

**GOVT. OF TRIPURA
OFFICE OF THE PRINCIPAL-IN-CHARGE
GOVT.DEGREE COLLEGE, GANDACHERRA
GANDACHERRA, DHALAI, TRIPURA**

No.F3(33)-GDC/GNC/FIN/2015 /906

Date: 21/12/2019

Name of the work: Supply of manpower for various activities in the capacity of Security guard, Gardener, Sweeping staff and Data Entry Operator at Govt. Degree College, Gandacherra during 2019-20.

1. Last date of submission: ...06.01.2020..... up to 4.00PM
2. Date of Opening:07.01.2020.....at 3.00PM

Press Notice for Tender


NOTICE INVITING TENDER

**GOVT. DEGREE COLLEGE
GANDACHERRA, DHALAI, TRIPURA**

No.F3(33)-GDC/GNC/FIN/2015 /906

Date: 21./12/2019

Sealed Tenders are invited from the authorized and eligible service providers for providing manpower for various activities in the capacity of Security Guards, Gardener, Sweeping staff and Data Entry Operator at Govt. Degree College, Gandacherra. Tender documents and other downloaded from the url <https://www.gdcgnc.edu.in>


Principal-in-Charge
Govt. Degree College,
Gandacherra
Principal-in-charge,
Govt. Degree College, Gandacherra,
Gandacherra, Dhalai Tripura.

Copy to:

1. The Director, ICA, Govt. of Tripura
2. The DDO, Govt. Degree College, Gandacherra for information and necessary action

TREMS AND CONDITIONS OF THE TENDER

1. GOVT. DEGREE COLLEGE, GANDACHERRA, invites sealed bids under two bid systems from eligible firms/companies/service providers etc. for “Supply of manpower for various activities in the capacity of Security Guards, Gardener, Sweeping staff and Data Entry Operator at GOVT. DEGREE COLLEGE, GANDACHERRA.
2. Sealed bidding document (Technical Bid and Financial Bid) duly filled in as per the instructions contained in the Tender document should be addressed to the Principal, GOVT. DEGREE COLLEGE, GANDACHERRA, and must reach latest by 3.00PM on
3. The sealed bidding document should be delivered in the office of the Principal, GOVT. DEGREE COLLEGE, GANDACHERRA, by the stipulated date and time by Registered post or by hand.
4. Alternatively, the tender document may be downloaded from the official website of the college at : <https://www.gdcgnc.edu.in>
5. The Technical Bids shall be opened by the Committee authorized by the Principal, GOVT. DEGREE COLLEGE, GANDACHERRA, in presence of such bidders/representatives, who may wish to be present. The financial bids of only those bidders shall be opened by the Committee authorised for the purpose whose Technical Bid qualify. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.
6. The Bidder shall bear all costs associated with the preparation and submission of its bid and College authority will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bid process.
7. Interested bidders are advised to study the document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the document with full understanding of its application.
8. The college authority reserves the right to reject any or all the bids without assigning any reason and the decision of the authority, shall be final and binding.
9. The GOVT. DEGREE COLLEGE, reserves the right to award/cancel the award without assigning any reason thereof. In case of differences, if any, the decision of the College authority shall be final and binding.
10. The College authority at its sole discretion may extend the deadline for the submission of bids, and the extended date will be displayed on the website.
11. The contract can be terminated at any time without assigning any reason by giving a notice of two months by the Principal GOVT. DEGREE COLLEGE, GANDACHERRA,.
12. The authority reserves the right to accept or reject any bid without assigning any reason whatsoever.
13. Incomplete bids are liable to be rejected
14. Late bids shall not be accepted and no correspondence in this regard shall be entertained.
15. The decision of the Principal, GOVT. DEGREE COLLEGE, GANDACHERRA, will be final. Any dispute arising out of or relating to the contract including the interpretation of a part or full of this document shall be final and binding on the parties.

QUALIFICATION CRITERIA FOR THE BIDDERS

1. License under Contract Labour (R&A) Act.
2. EPF Registration
3. Latest challan of deposit of EPF
4. PAN Card Copy
5. Qualification details with experience of the employees
6. Proof of previous experience in supply of workers
7. Proof of address in Tripura

QUALIFICATION AND EXPERIENCE CRITERIA FOR SECURITY GUARD

Educational Qualification: Minimum standard VIII passed

Experience: Minimum three years in similar concern

QUALIFICATION AND EXPERIENCE CRITERIA FOR GARDENER

Educational Qualification: Minimum standard V appeared

Experience: Minimum three years in similar responsibility and capacity to handle modern agricultural/gardening tools and equipments

QUALIFICATION AND EXPERIENCE CRITERIA FOR SWEEPING STAFF

Educational Qualification: Minimum standard V appeared

Experience: Minimum three years in similar responsibility

QUALIFICATION AND EXPERIENCE CRITERIA FOR THE DATA ENTRY OPERATOR.

