Large / Small Cash van   |
|     | (i) Total No. of cash vans separately as Large / Small, Make & Vintage in years   |  |
|     | (ii) Total No. of drivers held on rolls   |  |
| 15. | Documentary proof in support of satisfactory completion of similar work. Details of the running contracts with RBI / PSU/ PSB / Private Bank to include Name of Organization, period of contract, value of contract, etc  |  |
| 16. | Registration status as per PSARA Act of 2005. A service provider should have valid PSARA Licence for the states where the Cash Van is to operate. Service provider who have applied for the renewal of their PSARA Licenses will be considered eligible for participating in the tender. However, those service providers who have applied for the PSARA for the first time but have not received it at the time of going for the tender will not be eligible to participate in the tender. | PSARA Licence No.<br><br>Valid in State:<br><br>Valid upto (Date of expiry): |
| 17. | All bidders must ensure to submit bids for entire Zone consisting eight circles in the state of Tamilnadu & Kerala in order to qualify for bidding. No part bidding (for city or part of state or individual Circle) shall be accepted. Failing this the bid shall be rejected.   |  |

Date:

(Authorised Signatory)  
Seal of the firm

**TURN OVER CERTIFICATE****To be provided by Chartered Accountant/Statutory Auditor**

This is to certify that M/s \_\_\_\_\_, a company incorporated under the Companies Act, 1956/2013 with its headquarters at, \_\_\_\_\_ is having..... Crore turnover per year for the last three years and is having positive net worth in the last three financial year i.e. 2018-19, 19-20, 20-21.

The last three years turnover and net worth status are as under:

| <b>Sr. No.</b> | <b>Year</b>           | <b>Turnover ` (in Cr)</b> | <b>Profit/Loss ` (in Lac)</b> | <b>Net Worth</b> |
|----------------|-----------------------|---------------------------|-------------------------------|------------------|
| 1.             | 01.04.2018-31.03.2019 |                           |                               |                  |
| 2.             | 01.04.2019-31.03.2020 |                           |                               |                  |
| 3.             | 01.04.2020-31.03.2021 |                           |                               |                  |

Dated at \_\_\_day of\_\_\_\_\_

**Signature of CA/Statutory Auditor**

**Name of CA/Statutory Auditor:**

**Designation:**

**Seal of Company**

**ANNEXURE IX****PROFORMA FOR PERFORMANCE STATEMENT:**

| <b>Order Placed by<br/>(Full Address of<br/>Bank) * Excluding<br/>Co-operative and<br/>RRBs</b> | <b>Order No.<br/>and Date</b> | <b>Description<br/>and Qty of<br/>ordered CCVs</b> | <b>Value of<br/>Order</b> | <b>Date of<br/>Completion of<br/>order</b> | <b>Remark/<br/>Reason for late<br/>delivery</b> |
|---|-------------------------------|--|---------------------------|--|---|
|   |                               |  |                           |  |   |
|   |                               |  |                           |  |   |
|   |                               |  |                           |  |   |
|   |                               |  |                           |  |   |

(Add as many rows you want to )

Signature-  
Name-  
Designation-  
Date-

**PERFORMA FOR INTEGRITY PACT**

To,  
Asst General Manager  
Zonal Office Chennai  
Security Dept, PNB Towers,  
IV Floor, No 46-49, Royapettah High Road,  
Chennai – 600014

Subject: Submission of Tender for hiring of customised cash vans (To be stamped with twice the duty of an agreement (Indemnity))

Dear Sir,

I/We acknowledge that Punjab National Bank is committed to follow the principle of transparency equity and competitiveness as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by Punjab National Bank. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 6 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, Punjab National Bank shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder)

To be signed by the bidder and same signatory competent / authorized to sign the relevant contract on behalf of Punjab National Bank.



To be provided on letter head of the Bidder's Company

**ANNEXURE - XI**

**UNDERTAKING FOR INDEMNITY**

To  
The Asst General Manager  
Punjab National Bank  
Zonal Office Chennai  
Security Dept, PNB Towers, No 46-49,  
IV Floor, Royapettah High Road,  
Chennai – 600014

Sir,

Undertaking of INDEMNITY

I/ We M/s ..... assume responsibility for and shall indemnify and keep the Bank harmless from all liabilities, claims, costs, expenses, taxes and assessments including penalties, punitive damages, attorney's fees and court costs which are or may be required to be paid by reasons of any breach of our obligation under these general conditions or for which we have assumed responsibilities under the contract including those imposed under any contract, local or national law or laws, or in respect to all salaries, wages or other compensation to all persons employed by the bidder or bidders in connection with the performance of any system covered by the contract. The company M/s ..... comply with all the requirements of such laws and regulations as may be necessary.

Where any patent, trade mark, registered design, copyrights and/ or intellectual property rights vest in a third party, the company shall be liable for settling with such third party and paying any license fee, royalty and/ or compensation thereon.

In the event of any third party raising claim or bringing action against the Bank including but not limited to action for injunction in connection with any rights affecting the CCVs supplied by the company covered under the contract or the use thereof, the company agrees and undertakes to defend and / or to assist the Bank in defending at the company's cost against such third party's claim and / or actions and against any law suits of any kind initiated against the Bank.

