

Society for Management of Shaheed Bhagat Singh Yuba Awas

Under Youth Affairs & Sports Department, Govt. of Tripura
Khejurbagan, Agartala, Tripura West

F. No. 13(2-2) SMOSBSYA/Outsourcing/16 | 12,995

Date:08.12.2023

INVITATION FOR EXPRESSION OF INTEREST

Society for Management of Shaheed Bhagat Singh Yuba Awas (SBSYA) under Directorate of Youth Affairs & Sports (DYAS), Government of Tripura invites sealed Expression of Interest (EOI) from reputed and genuine Agencies having License issued by the competent authority for **Hiring an Agency for Supplying Security Guards and Safai Karmachari, Gardener, Electrician** for SBSYA, Khejurbagan, Agartala **under the DYAS** for a period of 2(two) years from the date of engagement and may be extended for 1(one) year subject to satisfactory performance.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the Departmental website www.yas.tripura.gov.in. or **SBSYA, Khejurbagan, Agartala, Phone: 9402304271/9366270778** during working hours. Last date for submission of EOI from 11th to 21st December, 2023 up-to 1400 hrs. Sealed envelope marked to the captioned address, containing EOI to The **Secretary, Society for Management of Shaheed Bhagat Singh Yuba Awas, Khejurbagan, Agartala Phone:9402304271/9366270778** on the top cover:



Secretary,
Society for Management of
Shaheed Bhagat Singh Yuba Awas

Note: Chairman, Society for Management of Shaheed Bhagat Singh Yuba Awas reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and Society for Management of Shaheed Bhagat Singh Yuba Awas reserves the right to amend/add further details in the EoI.

1. Scope of Work:-

1.1. Supply of **Security Guards, Safai Karmachari, Gardener, Electrician** to the Shaheed Bhagat Singh Yuba Awas, Khejurbagan, Agartala under the Directorate of YAS. Details of requirement viz. no. of manpower required are given below: -

1.2. The manpower deployed by the management agency will be dedicated full time for this service and shall be retained with that exclusive requirement. To ensure quality, the agency should develop and follow an exclusive HR policy describing standards and guidelines for managing the man power deployed for the purpose. The selected agency should deploy manpower by providing proper orientation program to them, they should also be physically fit enough to continue his/ her duties.

2. Agency/Firms Eligible to Bid: -

2.1. The bidders must be registered as legal entity like an Agency/Firm/Institution/ Company/ Joint venture / Cooperative Society / Proprietary firm / LLP (Limited Liability Partnership). Documents in the form of Certificate of incorporation/registration in support of this are to be provided.

2.2. Bidder should not be blacklisted by any central/state Government Department/agency regarding quality compromise or any other reason as on publishing of this EoI. Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the bids so received will be rejected.

3. The Selection of Agency shall be on the basis of Lowest (L₁) quote of Service Charge, and the service charge shall not go beyond 8 % as per circular of Ministry of Rural Development.

4. Requirement of Manpower List (as per Remuneration of Personnel):-

4.1. The number of manpower may be increased or decreased as per the requirement of Shaheed Bhagat Singh Yuba Awas from time to time. The positions are indicative and SBSYA may reduce or add positions under manpower category as per organization requirement if need arises.

4.2. The Security Guards shall work in 3 shifts in a day. The 1st shift will be from 6 am to 2 pm, 2nd shift will be from 2 pm to 10 pm and 3rd shift will be from 10 pm to 6 am next day. There is no Sunday or Holidays applicable for the Security Guards.

4.3. Whereas, Safai Karmachari, Gardener and Electrician duty shift will be from 8 am to 4 pm. There is no shift duty but they will get the benefit of Government holidays unless there is special call from the authority and no additional payment, allowance or conveyance shall be provided.

4.4. Statutory charges like EPF & ESI, as applicable from employer side, are excluded in the present remuneration.

4.6. The Agency shall have to pay the minimum Basic Pay of wages to each specified person as per present government norms.

5. Technical Bid (Eligibility Conditions): -

The Bidder Company/Firm/Agency shall fulfill the following technical specifications for Technical Bid: -

1. PAN/ TAN, GST registration certificate & Trade license
2. Financial Turnover Certificate for FY (2020-21 ,2021-22, 2022-23). (Avg. 10 Lakh/year, CA Certified)
3. Experience certificate (Minimum 5 years mandatory) in Govt. Sector/Undertaking/PSU/Society.
4. License from Labour Department, Govt. of Tripura/Central govt.
5. Bidders Information Sheet (Annexure I)
6. Self-Declaration for Non-Blacklisting (Annexure II).
7. Reserve Personnel Details (Annexure III).

