Notice Inviting Quotation

Sealed quotations are hereby invited from the Manpower Agencies/Ex-Para Military Association having licence issued by the Home Department, Govt, of Tripura / Central Govt. & other State Govt, for providing Semi-skilled Security Guards/ Sweeping and cleaning staff for 24 hour a day for all weekdays at State Mission Management Unit (SMMU), Tripura Rural Livelihood Mission (TRLM), Gurkhabasti, Near Bholagiri Ashram, Agartala.

Quotation will be received in the SMMU,TRLM on 22/06/2018 up to 3p.m in the office of the Chief Executive officer, TRLM (Room no. 4103 of New Secretariat building, Capital Complex, Agartala), to be opened on the same day in presence of bidders, if possible. A format is enclosed herewith for submitting quotation.

Terms & conditions are given below:

1. The applicant Agency should be a registered organization & must have the license issued by the Home Department, Govt, of Tripura / Central Govt. & other State Govt, and shall have all required license / permission like :-
   a) Experience certificate minimum 2 (two) years (mandatory).
   b) PAN Card
   c) License from Labour Department, Govt, of Tripura / Central Govt. & other State Govt.
   d) Trade License.
   e) Professional Tax Clearance Certificate
   f) Last financial year income Tax return
   g) EPF registration for providing Uniform Security Guards and the entire above document is to be submitted in an envelope superscribe as pre qualification Bid.

2. An earnest money amounting to ₹ 10,000/- (Rupees ten thousand) only in the form of Deposit at call or Draft drawn in favour of “Tripura Rural Livelihood Mission Society” payable at Agartala from any Nationalized Bank/Tripura Gramin Bank/ Tripura State Co-operative bank shall be submitted along with the sealed quotation. The said earnest money will be converted to security money for successful bidder who would be offered the work and shall be released after the contract period. For others the earnest money would be refunded. it is also to be noted that the EMD / Security Money will be forfeited if the successful bidders fails to comply of discontinue the work at any point of time before completion of the contract period.

3. The contact period shall be for 1 (one) year effect from the date of issue of work order which can be renewed based on satisfactory performance.

4. The private Security Guards( Semi-skilled) shall not be more than 45-years of age with Identity documents, age proof documents of each private Security Guards (Semi-skilled) deployed have to be provided in advance along with list of such persons to the concerned authority.

5. The successful Agency shall provide list of Guards along with reserved personnel, who are likely to be deployed. The list shall contain individual personal details like name, address, educational qualification, nationality, service details in Armed Forces / State Forces. The information furnished shall be supported by documentary evidence.

6. All the personnel shall maintain official decorum abide by rules & regulations of the TRLM.

7. The Agency shall be responsible for conduct and performance of each personnel deployed by it.

8. The Agency shall submit bill along with certified Attendance Register to SMMU, TRLM

9. The successful bidder shall maintain all records / registers required to be maintained by him under various labour laws mentioned above and produce the same before the statutory / authorized when required. These shall among other things include the following:-
   a) Register of Wages
   b) Wage Slip
13. The Firm/ Agency should inform the Authority within 3 months before discontinuation with proper reasons.

14. Rate should be quoted inclusive of all taxes and should be more than that of minimum wages fixed by Govt, of Tripura as on date. There shall be no increase of rate during contract period. Rate should be calculated on cumulative basis in including holidays.

15. The rate should be quoted per day per month, month should be implied 30 days/31 days of 28/29 days in February no gap either including Sundays or Government holidays.

16. Payment to Agency to done quarterly as per availability of fund.

17. The party shall appoint required number of persons for operation. The persons who will be appointed by the approved firm for this work, the minimum wages of these persons should not be less than the rate of minimum rate of wages as fixed by the Govt, of Tripura as on date. A declaration in this regard is to be given by the approved firm in the required undertaking/agreement.

18. The manpower engaged by the approved firm should given their attendance to the authority at the time of entry and at the time of exit. The authority reserves the right to deduct instant penalty of 50% of wages per day per person for late coming by two hours and 100% of the wages per day per person for absentee beyond two hours.

19. Non fulfillment of any of the above terms may result in rejection of bids and no correspondence will be entertained in this regard whatsoever.

20. Quotation may be submitted by registered post/ speed post/currier post but those should reach to this office before 3.00 pm on 22.06.2018. Quotation send by fax or email shall not be accepted. No quotation would be entertained if it does not reach this office within the stipulated date and time.

21. Applicable taxes shall be recovered from the bill.

22. Rate should be quoted both in digits and words.

23. In case of more than one bidder quoting the same rate, the decision of the Purchase Committee shall be final.

24. The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason therefore.

25. All disputes lie within the jurisdiction of Agartala only.

(C.M. Mog)
Addl. Chief Executive Officer
Tripura Rural Livelihood Mission

Copy to:
1. M/s..................................................................................................for information & necessary action.
2. The Director, Information & Technology with a request to arrange display the notice in the website of Tripura State Portal (tripura.gov.in) and Rural Development Department (rural.tripura.gov.in).
3. The Executive Engineer, Store Division, Rural Development Department with a request to arrange display the notice in the website of Tenders Tripura (tenders.gov.in).

Addl. Chief Executive Officer
Tripura RuralLivelihood Mission
QUOTATION FOR HIRING OF MANPOWER AGENCIES BY THE
TRIPURA RURAL LIVELIHOOD MISSION

1. Name and address of the bidder
2. PAN
3. GST Regn. No.
4. Contact No.
5. Quoted rate

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*Note: - The above rate is inclusive of all levies but excluding only GST which shall be reimbursed on actual on production of documentary evidence.

I have gone through the terms and conditions stipulated in the quotation notice and agree to provide the vehicle to the Tripura Rural Livelihood Mission as per the rates mentioned under item No. 5 above, abiding all the terms and conditions.

Place: ____________________________

Date: ____________________________

Signature with seal: ____________________________