



# Tripura Power Generation Limited

(A Government of Tripura Enterprise)  
Gas Thermal Electrical Division  
Baramura, Khowai District, Tripura

## E-TENDER DOCUMENT

**Name of work:-** Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bungalow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year.

**Estimated Cost:** Rs.28,66,998.00 (Rupees Twenty Eight Lakh Sixty Six Thousand Nine Hundred Ninety Eight) only.

DNIe-T No.DGM/GTED/(B)/2024-25/02,

Dated 05/06/2024



1. Certified that this e-tender document contains **49 (forty-nine)** pages numbered from 1 to 49.
2. Header of each page of e-tender document bears the text “**e-Tender for** providing security guards, caretaker, safai karmachari
3. The Bid Information Sheet of above e-Tender is shown in Page No. 2 to Page No. 3.

Deputy General Manager  
Gas Thermal Electrical Division, Baramura

SIGNATURE OF THE BIDDER WITH SEAL & DATE



# Tripura Power Generation Limited

(A Government of Tripura Enterprise)  
Gas Thermal Electrical Division  
Baramura, Khowai District, Tripura

## BID INFORMATION SHEET

1.	Name of work	Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year.
2.	Estimated Cost	<b>Rs.28,66,998.00 (Rupees Twenty Eight Lakh Sixty Six Thousand Nine Hundred Ninety Eight) only.</b>
3.	Earnest Money	<b>Rs. 71,675.00 (Rupees Seventy one thousand six hundred seventy five) only</b> are to be paid on-line by using NET Banking only through e-tender portal at the time of submission of bids.
4.	Tender Fee	<b>Rs. 1,000/- (Rupees One thousand)</b> only are to be paid electronically using on-line by using NET Banking only through e-tender portal at the time of submission of bids. (Non-refundable).
5.	Completion period for the work	<b>1 (One) Year</b>
6.	Date of Publishing of Tender	<b>07/06/ 2024 at 10:00 Hrs</b>
7.	e-procurement portal	<b><a href="https://tripuratenders.gov.in">https://tripuratenders.gov.in</a></b>
8.	Period of document downloading from e-procurement portal	<b>07/06/2024 at 10:30 Hrs</b>
9.	Date of start of seeking clarification	<b>07/06/2024 from 11:00 Hrs</b>
10.	Closing date for seeking clarification	<b>10/06/2024 upto 17:00 Hrs</b>
11.	Pre-bid queries	Prospective bidder may ask for any clarification on e-tender through e-mail to <a href="mailto:brmgtps@gmail.com">brmgtps@gmail.com</a> , the reply of which may be given by TPGL through e-mail.
12.	Bid Submission Start Date & time	<b>11/06/2024 from 10:00 Hrs</b>
13.	Bid Submission End Date & time	<b>20/06/2024 upto 17:00 Hrs</b>
14.	Payment of Tender fee & EMD.	The payment of Tender Fee & EMD shall be made ONLINE by using net banking through E-tender portal at the time of submission of bids.
15.	Technical bid Opening Date & time	<b>21/06/2024 at 10:30 Hrs</b>
16.	Price bid Opening Date & time of	To be notified after Technical Bid Evaluation.

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17.	Place of Opening of Bids	In the office of the Deputy General Manager, Gas Thermal Electrical Division, Baramura, Khowai Tripura Pin: 799205.
18.	Bid Validity	120 (One hundred twenty) days from the date of opening of the Price Bid.
19.	Officer inviting Bids	Deputy General Manager, Gas Thermal Electrical Division, Baramura, Khowai Tripura.

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

Deputy General Manager  
Gas Thermal Electrical Division, Baramura

## IMPORTANT NOTE:

- 1) Tender documents may be downloaded from Central Public Procurement Portal <https://tripuratenders.gov.in>. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://tripuratenders.gov.in>. The enrollment for the bidder is free of cost. Bidders need to go through the tender document where instructions are given.
- 2) Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://tripuratenders.gov.in>.
- 3) Tender and supporting documents as per NIE-T should be uploaded through website <https://tripuratenders.gov.in>. Hard copy of the tender documents will not be accepted. The successful bidder(s) shall be required to produce original documents on getting communications from TPGL before issue of formal work order.
- 4) Prospective bidders are requested to remain updated for any Notices/Amendments/Corrigendum etc. to the DNIE-T document through the website <https://tripuratenders.gov.in>. No separate Notices would be issued for such Notices/Amendments/Clarifications etc. in the print media or individually. All the information related to this DNIE-T shall only be uploaded in the website <https://tripuratenders.gov.in>.

Deputy General Manager  
Gas Thermal Electrical Division, Baramura

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 Deputy General Manager  
 Gas Thermal Electrical Division, Baramura

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## PART-A

### PART-1:

#### SECTION -1

#### **PARTICULARS OF E-TENDER:**

1.1	e-Tender No.	DNIE-T No.DGM/GTED/(B)/2024-25/02, Dated 05/06/2024.
1.2	Particulars of work	Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year.
1.3	Period of completion	1 (One) year
1.4	Period of validity of rates for acceptance	120 (One hundred two) days from the date of opening of Price Bid.
1.5	Place of opening of e-tender	In the office of the Deputy General Manager, Gas Thermal Electrical Division, Baramura, Khowai Tripura.

- The bidders can view the NIE-T and the time schedule (Key Dates) for all the tenders floated through the single portal e-procurement system on the Home Page at <https://tripuratenders.gov.in>.
- Bidders are advised to study the tender Document carefully. Submission of e-Bid against this tender shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the tender Document with full understanding of its implications.
- The bid should be submitted through e-Procurement website <https://tripuratenders.gov.in>.
- In the event of date specified for e-Bids opening being declared a holiday for TPGL's office then the due date for opening of e-Bids shall be the following working day at the appointed time and place.
- All the required documents including Price Schedule/BOQ should be uploaded by the Bidder electronically in the PDF/XLS format. The required electronic documents for each document label of Technical (Qualification details, e-Bid Form and Technical Specification details) schedules can be clubbed together to make single different files for each label. All the enclosures should be scanned and uploaded with bid as per requirement of e-procurement portal <https://tripuratenders.gov.in>.

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## SECTION -2

### COVERING LETTER:

(To be submitted in the official letter head of the company)

e-Bid Ref. No. Date \_\_\_\_\_/\_\_\_\_\_/2024

To  
The Deputy General Manager  
Gas Thermal Electrical Division  
Baramura, Khowai District, Tripura.

**SUB:** Offer in response to DNIE-T No.DGM/GTED/(B)/2024-25/02 Dated.- 05/06/2024

Sir,

We are submitting our offer in full compliance of the terms & conditions of the above cited NIE-T. A copy of bid document duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as all the terms & conditions.

We confirm that, we have the capability for Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year.

We have electronically deposited the **Tender Fee of Rs. 1000/- (Rupees one thousand) only** and EMD of **Rs. 71,675.00 (Rupees Seventy one thousand six hundred seventy five) only** through e-procurement portal.

We confirm that our offered rate would be valid for at least 120 (one hundred twenty) days from the date of opening of Price Bid.

The e-tender is uploaded in two separate files named Part-A for technical bid & Part-B for Price Bid only.

(Signature of the authorized signatory)

Name:  
Designation:  
Company Seal:

**SIGNATURE OF THE BIDDER WITH SEAL & DATE**



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## SECTION -3

### GENERAL PARTICULARS OF BIDDER:

a)	Name of Bidder	
b)	Postal Address	
c)	Web site	
d)	Mobile No.	
e)	e-mail address	
f)	Telephone, Telex, Fax No	
g)	Name, designation of the authorized representative of the Bidder to whom all references shall be made	
h)	Mobile No. of authorized representative	
i)	Name and address of the Indian/foreign Collaboration if any	
j)	Have anything/extra other than price of items (as mentioned in price Schedule) been written in the price schedule.	
k)	Have the Bidder ever been debarred by any Govt. Deptt. / Undertaking for undertaking any work? (Upload undertaking)	
l)	Details of offer (please mention number of pages and number of Drawings uploaded)	
m)	Reference of any other information attached by the bidder (please Mention no. of pages & no. of drawings)	

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(To be submitted in the official letter head of the company)

## SECTION -4

### DECLARATION BY THE BIDDER

(Regarding e-Tender Notice No. DNIE-T No.DGM/GTED/(B)/2024-25/

Dated :-

I/We \_\_\_\_\_ (hereinafter referred to as the bidder) being desirous of tendering for the work under the above mentioned tender and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc. as mentioned in the tender document, DO HEREBY DECLARE THAT-

- 1) The Bidder is fully aware of all the requirements of the tender document and agrees with all provisions of the tender document.
- 2) The Bidder is capable of executing and completing the work as required in the tender.
- 3) The Bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
- 4) The Bidder has no collusion with other contractor, any employee of TPGL/TSECL/ Department of Power, Govt. of Tripura or its autonomous bodies or with any other person or firm in the preparation of the bid.
- 5) The Bidder has not been influenced by any statement or promises of TPGL/TSECL / Department of Power, Govt. of Tripura or its autonomous bodies or any of its employees but only by the tender document.
- 6) The Bidder is financially solvent and sound to execute the work.
- 7) The Bidder is sufficiently experienced and competent to perform the contract to the satisfaction of TPGL.
- 8) The information and the statements submitted with the tender are true.
- 9) The Bidder is familiar with all general and special laws, acts, ordinances, Rules and Regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
- 10) The Bidder has not been debarred or Black Listed from similar type of work by TPGL/TSECL and or Central / State Government Departments /Undertaking during last three years.
- 11) This offer shall remain valid for acceptance for 120 (one hundred twenty) days from the date of opening of the Price Bid.
- 12) The Bidder gives the assurance to execute the work as per technical specifications, terms and conditions of the NIE-T and within the time specified in the bid document.
- 13) The Bidder assured to execute the work in accordance to the time schedule as per PERT Network duly approved by TPGL/TSECL.
- 14) The terms and conditions of NIE-T will be binding upon bidder in the event of acceptance of their tender.
- 15) The Bidder has submitted the Tender Fee and Earnest Money as required in the tender document.
- 16) The Bidder accepts that the earnest money be partially / absolutely forfeited by TPGL as per the terms & conditions laid down in this NIE-T.

