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UTTARAKHAND STATE CO-OPERATIVE BANK LTD. (Apex Bank)
HEAD OFFICE, NAINITAL ROAD, NEAR SARAS MARKET, HALDWANI

Ph.: 05946- 251198,

E-mail : hoapexbank@ukstcbank.com

Open Tender No. / USCB/HLD/SG/01/2025-26/ Dated.....

BID DOCUMENT

**Open Tender For Providing Services of
Guards/Security Guards to Uttarakhand State
Co-operative Bank Ltd. Haldwani.**

Price of Bid Document: Rs. 1000.00 (18 % GST Extra)

1 | Uttarakhand State Co-operative Bank Ltd



UTTARAKHAND STATE CO-OPERATIVE BANK LTD., Haldwani

No. /USCB/2025-26

Dated:

TENDER NOTICE

01. INTRODUCTION

The Uttarakhand State Co-operative Bank Ltd.(here after referred to as UKStCB), an apex Co-operative Bank registered under Uttarakhand Co-operative Societies Act, 2003 invites Sealed bids on behalf of Managing Director, UKStCB under **Two Bid System** i.e., Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Resources Companies/Firms/Agencies for providing services of Guards/Security guards in the entire premises of UKStCB, for a period of three years from the date of Contract.

Desirous companies/firms/agencies may obtain tender documents on request in writing from Dispatch Section, UKStCB, Haldwani on all working days between **10:00 Hrs to 17:00 Hrs before the due date i.e., last date of submission of bid**, on payment of Rs. 1000.00 (18 % GST Extra) (non- refundable) in the form of **Demand draft** from any Bank drawn in the favour of **Uttarakhand State Co-operative Bank Ltd. Haldwani payable at Haldwani**.

Tender documents can also be downloaded from the website-www.ukstcbank.com provided the requisite tender fee/cost i.e. Rs. 1000.00 (18 % GST Extra) is enclosed in the form of Account Payee Demand Draft from any Bank drawn in favour of "**Uttarakhand State Co-operative Bank Ltd. Haldwani** " payable at Haldwani along with the Technical bid.

02. IMPORTANT DATES

Date of Release of Tender	01 August, 2025
Last Date and Time of Submission of bids	12 August, 2025 (13:00 Hrs)
Date and Time of Opening of bids	12 August, 2025 (15:00 Hrs)

The bid shall not be accepted after prescribed deadline under any circumstances whatsoever.

03. EMD

The interested Companies/Firms/Agencies may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs.1,00,000/-** in the form of Demand draft, Fixed Deposit Receipt, Bank Guarantee from any of the Commercial Banks drawn in favour of "**Uttarakhand State Co-operative Bank Ltd.**" **Haldwani** payable at **Haldwani** and other requisite documents in the Tender Box placed at dispatch section of **Uttarakhand State Co-operative Bank Ltd, Head Office, Nainital Road , Haldwani** .

The bid securities of the unsuccessful bidders would be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The bid security is to remain valid for a period of forty-five days beyond the final bid validity period. No interest shall be payable



on EMD. In the event of Successful tender/ contractor failing to comply with any provision of the contract, EMD/Security Deposit shall stand forfeited.

04. PERFORMANCE SECURITY DEPOSIT

The successful bidder shall have to deposit a Performance Security Deposit of **10%** (approx.) of the total amount of order within 20 days of the receipt of the formal order. The performance security deposit will be furnished in the form of Demand draft, Fixed Deposit Receipt, Bank Guarantee from any of the Commercial Banks drawn in favour of "**Uttarakhand State Co-operative Bank Ltd." Haldwani** payable at **Haldwani**". The performance security deposit should remain valid for a period of 60 days beyond the date of completion of all the obligations of order to the successful bidder.

05. TWO PART TENDER INSTRUCTIONS

The bids have been invited under two bid system i.e., Technical Bid and Financial Bid. The interested vendors are advised to submit Two separate sealed envelopes superscribing "Technical Bid " and "Financial Bid " to the **Uttarakhand State Co-operative Bank Ltd." Haldwani**. Both sealed envelopes should be kept in a Third envelope of bigger size duly sealed superscripting "Bid for Providing Services of Guards/ Security Guards" to the **Uttarakhand State Co-operative Bank Ltd." Haldwani**, and also deposited/ dropped in the Tender Box placed at the Dispatch Section, **Uttarakhand State Co-operative Bank Ltd." Haldwani** on or before 12-08-2025 at 13.00 hrs.

07. Technical Bid (Envelope No -1)

The Bidders are required to submit technical bid enclosing therewith self attested photocopies of following documents, failing which their bids will be summarily rejected and will not be considered any further:-

- i. Registration certificate with Labour Department;
- ii. Copy of PAN/TIN No. and Service Tax Number.
- iii. Copies of **Income Tax Return** filed for the **last three** financial years
- iv. Copies of EPF and ESI certificates;
- v. Copy of the Service Tax registration certificate;
- vi. Work experience of similar work during past three years;
- vii. Valid ISO certificate.
- viii. License issued by Govt. of Uttarakhand under State's Private Security Agency Model Rules 2009.
- ix. For security purpose the agency/firm shall provide services of retired army personnel.
- x. The annual **turnover** shall not be **less than 30 %** of the estimated cost in the last three consecutive financial years.
- xi. Earnest Money Deposit (EMD) of **Rs.1,00,000/-**
- xii. The Tender document can be downloaded from our web site www.ukstcbank.com and Tender Fee can be deposited with the technical bid.
- xiii. The bidder is required to fill Annexure – I, II, and III
- xiv. The Branch or Head Office of the bidder should be located in Uttarakhand.
- xv. Declaration of agency not being black listed by any organization.



TECHNICAL BID

For providing services of Guards/Security Guards to Uttarakhand State Co-operative Bank Ltd. Haldwani.

1. Name of bidder Company/ Firm / Agency : _____
(Attach certificate of registration with labour department)
2. Name of proprietor/Partners / Directors : _____
of Company/Firm/agency
3. Full Address of Reg. Office : _____

Telephone No. : _____
E-Mail Address : _____
Mobile No.: _____
4. Full address of Operating : _____
/ Branch Office _____

Telephone No. : _____
E-Mail Address : _____
5. Banker of Company/ Firm/ agency with : _____
full address : _____
(Attach Latest Bank Certificate regarding : _____
bank account and credentials) : _____
Telephone Number : _____
of Banker : _____
6. PAN / GIR No. : _____
(Attach self attested copy)
7. Service Tax Registration No. : _____
(Attach self attested copy)
8. E.P.F. Registration No. : _____
(Attach self attested copy)
9. E.S.I. Registration No. : _____
(Attach self attested copy)
10. GST. Registration No. : _____
(Attach self attested copy)



9. Financial turnover of the bidder **Company / Firm / Agency** for the last three Financial Years:

(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. lacs)	Remarks, if any

10. Give details of the major similar contracts handled by the bidder Company / Firm / Agency on behalf of PSUs and Government Departments during the last three years in the following format. Self-attested copies of work orders shall also be attached.

S. No.	Details of client along with address, telephone and FAX numbers (specify type of manpower provided to each organization- attach separate sheet)	Amount of Contract (Rs. lacs)	Duration of Contract	
			From	To
1				
2				
3				

(if the space provided is insufficient, a separate sheet may be attached)

11. Details of Earnest Money Deposit :

Rs. : _____

D.D. / B.G. No. & Date : _____

Drawn on Bank : _____

12. Additional information, if any
(Attach separate sheet, if required)

Signature of authorized person

Date:

Name:

Place:

Seal :



For providing services of Guards/Security Guards to Uttarakhand State Co-operative Bank Ltd. Haldwani.

DECLARATION

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor/ Director/ Authorized Signatory of the Company/ Firm/ agency, mentioned above, is competent to sign this declaration and execute this tender document;
2. I / We abide by the provisions of minimum wages act and other statutory provisions.
3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I / We do hereby undertake that complete security of UKStCB Ltd Head Office/ Branch shall be ensured by our agency. Our Security services shall be covered under (Indemnity Bond) through Insurance agency for minimum sum of Rs. _____ (Rupees _____ in Words). The loss on account of theft, if any, shall be recoverable from me/us through Indemnity bond.

Signature of Authorized Person

Date:

Full Name:

Place:

Seal :



Annexure – III

For providing services of Guards/Security Guards to Uttarakhand State Co-operative Bank Ltd. Haldwani.

Certificate of Non-Participation of near Relatives in the tender

CERTIFICATE

I _____, S/O _____, R/O _____ hereby certify that none of my relative(s) as defined in Sr. No. 30 (Terms & Conditions) of tender document is/are employed in UTTARAKHAND STATE CO-OPERATIVE BANK LTD., as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, **Uttarakhand State Co-operative Bank Ltd." Haldwani** shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Signed _____

For and on behalf of the Bidder Name (caps) _____

Designation _____ Date _____



ORDER FOR ARRANGING VARIOUS DOCUMENTS IN TECHNICAL BID
(CHECKLIST)

(Unconditional acceptance of Terms and conditions of the tender)

Pl. Tick

Pl use separate sheet for providing complete information.

Sr.No.	Criteria	Vendor Response (Yes/No)	Page No.
1.	Registration certificate with Labour Department;		
2.	Copy of PAN/TIN No. and Service Tax Number.		
3.	Copy of GST No.		
4.	Copies of Income Tax Return filed for the last three financial years		
5.	Copies of EPF and ESI certificates;		
6.	Copy of the Service Tax registration certificate;		
7.	Work experience of similar work during past three years;		
8.	Valid ISO certificate.		
9.	License issued by Govt. of Uttarakhand under State's Private Security Agency Model Rules 2009 .		
10.	The annual turnover shall not be less than 30 % of the Estimated cost in the last two consecutive financial years.		
11.	Earnest Money Deposit (EMD) of Rs.100,000/-		
12.	Tender Fee can be deposited with the technical bid.		
13.	The bidder is required to attach Annexure – I		
14.	The bidder is required to attach Annexure – II		
15.	The bidder is required to attach Annexure – III		
16.	An affidavit to the effect shall be provided by the bidder that no case is pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted.		

The bidder is required to enclose self attested photocopies of the above required documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered.

Seal & Signature

8 | Uttarakhand State Co-operative Bank Ltd



PRICE/Financial BID

(To be enclosed in a separate sealed Envelope -II)

for providing services of Guards/ Security guards in the entire premises of **Uttarakhand State Co-operative Bank Ltd." Haldwani**, for a period of three years from the date of Contract.

1. Name of bidder Company / Firm / Agency: _____
Price for Security Guards: _____

Sr. No.	Component of Rates*	Current Rates as per Govt. of Uttarakhand (GoUK), Labour Department	Nos. of Persons (11 Nos. of Security Guards which can increase /decrease) Rates are to be given per person.
1.	Monthly Rate	Fix Rate as per Govt. of Uttarakhand (GoUK)	
2.	EPF	Fix percentage (%) as per GoUK	
3.	ESI	Fix percentage (%) as per GoUK	
4.	Service Tax Liability	Fix percentage (%) as per GoUK	
5.	Any other liability (Please indicate in a separate sheet)		
Total Amount			
06	Tax (GST%)		
Grand Total			

*It is presumed that each bidder shall be liable to make payments to the contract employee as per the above statutory liabilities and claim the same from **Uttarakhand State Co-operative Bank Ltd." Haldwani**. The incidence of the above statutory payments shall be worked out by the department. If the quoted values by different bidders are different, bidder shall abide by such values as taken by **Uttarakhand State Co-operative Bank Ltd." Haldwani** based on minimum wages published by Govt. of Uttarakhand from time to time.

Service charges: The bidder shall be required to quote service charges per contract employee which shall be deciding parameter for the award of the contract. The successful bidder shall be decided based on minimum service charges quoted by the bidder combined together for providing guards/ security guards.

Notes:

1. The rates of Service charges quoted by the bidder should be entered in contract.
2. The payment shall be made in next month for previous month only on the basis of duties performed by each guard/security guard during the month.
3. The Service charges quoted by the bidder should be only on Sr. No. 1. Total amount for monthly basic remuneration of contractual staff. Service charges will not be provided on EPF, ESI, Service Tax and any other liability.
4. The bidder shall be required to quote service charges per contract employee which shall be deciding parameter for the award of the contract.



5. The Service charges should be quoted in % (Percentage) only.

Description of Servicers	Service Charges (Rate in % only)
Service Charges quoted should be only on Sr. No.1. Total amount for monthly basic remuneration of contractual staff	

Signature of authorized person

Date:

Name:

Place:

Seal :

08. Submission of Bid

- (i) The bid shall be written in English only.
- (ii) The bid prepared by the bidder shall comprise of (i) technical bids and (ii) price bid.
- (iii) Bid may be submitted in the following manner:
Envelope No. 1- Shall contain all the information and documents in the same serial order as shown in the technical bid. The complete document should be numbered chronologically. On the top of envelope must be superscripted "Technical Bid". Shall also contain the bid EMD.
Envelope No.2- Shall contain the rates/prices of the duly filled in (schedule of rates) and signed and stamped. On the top of envelope must be superscripted "Price Bid".

(Please note that the price should not be indicated in any of the documents enclosed in envelope 1).

- (iv) All the envelopes must be superscripted "**Tender for Providing Services of Guards/ Security Guards**" with due date and time and shall be sealed in third envelope of bigger size addressed to The Managing Director, Uttarakhand State Co-operative Bank Ltd. Head Office, Nainital Road, Haldwani-263139. The Tender must reach **on or before 12-08-2025 at 13-00 hrs by registered post** or deposited/ dropped in the Tender Box placed at the Dispatch Section **of UKStCB by hand.**
- (v) Incomplete and conditional tender will be rejected.
- (vi) All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required.
- (vii) No other method/means of submission of bid except as stated above shall be acceptable. All the documents submitted in the bid must be legible and self attested. Otherwise, the bid is likely to be rejected. Each page of technical and price bid should be duly signed & stamped.
- (viii) The cover should be deposited at / sent to the following address :-
**Managing Director,
Uttarakhand State Co-operative Bank Ltd. Head
Office, Near SARAS Market, Nainital Road,
Haldwani.**
- (ix) Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date and time.
- (x) No conditional discounts will be allowed.

Signature and seal of contractor



SCOPE & DESCRIPTION OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

The contract shall be initially for three years. The period of the contract may be further extended for three years after the completion of contract, on mutual agreement basis. The contract may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the guards/ security guards deployed by the selected Company / Firm / Agency. UKStCB also reserves the right to terminate the contract during its currency at any time after giving one month notice to the successful bidder.

1. The guards/security guards should be H.Sc. pass from a recognized board, able to read Hindi and addresses in English. He should have sound health and experience as guard/ security guard. He should be able to operate computer for gate pass.
2. The guards/security guards must be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipment, if any, installed at check gate. The Service provider shall produce proof that the personnel provided have been trained in fire safety operation from the organized institutions.
3. The nature of service for the guards/ security guards shall include but not be limited to the following activities.
 - a) He should have ability to monitor CCTV.
 - b) He should be physically fit and mentally alert.
 - c) He should be able to understand the security requirements of UTTARAKHAND STATE CO-OPERATIVE BANK LTD.
 - d) He should be able to keep vigil and protect the assets of UTTARAKHAND STATE CO-OPERATIVE BANK LTD.
 - e) He should be able to operate computer for gate pass.
 - f) He should not be of the age of more than 50 years.

