

REQUEST FOR PROPOSAL FOR EMPANELMENT AND AWARDING RATE CONTRACT TO  
MANPOWER AGENCIES OF REPUTE FOR PROVIDING SERVICES AT VARIOUS BRANCHES/  
OFFICES OF THE BANK IN TWO BID SYSTEM

Postal Address

GENERAL MANAGER (HRM)  
UTTAR PRADESH GRAMIN BANK HEAD OFFICE  
2<sup>nd</sup> & 3<sup>rd</sup> Floor, NBCC COMMERCIAL COMPLEX  
Vardan Khand, GOMTI NAGAR EXTENSION  
LUCKNOW-226 010

RFP Reference

HO/01/2025-26/610 date 21.06.2025

Contact Person - Ashutosh Anand, Chief Manager  
Contact No- 9643659694/7318016893



**RFP FOR EMPANELMENT OF MANPOWER AGENCIES**  
**NOTICE INVITING BIDS/APPLICATIONS FOR EMPANELMENT OF MANPOWER AGENCIES**

Uttar Pradesh Gramin Bank invites sealed applications from Manpower Agencies (MAs) having their offices in the state of Uttar Pradesh, for short listing and empaneling suitable manpower agencies for providing services viz. Security Services, Sweeping, Driving, Maintenance, Cleaning & Housekeeping etc. at our branches/ offices. The required number of manpower will be at sole discretion of Bank and Bank will not be under any obligation to allot any minimum work to any empanelled agency. The bank is presently operating in all districts of UP. The empanelment would be initially for a period of three years, with a provision to review yearly, at the sole discretion of the bank, based upon the performance and discipline of the MAs. Based on the performance of manpower agency and the mutual consent between two parties, it can be further extended for 01 year.

Vendors/applicants are requested to submit their application/bid as under after going through entire proposal.

Reference No	
Empanelment documents/ Application/Corrigendum can be downloaded from bank's website	<a href="https://upgbank.com">https://upgbank.com</a>
Date of commencement of proposal	23-06-2025
Pre bid meeting	30-06-2025
Last date and time for receipt of bids/applications	14-07-2025
Date of Opening of technical bid	15-07-2025 at 11 AM onwards
Date of opening of financial bid	15-07-2025
Venue	Uttar Pradesh Gramin Bank, Head office, 2 <sup>nd</sup> & 3 <sup>rd</sup> Floor, NBCC, Commercial Complex, Vardan Khand, Gomti Nagar Extension - 226010.
Earnest Money	Rs 5,00,000/-
Cost (Not refundable)	Rs 1,500/-
Contact email id to Bidders	Bidders may send their queries, if any, at the following email for clarification by 5 PM before the date of Pre-bid meeting: <a href="mailto:hrm.ho@barodauprrb.co.in">hrm.ho@barodauprrb.co.in</a> The reply of the queries shall be provided during the pre-bid meeting.

Application/bid document can be downloaded from our website <https://upgbank.com/tender.php> and duly filled application along with necessary documents and DD for fee & EMD must be submitted in hard copy by 5 PM of the last date of receipt of applications.

General Manager (HRM),  
Uttar Pradesh Gramin Bank  
Head office, 2nd & 3rd Floor, NBCC, Commercial Complex, Vardan Khand, Gomti Nagar  
Extension - 226010



### **Eligibility Criteria for Evaluation of Technical bid**

The evaluation will be done on the following parameters. The MAs who qualify in the technical evaluation will be considered for further process.

(a) The Manpower Agencies should be a reputed firm/company/ proprietorship based (having its corporate/zonal/regional office) in the state of Uttar Pradesh and have effective Infrastructure with adequate supervisors, support staff and field officers, training centres and effective training modules including physical security as well as fire safety training.

(b) The Manpower Agencies should have prior experience of providing Manpower in Central PSUs/PSBs/RRBs in accordance with the Contract Labour (Regulation & Abolition) Act 1970 and Contract Labour Central Rules 1971 and also should have license in accordance with the Private Security Agencies Act 2005, to operate in the entire state of UP. The license so obtained should not have been suspended/ cancelled/ revoked by the controlling authority under PSA Act or under any other provisions.

(c) The Manpower Agencies should have valid PAN & GST.

(d) The average minimum turnover of the bidder in the last three financial years i.e. 2022-23, 2023-24 and 2024-25 should be at least Rs 25 Crore (Attach certificate from CA).

(e) The Manpower Agencies should have Audited Balance Sheets and Profit and Loss Accounts for the last three years.

(f) The office/establishment of Manpower Agencies should have valid registration under Uttar Pradesh Shops and Commercial Establishment Act, 1962.

(g) The Manpower Agencies should have valid certificate/registration under EPF & Miscellaneous Provisions Act, 1952.

(h) The Manpower Agencies should have valid certificate /registration from ESI Corporation as per the ESI Act.

(i) The Manpower Agency should be registered with GST department.

(j) Only profit-making firms/companies in last 3 years can participate in this Bid.

(k) The MAs should have at least 05 years' experience of providing manpower services to Central PSUs/ PSBs/Regional Rural Banks or any other Central Govt financial institution preferably in the state of Uttar Pradesh. (MAs providing services to Central PSUs, PSBs, /RRBs shall be preferred) Attach copy of proof.

(n) The MAs should not have been blacklisted or debarred by any PSB/PSU/RRB/Govt Institution during last 05 years. In this regard the MAs will have to submit an undertaking as per (Annexure V).

(o) MAs should furnish the details of total number of contract workers deployed by them to Central PSBs/PSUs/RRBs and other Central Govt financial institutions since last 05 years (Submit the year wise details)



(p) The MA will have to submit a satisfactory service report from two public sector/PSUs/ Govt organizations where MA is providing similar services. The report should have been obtained after the date of publication of this RFP and should be signed by competent authority of that organization.

(q) The MA will have to submit a solvency certificate amounting to Rs 5,00,00,000/-

(r) The MA shall provide proper uniform & ID Card to all contract workers at its own expense.

(s) The MA will solely be responsible to redress all the Human Resources issues/complaints/Grievances/litigations of such Manpower, if any. Further, the outsourced manpower shall have no legal right to pursue any litigation against bank. In this regard MA shall submit a notarized affidavit on Rs 100/- stamp paper.

(t) The MA should have proper Escalation matrix in the organization.

**For short listing/ empanelment of MAs the above criteria shall be applied. For this purpose, MAs shall submit copies of every relevant documents/ certificates / Challans/receipts/ documentary proofs along with the application/bid. The MAs not conforming to any of these criteria will not qualify for empanelment or short listing.** In addition to the above, the MAs should furnish details of their profile.

### **1. Scope of the Work**

Deployment of manpower/contract workers for various purposes, at branches/ Controlling offices/ Head Office of the bank as mentioned above in the state of UP, may vary from time to time during the period of empanelment depending upon the requirement of the bank.

### **2. Submission of Bid/Application**

The following to be submitted latest by 5 PM on 14.07.2025 in a sealed separate envelopes at the Head Office of the Bank, at Lucknow.

- i) Bid/ Application as per Annexure I, complete in all respects can be submitted along with payment of Rs. 1,500/- (Non-Refundable) and earnest money of Rs. 5,00,000/- (Rupees Five Lakhs only) by way of DD/ FD in favour of Uttar Pradesh Gramin Bank, payable at Lucknow.
- ii) The technical bid shall contain the details as per Annexure II along with copies of all the required documents/proof.
- iii) The Financial bid is to be submitted as per Annexure III (A), III(B), III(C) & III(D).

Bid/ Application along with the EMD & Application Fee, Technical bid and Financial Bid are to be submitted in separate envelopes duly super scribed and tagged together. The amount of EMD will be forfeited if, having been selected by the Bank for the job, the MA refuses to accept any contract or having accepted the contract, fails to carry out its obligations mentioned therein. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful MAs within a period of three months. The agency must fill and sign bid application form along with supporting documents, failing which the bid application is liable to be rejected. The applications received late or without application fee and earnest money would not be opened and shall be rejected.



As per Rule 170 of General Financial Rules (GFRs) 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of earnest money, however they shall have to submit application fee of Rs 1,500/- as mentioned above.

(Note: MAs claiming exemption of Earnest Money, under MSE must submit MSE certificate specifically mentioning code for cleaning services under 81299 "other building and industrial cleaning activities" or Code 80100 for private security activities, as on last date of submission of application.)

### **3. 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 website <https://upgbank.com/tender.php> and will be binding on all those who are interested in bidding. In order to provide prospective Bidders a reasonable time to take the amendment if any, into account in preparing their bid, the Bank may, at its discretion, extend the deadline for submission of bids. Bidders are required to go through any subsequent amendment/ Corrigendum/clarifications meticulously and submit their queries, if any, by the pre-bid meeting.

### **4. General Instructions/Conditions**

- i) Please read the terms and conditions carefully before filling the bid/ application form.
- ii) Please sign all the pages of the bid document including each page of the application form.
- iii) The cuttings/over writings, in application /bid or in any supporting document will be summarily rejected.
- iv) The General Manager, Uttar Pradesh Gramin Bank reserves all rights to:
  - a) Accept or reject the application either in whole or in part.
  - b) Reject any or all the applications partially or wholly
  - c) Cancel or withdraw this proposal of offers at any stage.
  - d) Accept or reject any deviation from these conditions.
  - e) Examine credential of all the bidders by its own panel of officers. Their recommendations / decisions shall be final.

### **5. Eligibility Criteria for Contract workers**

The contract workers should be well physically fit and preferably below 50 years of age but above 18 years. The worker to be provided should be medically fit and should not be suffering from any contagious disease or any other disease which may aggravate during his service.

### **6. Validity of Offer**

The applicants shall keep the offer open for a minimum period of 180 days from the last date of submission of the bids within which period the MA cannot withdraw their offer including the period being extended further, if so required, by mutual agreement from time to time. Any



contravention of the above conditions shall make the MA liable for forfeiture of their Earnest Money Deposit

#### **7. No Erasures or Alterations**

Application/ bid must be completely filled up. Corrections or alterations, in application /bid, shall be summarily rejected.

#### **8. Agreement between the MA and the Bank**

The successful MAs shall execute agreement/s with the authorized officials of the Bank on a non-judicial Stamp Paper of appropriate value, as per the format provided by the BANK, and all the expenses shall be payable by the MAs. A copy of the executed agreement shall be retained both by the BANK and the MA concerned, for future reference and record.

#### **9. Opening of Bids**

The technical bid shall be opened in the office of the General Manager, Uttar Pradesh Gramin Bank at the date and time mentioned here- in- above in the presence of the MAs and/or their authorized representatives. The MA/representative may be present at the time of opening the bid. If the date of opening happens to be a holiday due to unforeseen reasons, the bid /offers will be opened on the next working day. The technical bids will be opened at the time and date stipulated above in the presence of the committee of officers. The bidders or their representatives who wish to be present at the time of opening of bids shall make themselves available at the stipulated place, date and time. The bidders who qualify in the technical evaluation shall only be eligible for further process.

#### **10. Terms of Payment**

Bank will reimburse the monthly wages of engaged Manpower/ Contract Labours /workers to MA, if MAs furnish the details with proof of payment of wages of Contract Labours/workers in their respective bank account number.

Also, MA should submit the proof of their contribution details of EPF, ESI and Bonus (where ever applicable).

The MA will not be paid any payments in advance. Monthly payment shall be made after cross tallying/verification the attendance of the Contract Labours/workers.

The MA as well as the Contract Labours /workers shall have to open account with our Bank to ensure compliances and cross tallying of payments.

#### **11. Security Deposit**

On award of the work, the earnest money deposit (EMD) paid by the MA shall be returned. However, MA shall deposit security money, in the form of our bank's FDR, equal to 5% of the annual amount payable for the work allotted. The security money deposit shall vary as per volume of the work allotted to the MA from time to time and MAs shall always keep it at the rate of 5% of the amount payable for the work allotted. The security deposit shall be adjusted against any loss, theft, damages etc, caused by the agency or by the involvement of the Contract Labours/workers deployed by the agency or due to any act, omission or negligence of the guards deployed by the agency and/or if agency commits breach of one or more of the



conditions of the agreement. The security deposit shall be refundable on completion of the term of MA subject to adjustments, if any, as described above.

## **12. Other Terms and Conditions**

(i) The Contract Labours/workers to be provided by the MA must be of sound health and good character /integrity and for any breach the MA shall be responsible. The antecedents of Contract labours /workers are to be certified by the MA and a copy of Police verification shall also be provided before the deployment of Contract Labours /workers. If any of them is found to be medically unfit or of unsound mind prior or during the period of agreement, the MA shall not deploy or engage such persons in the Bank, the MA shall submit the relevant documents at the interval of every one year or as and when demanded by the bank. The Bank shall have the right to reject any contract labour /worker not meeting the requisite standards. The contract labours /workers shall perform the following duties:

### A) Cleaning & Housekeeping work:

- (a) Dusting & Cleaning the Branch/Office premises.
- (b) Fetching & providing potable water to staff and customers / visitors.
- (c) Other miscellaneous work except sensitive work such as bundling/packeting of cash notes, holding Branch Keys, accessing customer's data /files/information, safe deposit lockers etc.

### B) Security guards (with /without arms):

- (a) Checking and regulating visitors and maintenance of various prescribed documents (Necessary entries are made in the records/registers).
- (b) Checking of incoming/outgoing materials and vehicles at the gate.
- (c) Prevention of losses from theft/pilferage/damage to Bank property.
- (d) Ensuring the safety of cash and bank records.
- (e) Assisting in case of strike/unrest of employees and shall render necessary and adequate assistance to Bank administration and also take necessary steps to control mob/unruly crowd.
- (f) Render assistance in firefighting whenever fire breaks/ takes place within the premises or when called upon to do so. All personnel employed by the MA should be suitably trained in firefighting techniques and handling of firefighting equipments and also to administer first aid, incase of need.
- (g) Prevention of misuse of water, electricity and other facilities by outsiders/unauthorized persons and prevention of entry of stray animals and take out the animals from the Bank premises.
- (h) Apprise the Bank administration of any lapses noticed under the scope of his work.

### C) Part-time Sweeper: Cleaning of Toilet and Floor.

(ii) The MA shall deploy good and trained persons with good health and clean record preferably within the age of 50 years and must be hardworking and honest person.



(iii) The MA shall be wholly and solely responsible for full compliance of all labour laws, compliance with all statutory provisions/ stipulations, as applicable.

(iv) If, at any time after empanelment it is found that the MA has violated any labour/ statutory provisions, the MA may be de-paneled and blacklisted and the security money deposit of the MA shall be forfeited. In this regard MA shall submit a notarized affidavit on Rs 100/- stamp paper, as per format given in Annexure 'IV'. Bids submitted without affidavit as per 'Annexure IV' shall be rejected.

(v) The MA shall be responsible for any harm/loss/injury caused by the security guard intentionally or unintentionally by his arms or otherwise to the customers/public/ staff members or any material of the bank/public and the MA shall indemnify the bank if any loss/damages is suffered by the bank due to any activity of the security guard as deployed by the MA.

(vi) The Manpower shall be provided as per the requirement of the Bank and the manpower so provided by the MA shall not claim themselves as the employees of the Bank and there shall be no employer - employee relationship between the Bank and the manpower so provided by the MA. The MA shall monitor its Manpower regularly and shall deploy sufficient number of supervisors as per requirement of the bank.

