

TENDER CALL NOTICE

Name of the Work :-

**Deployment of
Security Personnel
in the
Odisha State Cooperative Bank**



ODISHA STATE COOPERATIVE BANK LTD.

Pandit Jawaharlal Nehru Marg,
Bhubaneswar - 751001





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The Odisha State Cooperative Bank Ltd.

Pandit Jawaharlal Nehru Marg,
Bhubaneswar – 751 001

Ref. No. OSCB / HRDD / 4017 / 2025-26

Date : 14.11.2025

TENDER CALL NOTICE

Sealed tenders are invited from reputed Security Agencies / Firms registered under Indian Registration Act, 1908 / Indian partnership Act. 1932 / Companies Act. 1956 / Private Security Agencies Regulation Act. 2005 providing Security / House up keeping services for deployment of different category of personnel including Ex-Servicemen/ Gunman in the Bank having minimum five years experience in the field of holding valid Labour License, EPF / ESIC/ GST registration, PAN / TAN Number and last three years' cumulative turnover of at least Rs.30.00 crore having its registered office in Odisha preferably at Bhubaneswar:

Last date and time of Submission of tender	Date 01.12.2025 by 2.00 PM
Due date and time of opening of tender (Technical bid Part-A)	Date 01.12.2025 at 4.00 PM in presence of the tenderers or their authorized agent.
Due date and time of opening of price bid (Part-B)	03.12.2025 at 3.00 PM in presence of technically qualified tenderers or their authorized agents.

EMD :- Rs.5.00 lakh in shape of DD drawn in favour of Managing Director, Odisha State Cooperative Bank payable at Bhubaneswar is to be submitted alongwith the tender papers.

The intending parties may download the tender papers from Bank's website www.oscb.coop / www.odishascb.com from 17.11.2025 to 01.12.2025 and submit their filled tender alongwith the non refundable tender paper cost of Rs.11,800/- (Rs. 10,000/- + GST @18% i.e. Rs.1,800/-) and EMD in shape of Demand Draft drawn in favour of Managing Director, Odisha State Cooperative Bank Ltd. payable at Bhubaneswar.

The authority reserves the right to reject any or all the tenders without assigning any reason thereof and also not bound to accept the lowest tender.


Chief General Manager (Gen.)

PREFACE

The Tender shall be submitted in two parts.

The first part i.e. part-A is the Technical Bid for the screening of the Company Profile about fulfilling the Essential Prerequisites and General Conditions given below (including the Demand Draft for Earnest Money and Cost of Tender Paper).

The Second part i.e. Part – B is the Price Bid to be quoted as per the proforma given in the tender document by the participating Companies / Agencies for providing different category of manpower and security personnel.

Two different sealed and signed envelopes superscripted “**Tender for Security / House up keeping services**” Part – A/B as the case may be must be submitted to the **Managing Director, Odisha State Cooperative Bank Ltd., Pandit Jawaharlal Nehru Marg, Bhubaneswar – 751001 on or before 01.12.2025 by 2.00 PM** only both these envelopes should be placed in a single envelop marked “C”.

General Conditions :-

- a) Complete details of the company viz, office postal address, phone number(s) mobile numbers of the contact persons, FAX number(s), additional office (s) details, if any, should be furnished in the Tender.
- b) Earnest Money of Rs.5,00,000/- (Rupees five lakh) only in the form of a Demand Draft drawn in faovur of OSCB, payable at Bhubaneswar should be enclosed with the Tender.
- c) All the Tender Documents must be signed by the Managing Director / Director / Authorized Signatory as the case may be.
- d) The format for submitting “Part-A” i.e. company profile is given in Annexure – III attached to this notice.
- e) **Part – A Envelope of the Tender Application must include the following ;**
 - (i) Earnest Money Deposit Demand Draft for Rs.5,00,000/- and Cost of Tender Paper Demand Draft of Rs.11,800/-.
 - (ii) Annexure – I to III duly signed by the authorized signatory of the company alongwith the rubber seal of the Company.
 - (iii) Annexure – III duly filled in the same format / proforma and signed by the authorized signatory of the company alongwith rubber seal of the Company. (Any deviations in the format shall render the tender application summarily rejected).



