

No. F. 2 (A-37) CVS/ESTT/RKN/2020
ANIMAL RESOURCES DEVELOPMENT DEPARTMENT
GOVERNMENT OF TRIPURA
P.N. COMPLEX, AGARTALA

Ph. No.- 0381-2323611/Fax-0381-2320066
Website: - <http://tripuratenders.gov.in/www.ardd.tripura.gov.in>
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Name of Work: - e-Tender (Re-Tender) for engagement of Security guard (10 nos.) in the
College of Veterinary Sciences & A.H., R. K. Nagar, West Tripura for 1(one) year.



Director
Animal Resources Development Department
Govt. of Tripura

Name of Tender: - Engagement of Security guard (10 nos.) in the College of Veterinary Science & A.H., R.K. Nagar West Tripura for the year 2023-2024.

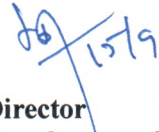
Critical dates: -

Sl. No.	Information	Details
1.	Tender No.	No. F. 2 (A-37) CVS/ESTT/RKN/2020
2.	Tender Publication Details	The e-Tender can be seen and downloaded from the websites (http://tripuratenders.gov.in and arddtripura.nic.in). The stated Tender is in e-Tender mode with built in e-bid and their online evaluation and can only be accesses through http://tripuratenders.gov.in
3.	Date & Time of publishing of Online Tender	19/09/2023
4.	Date & Time of Document Download by the Bidders	19/09/2023 up to 10/10/2023
5.	Start Date & Time for Submission of e-Bids	19/09/2023
6.	Last Date & Time for Submission of e-Bids	10/10/2023
7.	Start Date & Time for Receipt of Hard Copy of Bid Document	19/09/2023
8.	Last Date & Time for Receipt of Hard Copy of Bid Document	10/10/2023, Time:4PM
9.	Date & Time of Opening of the Tender	11/10/2023
10.	Place of Opening Bids	Directorate of ARDD, Agartala.
11.	BID Validity Period	365 days from the date of the finalization of rate
12.	Officer inviting Bids	Director of ARDD, Government of Tripura, P.N. Complex, Agartala
13	EMD	Rs. 29000/- (Refundable)
14.	Tender Fee	Rs.1000/-
15		Tender /EOI Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal. For online payment of Tender/EOI Fee and EMD, please follow the following process- <ul style="list-style-type: none"> •After initiating the Bid Submission Process from "My Tender" option, an "Online Payment" page will appear which will display the total TF & EMD amount. •On submission of TF & EMD payment option, System will redirect to the SBI Bank MOPS window. •SBI MOPS will have two options for Net Banking- "SBI" & "Other Banks". Bidder can choose any of the options as desired and can complete the Online Payment process. The EMD amount shall be refunded to all the bidders including L1 (Selected) bidder in their respective Bank Account, after the Award of Contract (AOC) event is completed in the Tripura e-Procurement Portal, on receipt of Performance Bank Guarantee from the selected bidder. No interest will be paid to the bidders on EMD submitted.

Handwritten signature

		<ul style="list-style-type: none">•EMD of the bidder may be forfeited if in any case found to have made in false Declaration or Claims.•Bidders exempted under specific Government order/ rules from submitting EMD have to furnish Scan copy of the related Governments order/rules in English language, along with the tender in support of their claim exemption.
17.	Contact Person	Dr. Debasish Behera Asst. Professor, Dept. of Veterinary Pathology C.V.Sc. & A.H., R. K. Nagar Mobile No.- 7978901205

Notes: - All the above-mentioned time are as per clock time of e-Procurement website <https://tripuratenders.gov.in>



Director
Animal Resources Development Department
Govt. of Tripura

DETAILS NOTICE INVITING e-TENDER

e-Tender (Re-Tender) for engagement of Security guard (10 Numbers) in the College of Veterinary Science & A.H., R.K. Nagar West Tripura for the year 2023-2024 are hereby invited through website (<https://tripuratenders.gov.in>) by the Director of ARD, Government of Tripura, Agartala-799006 from the Reputed, Bonafide, Registered Suppliers or their local Authorized Distributors.

Terms & Conditions

1. Tender will be floated in two parts-1) Technical Bid & 2) Financial Bid. Accordingly, two folders will be created at Bidders login (<https://tripuratenders.gov.in>). Bidder should digitally sign and upload Technical Documents to Technical Folder and Financial Documents to Financial Folder only.

