
Chairman : Sri Kumar Alok, IAS, Chief Secretary, Govt. of Tripura

Member Secretary : Sri Tapan Das, Manager (Credit), Directorate of Ind. & Com. Govt. of Tripura.

No: SED/Security/01/2014/3176

Date: 23-11-2021

Notice Inviting Quotation

Sealed rate in 2 (two) bid systems of percentage of Agency Charges on the minimum wages with VDA notified by the Labour Department, Govt. of Tripura is hereby invited from the reputed and registered Private Security Guards/Manpower Supplying Agencies for the following manpower required for the SoFED.

Sl. No	Manpower	Requirement
1	Un-Skilled Security Guard for 24 hrs of duty	3 nos
2	Multi-Tasking Worker	2 Nos
3	Safai Karmachari (Sweeper)	1 No

The last date for submission of the quotation is **8th December, 2021 up to 3.00 PM**. The same will be opened at 3.30 PM of the same day if possible in the presence of the bidders or their representatives likely to remain present. No separate invitation shall be sent in this regard.

The undersigned shall reserves the right to accept or reject any quotation including the lowest one or entire process without showing any reason thereof.

SD/-

(Tapan Das)
Member Secretary

Terms and Condition of the NIQ

1. The quotations shall have to submit in sealed cover addressed to Member Secretary, Society for Entrepreneurship Development (SoFED), ITI Road, Indranagar, Agartala, West Tripura, Pin. 799006 on or before 20th November, 2021.
2. The envelope is to be super scribed clearly with NIQ number, date, subject (NIQ for short listing manpower Supplying Agency for FY 2020-21 & 2021-22), and date of submission.
3. (i) The quotation should be submitted in 2 (two) parts namely **Technical Bid** and **Financial Bid** in two separate sealed envelopes indicating on the cover as to which one is Technical Bid and which one is Financial Bid.
(ii) The above 2 (two) envelopes shall, thereafter, be placed inside a large sealed cover and the same may be submitted.

(iii) The Technical Bid shall contain all copy of documents i.e. technical Bid shall contain everything except the financial rate offered.

(iv) The Financial Bid shall contain only the rate offered by the agency/proprietor i.e the percentage of Agency Charges on the minimum wages notified by the Labour Department, Govt. of Tripura. And such rate shall be submitted in the format provided at Annexure-II.

(v) While processing the NIQ, the Technical Bid shall be opened first and the eligible firm/agency / proprietor fulfilling all requirements will be short listed through evaluation. Thereafter, Financial Bid of only short listed firm/agency / proprietor will be opened.

METHOD OF EVALUATION AND AWARDS OF CONTRACT

Bidders are requested to submit the all requisite documents as par Annexure-I (Checklist)

Evaluation Process

- a) The Society for Entrepreneurship Development (SoFED) will constitute an Evaluation Committee to evaluate the responses of the bidders.
- b) The Evaluation Committee constituted by the Society for Entrepreneurship Development (SoFED) shall evaluate the responses to the NIQ and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection.
- c) The decision of the Evaluation Committee in the evaluation of responses to the NIQ shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- d) The Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- e) The Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f) Each of the responses shall be evaluated as per the criteria and requirements specified in this NIQ.

NIQ Validity

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of NIQ.

NIQ Evaluation

A. Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive. If proposals;

- a) Are not submitted as specified in the NIQ document
- b) Received without the Letter of Authorization and Power of Attorney
- c) Are found with suppression of details
- d) Submitted with incomplete information, subjective, conditional offers and partial offers
- e) Submitted without the documents requested in the checklist
- f) Have non-compliance of any of the clauses stipulated in the NIQ
- g) With lesser validity period of Licenses.

B. All responsive Bids will be considered for further processing as mentioned below.

- a) Society for Entrepreneurship Development (SoFED) will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the NIQ. All eligible bids will be considered for further evaluation by the Evaluation Committee according to the Evaluation process define in this document. The decision of the said Committee will be final in this regard.
- b) Consortiums are not allowed for this engagement. The bidding entity has to be a single entity duly registered under the applicable laws of the country.

Evaluation Process

The steps for evaluation are as follows:

Stage1: Technical Evaluation

- a. Society for Entrepreneurship Development (SoFED) will review the technical bids of the short-listed bidders to determine whether the technical bids are as per the requirements laid down. Bids that are not in accordance with the requirements are liable to be disqualified by Society for Entrepreneurship Development (SoFED).
- b. The bidders 'technical solutions proposed in the bid document will be evaluated as per the requirements specified in the NIQ and technical evaluation framework as mentioned in the Section
- c. Each Technical Proposal will be assigned a technical score out of a maximum of 100 marks. Only the bidders who get a Technical score of 70% or more (prior to normalization) will qualify for financial evaluation stage. Failing to secure minimum marks shall lead to technical rejection of the Bid.
- d. Bidder should also score at least 50% in individual sections of Technical Evaluation as mentioned in Technical Evaluation Framework.

Stage2: Technical Evaluation Framework

The Bidder's technical solution proposed in the Technical Evaluation bid document will be evaluated as per the evaluation criteria mentioned in the following table.

SL.	Eligibility criterion	The award of marks will be as under		Maximum Marks
		Experience/Range	Marks	
1	Number of years in business	More than 05 years	20	20
		Below 05 Years	15	
2	<u>Financial Capability</u> Average annual turnover as per balance sheet/audited report for the last two financial years should be submitted (2019-20 and 2020-21)	Above Rs. 1 Crore	30	30
		Above Rs. 50 lakhs to Rs 1 Crore	20	
		Above Rs. 20 lakhs e to Rs. 50 lakhs	15	
3	Experience of the bidder in conducting similar work/assignment during the last 2 years i.e. 2019-2020 & 2020-2021 for Government Departments or their Autonomous bodies or PSUs or Pvt. establishments.	More than 10 similar work/assignment	50	50
		Above 5 and up to 10 similar work/assignment	30	
		2 and above & up to 5 similar work/assignment	25	
TOTAL:				100

Note: Proposal obtaining a score of 55 or more marks will be declared as technically qualified proposal for opening of their financial bids.

The Final Normalized technical score of the Bidder shall be calculated as follows:

Normalized Technical Score of a Bidder= {Technical Score of that Bidder/Score of the Bidder with the highest technical score} X 100 (adjusted to 2 decimals)

Example:

Bidders	Technical Score	Calculation	Normalized Technical Score
Bidder-1	88	(88/95)*100	92.63
Bidder-2	90	(90/95)*100	94.73
Bidder-3	80	(80/95)*100	84.21
Bidder-4	95	(95/95)*100	100.00

Stage3: Financial Evaluation

- a. All the technically qualified bidders will be notified to participate in Financial Bid opening process.

- b. The financial bids for the technically qualified bidders will then be opened on the notified date and time in the presence of representatives of qualified bidders and reviewed to determine whether the financial bids are in accordance with the NIQ requirements. Bids that are not substantially responsive are liable to be disqualified by the evaluation committee.
- c. The Normalized financial score of the technically qualified bidders will be calculated, while considering the Financial quote given by each of the Bidders in the Financial Bid as follows:

Normalized Financial Score of a Bidder= {Lowest Financial Quote of Bidder/Financial Quote of Bidder under consideration} X 100 (adjusted to 2 decimals)

Example:

Bidders	Financial Quote (In %)	Calculation	Normalized Financial Score
Bidder-1	10	(10/10)*100	100.00
Bidder-2	12	(10/12)*100	83.33
Bidder-3	15	(10/15)*100	66.66
Bidder-4	20	(10/20)*100	50.00

- Any conditional bid would be rejected.

Stage4: Final score calculation through QCBS

The final score will be calculated through Quality and Cost selection method based with the following weight-age:

Technical :40%
 Financial :60%

Final Score = (0.40 * Normalized Technical Score)+(0.60 *Normalized Financial Score)

Example:

Bidders	Normalized Technical score	Normalized Financial score	Final Score(40:60)
Bidder-1	92.63	100.00	97.05
Bidder-2	94.73	83.33	87.89
Bidder-3	84.21	66.66	73.68
Bidder-4	100.00	50.00	70.00

- The bidder with the highest Final score shall be treated as the Successful bidder. In the above example, Bidder-1 will be treated as successful bidder.

- In the event of the Final scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the work.

Other Terms & Conditions

1. The Security Provider shall provide security guards to keep ward and watch and protection of the SoFED. The security guards provided by the Security Provider will be for twenty-four hours in the shift of 8 hours and shall provide complete security arrangement and protection of the said office round the clock.
2. The Security Provider shall also provide Multitasking Staff, Sweeper / Cleaner to carry out multitasking work and sweeping and cleaning of the said office as per the requirement of SoFED.
3. In case of Multitasking worker, the minimum qualification for the person shall be H.S (+2 stage) passed with Diploma in Computer Application for any Govt/Pvt institution and also should able to ride bicycle for performing dak duty of SoFED.
4. The Security Provider shall give the proper uniform to the security guards and the said guards shall check all the vehicles and personnel entering into and going out of the said office as per the instructions issued by the SoFED's representative from time to time and shall maintain proper record of the vehicles and personnel coming and going out of the office.
5. The Security Provider at its own expenses shall provide its security guards uniform, arms, outfit, etc. required for the effective discharge of security services to the SoFED.
6. The Security Provider shall ensure that the security guards provided by it maintain perfect discipline and behaviour and they shall not in any manner cause an interference, annoyance, nuisance to the management of the SoFED or its business or work or its officers/ employees/other contractors.
7. The Security shall undertakes that the security services provided by the security guards and other staffs shall be to the entire satisfaction of the SoFED and the Security Provider will make it clear to the security guards and others staffs that the latter, they are employees of the Security Provider and they shall have no claims against the SoFED and the SoFED shall not be liable to payment of wages, salary, compensation and any statutory benefits due to the security guards under the Labour Act & Law and other legislation and the Security Provider shall be responsible for providing such amenities to its employees admissible under the law/rules/service conditions.
8. The Security Provider will indemnify the SoFED against any claim, loss, damage occurred, or caused to the SoFED due to willful acts or omissions or carelessness or negligence of the security guards employed by the Security Provider, while on duty.
9. The Security Provider shall pay the monthly remuneration to the Security guards, Multitasking staff and Sweeper/ cleaner for the services provided by the Security Provider with in **3rd day of every month**.
10. The Security Provider shall claim the bill to the SoFED quarterly. The SoFED shall not make any payment to the security guards and others employees and payment will be made to the Security Provider only.
11. The rate of the wages for security guards, multitasking staff, sweeper/cleaner etc. shall govern the rate

fixed by the Labour Department time to time. The Security Provider shall pay the employer share of EPF, ESI etc of the manpower to be provided in accordance with the Labour Act .

12. The Security Provider shall submit proof of credit of salaries with in the 3rd day of every month. In addition, it has to submit the proof of submission of EPF & ESI with individual names of the employees with the quarterly bill to be claimed to SoFED.
13. Security Provider shall have to submit the attendance of the manpower, proof of payment of salary, employer share of EPF, ESI etc. along with the bill to be submitted to the SoFED.
14. The SoFED shall be entitled to supervise the services provided by the Security Provider and if it finds that the conduct, behavior and performance of work of any of its security guard is unsatisfactory, it may issue directions to the Security Provider to immediately recall the particular person and substitute him by another and the Security Provider shall comply with such directions issued by the SoFED forthwith.
15. The initial agreement with the successful bidder will be for a period of one year from the date of execution of order and may be extended on performances. The SoFED shall, in the event of the Security Provider committing any breach of any of the terms and conditions or if the services provided by the Security Provider is considered to be unsatisfactory by the SoFED or for any other reason considered by the SoFED as sufficient, be entitled to terminate the agreement to be made by giving one month's notice in writing and the Security Provider shall not be entitled to any compensation in case of such termination. The Security Provider may also terminate the Agreement to be made by giving one month's notice in writing to the SoFED.
16. The stamp duty on the agreement to be made and duplicate thereof shall be borne by the Security Provider. The original shall be retained by the SoFED and the Security Provider shall retain the duplicate.

SD/-
(Tapan Das)
Member Secretary

**Annexure-A
(Check List)**

Name of the Bidders: _____

Sl. No	Name of the Documents	Whether Submitted (Please Tick ✓)	
		Yes	No
1	Certificate of Registration of Company/NGO/ Partnership Firm/ Proprietorship		
2	Valid PSARA/Home Dept License		
3	Valid Labour Registration License		
4	Valid Trade License		
6	EPF Registration Certificate		
7	ESIC Registration Certificate		
8	PAN Card		
9	GST Registration Certificate		
10	Experience Certificates for last 2 Yrs		
11	Audited Balance Sheet of last 2 Yrs		

Place:

Date:

Signature of the authorized person with office seal

Annexure-B
(Format for submission of Financial Bid)

Name of the Bidders: _____

Agency charges on percentage (%) quoted for supplying manpower to Society for Entrepreneurship Development (SoFED) on the Minimum Wages with VDA by the Labour Department, Govt. of Tripura.

(Copy of the latest notification on the above is to be enclosed with the financial bid).

Sl. No	Manpower	Percentage (%) of Agency Charges	
		In Numerical	In Word
1	Un-Skilled Security Guard for 24 hrs of duty		
2	Multi-Tasking Worker		
3	Safai Karmachari (Sweeper)		

Place:

Date:

Signature of the authorized person with office seal