(vii) The MA shall be wholly responsible for paying Monthly Salary and other admissible allowances to the manpower deployed by them. Bank shall not pay any extra charges / payment for whatever reason including weekly off / leave/holiday etc.

(viii) It shall be the responsibility of the MA to provide full uniform (summer and winter both) along with the name plate/identity card to the contract labours/workers deployed to perform their duties. The identity cards shall be produced on demand by any authority of the Bank or Government.

(ix) All manpower/ supervisors shall be provided with proper offer of appointment, Identity Cards by the MA at their cost. Also all essential items for security purposes like gun, torch, whistle, shoes, raincoats, first aid arrangement etc. shall be provided by the MA at their own cost.

(x) The MA will introduce their security staff to Officer-In-charge, declared as controlling officer or any other person authorized by the BANK in this behalf for the operation of the agreement by Bank for his verification and satisfaction before their deployment and the MA shall furnish the complete particulars/ bio-data of security personnel with passport size colour photo duly attested by the Gazetted Officer before deployment including the copy of arm license, wherever applicable.

(xi) The Bank reserves the right to ask the MA to remove any Contract Labour /worker found not discharging his duties satisfactorily or of doubtful character and the MA will immediately remove such person / persons and provide timely replacement.

(xii) The duty points and retention time of Contract Labour/worker deployed by the MA will be decided by the MA as per the extant labour laws.

(xiii) In case of any pilferage, damage or theft, the MA or their representative shall report the matter immediately to the authorities of the Bank. The MA will be wholly responsible for any





loss due to theft, pilferage etc. and will make good the loss sustained by the negligence, absenteeism or dereliction of duty by their security guards.

(xiv) It may be distinctly understood that there shall not be any absenteeism by the contract labour / worker and in case of absenteeism, replacement must be provided by the MA. If MA fails to provide replacement of Contract worker or any contract labour's replacement deputed by the MA is unable to join his duty within two hours, the MA shall be liable to pay the damages at double the rate of the wages. The amount of such damages will be deducted from the monthly bills of the MA.

(xv) The MA shall submit monthly bills in duplicate for the services rendered during the preceding month along with the pay roll duly signed by the MA and the Bank shall make payment within fifteen working days from the date of submission of the bills after deduction of income tax as per provisions of Income Tax Act, 1961 and as amended from time to time and also including any other taxes levied by the Central/State Government from time to time. The MA shall further confirm that all the mandatory statutory deductions for the welfare of the contract workers deployed by them are being duly paid to the Statutory Authorities.

(xvi) The MA shall give weekly off to their security guards and shall provide a reliever. The MA is required to conduct surprise check frequently at least once a week and to see themselves that their guards are discharging duties faithfully and properly and also submit their report to the Security Officer at the Head Office or any other authority as decided by the BANK.

(xvii) The MA shall ensure that the gun license of the armed guard remains valid as per state laws. The contract labour/ workers engaged as Security Guards and MA shall be responsible for safe custody of the gun and ammunition. Guard will report for duty along with gun and take his gun back on closing of the branch/office. In no circumstance gun of the guard shall be left in the branch/offices premises after duty hours.

(xviii) The MA shall submit declaration as per Annexure-VII.

### **13. Training of security guards**

All the guards provided to the bank shall be fully trained. The MA shall have arrangement for effective training infrastructure for providing class room and arms training to the security guards and shall adhere to the provisions of UP Manpower Agencies Rules 2009 towards pattern of training and skill enhancement during the period of agreement/ empanelment. The Guards should have undergone pre-induction training or shall be trained at their training facility within a period of one month post deployment. MAs not having adequate training infrastructure whether owned or rented in the state of UP shall not be considered for empanelment.

### **14. Pre-Bid Meeting & Pre-Bid Queries.**

Bidders are required to submit pre-bid queries, within the stipulated timelines as given in the General Tender Details, through mail. Bidders are also required to bring hard copy of the same queries on their letter head, duly signed and stamped by their authorized signatory. Queries not submitted in hard copy will not be responded.

Sr. no.	RFP No.	Page	RFP clause name & no.	RFP clause	Bidder's Remarks	Query/Suggestion/




The queries submitted before pre-bid meeting and submitted in hard copy as mentioned above, will only be discussed in the pre-Bid meeting and their subsequent responses will be uploaded on our bank website or can be send through E-mail.

Only two persons per bidder will be allowed to attend the Pre-Bid meeting provided they have authorization letter from competent authority to attend the pre-bid meeting from their company. Bidders attending the pre-bid are also required to submit a copy of their I-card issued by their company.

Bidders are required to go through the RFP and any subsequent Corrigendum's/clarifications meticulously and submit their queries timely to avoid any last minute issues.

### **15. Evaluation Process**

#### **Stage I (General Evaluation)**

The applications incomplete in any respect or not accompanied by the mandatory documents i.e. documents/ certificates / Chalans/receipts/ documentary proofs as mentioned above or without cost of bid application and EMD shall be rejected. Demand drafts for bid application cost and EMD should not have been issued before the date of this RFP.

