

No. F.3.(5-1)/Proc/T&P/TSACS/2024-25/11821-24
Tripura State AIDS Control Society
Health & Family Welfare Department
Government of Tripura
Akhaura Road, Opp. to IGM Hospital,
Agartala-799001; Tripura.
[e-mail: sacstripura2008@gmail.com, Phone: 0381- 2321614]

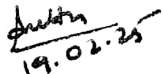
Dated: 19/02 February, 2025.

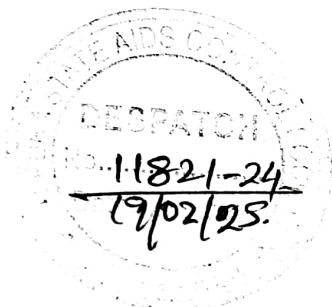
NOTICE INVITING TENDER

Sealed Tender in two (2) bid system is hereby invited for engagement of Private Security Guards and Supervisor for Watch & Ward duties at Tripura State AIDS Control Society Office complex, A.K. Road, Akhaura Road, Opp. I.G.M. Hospital, Agartala for 1 (one) year which may be extended further based on performance.

Detailed terms and conditions, required number of security personal etc. may be collected from the office of the undersigned (from Procurement Section) on any working day between 11:00 a.m. to 04:00 p.m. till 12 March, 2025 or can be down loaded the same from website <https://tsacs.tripura.gov.in/>

The last date of receiving Tender is up to 04:00 p.m. of 12 March, 2025 and will be opened on 13 March, 2025 at 04 p.m. if possible.


(Dr. Samarpita Dutta)
Project Director
Tripura State AIDS Control Society




TERMS AND CONDITIONS

1. The Tender shall have to be submitted in sealed cover addressed to the Project Director, Tripura State AIDS Control Society, Health & Family Welfare Department, Govt. of Tripura, Akhaura Road, Opp. IGM Hospital, Agartala, Tripura (West) on or before 12 March, 2025.
2. On the left side of the envelope the last date of submission should be mentioned. The Tender are likely to be opened on 13 March, 2025 at 04:00 p.m. if possible. Tenderer or their representatives may remain present at the time of opening of Tender. No separate invitation will be given to the bidders.
3. The Tender should be submitted in 2 (two) parts namely Technical part and Financial part in 2 (two) separate sealed envelopes indicating on the cover as to which one is the Technical part and which one is Financial part. The 2 (two) envelopes shall, thereafter, be placed inside a larger seal cover and the same may be submitted. The Technical part shall contain all details regarding the items offered, terms & condition and submission of documents etc. i.e. the Technical part shall contain everything except the rate offered. The Financial part shall contain only the rate offered by the suppliers/agencies/person. While processing the Tender the Technical parts will be opened first and the eligible suppliers/agencies/person fulfilling all requirements will be short listed. Thereafter Financial part of only short listed suppliers /agencies / person will be opened.
4. The applicant Agency (bidder) should have a License, issued by the Home Department, Government of Tripura.
5. All the security personnel shall maintain official decorum and abide by rules & regulations of office of the TSACS, Agartala.
6. The following **self attested** document should be submitted along with Tender - **(i) PAN card, (ii) License from Labor Department, (iii) License from Home Department, Govt. of Tripura (iv) ISO 9001-2015 certificate, (v) Copy of Trade License (in case of local tenderer), (vi) GST registration with latest return copy, (vii) Up-to date Professional Tax Clearance Certificate (viii) EPF Registration Certificate along with up to date Challan copy, (ix) Up to date Service Tax Return, (x) Copy of ESIC, (xi) Income Tax return of payment last 3 years, (xii) Working Experience of minimum 3 years in this background (public sector or private sector) with proof. Non Submission of any document as stated above will lead to cancellation of Tender.**
7. The successful agency shall provide service within 07 (seven) days of issuing work order. The list and detail of Guards and Supervisor along with reserved personnel who are likely to be engaged should be submitted.
8. No insurance charge is admissible.
9. The successful agency shall contain individual personal details, like name, address, Educational qualification, Nationality, age and service details in Armed Forces/CPMF/State Forces. The information furnished shall be supported by documentary evidence.
10. The Guards/Supervisor shall wear distinguishable uniform and shall carry required accessories
11. The Guards/Supervisor shall not be more than 45 years of age with identity documents. Age proof document of each Guards/Supervisor deployed has to be provided in advance along with list of such persons to the office of the undersigned as a successful bidder.

Handwritten signature

12. No claim for advance payment will be entertained. Payment will be made through PFMS on bill basis every after one month. No enhancement of rates within the contract period of the shall be entertained.
13. The contract period shall be for 1 (one) year from the date of issue of Work Order initially which may be extended further based on performance.
14. The agency shall deploy security personal on all 365 days of a year in shift of 8 hours
15. Any kind of dispute or violence related to duty staff would not be entertained and should be replaced by new security person's by the agency immediately.
16. The agency shall offer rate in figure and words for the service as a package . The details list of deployment of Security Guard in the office of TSACS.
17. The undersigned reserves the right to discontinue the service of the Security Guards within 24 hours notice without assigning any reason.
18. The Authority reserves the right to accept or reject any tender without assigning any reason, whatsoever. The tender may be accepted or rejected either in part or the whole.
19. Tax/Charges should be mentioned clearly/separately along with %. All taxes and charges will be deducted as per norms.
20. If, Guards/Supervisor are ever found to be intoxicated, Guards/Supervisor will be terminated with a single day notice.
21. The agency shall be responsible for conduct and performance of each personal deployed by it.
22. The successful bidder shall submit bill along with the certified Attendance Register to the office of the undersigned monthly.
23. Tender shall received through Speed post/Registered Post/Courier Service/by Hand addressed to the Project Director, Tripura State AIDS Control Society, opposite to IGM Hospital, A.K. Road, Agartala, West Tripura indicating **"Tender for Private Security Guards and Supervisor"**. The tender received after the specified date and time will be rejected and the undersigned will not be liable for any delay on the part of postal/courier.
24. The interested agencies/person/owners shall have to provide EMD in the form of Bank Deposit AT-call/On Demand Pay/Call Deposit Receipt from any Nationalized Bank for amount of **Rs.14000/-** (Rupees Fourteen Thousand) only in favor of Tripura State AIDS Control Society along with the Technical part only. (a) Earnest money of the un-successful bidders will be returned after the finalization of the tender. (b) Earnest money of the successful bidder may be treated as security money up to the contract period.
25. If the agency to whom the work order will be issued fails to materialize the work order within the stipulated period of time the earnest money so deposit will be forfeited.
26. Any settlement of legal dispute would have to be made at Agartala jurisdiction.



27. The following Guards/Supervisor will be required as shown against each. The security personal may increase or decrease depends upon the need of the society.

Table: A

Sl.No	Name of the Institution	Required Security Guards/Supervisor	Quantity required	Wages in Rs. (As per norms of Labor Deptt. Govt. of Tripura)
01	Tripura State AIDS Control Society, A.K. Road, Agartala.Tripura.	Head Security Guard or Security Supervisor	01 (one) nos.	Rs.
02	--- Do ---	Security Guard	02 (two) nos.	Rs.

Table: B

Sl	Guards/ Supervisor	Basic Price (Rate/Unit)	Applicable Taxes			Total Price Per Unit (all inclusive)
			Tax/Charge - A (-----%)	Tax/Charge - B (-----%)	Tax /Charge - C (-----%)	
1	2	3	4	5	6	7=3+4+5+6
1						
2						
3						


 (Dr. Samarpita Dutta)
 Project Director
 Tripura State AIDS Control Society

Copy to:-

1. DHS, Govt. of Tripura, Agartala, for kind information.
2. DFW&PM, Govt. of Tripura, Agartala, for kind information.
3. PA to PD of TSACS for kind information.
4. Notice Board of TSACS.


 Project Director
Tripura State AIDS Control Society