

	SEC/SBI/AO/213/05/PK1
DATE	12/06/25



STATE BANK OF INDIA

### TENDER NOTICE

**NOTICE FOR INVITING TENDER FROM APPROVED EMPANEELLED VENDORS AT CHANDIGARH CIRCLE FOR DEPLOYMENT OF PRIVATE SUPERVISOR, FIREMAN AND UNARMED PRIVATE SECURITY GUARDS AT AO PANCHKULA AND BRANCHES OF STATE BANK OF INDIA UNDER ADMINISTRATIVE OFFICES, PANCHKULA (HARYANA)**

**Last date for submission of e-tender: 27 June 25 by 1330 PM**

### **ONLINE TENDER**

### **ADDRESS FOR COMMUNICATION**

**The Deputy General Manager (B & O),  
State Bank of India,  
Administrative Office, Sector -5,  
PANCHKULA**

Name of the Vendor.....

Address:.....

.....

Contact no.....

Application Mode	EOI documents may be downloaded from bank's web site <a href="https://sbi.co.in">https://sbi.co.in</a> under link of "PROCUREMENT NEWS"
Emd & Security Deposit	Rupees 20000/- ( Rupees Twenty Thousand) in the shape of demand in favor of State Bank of India Administrative office, Panchkula.
E- Tender Agency	Online submission up to 27 June 2025 1330hrs. Price bid)) at <a href="http://www.tenderwwizard.com/SBI">www.tenderwwizard.com/SBI</a> tender Contact No. Abhey Kumar MOB- 97089 - 66660.
Date and time of opening tender	Price Bid – 27 June 2025 at 1400hrs. (Online/Off Line)
Place of Opening Tender: -	State bank of India, Administrative office,Plot I-2 B Block City Center Sector-5 Panchkula -134 109

### **MODE OF SUBMISSION OF TENDER: ON LINE E-TENDER**

The tender shall be submitted ONLINE in two cover system in accordance with procedure detailed herein Terms & Conditions as per Annexure -A

- (a) An undertaking as per Annexure-B
- (b) Information of Vendor on the format attached as per Annexure-C
- (c) Earnest Rupees 20000/- (Rupees Twenty Thousand) in the shape of demand in favor of State Bank of India Administrative office, Panchkula.
  - 1) Opening of Price Bid: - Price quotations submitted through online mode at [www.tenderwwizard.com](http://www.tenderwwizard.com) and qualified in technical bid shall be opened at Administrative office Panchkula on 27 June 2025 at 1400 hrs.

**Application Form**

The Dy. General Manager,

State Bank of India,

Administrative Office,

Plot no 1&2, Block B

Sector -5, Panchkula

Dear Sir,

**TENDERS FOR ENGAGEMENT OF PRIVATE SECURITY AGENCY (IES) (PSAs) FOR  
OUTSOURCING OF VARIOUS SECURITY AND ALLIED SERVICES FOR  
ADMINISTRATIVE OFFICE PANCHKULA PREMISES OF STATE BANK OF INDIA UNDER  
LOCAL HEAD OFFICE, CHANDIGARH IN THE STATE OF HARYANA**

With reference to your letter No. \_\_\_\_\_ dated \_\_\_\_\_ we hereby submit our application along with Information Form and Terms & Conditions, duly signed with seal by the Authorised signatory of the Firm as acknowledgment of accepting the laid down terms and conditions for providing various Security related services at SBI Administrative Office Panchkula under Chandigarh Circle in the state of Haryana.

2. Earnest Money of Rs 20,000/- (Rupees Twenty Thousand only) submitted in the form of Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_, issued by \_\_\_\_\_ ( Name of the Bank) drawn in favour of State Bank of India, Local Head Office, payable at Chandigarh, is enclosed.

3. We understand that the Tender process shall be completed through E-reverse auction. We undertake to have Digital Signature and other required infrastructure to participate into the tender through E reverse auction. We understand and undertake that mere submission of application does not guarantee us allotment of work and Banks decision in this regard will be final and binding on us.

