

## **TENDER FORM**

GOVERNMENT OF TRIPURA  
RURAL DEVELOPMENT DEPARTMENT  
OFFICE OF THE EXECUTIVE ENGINEER  
AGARTALA DIVISION, GURKHABASTI  
AGARTALA – 799006

PH & FAX-(0381)-2325988, email id: [eerdwd1@yahoo.in](mailto:eerdwd1@yahoo.in)

1. SHORT NOTICE INVITING

- TENDER NO. : 23/EE/RDAD/2018-19 dt.21/12/2018
2. DNIT NO : DT-02/PVT-SRTY-GUARD-SARAS/EE/RDAD/2018-19 dt. 21/12/2018 (2<sup>nd</sup> Call)
3. Name of Item : Private Security Guard at Hapania Mela ground during during 14<sup>th</sup> Regional SARAS Fair, 2019 and other similar nature of works during 2018-19.
4. Earnest Money : **10,000.00** (Rupees ten thousand) only (in the form of DD/Dcall only).
5. Cost of tender Form : **Rs.500.00** (Rupees five hundred) only (Non refundable) in the form of DD.
6. Tender form : No tender form will be sold. Tender form is to be downloaded from the website [www.tenders.gov.in](http://www.tenders.gov.in) and <http://rural.tripura.gov.in/> by eligible bidders.
7. Last date of dropping of tender : 3 PM of **28/12/2018**.
8. Probable date of opening of tender : **3.30 PM of 28/12/2018** (if possible). Interested bidders or their representatives may remain present during opening of the tender.
9. Declaration of Informal and formal bid : During opening it will not be declared. After detailed scrutiny it will be declared.
10. Total no. of written pages Including this page : 16 (Sixteen) nos including this page.

**DNIT No- DT-02/PVT-SRTY-GUARD-SARAS/EE/RDAD/2018-19 dt. 21/12/2018 (2<sup>nd</sup> Call)****LEGEND**

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**DNIT No- DT-02/PVT-SRTY-GUARD-SARAS/EE/RDAD/2018-19 dt. 21/12/2018 (2<sup>nd</sup> Call)**  
**SALIENT POINTS OF TENDER / INSTRUCTION TO BIDDER**

1. **Eligibility of bidder:** -Registered Firm/Agency/SHG Groups from appropriate authority in relevant field deployment of Security personel and arrangement of security personel.
2. **Enclosures/complete tender:** - Following documents (**valid and attested**) to be submitted along with the tender.
  - (i) Signed Tender form (without tender form, bid will be rejected).
  - (ii) Registration Certificate of Firm/Agency/SHG Groups in relevant field.
  - (iii) Licence to engage in the business of Private Security Agency from O/o the District Magistrate & Collector of concerned District.
  - (iv) Registration of Labour Department.
  - (v) Experience in execution of similar nature of work.
  - (vi) GST registration.
  - (vii) PTCC.
  - (viii) PAN card.
  - (ix) EMD.
  - (x) Cost of Tender form.
3. **Tender form:-** To download tender form from the website [www.tenders.gov.in](http://www.tenders.gov.in) and <http://rural.tripura.gov.in/> by eligible bidders. No tender form will be sold. Subsequent corrigendum, if any, will be available in the website.
4. To go through specification, terms and conditions of DNIT.
5. To sign each and every page of tender form.
6. EMD and cost of tender form are to be deposited separately. No transfer of Earnest Money (Earnest Money or Security Deposit submitted earlier) will be allowed.
7. **Earnest money:-** To deposit EMD of Rs.10,000.00 (Rupees ten thousand) only, to be drawn in favour of the Executive Engineer, RD Agartala Division on any nationalized/scheduled bank **in the form of D call only** along with tender. Without EMD in appropriate shape the tender will summarily be rejected.
8. **Cost of tender form:** - To deposit cost of tender form of Rs.500.00 (Rupees five hundred) only, to be drawn in favour of the Executive Engineer, RD Agartala Division on any nationalized/scheduled bank **in the form of Demand Draft along** with tender. Without tender fee in appropriate shape the tender will summarily be rejected.
9. To get ready attested copies of all required documents.