Educational Qualification: Graduate with knowledge of Ms Office

Experience: 3 years of experience in similar responsibility

Terms and Conditions governing this contract:

1. Period of Contract: The contract will be initiated for a period of 6 (six) months, which may be extended further with mutual consent and performance review.
2. The successful bidder hereinafter will be called as the Service Provider and shall perform the works awarded to him/ her hereunder to the satisfaction of the Principal, GOVT. DEGREE COLLEGE.
3. The Service Provider shall seek instructions from the Principal, GOVT. DEGREE COLLEGE. or any other authorized officer of the GOVT. DEGREE COLLEGE, GANDACHERRA, for the purpose.
4. The Contract shall not be deemed as an asset of the Service Provider in any form. No legal proceedings to enforce any claim and no suit arising out of this contract shall be instituted except in a court of competent authority having jurisdiction of GANDACHERRA, Tripura.

5. The authority shall verify the facts and only those workers shall be deployed by the Service Provider on duty in whose case the executor render satisfaction. It shall be the responsibility of the Service Provider to ensure that the workers deployed by him/her at no point of time, will be paid less than the minimum rates of wages, as prescribed and revised from time to time for the respective categories. Bill shall be raised by the contractor in accordance with the rates quoted on every last day of the month and submitted for payment to DDO, GOVT. DEGREE COLLEGE ,GANDACHERRA authority. The Service Provider will also ensure that the workmen engaged by him/her get the wages/salaries for the previous month as and when fund is available.
6. The College authority shall fix timing of the various duty shifts. A single duty shift will have a normal duration of 8(eight) hours including rest intervals. The authority reserves the right to notify the working days separately if situation warrants.
7. The principle of 'No work-No pay" shall be followed while making payment wages salaries to the personnel deployed by him.
8. The Service Provider shall not replace the worker at random. This shall be done without the prior permission and approval of the college authority.
9. No leave of any kind to the workers shall be sanctioned by the college authority. The Service Provider shall be liable to make substitute arrangements in case of short leave or leaving the job by the existing staff deployed.
10. The college authority reserves the right to change the deployment of worker. The authority also reserves the right task for replacement of particular worker or other categories of personnel deployed by the Service Provider.
11. The personnel deployed by the Service Provider shall be bound to observe all the instructions issued by College authorities concerning general discipline and behaviour.
12. That for all intents and purpose, the Service Provider will be "Employer" within the meaning of all the labour legislations in respect of the workmen so deployed by him/her.
13. The Service provider shall be responsible for recruitment of the personnel for the purpose of this contract.
14. In case the worker/ workers deployed by the Service Provider commit/commits any act of omission or commission constituting any misconduct or indiscipline, the Service Provider will be liable and responsible to take disciplinary action against the person/s including dismissal from engagement.
15. The Service provider will be responsible and liable for the implementation of all the statutory provisions in respect of minimum wages, Employees' Provident Funds, Employees' State Insurance, if applicable' etc. as and when they become applicable under the Law. The Service Provider shall maintain all the statutory registers under the law and shall produce the same on demand to the College authority or any other authority under law'
16. In case the Service Provider fails to comply with statutory obligation under any Labour Laws or any other law applicable herein and the College authority is put to any obligation, monetary or otherwise, the College authority will be entitled to get itself reimbursed out of the bill of the Service Provider or otherwise, to the extent of the obligation in monetary terms.
17. The College authority shall not be responsible financially or otherwise for any injury, death to the any person in the course of their performing the duties. In case,

compensation is awarded by the Court of Law, it shall be the responsibility of the Service Provider to execute the order in full.

