



सेंट्रल बैंक ऑफ इंडिया
Central Bank of India

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आंचलिक कार्यालय, भोपाल Zonal Office, Bhopal

SCOPE OF WORK

1. Central Bank of India, intends to hire reputed Private Security Agencies for providing Armed Security Guard at branches and Unarmed Security Guard at Residential Place /Offices /Branches of Central Bank of India under Bhopal Zone in the State of Madhya Pradesh.

Present Notice Inviting tender is for deployment of 26 Armed Guards & 19 Unarmed guards at various branches /Offices/ Residential Complex. However, the number of Armed Guards. Unarmed guards may change as per bank's requirement.

Note: Bhopal Zone comprises of Zonal Office Bhopal, CBOTC, Residential Complex at Bhopal city and all its Regions comprising entire MP State. The branches are widely dispersed in large Geographical area and across entire MP State. The requirements of Armed Security Guard and Unarmed Security Guard pertain to the all the branches/offices in the Regions and not only to the particular center where Zonal Offices is located.

The agreement will be for the period of One year, However after satisfactorily completion of the contract, if both parties are willing to continue the contract on the agreed terms and conditions and complying with the minimum wages, as revised by the Central Government time to time, the contract may be renewed by the competent authority on yearly basis after review of performance, however total period of service including all extensions shall not be more than 5 years.

2. Duties of Private Armed Security Guards at Branch/Office:

- 2.1 Armed Guard shall perform duty for eight hours on all working days and shall report to the Site 15-30 minutes prior to opening of the branch/shift hours.
- 2.2 On starting/ending of duty at the branch/office, the Armed Guard shall inform the Banks Branch Manager/Authorized official about the satisfactorily condition and starting/ending of his duty.
- 2.3 Armed Guard shall perform duty only in prescribed uniform provided to him by his employer i.e., PSA.
- 2.4 Armed Guard shall check and inform of any damage, accident, pilferages, incident, fire/arson, etc., as also, any defect/malfunctioning of Residential place, electrical equipment, lights, AC, etc. to Branch Manager/Authorized official.
- 2.5 Armed Guards' place of duty shall be generally near the entrance of Branch: The main entrance outside the main door, from where he can view a part of the banking hall also. At the Office: The Main Gate and at places identified by the Authorized officer from where he can have an overall view of the area.
- 2.6 Armed Guard shall not permit any Arms & Ammunition inside the Branch/office by customers/anyone.

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- 2.7 In case of any UNREST in the area, Armed Guard should close the Main Entrance/Gate and inform the Branch Officials/Authorized official.
- 2.8 Armed Guard while performing duty at the branch/office shall keep watch on persons visiting the branch/office and inform Branch Manager/Authorized Officer of any suspicious movement/activity.
- 2.9 Armed Guard is to keep a watch over persons visiting the branch/office for the purpose of safety & security and guard against infiltration and against removal of bank's property by any unauthorized person AND/OR to watch and guard as above the movement of cash from one place to another whether inside or outside the Bank.
- 2.10 Armed Guard should ensure that the Branch Entrance/office Main Gate is not obscured/blocked by parking vehicles etc. and that parking of Vehicles inside the premises is systematic and no vehicle is parked at unwanted areas/places.
- 2.11 In case anybody leaves behind any bag, suspicious item, etc., Armed Guard, on duty, should immediately inform Branch Manager, Security Officer or Police.
- 2.12 Armed Guard should interact with customers/office visitors/staff with respect and politeness.
- 2.13 Armed Guard should not leave the place of duty unless properly relieved during duty hours and after duty hours (at offices).
- 2.14 Armed Guard shall be conversant with the use of Fire Extinguishers and shall take necessary action in case of activation of Fire Alarm System or in case of a fire in the branch/office.
- 2.15 Armed Guard shall escort cash remittances, as and when required by the branch.
- 2.16 Armed Guard shall perform security related duties only and shall not involve in any other work or banking operations related or any other activity at the Branch/Office.
- 2.17 At Office location Armed Guard shall ensure that there is no misuse of property/equipment by anyone in the premises specially, canteen staff, workers of agencies, etc. and inform authorized official.
- 2.18 At Office location Armed Guard shall ensure that only desired electrical lights in the periphery and inside are kept on during night time and put off during day time.
- 2.19 Armed Guard shall not accept any eatables, tea, coffee, tobacco etc., from strangers. The PSA's Employees shall not take any alcohol or intoxicants or be found in an inebriated state or smoke during the duty hours.
- 2.20 Armed guard shall not use his firearm on any occasion except as his right to his private defence as provided u/s 96 to 106 of the Indian Penal Code when, and only if, his life is perceived to be in danger from armed miscreants having the intent of committing crime inside the Branch/Office. This should be amply clarified to the Armed Guard by the Vendor.
- 2.21 At Office Location the Guard shall be required to man & monitor the CCTV, Access Control, Fire Alarm, PA, Security Alarm System and report to the concerned official at site.
- 2.22 Any other duties, which do not hinder performance of basic security duties.

3. Duties of Private Security Guard (Un-Armed) at Residential Campus/Office:

- 3.1 Security Guard shall perform duty for eight hours and shall report to the Site 15-30 minutes prior to duty/shift hours.
- 3.2 On starting/ending of duty at the Duty Place the Security Guard shall inform the Branch Manager/Authorised official about the satisfactorily condition and starting/ending of his duty.



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- 3.3 Security Guard shall perform duty only in prescribed uniform provided to him by his employer i.e., PSA.
- 3.4 Security Guard should not leave the place of duty unless properly relieved during duty hours and after duty hours (at offices).
- 3.5 Security Guard while performing duty at the Residential Place/office shall keep watch on persons visiting the Residential Campus/ Office and guard against infiltration and against removal of Bank property by any unauthorized person and inform Branch Manager/Authorized Officer of any suspicious movement/activity.
- 3.6 Security Guard shall not permit any Arms & Ammunition inside the Residential Campus/Office by customers/visitors.
- 3.7 In case anybody leaves behind any bag, suspicious item, etc., Security Guard, on duty, should immediately inform Branch Manager, Local Police, or Security Officer.
- 3.8 In case of any UNREST in the area, Security Guard should close the gate of the Residential campus/Main Gate at office, and inform the Office Head/Authorized officials.
- 3.9 Security Guard should interact with Residents/Visitors/Customers/Office visitors/Staff with respect and politeness.
- 3.10 Security Guard should ensure that the Residential Campus/office Main Gate is not obscured/blocked by parking vehicles etc. and that parking of Vehicles inside the premises is systematic and no vehicle is parked at unwanted areas/places.
- 3.11 Security Guard shall check the Electronic Alarm System, CCTV and Fire Alarm System daily and if these systems are found defective at any point of time, he shall report the matter to the Branch Manager / authorized officer /AMC Firm for rectification of defects.
- 3.12 Security Guard shall be conversant with the use of Fire Extinguishers and shall take necessary action in case of activation of Fire Alarm System or in case of a fire in the branch/office.
- 3.13 Security Guard should report any untoward incident to Branch Manager/Branch officials/Authorized bank official and PSA supervisors immediately.
- 3.14 Security Guard shall not accept any eatables, tea, coffee, tobacco etc., from strangers. The PSA's Employees shall not take any alcohol or intoxicants or be found in an inebriated state or smoke during the duty hours.
- 3.15 At Office location the Guard shall ensure that there is no misuse of property/equipment by anyone in the premises specially, canteen staff, workers of agencies, etc. and inform authorized official.
- 3.16 At Office location the Guard shall ensure that only desired electrical lights in the periphery and inside are kept on during night time and put off during day time
- 3.17 Security Guard shall perform security related duties only and shall not involve in any other banking operations related or any other activity at the Residential Campus/Office.
- 3.18 At Office Location the Guard shall be required to issue Visitors Passes (Access Control) and scanning of bags, parcels, boxes, letters, etc. etc. carried by persons entering the office building.
- 3.19 At Office Location the Guard shall be required to man & monitor the CCTV, Access Control, Fire Alarm, PA, Security Alarm System and report to the concerned official at site.
- 3.20 Any other duties, which do not hinder performance of basic security duties.

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DETAILS OF BRANCH/OFFICE FOR PROVIDING ARMED /UNARMED GUARDS

<u>S.NO</u>	<u>NAME OF THE BRANCH</u>	<u>REGION</u>	<u>NO. OF GUARDS</u>	<u>DESIGNATION</u>
1	POWARKHEDA	HOSHANGABAD	01	ARMED GUARD
2	MAKRONIA	SAGAR	01	ARMED GUARD
3	DALPATPUR	SAGAR	01	ARMED GUARD
4	KHURAI	SAGAR	01	ARMED GUARD
5	BHIND	GWALIOR	01	ARMED GUARD
6	CHHINDAWADA	CHHINDWARA	01	ARMED GUARD
7	CC CHHINDWARA	CHHINDWARA	01	UNARMD GUARD
8	SAUSAR	CHHINDWARA	01	ARMED GUARD
9	LANJI	CHHINDWARA	01	ARMED GUARD
10	AGARI	CHHINDWARA	01	ARMED GUARD
11	SONPURI	CHHINDWARA	01	ARMED GUARD
12	BAIHAR	CHHINDWARA	01	ARMED GUARD
13	BALAGHAT	CHHINDWARA	01	ARMED GUARD
14	KUSLI LOHARI	JABALPUR	01	ARMED GUARD
15	GOKALPUR	JABALPUR	01	ARMED GUARD
16	BELKHEDA	JABALPUR	01	ARMED GUARD
17	MANDLA	JABALPUR	01	ARMED GUARD
18	GHUGARI	JABALPUR	01	ARMED GUARD
19	KHANAUDI	SHAHDOL	01	ARMED GUARD
20	SUHAGPUR CHEST	SHAHDOL	01	ARMED GUARD
21	GOHPARU	SHAHDOL	01	ARMED GUARD
22	DAMHERI	SHAHDOL	01	ARMED GUARD
23	CHACHAI	SHAHDOL	01	ARMED GUARD
24	PUSHRAJGARH	SHAHDOL	01	ARMED GUARD
25	CLOTH MARKET	INDORE	01	ARMED GUARD
26	MILL AREA	INDORE	01	ARMED GUARD
27	KHANDWA	INDORE	01	UNARMD GUARD
28	CC MOTI TABELA	INDORE	01	UNARMD GUARD
29	CC ITARASI	HOSHANGABAD	01	UNARMD GUARD
30	CC AREARA HILS	BHOPAL	01	UNARMD GUARD
31	CC MAKRONIA,	SAGAR	01	UNARMD GUARD
32	CC RATLAM	RATLAM		



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33	CC JABALPUR	JABALPUR	01	UNARMD GUARD
34	CC JAYENDRAGANJ	GWALIOR	01	UNARMD GUARD
35	CC SHOHAGPUR	SHAHNOL	01	UNARMD GUARD
TOTAL 26 ARMED GUARDS AND 09 UNARMED GUARDS				

1	ZONAL OFFICE	BHOPAL	4	UNARMED GUARD
2	OFFICER TRAINING CENTRE	BHOPAL	3	UNARMED GUARD
3	GEETANJALI OFFICER COLONY	BHOPAL	3	UNARMED GUARD
TOTAL 10 UNARMED GUARDS				

Note: Deployment of Guards May Change as per Bank's requirement.


(Satish Kumar)
Assistant General Manager