Date: \_\_\_\_/\_\_\_\_/2024

(Signature of bidder)  
WITH SEAL

**SIGNATURE OF THE BIDDER WITH SEAL & DATE**





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## SECTION -5

### CHECKLIST OF ANNEXURE/DOCUMENT TO BE UPLOADED:

The following information/documents are to be annexed, flagged and uploaded by the Bidders along with the Technical BID. The list is indicative, any other document as required / specified in this NIE-T are to be uploaded.

Sl. No.	Annexure No.	Particulars	Yes / No
1	Annexure – I	Acknowledgement copy of Tender Fee and EMD	
2	Annexure – II	Declaration by the bidder, Covering Letter, Checklist	
3	Annexure – III	Eligibility as per cl- 3.1 to 3.8 of section 3 of Part-2.	
4	Annexure – IV	Schedule of Experience / Credential as per Format-1 of Part-5.	
5	Annexure – V	Power of Attorney as per Format 3.	
6	Annexure – VI	Downloaded DNIE-T duly signed by the bidder in all pages.	
7	Annexure – VII	Any other document, as per DNIE-T.	

#### NOTE:

- Please write the Annexure number in **right upper corner** in **all pages** of the concerned uploaded documents.
- Bids received without supporting documents as specified and mentioned in DNIE-T shall be rejected.

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## **PART -2: INSTRUCTION TO BIDDERS (ITB)**

### **SECTION -1:** **THE e-TENDER DOCUMENT**

**1.1 Contents of e-tender document:** The e-tender procedure and contract terms are prescribed in the e-tender Documents. In addition to the e-tender Notice the Bidding documents include.

#### **1.1.1 PART – A**

##### **1.1.1.1 PART – 1**

- 1.1.1.1.1 Particulars of e-tender
- 1.1.1.1.2 Covering letter
- 1.1.1.1.3 General Particulars of bidders
- 1.1.1.1.4 Declaration by bidder
- 1.1.1.1.5 Checklist of Annexure

##### **1.1.1.2 PART 2: Instruction to bidder**

- 1.1.1.2.1 Section -1 Contents of e-tender document
- 1.1.1.2.2 Section-2 Bidder to inform fully
- 1.1.1.2.3 Section -3 Eligibility condition
- 1.1.1.2.4 Section-4 Preparation of e-tender
- 1.1.1.2.5 Section-5 Uploading of e-tender
- 1.1.1.2.6 Section -6 e-tender opening and evaluation
- 1.1.1.2.7 Section-7 Procedure for Finalisation of Bid

##### **1.1.1.3 PART 3: General Condition of the Contract**

##### **1.1.1.4 PART 4: Scope of Work**

##### **1.1.1.5 PART 5: Technical Bid**

#### **1.1.2 PART – B: PRICE BID**

**[NOTE: The Bidder is expected to examine all instructions, forms, terms and specifications as mentioned in the e-tender document. Failure to furnish all information required by the e-tender documents or submission of a bid not substantially responsive to the Bid Document in every respect will be at the Bidder's risk and is likely to result in out-right rejection of the e-tender.]**

**1.2 LOCAL CONDITIONS:** It shall be imperative on each bidder to fully inform himself of all local conditions and factors, which may have any effect on the execution of the works covered under these documents and specifications. TPGL shall not entertain any request for clarifications from the Bidder, regarding such local conditions.

#### **1.3 CLARIFICATION:**

**1.3.1** A prospective Bidder requiring any clarification of the e-tender Documents may contact TPGL in

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writing through mail at the TPGL's mailing address [brmgtps@gmail.com](mailto:brmgtps@gmail.com) by 10/06/2024 upto 05:00 PM, reply to the clarification will be sent through e-mail only after pre-bid meeting.

- 1.3.2 Verbal clarifications and information given by the TPGL or its employees or its representatives shall not be in any way entertained.
- 1.3.3 The bidders have to remain updated with the e-procurement portal <https://tripuratenders.gov.in>.
- 1.3.4 TPGL is not under any obligation to entertain or respond to suggestions made or to incorporate modifications sought for.

#### 1.4 AMENDMENT of e-tender document:

- 1.4.1 At any time prior to the due date for submission of the e-tender, TPGL may for any reason, whether at its own initiative or as a result of a request for clarification / suggestion by a prospective bidder, amend the tender document by issuing a notice.
- 1.4.2 The amendments will be notified on the e-Tender website <http://tripuratenders.gov.in> at least **5 (five) days** before the last date of submission of the tender. TPGL will bear no responsibility or liability arising out of non-receipt of the information in time or otherwise. Bidders must check the website for any such amendment before submitting their bid.
- 1.4.3 If any Notification is to be issued within 5 (five) days from the last date of submission of tender, suitable time extension for bid submission would be given.
- 1.4.4 All the notices related to this bid which are required to be published shall be uploaded on website <http://tripuratenders.gov.in>.

The Bidder shall make independent enquiry and satisfy itself with respect to all the required information, inputs, conditions, including site conditions and circumstances and factors that may have any effect on its Bid. Once the Bidder has submitted the Bids, the Bidder shall be deemed to have examined the Laws and Regulations in force in India and prepare the Financial Bid and other sections taking into account all such relevant conditions and also the risks, contingencies and other circumstances which may influence or affect the implementation of Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year. Accordingly, the Bidder acknowledges that, on being selected as the Selected Bidder, it shall not be relieved from any of its obligations foreseen under this Document nor shall be entitled to any extension of time for completion of entire scope of supply or financial compensation for any reason whatsoever.

- 1.4.5 The Bidders should particularly acquaint themselves with the technical requirements of Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping,

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cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year

- 1.4.6 TPGL shall not entertain any request for clarifications from the Bidders regarding the same. The Bidder undertakes and agrees that, before submission of its Bid; all such factors as generally stated above, have been fully investigated and considered while submitting the Bid.

## **SECTION-2: BIDDERS TO INFORM FULLY**

### **2.1 INTRODUCTION:**

TPGL, A Government of Tripura Enterprise, erstwhile Department of Power installed two unit of 21 MW Gas turbine Unit #4 & Unit#5 in year 2002 & 2010 respectively at Baramura. Since then both the units are in operation for delivering power to the grid.

Considering necessity for running & maintenance of Gas Thermal Power Station at Baramura, Deputy General Manager, Gas Thermal Electrical Division, Baramura on behalf of TPGL has invited e-tender for selection of vendors for Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year.

- 2.2 **SITE ALLOCATION:** Gas Thermal Power Station, Baramura, Khowai Tripura or TPGL may inform the successful bidder the exact site for providing & engagement of uniformed private security guards.

### **2.3 MODE OF EXECUTION OF PROGRAMME:**

- 2.3.1 The basis of evaluation of the bids shall be the cost/rate quoted in the Price Schedule. To further clarify the engagement of uniformed security guards shall be to the cost of consolidated remuneration per month as per latest minimum wages schedule rate of Labour Dept., Govt. of Tripura and administrative charges of the Agency concerned excluding EPF and GST.
- 2.3.2 The successful bidder shall provide/engagement of uniformed private security guards for 1 (one) year without any fail.
- 2.3.3 The work shall be carried out as given here under:-
- 2.3.4 The contractor shall be allowed the security personnel to perform their duties inside the Gas Thermal Power Plant, Baramura.
- 2.3.5 TPGL reserves the right to change the site and the time of duty inside the plant area.

- 2.4 **TENDER FEE:-Rs. 1000/- (Rupees One thousand) only are to be paid on-line by using NET Banking only through e-tender portal at the time of submission of bids (Non-refundable).**

- 2.5 **EARNEST MONEY DEPOSIT (EMD): Rs. 71,675.00 (Rupees Seventy one thousand six hundred seventy five) only are to be paid on-line by using NET Banking only through e-tender portal at the time of submission of bids.**

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## 2.6 PROCEDURE FOR DEPOSITING TENDER FEE (TF) AND EARNEST MONEY DEPOSIT (EMD):

- 2.6.1 Tender Fee and Earnest Money Deposit are to be paid electronically using the On-line payment Facility provided in the e-procurement Portal.
- 2.6.2 After initiating the Bid Submission Process from “My Tender” option, an “Online Payment” page will appear which will display the total TF & EMD.
- 2.6.3 On submission of TF & EMD payment option, System will redirect to the SBI Bank MOPS window.
- 2.6.4 SBI MOPS (Multiple Option Payment System) will have two options for Net Banking – “SBI” & “Other Bank”. Bidder can choose any of the options as desired and can complete the Online Payment process.

## 2.7 Earnest Money Deposit / Performance Bank Guarantee is mandatory for all bidders.

## 2.8 RELEASE OF EARNEST MONEY DEPOSIT (EMD):

- 2.8.1 EMD amount shall be refunded to all the bidders including successful bidder in their respective Bank accounts, after the Letter of Award (LoA)/Award of Contract (AoC) is uploaded in the e-procurement Portal <http://tripuratenders.gov.in>, on receipt of Performance Bank Guarantee from the successful bidder.
- 2.8.2 The EMD of the successful bidder may be forfeited along with other penal actions as deemed fit by the TPGL if the L1 bidder fails to execute the Contract Agreement within the stipulated period after issuance of Letter of Award (LoA) or fails to execute the awarded work within the stipulated period, after acceptance of the Letter of Award (LoA).
- 2.8.3 If any bidder withdraws his offer after opening Technical Bid before opening of Price bid or makes any modification in the terms and conditions of the quotation which are not acceptable to the Tendering Authority, 100% of the deposited EMD shall be forfeited.
- 2.8.4 If any bidder withdraws his offer after opening of Price Bid within the period of bid validity or makes any modification in the terms and conditions of the quotation which are not acceptable to the Tendering Authority, the deposited EMD shall be forfeited.
- 2.8.5 If document(s) / certificate(s) submitted by the bidder(s) is/are found fake/false/fabricated, 100% EMD of the bidder(s) will be forfeited.
- 2.8.6 The EMD by the bidders will not carry any interest.

## 2.9 PERFORMANCE SECURITY:

- 2.9.1 Successful bidder within 20 (twenty) days of the issue of Letter of Award (LoA) shall provide “Performance Bank Guarantee” as Performance Security for an amount equal to the 10 % of the total contract value with a validity period upto contract obligations + 30 (thirty) days claim period.
- 2.9.2 Performance Bank Guarantee shall be initially submitted for a period of one year + 30 (thirty) days claim period and later on validity shall be extended up to contract period.
- 2.9.3 Performance Bank Guarantee should be submitted in favour of Deputy General Manager, Gas Thermal Electrical Division, Baramura in the **FORMAT 4** (Performance Security Bond Form).
- 2.9.4 The Performance Security shall be denominated in Indian Rupees and shall be in the form of Bank Guarantee (BG) on Nationalized / Scheduled Bank guaranteed by the Reserve Bank of India.

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- 2.9.5 Any request for time extension by the bidder for submission of “Performance Bank Guarantee” will not be accepted.
- 2.9.6 On receipt of “Performance Bank Guarantee” from the selected bidder, TPGL will scrutinize the received instrument for its authenticity and validity for the Amount & Period.
- 2.9.7 The Performance Security shall be forfeited as follows without prejudice to the Bidder being liable for any further consequential loss or damage incurred to TPGL.
- 2.9.7.1 If the Successful Bidder is not able to complete the entire scope of work to the satisfaction of TPGL, hundred percent (100%) Performance Security amount would be forfeited.
- 2.9.7.2 In the event of breach / violation or contravention of any terms and conditions contained herein by the agency i.e. if the selected bidder fails to execute the contract including compliance to contract for satisfactory performance, the Performance Security, part / whole as per decision of Tendering Authority, will be forfeited from the guarantor.
- 2.10 The Performance security shall be released after successfully completion of the contract period of 12 (twelve) months from the date of commencement.

## 2.11 BID INFORMATION SHEET:

2.11.1	Document Description	The bidding process is for Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year.
2.11.2	Broad Scope	Performing duties as security guards/supervisor at different location inside the plant area in different schedule as per Engineer in charge for maintaining security measures of plant machineries, offices, quarters, IB and other personal materials connected to the plant. The duties will be for 24 hrs round the clock.  Total timeline for the above Scope of Work is 1(One) Year from as mentioned in the the Letter of Award (LoA).
2.10.3	Tender Fee	<b>Rs. 1000/- (Rupees one thousand)</b> only are to be paid on-line by using NET Banking only through e-tender portal at the time of submission of bids (Non-refundable).
2.11.4	Earnest Money Deposit	<b>Rs. 71,675.00 (Rupees Seventy one thousand six hundred seventy five) only</b> are to be paid on-line by using NET Banking only through e-tender portal at the time of submission of bids
2.11.5	Performance Security	Successful bidder within 20 (twenty) days of the issue of Letter of Award (LoA) shall provide “Performance Bank Guarantee” as per Performance Security for an amount equal to the 10 % of the total contract value with a validity period including Warranty/Guarantee obligations + 30 (thirty) days claim period

**SIGNATURE OF THE BIDDER WITH SEAL & DATE**





# **Tripura Power Generation Limited**

(A Government of Tripura Enterprise)  
Gas Thermal Electrical Division  
Baramura, Khowai District, Tripura

- 2.12** The bidder shall be responsible for any kind of breakdown or defect in performing security service for 1 year, during which TPGL will monitor effective & satisfactory performance in line with conditions specified elsewhere in the bid document.
- 2.13** **Tender without Tender Fee & EMD shall not be accepted.**
- 2.14** This is a ZERO Deviation Bidding Process. Bidder is to ensure compliance of all provisions of the Bid Document and submit their Bid accordingly. Tenders with any deviation to the bid conditions shall be liable for rejection.
- 2.15** **RIGHT TO ACCEPT / REJECT THE BID:** TPGL reserves the right to accept or reject any Bid or annul the bidding process and reject all such bids at any time prior to award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the ground for such decision.

**SIGNATURE OF THE BIDDER WITH SEAL & DATE**





# Tripura Power Generation Limited

(A Government of Tripura Enterprise)  
Gas Thermal Electrical Division  
Baramura, Khowai District, Tripura

## SECTION -3

### ELIGIBILITY CONDITION

- 3.1 The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted and registered who possess the required licenses, registrations (such as Private Security Agencies (Regulation) Act 2005) issued by the controlling authority under Government of Tripura as per law valid at least for 12 months from the date of the opening of tender.
- 3.2 The Bidder shall have at least 3 years' experience of providing Security services in last 5 years as on the date of publication of this notice.
- 3.3 The firm should provide similar kind of work i.e. Security services at least three years in any of the Central Government department/ Autonomous Institutions/Universities/Public Sector undertakings for the Government of India.
- 3.4 Having successfully completed work of similar magnitude as per below mentioned criteria during the last three years:
- a) **The annual average turnover of services provided by the bidder should not be less than Rs. 50(Fifty) lakh during the last three financial years ending on 31st March 2023 as per their audit book of accounts/Tax returns.**

#### Note:

- Work referred above should be in the name of a firm as a single entity and not aggregates of joint venture firms/associates or cartels.
  - In case the completed work was of composite nature (Housekeeping/Facility Management and Security), then specific split up of financial quantum used for security & surveillance system only, shall be considered as mentioned in work order.
  - Completed work shall mean work under one contract with extension/s. Work considered should either have been completed or concluded or should have been more than one year old live contracts with extension/s, if any. In case of running contract, value of payment received till date of issue of certificate shall be the qualifying amount.
  - Similar kind of work/ similar completed work shall mean providing security, surveillance and maintaining discipline and separation of threats against assets.
- 3.5 The bidder should have registered/ Branch office in AGARTALA with one year experience in Tripura with any Govt. department or Public Sector Undertaking.
- 3.6 The outsourcing agency (service provider) should be a registered organization and must be a registered legal entity, like a company/firm, society, LLP (Limited Liability Partnership) etc.
- 3.7 The bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
- EPF Registration up to date.
  - GST registration (up to date) and last GST return copy.
  - PSARA 2005.
  - Valid License, issued by Regional Labour Commissioner, successful bidder will give an undertaking that he would obtain valid license within 90 days from commencement of award.
  - Professional Tax clearance certificate up to date.

**SIGNATURE OF THE BIDDER WITH SEAL & DATE**



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3.8 Bidders shall furnish declaration in the shape of affidavit on Non Judicial Stamp Paper of Rs.100/= only (Notarized) that they have not been blacklisted by any Government (Central/State), Semi-Government Deptt., Educational Institutions, Govt. & Public Sector Undertakings.

If the bidder fails to obtain the valid license within the stipulated period, for whatsoever reason, this Agreement shall automatically stand terminated and TPGL shall be at liberty to recover losses, if any, from the Security Deposit / EMD of the bidder.

Bidders shall maintain strict adherence while filling the formats as specified in this document during submission of bids. Wherever, information has been sought in specified formats, the Bidder shall refrain from referring to brochures /pamphlets. Non-adherence to formats and / or submission of incomplete information may be a ground for declaring the Bid as non-responsive. Each format has to be duly filled in, signed and stamped by the authorized signatory of the Bidder then scanned and uploaded in the Technical Bid.

**SIGNATURE OF THE BIDDER WITH SEAL & DATE**



# **Tripura Power Generation Limited**

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## **SECTION-4**

### **PREPARATION OF E-TENDER**

- 4.1 LANGUAGE OF BID AND MEASURE:** The e-tender prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and TPGL shall be written in the **English** provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purpose of interpretation units of measurement shall be MKS system.
- 4.2 DOCUMENTS COMPRISING THE BID:** The e-tender prepared by the Bidder shall comprise the following components:
- 4.2.1 Covering letter as provided in e-tender document.
  - 4.2.2 General particulars of bidder, as provided in e-tender document.
  - 4.2.3 Declaration by The Bidder, as provided in e-tender document
  - 4.2.4 Details for Past Experience meeting Qualification Requirements in the prescribed **FORMAT 1** with Documentary evidence establishing that the bidder is eligible and qualified to perform the contract if its tender is accepted.
  - 4.2.5 Check list of Annexure as provided in e-tender document
  - 4.2.6 A copy of the in e-tender document signed on each page, as a confirmation by the Bidder to accept all technical specifications / commercial conditions along with all necessary enclosures.
  - 4.2.7 Authorization letter of the Bidder for the person representing his Company/Firm/ Corporation, that he is authorized to discuss with specific mention of this e-tender.
- 4.3 BID PRICE:**
- 4.3.1 The Bidder shall indicate prices on the appropriate price bid schedule.
  - 4.3.2 The rate quoted in the Bill of Quantity (BOQ) which is in MS-Excel (Macro enabled) should be in Indian Rupees and be firm, inclusive all the charges including GST etc. as required.
- 4.3.3 DUTIES AND TAXES:**
- 4.3.3.1 The price quoted should include all taxes as applicable. Except as otherwise, specifically provided in the contract, the bidder shall bear and pay all taxes, duties, levies and charges assessed on the bidder by all Municipal, State or National Govt. Authorities. All taxes, duties & levies on the works Contract, if any, shall be to the bidders account and no separate claim in this regard will be entertained by TPGL.
  - 4.3.3.2 TDS on Income as applicable will be deducted at source as per the prevailing laws.
  - 4.3.3.3 GST will be applicable as per the prevailing Laws and Rules of Government of India and Government of Tripura.
  - 4.3.3.4 In case of variation in applicable GST (+ or -) during the Contract Period, the same will be adjusted accordingly. In such cases, the basic rate of the systems will be considered as per Cost breakup furnished as per the BOQ.
- 4.4 BID CURRENCIES:** Prices shall be quoted in Indian Rupees (INR) only.
- 4.5 PERIOD OF VALIDITY OF e-TENDER:**
- 4.5.1 Validity of the offer shall be 120 (One hundred twenty) days from the date of opening of the Price Bid of the e-tenders.

**SIGNATURE OF THE BIDDER WITH SEAL & DATE**



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4.5.2 In exceptional circumstances, the TPGL will solicit the Bidder's consent to an extension of the period of validity. The request and the response there of, shall be made in writing.

#### **4.6 BID SECURITY / EARNEST MONEY DEPOSIT (EMD):**

4.6.1 The bidder shall submit, as part of its bid, BID SECURITY / EMD electronically using the Online Payment Facility provided by e-procurement Portal.

4.6.2 EMD amount shall be refunded to all the bidders including success bidder in their respective Bank accounts, after the Letter of Award (LoA) is issued through e-procurement Portal <http://tripuratenders.gov.in>, on receipt of Performance Bank Guarantee from the successful bidder within the stipulated time period stipulated in NIE-T.

#### **4.7 FORMAT AND SIGNING OF e-TENDER:**

4.7.1 The bid must contain the name, residence and places of business of the persons making the e-tender and must be signed.

4.7.2 The e-tender submitted by Corporation/ Company must be signed with the legal name of the Corporation/ Company/Firm by the "President", Managing Director or by the "Secretary" or other designation or a person duly authorized.

4.7.3 The soft copy of the e-tender shall be signed by the Bidder or a person duly authorized to bid. The letter of authorization shall be submitted along with power-of-attorney. All the pages of the bid shall be initialled by the person or persons signing the e-tender.

4.7.4 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder in which case such corrections shall be initialled by the person or persons signing the e-tender.

**SIGNATURE OF THE BIDDER WITH SEAL & DATE**



# **Tripura Power Generation Limited**

(A Government of Tripura Enterprise)  
Gas Thermal Electrical Division  
Baramura, Khowai District, Tripura

## **SECTION-5**

### **UPLOADING OF e-TENDER**

- 5.1 Bid should be uploaded online in e-procurement portal <https://tripuratenders.gov.in>.
- 5.2 The tender must be complete in all technical and commercial respect and should contain requisite certificate, catalogues, informative literature, make etc. as required in the specification.
- 5.3 First part (**PART-A**) should contain all parts of tender documents as specified in Nle-T except price bid and the same should be uploaded as per e-procurement mode within due date and time.
- 5.4 The Bidder should upload the filled BOQ with quoted price in the financial folder (PART-B). Therefore, it is in the interest of the Bidder not to write anything extra except price.
- 5.5 The original copy of uploaded document i.e. First part (PART-A) is not required to be submitted to TPGL. However, in case of successful bidder the original signed copy shall be submitted on getting letter from TPGL.
- 5.6 **DEADLINE FOR SUBMISSION OF BIDS:** Bids must be uploaded by the bidder in e-procurement portal <https://tripuratenders.gov.in> on or before **20/06/2024 upto 5:00 PM.**



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## **SECTION - 6:**

### **e-TENDER OPENING AND EVALUATION**

- 6.1 OPENING OF e-TENDER:** The procedure of opening of the e-tender shall be as under:
- 6.1.1 First part (PART-A) i.e. Technical bid of the tender would be opened online by TPGL on **21/06/2024 at 10:30 Hrs.** Bidders can view the opening of tender through e-procurement portal **<https://tripuratenders.gov.in>**.
  - 6.1.2 Second Part (PART-B) containing Price Bid shall be opened (after obtaining clarifications and establishing technical suitability of the offer) as per schedule. Second part (PART B) of only those Bidders shall be opened whose first part (PART-A, technical bid) is found substantially responsive as per terms & conditions of NIE-T and evaluated as technically qualified.
  - 6.1.3 The date of opening of Price bid of technically qualified bidders would be intimated through e-procurement portal **<https://tripuratenders.gov.in>**.
- 6.2 CLARIFICATION ON SUBMITTED e-TENDER DOCUMENT:**
- 6.2.1 During the process of evaluation of the tender (Technical & Price bid), TPGL at its discretion may ask the bidder for a clarification of his tender through e-mail. The request for clarification and the response shall be in English only through e-mail.
  - 6.2.2 Any query regarding any clarification required by TPGL on the information submitted by the bidder, must be replied by the bidder within the allowed time schedule.
- 6.3** TPGL reserves the right to interpret the Bid submitted by the Bidder in accordance with the provisions of this document and make its own judgment regarding the interpretation of the same. In this regard TPGL shall have no liability towards any Bidder and no Bidder shall have any recourse to TPGL with respect to the selection process. TPGL shall evaluate the Bids using the evaluation process specified in this document or as amended, at its sole discretion. TPGL's decision in this regard shall be final and binding on the Bidders.



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## SECTION-7

### PROCEDURE FOR FINALISATION OF BID

7.1 The Procedure for Finalization of BID would be as follows:

- 7.1.1 First the Technical bids shall be opened and evaluated.
- 7.1.2 Then the price bid of technically qualified bidders shall be opened.
- 7.1.3 The lowest rate (L1) shall be considered as the rate for awarding the Contract. The L1 bidder would be selected on the basis of lowest financial involvement and other valid consideration such as basic minimum wages as per existing labour department, Govt. of Tripura notification basis, EPF etc. as mentioned in this bid document.

7.2 Finalization of Empanelment:

- 7.2.1 The lowest rates as evaluated (and in turn approved by TPGL) would be the “Approved Rate”.
- 7.2.2 L1, the lowest bidder will be declared as the successful bidder.

7.3 TPGL reserves the right at the time of awarding the contract to increase quantity without any change in price or other terms and conditions.

7.4 Decision of TPGL in this regard will be final & binding on the bidders.

7.5 VALIDITY OF TENDER & FINALIZED RATE: The Approved L1 rates will be valid till the completion of work.

7.6 LETTER OF AWARD (LoA):

- 7.6.1 TPGL will award the contract to the successful bidder whose bid has been determined to be substantially responsive and to be the lowest evaluated technically acceptable bid as per tender documents, further provided that the bidder is determined to be qualified to perform the contract satisfactorily.
- 7.6.2 Prior to expiry of the bid validity, TPGL, on acceptance of their bid, will notify the successful bidder (Allocation as per Clause No. 7.2.2) in writing through issuing Letter of Award (LoA) either through scanned e-mail or through registered / speed post / courier.
- 7.6.3 The LoA will constitute the formation of the contract and the successful bidder has to return the duplicate copy of the LoA with duly signed as acceptance of LoA within 7 (seven) days, otherwise LoA will be deemed to be accepted by the successful bidder on whom the award is given.
- 7.6.4 The Successful Bidder shall not assign or make over the work, the benefit or burden thereof to any other person or persons or body corporate for the execution of the contract or any part thereof without the prior written consent of TPGL. TPGL reserves its right to cancel the Letter of Award (LoA) either in part or full, if this condition is violated.
- 7.6.5 LoA will be uploaded in the e-procurement portal <https://tripuratenders.gov.in> only after receipt of “Performance Bank Guarantee” for releasing EMD to all bidders.

7.7 CONTRACT AGREEMENT:

- 7.7.1 A contract agreement for execution of the work shall be signed by the successful bidder with TPGL within 20 (twenty) days of issuance of Letter of Award (LoA) by TPGL.
- 7.7.2 Within 14 (fourteen) days from the date of issue of Letter of Award (LoA)/ Letter of Intent (LoI), successful bidder has to submit “Performance Bank Guarantee” as Performance Security for an amount equal to the 10 % of the total contract value with a validity period upto Warranty/Guarantee obligations + 30 (thirty) days claim period as per Clause No. 2.12 of SECTION 2 of the NIE-T.

**SIGNATURE OF THE BIDDER WITH SEAL & DATE**





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- 7.7.3 In case agreement is not executed and Performance Bank Guarantee is not submitted within the stipulated time, the LoA will be treated as cancelled and EMD will be forfeited.
- 7.7.4 On receipt of Performance Bank Guarantee and execution of Contract Agreement, LoA will be uploaded in e-procurement portal <https://tripuratenders.gov.in> for releasing EMD to all bidders.
- 7.7.5 Successful bidder is to make in his own cost one original copies of Contract Agreement containing Contract Agreement on Non-judicial e-Stamp Paper of Rs. 200/- only, LoA, Technical bid, Price Bid, copy of PBG and copies of tender documents which are to be jointly signed by TPGL & the successful bidder within 20 (twenty) days from the issue of the LoA as per "Format- 7".
- 7.7.6 Five more copies of Contract Agreement are to be submitted by the successful bidder to TPGL at the cost of the successful bidder.
- 7.7.7 The denial of the successful bidder to undertake the work after issue of Letter of Award (LoA) shall be treated as breach of contract and TPGL may forfeit EMD / Performance Bank Guarantee amount submitted by successful bidder.
- 7.8 RIGHT TO VARY QUANTITIES:** The authority reserves the right of awarding the work in a phased manner. TPGL may increase the total tendered quantity at the time of award of contract or within the validity of tender as per approved rates, scope of work and terms & conditions.

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## PART – 3:

### GENERAL CONDITION OF THE CONTRACT

#### 3.1 DEFINITIONS:

- 3.1.1 “TENDERING AUTHORITY” shall mean the undersigned i.e. Deputy General Manager, Gas Thermal Electrical Division, Baramura, Khowai District, Tripura with its Corporate office at Vidyut Bhawan, Old Building, Banamalipur, Agartala, West Tripura District, Pin: 799001.
- 3.1.2 “TPGL” shall mean Tripura Power Generation Limited, A Government of Tripura Enterprise with its Head Office at Vidyut Bhawan, Old Building, Banamalipur, Agartala, West Tripura District, Pin: 799001. and shall also include its successors in interest and assignees.
- 3.1.3 The “CONTRACTOR” or “SUCCESSFUL BIDDER” shall mean shall mean the Firm/ Person (whose tender has been accepted by TPGL) and shall include his legal representatives, successor in interest and assignees.
- 3.1.4 The “CONTRACT” shall mean “Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year from the date of mentioned in LOA and shall be valid till the completion of all related works”.
- 3.1.5 "BIS" shall mean specifications of Bureau of Indian Standards (BIS).
- 3.1.6 “Bids” shall mean the Technical Bid and the Price Bid submitted by the Bidder electronically at the prescribed web portal, in response to the e-bid document, in accordance with the terms and conditions hereof.
- 3.1.7 “Bid Deadline” shall mean the last date and time for submission of Bid in response to the NIE-T and as may have been extended in accordance with the e-bid document.
- 3.1.8 “Bidder” shall mean a Bidding Company complying with the provisions of SECTION 3.
- 3.1.9 “Completion of work” means the Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year has been completed as per NIE-T.
- 3.1.10 “Price Bid” shall mean the e-Bid, containing the Bidder’s quoted cost in the PART -B of the e-bid document.
- 3.1.11 “Security Deposit” shall mean the bank guarantee to be provided from a Selected Bidder to the TPGL in accordance with the prescribed Format.
- 3.2 In case the contractor/ bidder fails to execute the said work within stipulated time, “TPGL” will be at liberty to get the work executed from the open market without calling any tender/e-tender and without any notice to the contractor/ bidder, at the risk and cost of the contractor/ bidder. Any additional cost incurred by “TPGL” shall be recovered from the contractor/ bidder. If the cost of executing the work as aforesaid shall exceed the balance due to the contractor/ bidder, and the contractor/ bidder fails to make good the additional cost, “TPGL” may realize it from the contractor/ bidders’ pending claims (PBG), Additional Performance Security or in any lawful manner.
- 3.3 TPGL has the right to reject or cancel any or all offers including the lowest one without assigning any reason thereof and the bidder(s) shall have no right to claim any compensation there-against.

**SIGNATURE OF THE BIDDER WITH SEAL & DATE**



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- 3.4 That on the request of the contractor/ bidder and also in the interest of the organization, “TPGL” is authorized to extend the validity of the agreement, subject to that the request of the contractor/ bidder (with proof of evidence of such delay) is received before the expiry of the agreement period, or any extended period granted to the contractor/ bidder.
- 3.5 The relevant clauses, terms & conditions of Agreement shall remain valid upto the date of completion as per Letter of Award (LoA) or the extended period granted by TPGL.
- 3.6 It will be the sole responsibility of the contractor/ bidder, to execute orders placed as per time schedule, and to ensure quality parameters, specifications and other requirements provided in the e-tender document and as per agreement.
- 3.7 The interest of the work and the programme, agreement executed between the contractor/bidder and the “TPGL” may be extended to a mutually agreed period, if the need so arises. It shall be sole responsibility of the contractor/ bidder to get verified the quality & quantity of the supplied material at the site of delivery.
- 3.8 Providing/Engagement of uniformed Security Guard / Supervisors for 24 hrs. round the clock:
- 3.8.1 The successful bidder should be responsible for Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year as required at specific sites as per direction of Engineer in charge of TPGL.
- 3.8.2 The guards/supervisor shall wear distinguishable uniform and shall carry required accessories I-Card, torch, register etc. for execution of work as per site requirement. TPGL will not provide such materials to the Security Guards.
- 3.8.3 Security guards have to make their own arrangement of journey to attend their daily duties.
- 3.8.4 Successful bidder is responsible for solving any kind of disputes during execution of works at site.
- 3.8.5 The nature of duties of security guards to be followed as per act of Labour Dept. Govt. of Tripura.
- 3.8.6 No residential accommodations to the security personnel shall be provided by the TPGL.
- 3.8.7 The hiring of outsourcing agency (service provider) should be for a limited period, not exceeding one year initially, extendable by one more year subject to satisfactory performance.
- 3.8.8 Age limit: As per Government Rules.
- 3.9 **WORK EXECUTION:**
- 3.9.1 **PROJECT MANAGER:** The TPGL shall appoint & Notify the successful bidder to whom LoA is issued in writing of the name of Manager-in charge. The Manager-in Charge shall represent & act for the TPGL at all times during the period of the contract.
- 3.9.2 **CONTRACTOR’S REPRESENTATIVE:** Within 10 (ten) days of the issue of LoA, the successful bidder shall appoint the bidder’s representative and shall request the TPGL in writing to approve the person so appointed. The bidder’s representative shall represent and act for the bidder at all time during the contract period. All Notices, instructions & all other communication made by TPGL or the Manager-in charge shall be given to the bidder’s representative. The bidder shall not revoke the appointment of bidder’s representative without the prior written consent of TPGL.
- 3.9.3 TPGL reserves the right to change the location and duty hours of security guards/supervisor as per requirement of site.

**SIGNATURE OF THE BIDDER WITH SEAL & DATE**



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### 3.10 COMPLETION TIME:

Time of completion for Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year.

### 3.11 EXTENSION OF TIME

3.11.1 TPGL may consider to **grant time extension** for completion of the work if it is felt absolutely essential on fulfillment of following conditions by the Contractor:-

- a) The contractor must apply to the Engineer-In-charge in writing for extension of time so required justifying the necessity.
- b) Such application must state **the grounds** which hindered the contractor in the execution of the work within the time as stipulated in the contract document.
- c) Such application must be made within 30 days of the date on which such hindrance had arisen.
- d) The **Engineer-in charge** must be of the opinion that the grounds shown for the extension of time are reasonable and without extension of such time completion of the work is practically impossible.

3.11.2 **The Engineer-In- Charge** will have full powers, but the orders on the application of the Contractor accepted by the Authorities higher than the Engineer-In-Charge shall be issued by him only after written approval from the concerned authority higher than Engineer-In-Charge.

3.11.3 The opinion of the **Engineer- in- charge**, whether the grounds shown for the time are or are not reasonable, is final. If the **Engineer- in- charge** is of the opinion that the grounds shown by the supplier / contractor are not reasonable and declines to grant extension to time, the supplier / contractor cannot challenge.

### 3.12 COMPLETION TIME GUARANTEE:

If the bidder fails to attain completion of work or any part thereof within the time for completion or any extension thereof, the successful bidder on whom LoA is made, the bidder shall pay to TPGL Liquidated Damages (LD) in the amount computed at the rates specified below. However, payment of Liquidated Damages shall not in any way relieve the bidder on whom award is made from any of its obligations to complete the work or from any other obligations and liabilities under the contract.

### 3.13 LIQUIDATED DAMAGES:

The amount of pre-estimated agreed liquidated damages calculated @ Rs.250/- per day per person on account of delay, if any. If service providing Companies/Firms/Agencies is failed to provide suitable substitute for the period beyond three working days, liquidated damages calculated @ Rs.250/- per day per person shall be deducted from the monthly bills of Agency the in the payable month.

The Tripura Power Generation Limited (TPGL) reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

3.14 The contractor/ bidder shall have to comply with all the rules, regulations, laws and by-laws for the time being in force and the instructions if any, of the organization, in whose premises the work has to be done. "TPGL" shall have no liability in this regard.

3.15 **FORCE MAJEURE CONDITIONS:** In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, relative



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obligation of the party affected by such force majeure shall be treated as suspended during which force majeure condition last.

- 3.15.1 The term force majeure shall herein mean riots (other than among the contractor's employee), civil commotion, war (whether declared or not), invasion, act of foreign enemies hostilities, rebellion, insurrection, military coup to usurp power, Act of God such as earthquake, lightening, floods, fires not caused by contractor's negligence and other cause which the contractor has no control and accepted as such by the Managing Director, TPGL, whose decision shall be final and binding.
- 3.16 **LEGAL CASE:** All disputes are to be settled within the jurisdiction of High Court of Tripura, Agartala.
- 3.17 **SUPERVISION / EXECUTION OF WORKS:** The work should be done as per direction of Sr. Manager in Charge, Gas Thermal Electrical Sub Division, Baramura under Gas Thermal Electrical Division, Tripura. TPGL shall have at all reasonable time access to the works being carried out by the contractor/ bidder under the contract. All the work shall be carried out by the contractor/bidder to the satisfaction of TPGL.
- 3.18 The contractor/ bidder shall not, without the consent in writing of TPGL, transfer, assign or sublet the supply/work under the contract or any substantial part thereof to any other party.
- 3.19 If any question, dispute or difference what so ever shall arises between TPGL and the contractor/ bidder, in the connection with the agreement except as to matters, the decisions for which have been specifically provided, either party may forthwith give to the other notice in writing of existence of such question, dispute or difference and the same shall be referred to the sole arbitration of the Principal Secretary/Secretary, Power Department, Govt. of Tripura or a person nominated by him not below the rank of Director. This reference shall be governed by the Indian Arbitration and Conciliation Act 1996, and the Rules made there under. The award in such arbitration shall be final and binding on both proceedings unless the TPGL or the arbitrator directs otherwise.
- 3.20 **EXPENSES OF AGREEMENT:** A formal agreement shall be entered into between TPGL and the contractor/ bidder for the proper fulfillment of the contract. The expenses of completing and stamping of the agreement shall be paid by the successful bidder.
- 3.21 **TERMINATION FOR INSOLVENCY:** TPGL may at any time terminate the contract by giving written notice to the contractor/bidder without compensation to the contractor/ bidder, if it becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the TPGL.
- 3.22 **TERMINATION FOR CONVENIENCE:** TPGL, may by written notice sent to the contractor/ bidder, terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the purchaser's convenience in the interest of TPGL.
- 3.23 **APPLICABLE LAW:** The contractor/ bidder shall be interpreted in accordance with the laws of the purchaser's country i.e. India. The station of TPGL Headquarter at Agartala shall have exclusive jurisdiction in all matters arising under this contract.

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## 3.24 PRE-BID MEETING:

- 3.24.1 The bidder(s) or their authorized representative(s) may visit the Gas Thermal Electrical Division, Baramura, Khowai Tripura to clarify any issue regarding the Nle-T including in particular, issues raised in writing as per **FORMAT 6** and submitted by the bidders on or before **10/06/2024 within 5:00 PM through e-mail: [brmgtps@gmail.com](mailto:brmgtps@gmail.com).**
- 3.24.2 TPGL is not under any obligation to entertain/respond to suggestions made or to incorporate modifications sought for.

## 3.25 NOTICE:

- 3.25.1 Any notice given by one party to the other pursuant to the contract shall be sent in writing, soft copy should be forwarded through e-mail & hard copy through Speed Post / Courier to the address specified for that purpose.
- 3.25.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

## 3.26 OTHERS:

It shall be the sole responsibility of the contractor/ bidder to get verified the duties of security guards and other related issues of this work at site.