6. Period of Contract/ Termination Notice: -

The contract shall be valid initially for a period of **2(two) Year** from the date of award of work order. This contract may be renewed for further period of **1(one) Year subject to satisfactory performance** on the same terms and conditions as mentioned in the tender document, provided the requirement of the office for the above manpower persists at that time, or, may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or sub-standard quality of manpower deployed by the selected Company/Firm/Agency. Either party can terminate the contract at any time by giving three months prior notice **in writing**.

7. Right to Accept or Reject Tender: -

7.1. The right of acceptance/rejection of tender will rest with the Chairman (Director, YAS), Society for Management of Shaheed Bhagat Singh Yuba Awas.

7.2. SBSYA reserves the right to accept the whole or any part of the tender and Tenderer shall be bound to perform the same at the quoted rate. All the tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

7.3. SBSYA may discontinue the contract with one-month prior notice to the agency with/without citing any reason, whereas, SBSYA reserves the right to ask the agency about discontinuing the service of any personnel due to misconduct/intoxication/ theft/burglary etc. on immediate basis without any prior notice.

8. Termination: -

This agreement may be terminated by either partly or fully by giving three months' notice in writing of the intention to terminate without specifying any reason(s) for termination. On termination of the contract, the contractor shall take steps to withdraw all employees in a smooth and orderly manner.

9. Mode of Payment: -

9.1. The contractor shall raise the bill, in triplicate, along with attendance sheet duly verified by the In-charge of SBSYA and the same shall be certified by the authorized officer of SBSYA.

9.2. A successful bidder shall submit necessary bank details for bill payment at the time of entering into contract.

10. Documents to be submitted by the Successful Agency before Deployment of Manpower: -

List of manpower shortlisted by the SBSYA for deployment in the office with details of the employees as follows:

1. Bio-Data of all persons in the format prescribed by the office
2. Birth Proof of the candidates
3. Letter of deployment from the contractor.
4. Copy of Aadhar card of the candidates
5. Contract agreement duly signed
6. PRTC Document of each candidate.
7. Identity Cards issued by agency bearing photograph, name, contact details, address proof and blood group etc.



Annexure- I

BIDDER'S INFORMATION SHEET

1	Name of the Bidder's /Farm/Organization	
2.	Full Address of Bidder's Organization	
2.a	Main /Branch Office address at AMC area	
3.	Telephone Number	
4.	E-mail address	
5.	TIN No.	
6.	PAN No.	
7.	GSTN	
8.	<u>Legal status of Bidder</u> Proprietary firm/Ltd. company/partnership firm /Government organization(central/State/PSUs)	
9.	Particulars of Registration with Government Body/ Organization	
10.	Place of Registration	
11.	Registration No.	
12.	Contact person Name : Mobile No:	

I do hereby certify that the above mentioned particulars are true and correct.

Signature of the Bidder's

Name:

Seal:

Date:

ANNEXURE-II

DECLARATION AND UNDERTAKING BY THE BIDDER

To
The Secretary
Society for Management of Shaheed Bhagat Singh Yuba Awas
Khejurbagan, Agartala

Sub: Self declaration in respect of submission of bid for providing Security Service,
Safai Karmachari, Gardener and Electrician at SBSYA.

Dear Sir,

1. I/we hereby agree to abide by all terms and conditions laid down in EoI document reference above
2. I/We before signing this bid have read and fully understood all the terms and condition and instructions contained therein and undertake myself/ourselves/abide by the said terms and condition.
3. I/we confirm that we have not been levied financial penalty or any major penalty in the past by any of our client /Principal employer and also declare that my/our firm/agency/Company/ doesn't have any existing litigation , never blacklisted , and terminated by any client in India.
4. I/we confirm that we never filed any law suit or requested arbitration with regard to any contract within the last five years . No judgment clime arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us our subsidiaries or our parent companies . We were never cited by any regulatory agency for a safety violation in the last 5(five) years.

(Signature of the bidder)

Name:

Date:

Seal:

Annexure-III

Details of the out sourced staff

Sl.No	Name of the out sourced staff	Academic qualification	Technical qualification	Work experience	Address

(Signature of the bidder)

Name:

Date:

Seal: