


**GOVERNMENT OF TRIPURA
OFFICE OF THE DEPUTY DIRECTOR OF AGRICULTURE
WEST TRIPURA DISTRICT, AGARTALA**

No. F. 11 (14)-AGRI/STAT/ (W)/2018-19/

Dated , Agartala the 13/07/2018

**NOTICE INVITING TENDER FOR ENGAGEMENT OF STATISTICAL COMPUTER
OPERATOR ON TEMPORARY BASIS IN THE OFFICE OF THE DY, DIRECTOR OF
AGRICULTURE(W), WEST TRIPURA DISTRICT, AD NAGAR, AGARTALA**

Tender in sealed cover superscribed as tender for **ENGAGEMENT OF STATISTICAL COMPUTER OPERATOR** on temporary basis in the Office of the Dy, Director of Agriculture (W), West Tripura District, AD nagar, Agartala through outsourcing from private Manpower agencies. Detailed terms and condition may be available in the Notice Board of the Office of the Deputy Director of Agriculture, West Tripura District , A.D.Nagar, Agartala..The notice can also be seen at the website www.agritripura.gov.in . Last date of receiving tender is 02/08/2018 up to 2.00 p.m.


(ARUN BHATTACHARJEE)
Deputy Director of Agriculture
West Tripura District
A.D.Nagar, Agartala .

**Government of Tripura
Office of the Deputy Director of Agriculture
West Tripura District**

No. F11(14) -Agri/Stat/W/2018-19/1854-55

Dated-Agartala, 13/07/2018

SHORT TENDER NOTICE FOR ENGAGEMENT OF STATISTICAL COMPUTER OPERATOR

Seal tender is invited on behalf of Governor of Tripura, In accordance with the approval of Govt. Vide Memo No.F.5 (1-47)-Agri.(Stat)/2016-17/P-1/631-77 dated-15/06/2018. One (1) no. Computer Operator shall engaged through private man power agency for outsource purely on temporary and contractual basis for 12(twelve)month as per necessity and provision under EARAS in the office of the undersigned. This is in pursuance decision only under U.No 674 Principal Secretary Agri./Horti. Dated- 17.05.2018 and No 15 MIN/AGRI dated 22.05.2018.

Interested agencies are requested to submit the rate quotation along with all relevant documents (attested copies) and experience certificate on 02.08.2018 at the office of the Deputy Director of Agriculture, West Tripura, A.D. Nagar, Agartala up to 2.00 P.M. and will be open on same day at 3.00 P.M.

Total no. of Vacancy is 1 (One) and monthly remuneration is maximum of ₹10,000/- (Ten Thousand) only per month for the term of maximum 12 (Twelve) months.

Details terms and conditions along with respective notification will be available in the Office of the Deputy Director of Agriculture, West Tripura District, A.D. Nagar, Agartala within 11 A.M. to 4 P.M. every working day upto 01.08.2018.

13/07/2018
**(ARUN BHATTACHARJEE)
Dy. Director of Agriculture
West Tripura District
A.D. Nagar, Agartala**

**Government of Tripura
Office of the Deputy Director of Agriculture
West Tripura District**

Notice

Subject: Engagement of statistical Computer Operator through outsourcing from private agency in the Office of the Deputy Director of Agriculture, West Tripura District, A.D. Nagar, Agartala.

Sealed tenders are invited for and on behalf of the Governor of Tripura from experienced and reputed private man power agencies for outsourcing of the services of one Statistical Computer Operator in the Office of the Deputy Director of Agriculture, West Tripura District, Agartala.

1. The Statistical Computer Operator should be minimum H.S. (+2) pass with Diploma in Computer Application (DCA) with at least 3 months working experience of handling Crop - Cutting Experiment (CCE) data, EARAS data and yield data of PMFBY.

His duties would broadly includes:-

- i) Entry of data for updating all government Agri./ Horti. Schemes.
- ii) Any other related works.

2. Engagement will be purely on temporary basis.

3. The maximum period of engagement would be 12 (Twelve) months subject to the availability of fund and necessary approval of the competent authority. Remuneration will be paid maximum of ₹10,000/- (Ten Thousand) only including service charges, tax etc. Rate quoted by the agency would be fixed for a period of 12 (Twelve) months only.

4. The manpower will have to be supplied by the agency within 15 days of award of contract.

5. Terms and conditions as per Annexure-I.

6. Only those who fulfill the following minimum criteria may submit their bids:-

- (a) The manpower supplying agencies should have been in existence for more than 5 years.
- (b) It should have been registered with the Government authorities concerned and a copy of each of the registrations shall be attached with the bid.
- (c) It should have PAN number and sales tax/service tax registration necessary documents in this regard maybe attached with the bid.
- (d) It should not have been blacklisted by any government organization.
- (e) It should be willing to take up the contract on the terms and conditions as at Annexure-I

7. The tenders should be submitted in two sealed covers :

- A. The first sealed cover should be super scribed "Technical Bid" and should contain.
 - i) The proforma at Annexure-II duly filled in.
 - ii) Agency profile, including previous experience of manpower supply to Government Departments.
 - iii) Acceptance of terms and conditions at Annexure-I.
 - iv) All other required documents.
- B. The second sealed envelope superscripted "Price Bid" should contain only rate which is to be quoted on monthly basis for normal office duty hours per day per person as per rules of Govt. of Tripura. (Annexure-III).
- C. Both the sealed covers should be placed in the main sealed envelope superscripted "Tender for supply of Data Entry Operator". This should be addressed to the Deputy Director of Agriculture, West Tripura District, A.D.

Nagar, Agartala and sent by post or hand delivered latest by 2.00 p.m on 02.08.2018.

8. If the rates/quotations (wages plus the statutory contributions like EPF, ESIC etc) submitted by agency are found to be less than the minimum wages notified by the Labour Department, Government of Tripura, the bids of such an agency will not be considered.
9. The technical bids will be opened by the authority on 02/08/2018 at 3.00 pm in the office of Deputy Director of Agriculture, West Tripura District, A.D. Nagar, Agartala in the presence of the participating bidders who may like to be present.
10. The authority will assess the ability of the agencies to supply requisite number of personnel. The agency selected by the authority will have to send a panel of Data Entry Operators registered with them to office of the undersigned for a practical test on the basis of which the Data Entry Operators will be engaged.

2/13/07/2018
(ARUN BHATTACHARJEE)
Deputy Director of Agriculture
West Tripura District
A.D. Nagar, Agartala

ANNEXURE -I

TERMS AND CONDITION FOR OUTSOURCING OF THE SERVICES OF STATISTICAL COMPUTER OPERATOR

1. All services on outsourcing basis shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
2. The persons supplied by the Agency should not have any adverse political records/ criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proof of identity like driving license, bank account details, previous work experience, proof and residence and recent photograph and a certification to this effect submitted to this office . The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of the medical fitness. The service provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.
3. The service provider shall engage necessary number of persons as required by this office from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master and Servant or Employer and Employees relationship between the employees of the service provider and this office and further the said persons of the service provider shall not claim any employment, engagement or absorption in the Department of Agriculture, Govt. of Tripura in future.
4. The service provider's persons shall not claim any benefit/ compensation/ absorption/ regularization of service from/in the Department under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Ablation) Act, 1970.Undertakings from the persons to this effect shall be required to be submitted by the service provider to this office.
5. The service provider's personnel shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangements, administrative /organizational matters as all are confidential /secret in nature.

The service providers personnel's should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of this office. The service provider shall be responsible for any act indiscipline on the part of persons deployed by him.

7. The persons deputed shall not be below the age of 18 years or above 58 years and they shall not interfere with the duties of the employees of the Department.
8. The Department may require the service provider to dismiss or removed from the site of work any person or persons employed by the service provider who may be or for his/her/their misconduct and the service provider shall forthwith comply with in requirements. The service provider shall replace immediately any of its personnel, if they are acceptable to this department because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this department.
9. The service provider has to provide photo identity cards to the person employed by him/her for carrying out the work. These cards are to be constantly disposed & their loss reported immediately.
10. The service provider shall ensure proper conduct of his persons in the premises and enforce prohibition of consumption of alcoholic drinks. Paan, smoking loitering without work.
11. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be responsibility of the service provider and the office shall not be liable or responsible on any of these accounts towards any personnel of the service provider.
12. Working hours would be normally from 10.00 A.M. to 5.30 P.M along working days including ½ an hour lunch break in between. However, in exigencies of work they may be required to sit late and the personnel may be called on Saturday, Sunday and other gazette holidays, if required.
13. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum wages Act, Employees Provident Fund, ESI Act etc. and this Department shall not incur any liability for any expenditure whatsoever on the persons employed by the

Agency on account of any obligation. The agency may be required to provide particulars of PF, Group Insurance of its employees engaged in this Department.