#### **Stage II (Evaluation of technical bid)**

Offers/bids will be evaluated against the stipulated requirement/ eligibility criteria based purely on valid proofs of documents submitted by the MAs, along with their bids. Offers complying with the eligibility criteria shall be selected in technical evaluation. Evaluation will be done by a committee of officers based on the criterion mentioned in the bid.

#### **Stage III (Evaluation of financial bid)**

The price bids of only those bidders who qualify in the evaluation of technical bid will be opened. MAs will have to quote price bid for armed security guard, without arm security guard, Cleaning & Housekeeping and Part time sweeper. After opening of financial bid, the successful bidder will be declared as L1. If L1 is more than one then the grading of bidders will be decided on the basis of Technical Evaluation Matrix (In annexure VI) and as per rating marks 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> bidder will be decided and the work will be distributed between 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in the ratio of 50:30:20 at the Sole discretion of the Bank, keeping in view the geographical location of bank.

If L1 is declared only one, then the bank reserves the right to split the work order between three bidders i.e. (L1, L2 and L3) in the ratio of 50:30:20 subject to L2 /L3 matches with the price of L1 at the sole discretion of the Bank, keeping in view the geographical location of bank. The Bank decision in this regard shall be final.

### **16. No Commitment to Accept Lowest or Any Other Offer**

BANK shall be under no obligation to accept lowest or any offer received in response to this notice and shall be entitled to reject any or all offers at any stage without assigning any reason whatsoever.



### **17. Liquidated Damages and Termination**

In case of breach of any/or more of the conditions in the agreement and/or services provided by the MA are found not satisfactory (not maintaining the man power, found not alert on duty, indiscipline and improper uniform/turnout etc.) during any period of the agreement, an amount subject to minimum 10% of the monthly bill would be deducted as liquidated damages for one month and if the performance continues to be unsatisfactory in any of the subsequent months the services of the MA can be terminated by giving a short notice of seven days or even 48 hours depending upon the exigencies and also disqualifying them for participating in the future empanelment. Besides, the MA will be responsible to indemnify any pecuniary loss, if any, caused due to such action of the agency/manpower.

### **18. Settlement of Disputes by Arbitration**

In the event of there being any dispute or difference arising between the parties the same shall be referred to the Chairman, Uttar Pradesh Gramin Bank whose decision shall be final and binding on both the parties. However, if the parties are still not satisfied, the matter shall be referred to the sole Arbitrator mutually agreed by the parties. The Arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliations Act, 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the Arbitration proceedings under this clause. The award of the Arbitrator shall be final and binding on the parties. The venue of the Arbitration shall be Lucknow. The fees, if any, of the Arbitrator shall, if required to be paid before the award is made and published, be paid half and half by 'each of the parties. The cost of the reference and of the award (including the fees, if any, of the Arbitration) shall be in the discretion of the Arbitrator who may direct by whom and in what manner, such costs or any part thereof shall be paid and may fix or settle the amount of costs to be so paid.

### **Depanelment**

Any of the MAs empaneled after completion of this process can be depanelled by the bank at any time without assigning any reason by giving a notice of 30 days and the work allotted to that agency may be distributed to the remaining MAs at the discretion of the bank.

The authority for acceptance of the application will rest with the General Manager (HRM), Uttar Pradesh Gramin Bank who does not bind himself to accept the lowest or any other application nor undertakes to assign reasons for declining to consider any particular application/applications.

16. All disputes shall be subject to the jurisdiction of the Courts at Lucknow, UP, only.



Bid (Offer)

(On the letter head of the MA)

To

**Uttar Pradesh Gramin Bank**  
**Head Office**  
2<sup>nd</sup> and 3<sup>rd</sup> Floor, NBCC Commercial Scheme,  
Gomti Nagar Extension  
Lucknow (UP)-226 010

Dear Sir,

Re: Bid for Empanelment as Manpower Agency for providing Manpower

I/We hereby offer our Company/Firm to be empanelled as a MA for providing Manpower for various purposes such as worker for Cleaning & Housekeeping, Security guards, part time sweeping etc. to be deployed at various branches/offices of BANK, in its operational area.

I/We am/are aware that the empanelment does not guarantee any work order. In the event of getting empanelled, I/We agree to honour the obligation with due diligence and efficiency as required by the BANK.

I/We also understand that mere filling the application form does not automatically qualify us for empanelment. We also agree to BANK's right to reject my/our application/bid at any stage without assigning any reason thereof.

I/We agree to all the terms and conditions of the RFP.

I/We also agree that the bank may amend/alter/waive any of the conditions mentioned in the notice at any stage of the empanelment process.

Thanking you,

Yours faithfully,

Signature and Seal of MA

Address:

Encl.: 1) DD no.....of Rs .....as application fee.

