

TRIPURA HUMAN RIGHTS COMMISSION
KUNJABAN, AGARTALA
PIN-799006.

E-mail: thrc16agartala@gmail.com.

No.F.1 (20)-Estt/THRC/Security/2017(Shadow)/3327-28 Dated 19/09/2025,

NOTICE INVITING TENDER.

On behalf of the Governor of Tripura, the undersigned invites sealed covered Notice Inviting Tender (NIT) from the interested Company/Firm/Agency etc. for hiring 3 (three) Un-skilled Private Security Guards on outsourcing basis for a period of 11 (Eleven) months for guarding the Office of Tripura Human Rights Commission (THRC), Kunjaban, Agartala.

2. The interested bidders shall submit rate as per format given below. The tender will be received by the office of Tripura Human Rights Commission, Kunjaban, Agartala (in Tender Box) from 11.00 AM to 5.00 PM in all working days w.e.f. 14-10-2025 to 27-10-2025 and the same will be opened on 28-10-2025 at 4.30 PM if possible, in presence of interested bidder, who may like to remain present in person.

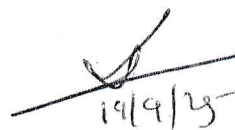
2(i) The bidder must be registered legal entity like a Govt. Sector / Undertaking / PSU / Society / Limited partnership etc. Documents in this regard shall be submitted in the form of Certificate of incorporation / registration.

2(ii) The Bidder should not be blacklisted by any Central/State Government Department/Agency regarding quality compromise or any other reason as on closing date of tender. Any wrong declaration in this regard which comes to the notice of THRC at a later date will disqualify them and the bids so received will be rejected and also the forfeiture of the EMD amount.

3. Remuneration of Un-skilled Security Guard.

SL No	Type of Manpower	Qty	Minimum Qualification	Age	Minimum Remuneration to be paid/staff.	EPF to be paid	ESI to be paid	Total, Per day, per Security Guard.
1	2	3	4	5	6	7	8	9
	Security Guard (Un-Skilled)	3 Nos.	8 th Standard Pass.	18 to 55 years	Rs.430/- Per day	Rs.56/- Per day.	Rs.14/- per day	Rs.500/- per day

Contd. Page/2.


19/9/25

4. The agency shall calculate the Service charges and GST on the total claims i.e. Minimum remuneration, EPF & ESI. The agency must pay the minimum remuneration, ESI & EPF to each Security Guard.

5. The agency charges of security Guards shall be guided by the Labour Department, Government of Tripura, vide Notification No.F.22 (56)-LAB/ENF/MW /PSG / 2022 / 428-53 dated 08-04-2025.

6. The bidder has to quote rate daily basis. Total quoted rate will be on the basis of daily wages + daily EPF + daily ESI + daily service charges + applicable taxes.

7. Financial Turnover for last 3 (three) years. Copy of CA certified balance sheet for last 3 (three) Financial years are to be furnished.

8. **LIST OF DOCUMENTS TO BE PROVIDED BY BIDDER IN SUPPORT OF THEIR BID.**

- (i) PAN/TAN, GST Registration Certificate.
- (ii) Trade License.
- (iii) Financial Turnover for the FY-2021-22, 2022-23, 2023-24 along with CA Certificate.
- (iv) Experience Certificate (Minimum 5 years mandatory) in Govt. sector/Govt Undertaking/PSU/Govt Society.
- (v) PSARA License issued by the Government of Tripura.
- (vi) License from the Labor Department, Govt. of Tripura.
- (vii) EPF Registration Certificate.
- (viii) ESI Registration Certificate.
- (ix) Self-Declaration (Affidavit).
 - (a) Non-Blacklisted by any Organization in past three years.
 - (b) Commitment to pay full remuneration to each deployed manpower.
 - (c) Complete Bio-data of each Private Security Guards.
 - (d) Registered Office at Agartala (Complete address with PIN number).

NB: Any bidder fails to submit any of the mandatory documents as mentioned above shall be treated as Non-Responsive Bid and the Bid will be rejected automatically.

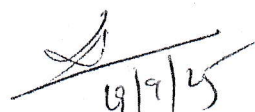
9. The contract period shall be for 11 (eleven) months initially, effective from the date of receipt of the work order, which may be renewed for next 1 (one) year based on satisfactory performance, subject to approval of the Administrative Department of the State Government.

