

Dear Sir,

With reference to the subject, it is decided and permitted by the competent authority of the bank to invite the quotations for engaging security guards in head office of our Bank at Ballari and Gandhinagar Branch, Ballari. Therefore, you are requested to submit the quotations in a **sealed covers on or before 18.03.2024**. Consider the following conditions before submitting the quotations.

1. This contract will be for the period of Two year and extendable/renewable based on the service quality during the contract period.
2. Requirement of guards and location is as under;
  - a. **Four number of guards at Head Office building 24 x 7 for 365 days.**
  - b. **Three numbers Guards at Head Office Annex Building 24x7 for 365 days.**
  - c. **One number of Guard at Gandhinagar Branch only for night shift for 365 days (22:00 Hrs to 06:00 Hrs).**
3. Rates quoted should be according to Karnataka State Minimum Wage Act.
4. Charges for the security guard per month will be paid to the security agency only through account transfer. In any case charges will not be paid to any individual guard.
5. Charges of security guards should transferred to their Bank account by the agency and proof of the same should be produced while submitting the invoices of subsequent month to bank.
6. Deployment of security guards will be decided by the Bank to ensure effective security of the Bank from time to time.
7. The rest and relief arrangements will be made by the security agency only for which Bank will not be liable for paying any extra wages or compensation.
8. Arrangements for the night check and day check is to done by the security agency and agency should ensure that all guards on duty are alert and active.
9. Payment of charges to agency will be made before 10<sup>th</sup> of every succeeding month.
10. Security agency should produce the statements as a proof for having remitted all statutory deductions of all guards like EPF, ESI & other deductions of previous month along with salary invoice each month.
11. Agency should produce all required documents like license, permit from the appropriate authority in original to the Bank and submit the photocopies of the same.
12. Agency has to strictly abide by all statutory requirements like minimum wage act, employees' provident fund act, workmen compensation act, payment of wages act, contract labourers (regulation and abolition) act.
13. Any request for the change in wages due to change in the minimum wages as per the government notification shall be intimated by the agency and upon receipt of such request bank may consider the same.
14. Security agency will be fully responsible for the security of the premises.

15. The security agency would not make the rotation of guards from one institution to another institution. Duty rotation may be done among guards allotted to our bank.
16. The guards deployed for the security duty should wear proper uniform and identity cards during duty hours provided by the agency.
17. Bank has the liberty to terminate the service without any prior intimation to the agency in case of any untoward incident Orin-disciplinary activities observed.

Bank is not responsible for the health and safety of the security guards on or off dutyhour.

Keeping the all above stipulated conditions, you are requested to submit the quotations in a sealed covered prescribing "Quotation for Security Guards" on the sealed cover on or before **18.03.2024 at 5 pm** to below mentioned address.

**The Asst. General Manager  
Karnataka Gramin Bank,  
General Administration Wing  
(Security Cell)  
# 8/2, 2<sup>nd</sup> Floor, Akshaya Square  
Opp. Gandhinagara Hospital  
Gandhinagara.Ballari-583101  
Phone No 08392-470019/20/22**

**All submitted sealed covers will be opened on 19.03.2024 at 11.00 a.m. at Head Office.**

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**Asst. General Manager  
General Administration wing  
Karanatak Gramin Bank  
Head Office-Ballari**