



# Tripura Handloom & Handicrafts Development Corporation Ltd.

(A Govt. of Tripura Undertaking)

M.B.B. Sarani, Agartala, West Tripura, Pin - 799007

GSTIN : 16AABCT8921D2ZG (For Tripura), GSTIN : 19AABCT8921D1ZB (For West Bengal), GSTIN : 07AABCT8921D2ZF (For Delhi)

THHDC/GA/18(2)/2013/Part/ 902 .

Dated: 13.07.22

## NOTICE INVITING QUOTATION/BID & DETAILS OF TERMS & CONDITIONS:

The under signed on behalf of the Tripura Handloom and Handicrafts Development Corporation Ltd. Agartala here by invites rates from the bona fide approved/registered Security service firm for providing Security Service and quotation of rates for the following Premises/Buildings/Complex.

- 1) Purbasha Head Office Complex. MBB Sarani, Agartala.
- 2) Power Loom Unit, Nimbag, Badharghat Industries Area, Agartala.

The rate should be quoted both in figure and words, rates of GST may be indicated separately.


The quotation should be dropped in a sealed envelope along with other required documents as per terms & condition in between 11 AM to 3 P.M. on or before 30/07/2022 at the Head Office of the Corporation, M B B Sarani, and Agartala-799007.

The same will be opened on 30/07/2022 at 4.30 P.M. in the presence of the quotation who wish to remain present.

The Intended security service firm/agency may also send their rates by Speed Post /Registered Post which should also reach to the Head Office of this Corporation on or before 30/07/2022 by 3 P.M.

The detailed terms and conditions for deployment of Security Guards are available for inspection on all working days from 12 noon to 4 PM up to 29/07/2022 at the GA Section, THHDC Ltd. MBB, Sarani, Agartala.

The tender inviting authority reserves right to accept or reject any quotation/bid including the lowest one without assigning any reason/s what so ever.

  
(Kuntal Das, TCS, SSG)  
Managing Director.



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## Details of Terms and Conditions of the Quotations/Bid:

1. Each security Guard shall have to perform normally 8(eight) hours duty covering 3(three) shift in a day (24X7) as per shifting duty programme but duty to be continued till next reliever comes.
2. No leave is admissible except under un-avoidable circumstances provided alternate guard arrangement made by the Security Organization.
3. Contract for security service will be initially for 1(one) year but it may be extended/continued if performance is found satisfactory on the existing terms and conditions
4. The Managing Director, THHDC Ltd. On receipt of any adverse report can terminate the contact at any time by giving one month notice without assigning any reason thereof.
5. No festival advance or incentives etc. are admissible to the security guards during the contact period.
6. Security Guards should be on proper uniform provided by the concerned Security Organization.
7. No medical expenditure shall be reimbursed except first aid medicine if required during duty hours.
8. Security Guards who possess good physique, honest, sincere and have undergone training of security service should be placed for security service.
9. Minimum qualification of each security guard should be Class VIII pass and capable to maintain necessary books and records as like as gate keeper.
10. Security Guards should have voter identity Card, Aadhar Card and each and every security guard should be provided with identity card issued by the concern organization/security service agency.
11. The payment of engaged security service will be settled by cheque to be drawn in favour of the Security Organization.
12. Documents required to submitted along with the bid/Quotation:
  - a) Valid registration of the security firm /service with the competent Govt. authority.
  - b) The firm should have valid GST/CGST registration.
  - c) PAN/TAN etc.
  - d) Previous engagement letter of the firm in any other Govt/Undertaking/ reputed organization for last 2-3 years.
13. The duty place shall not remain vacant /unattended under any circumstances. In case of emergency substitute should be provided by the security organization.
14. Loss/Damage of any property of the THHDC Ltd occurred during the duty hours should be the responsibilities of the concerned firm and after proper investigation the same will be recovered from their monthly service bills.
15. Dispute if any are subject to Agartala Jurisdiction only.

  
(Kuntal Das, FCS, SSG)  
Managing Director