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10. The age of Private Security Guards shall not be less than 18 years and more than 55 years with valid identity documents, age proof documents, qualification certificate, dress code of each private security guard.
11. The service charge may be fixed as 3.85% (3% profit plus transaction charges 0.85%) and shall not be exceeded 7% along with proper justification, as per Memorandum dated 06.01.2023 of the Ministry of Finance, Govt of India.
12. In case of two or more bidders offer same percentage of service charges/rate and become equal in rate, then the lowest bidder will be considered/selected on the basis of the experience in Govt. sector/Undertaking/PSU/Societies/Private Organization.
13. Security Deposit cum EMD (Earnest Money Deposit) in the shape of a Demand Draft is 5% (five percent) of total contract value initially for 11 (eleven) months and further renewal depending on further extension of the contract period, if any. Security Deposit cum EMD shall be submitted from any nationalized Bank, Gramin Bank or Co-operative Bank payable at Agartala, in favour of the Secretary, Tripura Human Rights Commission, Kunjaban, Agartala, Pin-799006.
14. Security Deposit cum EMD will be released by Tripura Human Rights Commission, after completion of the contract period.
15. The Company/Firm/Agency shall have at least 5 (five) years of experience in providing manpower in Govt. Sector/Undertaking/PSU/ Society etc.
16. The Head Office/ Branch Office of the Company/Firm/Agency shall be located in Agartala.
17. The Company/Firm/Agency shall have been registered with the Income Tax and GST Department.
18. The Company/Firm/Agency shall have to be registered with the appropriate authorities under Employees State Insurance ACT (ESI).
19. The Company/Firm/Agency shall declare that the services of manpower specified in the list shall be provided as per terms & conditions.

Contd. P/4.


9/9/25

20. The undersigned reserves the full rights to amend any of the terms & condition contained in the tender documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of competent authority in this regard will be final.
21. Any disputes arising out of or relating to these terms and conditions of the Tender Notice & action thereon shall be subject to the jurisdiction of the Courts at Agartala, Tripura.
22. The bidders sending their sealed Bid through Department of Post or Courier etc. shall be accepted till 5.00 PM of 27-10-2025. No bid shall be accepted by this office beyond the date as stated above.
23. The date of dropping and opening of bids if paralyzed due to any unforeseen reasons, the next working day will be the last date in respect of dropping and opening of the Tenders/bids.
24. The sealed cover envelop of NIT shall be superscripted by the expression "Hiring of 3 (three) Private Security Guards for (24X7) safe-guarding the Office of the Tripura Human Rights Commission, Kunjaban, Agartala".
25. The bidder shall address his Bid in favour of the Secretary, Tripura Human Rights Commission, Kunjaban, Agartala, Pin-799006.
26. The bid shall be disqualified, if the documents, as asked for, are not enclosed with the bid/quotation.
27. The payment of wages will be made through direct bank transfer (DBT) by the Agartala Treasury No.1, West Tripura.
28. The Security Deposit cum EMD of un-successful bidders shall be released on receipt of application from bidder(s) after completion of all tasks in this regard.
29. The Security Guards shall be responsible for ensuring round-the-clock safety and security of the Commission's office premises, assets, records, and staff. Duties shall include access control, regulation of visitors, guarding of gates, prevention of unauthorized entry, ensuring discipline in the premises, and patrolling, as required.
30. The Security Agency shall provide well-trained, physically fit, and disciplined security guards.

Contd. Page/5.


21/9/25

31. The deployment roster shall be prepared by the Agency in consultation with THRC, ensuring 24×7 coverage.
32. The Agency shall provide uniforms, identity cards, torches, batons, whistle, raincoats, and any other necessary equipment's related to Guards at its own cost. Guards must be in proper uniform while on duty.
33. Guards must maintain discipline, sobriety, and good behavior at all times. They shall not leave their posts without permission or shall not engage in unnecessary conversation with outsiders.
34. Consumption of alcohol, drugs, smoking etc. at the time of duty hours is strictly prohibited.
35. The Agency shall submit monthly bills along with proof of statutory compliance (ESI, EPF, etc.) to the Commission.
36. Payment shall be made after due verification of attendance and satisfactory performance of duties.
37. No advance payment shall be made.
38. The Security Agency shall be responsible for any loss, damage, theft etc. occurring in the office premises due to negligence or connivance of its personnel.
39. The Commission reserves the right to terminate the contract at any time by giving one month's notice without assigning any reason.
40. The Agency may also terminate the agreement by giving one month's advance notice, subject to approval of this Commission.
41. The Security Agency shall ensure proper supervision and monitoring of the deployed personnel.


Secretary,

Tripura Human Rights Commission,
Kunjaban, Agartala.

Copy to:-

- ✓ 1. The Dealing Assistant, looking after web portal of THRC, - for uploading the tender notice in the web portal of the Tripura Human Rights Commission (<https://thrc.tripura.gov.in>).
2. Notice Board, THRC for wide publication.


Secretary,

Tripura Human Rights Commission,
Kunjaban, Agartala.