10. To fill up each and every point of bidder's sheet.
11. DNIT number and date, name of item, bidder's name and address should be written in the envelope containing complete tender and to seal the envelope by wax or self adhesive tape (cello tape). The sealed envelope must be addressed to the Executive Engineer, R.D. Agartala Division, Pt. Nehru Complex, Gurkhabasti, Agartala.
12. The full fledged and sealed tender may be dropped in the tender box kept in the office of the Executive Engineer, RD Agartala Division *within 3 PM of 28/12/2018* or may be sent to the tendering authority by post (registered with A/D only) to reach and *to be dropped in the tender box within 3 PM of 28/12/2018*. Tendering authority will not be liable for any postal delay (if sent through post/courier).
13. The copy of the DNIT may be inspected from the office of undersigned up to **27/12/2018** (office date and hour only) by interested bidders.
14. At any stage of tender (scrutiny of tender, preparation of comparative statement etc.) if required bidders will have to produce original copy of the submitted documents for verification.

**DNIT No- DT-02/PVT-SRTY-GUARD-SARAS/EE/RDAD/2018-19 dt. 21/12/2018 (2<sup>nd</sup> Call)****DECLARATION**

I do hereby declare that I have personally gone through the relevant Draft Notice Inviting Tender and understood all the clauses, specifications of tendered items, instruction of the DNIT and having been fully satisfied, I have quoted the rate of item. This is further to certify that I have suppressed no facts in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other stern action against me as per term condition of the tender. I do affirm that all the term conditions of DNIT are unconditionally accepted by me. I have no objection if any extra term condition, mutually accepted by me and purchaser is incorporated into the agreement.

**AND**

I do hereby also declare that I am not blacklisted by any department / agency of central or state regarding quality compromise or any other reason in connection with similar work and there is no ongoing litigation with any department/agency of central/state Government as on closing date of tender. If subsequently it is revealed after opening of the tender that my declaration is false, my tender /concerned agreement will be cancelled, deposited earnest / security money will be forfeited and other penalty to be decided by the tendering authority will be imposed.

(Signature of bidder  
Full name & Seal)

GOVERNMENT OF TRIPURA  
RURAL DEVELOPMENT DEPARTMENT  
OFFICE OF THE EXECUTIVE ENGINEER  
AGARTALA DIVISION, GURKHABASTI  
AGARTALA – 799006

(PH & FAX-(0381)-2325988, [email id: eerdwd1@yahoo.in](mailto:eerdwd1@yahoo.in))

**SHORT NOTICE INVITING TENDER NO. 23/EE/RDAD/2018-19 dt.21/12/2018**

On behalf of the Governor of Tripura, the Executive Engineer, R D Agartala Division, Government of Tripura invites item wise separate tender for the following items from the eligible bidders up to 3 PM of 28/12/2018 as per following terms condition as well as DNIT.

Sl No	NAME OF THE WORK & DNIT No.	EARNEST MONEY	COST OF TENDER FORM	TIME FOR COMPLETION	Eligibility of the bidder
1.	Private Security Guard at Hapania Mela ground during during 14 <sup>th</sup> Regional SARAS Fair, 2019 and other similar nature of works during 2018-19. DT-02/PVT-SRTY-GUARD-SARAS/EE/RDAD/2018-19 dt. 21/12/2018 (2 <sup>nd</sup> Call).	Rs. 1,00,000.00	Rs. 500.00	55 Days	Registration Certificate of Firm/Agency/SHG Groups from appropriate authority in relevant field.

2. The copy of the DNIT may be inspected from the office of undersigned up to **27/12/18 (office date and hour only)**. No tender form will be sold. Tender form is to be downloaded from the website [www.tenders.gov.in](http://www.tenders.gov.in) and <http://rural.tripura.gov.in/> by eligible bidders. Subsequent corrigendum/Addendum etc, if any, will be available in the website. The bidders are required to check the websites regularly for this purpose, to take them into account before submission of tender.

3. **Earnest Money and Cost of Tender form** are to be deposited on any nationalized/scheduled bank in favour of **the Executive Engineer, R.D Agartala Division, Gurkhabasti.**

4. The sealed envelope containing **complete tender, EMD, cost of tender form** must be addressed to the **Executive Engineer, R.D. Agartala Division, Pt. Nehru Complex, Gurkhabasti, Agartala** indicating the **DNIT Number, Name of Item, Bidder's Name and Address on the envelope.**

5. Time schedule of tender activities:

i) Last Date & Time of **Dropping** of Tenders:

**Up to 3 PM of 28/12/2018.**

ii) Probable Date & Time of **Opening** of Tenders:

**At 3.30 PM of 28/12/2018.**

6. The full fledged and sealed tender may be dropped **in the tender box kept in the office of the undersigned** or may be sent to the tendering authority by post (registered with A/D only) to reach and to be dropped in the tender box *within* **3.00 PM of 28/12/2018**. The tender received after closing of bid will not be considered and the tender will be rejected. Tendering authority will not be liable for any postal delay (if sent through post/courier).

7. The tentative date of opening of tender is **28/12/2018 at 3.30 PM (if possible)**. Interested bidders or their representatives may remain present during opening of the tender.

8. If last date of dropping of tender happens to be a holiday or office work is affected due to any unforeseen circumstances, last date of dropping will automatically be extended up to next working day at respective time and accordingly opening date and time will be deferred. Opening date and time will be displayed in the office notice board if changed.

9. This notice is only to provide most preliminary information to the interested bidders. For any clarification contact at 0381 232-5988 during office date and hour only.

10. The department reserves the right to reject any submitted tender, not inconformity with relevant DNIT.

Sd/-  
(Er. S. R. Debbarma)  
Executive Engineer  
RD Agartala Division

FULL SIGNATURE OF BIDDER WITH SEAL

sd/-  
Executive Engineer

Copy to the:

- 1) Chief Engineer, R D Department, Agartala.
- 2) District Magistrate and collector, West Tripura District.
- 3) Superintending Engineer, RD 1<sup>st</sup> Circle, Agartala.
- 4) Executive Engineer, Store Division (RD), Ambassa division (RD), Manu Division (RD), Teliamura Division (RD), Bisramganj Division (RD), Udaipur division (RD), Satchand division (RD), Amarpur division (RD), Santirbazar division (RD), Kumarghat Division (RD), Kanchanpur division (RD), Division-I (PWD), Division-II (PWD), Division-III (PWD), Division-IV (PWD), Store Division (AD Nagar, PWD), WR Division-I (Battala), WR Division-II (Battala), Division –I (DWS), Division-IV (DWS) with a request to display in the notice board.
- 5) All Block Development Officers under West Tripura District with a request to display the notice in the notice board.
- 6) All Assistant Engineers, Junior Engineers, Technical Assistant, Head Clerk, Accountant/ Cashier/ Store keeper, Work assistant, Mechanic, Tender Section of this division. They are requested to take necessary action for wide publication of the same.
- 7) General Secretary, All Tripura Contractors Association, Aitorma Sentrum, 4<sup>th</sup>Floor, Sakuntala Road, Agartala-799001, West Tripura for information & necessary action (Ph: 0381 2387236/8119929457).
- 8) M/S / Sri \_\_\_\_\_
- 9) Tender File - NO.F.3 (7)-EE/RDAD/TENDER/2018-19.
- 10) Office notice board.

Copy also to the:

- 1) Officer-in-charge, New Capital Complex, Police Station with request to arrange frequent police patrolling around this office up to the completion of bidding process on **28/12/2018** to avoid any untoward incidents regarding the tender.
- 2) Officer in-Charge, GB out post for information & necessary action Please

Sd/-  
Executive Engineer





7) List of enclosures:

8) Past experience:

9) Any other information if any:-

FULL SIGNATURE OF BIDDER WITH SEAL

sd/-  
Executive Engineer

**GENERAL TERMS AND CONDITIONS**  
**DNIT No- DT-02/PVT-SRTY-GUARD-SARAS/EE/RDAD/2018-19 dt. 21/12/2018 (2<sup>nd</sup> Call)**

1. Eligible and interested bonafied bidders should drop complete and sealed tender in the tender box as stated in the 1<sup>st</sup> page of DNIT. Each and every page (including blank pages) of tender format should be signed by the bidder which will be part and parcel of the tender. Attested photocopies of valid documents as per direction of tender should invariably be enclosed with the tender and otherwise the tender will be rejected. However after opening of tender, tendering authority reserves the right to ask 1st lowest bidder to submit required paper if not enclosed / asked along with tender. No unwanted paper should be enclosed with tender. Bidder must write the concerned DNIT number, bidder's own name and address very clearly in the cover of the sealed envelope. If any bidder do not write the concerned DNIT number, his/ her tender will not be accepted and opened. Further if any bidder quote different DNIT Number, his / her tender will be opened along with quoted tender and naturally that tender will also be rejected.