Note: - If the Financial Documents is uploaded in the Technical Folder or vice-versa, the Bids will be rejected. In addition, Technical Documents can also be saved in "My Account/My Document" Folder.

2. Hard Copy of Technical Bid in sealed cover super scribed as "Technical Bid" has to be submitted. This sealed envelope should be sent through via Speed Post or Courier Service addressed to the Director of ARD, Government of Tripura, P.N. Complex, Agartala, PIN-799005 before the Bid Opening Date.

Note: All the Documents sent via Speed Post or Courier Service should also be uploaded in the Tripura Tender website (<https://tripuratenders.gov.in>). Please also note that, any Financial Bid Documents should not be enclosed in the cover.

3. The Out-sourcing Agency /Non-Govt. organization should be registered and should have valid license from Labour Department, Govt. of Tripura/ Central Govt.
4. The Agency should possess license for carrying business by Home Department, Govt. of Tripura
5. The Agency should have EPF & ESI registration.
6. Earnest Money (EM) amounting to Rs. **29000/-** (Rupees Twenty-nine thousand) only - to be deposited by the concerned Bidder through online.

Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal. For online payment of Tender Fee and EMD, please follow the following process-

•After initiating the Bid Submission Process from "My Tender" option, an "Online Payment" page will appear which will display the total TF & EMD amount.

•On submission of TF & EMD payment option, System will redirect to the SBI Bank MOPS window.

•SBI MOPS will have two options for Net Banking- "SBI" & "Other Banks". Bidder can choose any of the options as desired and can complete the Online Payment process.

7. The successful Bidder shall be required to enter into an agreement and deposit 5% of the approved rate as security money through Demand Draft drawn in favour of the Principal, College of Veterinary Sciences & A.H., R.K. Nagar.

- 8.** The contract period shall be for 1(one) year which can be extended on mutual consent.
- 9.** The number of security guards may be increased or decreased as per the requirement of C.V.Sc. and A.H., R.K. Nagar from time to time" The positions are indicative and College may reduce or add positions under security guard category as per organization requirement if need arises.
- 10.** Out of the total 10 security guards, there must be 7 Male and 3 Female and rest of the eligibility criteria are same (Sl:24 Table)
- 11.** The Out-sourcing Agency/NGO shall offer rate in figure and words for service post wise as a package in Indian Currency.
- 12.** There shall be no increase in charges within the contract period.
- 13.** The Personnel shall be 18 to 40 years of age but upper age is relaxable 5 years for SC, ST & PH categories.
- 14.** The successful outsourcing Agency /NGO shall provide the list of personnel post wise according to eligibility as mentioned in column no.4 (Sl:24 Table) with details particulars supported by documentary evidence within 3(three) days.
- 15.** The outsourcing Agency/NGO shall be responsible for conduct and performance of each personnel deployed by it.
- 16.** The Personnel so provided by the concerned authority shall be in duty for all working days for a minimum period of 8 (eight) hours.
- 17.** All the Personnel shall maintain official decorum, abide by rules & regulations of the College and work under direct control of the Principal, C.V.Sc. & A.H., R.K. Nagar.
- 18.** The outsourcing Agency/NGO shall submit bill along with attendance registered of Personnel duty certified by the Controlling Officer i.e. the Principal of the College of Veterinary Sciences and A.H., R.K. Nagar
- 19.** Any offer submitted with reference to this Tender shall be considered to be an offer that the bidder will abide by all the conditions.
- 20.** The cost of Tender Form is Rs. 1,000/- only (non-refundable) should be submitted online.
- 21.** The MSME certificate will not be considered for getting entitlement towards succeeding in the bidding process. There is no exemption for EMD and tender fee.
- 22.** The total experience period of any out-sourcing agency/ NGO in managing or handling the security services shall be taken in to consideration in the event of the exactly same rate as quoted by the more than one bidder as lowest one (L-1) and the average amount of turnover in rupees during the last three years as furnished by the agencies or bidders shall be taken as criteria for selection of L-1 bidder.



23. The minimum wages (Mentioned in the table below) shall not be less than the basic minimum rates of wages as per the notification of the Labour Department, Govt. of Tripura with vide no. **F.22 (56)-LAB/ENF/MW/PSG/2022/3089-3134, dated, Agartala, the 16th June, 2023** and it should be in rupees only, not in paise.

24. Remuneration of security personnel: -

Sl no.	Type of man power	Required number	Min. qualification	Minimum remuneration to be paid/staff (Rs)	EPF to be paid/(Rs)	ESI to be paid/Staff (RS)	Total per day per staff (Rs) (6+7+8)
1	2	3	4	6	7	8	9
1	Security guard (Unskilled)	10 (7 Male and 3 Female)	5 th Standard Pass	394/day	51/day	13/day	458/day

25. The agency charges should not be less than 2 per cent.

26. The Agency shall have to pay the minimum Basic Pay of wages to each specified person mentioned in Remuneration of Security Personnel in Sl. No.24 table.

27. The agency shall calculate the service charge and GST on the total claim i.e., Minimum Remuneration, EPF & ESI. The agency must pay the minimum Remuneration, EPF & ESI to each security personnel.

28. The EPF contribution:

- a) Contribution by an employee: contribution towards EPF is deducted from employee's salary i.e., 12 % of basic salary and PF applicable allowances of the employee.
- b) Contribution by an employer: The contribution made by the employer is 13% of the basic salary and PF as applicable allowances of employee. However, this 13% further subdivided in to:
 - i) 3.67% of contribution towards Employees Provident Fund
 - ii) 0.5% of contribution towards EPF Administration charges
 - iii) 0.5% of contribution towards EDLI Administration charges
 - iv) 8.33% of contribution towards Employees' Pension Scheme.

ESI contribution: i) Contribution by an employee: Contribution towards ESI is deducted from employee's salary i.e., 0.75 % of basic salary.

ii) Contribution by an employer: The contribution made by the employer is 3.25% of the basic salary.

29. The staffs shall not claim ally facilities or claims applicable to payment to regular employee at any time.

30. Financial turnover for last 3 (three) Financial Years. Copy of Chartered Accountant (CA) certified Balance sheet for last 3 (three) Financial Years (2020-2021, 2021-2022 and 2022-2023) need to be furnished. The average turn over more than Rs 20 Lakh will be minimum to qualify in the technical bid scrutiny.

31. The manpower may be assigned any task equivalent to his/her post by the officials in case any urgent requirement, sometimes beyond duty hours and C.V.Sc. and A.H., R.K. Nagar shall not be liable to pay for such late stay.

32. The Director of Animal Resources Development Department, Government of Tripura reserves the right to reject/cancel any or all offers including the lowest one without assigning any reason.

33. The Director of Animal Resources Development Department, Government of Tripura also reserves the right to discontinue at any time, if found inefficient and any negligence /misbehave etc. from any personal at the working place.

Instruction to Bidder

1. Bid documents consisting of qualification information and eligibility criteria of bidders, plans, specifications and the set of terms and conditions of the contract to be complied by the bidder can be seen in the website <https://tripuratenders.gov.in> at free of cost only after uploading the same.
2. Bid documents shall be uploaded in two bid system with all Pre-Qualification and other details. Bidder shall participate in bid online through website <https://tripuratenders.gov.in>, for which they shall register/enroll themselves in the same website.
3. To participate in bid, the bidder shall have a valid **Class 2/Class 3 Digital Signature Certificate (DSC)**, obtained from the certifying authorities enlisted by Controller of Certifying Authorities (CCA) at <http://cca.gov.in>
4. Bid will be opened online through website <https://tripuratenders.gov.in> on **11/10/2023** in the Directorate of Animal Resources Development Department, P.N. Complex, Agartala. If the Office happen to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.
5. Each Bidder shall submit only one bid for the work. A bidder who submits more than one bid will cause disqualification of all the bids submitted by the Bidder.
6. **Rate Quotation:**
BOQ should be downloaded from the e-procurement application <https://tripuratenders.gov.in> and the same BOQ should be filled up properly and uploaded as a part of bid with digital signing. Bidder shall quote the Rate **mandatorily** only in the Bill of Quantity (BOQ) which is in MS-Excel (macro enabled) and Name of the bidder/company/firm must be written in the appropriate field of Bill of Quantity (BOQ) by bidder.
7. On publication of the bid, bidder shall download the DNIT and all the work items from website as mentioned in the DNIT and minutely go through the instructions/terms conditions/critical dates/eligibility criteria of the DNIT. Downloaded DNIT document is to be uploaded back and digitally signed as a part of bid, and as a proof of acceptance of all terms conditions in the DNIT.
8. The Bidders shall have to scan all the required documents mentioned in this DNIT into PDF format of 100 dpi resolution, for uploading as part of Bid.
9. Bill of Quantity (BOQ), which is in MS-Excel shall be downloaded, filled up properly and uploaded with the bid after digital signing. The Bidder shall always open the BOQ sheet with Macro Enabled.
10. The dates stipulated in the bid notice are firm and under any circumstances, they will not be relaxed unless officially extended.
11. Bidders are allowed to bid 24x7 until the time of Bid closing, with option for Re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e-Procurement website will not allow any Bidder to attempt bidding, after the scheduled date and time.
12. Even though the bidders meet the above qualifying criteria, they are liable to be **disqualified/ debarred/ suspended / blacklisted** if they have.
 - a) Furnished false/ fabricated particulars in the forms, statements and / Annexure submitted in proof of the qualification requirements and/or



- b) Not turned up for entering into agreement, when called upon.
- c) Even while execution of the work, if found that the work was awarded to the Bidder based on false/ fake certificates of experience, the Bidder will be blacklisted and necessary action will be taken as per rules.
- d) Any definite attempt of profiteering by any bidder will render himself liable to be debarred permanently from bidding or for such period as the bid accepting authority may decide. The bidder overall rate should be based on the controlled prices for the materials, if any, fixed by the Government or the reasonable prices permissible for the bidder to charge a private purchaser under the provisions of clause-6 of the hoarding and profiteering prevention ordinance of 1943 as amended from time to time and on similar principle in regard to labour supervision on the construction.

13. Process to be Confidential.

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to the Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced by the bid accepting authority. Any effort by a Bidder to influence the processing of Bids or award decisions may result in the rejection of his Bid.

BID OPENING AND EVALUATION

14. Bid Opening

The bids will be opened online by the Bid openers **on behalf of the Director of ARDD** at the time, date and venue as specified in the bid documents. Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. In case of any discrepancy of non-adherence Conditions, the Bid accepting authority shall communicate the same which will be binding both on the bid Opening authority and the Bidder. In case of any ambiguity, the decision taken by the Bid Accepting Authority on bids shall be final.

15. Bid Evaluation and Comparison of Bids.

All the statement, documents, certificates, BOQ (Bill of Quantity) etc., shall be submitted/uploaded by the bidder will be verified, for evaluation of bids. The clarifications, particulars, if any, required from the bidders, will be obtained by addressing the bidders. Bids will be evaluated against the specified parameters / criteria same as in the case of conventional bids and the qualified bidders will be identified. The result of bids evaluation can be seen in the e-procurement application <https://tripuratenders.gov.in> by all the bidders who participated in the Bid.

The '**BOQ Comparative Chart**' generated & displayed by system through the e-procurement portal, after the opening of Bid, will show the amount calculated based on percentage rate quoted by the bidders. The bidder shown as lowest (L1) in the bid rank of the '**BOQ Summary Details**', may not be the lowest always. The prescribed authority (Bid Opening Committee) in the Department will prepare a '**Comparative Statement**' considering all parameters as pre conditions given in the bid document. This '**Comparative Statement**', declaring lowest bidder (L1), will be displayed in the e-procurement portal subsequently.

Details of '**Bid Evaluation Committee**' shall be uploaded in the e-procurement portal <https://tripuratenders.gov.in> and all the bidders can access the same. Tender Inviting Authority may cancel the Tender at any stage without any prior Notice.

Discrepancy in Bid rate quoted-

Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. Bidder shall quote rate in figures only. BOQ (in MS-Excel format) shall be open with Macro Enabled for automatic conversion from figures to words. In case of any ambiguity, the decision taken by the Bid Accepting Authority on Bidders shall be final



AWARD OF CONTRACT

16. Award Criteria

The Director of ARDD, Government of Tripura will award or recommend to the Competent bid accepting authority for award of the contract to the Bidder who is found Technically Qualified as per the Bid conditions and whose **Offered Rate is lowest**. The bid accepting authority reserves the right to accept or reject any Bid or all bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the reasons for such action.


17. Notification of Award and Signing of Agreement.

The Bidder whose Bid has been accepted will be notified the award of contract by any authorized official, prior to expiration of the Bid validity period by publishing the Award of Contract in the Tripura Tenders portal and also may send the same through registered letter. The bidder should appear before the Tender inviting authority within 10 days after the bidder has been awarded. The written Agreement to be entered into between the Bidder and the Government shall be the foundation of the rights and obligations of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by the Bidder and then by the proper officer authorized to enter into contract on behalf of the Government. The successful bidder has to sign an agreement within a period of 10 days from the date of receipt of communication of acceptance/ award of his bid.