## 3.27 PAYMENT & OTHER FINANCIAL TERMS:

- 3.27.1 No advance payment will be made.
- 3.27.2 Contractor shall prefer 100% payment against the Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year monthly by submitting Tax invoice with attendance report of the security guards of that particular month.
- 3.27.3 The Bid for the work shall remain valid for acceptance for a period of 120 (one hundred twenty) days from the date of opening of the Price Bid.
- 3.27.4 If any Agency withdraws his Bid / Quotation within the validity period, then TPGL shall, without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money absolutely.
- 3.27.5 Bid(s) not accompanied with the requisite Earnest Money as a part of the Pre-Qualifying Bid shall not be entertained and will be summarily rejected.
- 3.27.6 Bid(s) containing all Documents shall be signed by the Bidder(s) on all pages. All corrections to rates, terms & conditions in the Price Bid should be signed by the Bidder(s). Every page of the 'Terms & Conditions' and Price Bid shall be signed in full by the Bidder(s).
- 3.27.7 All payments shall be made in Indian Rupees through NEFT/RTGS only for which successful bidder has to submit Bank Details as and when asked for.
- 3.27.8 Remuneration:
- 3.27.8.1 For Uniformed and Un-armed Supervisor: -
- There will be a monthly consolidated remuneration as per latest minimum wages schedule rate of Labour Dept., Govt. of Tripura and administrative charges of the Agency concerned excluding EPF and GST.
  - The contractor shall have to pay EPF charges against the outsourced manpower with consolidated monthly remuneration. However, the rates of EPF and GST will be considered as

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stipulated by the Government from time to time which will be paid extra by TPGL on producing documentary proof and on submission of complete invoice (including Administrative Charge of the Agency concerned) in triplicate by the contractor. Attendance of the outsourced Uniformed and Un-armed Security Guard / Supervisor (Ex-Army) is also to be provided along with the invoice.

### 3.27.8.2 For Uniformed and Un-armed Security Guard : -

- a) There will be a monthly consolidated remuneration as per latest minimum wages schedule rate of Labour Dept., Govt. of Tripura and administrative charges of the Agency concerned excluding EPF and GST.
- b) The contractor shall have to pay EPF charges against the outsourced manpower with consolidated monthly remuneration. However, the rates of EPF and GST will be considered as stipulated by the Government from time to time which will be paid extra by TPGL on producing documentary proof and on submission of complete invoice (including Administrative Charge of the Agency concerned) in triplicate by the contractor. Attendance of the outsourced Uniformed and Un-armed Security Guard / Supervisor (Ex-Army) is also to be provided along with the invoice.

In case of leave or absence of any duty person, the agency will provide replacement as and when required but, the duty persons should maintain strict regularity in their daily attendance. No wage / remuneration will be paid to any staff for the days of absence from duty.

### 3.28 BILL PREPARATION:

The Service Provider shall submit monthly invoice / bill for which the service is being provided along with the following documents within 1<sup>st</sup> week of the succeeding month addressed to the **Deputy General Manager GTED, Tripura Power Generation Limited** Baramura, Khowai Tripura.

- i) Invoice in Triplicate.
- ii) Summary Statement of Attendance certified by the Service Provider/Agency/Firm
- iii) Wage summary indicating details of the persons engaged (*Name, wages paid, PF A/C No, PF deposited*) duly certified by the Service Provider.

The Service Provider/Agency shall submit the following documents each month directly to the Deputy General Manager (GTED), Tripura Power Generation Limited for verification & process of the bill.

- i) Copy of ECR (Electronic Challan cum Reader) of the last month PF deposited.
- ii) Up-to-date proof of deposit for the last month.
- iii) Up-to-date proof of payment of wages to the personnel engaged.
- iv) Monthly returns of ECR (PF deposit) in PDF format to the concerned Division through Division mail.

### 3.29 OTHERS TERMS & CONDITIONS:

- 3.29.1 No claim for interest in case of delayed payment will be entertained by TPGL.

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- 3.29.2 All remittance charges will be borne by the bidder.
- 3.29.3 Amount payable to the Service Provider as stated in the Contract shall remain non- negotiable and fixed during the tenure of the Contract. The prices quoted shall not be conditional /optional.
- 3.29.4 No residential accommodations to the security personnel shall be provided by the TPGL.
- 3.29.5 Not withstanding anything contained herein above, TPGL reserves the right to assess the capacity and capability of the Bidder(s) to execute the work.
- 3.29.6 TPGL shall have no liabilities with reference to service conditions of the security guards as provided by the agency. The agency shall have the full responsibility on this issue particularly with regard to observance of all statutory obligations. TPGL reserves the right to terminate the Contract at any time with 1(One) month notice. In case, the agency wants to withdraw the service, they will also have to give a notice of 1(One) month.
- 3.29.7 The bidder has to quote Administrative charge alongwith monthly consolidated remuneration. If the agency quotes Administrative charges as 'Nil' charges/consideration, the bid shall be treated as nonresponsive and will not be considered.**
- 3.29.8 If two or more bidders put equal amount in the BOQ then higher annual turnover of last 3 (three) financial year (FY- 2020-21, 2021-22, 2022-23) will be considered to select successful bidder.**
- 3.29.9 In case of any dispute, the decision of the Tripura Power Generation Limited Authority shall be final and binding.
- 3.29.10 The successful bidder shall withdraw such employees who are not found suitable by TPGL for whatever reasons immediately on receipt of such a report. TPGL should always retain the right to change the staff provided by the out sourcing Agency (Service Provider), if such staff does not meet the requirement or is not performing duties properly.
- 3.29.11 Members of General Public shall be allowed to enter in the Complex only on putting signature & address with date and time showing the purpose of visit in the register.
- 3.29.12 All the security personnel shouldn't be connected with any kind of illegal activities, if so, the successful bidder is fully responsible for replacement or taking further action.

## **3.30 TAX DEDUCTION AT SOURCE**

- 3.30.1 All Central/ State Government/ Local Body Levies as applicable from time to time shall be deducted at source from the payment to the Supplier/ Bidder as per the respective law in force at the time of execution of contract. TPGL shall deduct at source taxes/ duties under any other law/ statute as may be applicable at the time of making payments. The supplier shall furnish to the purchaser registration No. under works tax and PAN card (for TDS), as applicable.
- 3.30.2 If any rates of Tax are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of Contract, which was or will be assessed on the Bidder or its employees in connection with performance of the Contract, an adjustment as per the terms of this DNIT shall be applicable and Contract Price shall be made to take into account any such



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change in such manner as prescribed herein the DNIT.

### **3.31 EVENTS OF DEFAULT:**

Each of the following events or occurrences shall constitute an event of default (“Event of Default”) under the Contract:

- (a) Service Provider fails to pay any statutory duty within the time frame due under the Contracts.
- (b) Service Provider fails or refuses to appoint the no. of personnel as per the contract continues for a period of two Months.
- (c) Service Provider becomes insolvent or unable to pay its debts when due, or commits any act of bankruptcy, such as filing any petition in any bankruptcy, winding-up or reorganization proceeding, or acknowledges in writing its insolvency or inability to pay its debts; or the Service Provider’s creditors file any petition relating to bankruptcy of Service Provider;
- (d) Service Provider otherwise fails or refuses to perform or observe any term or condition of the Contract and such failure is not remediable or, if remediable, continues for a period of 30 days after receipt of written complaint from the concerned Manager/Sr. Manager against the Service Provider for such failure.
- (e) Service Provider otherwise misrepresents any facts, submit the documents which is being fabricated, any act for which the Sub-Division/Sub-station/Call Centre is affecting and any action for which TPGL is incurring losses, and such action shall constitute the event of default.

### **3.32 CONSEQUENCES OF DEFAULT:**

- a. If an Event of Default occurs and would be continuing, TPGL may forthwith terminate the Contract by written notice.
- b. In the Event of Such Default, TPGL may, without prejudice to any other right granted to it by law, or the Contract, take any or all of the following actions:
- c. Cancel the contract and Present for payment, to the relevant bank the Contract Performance Bank Guarantee;
- d. Recover any losses and/ or additional expenses, TPGL may incur as a result of Service Provider’s default.

### **3.33 ANNULMENT OF CONTRACT**

- a. Failure of the successful bidder to comply with the requirement noted at Section-II (Scope of Work) or for violation of any other Clause of the e-tender document shall constitute sufficient ground for the annulment of the award in part or full and forfeiture of the Performance Security in which event the e-TIA may make the award to any other bidder at the discretion of e-TIA or call for new bids.
- b. The contracting agency will be bound by the details furnished to TPGL, while submitting the

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tender or at subsequent stage. In case, any of such documents furnished by the bidder is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Supplier liable for legal action besides termination of contract.

- c. In case the firm fails to complete the task within stipulated time period, a suitable amount of penalty decided by TPGL will be deducted from the performance security and action will be taken against the firm to recover suitable penalty.
- d. In the event of breach/ violation or contravention of any terms and conditions contained herein by the agency, the agency will be blacklisted in addition to termination of contract.
- e. The e-TIA reserves the right to blacklist a bidder at his discretion for a suitable period in case he fails to honour his bid without sufficient grounds.

### **3.34 PLANT PERFORMANCE EVALUATION:**

TPGL may monitor the duties of security guards and performance of the total work.

### **3.35 OPERATION OF THE SYSTEM:**

The contractor/ bidder shall provide TPGL with all personal & other details of engaged security personnel.

### **3.36 STATUTORY RESPONSIBILITY:**

3.36.1 The entire responsibility and risk relating towards Providing/Engagement of uniformed Security Guard / Supervisors for round the clock (24 Hours) watch & ward duties at Gas Thermal Power Station, Baramura shall solely lie with the Contractor/ Bidder(s).

3.36.2 The Contractor /Bidder shall obtain required license/registrations, statutory compliances from the State Government or Central Government or local authority.