Tender complete and sealed may be sent to the tendering authority by post (registered with A/D) which should invariably be reached to the tendering authority within specified period as stated in the 1<sup>st</sup> page of tender form, for postal and other delayed, the tender will be not be accepted and the tendering authority will not be liable.

2. Bidder must deposit required Earnest Money against the tender separately as stated in the 1<sup>st</sup> page of DNIT in the shape of Deposit at call in favour of the Executive Engineer, R.D. Agartala Division, Gurkhabasti, Agartala, from any nationalized Bank of India. Without EMD in appropriate shape the tender will summarily be rejected.
3. The successful bidder (to be told contractor/ agency while work order will be issued) shall have to deposit 5% of value of work order or Rs.1.0 lac whichever is lesser in favour of the Executive Engineer, R.D. Agartala Division, Gurkhabasti, Agartala in appropriate shape as desired by the authority within 3 (three) days from the date of receipt of work order and sign a formal agreement with the authority within allowed period as per supply/ work order. But in no case security money deposit should not be less than the deposited earnest money. In that case deposited earnest money will automatically be converted into security money.
4. Bidder may be asked once or more by the Executive Engineer, R.D. Agartala Division for clarification/ justification/ analysis of quoted rates after opening of the tender.
5. (i) If any bidder surrender their quoted rate immediate after dropping and before opening, 10% deposited EMD will be forfeited.  
 (ii) If surrenders after opening but before clarification call, 25% deposited EMD will be forfeited and the bidder will be blacklisted & not allowed to participate in any future tender of this office for next 2(two) yrs.  
 (iii) If the bidder fails to respond clarification call/ justify their quoted rate on the basis of analysis or surrender their rate after clarification but before finalization, 50% EMD will be forfeited and the bidder will be blacklisted & will not be allowed to participate in any future tender of this office for next 3( three) years.  
 (iv) If any bidders surrenders after approval of rates but before issuance of supply/ work order 75% EMD will be forfeited & blacklisted & will not be allowed to participate in any future tender of this office for next 4(four) years.

FULL SIGNATURE OF BIDDER WITH SEAL

sd/-  
Executive Engineer

(v) If surrenders after issuance of supply/ work order or fails to sign agreement depositing security money in time, deposited EMD to the full extent will be forfeited and the bidder will be blacklisted & will not be allowed to participate in any future tender of this office for next 5 (five) yrs.

(vi) If after agreement, supplier/ contractor fails to arrange supply/ complete work as per specification in time, authority who has signed the agreement shall rescind the agreement, cancel the issued work/ supply order and forfeit deposited earnest money/ security money to the full extent after allowed period is over without serving any show cause notice to the supplier/ contractor.

(vii) Further, if it is seen that supplier/ contractor supply/ execute the order partially and the authority get the work done engaging other agency at different rate, the difference of amount will also be incurred from the supplier/ contractor's pending bill/ Earnest money deposit/ security money deposit in connection with relevant work or any other work without any correspondence with the supplier/ contractor. In addition to above, punitive action will be taken against errant supplier/ contractor and will not be allowed to participate in any future tender of this office for next 5 (five) yrs.

