



TRIPURA POWER GENERATION LIMITED

(A Govt. of Tripura Enterprise)

TRIPURA POWER GENERATION LIMITED (A Govt. of Tripura Enterprises)

NIT NO: AGM/GNC/AGT/2024-25/06

Dated. 29/01/2025

NAME OF WORK: Providing unskilled manpower for performing duties of office Attendant at TPGL- Corporate Office, Agartala Tripura (W) for one year.

ESTIMATED COST : - Rs 3, 96,758.00

EARNEST MONEY : - Rs 9,919.00

Tender Fee : - Rs.1000.00

Bid opening date and time : - 13/ 02 /2025 at 3.30 PM (if possible Technical Bid)

COMPLETION PERIOD: - 12 (Twelve) months.

This NIT contains 10 (Ten) Pages including cover page.



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Name of Work: Providing unskilled manpower for performing duties of office Attendant at TPGL- Corporate Office, Agartala Tripura (W) for one year.

DETAILS OF SCOPE OF WORK

Work as office attendant. (The Office Attendant ought to be polite but Firms, Disciplined, and Physically Fit and alert. Must Control and resist entries of the visitors in offices on practical checking).

- (i) **Time** (The Duty time will be from 9.30 am to 6.30 pm on all the working days when offices are open and as and when required.)

The scope of work has been detailed below further:

1. The office attendant shall maintain proper register of all visitors.
2. Not to leave the place of duty without any proper replacement by Agency.
3. The office attendants must watch that there are no unidentified/suspicious objects/persons in the office area.
4. The office attendants shall query visitors, if considered necessary.
5. The office attendants shall at all times comply with all directions and instruction of the authority.
6. Non-compliance of instruction may lead to termination of agreement.
7. Due respect and honour need to be shown to all the employees of TPGL by all the office attendants.
8. Use of Mobile Phones, gossiping with staff and public, during duty hours is strictly prohibited.
9. Approach to public & staff by the office attendants should be polite & submissive.
10. As an office attendant the worker must do Photocopies of all relevant papers by all sections of the office to be performed on requirement basis or asked as and when.
11. File management should be done by proper filing of letters and all other relevant documents in establishment section, Technical Section with top most priority.
12. After dispatch of letters, documents / letter should be carried out and to give those in the different offices as asked.
13. Side by side all works of an office attendant is to be carried out which is not mentioned but comes under the scope of office attendant at different times with different works.
14. The office attendant must be present in all working days when office is open from 9.30 am to 6.30 pm and even in holiday as per requirement.
15. No consumable will be supplied to the office attendant separately.
16. No extra payment will be made from this office for his/her works.
17. The Worker must be sufficiently experienced and competent to perform the work.
18. Application in plain papers in sealed envelope shall be submitted along with a demand draft of **Rs. 9,919.00** (Nine Thousand nine hundred nineteen) only on account of **Earnest Money**, and Rs. **1000.00 (Rupees one thousand only)** as **Tender Fee (Non – Refundable)** drawn in favour of **TA to AGM, Generation Circle** from any scheduled Indian bank guaranteed by the **Reserve Bank of India** along with the bid in a separate sealed envelope. The envelope containing the document shall be super scribed with **NIT No. for “Providing unskilled manpower for performing duties of office Attendant at TPGL- Corporate Office, Agartala Tripura (W for one year)”**.



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3. Earnest Money of the unsuccessful bidder will be refunded.
4. On award of the work the successful bidder shall be required to deposit a Contract Performance Guarantee (CPG) @ 10% of the LOA value in the shape of Demand Draft / Banker cheque from any scheduled Indian bank guaranteed by the Reserve Bank of India **favoring TA to AGM, Generation Circle payable at Agartala** or guaranteed by the Reserve Bank of India. The successful bidder will deposit said "Contract Performance Guarantee or Performance Bank Guarantee" within 10 (ten) days. The validity of Performance Guarantee shall be at least for 18(eighteen) Month (CPG is to be extended further subject to extension of contract period, with the consent of the agency at same rate, terms & condition if as directed by TSECL/TPGL authority). On receipt of the "Performance Bank Guarantee" from the selected bidder, the department shall scrutinize the same for its authenticity and validity for the amount and period. In the event of breach / violation or contravention of any terms and conditions contained herein by the agency i.e., if the firm fails to execute the contract, the "Performance Bank Guarantee", part/whole (as per decision of the Authority), will be forfeited from the guarantor. The Performance security will be released as per banking protocol on completion of the successful execution of the task. Extension 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 encash without showing the reason thereof. Power of Attorney, if given to authorized signatory for signing the Contract Agreement, shall be made in an INDIA NON-JUDICIAL STAMP OF Rs.100.00 (Rupees one hundred) only.

Pre-Qualification Requirement & Other Terms & Conditions

1. Pre-Qualification Requirement

- 1.1 The Intending agency or voluntary social organization must have required experience for providing service of similar nature of work in any Govt. /Govt. undertaking/ Hospital etc.

2. Bid Submission

The Bid shall be submitted in **2(Two) parts** in **Separate Sealed Envelopes** properly **Super scribing NIT No., Name of Work and Bid Opening Date** containing in **1(One) Sealed Cover** as follows:

A : PART – I (Pre-Qualifying Bid)

- (i) Earnest Money Deposit and Tender Fee in a **separate sealed envelope** as per stipulation mentioned above.
- (ii) Copy of similar work Experience as office attendant / Performance Certificate / Copy of Work Order etc. issued from Govt. Deptt. / Govt. Undertakings only.
- (iii) Copies of PAN CARD, Labour License, GST Registration Certificate, Pasara Registration of current validity as per Govt. norms.
- (iv) Turn Over of last Three FY Years.

B : Part – II (Price Bid)

- (i) Price should be quoted in both words and figures considering of all Taxes in the prescribed 'Schedule of Work'.



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3. Other Terms & Conditions including Payment Norms.

- 3.1 The contract period shall initially be for **12(Twelve) months** from the date of commencement of Agreement, which may be extended on mutual consent of both the parties on approval of TSECL/TPGL authority.
- 3.2 There shall be no increase in the rate / charge during the contract period.
- 3.3 Rates should be quoted both in words and figures and inclusive of all EPF, ESI, Taxes & duties etc.
- 3.4 The payment will be made per month as per availability of fund only on submission of bill in duplicate supported by the attendance report at the end of each month against successful performance. The entire amount will be paid to the agency against stamped receipt.
- 3.5 Bid(s) not accompanied with the requisite Earnest money Deposit as a part of pre-qualifying Bid(s) shall not be entertained and will be summarily rejected.
- 3.6 Bid(s) containing all documents shall be signed by the bidder on all pages. Any correction to rates and items in the price Bid(s) must be signed in full by the Bidder.
- 3.6.1.1 Fixed billing on every month as per contract and no other bill will be entertained and no price variation will be allowed.
- 3.9.9.2 No work on Govt. holidays but if requires authority of TPGL may ask for same.
- 3.9.9.3 Penalty will be imposed in case of absence in any working days.
- 3.9.9.4 In case of any dispute, the decision of the TPGL Authority shall be final and binding.
- 3.9.9.5 The successful bidder shall provide / start service within 7(Seven) days from the date of issue of Letter of Award.

Special Terms & Condition

1. Rate may be quoted considering **Tripura state government labour notification so that the worker gets salary as per labour rules.** Sufficient credentials related to same nature of work, issued from any Government office or public undertaking will be considered as office attendant only.
2. The successful bidder must make payment / salary to the workers within 5th date of each month whether payment from TPGL made or not.
3. **If there is a tie in the price bid regarding lowest rates, successful bidder will be selected on the basis of highest turnover of last three FY.**
4. The estimated cost indicated in the Tender document is inclusive of Basic Price, Administrative Charge, EPF, ESIC & GST.
5. The agency has to confirm regarding payment of EPF / ESI. Otherwise payment will not be entertained.



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6. PERIOD OF VALIDITY OF BIDS

- i. Bids shall remain valid for **12 (twelve) calendar months** after the date of bid opening prescribed by TPGL, unless otherwise specified in this document. A Bid valid for a shorter period shall be rejected by TPGL as non-responsive.
- ii. In exceptional circumstances, TPGL may solicit the Bidder's consent to an extension of the period of Bid validity. The request and the response thereto shall be made in writing (including phone or fax). No interest shall be payable by TSECL/TPGL for retaining the earnest money up to the extended period, if any.
- iii. If any Tenderer withdraws his bid before the said period or makes any modifications in the terms & conditions of the bid which are not acceptable to the TSECL/TPGL, the TSECL/TPGL shall without prejudice to any other right or remedy be liberty to forfeit the earnest money/CPG absolutely.

7. The earnest money shall be forfeited:

- a. If a Bidder withdraws its bid during the period of bid validity specified by
the bidder on the bid form; or
- b. In case of a successful Bidder
fails: i. to sign the contract; or
ii. to furnish the performance guarantee.



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8. The successful successful bidder shall have to enter in an agreement with the Deputy General Manager (Civil), Generation Circle, TPGL, Agartala within 10 days of issuing LOA.
9. The agreement shall be valid up to **365** (Three hundred and sixty five) days from the date of issue of the work order/LOA. If necessary it may extend for further period at same rate(s), terms and conditions as may be decided by the TPGL/TSECL authority.
10. The payment will be made on monthly basis on submission of bill in duplicate after **satisfactory signing of the controlling officer.**
11. The Deputy General Manager reserves the right to reject any or all of the Tenders without assigning any reasons thereof at any time.



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SPECIAL TERMS AND CONDITIONS

1. The payment will be made on monthly basis on submission of bill in duplicate and payment will be made to the agency/owner against stamped receipt.
 - a. GST shall be deducted from each running bill at source, if not registered under GST Rules.
 - b. In-Come Tax shall be deducted from each running bill.
2. Bid not accompanied with the requisite Earnest Money Deposit and Tender Fee as a part of Pre- Qualifying bid shall not be entertained and will be summarily rejected.
3. Bid containing all documents shall be signed by the bidder on all pages. All corrections to rates and items in the Price Bid should be initialed by the bidder. Every page of the Price Bid shall be signed in full by the Bidder.
4. The Successful bidder will borne the expenditure for making six agreement copies including spiral binding.
5. The engagement and employment of worker and payment of wages to them as per labour notification mentioned in the schedule and regulations are the sole responsibility of the Contractor. If any worker remains absent for any reason, the successful bidder have to provide substitute officials positively. Any breach of such Laws on regulation shall be deemed to be breach of this contract.
6. Force Majeure:

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of god (hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of the purchaser as to whether the supplies/services have been so resumed or not shall be final and conducive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

For all purposes of the contract including arbitration there under, the address of the Contractor mentioned in the tender shall be final unless the Contractor notifies a change of address by a separate letter sent by registered post to the tender inviting authority. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.



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1. Termination of Contract:

Termination for defaults: The Institute may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Agency, Moreover, the contract may be terminated on by giving one- month notice in advance, terminate the contract in whole or in part:

- a) If the Agency fails to deliver any work within the time periods specified in the contract, or any extension thereof granted by the Institute;
- b) If the Agency becomes bankrupt or otherwise insolvent.
- c) If the Agency, found in fraudulent practices against the institute.
- d) And any of its acts spoil to the integrity of the Institute, by any means.
- e) Or any adverse situations not covered in bid document but decided by authority which is bound for successful agency without making any legal approach against TPGL.



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SCHEDULE OF WORK / PRICE BID

Name of work:- Providing unskilled manpower for performing duties of security personal / office Attendant at TPGL- Corporate Office, Agartala Tripura (W) for one year.

Name of work:- Providing Uniformed Workers for performing duties of Office Attendant at TPGL - Corporate Office, Agartala, Tripura (W) for the period of 12 (Twelve) months under "Shops and Establishments".	Total Qnty.	Unit	Basic unit Rate (In Rs)
Details	36 (3 Persons X 12 Month= 36 Unit	Unit	

1. Basic unit rate for one Worker = Rs.
2. Administrative Charges @ _____% on Basic Rate (In Rs) = Rs.
3. EPF @ 13% on Basic Rate (In Rs) = Rs.
4. ESIC @ 3.25% on Basic Rate (In Rs) = Rs.
5. Sub-Total (1+2+3+4) = Rs.
6. GST @ 18 % on 5 = Rs.
7. Unit Rate with GST for one worker per month (5+6) = Rs.
8. Total amount for three workers for twelve month = Rs.

Total = Rs.

In words:-



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Notice Inviting Tender

N.I.T. No. AGM/GNC/2024-25/06

Dated 29/01/2025

The undersigned on behalf of Tripura State Electricity Corporation Limited, Agartala, Tripura (W) invites Sealed tender in **2(Two) Part** Bids from the interested and experienced Agencies, etc. for the work “Providing unskilled manpower for performing duties of office Attendant at TPGL- Corporate Office, Agartala Tripura (W) for one year”.

1. Estimated Cost:Rs. 3, 96,758.00

2. Earnest Money :Rs. 9,919.00

3. Time for completion: 12 (Twelve) months

4. Last date of receiving :13.02.2025 up to 3.00 p.m.

5. Date of opening (in presence of intending bidders or their authorized representatives):-

i). 3.30 p.m. on 13.02.2025 (Pre-Qualifying Bid), if possible.

ii). 3.30 p.m. on 14.02.2025 (Price Bid) if possible or to be declared later on.

Bid documents containing Terms & Conditions and Schedule etc. required to be downloaded by the intending bidder from the **web site www.tsecl.in** up to **12-02-2025**. Filled in bid documents to be dropped along with necessary documents as mentioned in the bid in the **office of the A.G.M., Generation Circle, Old Bidyut Bhawan, North Banamalipur**, Agartala . Details can be seen in the office of the A.G.M., Generation Circle, Old Bidyut Bhawan, Agartala in working hours within 11.00 a.m. to 5-00 p.m. up to 12-02-2025.

The undersigned reserves the right to reject any or all the tenders including the lowest one without assigning any reason thereof.

Deputy General Manager(C)
Generation Circle, Bidyut
Bhawan
Agartala, Tripura (W).

No.F.15 (76)/AGM/GNC/2024-25/2140-52

Dated: Agartala, the 29th Jan'2025

Copy to: -

- 1.The P.S. to the MD, TPGL, Agartala, Tripura for kind information of MD.
- 2.The Head of Finance, TPGL, Tripura, Agartala for kind information.
- 3.The GM (Tech), TPGL, Agartala for kind information.
- 4-6. The Additional General Manager, Generation Circle, EC-I, Agartala /EC-II, Agartala .
- 7-9. The Deputy General Manager (Corporate), Corporate Office, TSECL/ Electrical Division No.-I, Banamalipur/ Sri Amardip Debbarma, Manager, Corporate office, TSECL for hoisting the tender in the web site of TSECL.
- 10.TA to AGM, Generation Circle for information and necessary action.
- 11.The Assistant Manager (Fin), Generation Circle for information and necessary action.
- 12-13. Notice Board / Tech. Section.

Deputy General Manager(C)
Generation Circle, Bidyut
Bhawan
Agartala, Tripura (W).