Note: Bank may ask for any other document on its discretion.

Yours faithfully

(Duly authorized signatory of the Bidder)

To be provided on letter head of the Bidder's Company

**ANNEXURE - XII**

**UNDERTAKING FOR NON-BLACKLISTED**

To  
Asst General Manager  
Punjab National Bank  
Zonal Office Chennai  
Security Dept, PNB Towers, No 46-49,  
IV Floor, Royapettah High Road,  
Chennai – 600014

Sir,

We M/s \_\_\_\_\_, a company incorporated under the companies act,  
1956/2013 with its headquarters at,  
\_\_\_\_\_ do hereby confirm  
that we have not been blacklisted/ debarred by Government / Government agency / Banks /  
Financial Institutions in India during last 3 years.

This declaration is being submitted and limited to, in response to the tender reference  
mentioned in this document at \_\_\_day of\_\_\_\_\_2021.

Thanking You,

Yours faithfully,

Signature of Authorized Signatory

Name of Signatory: Designation: Seal of Company

**PROFORMA FOR THE BANK GUARANTEE (AS SECURITY DEPOSIT) BY THE  
SHORTLISTED BIDDER AFTER COMPLETION OF TENDER PROCESS**

(To be stamped in accordance with stamp Act)

Ref:

Bank Guarantee Date

Punjab National Bank  
Zonal Office Chennai  
Security Dept, PNB Towers, No 46-49,  
IV Floor, Royapettah High Road,  
Chennai – 600014

Dear Sir,

In accordance with your bid reference no. \_\_\_\_\_  
Dated \_\_\_\_\_ M/s \_\_\_\_\_ having its  
registered office at \_\_\_\_\_ herein after  
Called “ bidder”) shall submit an irrevocable Financial Bank Guarantee (issued by a  
nationalized/ scheduled commercial Bank) against security deposit amounting to Rs.  
...../- (Rupees.....)(3% of the value of Contract) valid for a contractual period  
of three years, is required to be submitted by the bidder, finalised, after the tender process,  
which amount is liable to be forfeited on happening of any contingencies mentioned in the bid  
document.

M/s \_\_\_\_\_ having its registered office at \_\_\_\_\_  
\_\_\_\_\_ has undertaken in pursuance of their offer to Punjab National bank  
(hereinafter called as the beneficiary) dated \_\_\_\_\_ has expressed its intention to  
participate in the said bid and in terms thereof has approached us and requested  
us \_\_\_\_\_ (Name of Bank) \_\_\_\_\_ (Address  
of Bank) to issue an irrevocable financial Bank Guarantee against security deposit amounting  
to Rs. ..../- (Rupees.....)(3% of the value of Contract) valid up to end of  
contractual period of three years.

We, the \_\_\_\_\_ (Name of Bank) \_\_\_\_\_  
(Address of Bank) having our Head office at \_\_\_\_\_ therefore Guarantee  
and undertake to pay immediately on first written demand by Punjab National Bank, the  
amount Rs. ..../- (Rupees.....)(3% of the value of Contract) without any  
reservation, protest, demur and recourse in case the bidder fails to Comply with any condition  
of the bid or any violation against the terms of the bid, Without the beneficiary needing to prove  
or demonstrate reasons for its such demand. Any Such demand made by said beneficiary  
shall be conclusive and binding on us irrespective of any dispute or difference raised by the  
bidder.

This guarantee shall be irrevocable and shall remain valid up to \_\_\_\_\_. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions in writing, from the Bidder, on whose behalf guarantee is issued

"Notwithstanding anything contained herein above Our liability under this bank guarantee shall not exceed Rs \_\_\_\_\_ Rupees . . . . . (in words).

This bank guarantee shall be valid up to ..... We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only if you serve upon us a written claim or demand, on or before \_\_\_\_\_ hours (Indian Standard Time) where after it ceases to be in effect in all respects whether or not the original bank guarantee is returned to us."

In witness whereof the Bank, through its authorized officer has set its hand stamped on this \_\_\_\_\_ Day of \_\_\_\_\_ at \_\_\_\_\_

Name of signatory  
Designation  
Bank Common Seal

**Form of Bid-Securing Declaration**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To  
THE ASST GENERAL MANAGER  
PUNJAB NATIONAL BANK  
ZONAL OFFICE CHENNAI  
SECURITY DEPT, PNB TOWERS, No 46-49,  
IV FLOOR, ROYAPETTAH HIGH ROAD,  
CHENNAI – 600014

**REG: BID SECURING DECLARATION FORM**

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

I/We accept that I / We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I / We

a) Have withdrawn / modified / amended, impairs or derogates from the tender, my / our Bid during the period of bid validity specified in the form of Bid;

**or**

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity

(i) fail or reuse to execute the contract, if required, or

(ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders. I/We understand this Bid Securing Declaration shall cease to be valid if I am / we are not the successful Bidder, upon the earlier of

(i) the receipt of your notification of the name of the successful Bidder;

**or**

(ii) thirty days after the expiration of the validity of my / our Bid.