14. This service provider will submit the bill, in triplicate, in respect of a particular month in the first week of the following month. The payment will be released by the Second week of the following month after deduction of taxes deductible at source, if applicable, under the laws in force.
15. Payments to the service provider would be strictly on certifications officer with whom the outsourced personnel is attached that his/her service was statutory and as per his/her attendance shown in the bill preferred by the service provider.
16. No wage/ remuneration will be paid to any staff for the days of absence duty.
17. The service provider will provide the required personnel for a shorter period also in case of any exigencies as per the requirement of this office.
18. The service provider shall arrange for a substitute well in advance if any probability. of the person leaving the job due to his/her own personal reasons payment in respect of the overlapping period of the substitute shall be the responsibility service provider.
19. The service provider shall be contactable at all times and messenger by phone/ email/fax/special messenger from this office to the service provider shall acknowledge immediately on receipt on the same day. The service provider shall observe the instructions issued by this office in fulfillment of the contract from time to time.
20. This office shall not be liable for any loss damage, theft, burglar robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
21. That the agency on its part and through its own resources shall that the goods, materials and equipment etc. supplied to the personnel for discharge of duly signed to them are not damaged in the process of carrying out the services undertaken and shall be responsible for act of commission and omission on the part of its staff and its employees etc. if this office suffers any loss or damage on account of negligence, default or the part of the employees/ agents of the agency, then the agency shall be liable to reimburse to office for the same. The agency shall keep this department fully indemnified against any or damage.

This office will maintain an attendance register in respect of the staff employed by the agency on the basis of which wages/ remuneration will be decided in respected the staff at the approved rates.

23. The successful bidder will enter into an agreement with this office of suitable and qualified manpower as per requirement of this office on these terms and conditions. The agreement will be valid for a period of 12 months commencing from signing such agreement and shall continue to be in the same manner unless termination in writing. The service charges/rates quoted by the agency shall be fixed for a period of months and no request for any change/modification shall be entertained before expiry period of 12 months. Any statutory increase in wages/ DA, etc. during this period is to bear the service provider.
24. The service provider shall not assign, transfer, pledge or sub-contract performance of service without the prior consent of this office.
25. However, the agreement can be terminated by either party by giving 1 (one) month notice in advance. If the agency fails to give one months notice in writing for of the agreement then one month wages, etc and any amount due to the agency this office shall be forfeited by the office.
26. That on the expiry of the agreement as mentioned above the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In any dispute on account of the termination of employment or non-employment by the personnel of the agency it shall be the entire responsibility of the agency to pay and settle the same.
27. In the event of any dispute arising in respect of the agreement matter will be referred to the Director, Department of Agriculture, Government of Tripura whose decision shall be binding on both the parties.

13/07/18
(ARUN BHATTACHARJEE)
Deputy Director of Agriculture
West Tripura District
A.D. Nagar, Agartala

ANNEXURE-II

Sl. No.	Particular	To be filled by the Tenderer
1.	Name of the Agency	
2.	Date of establishment of the agency	
3.	Detailed office address of the Agency with office Telephone Number, Fax Number and Mobile Number and Name of the contact person	
4.	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
5.	PAN / TAN Number (copy to be enclosed)	
6.	Service Tax Registration Number (Copy to be enclosed)	
7.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partner anywhere in India.	
8.	Length of experience in the field.	
9.	Experience in dealing with Govt. Department (Indicate the names of the Department and attach Copies of contracts order placed on the agency)	
10.	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance or the same, is attached.	
11.	Whether agency profile is attached	
12.	List of other clients.	

Signature with Seal

ANNEXURE-III

PROFORMA FOR FINANCIAL BID

Name of position	Minimum wages	PF @	ESI @	Service Tax	Service Provider Charges/ Adm. Charges	Total(₹)
1	2	3	4	5	6	7
Statistical Computer Operator						

Seal & Signature