2) DD no..... of Rs.....as EMD



## DETAILS OF MA (Technical bid)

With reference to your advertisement, required details are as under

General Details		Details	Proof Attached
1	Name of the MA		
2	Constitution (Company/Firm/Proprietorship)		
3	Year of Establishment		
4	Name of the Directors/Partners/Proprietors, & their PAN/GST		
5	Whether registered with the Registrar of Companies / Firms or Proprietor. If so, mention No. & date (Documentary Proof Necessary) Furnish also copy of relevant Certificates / Deeds.		
6	Whether registered with Govt. under Contract Labour (Regulation & Abolition) Act, 1970. Furnish date of registration and proof.		
7	No. of Clients. (Enclose List).		
8	Quality Certification like ISO Certificate. (Enclose the copy, if any)		
9	Whether an assessee of Income Tax. If so mention PAN/TAN. Furnish copies of IT Return for last 3 years & copy of PAN Card.		
10	Any other documents you wish to attach		
Technical Details			
1	Address & Phone No. of Principal office (attach proof)		
2	Authorized under PSA Act 2005 to operate in entire UP		
3	Whether registered in the panel of other Organizations / Statutory Bodies such as PSU, Bank, Government Bodies, etc. Furnish their names, category, date of Registration and Proof		
4	Annual turnover for the Financial Year 2022-23 2023-24 2024-25		
5	Average Turnover in last three financial Year (2022-23, 2023-24, 2024-25)		
6	Profit earned during last three years. Attach Audited balance sheet. 2022-23 2023-24 2024-25		
7	Whether Registered under Uttar Pradesh Shops and Commercial Establishment Act, 1962. Mention Reg No. & attach proof.		



8	Whether registered with EPFO. Date of registration and proof.		
9	Goods & Service Tax No. (Furnish copies of relevant certificate).		
10	Experience of working with Central PSBs/PSUs/RRBs/Central Govt Fls since		
11	Training Infrastructure. Give details & attach proof		
12	Whether blacklisted/debarred by any organization during last 05 years		
13	Satisfactory Service report obtained from 1. 2.		
14	Whether solvency certificate obtained		
15	Total Branch offices of MA (Service Network)		
16	Details of total number of manpower deployed by agency (ECR of EPF must be submitted of last three months)		
17	Details of Net worth in the last 03 Financial Year 2022-23 2023-24 2024-25		
18	Details of ongoing contracts with order value		
19	Past record of providing manpower services to erstwhile Boroda U.P. Bank, Aryavart Bank and Prathama U.P. Gramin Bank. Give details of maximum manpower deployed at any month.		

a) We agree that this application does not entitle us automatically for being empaneled / short listed for the purpose as cited above.

b) We understand that the Uttar Pradesh Gramin Bank reserves the right to reject our application without assigning any reason thereof at any stage and we agree to that.

c) The information given by us is true to the best of our knowledge.

Date:

Place:

Signature & Seal of MA



## Annexure-III(A)

## Rate Quotation (Financial Bid)

Price for employing Security Guard Services as per Central Minimum Wages w.e.f. 01.04.2025 (Watch and Ward without Arm)				
S.NO	PARTICULAR	AREA A @981	AREA B @893	AREA C @760
1	MINIMUM WAGES AS PER CENTRAL GOVT. NOTIFICATION ON MINIMUM WAGES FOR 26 DAYS (8 HOURS)	25,506.00	23,218.00	19,760.00
2	ESIC @3.25% on Ser. No. 1	-	-	642.20
3	Employer Provident Fund (EPF) @ 12% of Ser. No. 1 (Max 1800)	1800	1800	1800
4	EDLI, Admin Charges etc. on EPF @1% on maximum permissible PF wages	150.00	150.00	150.00
5	BONUS @8.33% ON SER. NO. 1	-	-	1,646.00
6	SUB TOTAL A	27,456.00	25,168.00	23,998.20
7	GST @ 18% on Ser. No. 6	4,942.08	4,530.24	4,319.67
8	SUB TOTAL B	32398.08	29698.24	28317.87
9	MINIMUM SERVICE CHARGE @ 3.85% on Ser. No. 6	1,057.05	968.96	923.93
10	GRAND TOTAL	33455.13	30,667.20	29,241.80

**Important point to remember while submitting Financial Bid**

- i) L1 will be decided on the basis of (10).
- ii) The minimum wages are fixed and revised from time to time by the Ministry of Labour & Employment, Govt. of India for employment of watch and ward staff. Where both Central & State Govt. have fixed the minimum rates of wages, the rates of wages whichever is higher will be applicable.
- iii) The Areas "A", "B" & "C" shall be as per Govt. notification as issued from time to time.
- iv) The aforesaid rates are for one person and the area-wise required number of persons will be subject to actual requirement of the Bank.

Stamp of Company/ firm

Authorised Signatory  
Designation:  
Name



## Rate Quotation (Financial Bid)

Price for employing Security Guard Services as per Central Minimum Wages w.e.f. 01.04.2025 (Watch and Ward with Arm)				
S.NO	PARTICULAR	AREA A @1065/day	AREA B @981/day	AREA C @893/day
1	MINIMUM WAGES AS PER CENTRAL GOVT. NOTIFICATION ON MINIMUM WAGES FOR 26 DAYS (8 HOURS)	27,690.00	25,506.00	23,218.00
2	ESIC @3.25% on Ser. No. 1	-	-	--
3	Employer Provident Fund (EPF) @ 12% of Ser. No. 1 (Max 1800)	1800	1800	1800
4	EDLI, Admin Charges etc. on EPF @1% on maximum permissible PF wages	150.00	150.00	150.00
5	BONUS @8.33% ON SER. NO. 1	-	-	--
6	SUB TOTAL A	29,640.00	27,456.00	25,168.00
7	GST @ 18% on Ser. No. 6	5,335.20	4,942.08	4,530.24
8	SUB TOTAL B	34,975.20	32,398.08	29,698.24
9	MINIMUM SERVICE CHARGE @ 3.85% on Ser. No. 6	1141.14	1057.05	968.96
10	GRAND TOTAL	36,116.34	33,455.13	30,667.20