18. The Service provider shall not be permitted to transfer or assign his rights and obligations under this contract to another person or organization.
19. The duration of this contact shall be for a period of six months from the date of signing the agreement. The terms shall be extendable for further period after reviewing the performance of the Service provider, as per terms and conditions specified in this document. The contract shall automatically expire on completion of 6 months, unless extended further by mutual consent of the parties.
20. The Principal, GDC, GANDACHERRA, has absolute right to terminate the contract at any time before the due date of expiry specified in clause hereinabove, without assigning any reason but by giving one month's notice in advance to the Service Provider in writing or by making equivalent Payment thereof.
21. In the event of the Service Provider desiring an earlier termination of the contract, he/she shall have to give three months advance notice to the Principal, GOVT. DEGREE COLLEGE GANDACHERRA.
22. The Service provider is bounded by the details and documents as furnished by him to the Principal, GOVT. DEGREE COLLEGE, GANDACHERRA, while submitting the Tender or at any other time. In case any of the details of such documents furnished by him/her is found to be false at any stage, this would be deemed to be a breach of the terms of contract making him/her liable for action.
23. In case of breach of any of the terms of this agreement, the Principal, GOVT. DEGREE COLLEGE, GANDACHERRA reserves the right to terminate this contract and the service Provider shall be liable for penalty for an amount which will be worked out by the college authority. The Service Provider will also be black listed.
24. It should be ensured that information and documents of any sort is not shared by the employee of the Service Provider to any third party
25. In the event of any malpractice on the part of the Service Provider or his employees, vis-a-vis any college staff or otherwise, the contract shall be liable to be terminated.
26. Income Tax and GST, as applicable will be deducted at source as per the Income Tax and GST law and the TDS certificate for Income tax to this effect shall be issued to the service Provider by the DDO, GOVT. DEGREE COLLEGE, GANDACHERRA. The responsibility of the Service Tax, if applicable, at the prevailing rate (Govt. levy) will be of the Service Provider. The Service Provider will produce the proof of payment of the Service Tax (Govt. levy) of previous month to DDO, GOVT. DEGREE COLLEGE, GANDACHERRA.
27. The Service provider will execute an agreement with the Principal, GOVT. DEGREE COLLEGE, GANDACHERRA on a non-judicial stamp paper worth Rs. 100/- (Rupees One Hundred only) to be provided by the Service Provider.
28. The Service Provider if in any manner defaults in the performance or in making good of any losses, damage or expenses or any part thereof, then it shall be lawful for the Institute to recover the loss from running monthly bills towards the liquidation of liability of the Service Provider in respect of such default.
29. **FORCE MAJEURE:** Neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the party. Such acts shall include but not limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, -

Government regulation superimposed after the implementation, communication line failure, earthquakes etc'

30. All disputes which may arise between the Service Provider and Institute will be referred to the arbitrator. Arbitrator will be appointed by the Principal, GOVT. DEGREE COLLEGE,GANDACHERRA.
31. The applicable Arbitration procedure will be as per Indian Arbitration and Conciliation Act, 1996'

SCOPE AND SCHEDULE OF WORK.

The workers have to report for duty at 06.00 hrs on every day except on Sundays and three national holidays (with wages) before the concern officials of the college authority or as directed. However the Principal, GOVT. DEGREE COLLEGE,GANDACHERRA, reserves the right to notify the working days separately if situation warrants. The working hours shall be from 06.00 to 20.00 hours (three shifts).The principle of 'No-work, No-Pay' shall apply in all form of the contract. All the principle of existing Labour Laws shall also equally apply in this contract.

SCOPE OF WORK

SL	Nature of work	Manpower	Scope of work
1	Security Guard	As per requirement	Security cum gate keeping during day in three shifts (8 hours)
2	Gardener	As per requirement	Maintaining of college garden o every day basis, watering everyday in the garden including holidays, handling of gardening tools/pruning equipments to be arranged by the service provider to maintain the garden properly.
3	Sweeping staff	As per requirement	Sweeping/cleaning of all floors of the College buildings, hostels, staff quarter, swapping/mobbing of all such floors with proper detergent etc to be arranged by the service provider, cleaning of all the toilets of the buildings mentioned above.
4	Data entry operator	As per requirement	At least two years experience in Ms Word, Excel, PPT, Pdf etc communication via mail, typing speed of 35 WPM and familiarity of office file handling process. Working experience in a Central/State Govt office/Undertakings/projects/ Govt. Society etc will be preferred.

SUBMISSION OF BILLS

The Service Provider will submit bill in triplicate on completion of each month, which shall be duly verified by the DDO, GOVT. DEGREE COLLEGE, GANDACHERRA, on the basis of the number of manpower supplied and works performed. The payment is subject to GST, TDS as per Income Tax Rules / Laws. The DDO shall deduct such taxes, duties and any other statutory levies imposed by the Government on such charges as may arise from the implementation of the contract as per the agreement. The copy of deposited challans of EPF/ESI should be enclosed along with the bills.

No claim on account of GST, work contract tax or other taxes and duties presently in force for the material used for execution of the work awarded under the contract, will be entertained and all such taxes and duties shall be borne by the Service Provider himself.

(FINANCIAL BID)

(Separate Envelope inside Main envelope)

We quote the following rates for providing the services (including all applicable taxes):

SL	Post	Number	Wages/month
1	Security Guard	As per requirement	
2	Gardener		
3	Sweeping Staff		
4	Data entry operator		

(Signature of the Bidder) (SEAL)

The following documents are enclosed:

1. License under contract Labour (R&A) Act.
2. GST Registration and GST return for last year.
3. EPF registration.
4. Latest challan of deposit of EPF.
5. PAN card copy and current IT Return Copy of 3 years
6. Proof of previous experience in the relevant field.
7. Undertaking by the service provider to accept and agree to all the terms and conditions of the tender document.

*Note: - The bidder has to quote only the service charge. All other payments are of statutory nature and shall be paid according to the prevailing rules.