18. Corrupt or Fraudulent Practices

The Government requires that the bidders / suppliers / Bidders under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government. Define for the purposes of the provision, the terms set forth below as follows:

- Corrupt practices means the offering, giving, receiving or soliciting of anything of value to influence the action of a Government official in procurement process or in contract execution: and Fraudulent practices means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish in Bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.
- Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- Will blacklist / or debar a firm/Agency, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract. Furthermore, Bidders shall be aware of the provisions stated in the General Conditions of Contract.



Director
Animal Resources Development Department
Govt. of Tripura

PROCEDURE FOR SUBMISSION OF BIDS

The Bids shall be submitted in 2(two) parts as follows: -

Part I: - Technical Bid

List of Documents to be scanned and uploaded in My Documents

The following documents as per standard format dictated by the Regulatory/Statutory Bodies, shall be scanned, digitally signed and uploaded along with the Bid Document as per requirements-

Sl. No.	Name of the Documents
1	Acknowledgement for deposition of Earnest Money and Tender Fee
2	PAN Card/Tan card
3	EPF & ESI Registration
4	GST registration Certificate & Trade License
5	Financial turn over from FY 2020-21 to 2022-23 (AVG. 20 lakh/year, CA certified)
6	Experience certificate (Minimum 5 years mandatory) in Govt. sector/PSU/Society
7	Up to date Professional Tax Clearance Document
8	IT Return for the last three (FY 2020-21 to 2022-23) financial years
9	License from Labour Department, Govt. of Tripura/Central Govt.
10	Copy of license for carrying business by Home Department, Govt. of Tripura
10	Tender Document/DNIT which is digitally signed by the Bidder
11	Other relevant Documents mentioned in Eligibility Criteria
12	All filled in and signed Annexure-I & II

Part II: - Financial Bid

Financial Bid will be considered for evaluation for those Bidders who have cleared the Technical Bid.

BOQ should be downloaded by the Bidder, fill up the same and upload to My Document in Tripura Tenders website.

Note :- Bidders should not temper the BOQ else the Bid will be rejected. Total rate should invariably be written in figure. If any bidder is not interested to bid for all the items of a tender then the corresponding column of the rate quoting sheet (BOQ) should be kept blank / or may write "0" only. Any comments like 'Not quoted', 'Not applicable' etc. should not be written as these will not be accepted by the system. If any discrepancies arise due to wrong quoting of rates suitable penalty for a justified reason will be imposed and deducted from the EMD of the bidder.

Attach all Documents (self-attested), without which the Bid shall be rejected.

For each above-mentioned document, the Bidders shall scan in 100 dpi resolution into PDF and upload them.


Director
Animal Resources Development Department
Govt. of Tripura

ANNEXURE - I

Specification/Eligibility criteria
No. F. 2 (A-37) CVS/ESTT/RKN/2020

Sl No	Designation of Personal	Number of Post	Required Educational Qualification	Minimum rate of wages per/Security guard/ month
1	2	3	4	5
1	Security Guard	10 (7 Male & 3 Female)	Class- V standard passed. Desirable: 3 years working experience as security guard.	(As per latest notification issued by the Labour Dept., Govt of Tripura vide no. F.22 (56)-LAB/ENF/MW/PSG/2022/3089-3134, dated, Agartala, the 16 th June, 2023).

 15/9

Director
Animal Resources Development Department
Govt of Tripura

Annexure-II

To
The Director,
Animal Resources Development Dept.,
Government of Tripura,
P.N. Complex, Agartala.

Dear Sir,

1. Having examined the tender document, the receipt of which is hereby acknowledged, we, the Undersigned, offer to provide under the above-named Contract in full conformity with the said tender document and our financial offer in the Price schedule submitted in Envelop No.2 which is made part of this tender.
2. We undertake, if our tender is accepted, to provide the personals in accordance with the specified in the tender document.
3. If our tender is accepted, we undertake to submit the security deposit in the form, in the amounts, and within the times specified in the tender document.
4. We agree to abide by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
5. Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender and your Acceptance of Tender shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive.

Signed: _____

Date: _____

In the capacity of _____

Duly authorized to sign this bid for and on behalf of _____

Signature & stamp of Tendere