6. Approved rates will remain valid up to April, 2019 from the date of opening of the tender without any price variation clause.
7. No advance payment will be made and the payment will only be made if supplier/ contractor raise bill to the paying authority in appropriate fashion and if fund in the specific head of account is available with the paying authority only. Necessary statutory deduction (income tax, sale tax, GST etc.) will be deducted from the bill at source and necessary TDS will be provided by the undersigned.
8. Rate must include all taxes and charges and to be quoted in the specified annexure of the tender form. Any overwriting / correction etc should duly be initialed by the bidder. Any clarification/explanation if any regarding the tender should be sought from the undersigned before dropping of tender.
9. Bidders may use extra sheet to explain specification/ design and enclose after signature with the tender.
10. Quantity as mentioned in the DNIT is most tentative which may be nil/ decrease/ increase. Bidder shall have to execute any ordered quantity and payment may be made on the basis of actual work done.
11. If last date of tender dropping become suddenly holiday or normal activities of office works get disrupted due to any strike/ natural calamity the last date of dropping may be deferred to next working date as per decision of the authority. In this regard decision of the tendering authority to defer or not to defer is final.
12. Interested bidders may inspect the DNIT in the office of the tendering authority up to the specified period as mentioned in the first page of the tender form.
13. Any clause not included in the DNIT but subsequently mutually accepted will be a part & parcel of the agreement. Further any specification not in conformity of our requirement but subsequently.
14. If necessary, for timely completion of work, total work order may be divided amongst more **than** one bidder at the lowest approved rates. It is not be right of bidder who has not been first lowest but discretion of the authority to take decision in this regard is final.
15. Any conditional discount or other extraneous terms & conditions from bidder's end will not be entertained and tender will be declared as informal.

16. The work/duty will be inspected by the departmental inspection committee/Engineer-in-charge of the work. Decision of committee or Engineer-in-charge to accept / reject the work is final.
17. Work order quantity should be executed positively within 10 days from the date of issuance of work order. The bidder should have sufficiently ready stock of relevant types of materials so that any order quantity may be executed as and when required.
18. Any tender not complying with the requirement/fulfill the terms and conditions may be declared as informal.
19. Tendering authority reserves the right to accept or reject any tender including first lowest bidder without assigning any reason.
20. The earnest money of unsuccessful bidders will be refunded immediately after **final** acceptance of tender.
21. Any incomplete bid should be summarily being rejected.

**SPECIAL TERMS & CONDITION****DNIT No- DT-02/PVT-SRTY-GUARD-SARAS/EE/RDAD/2018-19 dt. 21/12/2018 (2<sup>nd</sup> Call)**

1. The duty will be performed by the security personnel in Mela complex round the clock in three shifts. Total 16 (Sixteen) nos security guard to be engaged per day and they will perform their duty strictly to follow up the schedule like this as:-
  - i) Morning shift will be started from 6.00 AM to 2.00 PM
  - ii) Noon shift will be started from 2.00 PM to 10.00 PM
  - iii) Night shift will be started from 10.00 PM to 6.00 AM

During the duty hours they will be responsible for providing the complete security of Mela Complex at Hapania Mela ground during during 14<sup>th</sup> Regional SARAS Fair, 2019 and other similar nature of works during 2018-19.
2. The security personnel will perform their duty with clean and tidy uniform along with sticks, torch light, flood light etc.
3. The security personnel should be well familiar with the Govt. officials and VIP persons and they should offer due respect to the officials. They should be well mannered with polite behavior to the visitors.
4. In Noon and Night shift, the strength of the security personnel will be 6 (Six) in each shift and for Morning shift security personnel will be 4(Four). In every shift, there must be one team in change for maintaining the liaison with the Engg- In -Charge.
5. In no case, the security personnel should perform duty in an intoxicated condition and the use of smoking, alcohol or similar nature of any toxic item is strictly prohibited.
6. Only male security personnel will be allowed to perform duty and their age limit should be 20-40 years preferably.
7. After finalization of tender 1<sup>st</sup> lowest bidder will submit the list of security personnel with mentioning detailed present and permanent address along with acceptable photo identity card as well as Identity Card issued by the concerned agency. The list of engaged security personnel will be submitted to the concerned police station for registration at police station.
8. Tax will be deducted from bill as applicable as per norms.
9. If the behavior of any security personnel are not satisfactory or doubted his duty/involve any illegal activities in eye of law reported by the Engg-in-Charge/any govt. official/any complain come from the visitor, then the errant security personnel to be removed from the duty and handed over to the police personnel and the agency will be bound to deploy substitute security personnel immediately.
10. Agency will be bound to abide by the act of labour department and engagement of security personnel must be the rules and regulation of relevant labour act of Govt. of Tripura.
11. **The payment of Security guard shall not be less than the minimum wages rates fixed by State Government from time to time. The present Security guard rates of Govt. of Tripura as per notification No. F.21(65) LAB/ ENF/ MW/ 2006/9860-90 dtd. 02<sup>ND</sup> November 2018 is Un-Skilled (Security Guard, Watchman, Darwan): Rs. 8177.00 per month for 26 days per person i.e. Rs. 314.50 per day per person without taxes and other charges.**

