

TENDER DOCUMENT
CONTRACT FOR SECURITY GUARD SERVICES AT THE TRIPURA STATE LEGAL SERVICES

AUTHORITY. AGARTALA

Sealed short tenders are invited on behalf of the Tripura State Legal Services Authority from registered, reputed, experienced and financially sound agencies / proprietary firms / partnership firms / companies / NGOs / Co-operative Societies, for providing security guard services in the Tripura State Legal Services Authority (in short TSLSA) premises at Old District Court Building, Agartala, **for a period of 03(three) months** initially, which is extendable yearly basis.

- A. **Area of Buiding:** 02 (two) storied building having approximately 18 (eighteen) rooms, 10 (ten) toilets, corridors, stairs and open area as well as enclosed surrounding areas on the ground floor.
- B. **Manpower reuired:** 03 nos. security guard (07.00 A.M to 03.00 P.M, 03.00 P.M to 11.00 P.M and from 11.00 P.M to 07.00 A.M) to be provided round the clock all the days in a month.

C. **Scope of the work:**

Security Guard:

1. Overall security measures and arrangements to safeguard the movable and immovable property and prevention of theft within the premises.
2. Controlling the crowds.
3. Protection of persons and property.
4. Evacuation of occupants in case of the fire or natural calamities.
5. Prevention of unauthorized entry of personnel including all types of outside vendors in the entire campus.
6. Firefighting.
7. The guard of the previous shift will submit the attendance of the incoming guard within 15 minutes of the commencement of the shift to the caretaker on duty for verification.
8. The security personnel shall watch that there are no unidentified /unclaimed /suspicious objects /persons in the buildings/premises.

9. The security personnel shall also ensure that all the electrical equipments/instruments/ lights and fans must be switched off at the time of closure of the office or part of the office.
10. The security guards must be deployed in such a way that no part of the building /premises remains unnoticed /unattended.
11. **The security personnel should not leave the point unless and until the reliever comes for shift duties.**
12. The security supervisor will maintain all the registers, which are kept at the main gate and other points.
13. Thorough checking of incoming and outgoing material against proper Gate pass duly signed by the authorized signatory.
14. To ensure that no hawkers, marketing persons or vendors are allowed into the campus without permission.
15. The security guards must take round of the buildings at fixed intervals.
16. Collecting intelligence about anti-social and other subversive elements in the crowd, and also be alert in tackling the mischief – mongers trying to gain entry in the premises.
17. The security personnel must have the telephone numbers of the nearest Police Station, Fire Station, Ambulance, etc. for the sake of emergency if any.

D. Eligibility Criteria

Only those Agencies / Proprietary Firms / Partnership Firms / Companies / NGOs / Co-operative Societies who fulfill the following minimum criteria need to submit their bids and failure to provide necessary documents will render the bidder disqualified on technical grounds:-

- a) Bidders should have their Registered / Head Office at Agartala (Tripura) and should have been in existence for a period of not less than 5 years and having annual turnover of not less than Rs. 5 Lakhs during the last 3 years.
- b) The bidding agency / firm / company should have been registered under relevant Act and a copy each of the registrations shall be attached with the bid.
- c) It should have PAN, TIN numbers and GST registration (Proof in this regard should be attached with the bid).

- d) It should be registered under EPFO and ESI (Proof in this regard should be attached with the bid).
- e) It must not have been blacklisted by any Government Organization. An undertaking in the format prescribed at Section 'F' is to be furnished.
- f) The bidders must have completed at least three contract jobs of providing security guard service under the respective contracts for Government organizations / institutions.

E. Instruction to Tenderer

1. The Tender should be addressed to **the Member Secretary, Tripura State Legal Services Authority, Agartala, Tripura (West), PIN – 799001.**
2. The Tenderers are required to submit one Technical Bid as per prescribed proforma in Section 'H' and one Financial Bid. The Financial Bid should be submitted in a separately sealed envelope superscribed **"Financial Bid for Security Guard Services in the Tripura State Legal Services Authority"**. All the sealed envelopes should be put in a sealed envelope superscribed **"Tender for Security Guard Services in the Tripura State Legal Services Authority"**. Financial Bid shall be opened of only those tenderers who are found technically qualified to carry out the work, for which prior intimation shall be given indicating the date and time of Financial bid opening.
3. All rates quoted should be **inclusive of GST and all taxes.**
4. The Tenderers are advised to visit the Tripura State Legal Services Authority premises, Old District Court building, Agartala before submitting their Tender bid for physical inspection.
5. The various crucial dates relating to **"Tender for Security Guard Services in the Tripura State Legal Services Authority"** are cited as under:
 - (a) Date of issue of Tender Document: 19.12.2022
 - (b) Last date & time for submission of Tender Document: 26.12.2022; 03.00 PM
 - (c) Date and time for opening of Tender Document:
 - (i) Technical Bid: 26.12.2022 at 4.00 PM
 - (ii) Financial Bid: 28.12.2022 at 4.00 PM
 - (d) Place of submission of tender: Tripura State Legal Services Authority, Agartala
 - (e) Place of opening the tender: In the office chamber of Deputy Secretary, Tripura State Legal Services Authority, Agartala

6. Willing tenderers may remain present at the place of opening of tender documents on the date and at the time mentioned above.

F. Terms and Conditions

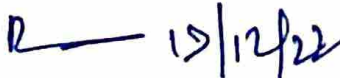
1. Security Guard Works:

1. The Service Provider will have to employ adequate number of trained personnel who should have at least one year of experience in security guard works.
2. The Service Provider must ensure that:
 - (a) The staff engaged does not smoke in the office premises;
 - (b) Any specific security guard work assigned by the concerned Section or any Officer authorized by the Tripura State Legal Services Authority is carried out diligently and well in time;
 - (c) The salary / wages to the workers of the Service Provider shall be disbursed by the Service Provider in full as settled between the Service Provider and its workers duly keeping in view the contract signed between the Service Provider and the Tripura State Legal Services Authority;
3. The working hour for the personnel engaged by the Service Provider would normally be of **8 hours (07.00 A.M to 03.00 P.M, 03.00 P.M to 11.00 P.M and from 11.00 P.M to 07.00 A.M)**. The Service Provider will provide security service round the clock all the days in a month.
4. The Service Provider shall provide proper uniform, whistle and baton for the day shift workers and five cell Torch Light and 5 ft. long stick for staff on night duty.
5. The Service Provider shall be fully responsible for the performance and fitness on the duty of their personnel (Guards). For this, the Service Provider will have to keep close liaison with Tripura State Legal Services Authority, and office-in-charge.
6. The Service Provider shall have to maintain a round-the-clock Control Room with Telephone no., Mobile no., names of persons manning the Control room in their office for any urgent communication regarding any extra-ordinary situation.
7. The Service Provider shall provide their own communication system to their staff for the coordination with officers/officials of the Authority.

8. The Service Provider shall undertake any other work of similar nature assigned to them by the Member Secretary, TSLSA from time to time.
9. The period of contract shall initially be for a period of **three months** from the date of awarding the Contract extendable for another one year on satisfactory performance with such amendments as may be mutually agreed upon and also subject to the necessary approval of the Competent Authority. The Tripura State Legal Services Authority also reserves the right to terminate the contract at any time after giving 30 days' notice without assigning any reason thereof.
10. The Service Provider shall particularly abide by the provisions of Minimum Wages Act (Central Sphere) 1948, the Tripura Minimum Wages Rules 1952, and all such Acts, Rules and latest Notifications in vogue governing the payment of wages to its workers. In any case, the wage should not be lower than the minimum wage notified by the Government. If the minimum wages is revised by the Government, the incremental wages, if applicable, will be provided by the Service Provider. An undertaking to that effect is to be given by the Service Provider as per prescribed proforma in Section 'G'.
11. All materials and equipments required for the security work shall be supplied by the Agency / Service Provider. The Service Provider should ensure that such articles are supplied regularly without fail.
12. In the Financial Bid the Tenderer shall quote the total monthly financial involvement for security work to be done in a month. All rates quoted should be inclusive of GST and all other applicable taxes.
13. Payment shall be made on monthly basis on receipt of a bill from the Service Provider in triplicate and complete in all respect. No advance payment in any case would be made. The monthly payment would be subject to satisfactory services being rendered.
14. The Tripura State Legal Services Authority shall have the right to adopt any measures / setup system for ensuring proper performance of duty of the personnel deployed by the Service Provider, including their being in proper uniform, punctuality, discipline, etc.
15. The personnel engaged by the Service Provider should not have any adverse Police records / criminal cases against them. The Service Provider would be responsible to make adequate enquiries about the character and antecedent of the person before proposing deployment.

The Service Provider shall withdraw such employee who is not found suitable by the office for any reason immediately on receipt of such a request from the Tripura State Legal Services Authority.

16. If any of the staff members deployed by the Service Provider is found misbehaving with any officer / staff member of the Tripura State Legal Services Authority, the Service Provider shall, on receipt of instruction of the Competent Authority in this regard, replace such worker(s). The Service Provider shall issue necessary instructions to its employees to act upon the instructions given by the Officers of the Tripura State Legal Services Authority.
17. Fulfillment of relevant statutory, legal and other requirements with regard to the employees deployed by the Service Provider shall be the sole responsibility of the Service Provider.
18. The employees deployed by the Service Provider shall have no claim for any absorption in service of the Tripura State Legal Services Authority at any stage.
19. Tripura State Legal Services Authority reserves the right to accept or reject any or all tenders without assigning any reason.
20. Tenders should remain valid for 90 days from the date of opening of tenders with a provision for suitable extension.
21. Unsatisfactory performance of work mentioned in the contract at any stage during contract period shall render the work award order to be terminated.
22. Evaluation Criteria: The Technical Bids shall be scrutinized on the basis of Eligibility Criteria mentioned in Section - D. Financial Bids will be opened only of the technically qualified (responsive tender) bids. The L1 would be decided on the basis of monthly expenditure taken together. Weightage, at the time of awarding work order, shall be given on previous work experience as well.


(D.M. Jamatia)

Member Secretary

F. Undertaking:

I/We hereby undertake and declare that the agency is not blacklisted by any Government Organization and nor has it ever been.

Date:

Place:

.....
(Signature of the authorized person)

Full name
Agency's seal:

G. Undertaking:

I/We do hereby undertake to pay my/our employees wages along with variable dearness allowances not less than the minimum wages notified and revised by the Government from time to time. If the minimum wages is revised by the Government, the incremental wages, if applicable, will be provided by me/us.

Date:

Place:

.....
(Signature of the authorized person)

Full name
Agency's seal:

H. Proforma For Technical Bid

1. Name of Agency :
2. Name of Proprietor/ Director
of the Agency :
3. Full Address of Reg. Office :
- a) Telephone No. :
- b) E-mail address :
4. Registrar No. of the Agency :
5. PAN / TIN No. of the Agency
(Attach copy of Reg. Certificate) :
6. GST / Service Tax Registration No.
(Attach copy of Reg. Certificate) :
7. EPF Registration No.
(Attach copy of Reg. Certificate) :
8. ESI Registration No.
(Attach copy of Reg. Certificate) :
9. Financial Turnover of the Agency for the last 3 Years
(Copy of the turnover statement of last three years to be attached)

Financial Year	Amount (In Rs.)	Remarks, if any
2018-2019		
2019-2020		
2020-2021		

10. Details of major contract with Central Government/State Governments /PSUs handled by the tendering Agency for providing security guard service during the last five years in the following format (attested copies of the last five years work award may be enclosed):

Sl. No.	Details of client along with address, telephone and FAX Numbers	Amount of Contract (In Rs.)	Duration of Contract		Nature of Contract	
			From	To	Type of Service provided	No. of persons deployed
1						
2						
3						
4						
5						

(If the space provided is insufficient, a separate sheet may be attached)

11. Number of employees I offer to deploy for the work:

12. I,Son/Daughter/Wife of Shri.....
Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document.

13. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

14. I abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonus, etc., and any other charges applicable from time to time. I will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

15. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

.....
(Signature of the authorized person)

Full name

Agency's seal: