



COLLEGE OF FISHERIES  
CENTRAL AGRICULTURAL UNIVERSITY

Lembucherra, West Tripura , 799210

Website: [cofcau.nic.in](http://cofcau.nic.in), E-Mail: [cofcau@rediffmail.com](mailto:cofcau@rediffmail.com)

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E-TENDER NOTICE

Sealed quotations are hereby invited by the undersigned from registered and authorized reputed Security Agencies /Organization having valid Registration Number with capacity to provide the required numbers of **Uniformed Unarmed Trained Security Guards & Security Supervisor** for the security services in the College campus and residential complex of the "College of Fisheries, Central Agricultural University, Lembucherra, West Tripura District , Pin 799210 for a period of 1(one) year on contract basis which may be extended on mutual consent.

The detailed qualification of the bidder, terms and Condition, price bidding schedule , declaration etc. can be downloaded form the Website [www.cau.org.in/www.cofcau.nic.in](http://www.cau.org.in/www.cofcau.nic.in)

**Earnest Money: - Rs 5000.00**

Last date for submission/receipt of tender(s) is **02/03/2016 at 1600 Hrs.** in the College of Fisheries, Lembucherra.

Tenders shall be opened in the college in the presence of tenderers or their authorized representatives who wish to be present on **03/03/2016 at 1500 hrs.** in the College of Fisheries, Lembucherra.

(In case the above scheduled last date for receiving of tender is declared holiday, said Tender will be received up to **1200 Hrs** on the following working day keeping other clauses of N.I.T. unchanged.)

**The tenders received after the above said scheduled date and time will not be considered. No tender by FAX /Mail will be entertained.**

(P.K. Pandey)

Dean

College of Fisheries

SECTION-I

QUALIFYING REQUIREMENTS FOR BIDDERS

To be qualified to bid for the package, the bidder shall have to meet the following minimum criteria:

1. The Security Agency should be a registered organization and capable of providing trained Security Guards & Security Supervisor as provided in the "The Tripura Private Security Agencies Rules, 2007"/Ex-Servicemen/Ex-State Force Personnel/Ex-Paramilitary force having all required license/permission for providing uniform security guard for watch and ward duties for round the clock (24 hrs) duty.
2. Security agencies who are satisfactorily providing similar kind of services for **at least last three consecutive years** in the Govt. Departments/Autonomous Institutions/Universities/ Public Sector Undertakings of the Government or any other State Government or Public Sector Banks or Local Bodies/Municipalities
3. The bidder must be financially capable for execution of the work having current validity of **Income Tax clearance certificate, Professional tax clearance certificate, Sales tax/VAT clearance certificate, Labour Registration and PAN.**
4. Notwithstanding anything contained herein above authority of the College of Fisheries, CAU reserves the right to assess the "capacity and capability" of the bidder to execute the work.



(P.K. Pandey)

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## SECTION-II

### TERMS & CONDITIONS

1. The bidder is advised to visit and acquaint himself with the operational condition and system. The costs of visiting shall be borne by the bidder. It shall be deemed that the bidder has undertaken a visit to the College and is aware of the operational conditions prior to the submission of the tender documents.
2. The bidder shall bear all cost and expenses associated with preparation and submission of its bid including pre bid discussions, technical & other presentation, etc.
3. The bidders shall be required to deposit **Earnest Money Rs.5000/-** (Rupees five thousand only) as put to tender in the form of **Demand Draft** or **Banker Cheque** from any Nationalized Bank favoring Dean, College of Fisheries payable at Agartala along with the bid. On award of work the successful bidder shall be required to furnish a **Contract Performance Guaranty of Rs. 50,000/-** (Rupees fifty thousand only) in the form of Bank Guarantee (BG) from any Nationalized Bank of India favoring Dean, College of Fisheries payable at Agartala. Contract Performance guaranty of Rs. 50,000/- shall be retained till completion of the contract period and shall not earn any interest.
4. The Earnest Money of the unsuccessful bidders will be retained till the issue of the work order to the successful bidder and completion of all bidding process. The Earnest Money shall not earn any interest
5. The contract period shall initially be for 1(One) year from the date of execution of the Contract Agreement which may be extended on mutual consent of both the parties if require.
6. There shall be no increase/change in the rate during the contract period.
7. The security guards shall wear well distinguishable uniform and follow the Rules & Regulation of College /University.
8. The Agency shall provide uniform, Photo Identity Card, torch, battery & mobile set, lathi , Walkie-talkie etc for duty person (s) along with its establishment cost.
9. In case of change/substitute of security guard personal, prior written permission of the undersigned is required. Replacement should be made from Reserve List of security personal.
- 10. Attested copies of the following documents must be submitted along with the tender:-**
  - a) Trade License issued by the Government /Municipality.
  - b) Registration Certificate from the Register of Co-Operative Societies.
  - c) Experience Certificate.
  - d) License to engage in the business of Private Security Agency.
  - e) Certificate of Labour Registration issued by the Labour Department , Tripura