Signed:

In the capacity of

Name:

Duly authorized to sign the bid for and on behalf of

Dated on \_\_\_\_\_ day of \_\_\_\_\_

Corporate Seal

**UNDERTAKING FOR ARMED GUARDS/ GUNS**

**To be provided on letter head of the Bidder's Company**

To

The Asst General Manager  
Punjab National Bank,  
ZONAL OFFICE Chennai,  
PNB Tower, No 46-49,  
Royapettah High Road,  
Chennai, TN-600014

Sir,

We M/s ....., a company incorporated under the companies Act, 1956/2013 with its headquarters at, ..... do hereby undertake to submit Registration certificate/ authority as per PSARA Act 2005 to provide Armed Guards.

We certify that the armed guards to be deployed in CCVs shall be having valid gun licence and retainership.

Dated at ..... day of ..... ..

Thanking You,

Yours faithfully,

**Signature of Authorized Signatory**

**Name of Signatory:**

**Designation:**

**Seal of Company**

**TECHNICAL SPECIFICATIONS COMPLIANCE SHEET**

| <b>Sr<br/>No</b> | <b>Customised Cash Van</b>  | <b>Standard Requirements</b>   | <b>Compliance<br/>(Y/N)</b> | <b>Remarks<br/>with<br/>reference<br/>where<br/>applicable</b> |
|------------------|---|--|-----------------------------|--|
| 1.               | Small cash van based on Tata 207 or equivalent like Bolero and Marshall Jeep etc.   | As per the Technical Specs Annex IV  |                             |  |
| 2.               | Cash compartment  | As per the Technical Specs Annex IV  |                             |  |
| 3.               | Seating   | As per the Technical Specs Annex IV  |                             |  |
| 4.               | The Van should brand new chassis or not be more than 03 years old on the date of commencement / renewal of the agreement. | Copy of Registration certificate to be submitted.  |                             |  |
| 5                | Adequate space for keeping cash boxes filled with currency with   | In the cash compartment there should be adequate space for sliding and lifting cash boxes and chaining them. AS per the Technical Specs Annex IV   |                             |  |
| 6                | Vehicle should contain adequate fuel and be available at minimum notice as per timings laid down by the bank.             | It should have facility of an additional jerry can filled with fuel for emergent use.  |                             |  |
| 7                | All glass panes and wind screen should be covered with iron grill and wire mesh.  | AS per the Technical Specs Annex IV  |                             |  |
| 8                | All doors should have double locks i.e. one from inside and other from outside  | AS per the Technical Specs Annex IV  |                             |  |
| 9                | Alarm system with siren should be fitted with activation points with guard, driver and rear cabin                         | Alarm system with one panic switch each at Co driver seat, Middle seat, rear seat shall be provided. Same shall be connected directly with battery so that siren can be sounded even if vehicle is in OFF mode. As per the Tech Specs Annex IV |                             |  |
| 10               | It should have adequate arrangements of chaining of cash boxes to the body of the vehicle.                                | As per the Technical Specs Annex IV  |                             |  |
| 11               | Cash Van should have a fire extinguisher and a first aid box.   | The fire extinguisher should be of 2 Kg ABC/ CO2 powder type stored pressure of 02 number (IS 15683). As per the Technical Specs Annex IV  |                             |  |

|    |  |  |  |  |
|----|--|--|--|--|
| 12 | All essential features of an efficient vehicle requiring minimum maintenance and providing maximum driving and riding comfort. | Comfortable seats. Rear door must have strong step to board the boxes and on the cash van. Roof of Van must have thermocol support (except cash compartment) of 1.1/2 or so. As per the Technical Specs Annex IV |  |  |
| 13 | Should conform to local laws stipulated by transport department and other government bodies as well as pollution norms.        | It should be registered and must have proper permits to ply the vehicle as per commercial rules. All required documents that may be inspected by RTO and other agencies must be in order.                        |  |  |
| 14 | CCV must have GPS tracking geo-fencing system for constant tracking of CCVs  | All the charges for GPS will be inclusive in the monthly rental of cash van. AS per the Technical Specs Annex IV   |  |  |
| 15 | CCV must have cameras with recording facility, installed inside the van and at the rear and sides of van.                      | The cameras shall cover the inside of cash cage, Rear side of vehicle and sides. It should have hidden recording unit. The System should maintain minimum 30 days recording. As per the Technical Specs Annex IV |  |  |
| 16 | CCV must have air-conditioning facility  | The Air-conditioning vents must be extended to the rear seats as well. As per the Technical Specs Annex IV   |  |  |
| 17 | Call bell with switch at the rear guards seat.   | To be operated by the guards sitting at the rear. AS per the Technical Specs Annex IV  |  |  |
| 18 | ALL tyres and Spare tyre (Stepney) Tubeless tyres  | One spare tyre in good road worthy condition shall be available at all times with vehicle. As per the Technical Specs Annex IV   |  |  |
| 19 | Wireless communication(Mobile)   | Company must provide working mobile phone to Driver/guard/loader for immediate communication.  |  |  |

