

Empanelment of Security Agencies

Please find attached below necessary guidelines with regards to the policy on empanelment of Security Agency.

1. Empanelment Norms for engaging PSAs with Regional Offices :-

- a. Private Security Agency should be in business for the last five years. This period of 5 years in business should have been completed on or before the date of advertisement appearing in the press for agency empanelment. Certified true copy (CTC) of registration with State Govt. authorities should be attached. Bills pertaining to each of the previous five years for services provided to Govt. and / or public sector organizations must accompany the bid documents.
- b. The Agency should be registered under Private Security Agencies (Regulation) Act 2005 (PSARA) . This registration should not be more than 5 years old from the date of advertisement appearing in the press. CTC of the document should be attached.**
- c. Should have a Certificate of Registration with Registrar of Companies or Registrar of Firms or letter of Proprietorship.
- d. Should have filed Income Tax returns for past five years. Copies of acknowledged IT Returns or Assessment Orders for those five years (up to the year previous to the currency financial year) are to be attached. CTC of PAN card should be attached.
- e. Should have Audited Balance Sheet (Last 3 years). CTC should be attached.
- f. Should have Registration under Shops & Establishment Act. Certified true copy of the document must accompany the bid document.
- g. Should have Certificate from EPF Organization under EPF & Misc. Provision Act 1952. Inspection Report of the previous financial year to be attached.
- h. Should be registered with the state industry department. CTC should be attached.
- i. An undertaking by the service provider that they will get police verification completed for all personnel deployed at the Bank within one month of deployment of personnel .
- j. Service provider must be complying with all statutory compliances as required from time to time. An undertaking to this effect must accompany the bid.
- k. Should have effective infrastructure for the training of the Guards. Details of faculty, recruits trained, area of premises, syllabus and duration of training should be enclosed.
- l. Should have Credible Supervisory Infrastructure and network. List of branches in the country and details of supervisors with qualifications, experience and contact numbers should be given.
- m. Should have documents providing compliance of Minimum Wages Act, 1948 and Central Rules (latest). These documents should include schedule and nominal rolls of wages disbursed to security personnel over the past two years in any governmental or public sector organization. Such nominal rolls



- should be signed by the employees' i.e, the security guards and personnel employed by the agency.
- n. Should preferably have an office at the station where the Bank's Regional office is located. This will facilitate coordination between the Bank and the security service provider.
 - o. CTC of police verifications of the owners / directors of the company from the state where the agency is registered to be attached as Annexure 16. Similarly police verifications of minimum 20 employees deployed at government or public sector organization by the agency to be attached.
 - p. Certificate by the owner/proprietor/Managing Director of the company to the effect that the Agency is providing a minimum of 100 Ex-servicemen armed Guards to Govt or public sector organization or public sector banks in the country. Details of such deployment with nominal rolls of persons deployed along with work orders from these organizations to be attached.

2. Technical and Financial Bid. Should be enclosed in a separate envelop with clear marking. The financial bid should specify only **service charge** as the wages will be as per the Central Minimum Wages Act.

3. QUALITATIVE REQUIREMENTS – GUARDS (Private Security Agencies)

Physical Capability

- a. Able to walk and patrol 8 hours a day
- b. Climb steep stairs or a ladder
- c. 20/20 vision (or corrected to 20/40 with glasses)
- d. Hear normal conversation
- e. Talk intelligently over a telephone or 2-way radio and be understood by other members of the force
- f. No amputations, deformities or disabilities
- g. Present a neat, clean appearance
- h. Lift and operate 9.5 Kg fire extinguisher safely
- i. Lift a person and carry in a rescue

Mental / Education Capability

- a. At least 18 years of age – Mandatory
- b. High school or equivalent.
- c. Working knowledge of English. Read elementary English sentences and exchange greetings with executives and officers.
- d. No history or presence of any psychiatric disorder.
- e. Emotionally stable



Armed Guards

In addition to above, certain special requirements are expected for an armed guard. These are :-

- a. Should be Ex-servicemen (retired from Army/Navy/Air Force). Up to 10% personnel may be from para-military forces like Assam Rifles, Manipur Rifles or Central Police Organizations like BSF, CRPF, ITBP, CISF etc.
- b. Should be SHAPE-1 at the time of retirement.
- c. Should hold matriculation certificate or army matriculation or army graduate certificate.
- d. Should have no physical or any other disability that is likely to affect performance of duties as an armed guard.
- e. Should not be obese.
- f. Character at the time of retirement should be Exemplary.
- g. Should not be more than 50 years of age as on date of deployment in the Bank.
- h. Should preferably be from the combat arms like infantry, Mechanized Infantry, Armoured Corps. Failing this, he should be from Regiment of Artillery, Corps of Engineers, Corps of Signals.
- i. Should not be a tradesman like tailor, carpenter, mason, blacksmith, painter etc.

Other Capabilities

- a. No criminal conviction record indicating moral turpitude
- b. No history of violent acts that would indicate the candidate would harm a visitor or employee
- c. Valid Driver's License/safe record- Desirable
- d. First Aid Qualified-Desirable
- e. Pre-employment polygraph - Desirable
- f. Physical examination by physician- Mandatory
- g. Minimum 174 cms (5'8") of height - Mandatory
- h. Willing to undergo physical training and drill while deployed at site as per schedule.

Overall a minimum of 50% guards should be above 176 cms (5'9") in height and a minimum of 20 % be above 180 cm (5'11") tall.