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## PART - 4:

### SCOPE OF WORK :

#### 4.1 Scope & Duties:

The Security Guards/ Supervisors ought to be polite but Firm, Disciplined, Physically Fit and alert, smartly dressed in uniform. Control and resist entries of the visitors in offices and plant area without valid gate pass to avoid un-purposeful gathering in plant premises. Maintain strict control of vehicles in the plant premises and shall counteract immediately to any unlawful and untoward incident in the plant. Maintain diary to note all important events/happenings and to report to the controlling authority. The outsourcing agency will be fully responsible for any theft of plant property in the plant.

i.	The security guard shall maintain proper register of all visitors.
ii.	Not to leave the place of duty without any proper replacement.
iii.	Prevent misuse of electricity and water.
iv.	In case of any outbreak of fire, the security guard shall immediately inform the authority and staff on duty and take active part in fire fighting operation.
v.	The security guard must watch that there are no unidentified/suspicious objects/persons in the plant.
vi.	The security guard shall query visitors, if considered necessary.
Vii.	The security guard shall at all times comply with all directions and instruction of the authority.
Viii	The security guard shall also extend their full co-operation in any other extraordinary situation faced by the plant administration and staff.
ix.	Non-compliance of instruction may leave to termination of agreement. To perform such duties and tasks as assigned by the plant-in-charge to protect properly, person and to maintain discipline in the plant.
x.	Due respect and honour need to be shown to all the employees of TPGL by all the security personnel.
xi.	Use of Mobile Phones, gossiping with staff and public, during duty hours is strictly prohibited.
xii.	No addressing shall be as 'Dada' or 'Boss' to any intruders, visitors & TSECL/TPGL employees / officials instead they should address as 'Sir / Madam'.
xiii.	Approach to public & staff by the security guards should be polite & submissive.
xiv.	Working hours: Uniformed and Un-armed Security Guard / Supervisor (Ex-Army) for round the clock (24X7 Hours) Watch & Ward duties at Gas Thermal Power Plant, Baramura.

#### 4.2 Functional Responsibilities:

- 4.2.1 The Security Guard / Supervisor (Ex-Army) will be fully responsible for the safe guard of the properties of the entire Gas Thermal Power Plant area, Baramura.
- 4.2.2 No Car / Vehicle shall be allowed to enter in this complex except the vehicles of TSECL & TPGL without prior permission of officials as detailed in Serial No. (4.3.5).
- 4.2.3 Scooters & vehicles of the employees of TPGL/TSR/ONGC only should be allowed to enter in the complex.
- 4.2.4 Any materials / goods will not be allowed to enter or exit without specific order of any of the following officials.

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- a. Dy. General Manager, GTED, Baramura.
- b. Sr. Manager, GTESD, Baramura.
- c. Sr. Manager, GTMSD, Baramura.
- d. Sr. Manager, GTCSD, Baramura.
- e. Manager, GTESD, Baramura.
- f. Manager, GTED, Baramura.
- g. Manager, GTMSD, Baramura.



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## PART-5 Technical Bid

### FORMAT - 1

#### SCHEDULE OF EXPERIENCE / CREDENTIAL

(Please attach self-attested experience certificates in the letterhead of the bidder including full postal address, telephone, faxes and e-mail address)

Sl. No.	Providing/Engagement of uniformed Security Guard / Supervisors for round the clock (24 Hours) watch & ward duties	Year of awarding the contract	Year of completion of work	Name of Deptt. / organization	Value of order	Copy of the Work Order and corresponding completion of supply.
A	B	C	D	E	F	G

# Copy of the Work Order(s) and corresponding completion Certificate(s) should be marked with Annexure numbers before uploading.

(Signature of Bidder)  
with seal & date

**SIGNATURE OF THE BIDDER WITH SEAL & DATE**



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## FORMAT 2

### TOTAL TURNOVER CERTIFICATE

[To be submitted in the letterhead of the bidder including full postal address, telephone, faxes and e-mail address]

To  
The Deputy General Manager  
Gas Thermal Electrical Division,  
Baramura, Khowai, Tripura.

We hereby certify that M/s \_\_\_\_\_ (the name of participant in the tender) who is participating the tender for **EOI for Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year having office at \_\_\_\_\_ (Address of office) has a sales turnover given as below :-**

- (a) Turnover in the year of 2020-21 Rs.:-
- (b) Turnover in the year of 2021-22 Rs.:-
- (c) Turnover in the year of 2022-23 Rs.:-

The above information is correct and true.

SIGNATURE OF CHARTERED ACCOUNTANT

**NOTE:** The turnover of other than participant will not be accepted.

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## FORMAT 3 POWER OF ATTORNEY

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution)

### **Power of Attorney to be provided by the Bidding Company in favour of its representative as evidence of authorized signatory's authority.**

Know all men by these presents, We .....  
(Name and address of the registered office of the Bidding Company as applicable) do hereby constitute, appoint and authorize Mr./Ms. .... (name & residential address) who is presently employed with us and holding the position of..... as our true and lawful attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our Bid for Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year service in response to Nle-T No.DGM/GTED/(B)/2024-25/ ---- dated --- issued by Deputy General Manager, Baramura, under Tripura Power Generation Limited, Khowai District, Tripura, Pin: 799205 including signing and submission of the Bid and all other documents related to the Bid, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which the Tripura Power Generation Limited, may require us to submit. The aforesaid Attorney is further authorized for making representations to the Tripura Power Generation Limited and providing information / responses to Tripura Power Generation Limited representing us in all matters before Tripura Power Generation Limited, Agartala and generally dealing with Tripura Power Generation Limited, Agartala in all matters in connection with this Bid till the completion of the bidding process as per the terms of the above mentioned Nle-T.

We hereby agree to ratify all acts, deeds and things done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall be binding on us and shall always be deemed to have been done by us.

All the terms used herein but not defined shall have the meaning ascribed to such terms under the Nle-T.

Signed by the within named ..... (Insert the name of the executants company) through the hand of Mr. ....duly authorized by the Board (vide Board resolution No \_\_\_\_\_) to issue such Power of Attorney  
Dated this ..... day of .....

Accepted  
Signature of Attorney  
(Name, designation and address of the Attorney)

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Attested

.....  
(Signature of the executant)  
(Name, designation and address of the executant)

Signature and stamp of Notary of the place of execution Common seal of ..... has been affixed in my/our presence Pursuant to Board of Director’s Resolution dated.....(Board of Director’s Resolution is also enclosed)

**WITNESS**

i) .....  
(Signature)  
Name.....  
Designation .....

ii) .....  
(Signature)  
Name.....  
Designation .....

**Notes:**

The mode of execution of the power of attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and the same should be under common seal of the executant affixed in accordance with the applicable procedure. Further, the person whose signatures are to be provided on the power of attorney shall be duly authorized by the executant(s) in this regard.



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## FORMAT 4

### **Proforma for Performance Bank Guarantee**

(On non-judicial stamp paper of appropriate value to be purchased in the name of executing Bank)

Proforma of Bank Guarantee for Security Deposit –Cum-Performance Guarantee

Ref .Bank Guarantee No.

Date .

### **Proforma of BG for Security Deposit**

KNOW ALL MEN BY THESE PRESENTS that in consideration of TRIPURA POWER GENERATION LIMITED, TRIPURA, (hereinafter called “The Purchaser”) having agreed to accept from \_\_\_\_\_ (hereinafter called “The Contractor”) Having its Head Office at \_\_\_\_\_, a Bank guarantee for Rs. \_\_\_\_\_ in lieu of Cash Security Deposit for the due fulfillment by the Contractor of the terms & conditions of the Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ issued by the Purchaser for \_\_\_\_\_ (hereinafter called “the said work order \_\_\_\_\_ dated \_\_\_\_\_)”. We \_\_\_\_\_ (Name & detailed address of the branch) (hereinafter called “the Guarantor”) do hereby undertake to indemnify and keep indemnified the Purchaser to the extent of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only against any loss or damage caused to or suffered by the Purchaser by reason of any breach by the Contractor of any of the terms and conditions contained in the said Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ of which breach the opinion of the Purchaser shall be final and conclusive.

(2) AND WE, \_\_\_\_\_ DO HEREBY Guarantee and undertake to pay forthwith on demand to the Purchaser such sum not exceeding the said sum of \_\_\_\_\_ Rupees \_\_\_\_\_) only as may be specified in such demand, in the event of the Contractor failing or neglecting to execute fully efficiently and satisfactorily the order for \_\_\_\_\_ LOI no. , \_\_\_\_\_ dated \_\_\_\_\_

(3) WE \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order as laid down in the said LOI No. \_\_\_\_\_ dated \_\_\_\_\_ including the warranty obligations and that it shall continue to be enforceable till all the dues of the Purchaser under or by virtue of the said Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ have been fully paid and its claims satisfied or is charged or till the Purchaser or its authorized representative certified that the terms and conditions of the said Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ have been fully and properly carried out by the said contractor and accordingly discharged the guarantee.

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(4) We \_\_\_\_\_ the Guarantor undertake to extend the validity of Bank Guarantee at the request of the contractor for further period or periods from time to time beyond its present validity period failing which we shall pay the Purchaser the amount of Guarantee.

(5) The liability under the Guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only and will expire on \_\_\_\_\_ and unless a claim in writing is presented to us or an action or suit to enforce the claim is filled against us within 3 months from \_\_\_\_\_ all your rights will be forfeited and we shall be relieved of and discharged from all our liabilities (thereinafter)

(6) The Guarantee herein contained shall not be determined or affected by liquidation or winding up or insolvency or closer of the Contractor.

(7) The executants has the power to issue this guarantee on behalf of Guarantor and holds full and valid power of Attorney granted in his favour by the Guarantor authorizing him to execute the Guarantee.

(8) Notwithstanding anything contained herein above, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only and our guarantee shall remain in force up to \_\_\_\_\_ and unless a demand or claim under the guarantee is made on us in writing on or before \_\_\_\_\_ all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

WE, \_\_\_\_\_ lastly undertake not to revoke this guarantee during the currency except with the previous consent of the Purchaser in writing. In witness whereof we \_\_\_\_\_ have set and subscribed our hand on this \_\_\_\_\_ day of \_\_\_\_\_.

SIGNED, SEALED AND DELIVERED

\_\_\_\_\_  
(Stamp of the executants)

WITNESS

1) \_\_\_\_\_

2) \_\_\_\_\_

(Name & address in full with Rubber Stamp)

### Instructions for Furnishing Bank Guarantee

1. Bank Guarantee (BG) for security Deposit cum-Performance Guarantee should be executed on the Non- Judicial Stamp paper of the applicable value and to be purchased in the name of the Bank.
2. The Executor (Bank authorities) may mention the Power of Attorney No. and date of execution in his/her favour with authorization to sign the documents. The Power of Attorney is to be

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- witnessed by two persons mentioning their full name and address.
3. The BG should be executed by a Scheduled Commercial Bank.
  4. A Confirmation Letter of the concerned Bank must be furnished as a proof of genuineness of the Guarantee issued by them.
  5. Each page of the BG must bear signature and seal of the Bank and BG Number.
  6. The content of the BG shall be strictly as per Proforma prescribed by TPGL in line with LOA/Contract Agreement etc. and must contain all factual details.
  7. Any correction, deletion etc. in the BG should be authenticated by the Bank Officials signing the BG
  8. In case of extension of a Contract the validity of the BG must be extended accordingly.
  9. BG must be furnished within the stipulated period as mentioned in Purchase Order/ LoI / Work Order etc.
  10. Issuing Bank/ The Agencies are requested to mention the Purchase Order/ Contract/ Work Order / LOA reference along with the BG No. For making any future queries to TPGL.
  11. Validity of bank guarantee for performance of the contract shall be extended as & when asked by the Engineer in charge to keep the currency of the contract alive. In the event of failure on the part of agency to extend the bank guarantee before expiry of the bank guarantee submitted, the same shall be en-cashed without showing the reason thereof.



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## FORMAT 5

### APPLICATION FOR EXTENSION OF TIME

(Part – I)

Name of contractor \_\_\_\_\_

Name of work (as given in the contract) \_\_\_\_\_

Agreement No. \_\_\_\_\_

Estimate amount put to tender \_\_\_\_\_

Date of Commencement of work \_\_\_\_\_

Period allowed for completion of work  
(as per agreement) \_\_\_\_\_

Date of completion stipulated in the agreement \_\_\_\_\_

Actual Date of Completion \_\_\_\_\_

Period for which extension of time has been given previously if any

1<sup>st</sup> extension vide No. \_\_\_\_\_

2<sup>nd</sup> extension vide No. \_\_\_\_\_

Period for which extension have been previously given (Copies of the previous application should be attached)

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**Hindrances on account of which extension is applied for with date on which hindrances occurred.**

Sl. No.	Nature of hindrances	Date of occurrence	Period for which hindrances are likely to last	Extension of time applied for by the contractor	Overlapping period, if any, giving Reference to items which overlap	Period for which extension is applied for.	Remarks as to why the hindrances occurred and justification for extension of time

Total period for which extension is now applied for on account of hindrances mentioned above.

Extension of time required for extra work: - \_\_\_\_\_ Months. \_\_\_\_\_ days.

Detailed for extra work and the amount involved: -

- a) Total value of extra work: -
- b) Proportionate period of extension of time based on estimated amount put to tender on account of extra work:

Total extension of time required: -

**Signature of Contractor**



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## APPLICATION FOR EXTENSION OF TIME

(Part – II)

(To be filled in by TPGL)

Date of receipt of application from \_\_\_\_\_

Contractor for the work of \_\_\_\_\_

\_\_\_\_\_

in the Sub-Divisional \_\_\_\_\_.

Acknowledgement issued by the Sr. Manager, vide his No.

\_\_\_\_\_ Dated \_\_\_\_\_.

Recommendation of Sr. Manager, in – charge of the Sub-Division is to whether the reasons given by the Contractor are correct and what extension, if any, recommended by him. If he does not recommend the extension, reasons for rejection should be given .

Dated .....

**In-charge of Sub-Division.**

**Signature of the Sr. Manager**



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## APPLICATION FOR EXTENSION OF TIME

(Part – III)

(To be filled in by TPGL)

Date of receipt in the Divisional office: \_\_\_\_\_

Report of DGM, in-charge of the Division regarding hindrances mentioned by the Contractor

Sl.	Nature of hindrances	Date of occurrence	Period for Which Hindrances are likely to last	Extension of time applied for by the contractor	Overlapping period, if any, giving reference to items which overlap	Net Extension applied for	Remarks as to why the hindrances occurred and justification extension recommended

Recommendation / Approval of the DGM, in-charge of the Division: -

(The present progress of work should be stated and whether the work is likely to be completed by the date upto which extension is applied for, if extension of time is not recommended, what compensation is proposed to be levied.

**Signature of DGM**

Recommendation / Approval of the AGM, in-charge of the Circle: -

**Signature of AGM**

Recommendation / Approval of the GM (Technical): -

**Signature of GM (Technical)**

Recommendation / Approval of the Director (Tech): -

**Signature of DT**

Recommendation / Approval of the MD: -

**Signature of MD**

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## FORMAT 6

[To be submitted in the letterhead of the bidder including full postal address, telephone, faxes and e-mail address]

### FORMAT FOR QUERIES OF BIDDER ON TENDER FOR PRE-BID MEETING

Name of Tender				
NIe-T No.		NIe-T No.DGM/GTED(B)/2024-25/ dated		
Tender ID				
Bid Opening Date				
Name of bidder				
Name of contact person from Bidder with address, e-mail and Contact Number				
Sl. No.	Section No.	Description as per NIe-T	Queries / Clarifications of the bidder	Remarks
	Page No.			
	Clause No. / Para No.			
1	Section No.			
	Page No.			
	Clause No. / Para No.			
2	Section No.			
	Page No.			
	Clause No. / Para No.			
3	Section No.			
	Page No.			
	Clause No. / Para No.			

[NOTE: Clarifications if required may be forwarded in above format to [brmgtps@gmail.com](mailto:brmgtps@gmail.com) within the timeline stipulated in the tender.]

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## **FORMAT 7**

[To be submitted in the Non-judicial e-Stamp Paper of Rs. 200/- on]

### **CONTRACT AGREEMENT**

This agreement made on this day of \_\_\_\_\_ **Two Thousand Twenty Four (2024).**

#### **IN BETWEEN**

**Tripura Power Generation Limited (TPGL)**, a Government of Tripura Enterprise, with registered office at Bidyut Bhavan, Banamalipur, Agartala, Tripura (hereinafter referred to as “Client” which expression shall unless it be repugnant to the subject or context, includes its successors-in-interest and permitted assigns) as party of the first part

#### **AND**

\_\_\_\_\_ with registered office at \_\_\_\_\_  
\_\_\_\_\_ (hereinafter referred to as “Agency/Contractor” which expression shall unless it be repugnant to the subject or context, includes its successors-in-interest and permitted assigns) as party of the second part.

Whereas the Client has intended to obtain service for the work “\_\_\_\_\_” and had issued e-tender vide No. **DGM/GTED/(B)/2024-25/\_\_\_ dated \_\_\_/\_\_\_/2024** and for submission of bid in two parts, Technical and Financial for the services to be provided.

Whereas the Consultant has submitted his bid through e-procurement portal of Govt. of Tripura for the said services before closing time and date of the above mentioned bid.

Whereas the Client has accepted the offer and agreed with the terms and conditions of the bid document, will govern the Contract and issued LOA vide ref. no. \_\_\_\_\_/\_\_\_ dated \_\_\_/\_\_\_/2024 for providing the services for “\_\_\_\_\_”.

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And whereas, the contractor has deposited a sum of **Rs.** \_\_\_\_\_ (**Rupees** \_\_\_\_\_) **only** in the form of **Bank guarantee vide No.** \_\_\_\_\_ **dated** \_\_\_\_\_ **valid up to and including** \_\_\_\_\_ as Contract Performance Guarantee.

It is agreed as follows:

This agreement together with the provisions annexed hereto shall prevail between the parties.

The NIT, Tender, Instructions to the Agencies, Terms of Reference, General and Special conditions of the Tender, Technical Bid and Financial Bid along with Consultant Bids enclosure enclosed with the tender notice with corrigendum also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.

The Contractor shall execute thoroughly in sound workmen like manner the services covered for the aforesaid work. The Contractor has fully understood the scope of the work and agrees to execute the work, as mentioned in the above mentioned RFP /e-Tender/ LOA.

The Client shall pay to the Contractor the amounts specified in this Contract as consideration towards Services and in the manner set out in the Contract/RFP.

It is further agreed that the Services shall be performed fully and faithfully in accordance with the terms and conditions brought out in the Contract and as per the time schedule stipulated thereon.

In witnesses, the parties hereby have executed thus agreement on the day, month and year mentioned above.

For and on behalf of

For and on behalf of

\_\_\_\_\_  
Tripura Power Generation Limited.

In the presence of

- 1.
- 2.

In the presence of

- 1.
- 2.

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## PART-B

### **RATE QUOTATION SHEET <BOQ (Bill of Quantity)> BIDDING SCHEDULE-I**

TENDER INVITING AUTHORITY:- Deputy General Manager, Gas Thermal Electrical Division, Baramura, Khowai Tripura.

NAME OF ITEM:- Engagement of 14 (Fourteen) Person Private uniformed unarmed Security Guard for round the clock (24 Hours) watch & ward duties at different places of Baramura GTPS, 01 (one) person Caretaker for Inspection Bunglow and 02 (two) persons Safai Karmachari for performing Sweeping, cleaning & mopping duties at control room, I.B, office premises of GTED, GTESD, GTMSD under Gas Thermal Power Station, Baramura for a period of 1(one) year

DNIeT No. DGM/GTED(B)/2024-25/02

date:- 05/06/2024

(This Proforma is meant for acceptance of BOQ Format only by the prospective Bidders. Bidders shall not quote any value on this proforma. Violation of this instruction may lead to cancellation of tender summarily).

Name of the Bidder/ Bidding Firm / Company :										
<b>PRICE SCHEDULE</b>										
<b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</b>										
Sl. No.	Item Description	Qty	Units	Minimum Salary per month per manpower Rs. P	Total monthly Minimum Salary Component	Administrative charge on Total Monthly Minimum Salary Component/ Month In Figures To be entered by the Bidder Rs.	GST @ 18% on Total Monthly Minimum Salary Component and Service Charges	TOTAL AMOUNT Without Taxes in Rs.	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	6	7	8	9	10	11	12
1	Security Guard (un-skilled)	14	person	10,451.00	1,46,314.00					
2	Caretaker (semi skilled)	1	person	9,684.00	9,684.00					
3	Safai Karmachari	2	person	8,138.00	16,276.00					
<b>Total in Figures</b>										
<b>Quoted Rate in Words</b>										

**SIGNATURE OF THE BIDDER WITH SEAL & DATE**