12. **Taxes and other applicable charges will be added with the minimum wages as mentioned in Sl. No. 11 above.**
13. **The bidders shall quote the total unit rate in the Rate Quoting Sheet at Col. No. 5 of Page no. 15 at Annexure I following the points given at Sl. No. 11,12 above.**
14. If agency suppress any fact in the tender and subsequently it is unearthed, their tender will be rejected and necessary punitive action including total forfeiture of EMD/Security money/resign of agreement/cancellation of order/barring from participation of future tender will be taken against them.
15. Engagement order will be issued by the tendering authority but the work should be started in consultation with the concerned Supervising Officer & Engineering In- Charge of the work and the bill should be raised through the concerned Engineering- In -Charge only.
16. The agency shall have to carry-out the work under the supervision and instruction of the Engineer- in-charge of mela ground whose decision shall be final and binding by the agency.
17. The agency shall have to make his own arrangement for the engagement of the security personnel during Mela period, the responsibility regarding to and fro, fooding, lodging, if any incident during duty hour etc. to be taken by the agency.
18. The payment will be made after completion of the mela, after duly check by the supervising officer and availability of fund. If any delay of fund due to fund constraint, contractor will not claim any extra charge.
19. The no of engagement of security personnel may increase or decrease. The agency should deploy the security personnel as per direction of the Engg-in-Charge. The number of security personnel in duty in different shift may differ as per instruction of the Engg-in-Charge.
20. No labor under 14 years of age shall be employed in the work and all laborers employed shall be paid at the rates not less than those approved by Government of Tripura. Fair wage clause and relevant orders of the Government of Trinura will be binding on the agency.
21. Work must be resumed within 24 hours from the time of issue of engagement order and must be completed within the specific time allotted for the job. If performance of the construction is not satisfactorily then department/ Engineer- in -charge may slush certain activities for the construction and alternatively execute the work with a view to complete the same within time frame. In that case, necessary cost deference for alternative execution will be recovered from the errant agency.
22. All terms and conditions should be followed strictly by the agency. If any modification is suggested for betterment of the arrangement during mela period by the Engg-in-Charge the agency must follow the instruction.
23. There will be an attendance register for the duty personnel . At the time of resume the duty and departure from the duty, the engaged security personnel must put their attendance in the specific register everyday and shift. The attendance register will be verified by the Engg-in-Charge of the fair.
24. If any theft or lost is occurred during the duty period of the security then complete responsibility will be fixed up to the concerned agency, supplied the security personnel and value/cost of the theft/lost materials will be recovered from the concern agency.

25.If the performance of the concerned agency, engaging the security personnel , is not satisfactory that must be reported to the DM & Collector for necessary action against the agency as per the norms of rules.

26.R.D. Department will not liable for payment of wages to the engaged security personels. Timely payment of the wages of engaged security personnel is completely responsibility of the concerned agency.

**RATE QUOTING SHEET****DNIT No- DT-02/PVT-SRTY-GUARD-SARAS/EE/RDAD/2018-19 dt. 21/12/2018 (2<sup>nd</sup> Call)**

Total rate per unit inclusive all taxes, charges as applicable (Rates are to be quoted in words as well as in figures)

Sl. No	Name of item/work & specification	Unit	Tentative quantity	Total unit Rate per person in/c all taxes, charges as applicable (in figures and words )	Remarks
1	2	3	4	5	6
1.	Providing of registered private security with uniform and stick, 16 (sixteen) nos daily throughout the Mela period till completion of the Fair in 3(three) shift daily (8 hour/shift/day) at 6.00AM to 2.00PM= 4 nos/shift 2.00PM to 10.00PM= 6 nos/shift and 10.00PM to 6.00AM=6 nos/shift.  All security person must sign in specific attendance register daily, which will be kept in the Mela office room and their attendance will be checked by the Eng-in-Charge or any official at Mela ground.	Per person	(55 days x 16 nos) = 880 nos persons		