### Signature of Authorized Signatory

**Name of Signatory:**

**Designation:**

**Seal of Company**

**Date-**



**TECHNICAL EVALUATION SHEET (Scoring Sheet)**

Marking shall be done out of 100 and qualifying marks shall be 60. Each qualification requirement ( QR ) has been allotted marks out of which each company shall be given marks, all these are tabulated as under:

| S.No  | Qualification Requirement (QR)   | As per process                  | Marks Allotted per QR out of 100      |
|---|--|---------------------------------|---------------------------------------|
| 1   | Submission of cost of RFP - 2  | Online/Offline check            | 2                                     |
| 2   | Documents are self certified and stamped (original document may be asked for verification) |                                 | 4                                     |
| 3   | Copies of Licenses & Registrations with government.  | Annexure-III                    | 3                                     |
| 4   | Work Experience of 5 years or more, (below 05 years Nil marks)                             | Copy of document                | 5                                     |
| 5   | Regd. With DG of Resettlement , MoD, New Delhi   | Copy of Document                | 6                                     |
| 6.  | Copies of License(PSARA)   | Copy of document                | 3                                     |
| 7   | Undertaking :Performance Statement   | Annexure – IX                   | 1 marks per Bank (Max 5 marks)        |
| 8   | Certificate of Incorporation/registration/ proprietorship                                  | Copy of document                | 3                                     |
| 9   | Income Tax Assessment order for last 3 Yrs (i.e. 2018-19, 19-20, 20-21) (CA/SA certified). | Copy of document                | 2                                     |
| 11  | Audited Balance Sheet of last 03 financial year (2018-19, 19-20, 20-21)                    | Copy of document                | 6                                     |
| 12  | PAN Copy   | Copy of document                | 1                                     |
| 13  | Registration As per Shops & Establishment Act (ESI)  | Copy of document                | 1                                     |
| 14  | Undertaking wrt Banks discretion to select / reject bid documents                          | Annexure-XVIII                  | 2                                     |
| 15  | Registration as per Contract Labour Act  | Copy of document                | 1                                     |
| 16  | GST Registration certificate   | Copy of document                | 1                                     |
| 17  | Bidders Information  | Annexure – VII                  | 3                                     |
| 18  | Undertaking :Non Delisted Certificate  | Annexure – XII                  | 2                                     |
| 19  | Turnover Certificate (2018-19, 19-20, 20-21)   | Annexure – VIII                 | 2                                     |
| 20  | Undertaking : Indemnity  | Annexure – XI                   | 1                                     |
| 21  | Undertaking for Armed guards   | Annexure – XV                   | 2                                     |
| 22  | Profitability in last 2 years , 1 year, Loss Nil marks                                     |                                 | 5 Max (for 2 years)<br>2 (for 1 year) |
| Total =                                     |  |                                 | 60                                    |
| <b>TECHNICAL QRs OF CUSTOMISED CASH VAN</b> |  |                                 |                                       |
| 31  | CCV Based on TATA 207/Bolero / Marshal Jeep etc.   | As per technical specifications | 2                                     |
| 32  | Cash compartment & Space for cash boxes  |                                 | 2                                     |
| 33  | Seating  |                                 | 2                                     |
| 34  | CCV not older than 03 yrs<br>• 3 yrs : 1<br>• 2 yrs : 2                                    |                                 | 5 (max)                               |

|    |   |                   |    |
|----|---|-------------------|----|
|    | <ul style="list-style-type: none"> <li>1 Yr : 3</li> <li>Brand new Chassis : 5</li> </ul>   |                   |    |
| 35 | Glass panes & Wind screen covered with iron grill   |                   | 2  |
| 36 | Double locking facility of doors from inside and outside  |                   | 2  |
| 37 | Alarm system with siren fitted with activation points with guards, drivers and rear cabin   |                   | 2  |
| 38 | Arrangement for chaining the cash boxes with body of vehicle  |                   | 2  |
| 39 | Fire extinguisher   |                   | 2  |
| 40 | First Aid box   |                   | 1  |
| 41 | Comfortable seats, strong step at rear door   |                   | 2  |
| 42 | Roof of CCV must have thermocol support of 1.1/2 or so  |                   | 1  |
| 43 | Registration with transport deptt. With certificate to ply for commercial purpose.  |                   | 2  |
| 44 | GPS Tracking system   |                   | 2  |
| 45 | CCTV with cameras & Recording facility <ul style="list-style-type: none"> <li>No. of Camera - 4</li> <li>Recording period- 30 Days</li> </ul> |                   | 4  |
| 46 | Air Conditioning  |                   | 2  |
| 47 | Call bell with rear guard Spare Stepney   |                   | 1  |
| 48 | Test Inspection of CCV (Overall state)  |                   | 2  |
| 49 | Are all documents are self certified, signed and stamped  |                   | 1  |
| 50 | Vehicle Insurance   | Copy of insurance | 1  |
|    |   | Total             | 40 |

Committee shall assess the bids in accordance with above system and allot marks. Bidders obtaining minimum 60 % marks will be qualified and be shortlisted for further stage i.e. eligible for opening of commercial bids. The Bank reserves the right to increase or decrease the marks in any or all above columns. For opening of commercial bids minimum **three** companies/ agencies are essential. In case the minimum number (i.e. Three) is not obtained, Committee may reduce the minimum qualifying marks or reassess the technical bids by addition or deletion some criteria/ marks for all. The decision of the bank shall be final and binding for all the participants.

**UNDERTAKING FROM BIDDER**

**To,**  
The Asst General Manager  
Punjab National Bank,  
ZONAL OFFICE CHENNAI,  
PNB Tower, IV Floor, No 46-49,  
Royapettah High Road,  
Chennai - 600014

Sir

**Reg.: Our bid for the Supply of Customised Cash Vans on Hire Basis to Punjab National Bank Chennai Zone**

We submit our Bid Documents herewith. We understand that:

- a. You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
- b. We shall not represent in case of rejection of our bid, by the bank, at their discretion, under any circumstance.
- c. If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract in the prescribed form.
- d. If our bid is accepted, we are responsible for the due performance of the contract.
- e. You may accept or entrust the entire work to one Bidder or divide the work to more than one bidder without assigning any reason or giving any explanation whatsoever.
- f. We have entered into "Back to Back support" agreement with M/s \_\_\_\_\_ to ensure smooth running of cash vans and provide security guards and loaders and to achieve the highest uptime of the offered solution

**Yours faithfully**

Signature of Authorized Signatory  
Name of Signatory:  
Designation:  
Seal of Company

Date:  
Place:

**PRE-CONTRACT INTEGRITY PACT**

Punjab National Bank, a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act 1970 (Act no V of 1970) and having its Head Office at Plot no. 4, Sector 10, Dwarka, New Delhi 110075, hereinafter referred to as “The Principal”, which expression shall mean and include unless the context otherwise requires, its successors in office and assigns of the First Part.

And M/s.  
having its registered office at  
hereinafter referred to as “The Bidder/ Contractor”, expression shall mean and include unless the context otherwise requires, successors and permitted assigns of the Second part.

**Preamble**

The Principal intends to award, under laid 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, for 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 execution.
- c. The Principal will exclude from the process all known prejudiced person.

(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 during any stage of bid process/ contract. 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 the 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 cartelization 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 proposal and business details, including information contained or transmitted electronically.
- d. The Bidder(s)/ Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any, Similarly the Bidder(s)/ Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/ Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/ representative have to be in Indian Rupees only.
- e. 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.
- f. 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 per the procedure mentioned in the "Guidelines on Banning of business dealings".

### **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 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 transgression occurred in the last three years immediate before signing of this integrity pact with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprises or central/ state government department 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 per the procedure mentioned in "Guidelines on Banning of business dealing".

### **Section 6- Equal treatment of all Bidders/ Contractors/ Subcontractors**

(1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of integrity Pact by the Sub-contractor.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.

(3) The Principal will disqualify from the tender process all the Bidders who do not sign this Pact or violate its provisions.

### **Section 7- Criminal charges against violating Bidder(s)/ Contractor(s)/ Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Sub contractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor 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 the agreement.

..... and Shri Raj Kumar Singh, (I.R.S. Retd.) & Dr. Sart Kumar Acharya have been appointed as Independent External Monitors (IEMs) by our Bank. Their e-mail addresses are as under:

| <b>S. No</b> | <b>Name of IEM</b>                                     | <b>e-mail</b>           |
|--------------|--|-------------------------|
| 1            | Dr. Sart Kumar Acharya (Ex – CMD,<br>NLC India Limited | sarat777@rediffmail.com |
| 2.           | Shri Raj Kumar Singh, (I.R.S. Retd.)                   | mrrajksingh@gmail.com   |

(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/ Contractors as confidential. He/she reports to the Managing Director and CEO, Punjab National 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 Bidder(s)/ Contractor(s). The Bidder(s)/ Contractor(s) 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 Subcontractor.

(4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ Subcontractor(s) with confidentiality. The Monitor has also signed declarations on „NonDisclosure 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 MD & CEO, Punjab National Bank and recues 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 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. The Monitor will submit a written report to the MD & CEO, Punjab National 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.

(7) If the Monitor has reported to the MD& CEO, Punjab National Bank, a substantiated suspicion of an offence under relevant IPC/PC Act, and the MD & CEO, PNB 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.

(8) The word ‘Monitor’ would include both singular and plural.

**Section 09- 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 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 MD & CEO, PNB.

## **Section 10- Other provisions**

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the “Place of award of work”. .

2. The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of to the extant law in force relating to any civil or criminal proceedings. 3. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made. 4. If the Contractor is a

partnership or a consortium, this agreement must be signed by all partners or consortium members. 5. Should one or several provisions of this agreement turn out to be valid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions. 6. Issues like warranty/Guarantee etc. shall be outside the purview of IEMs. 7. In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)

(For & On behalf of Bidder/ Contractor)

(Office Seal)

(Office Seal)

Place.....

Date.....

Witness 1: (Name & Address)

Witness 2: (Name & Address)



**INSTRUCTIONS TO BIDDERS FOR E-PROCUREMENT SYSTEM**

1.1. For the purpose of the present job, a two-envelope bidding process will be followed. The response to the present tender will be submitted in two parts:

- Technical bid
- Commercial bid//price bid

The bidders will have to submit the technical bid in Banks e-procurement system as well as in hard copy and commercial bids in only online form through Bank's e-procurement system.

1.2. TECHNICAL BID

TECHNICAL BID will also contain the Compliance statement as per the Terms & Conditions mentioned in the Tender Documents, and NOT contain any pricing or commercial information at all. Technical bid documents with any commercial information will be rejected.

In the first stage, only TECHNICAL BIDs will be opened and evaluated. Only those bidders confirming compliance to all the terms & conditions of Tender document shall be short-listed for commercial stage.

1.3. COMMERCIAL BID (Online)

In the second stage, the COMMERCIAL BID of only those bidders, whose technical bids are short listed, will be opened online.

1.3.1. SUBMISSION OF BIDS

Bidders are required to strictly submit their bids in electronic form using the e-procurement system at <https://etender.pnbnet.in> the **Bank by using their digital certificates of class II and above (both encryption and signing)**. All the interested bidders should register themselves in the e procurement system <https://etender.pnbnet.in> for submitting the bids online, if they have not done earlier. The Tender document and further corrigendum, if any can also be downloaded from Bank's website [www.pnbindia.in](http://www.pnbindia.in) and <https://etender.pnbnet.in> which may be checked regularly. Bids received after closing of the bid in the e-procurement system are summarily rejected without any reason. **The commercial bid should be submitted online only.**

All the technical supporting documents should be submitted manually in a sealed envelope shall be super scribed as "Technical bid for **TENDER FOR SUPPLY OF CUSTOMISED CASH VANS ON HIRE BASIS FOR THE PURPOSE OF CASH REMITTANCES FROM BRANCHES TO CURRENCY CHESTS AND VICE VERSA UNDER ZO CHENNAI**" before the final date & time of bid submission at the following address.

Cost of Tender Document of Rs. 5,900/- + GST {Firms registered under MSEs would be exempted from submission of Tender fee} can be submitted offline in a sealed envelope shall be super scribed as “Tender Fee FOR SUPPLY OF CUSTOMISED CASH VANS ON HIRE BASIS FOR THE PURPOSE OF CASH REMITTANCES FROM BRANCHES TO CURRENCY CHESTS AND VICE VERSA UNDER ZO CHENNAI” before the final date & time of bid submission at the following address.

ASST. GENERAL MANAGER  
PUNJAB NATIONAL BANK  
ZONAL OFFICE CHENNAI  
PNB TOWER, 4<sup>th</sup> FLOOR, No 46-49,  
ROYAPETTAH HIGH ROAD,  
CHENNAI - 14

### 1.3.2. CONTENT OF DOCUMENTS TO BE SUBMITTED

As per tender documents.

Note:

- a. All pages of the bid documents must be signed by authorized person.
- b. All pages of the bid documents should be numbered in serial order i.e. 1, 2, 3...
- c. Commercial bid to be submitted in e-procurement process only. No hardcopy of the same be enclosed with the supporting documents.

### 1.3.3. PRELIMINARY EXAMINATION

Bank will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order.

The bid determined as not in order as per the eligibility criteria will be rejected by the Bank. The decision of the Bank is final towards evaluation of the bid documents.

### 1.3.4. EVALUATION AND AWARD CRITERIA

After opening of the technical bids, all the documents and annexure (except commercial documents/offer) will be evaluated first by the Bank. First, received bids will be evaluated based on the eligibility criteria. Technical bids of only those bidders satisfying the eligibility criteria will be evaluated. Only those bidders satisfying the technical requirements and accepting the terms and conditions of this document shall be short-listed for further steps.

PNB will determine to their satisfaction whether the bidder selected as having submitted the best evaluated responsive bid is qualified to satisfactorily perform the contract. The decision of PNB will be final in this regard. The determination will take into account bidder's financial, technical and support capabilities, based on an examination of documentary evidence submitted by bidders in support of eligibility criteria.

The award of contract will be based on evaluation of technical and commercial bids.

1.4. Prospective Bidders are advised to ensure that the following minimum Requirements of the client machine for smooth operation are met:

1.4.1. Operating System: Windows 7 or above/ Linux (with GUI Compatibility).

1.4.2. Browser: The application runs best on IE 10/Mozilla Firefox 15 and above.

1.4.3. Latest Version of JAVA: The latest release of Java i.e. Version 7 Update 45 is required for running the application. If Java is not installed the application may not identify the Digital certificate installed on the computer.

1.4.4. PDF Reader: Any PDF Reader like Adobe Reader is needed. If a PDF reader is not installed on the machine, Tender Documents, Drawings and Reports will not be opened.

1.5. Bidders are advised to go through the contractor's manual for e-tendering available at <https://etender.pnbnet.in> => Downloads => Contractor Manual (link) which contains the latest system prerequisites and manuals for registration and bidding. Bidders are advised to familiarise themselves with the process and to initiate bidding process well in advance. In case of any discrepancy between the instructions in this document and those available on Bank's website, the instructions available on Bank's website shall prevail.

1.6. Bidders are advised to register on <https://etender.pnbnet.in> (One time process).

1.6.1. Prospective Bidders may register by filling the registration form on the above portal and setting their username and password.

1.6.2. After filling up registration form, prospective bidder shall receive an email on the email address provided by them containing the link for completing the registration process.

1.6.3. Clicking on the link will lead to the home page of Bank's e-tendering website, where the prospective bidder is to login using the username and password selected by them, heading to the "My Registration" link and complete the remainder of the registration form.

1.6.4. On completion of registration process bidders are advised to send an e-mail at [zochnsecurity@pnb.co.in](mailto:zochnsecurity@pnb.co.in) & [prabhu2@pnb.co.in](mailto:prabhu2@pnb.co.in) with a request for approval of their registration. Please ensure that the email contains the tender for which the prospective bidder wishes to participate, username for e-tendering system and name of the firm along with contact details of responsible personnel. Please note that the approval process is done manually and prospective bidders are advised to initiate registration well in advance to avoid any technical issues. Registrations shall be approved during regular working hours and working days.

1.7. Prospective bidders are advised to follow the steps given in the manual available on Bank's website as mentioned above. The following may be contacted for any kind of technical assistance required regarding Bank's E-tendering process.

**e-Tendering Service Desk**

Information Technology Division; Tel: 011 23765468

E-mail: [eprourement@pnb.co.in](mailto:eprourement@pnb.co.in)

Any queries relating to the process of online bid submission or queries relating to e-tendering on <https://etender.pnbnet.in> may be directed to the e-Tendering Service Desk only. Any queries relating to the tender document and the terms and conditions contained therein should be addressed through mail

The Asst General Manager  
Punjab National Bank  
Zonal Office Chennai,  
Security Dept, PNB Tower, No 46-49,  
IV Floor, Royapettah High Road,  
Chennai – 600014  
✉: [zochnsecurity@pnb.co.in](mailto:zochnsecurity@pnb.co.in)

Please note that the technical assistance is available during Bank's regular working hours and working days only. The assistance provided is only for walkthrough for the tender process and to assist bidders. Bank shall not be held liable for the inability of prospective bidders to complete the tender process due to: • Following incorrect and/or incomplete procedure. • Incompatible hardware and/or software at client machine end. • Connectivity issues at prospective bidder's end.

With regards to any representations regarding functioning and availability of website and / or connectivity issues at Bank's server, the decision of Bank's e-procurement cell / IT-Division shall be considered final and binding on all parties.

Bidders may also note that the technical assistance provided by e-Tendering Service Desk is for guidance only and prospective bidders are expected to complete the e-tendering process on their own by following the instructions provided in the manual. Non availability of assistance from service desk shall not be considered grounds for representation.

1.8. Prospective bidders are advised to ensure that:

- \* Bid preparation Hash Submission is carried out by them within due date and time.
- \* Please note that HASH SUBMISSION and BID RE-ENCRYPTION is a mandatory activity, failing which bidder will not be able to submit the bid. For details you may visit our e-Procurement Site <https://etender.pnbnet.in>

The above activities are compulsory activities without which the bidder will not be able to complete the e-tender process.

**NOTE :-**

1. All the interested Bidders, who have not registered earlier with e-procurement site (<https://etender.pnbnet.in>), would have to register with our e-procurement site. Bidders to ensure to get themselves registered timely, at least two working days before the Hash submission date, to avoid last moment issues.
2. Bidders are advised to go through Bidders Manual available on <https://etender.pnbnet.in> for registration and submission of tenders. If approval of registration is pending at Bank's end, Bidders should immediately contact Bank's Helpdesk or email us at [zochnsecurity@pnb.co.in](mailto:zochnsecurity@pnb.co.in)
3. Bidders are required to strictly submit their bids in electronic form using the e-procurement system at <https://etender.pnbnet.in> by using their digital certificates of class II and above (both encryption and signing). Bidders are advised to keep digital certificates (or tokens) ready at time of submission of bid. Use of Digital Certificate is mandatory for participation in e-tendering process. Bidders should ensure that Digital token has not expired or corrupted at the time of e-tendering process.
4. Bidders are advised to go through Bidders Manual for Browser settings and Java settings required for participation in the bid. Follow each & every step mentioned in Bidder Manual.
5. Bids received after closing of the bid in the e-procurement system will be auto-rejected by the system. Please note that HASH SUBMISSION and BID RE-ENCRYPTION is a mandatory activity, failing which Bank will not accept the hardcopy of Technical bid.
6. Bidders should submit bids well before time rather than waiting for last moment to avoid any technical glitches or networking issues etc at their end.
7. Bidders are requested to use a reliable internet connection (data cable/ broad band) to safeguard themselves. Bank is not responsible for telephone line glitch, internet response issues, hardware hangs etc., at bidder's end.
8. If Bidders have any queries, they may call us at from 11.00 am to 04.00 pm (except Sundays and Bank holidays).

