

**Swavalamban Society**  
**Under Rural Development Department**  
**A.D. Nagar, Agartala, Tripura (West)**  
**Email-swavalamban123@gmail.com**  
**Phone-0381-2376030**  
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F.NO.1(36)/NO/SWA/Security/2016/P-1/183-86

Dated, Agartala. 20/09/2023

**Notice Inviting Quotation**

Sealed quotations are hereby invited from the Manpower Agencies / Ex- Para military Association having licence issued by Home Department Govt. of Tripura / Central Govt. & other State Govt. for providing **Semi skilled security guards for 24 hour a day for all weekdays (three shift - 8 hours per security per day)** at Swavalamban Society, Near SIPARD, A. D. Nagar, Agartala, Tripura (W), PIN - 799003.

Quotation will be received in the office of the Nodal Officer, Swavalamban Society **upto 3.00 pm on 12/10/2023** and to be opened on the same day in presence of bidders, if possible. A format is enclosed herewith for submitting quotation (**Annexure-I**).

**General Rules & Direction for submission of Tender**

**1. Eligibility Criteria:**

- (i) The applicant agency / firm should be a registered organization and must have the license issued by Home Department Govt. of Tripura / Central Govt. & other State Govt. shall have all required license / permissions as mentioned below :-
- a) Registration certificate under Private Security Agency.
  - b) Service Tax Registration certificate.
  - c) GST registration
  - d) Minimum 3 (three) years of experience after registration (mandatory).
  - e) PAN Card.
  - f) License from Labour Department, Govt. of Tripura / Central Govt. & other State Govt.
  - g) Trade License (Security Guard Supplier).
  - h) Professional Tax clearance certificate.
  - i) Income Tax return of Last 3 (three) financial year.
  - j) EPF
  - k) ESI
- (ii) A copy of each certificate (attested/self attested) as mentioned above shall be submitted along with the Quotation.
- (iii) An earnest money amounting to **₹10,000/-** (Rupees ten thousand) only in the form of Deposit at call or Draft drawn in favour of **“Nodal Officer, Swavalamban Society”** payable at Agartala from any Nationalized Bank / Tripura Gramin Bank / Tripura State Co-operative Bank shall be submitted along with the sealed quotation. The said earnest money will be converted to security money for the successful bidder who would be offered the work and shall be released after the contract period. For others the earnest money would be refunded. It is also to be noted that the EMD / Security Money will be forfeited if the successful bidders fails to comply of discontinue the work at any point of time before completion of the contract period.



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2. **Price Bid:** The price bid by the eligible bidders as per above criteria shall be submitted as per Annexure-I alongwith all necessary documents.
3. **Contract period:** The contract period shall be for 1 (one) year effective from the date of issue of work order which can be renewed based on satisfactory performance as per the discretion of the authority of Swavalamban Society.
4. **Age limit:** The private Security guards (semi skilled) shall not be more than 45 years of age with identity documents, age proof documents of each private security guards (semi skilled) deployed have to be provided in advance alongwith list of such persons to the concerned authority.
5. **Terms & condition:**
  1. The successful agency should provide list of guards with list of reserved personnel, who are likely to be deployed. The list should contain individual personal details like name, address, educational qualification, nationality, service details in armed forces / state forces. The information furnished shall be supported by documentary evidence.
  2. All the personnel shall maintain official decorum abide by rules & regulations of the Swavalamban Society.
  3. The Agency shall be responsible for conduct and performance of each personnel deployed by it.
  4. The no. of Semi skilled security guards mentioned in the annexure-I may increase or decrease as per requirement of Swavalamban Society.
  5. The successful bidder shall maintain all records / registers required to be maintained by him under various labour laws mentioned above and produce the same before the statutory / authorized when required. These shall among other things include the following:-
    - a) Register of Wages
    - b) Wage Slip
  6. The Firm/Agency should inform the Authority 3 (three) months in advance if they want to discontinue with proper reasons.
  7. Swavalamban Society may discontinue the contract with one month prior notice to agency without assigning any reason.
  8. Rate should be quoted inclusive of all taxes and should be more than that of minimum wages fixed by Labour Department, Govt. of Tripura as on date. There shall be no increase of rate during contract period. Rate should be calculated on cumulative basis including holidays. Minimum wages & agency charge shall be showing separately.
  9. The rate should be quoted per day per month, month should be implied 30 days /31 days of 28/29 days in February no gap either including Sundays or Government holidays.
  10. The Nodal Officer, Swavalamban Society reserves right to cancel the tendering process in part or full, at any point of time without assigning any reason.
  11. During agreement additional terms & conditions may be incorporated by the Swavalamban Society, other than what have been mentioned in the Notice Inviting Tender which shall be binding upon the successful bidder.
6. **Payment method:** i) Payment to the security Agency to be done on monthly basis as per availability of fund. ii) The security Agency shall submit bill alongwith certified Attendance Register to Swavalamban Society after payment of wages to security guards by Bank transfer within 5<sup>th</sup> day of every month. iii) The security agency shall submit the Bank transfer copy of payment of wages alongwith the bill in every month.



**7. General condition of contract:**

- 1) The agency shall appoint required number of persons for operation. The persons who will be appointed by the approved firm for this work, **the minimum wages of these persons should not be less than the rate of minimum rate of wages as the latest notification of Labour Department, Govt. of Tripura. A declaration in this regard is to be given by the approved firm in the required undertaking / agreement.**
- 2) The manpower engaged by the approved firm should given their attendance to the authority at the time of entry and at the time of exit. The authority reserves the right to deduct instant penalty of 50% of wages per day per person for late coming by two hours and 100% of the wages per day per person for absentee beyond two hours.
- 3) Non fulfillment of any of the above terms may result in rejection of bids and no correspondence will be entertained in this regard whatsoever.
- 4) Applicable taxes shall be recovered from the bill.
- 5) Rate should be quoted both in digits and words.
- 6) In case of more than one bidder quoting the same rate, the decision of the Purchase Committee shall be final **(Based on total no of work experience in Govt. Sector / PSU / Societies).**
- 7) The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason therefore.
- 8) All disputes shall lie within the jurisdiction of Agartala only.

**8. Duties and Responsibilities of Security staffs:**

- 1) Uniform for security guards will be supplied by the security Agency.
- 2) Accommodation for security personnel will be provided by this Society
- 3) Torch etc. are also to be provided by the security Agency.
- 4) The Security Agency will be responsible for overall security arrangements of the Swavalamban society, A.D. Nagar, Agartala.
- 5) Each security, Guard shall have to perform normally 8 (Eight) hours. Duty covering 3 (Three) shifts a day as per shifting duty programme but, to be continued till relievers comes in case of need.
- 6) No leave admissible except un-avoidable circumstances which will be provided by the Society.
- 7) Security Agency will ensure that all the instructions of the administration issued from time to time are strictly followed and there is no lapse of any kind.
- 8) Deployment of Guards will be as per the instructions of the authorities of the Swavalamban society from time to time and the security agency will be responsible for their optimum utilization.
- 9) The Guards on duty will also take care of vehicles parked in the parking sites located within the premises of the Swavalamban society and ensure their safety and security.
- 10) The Guards on duty should take care of all the water taps, valves, water hydrants etc. installed all over the premises. They will switch off all the electric points in the area not in active use.
- 11) The Security Guards are required to display mature behaviour, especially towards female staff, female trainees/visitors and elderly. The Security Guards are required to attend to distinguished visitors, VIPs and officers.

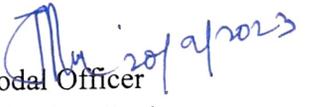


- 12) The Security Guard on duty shall not leave the premises until reliever reports for duty.
- 13) To keep a strict vigil on suspicious looking persons / objects and take immediate action as deemed suitable.
- 14) Any other duties/responsibilities assigned by the Office of the Swavalamban Society may be incorporated in the agreement. The same shall also be binding on the contractor.

  
(L. Darlong, TCS, SSG)  
Nodal Officer  
Swavalamban Society

Copy to:

1. The Director (Projects), Rural Development Department, Govt. of Tripura for kind information.
2. The Director, Directorate of Information & Technology with a request to arrange display the notice in the website of Tripura State Portal ([www.tripura.gov.in](http://www.tripura.gov.in)) and Rural Development Department ([www.rural.tripura.gov.in](http://www.rural.tripura.gov.in)).
3. The Director, Department of ICA for information. He is requested to arrange for publication of the said notice twice in 3(three) leading local daily newspapers.
4. Notice Board, Swavalamban Society.

  
Nodal Officer  
Swavalamban Society

QUOTATION FOR HIRING OF MANPOWER AGENCIES (SEMI SKILLED SECURITY GUARDS) UNDER SWAVALAMBAN SOCIETY

1. Name and address of the bidder :
2. PAN :
3. GST Reg. No. :
4. Contact No. :
5. Quoted rate :

MANPOWER SERVICES					
Sl. No.	Type of Man power	Unit	Rate per Month / per guard* (in INR)	Agency Charges / Service charges	Total
1.	Semi skilled security Guards	3 (three) Nos.			

\*Note: - The above rate is inclusive of all levies but excluding only GST.

I have gone through the terms and conditions stipulated in the quotation notice and agree to provide the Semi skilled security guards to the Swavalamban Society as per the rates mentioned under item No. 5 above, abiding all the terms and conditions.

Place:

Date:

Signature with seal