Your faithfully,

(Authorised Signatory)

M/S \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Stamp)

**Annexure - 'B'****Information Form**

**DETAILS OF PRIVATE SECURITY AGENCY FOR OUTSOURCING OF VARIOUS  
SECURITY AND ALLIED SERVICES FOR ADMINISTRATIVE OFFICE  
PANCHKULA OF STATE BANK OF INDIA UNDER LOCAL HEAD OFFICE,  
CHANDIGARH IN THE STATES OF HARYANA**

S NO	SUBJECT	DETAILS
1	Name of the Agency with Corporate/ Head Office	
2	Corporate/ Head Office Communication details	(a) Landline Tele No(s)with STD codes : _____  (b) Mobile No(s). : _____  (c) Fax No(s) : _____  (d) e-mail ID : _____
3	Address of Agency's Office dealing with Haryana for correspondence purpose.	(May use separate sheet)

4	Communication details of dealing Office	<p>(a) Landline Tele No(s)with STD codes : _____</p> <p>(b) Mobile No(s): _____</p> <p>(c) Fax No(s) : _____</p> <p>(d) E-mail ID : _____</p>
5	State/ UT for which the PSA intend to participate  (Punjab&/ Haryana&/ UT of Chandigarh)	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
6	Registration number under PSARA Act with date of validity of state PSA is applying	<p>(Self attested copy of PSARA registration Certificates to be enclosed)</p> <p>1. Punjab – Yes/ No</p> <p>2. Haryana – Yes/ No</p> <p>3, Chandigarh (UT) – Yes/ No</p>

7	Names of authorized signatory(ies)  (Copy of relevant document to be attached in case different from details given during empanelment)	
8	Whether the PSA is having valid Digital Signature	<p>Yes/ No</p> <p>(Kindly attach a copy of valid digital signature)</p>
9	Various Registration Nos/ Certificates  (Self Attested copies to be enclosed)	<p>(a) PAN No : _____</p> <p>(b) GST Registration No : _____</p> <p>(c) EPF Registration No : _____</p> <p>(d) ESI Registration No : _____</p>
10	Bank Details	<p>Account No : _____</p> <p>Name of Bank : _____</p> <p>Branch Address : _____</p> <p>IFS Code : _____</p>
11	List of documents enclosed	

	(self certified copies)	1 _____
		2 _____
		3 _____
		4 _____
		5 _____
		6 _____
		7 _____
		8 _____

Date: ( Sign of Authorised Signatory with Stamp of Private Security Agency)  
Place:

**TERMS & CONDITIONS FOR ENGAGEMENT OF PRIVATE SECURITY AGENCY (PSA)  
FOR PROVIDING SECURITY PERSONNEL AT SBI ADMINISTRATIVE OFFICE  
PANCHKULA (HARYANA)**

**1. VALIDITY OF CONTRACT**

(a) The Initial agreement shall be valid for a period of one year. Contract may be extended beyond this period at the sole discretion of Bank subject to satisfactory performance of PSA.

**2. SCOPE OF THE WORK**

(a) State Bank of India, Asministrative office Panchkula (Haryana) intends to engage PSA for providing services of under mentioned manpower purely on contract basis, details of which are given below: -

Srl No	Name of Office/ Establishment	Manpower required	Strength required
1	SBI Asministrative office Panchkula	Security Supervisor	01
2		Security Guards (Unarmed)	11*
3		Fire Man	03

- Requirement of Personnel with weekly relief arrangement.

(b) The strength of manpower required may vary (increase/ decrease) as per requirement of the Bank.

(c) The manpower to be provided must adhere to parameter(s) provided in **Annexure-1** to the Terms & Conditions. In case of Non-adherence to parameter(s) as per **Annexure -1**, Bank reserves the right to terminate the agreement by giving 30 days' notice.

(d) The Bank may also proceed for de-empanlement of the PSA from Bank's panel in case of breach of any clause of this agreement by the PSA.

**3. QUALITATIVE REQUIREMENTS**

**(a) REGISTRATION REQUIREMENTS**

i. The PSA should have a valid PAN, GST, PF & ESI registration and shall satisfy the compliance with applicable statutory provisions as notified by Govt of India from time to time.

ii. The PSA shall comply with all the labour laws, Rules, Regulations of concerned States and Central Government and shall have registration as per various such Acts & Rules as applicable.

iii. The PSA should have a valid license under applicable Private Security Agency Regulation Act (**PSARA**) for Chandigarh (UT). The PSA shall be under obligation to keep the License valid during the period of agreement.

**(b) SERVICE SUPPORT OFFICE**



The PSA to have an established office in Union Territory of Chandigarh/ Tricity to provide services. The PSA shall provide complete address, contact details like Tele No., Fax No., email ID and Mobile Nos in case of any change of Office address.

