



TRIPURA GRAMIN BANK

HEAD OFFICE : ABHOYNAGAR

AGARTALA, WEST TRIPURA – 799005

E-mail: hodit@tripuragraminbank.co.in, tgraminbank@gmail.com

Website: www.tripuragraminbank.org

Ref.No.TGB/HO(IT)/F.71 /2015

16.03.2015

NOTICE INVITING TENDER

The undersigned is hereby inviting sealed quotation in plain paper from the Registered Private Security Organizations for deployment of 6 (Six) nos. security guards to watch and ward duties at the following Offices / Branches / ATMs under Tripura Gramin Bank.

1. TGB, Head Office, Abhoynagar : 02 nos. (1 in each shift)
2. TGB ATM at Khumulwng, West Tripura : 1 (one shift)
3. TGB ATM at Ambassa, Dhalai Dist. : 1 (one shift)
4. TGB ATM at Pabiacherra, Unakoti Dist. : 1 (one shift)
5. TGB ATM at Santirbazar, South Tripura : 1 (one shift)

Total : 6 (Six) nos.

The terms & conditions for such shall be available at IT Department, Tripura Gramin Bank, Head Office in any working day and on Bank's website www.tripuragraminbank.org. The last date of submission of tender to the undersigned is up to 2.00 PM on 16th April 2015 and shall be opened on the same day, if possible. The authority preserves right to cancel or reject any or all the quotations without assigning any reason.

(Upendra Sabar)

Chairman

Tripura Gramin Bank



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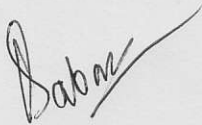
16.03.2015

Deployment of Security Guard for Bank / ATMs

Terms and conditions

1. The applicant agency should be a Registered Organisation under “The Tripura Private Security Agencies (Amendment) Rules, 2012” of Ex-serviceman / Ex-State Police Personnel / Ex-paramilitary forces having registered office at Agartala and shall have all required license / permission for providing uniformed security guards in **offices / branches / ATMs of Tripura Gramin Bank.**
2. Application in plain papers in same envelop should be submitted through registered post / speed post / courier service to **The Head of the Department (IT), Tripura Gramin Bank, Head Office, Airport Road, PO: Abhoynagar, Agartala, West Tripura, PIN – 799005** and shall be accompanied by a Bank Draft of Rs.5,000/- (Rupees five thousand) only on account of earnest money drawn in favour of “HOD(IT), Tripura Gramin Bank” on any Nationalized / Scheduled Commercial Bank payable at Agartala. The envelope containing the tender shall be super scribed with “Tender for Watch & Ward duty”.
3. The amount of earnest money of the unsuccessful tender will be refunded but in case of successful tender, the earnest money will be converted in the security deposit and shall be retained till termination of contract. The security shall not earn any interest.
4. The successful tenderer shall be required to enter into an agreement with the Tripura Gramin Bank and deposit Rs.30,000/- (Rupees thirty thousand) only in addition as security deposit in the form of Bank Draft on any Nationalized / Scheduled Commercial Bank.
5. The contract period shall be initially be for two years from the date of execution of agreement, which may be extended for any further period on mutual consent of both the parties.
6. There shall be no increase in the rate / change during the contract period.
7. The agency (successful tender) shall provide security personnel as per work allotted by the Head of the Department / Branch Manager under whom the security personnel will have to discharge his / her duty. There shall be three / two shifts of eight hours each daily round the year (365 days). The security personnel shall be deployed for watch and ward duties. The security guards must be required male and female. The agency shall offer rates in figure and words for the services as prescribed in annexure – A.

8. The security guards shall wear distinguishable uniform and shall carry required accessories.
9. The security guards shall not be more than 50 years of age and 40 years in case of female security guards.
10. The successful tenderer shall provide within 4 days of being informed a list of security guards to be deployed for the above purpose. The list shall contain individual personnel details, like name, address, educational qualification, service details in armed forces / Paramilitary forces etc. supported by documentary evidence.
11. All personnel so deployed shall maintain official discipline and decorum abide by rules and regulations of the Government and shall work under the direct control of the Officer-in-charge of respective establishment. The tenderer shall be responsible for conduct and performance of each personnel deployed by the agency.
12. The agency shall submit its monthly claim within 10th day of each month along with certified copy of attendance register along with Acquaintance Roll to respective Head of Office of the establishment for releasing of payment.
13. Any offer submitted with reference to this tender should be considered to be an offer that abides by all these conditions.
14. The Bank (TGB) reserves the right to accept / reject any / all tender without assigning reason. Tender notice, terms and conditions and successful tender shall be constituted the agreement for this service, which shall be binding on both the parties.
15. The Bank (TGB) also preserves right to terminate / rescind the contract at any time, if so required.



Chairman
Tripura Gramin bank,

RATE SCHEDULE

SL No	Item description	Rate per person per shift (Inclusive of agency charge and all applicable taxes) Rs.
1	Watch coverage of the buildings and premises including machineries of Tripura Gramin Bank, Head Office / Branch, ATMs at Khumulwng, Ambassa, Pabiacherra & Santirbazar. The activities shall continue throughout the year (365 days).	
2	Each personnel (male & female) / shift	
3	Total amount of 365 days (in figures)	
4	Total amount of 365 days (in words)	
5	Signature of tenderer	
6	Name of tenderer (in block letter)	
7	Business address	
8	PAN / TAN	
9	Bank Account Details	Account No.
		Account Name
		Name of Bank
		Name of Branch
		IFSC
10	Place	
11	Date	