**Important point to remember while submitting Financial Bid**

- i) L1 will be decided on the basis of (10).
- ii) The minimum wages are fixed and revised from time to time by the Ministry of Labour & Employment, Govt. of India for employment of watch and ward staff. Where both Central & State Govt. have fixed the minimum rates of wages, the rates of wages whichever is higher will be applicable.
- iii) The Areas "A", "B" & "C" shall be as per Govt. notification as issued from time to time.
- iv) The aforesaid rates are for one person and the area-wise required number of persons will be subject to actual requirement of the Bank.

Stamp of Company/ firm

Authorised Signatory

Designation:

Name





## Annexure-III (C)

## FINANCIAL BID FORM

S. N.	Particulars	Price for employing Cleaning & Housekeeping worker per month/per branch- office (in INR) as per minimum wages w.e.f. 01.04.2025		
		For area "A" (@805/- for 26 days)	For area "B" (@674/- for 26 days)	For area "C" (@541 for 26 days)
1	Basic + V.D.A	20,930.00	17,524.00	14,066.00
2	Employer State Insurance (ESI) @ 3.25%	680.22	569.53	457.14
3	Employer Provident Fund (EPF) @ 12% of Basic + VDA (Max 1800)	1800	1800	1687.92
4	EDLI, Admin Charges etc. on EPF Wages @1%	150	150	140.66
5	Bonus @ 8.33%	1743.46	1459.74	1171.69
6	Sub-Total A	25303.68	21,503.27	17,523.41
7	GST @ 18%	4554.66	3870.58	3154.21
8	Sub-Total B	29,858.34	25,373.85	20,677.62
9	Minimum Vendor's Service Charge @ 3.85% of (6)	974.19	827.87	674.65
10	Grand Total	30,832.53	26,201.72	21,352.27

## Important point to remember while submitting Financial Bid

- i) L1 will be decided on the basis of (10).
- ii) The minimum wages are fixed and revised from time to time by the Ministry of Labour & Employment, Govt. of India for employment of sweeping and cleaning staff. Where both Central & State Govt. have fixed the minimum rates of wages, the rates of wages whichever is higher will be applicable.
- iii) The Areas "A", "B" & "C" shall be as per Govt. notification as issued from time to time.
- iv) The aforesaid rates are for one person and the area-wise required number of persons will be subject to actual requirement of the Bank.

Stamp of Company/ firm

Authorised Signatory

Designation:

Name



## Annexure-III (D)

## FINANCIAL BID FORM

S. N.	Particulars	Price for employing Part-time sweeping worker (3 hrs/day) per month/per branch- office (in INR) as per minimum wages w.e.f. 01.04.2025		
		For area "A" (@805/-=805/6= 134.16*3 = 402.48 for 26 days)	For area "B" (@674/- =674/6=112.33*3= 336.99 for 26 days)	For area "C" (@541=541/6=90=90.16 *3=270.5 for 26 days)
1	Basic + V.D.A	10464.48	8761.74	7033
2	Employer State Insurance (ESI) @ 3.25%	340.09	284.76	228.57
3	Employer Provident Fund (EPF) @ 12% of Basic + VDA (Max 1800)	1255.74	1051.41	843.96
4	EDLI, Admin Charges etc. on EPF @1%	104.64	87.62	70.33
5	Bonus @ 8.33%	871.69	729.85	585.85
6	Sub Total A	13036.64	10915.38	8761.71
7	GST @ 18%	2346.60	1964.77	1577.11
8	Sub Total B	15383.24	12880.14	10338.82
9	Minimum Vendor's Service Charge @3.85% of [6]	501.91	420.24	337.33
10	Grand Total	15885.15	13300.39	10676.15

## Important point to remember while submitting Financial Bid

- L1 will be decided on the basis of (10).
- The minimum wages are fixed and revised from time to time by the Ministry of Labour & Employment, Govt. of India for employment of sweeping and cleaning staff. Where both Central & State Govt. have fixed the minimum rates of wages, the rates of wages whichever is higher will be applicable.
- The Areas "A", "B" & "C" shall be as per Govt. notification as issued from time to time.
- The aforesaid rates are for one person and the area-wise required number of persons will be subject to actual requirement of the Bank.

Stamp of Company/ firm

Authorised Signatory

Designation:

Name



**Annexure-IV**

(On Rs 100/- non judicial stamp paper)

**Affidavit of Undertaking**

I/We \_\_\_\_\_ s/o \_\_\_\_\_ Director/prop of M/s \_\_\_\_\_ having its Registered Office at \_\_\_\_\_ (herein after referred as (Bidder) hereby affirm/s on oath, that:

I/We/our MA shall be wholly and solely responsible for full compliance of all labour laws, compliance with all statutory provisions/ stipulation of state.

I/we/our MA will assume liability and will undertake to indemnify the bank against any loss, penalty or any other liability incurred due to violation of provisions of the enactments mentioned above.

If at any time after empanelment it is found that I/We/our MA have violated any labour and statutory provisions, laws or Acts mentioned above, I/we/our MA will have no objection if bank depanels and blacklists me/us/our MA and imposes any other penalty suitable for any loss caused due to such act.

Date:

Signature with seal of Deponent

Place:



(On the letter head of the firm/company)

**Letter of Undertaking**

I/We \_\_\_\_\_ s/o \_\_\_\_\_ Director/prop of M/s \_\_\_\_\_ having its Registered Office at \_\_\_\_\_ (herein after referred as (Bidder) hereby undertake the following, that:

- No criminal cases/charges are pending with the police/court against the Proprietor/Firm/Partner or Directors/Partners of our firm/Company.
- It shall be ensured by me/us that no criminal case is pending with the police/court against the proposed staff/ guards who will be deputed for service in the Branches / ATMs/Office etc of the bank
- I/We/our's MA have not been blacklisted by any entity (Govt/PSU/PSB or any other organization) during last five years.
- I/ We will be undertaking to provide trouble free & uninterrupted services at agreed Terms & conditions.
- The license awarded to me/us under Manpower Agencies Act 2005 is still valid and has not been suspended/ cancelled/revoked by the controlling authority or any other Government authority

Place

(Authorized Signatory)

Date.

Signature

Official Seal of Applicant.

Name

Designation Address



## Annexure VI

EVALUATION MATRIX			
S.NO	Evaluation matrix	Description	Max Marks
1	Constitution of the Agency (Service Provider)	Public/ Limited Company	10
		Private Limited Company	7
		Proprietor/ Partnership Company/LLP	5
2	Date of Establishment of the Agency	More than 15 years	10
		More than 10 to 15 years	7
		5 to 10 years	5
3	Experience in providing similar services at Banking Sector/PSB/RRB (Work order to be attached)	More than 10 years	10
		More than 7 to 10 years	7
		5 to 7 years	5
4	Number of Manpower on the payroll of the firm as on 31st March, 2025 (ECR of EPF must be submitted of last three months)	More than 10000 Manpower	10
		5000 to 10000 Manpower	7
		Below 5000 Manpower	5
5	Agency should have positive net-worth in last 3 years	More than 35 Crore	10
		15 to 35 Crore	7
		Below 15 Crore	5
6	Average Annual Turn Over during last three Years (copy of audited balance sheets for last three years ending March 2025 to be submitted, March 2025 figures could be provisional).	More than 100 Crore	10
		More than 50 to 100 Crore	7
		25 to 50 Crore	5
7	Number of Clients in Public Sector Bank/RRB/ Nationalized Bank where service provider has been provided/providing their security/ housekeeping services.	More than 10 Banks	10
		5 to less than 10 Banks	7
		Less than 5 Banks	5
8	Agency should have Experience certificate with mentioned good quality of services/ work from different Banks/ RRB in the state of Uttar Pradesh in last 5 years.	5 Certificates	10
		2 to 4 certificates	7
		Below 2	5
9	Agency should have one completed or ongoing contract worth more than 15 Crore (Proof to be attached actual value of work should be mention in Experience Certificate and Work order)	Yes	10
		Below 15 Crore	5
10	Past satisfactory work of providing manpower with Uttar Pradesh Gramin Bank including erstwhile Prathama U.P. Gramin Bank, erstwhile Aryavart Bank & erstwhile Baroda U.P. Bank.	>200 Manpower	10
		>100 to 200 Manpower	7
		Upto 100 Manpower	5

Note:

1. Minimum qualifying marks shall be 70 marks. The bids of vendors securing less than the qualifying marks will not be considered for opening of price bids.



2. If L1 is more than one agency then the grading of bidders will be decided on the basis of Highest Technical Evaluation Matrix score (In annexure VI) and as per rating marks 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> bidder will be decided and the work will be distributed between 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in the ratio of 50:30:20 at the Sole discretion of the Bank, keeping in view the geographical location of bank.

3. If L1 will be declared only one, then the bank reserves the right to split the work order between three bidders i.e. (L1, L2 and L3) in the ratio of 50:30:20 subjected to price of L2 matches with the price of L1 at the sole discretion of the Bank, keeping in view the geographical location of bank. The Bank decision in this regard shall be final.



**DECLARATION OF NEAR RELATIVES OF UTTAR PRADESH GRAMIN BANK EMPLOYEES**

I/We(Bidder).....S/o/D/o.....  
.....Residing at .....  
.....hereby certify that none of my/our  
Relatives (s) as defined in the Tender document is/are employed (Bank) in the UTTAR  
PRADESH GRAMIN BANK as per details given in tender document. In case at any stage, it  
is found that the information given by me is false/incorrect, the Uttar Pradesh Gramin Bank  
shall have the absolute right to take any action as deemed fit, without any prior intimation to  
me. (The near relatives are members of a family/husband and wife/ the one related to the  
other in the manner as father,mother,son(s)and son's wife (daughter-in-law),  
daughter(s),husband(son- in-law), brother(s) and brother's wife, sister(s) & sister's husband  
(brother-in-law) ).

Place :

Signature of Applicant with Seal

Date:

Name in Capital Letters:

Address:

