Notice Inviting Tender

Sealed tender(s) are hereby invited by the Managing Director, TFDPC Limited on behalf of Tripura Forest Development and Plantation Corporation Limited (TFDPC) for hiring of service of bonafide and registered Private Security Firms having at least 3 (Three) years experience providing regular service in various Govt. Departments / PSUs / renowned Private Establishments / Industrial Estates for TFDPC limited (HQ), Agartala, West Tripura as per terms and conditions mentioned below. The tenders shall be received in the Office of the Undersigned upto 3 p.m on **29th May, 2020** and will be opened on the same day at 3.30 p.m, if possible, in presence of renderer(s) who may wish to remain present.

**Terms and conditions:**

1. 2(two) nos Guards (one in each shift) shall have to be deployed for ensuring security of TFDPC Bhavan during the period from 6.0 am to 10.00 pm. Number of Security Guards may increase or decrease depending on requirement in future. The deployment pattern of Security Guards will be assessed by the Undersigned in due course of time.

2. The rate should be quoted for monthly basis and shall be valid for one year in the enclosed format.

3. Each tender should be accompanied with earnest money of **Rs.5, 000/-** (Rupees Five thousand) only in the form of “Demand Draft” in favour of the “Executive Director, TFDPC Ltd. No tender will be considered valid if the earnest money deposit is not enclosed as required above along with the tender.

4. Tender Envelop must be superscripted as “Tender for Security Guard”.

5. Initially security will be engaged for one year which is extendable up to 3 (three) years based on performance of service.

6. Minimum qualification of Guards shall be VIII passed.

7. Complete bio-data of all Security Guards with colored passport size photo identity and mentioning full address, Citizenship certificate, Educational
qualification certificate, Security training certificate shall have to be submitted to this office before deploying the personnel for duty.

8. All security guards shall be well trained, age between 18-45 years maximum (54 years in case of ex-service men).

9. The Agency shall have to provide duty roster of Guards to be deployed mentioning name of Guards, duty shift and weekly holidays. Any change of Guards for particular shift shall have to be informed at least 24 hours before change.

10. The personnel shall be well uniformed, cleanly shaved, shoes polished every day, able to maintain registers.

11. The responsibility of all the assets of TFDPC Ltd during the service period shall lie with the Security Services Agency. Any non recoverable losses due to theft/missing from the TFDPC Bhavan due to negligence of Security Services shall be recovered from the monthly bill and the Agency will be liable. An agreement will be signed with the approved Agency regarding the deployment of Security guards.

12. Proof of payment of EPF, Insurance, Taxes, etc shall have to be produced before the undersigned as when asked for as per rule. Payment of monthly bill will be made only after submission of proof of EPF payment made in previous month for all Security Guards during the previous month.

13. The duty of Security Guards shall include maintenance of in-out register for man & materials to and from the TFDPC Bhavan. The Security Guards will also be liable to look after Access Control System Biometric Attendance.

14. GST and other levies/taxes shall be deducted from monthly bill.

15. The tender shall be accompanied with valid Trade license and license from licensing authority under the section 12(1) of contact Labour regulation and abolition (Act) 1970.

16. The tender shall be accompanied with Income Tax Deposit / Clearance Certificate (at least for last 3 years), GST Certificate and Service Tax clearance certificate, experience certificate, ESIC Registration No., “Security service registration certificate” from competent Authority.

17. The minimum wages to be paid to the security guard shall not be less than that fixed by Labour Directorate. Current wage rate for the unskilled employee
(worker) for security guard/watchman is Rs. 8297/- per month plus EPF contribution and taxes.

18. The paid holiday, ex gratia, National holidays, washing allowance etc. shall have to be paid to the individual security guards as per rule by concerned Agency.

19. The rates quoted by the tenderer must be in figure and words. Erasing/overwriting of the rate will not be considered.

20. In normal case no guard shall be asked to perform duty more than eight hours.

21. Replacement schedules for paid holidays on leave of regular guards shall be informed well in advance by the agencies.

22. An agreement shall be signed between TFDPC Ltd. and Agency selected after financial bid regarding terms and conditions of service incorporating all above points and additional points that may be fixed during agreement signing.

23. The undersigned reserve the right to accept or reject all or any of the clauses of the tenders including the lowest one without assigning any reason.

24. All disputes resulting from this tender notice and actions thereon shall be settled under the Jurisdiction of Agartala Court(s).

Sd/

(Dr. A. M. Kanfade)
Managing Director
TFDPC Limited

No.F.2-8(24)/Estt/TFDPC-2019/583 -38

Date: 14/5/20

Copy to:-

1. The Executive Director, TFDPC Limited, Agartala.
2. The General Manager, TFDPC IE/Divisional Manager, Forest Corporation Division, South-I/South-II/North/Sadar and Factory Division, Takmachara for kind information with request for wide publicity.
3. The IT Section with a request to upload the same with enclosure to our website www.tfdpc.tripura.gov.in.
4. Notice Board of this Office.
5. M/s. .....................................................................................
Tender Inviting authority: Managing Director, Tripura Forest Development & Plantation Corporation Limited

Name of work: Security Service of bonafied and registered Pvt Security Firms for deploying 2 (Two) Guard for ensuring security of TFDPC Bhawan, TFDPC Ltd, Abhoynagar, Agartala, Tripura, PIN 799005

<table>
<thead>
<tr>
<th>Name of Bidder with full Address for communication, email ID, Mobile Number etc</th>
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<tbody>
<tr>
<td>EMD Detail DD No/date Bank Name</td>
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<tr>
<td>Item of work /service</td>
<td>Rate per month in Rs. including all taxes</td>
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<tr>
<td>Security Service of bonafied and registered Pvt Security Firms for deploying 2 (Two) Guard for ensuring security of TFDPC Bhawan, TFDPC Ltd, Abhoynagar, Agartala, Tripura, PIN 799005</td>
<td>Rs.</td>
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Note:- Fulfillment of the relevant, statutory, legal and other requirements in case of labourers and on other matter is the sole responsibility of the successful bidder.

Following documents must accompany with the bid:-

i. Valid trade License of the Firm issued by appropriate authority.

ii. License issued by appropriate authority in respect of engagement of workers u/s 12(1)

iii. EMD

iv. Experience certificate for at least three years

v. The Bidder shall provide certificate that the firm or organisation or corporate or any person associated with the operation & management are not Black-Listed by any Government Department or Ministry and no criminal case / complaint is pending against them anywhere in India or abroad, copy of the certificate may be attached with the bid.

vi. Any other as per DNIT

Dated ................ Signature in full of Bidder