



#### **A. Terms and Condition for engagement of security service**

- |                               |                              |
|-------------------------------|------------------------------|
| 1. Name of Bank               | :Kerala Gramin Bank          |
| 2. Address/location           | :KGB Towers,Malappuram.      |
| 3. No of days during month    | :All days including holidays |
| 4. No of guards to be engaged | :1*08 hours day/night        |

#### **B. Scope of Work.**

Providing security for day/night to Bank's branches/offices.

#### **C . Terms and Conditions to be executed between the Agency and Bank for providing security Enterprises.**

1. That the agency shall provide security arrangements for the branches/Offices of the bank (as per the demand made by the bank) located all over kerala with effect of the date from contract of agreement.
2. That the agency should have registration with EPF/ESI/Income Tax/GST/Central Excise Departments and should not have any dues to these departments as on date of application. It should have been in the business for at least 5 years and having effective infrastructure for training guards and having credible supervisory infrastructure.
3. That the agency should undertake to engage ,employ and provide the requisite number of trained ex-servicemen for the purpose and also be responsible for payment of their emoluments as per rules including statutory contribution to PF etc. discipline and work. In situations where ex-service men are not available other trained personnel can be employed for the purpose by the agency.
4. That the entire responsibility for taking security measures of the said branches is of the Agency and the bank will not be liable to pay anything for the security lapses as provided. The agency will be responsible for any loss of property etc. or negligence of the persons employed by it.
5. That the agency shall provide complete continuous security measures throughout the required time engaging the personnel in rotation or replacement with prior consent of the bank.

**Head Office**

**General Administration Wing;**

**KGB Towers, AK Road, Malappuram, Kerala – 676 505**

Phone: 0483 2733507, 2734847

e-mail : gawing.kgb@keralagbank.com

website : www.keralagbank.com



6. That the bank on its part shall at no time directly or indirectly employ the service of or deal with any person introduced by the agency from the date of termination of the contract.
7. That the tenure of the service agreement shall be initially for a period of Two years with effect from the contract date and thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or paying one month's dues in lieu of the notice.
8. That the bank on its part shall not be liable to pay any charges,dues,compensation under any of the industrial laws or other loss applicable in this behalf to the personnel which shall be the responsibility of the agency only who shall be the employer of such personal.
9. Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator shall be at Malappuram and the proceedings shall be governed by the Indian Arbitration Act 1940.

**D. Requirement from staff of the Agency,their duties,behavior etc .**

1. The Agency shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
2. The Agency's staff shall not disturb the employees of the bank.
3. The Agency staff shall be polite,courteous,well behaved and honest.
4. The Agency shall be fully responsible and liable for any theft,burglary,fire or any other mischief done by the staff.
5. The antecedents of all the staff will be got verified from police by the agency before deployment for work.

**Head Office**

**General Administration Wing;**

**KGB Towers, AK Road, Malappuram, Kerala – 676 505**

Phone: 0483 2733507, 2734847

e-mail : gawing.kgb@keralagbank.com

website : www.keralagbank.com



## **E. Other conditions**

1. The staff of agencies shall not enter into any unlawful activity within the Bank premises and shall have a good moral character
2. Bank shall have the right to impose cash penalty on the contractor in case the Bank is put to any financial loss directly or indirectly by any act of the omission and commission on the part of the contractor's staff
3. The agency shall be directly responsible for payment of wages which should not be less than the **minimum wages prescribed by the state Govt.** and will include such other benefits as may be available to its employees under the relevant acts and regulations applicable in the state. The Bank shall not entertain any such claim of the person employed by the contractor and shall not be liable for it.
4. Insurance, other service benefits and accident risks of the security staff will be the responsibility of the agency.
5. All the security staff of the agency should be free from infectious diseases.
6. The agency should ensure that proper license/permission from the concerned authorities and have a license from state Government in terms of Private Security Regulation Act.
7. The staff of the agency shall be in the prescribed uniform while in duty.
8. The agency shall in no case transfer the services. It is required to perform to any other person without prior permission from the Bank. Photograph and identity card/particulars of guards should be provided to the Bank.
9. The agency shall employ sufficient number of security guards to ensure that the work is done to the satisfaction of the Bank. Sufficient security staff should be employed for discharging the responsibility with supervisors to supervise the work.
10. The Bank reserves the right to order any staff of the agency to leave the premises of the Bank if his presence at any time is felt undesirable.

### **Head Office**

#### **General Administration Wing;**

**KGB Towers, AK Road, Malappuram, Kerala – 676 505**

Phone: 0483 2733507, 2734847

e-mail : [gawing.kgb@keralagbank.com](mailto:gawing.kgb@keralagbank.com)

website : [www.keralagbank.com](http://www.keralagbank.com)



**General conditions:**

The normal contract period is for Two years and the same is extendable for one more year with the consent of both parties if the performance of the work rendered by the agency is satisfactory.

**Terms of payment:**

The bank shall pay the agreed amount to the agency on monthly basis after completion of the month and submission of a certificate by the unit Head that "the work is done satisfactorily". In case the work is found unsatisfactory, payment will be withheld and it will be released only when the work is found as of the quality and the satisfaction of the Bank.

**Other facility:**

The Bank shall provide chair for the staff of the agency during the period of contract at the branch/office premises.

**Notice of termination of the contract:**

The contract can be terminated without assigning any reason by giving one month notice in writing by the Bank.

**Accepted the above conditions**

**Signature with seal of authorized person of the Agency**