- f) Employees Provident Fund Registration Certificate.
- g) Copy of ITC, PTC and VAT clearance Certificate.
- h) Service Tax Registration Certificate
- i) PAN Card.
- j) Earnest Money Rs. 5000/-in D/D or Bankers Cheque.
- k) Listed and contact details of organization to whom present service is being provided by agency

**Tender without documents as above/incomplete tenders are liable to be rejected. The College authority reserves all the rights to accept/reject any tender including lowest one without assigning any reason thereof.**

11. The details of the work involved are as under:

- a) The agency shall ensure all security measures and arrangements to safeguard the movable and immovable property and shall be responsible for any type of loss incurred due to theft of equipments/other properties etc. in the college campus (including residential areas, cctv. livestock, farms, orchards, ponds, etc).
- b) Opening the locks of premises at commencement of office & applying the locks when the office closes. Safety of office keys.
- a) Prevention of unauthorized entry of personnel including all types of outside vendors/ cattles in the premises. Particulars of visitors, college campus including residential complex should be recorded in the relevant registers.
- b) At the reception the security guard will have to see that the visitors are properly attended to and guided and if need be necessary security check may be exercised.
- c) Any other work assigned to him by the competent authority of the college.

12. The agency shall not engage any sub-contractor or transfer the contract to any other person.

13. The security agency has to abide by the Tripura Private Security Agency Rules, 2007 and any amendment thereto made in time to time.

14. In normal course, the contract can be terminated by the college authority by giving one month's notice & by agency by giving three months notice. However, in case the service of the agency is not found satisfactory, the contract can be terminated by the undersigned without giving any notice.

15. Any personnel engaged by the Agency if found indulging in illegal and intolerable activities will be handed over to the police or any other action deemed fit against him will be taken. Agency shall be solely responsible for the conduct and behavior of persons deployed by the agency.

16. The Agency shall not replace the staff frequently without proper substitute & without prior permission of the college authority.

17. In normal conditions worker shall not be deployed for double duty. However, in case of emergency/urgency, a worker may be allowed for not more than continuous duties in a day in

alternative shift not in continuous with proper written information to the authority of the college. However, the college authority will not bear any cost for such arrangements.

18. Security guards should have Photo Identity Card having details of Name, Residential Address, Phone Number if any. A copy of the I/Card of the engaged persons including reserve person to be submitted to the Assistant Estate Office (AEO) of the college.
19. The agency will be responsible for complying with payment of minimum wages fixed by the labour department, Govt of Tripura and discharge the mandatory liability like EPF contribution, service Tax etc for the employees deployed in the College. The agency will be responsible to allow other benefits including prescribed number of duty hours/leave/ holidays, etc. as per Labour Laws in force from time to time and to comply with all labour legislations including social security, Service-Tax wherever applicable and such other statutory orders by Government/Municipality which may be in force from time to time. The security agency has to submit such compliance report clearance certificate in case in needed by undersigned .
20. There will be 3 (Three) shifts per day and 1(one) person will be deployed in each shift in each duty point. "Duty Roaster" to be prepared by the security agency in advance before deployment of the security personnel for a particular month and a copy to be furnished to the Dean College of Fisheries.
21. Attendance Register of Security persons/supervisor to be maintained as per approved Roaster and The Dean/Security officer undersigned has the right to check the Attendance Register at any point of time.
22. In case of leave or absence of any person, the agency will provide immediate replacement from the reserve list with the intimation to the college authority.
23. The agency shall work under the overall supervision and direction of the officer authorized by the undersigned
24. The payment will be made on monthly basis through Account payee cheque at the name of security agency after verifying the attendance on deduction of the statutory deductions on submission of bill after each month. Under normal situation, the bill will be paid within 10(ten) days on submission of the bill. In no case, any amount will be paid to any individual person.
25. Contract Agreement on non judicial stamp paper of **Rs.100/- only** be executed within 7 (seven) days after award of work to the successful tender. The terms and condition prescribed in the contract should be final.
26. The successful tenderer shall provide within 3 (three) days after award of work the list of guards along with reserved Personnel who are likely to be deployed as security guards. The list shall contain individual person details like name, address, educational qualification, nationalities, service details supported by documentary evidence.