- (iv) Copies of the list of documents of the company as given at the end of Annexure – III should be attached to PART – A (Company Profit).
 - (v) Annexure – II duly signed by the authorized signatory of the Company alongwith the rubber seal of the Company, as a token of willingness to accept all the terms and conditions of the contract, if awarded.
 - (vi) The Part-A of the bid must contain samples of uniform of Security Guard and Office Attendant, which will be returned to unsuccessful tenders after finalization of tender.
- f) Part-B envelop should contain only the Price Bid of the work strictly as per the format given at Annexure – IV, V & VI.
- g) Tender Form must be completely filled in English only, incomplete tender applications are liable to be rejected.
- h) Tender documents are required to be signed by the authorized person submitting the tender as a token of his / their having read and understood the essential prerequisites, general conditions, special clauses and responsibilities for staff to be engaged, schedule of deployment as per laid down terms and conditions of the contract etc.

Signature with date and seal of the Tenderer



TERMS AND CONDITIONS

ELIGIBILITY ;

1. The Bidders should have registered under appropriate authority such as ;
 - Company Act, 2013.
 - Indian Partnership Act 1932
 - Indian Trust Act 1882
 - Society Registration Act 1860
 - Limited Liability partnership Act 2008
2. Must have at least 10 years experience to provide security in any educational institution, banks or Similar types of Central / State Government / Autonomous Bodies / Public Sector undertakings. Copy of the work order / completion certificate from authority alongwith contract person name, mobile number should be submitted.
3. The registered office or Branch office of the service provider must be located within the jurisdiction of service recipient.
4. Must have a minimum annual financial turnover of Rs.10.00 crores for which bid is submitted last five financial years (2020-21 to 2024-25). For which certified copies of Audited Income / Expenditure statement and Balance Sheet for the concern period by Chartered Accountant.
5. The Bidders must have the recent performance certificate to be obtained from the Authority where the bidder current providing the similar works. For which Current Authority Performance Certificate to be submitted.
6. Must not have been black listed / debarred / No criminal case pending by any authority during the last three years. For which affidavit should be submitted by the bidder in Non-Judicial Stamp Paper.
7. Must not have any pending proceeding for any criminal offence towards GST / summon issued GST and central excise under section 73, 74, 70 against the bidder / proprietor / director / persons prescribed procedure and format to be deployed by the service provider. For which an undertaking to this effect should be furnished by the bidder.
8. Other statutory documents to be furnished as per technical bid.
9. ISO registration Certificates
10. Minimum Requirement
11. Integrity Pledge
12. Agreeing to all terms and condition of the Tender
13. Invitation for application for issue of Tender does not constitute any guarantee for issue of Work Order to the Bidder(s).
14. Opening date of Part-A of the tender is on 01.12.2025 at 4.00 PM and opening of Part-B is on 03.12.2025 at 3.00 PM.



15. Part – A of the tenders will be opened in presence of the Bidders or their authorized representative should they choose to be present. Only one representative of each Company / Agency will be allowed to be present during opening of Part – A of the Tender. Part – B of the tender will be opened only for the technically qualified tenderers in the presence of bidders or their authorized representatives.
16. Part – A of the tender will be opened first.
17. A designated Committee of the Bank shall screen the tender documents for the company's / Agency's conformity to the laid down pre-requisites / general conditions.
18. Only sealed and signed tenders on the prescribed format accompanied by the Earnest Money Demand Draft for Rs.5,00,000/- drawn in faovur of Managing Director, OSCB payable at Bhubaneswar shall be considered.
19. Incomplete, unsigned applications and applications without Earnest Money will be rejected.
20. Tenders with corrections and / or overwriting are liable to be rejected, if these are not authenticated by one of the Directors / authorized Signatory of the participants as the case may be.
21. The Earnest Money in respect of unsuccessful bidders will be refunded in due course. The Earnest Money of the successful bidder may be adjusted towards security deposit. The security deposit will be Rs.10,00,000/- or 3% of the annual Tender Value of the contract of the successful tenders whichever is higher and must be deposited by the successful bidder in the shape of term deposit receipt obtained from Main Branch of OSCB in favour of Managing Director, OSCB within seven days of receiving intimation from OSCB. The tenure of the fixed deposit should be at least one year and would have to be extended / renewed if the contract is extended / renewed for the period of extension / renewal.
22. Part – B of the tender containing the "Price Bids" will be considered by Tender Committee to open only those Companies / Agencies who have fulfilled all the conditions laid down in the essential prerequisites, terms and conditions of the tender.
23. Part – B of the tender containing the price bid will not be opened, in case the Company does not fulfill the requirements laid down for Part-A of the tender, such tenders will be rejected.
24. In the event of award of the contract, the successful bidders shall not engage Sub-Contractor(s) for the job awarded or outsource the manpower. The contract is non-transferable. The manpower to be engaged at the Bank's sites should be on the Company / Agency pay roll.
25. Tenure of the contract shall be for one year, which may be extended / renewed upto three years subject to satisfactory performance, after annual review under the same terms and conditions.
26. All the statutory obligations as laid down with reference to the Company or its employees should be fulfilled by the successful company in terms of the relevant acts / rules / laws / guidelines laid down by the labour Department of the State Government and / or any other Statutory Authority from time to time. The company shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, minimum wages and contract labour (Regulation and Abolition Act, 1970).



27. EPF, ESIC and any other Government / Statutory payments, if any, with regard to the said personnel engaged by the Company / Agency will be the responsibility of the Company to deposit on time with appropriate authority and it should provide details of documentary evidence to the Premises Officer of OSCB alongwith monthly invoice with quarterly returns for the appropriate authority.
28. The Company / Agency should have minimum of 5 years experience in providing personnel / security service to Public Sector Undertakings / Banks / Central / State Government organizations.
29. The Company / Agency should have deployed at least 200 personnel for last three consecutive years in different organization (year means April to March) and deployed at least 120 nos. of manpower in a single contract at minimum 2 nos. of Govt. / PSU / Banking organization.
30. The Company / Agency should be in possession of valid and upto date registration certificates / requisite license in respect of EPF, ESI and GST, PAN / TAN number, Engagement of Labour, PSARA and other applicable documents, as per Annexure – III, failing which the tender will be automatically rejected.
31. The Company / Agency should furnish certificates issued by different clients (preferably from Banking Sector / PSU / Central / State Government organization etc.) in support of satisfactory services rendered to them.
32. The Company / Agency should have its Registered Office in Odisha preferably at Bhubaneswar.
33. The Company / Agency shall deploy different category of personnel for minimum period of one year as per requirement of the Bank from time to time.
34. The Company / Agency shall deploy trained, efficient and capable security personnel i.e. Armed Guard, Non-armed Guards with Lathi and personnel of other category within the age group of 18 to 60 as required by the Bank from time to time possessing the following educational qualification.
 - a) Security Armed Guard (Ex Servicemen) – Matriculation pass / fail.
 - b) Security Armed Guard (Civilian) – Matriculation pass / fail.
 - c) Security Lathi Guard – Matriculation pass / fail.
 - d) Office Assistant – Graduate
 - e) Office Attendant / Sweeper – Class – VIII and above.
 - f) Electrician, Jr. Engineer – ITI / Diploma
35. The company / Agency shall deposit Rs.10,00,000/- or 3% of the annual Tender Value of the contract whichever is higher in shape of term deposit for a period of one year and assign the deposit receipt in faovur of the Bank towards Security Deposit which shall be returned / refunded on termination of the contract period.
36. In case of any security lapse including absence in duty penalty shall be imposed @5% of the total monthly bill of all the security personnel deployed in the Bank. In case of any losses (theft, burglary etc) caused to the Bank by the Security personnel supplied by the Security Agency, the Bank shall have the right to impose penalty to the extent of 2 (two) times of the losses, to be recovered from the dues payable to the security agency (i.e. monthly bill and security deposit). Besides, the Bank may take any other step as would be proper as per law.



37. The security personnel with Arm and Security personnel with Lathi should normally have the following minimum physical standards.
- a) Height = Minimum 5'6"
 - b) Chest = Minimum 31 ½" - 33 ½"
 - c) Weight = At least 55 Kgs.
 - d) Eye Sight = Without glass, visual standard 6/6

The Company / Agency shall have to submit the attested discharge certificate in respect of the Ex-Servicemen to be deployed by the Company / Agency.

38. The security personnel once engaged in the Bank by the Security Agency shall be changed only with prior intimation to 7 days to the Bank. Besides names of additional security personnel @10% of the actual number for standby purpose are to be furnished to the Bank for according necessary approval. In case any security personnel goes on leave, the substitute will be drawn from the said reserve manpower.
39. A Supervising Officer (not below the rank of retired Junior Commissioned Officer in the Armed / Para Military Forces or retired Asst. Sub Inspector of Police) will be engaged full time by the Company / Agency for supervision of the activities of the personnel deployed. The Supervisor so appointed shall keep contact with the Premises Officer / Branch Managers daily in order to render and maintain the highest standard of service. No separate remuneration will be paid by the Bank in respect of the Supervising Officer and it will be borne by the Agency. He shall check the attendance and performance of duties of the security personnel and issue written instruction in respect of their duties as and when required under intimation to the Bank. The Bank will provide accommodation inside the Bank's premises with telephone facility for functioning of Control Room of the security service.
40. The Company / Agency selected shall provide at their cost the followings to the personnel(s) to be deployed in the Bank.
- (a) Well-fit uniform with name plate / identity card.
 - (b) Guns (single / double barrel) with cartridge to all Armed Security Guards
 - (c) Lathi(s) to all civilian security guards.
41. The Bank shall pay professional charges for the security and other personnel deployed by the Agency, which includes P.F. and ESI (both employee + employer's share), ESI contribution and other statutory payments / contributions if any as per rules.
42. The Agency shall submit the following documents for verification in respect of the security personnel with Arm / Lathi deployed in the Bank to be returned after verification.
- a) Original discharge certificate from the Ministry of Defence, Govt. of India in case of Ex-Servicemen.
 - b) School / College Leaving Certificate evidencing age.
43. The normal working hour for the security personnel and other personnel is 8 (eight) hours a day with one day weekly holiday. The agency will provide substitutes in weekly / other holidays without any extra professional charges. the security personnel shall not be engaged for more than one shift (8 hours) in any day either in Head Office or in Branch premises.
44. The Company / Agency shall ensure that the security personnel remain in uniform during duty hours and perform sincerely.
45. The security personnel shall not leave the Bank premises during duty hours and no wages shall be paid by the Bank in such event.



46. If services of any security personnel is found unsatisfactory, the Agency shall replace the same immediately after receipt of report from the Bank.
47. The Company / Agency shall prepare the monthly bill of the personnel deployed in the Bank on the basis of absentee statement furnished by the Premises Officer and concerned Branch Managers.
48. The Bank will make payment of professional charges within seven days from the date of receipt of the bill. A copy of challan from the Regional Provident Fund Commissioner in support of payment of P.F. deposit and ESI contribution in favour of security personnel engaged in the Bank for the preceding month shall be furnished by the Company / Agency along with professional charges bills every month failing which the bill will not be considered for payment or the Bank may pay the bill withholding an equivalent amount of P.F. and ESI contribution relating to the previous month. The Company / Agency shall also deposit GST on behalf of the Bank and furnish necessary proof thereof at the time of submission of monthly bill failing which an equivalent amount shall be deducted from the current bill. The monthly bill of the professional charges shall be credited to the current account of the Company / Agency (to be opened in the Main Branch of the Bank) after deducting the statutory deductions (taxes).
49. The security personnel posted in the Head Office of the Bank shall report their joining the Premises Officer of the Bank. The security personnel posted in the Branches shall report their joining to the concerned Branch Manager.
50. The Bank shall be at liberty to terminate the contract at any time by serving 30 days notice, if the service is found unsatisfactory.
51. Samples of the uniform of security guard / office attendant used by their Agency shall accompany the tender for approval by the Bank. The samples will be returned to the unsuccessful tenderers soon after finalization of the tender.
52. In case of any dispute between the Security Agency and the Bank, the matter shall be referred to the Sole Arbitrator (to be named / designated by both the parties), whose decision shall be final and binding on both the parties.

Termination :

This agreement may be terminated as set forth below :

- a) By either party upon a default by the other part in the performance of any of its material obligations under this Annexure if it is not cured within 15 (fifteen) days after written notice by the non-defaulting party.
- b) OSCB may terminate the contract by giving 30 days written notice to the Company, if the service found unsatisfactory.

Force Majeure :

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest and of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other part about the happening of such an event. Neither party shall be reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any of seven days, whichever is more, either party may at its option terminate the contract.



Obligation of the Company :

The Company / Agency shall ensure full compliance with tax laws and other applicable laws of India with regard to this contract and shall be solely responsible for the same. The Company / Agency shall submit copies of acknowledgements evidencing filing of returns / quarterly / every year and shall keep the Bank fully indemnified against liability of tax, interest, penalty, etc. of the company in respect thereof, which may arise.

Dispute Resolution :

- a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions then the matter will be referred for adjudication to a sole Arbitrator to be narrated / designated by both the parties.
- b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian arbitration and Conciliation Act, 1996 as amended from time to time.
- c) The cost of arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work / service to which the dispute relates on account of the arbitration and payment to the company shall continue to be made in terms of the contract. Arbitration proceedings will be held at Bhubaneswar only.

Jurisdiction of the Court :

All dispute arising out of this agreement, if any, between the parties shall be subject to the exclusive jurisdiction of the court of Bhubaneswar.

Signature with date and seal of the Tenderer



PART – A

**TECHNICAL BID
(Company Profile)**

1. Name of the Organization.
2. Date of incorporation and year of establishment.
3. Address of Head Office.
4. Communication details of Contact Official(s) i.e. Name, Phone Number (Landline) and Mobile Number, FAX Number, E-mail Address.
5. Company Registration Number under Companies Act, 1986 / Private Security Agency (Regulation) Act, 2005, India Registration Act 1908/ Indian Partnership Act, 1932.
6. Company Registration with Odisha Government under PSAR Act, 2005 validity for the current year.
7. Goods Service Tax Registration Number (GST)
8. Company's PAN / TAN Number
9. EPF Registration Number
10. ESIC Registration Number
11. Labour Department Registration Number, valid Labour License.
12. Profit after Tax deduction for 2022-23.
13. Profit after Tax deduction for 2023-24
14. Profit and Tax deduction for 2024-25
15. Cumulative profits after deduction for last 3 financial years (01.04.2022 to 31.03.2025)
16. Annual Turnover for 2022-23
17. Annual Turnover for 2023-24
18. Annual Turnover for 2024-25



19. Copy of the Quarterly Return for the quarter ended 30.06.2022 in respect of EPF, ESIC and Government / Statutory payment.
20. Cumulative Turnover for last 3 years (01.04.2022 to 31.03.2025) (Certificate from Chartered Accountant)
21. Name of the organizations to whom provided services of manpower in this field for the financial year 2022-23
22. Name of the organizations to whom provided services of manpower in this field for the financial year 2023-24.
23. Name of the organizations to whom provided services of manpower in this field for the financial year 2024-25, Agency should submit completion / continuation work certificates from any Govt. / PSU / Banking Organization.
24. Blacklisted if ever with Blacklisting Organization's name, Date and reasons for such Blacklisting. The tenderers who are not blacklisted must declare the same through affidavit.
25. Name and address of the Banker.
26. Solvency Certificate for at least Rs.1,00,00,000/- (Rupees one crore) from Revenue Department of Government of Odisha / from Nationalized Bank.
27. Any other information considered relevant.

Note : Copies of documentary proof should be enclosed alongwith this Annexure.

Signature with date and seal of the Tenderer



PART – B

PRICE BID

Sl. No.	Category of Personnel	No. of personnel	Total professional charges per month inclusive of all statutory dues	Total amount to be paid to personnel per month (3x4)	Detail breakup		Remarks
					Actual wage to be paid to the employee inclusive of employee's share of EPF / ESI Contribution	Service / supervision charges, inclusive of employer's share of statutory payments like EPF / ESI, GST etc.	
			4	5	6	7	8
1	2	3					
1	Security Armed Guard (Ex. Serviceman)	17					
2	Security Armed Guard (Civilian)	26					
3	Security Lathi Guard (Civilian)	10					
4	Office Attendant / Sweeper	64					
5	Steno / Xerox operator / Office Assistant	4					
6	Gardner	3					
7	Junior Engineer (Civil)	1					
8	Electrician	2					
	Total	127					

Signature with Seal

N.B. : For Office Assistant, Office Attendant, Sweeper, Jr. Engineer (Civil), Professional charge to be paid for 24 working days in a month.

(1) The actual wages of the personnel to be deployed by the Agency shall not be less than the minimum wages prescribed by the Government.

(2) The successful bidder shall pay all statutory contribution payable by the employer (bidder) under the provisions of the various labour laws and other laws in force and applicable during operation of the contract.

Signature with Seal



Annexure – V

Wage Break Up

Particulars	Office Attendant / Sweeper	Office Asst. Electrician / Steno	Civil Gunman	Ex. A.S.G.	Lathi Guard	Gardner	JR. Engg. Civil	Electrician
	Rs. ___ x 30 days	Rs. ___ x 30 days	Rs. ___ x 30 days	Rs. ___ x 30 days	Rs. ___ x 30 days	Rs. ___ x 30 days	Rs. ___ x 30 days	Rs. ___ x 30 days
Basic Wage								
EPF @--__%								
ESI @__%								
Total								
Gun Extra Allowance								
Ex. S. M. Allowance								
Service Charges								
Grand Total								
GST Extra								



Signature with Seal

Wage Break Up – II

Particulars	Office Attendant / Sweeper	Office Asst. Electrician / Steno	Civil Gunman	Ex. A.S.G.	Lathi Guard	Gardner	JR. Engg. Civil	Electrician
	Rs. ____ x 30 days	Rs. ____ x 30 days	Rs. ____ x 30 days	Rs. ____ x 30 days	Rs. ____ x 30 days	Rs. ____ x 30 days	Rs. ____ x 30 days	Rs. ____ x 30 days
a) Gross Salary (same as Grand Total of Annexure – V)								
Gross Deductions								
EPF :-								
(b) Employers Contribution								
© Employee Contribution								
ESI								
(d) Employers Contribution								
(e) Employee Contribution								
(f) Service Charges								
(g) Total deduction (b+c+d+e+f)								
Net payable to the Employeee (a – g)								

Signature with Seal