**(c) BLACKLISTED / UNDER ARBITRATION**

The PSA Shall not to be under arbitration/ litigation with our Bank and should not be black listed/ de-listed/ de-panelled by any Government/ Semi Government/ Nationalised Public Sector Banks/ Public Sector Undertaking (PSUs) / Financial Institutions (FIs)/ Corporate Offices.

**4. PENALTIES**

i. In the event of failure or inability to provide Security Personnel as per demand, the Bank may take appropriate action which may include termination of contract, forfeiture of EMD or invocation of Contract Performance Guarantee (CPG), de-panelment of the PSA from Bank's panel & Blacklisting of the PSA for further empanelment or participation in Bank's any tender process. In case of deficiency in the service under mentioned penalties may be levied by the Bank apart from deducting daily wages for each day absence of the number of person(s):-

<b>Srl No</b>	<b>Type of deficiency in service</b>	<b>Penalty</b>
1	Absent from the duty	Rs 1000/-
2	Sleeping while on duty	Rs 1000/-
3	Not wearing proper dress while on duty	Rs 1000/-
4	Misbehavior while on duty.	Rs 2000/-
5	Drunk while on duty	Rs 2000/- and change of Individual.

ii. Any damage caused due to willful act or negligence by the PSA or its staff/ employee in case of any theft, breakage, pilferage of any items, fixtures, equipments etc it shall be the sole liability of the PSA and the Bank shall be entitled to adjust the amount of loss so caused from the monthly bills.

**5. INDICATION OF AUTHORISATION & VALIDITY OF TENDER**

i. All the Formats, Terms & Conditions & Documents submitted by the PSA must be signed by the authorized signatory of the PSA. The signatory shall submit a copy of the valid authority letter, authorizing him to sign the above documents on behalf of the PSA. The documents once submitted by the PSA shall be the sole property of the Bank. The original agreement shall be the property of the Bank.

ii. The Tender shall be valid for a maximum period of 90 days from last date of submission.

**6. UTILISATION OF KNOW-HOW**

That by executing this agreement the PSA is prohibited from using any information or Know-how gained in this contract for another organization whose business activity are similar in part or in whole to any of those of the Bank anywhere in the world without prior written consent of the Bank for a period of three years from the date of the expiry of contract.

## **7. INSPECTION OF RECORDS**

The Bank shall be entitled to inspect the relevant records/ books of the PSA. PSA, whenever required, shall furnish all relevant information, records, data to officials of the Bank. The Bank reserves the right to call for any material/ information/ report. It is responsibility of the PSA to maintain all the relevant register/ books as required by the law of the land.

## **8. SOLICITATION OF EMPLOYEES**

The PSA will not hire employees of the Bank or solicit or accept solicitation either directly, indirectly or through a third party from the employees of the Bank directly involved in this contract during the period of the contract and one year thereafter, except with the prior permission of the Bank. The employees of the PSA will maintain an arm length distance in other dealings with SBI in any other matter/ work not concerned by this agreement.

## **9. INDEMNITY**

The PSA will undertake thorough background check, due diligence in verifying the antecedents of its employees. The PSA will indemnify and protect the Bank against all claims, losses, damages, expenses, actions suits and other proceedings resulting from:-

- (a) Any action of the employees of the PSA.
- (b) Infringement of any law pertaining to patents, trademarks, copyright etc. or such other statutory infringements in respect of all hardware and software used by them or the local laws of any state or the labour laws or Central/ State tax laws.
- (c) Damage to the Bank's, its staff or customers property.
- (d) Cases of negligence, dereliction of duty, disorderly behavior, other misconduct by the personnel of the PSA, the agency will take appropriate action against such personnel.

## **10. DISPUTES**

In the event of any dispute/ differences arising out of or relating to this agreement including interpretation of its terms, parties at the first entrance shall resort to resolve the same through joint discussions of the Authorised Representatives of both the parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred to the Arbitrator as per the provisions of Arbitration & Conciliation Act 1996. The decision of the Arbitrator shall be final and binding upon both the parties.

## **11. THIRD PARTY SERVICES**

The PSA is prohibited from further subletting/ outsourcing of the services to any other party.

## **12. EARNEST MONEY DEPOSIT (EMD) & CONTRACT PERFORMANCE GUARANTEE (CPG):-**

- (a) The PSA has to deposit Rs 20,000/- (Rupees Twenty Thousand only) as EMD along with tender paper in the form of DD in favour of State Bank of India, Local Head Office, Chandigarh. The EMD submitted along with tender will be returned to the unsuccessful PSAs after completion of tendering process. The EMD submitted by the successful PSA shall be returned on submission of Bank Guarantee & deployment of personnel as per requirement. The successful PSA in tender process has to deposit Contract Performance Guarantee (CPG) of Rs 50,000/- in the form of irrevocable Bank Guarantee and same shall be released after completion of contract period. No interest shall be payable on EMD and CPG amount. The Bank shall be entitled to forfeit the EMD & invoke the CPG for breach of any clause of the tender/contract.

### **13. PAYMENT SCHEDULE, PAYMENT TO THE PERSONNEL AND OTHER DEDUCTIONS**

a. No advance payment will be made. Payment for the above-mentioned services including wages of the contract persons will be made on monthly basis on production of monthly bills by the PSA after deducting Tax Deducted at Source (TDS) as applicable.

b. The PSA to raise the monthly bill to the concerned Branch/ Office/ Cell by 5<sup>th</sup> of next month. The concerned Office/ branch/ cell will make the payment on verification of the bill and attached documents within 10 days of the submission of the bill.

c. The manpower hired on contract shall be the employees of the PSA and all statutory liabilities will be paid by the PSA such as Minimum Wages, ESI, PF, workmen compensations etc as applicable and amended from time to time by the Ministry of labour & Employment, Govt of India, from time to time. The PSA shall make the payment of salary of its employees after deduction as per statutory requirements directly to the Bank Accounts of its employees. The PSA shall ensure that salary to its employees be credited to their Bank accounts by 10<sup>th</sup> of following month of wage month. The PSA shall further ensure that the amount credited is the same as the net wage payable as per the wage slip. The PSA shall satisfy the Bank showing adequate recorded proof that the minimum wages, ESIC, contribution to Provident Fund, Bonus etc, as applicable, are being paid to its employees or being deposited to their accounts as required under various statutory Acts notified by the Government time to time. It shall be the duty of the PSA to get PF, ESI etc number of its employees from the concerned Office. The PSA shall provide copy of proof of depositing salary & other deductions on monthly basis to the Bank. The PSA shall submit bills (A calculation sheet of wages payable based on present minimum wages, except Service Charges are calculated and enclosed as **Annexure "2"**):- to the Bank along with the copies of wage slip. Along with the bill the PSA shall also submit the copies of :-

- i. Attendance sheet.
- ii. Previous month's ECR for EPF.
- iii. Proof of ESI subscription deposit.
- iv. Proof of salary credit of employees into their Bank accounts.

d. The Bank shall make only following payments to the PSA for the manpower provided for security & allied services at Bank's Office(s)/ establishments:-

- i. An amount based on minimum wages and statutory payments under following heads:-
  - aa. Minimum Wages (Basic +Variable Dearness Allowance) applicable to the area where services are being engaged as per the minimum wages Act 1948 at the rates as notified by the Ministry of Labour & Employment, Govt of India, from time to time.
  - ab. Minimum statutory PF contribution.
  - ac. Minimum statutory ESI contribution (If applicable).
  - ad. Minimum statutory bonus (If applicable).
  - ae. Double pay for the personnel who actually performs duty for the three national holidays in a year.
- ii. Service Charge as per Commercial Bid (Any other financial obligation (s) & dress items etc to be factored in the service charges).

### **e. MINIMUM WAGES PAYABLE TO SECURITY SUPERVISOR AND UNARMED PRIVATE SECURITY GUARDS**

Minimum Wages payable to Security Supervisor and unarmed Private Security Guards will be paid under “Highly Skilled” and “Skilled” respectively in Watch & Ward category as per notification issued by the Ministry of Labour and Employment Govt of India.

**14. OTHER TERMS & CONDITIONS**

a. The personnel engaged by the Bank through the PSA shall be their employees and in no event the said personnel shall be deemed to be the employees of SBI. SBI is not responsible/ liable to the said personnel and payment of salary (as per minimum wages act), allowances any other amount shall be the sole responsibility of the PSA.

b. The PSA shall comply with the provisions of all Labour Laws, which are applicable to the contractor or his employees and shall be solely responsible for liabilities arising out of such compliances, non-compliances or implementation or non-implementation thereof. The PSA will furnish proof of compliance of all Labour Laws requirements including obtaining licenses, filing of monthly/ quarterly and annual returns and any other statutory requirements within 15 days from the due date and furnish calculations and proof of payments/ challans, made to all Government/ Statutory Authorities under EPF, ESIC, Labour Welfare Act, Payment of Bonus Act, etc within 15 days of the statutory time limit allowed under the respective Act and all other statutory rules as amended from time to time.

c. The PSA shall also be responsible for maintenance of proper records as required under the provisions of various Labour Laws/ Statutory Acts applicable to the PSA and its employees such as attendance register, deductions for damage & loss etc and produce them and as and when demanded by the Bank or any appropriate Labour authorities.

d. The PSA shall ensure that all its personnel are properly trained to carry out their duties.

e. The PSA shall ensure timely payment of wages to its personnel.

f. The PSA shall provide additional manpower in any number within reasonable time but not exceeding 7 days, if so required, on the written requisition of the Bank of India, on pro-rata basis.

g. The Bank of India has the right to increase/ decrease the man power in any of the category/ categories after giving Seven days notice in writing.

h. The PSA to have full control over the personnel engaged by them. Bank shall specify the services and the quality only.

i. The PSA shall be made responsible to attend to all complaints/ requirements within the purview of the contract.

j. The PSA shall accept and bear full and exclusive liability for the payment of any or all taxes in force or hereinafter imposed, increased or revised from time to time by the Centre/State Government or any other authority with respect to or covered by wages, salary or other compensation paid or payable to persons employed by him.

k. The PSA shall fully comply with all applicable laws and rules and regulations including the payment of provident fund contributions, payment of Bonus Act, Workmen Compensation Act and/or such of the acts or laws or regulations passed by any Central/State Government, Municipal Authority including TDS as per the IT Act. PSA shall also be liable to meet any penalty imposed by statutory authority(ies) for non compliance of laid down statutory provisions.

l. The PSA shall be responsible for proper maintenance of all registers records and accounts so far as they relate to compliance of any statutory provisions/obligations.

m. The PSA shall bind itself/ executors or administrators and shall indemnify the Bank against all claims, damages, proceeding, costs or any expenses whatsoever may be imposed, enforced or brought against the Bank or any of its Officials/ employees for

reasons or consequent upon any breach or default on the part of the PSA in respect of violation of any provisions of law/ act/ rule/ regulations having the force of law.

n. The PSA shall be responsible for all the claims of his employees and the employees will not make any claim whatsoever against the Bank. The PSA's personnel will not have any right whatsoever or absorption in the Bank. Any of PSA employee approaching Bank management for any claim will be treated gross indiscipline. The agency shall be required to take stern action against such cases.

o. The PSA shall obtain adequate insurance policy in respect of the personnel engaged by him for the work towards meeting the liability of compensation arising out of death, injury, disablement etc.

p. The PSA shall provide weekly off/ holiday to his workmen as per labour laws but it will be its responsibility to ensure uninterrupted services to the Bank on all days.

q. The PSA shall make adequate arrangements for supervision to ensure efficient discharge of the duties by the personnel deployed. The contact details of the supervisor shall be made available to the Bank. Further, wherever more than one guard is deployed in a shift, one guard shall be nominated as shift in-charge who will be responsible for the efficient discharge of duties by all the personnel in that shift. Timing of supervisors will be decided in consultation with Concerned Officer of the Bank.

r. The PSA shall also be responsible to pay rates and wages and observe hours of work and conditions of employment as prescribed under the Minimum Wages Act (Central Govt.), Employee PF Act, and Bonus Act etc. It shall also be the responsibility of the PSA to ensure that the directions issued are carried out by the persons employed.

s. **The PSA must submit the performance certificate duly signed from AO where PSA is providing services of manpower.**

#### **15. TERMINATION OF CONTRACT**

a. Either party may terminate the contract by giving a notice of 30 days in advance without assigning any reason. SBI may reduce/ increase the strength of one or more locations by giving a Seven days notice to the PSA.

b. If services entrusted under this agreement become illegal at a later date by operation of any law, then the Bank will discontinue the contract forthwith and no compensation will be paid to the PSA (Party of Second Part) and the security guards etc so deployed by the PSA will not have any right or claim against the Bank and it will be the sole responsibility of the PSA.

#### **16. TENDER PROCESS**

PSA shall be determined through tender process only. The PSAs not found technically suitable or not complying with the laid down terms & conditions of the tender, will not be allowed to participate in Price Bid process. The PSA found technically suitable shall be intimated the date & time for opening of price Bid. **In case the same rates are quoted by more than one PSA, the L-1 will be arrived at by draw of Lot amongst these PSAs only.**

**1. QUALITATIVE REQUIREMENTS OF VARIOUS CATEGORIES OF MAN POWER**

**(a) UNARMED GUARD**

- i. The unarmed guard shall be a male ex-serviceman or an ex- Paramilitary force personnel up to the rank of NCO who has retired with pension from the respective service. For Chandigarh, Panchkula & Mohali Urban Area, A Civilian trained for unarmed security guard may also be provided in case non availability of ex-serviceman or an ex- paramilitary force personnel.
- ii. Upper age limit shall be 45 years. The guard has to be disengaged on attaining the 60 years of age and in that situation, PSA shall provide suitable replacement immediately.
- iii. Medical category shall be SHAPE-I or AYE at the time of release/ retirement from Defence forces as per discharge book. He shall be medically and physically fit to undertake the duties assigned to him for continuous shift of eight hours or more in case of emergency. For Civilian fitness certificate from a Doctor (MBBS qualified) shall be required at the time of engagement.
- iv. Character shall be Exemplary/ Very Good at the time of release/ retirement as per discharge book. The individual shall not have any adverse Police Record. The PSA has to provide Police verification of the personnel at the time of his deployment.
- v. He must possess a valid Aadhaar card (UIDAI)

**(b) SECURITY SUPERVISOR**

- i. The Security Supervisor shall be an ex-serviceman of the rank of JCO ( Naib Subedar to Honorary Captain).
- ii. Upper age limit shall be 55 years. The individual shall be disengaged on attaining the age of 60 years and in that situation, PSA shall provide suitable replacement immediately.
- iii. Medical category shall be SHAPE-I or AYE at the time of release/ retirement from the forces as per discharge book. He shall be medically and physically fit to undertake the duties assigned for continuous shift of eight hours or even more in an emergency
- iv. Character shall be Exemplary at the time of release/ retirement as per discharge book. The individual shall not have any adverse Police Record. The PSA has to provide Police verification of the personnel at the time of his deployment.
- v. He must possess a valid Aadhaar card (UIDAI)

**2. REQUIREMENT OF UNIFORM/ DRESS FOR VARIOUS CATEGORIES OF MAN POWER**

**(a) UNARMED GUARD**

A proper uniform having Cap/ Pagree as applicable, shirt, trouser, name plate, black belt & leather shoes. Colour and design of the uniform shall be as per the PSA norms and as per the weather requirement. He must wear a proper photo identity card issued by the PSA.

**(b) SECURITY SUPERVISOR**

A proper uniform having Cap/ Pagree as applicable, shirt, trouser, name plate, black belt & leather shoes. Colour and design of the uniform shall be as per the PSA norms and as per the weather requirement. He must wear a proper photo identity card issued by the PSA.

**3. CHARTER OF DUTIES OF VARIOUS CATEGORIES OF MAN POWER**

**(a) UNARMED GUARD**

- i. Exercise alertness and strict vigil in order to protect the property and assets of the Bank from damage/ loss due to destruction, burglary & theft.
- ii. Ensure proper flow of Staff & visitors and preventing unauthorized entry in the premises.
- iii. Ensure entry/ exit of the authorized property/ articles only through the Bank's defined procedure only.
- iv. Round the clock patrolling of scheduled specified area.
- v. Ensure proper parking in the area.
- vi. Any other duty assigned by the Bank.

**(b) SECURITY SUPERVISOR**

- i. He will maintain safe and secure environment in the area of responsibility through Private Security Guards.
- ii. Assign work area and duties to the Private Security Guards.
- iii. Write and submit various security reports and attendance of security staff to the concerned.
- iv. Monitor and regulate duties of the Private Security Guards and carry out checks at varied intervals.
- v. He will perform any other duty(ies) assigned by the Bank Management.

**UNDERTAKING**

- a) Company must pay monthly salary to PSA staff before 07<sup>th</sup> of each month.**
- b) Company has to give 2 complete set of uniform including shoes in every year. The Bank will not bear any cost.**
- c) The Bank is authorized to select the Guards as per their requirement.**
- d) The company will pay the bonus to PSA staff every month along with salary.**
- e) Company to provide salary slip every month to PSA staff.**

**Authorized Signature**

**Office Stamp**