**Commercial /Financial Bid for Customized Cash Vans (Online only)**

| S. No | Vehicle & Crew Description +Diesel   | Unit of Measurement | Qty | Offer Rate | Offer Amount |
|-------|--|---------------------|-----|------------|--------------|
| 1     | Small Cash Van (Bolero / equivalent) with Driver with usage upto 1500 Km per month   | Nos                 | 1   |            |              |
| 2     | Small Cash Van (Bolero / equivalent) with Driver with usage upto 2000 Km per month   | Nos                 | 1   |            |              |
| 3     | Small Cash Van (Bolero / equivalent) with Driver with usage upto 2500 Km per month   | Nos                 | 1   |            |              |
| 4     | Small Cash Van (Bolero / equivalent) with Driver with usage upto 3000 Km per month   | Nos                 | 1   |            |              |
| 5     | Charges for per KM when the vehicle runs above mileage slab as mentioned in table 1 up to 499 KM (rate for additional KM run)  | Nos                 | 1   |            |              |
| 6     | Charges for running one small cash van beyond 8 hours for an additional one hour. (The duty hours would be 200 hours per month on cumulative basis. Additional charges for duty hours beyond 200 hrs would be @ Rs * _____ per hour.   | Nos                 | 1   |            |              |
| 7     | Rate for providing Armed Guard on CCV for Security of CCV, Staffs, Cash etc. (Arms shall be provided by the PSA and it must fulfil all the related legal aspects.). Rates (INR) excluding taxes. (Minimum wages 1948 & other Government statutory rules/Act/Guidelines are strictly applicable). For Entire Tamilnadu State under ZO Chennai (Rates Applicable for TN as per Area wise category for Armed Guards (A, B, C class cites)– <b>AREA - A</b>  | Nos                 | 1   |            |              |
| 8     | Rate for providing Armed Guard on CCV for Security of CCV, Staffs, Cash etc. (Arms shall be provided by the PSA and it must fulfil all the related legal aspects.). Rates (INR) excluding taxes. (Minimum wages 1948 & other Government statutory rules/Act/Guidelines are strictly applicable). For Entire Tamilnadu State under ZO: Chennai (Rates Applicable for TN as per Area wise category for Armed Guards (A, B, C class cites)– <b>AREA - B</b> | Nos                 | 1   |            |              |
| 9     | Rate for providing Armed Guard on CCV for Security of CCV, Staffs, Cash etc. (Arms shall be provided by the PSA and it must fulfil all the related legal aspects.).  | Nos                 | 1   |            |              |

|    |  |     |   |  |  |
|----|--|-----|---|--|--|
|    | Rates (INR) excluding taxes. (Minimum wages 1948 & other Government statutory rules/Act/Guidelines are strictly applicable). For Entire Kerala state under ZO: Chennai (Rates Applicable for Kerala as per Area wise category for Armed Guards (B, C class cites)– <b>AREA – B</b>   |     |   |  |  |
| 10 | Rate for providing Armed Guard on CCV for Security of CCV, Staffs, Cash etc. (Arms shall be provided by the PSA and it must fulfil all the related legal aspects.). Rates (INR) excluding taxes. (Minimum wages 1948 & other Government statutory rules/Act/Guidelines are strictly applicable). For Entire Kerala state under ZO Chennai (Rates Applicable for Kerala as per Area wise category for Armed Guards (B, C class cites) – <b>AREA – C</b> | Nos | 1 |  |  |
| 11 | Loader to be provided on CCV for loading/unloading the cash from/to Currency Chest/Branch Office/Other Offices. (Minimum wages 1948 & other Government statutory rules/Act/Guidelines are strictly applicable). Rates (INR) excluding taxes. For Entire <b>Tamilnadu State</b> under ZO: Chennai.  | Nos | 1 |  |  |
| 12 | Loader to be provided on CCV for loading/unloading the cash from/to Currency Chest/Branch Office/Other Offices. (Minimum wages 1948 & other Government statutory rules/Act/Guidelines are strictly applicable). Rates (INR) excluding taxes. For Entire <b>Kerala State</b> under ZO: Chennai.   | Nos | 1 |  |  |

The financial bids in respect of technical short-listed service provide will be considered and evaluated only. In order to select service provider(s) for empanelment rates filled by the vendor in Annexure XXI shall be considered as the deciding factor selection of L1.

Taxes (GST/CGST/IGST only) shall be payable in addition at applicable rates. L2, L3....., L4, L5 shall be determined similarly. Format for financial bid is at annexure XXI. After determination of L1 the Bank may seek consent of L2 & L3 to provide services of CCV at L1 rates. This consent shall be sought and obtained in writing. This would enable the Bank to maintain uniformity in wage rates and empanelment criteria.

L1 will be decided by the total offer Amount of item Id 1 to 12 of ANNEXURE XXI

Note:-

1. The number of cash van along with driver, loader and armed guards may be increased or decreased as per requirement of the Bank. After empanelment & final selection of the vendor / agency, the bank will place order for customised cash vans with driver and /or Armed Guards and / or Loader as per its requirement.

2. Ex-servicemen shall be deployed as Armed Guards with CCVs must have valid gun license and retainership as case may be.

3. It is informed/intimated that the Bank retains the right to re-tender in case order of the Honourable High Court is not in accordance with tender/contract for engagement of Private Security Agency for providing customized cash vans pending pursuance to the RBI Circular no.RBI/2017-18/152 DCM(plg) No.3563/10.5.07/2017-18 dated 6<sup>th</sup> Apr 2018 to make it on accordance with the order of the Delhi High Court that may be adjudicated in the event the tender announced accorded or executed.

Authorized Signatory

(Name & Designation, Seal of the service provider)

Date:

Place: