

Dated, Bagafa, the 24-08-2018

**SHORT NOTICE INVITING TENDER FOR ENGAGING ENUMERATORS & STATISTICAL COMPUTER OPERATOR**

Sealed tenders are hereby invited from the experienced and reputed lawful Service Provider / private manpower supplying agencies for outsourcing the services of 7 nos. Enumerator for EARAS survey works and 01 (one) Statistical Computer Operator in the office of the Supdt. of Agriculture, Bagafa Agri. Sub-Division, under E.A.R.A.S purely on temporary & contractual basis.

Quotations will be received on **12<sup>th</sup> September, 2018** from **11 AM to 3.00 PM** and will be opened on the same date at **4.00 PM**, if possible, in presence of the quotationer or his/her/their authorized representatives, if desire to remain present.

For detail terms and conditions, contact O/o the undersigned from 11.00 AM to 3.00 PM up to 48 hrs. before the scheduled time of dropping the tender or visit [www.agri.tripura.gov.in](http://www.agri.tripura.gov.in).

**TERMS AND CONDITIONS FOR OUTSOURCING THE SERVICES OF ENUMERATORS & STATISTICAL COMPUTER OPERATOR**

1. The Enumerator for EARAS survey should be Madhyamik Passed. The Statistical Computer Operator should be at least HS (+2) Pass, having 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. The require nos. of Enumerator is 7 (seven) nos. and S.C.O is 1 (one) number.
2. The period of contract would be 12 months subject to the availability of fund. Remuneration will be paid up to a maximum of Rs. 5000/- per season for Enumerator (total 4 season of EARAS survey per year) and for Statistical Computer Operator up to maximum of Rs.10, 000/- per month including Service Charges, tax etc. Rate quoted by the agency would be fixed for a period of Twelve months and any statutory increase in wages etc. is to be absorbed by the agency only.
3. The manpower will have to be supplied by the agency within 5 days of award of contract.
4. Only those who fulfil the following minimum criteria may submit their bids:-
  - (a) The manpower supplying agencies should have been in existence for more than 3 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 proof. Necessary documents in this regard may be attached with the bid.
  - (d) It should not have been blacklisted by any Government Organization.
5. An earnest money deposit of **Rs. 1,000/- (Rs. One Thousand Only)** in the form of Demand Draft Drawn in favour of the **Supdt. of Agriculture, Bagafa** is to be submitted along with the technical bid, failing which the bid shall not be considered valid.
6. The tenders should be submitted in two sealed covers:
  - (A) The first sealed cover should be superscribed as "Technical Bid" and should contain:
    - (i) The proforma at **Annexure-I**, duly filled in.
    - (ii) Agency profile, including previous experience of manpower supplied to Government Departments.
    - (iii) Acceptance of terms and conditions.
    - (iv) Demand draft for earnest money deposit.
    - (v) All other required documents.

(B) The second sealed envelope superscribed "Financial Bid" should contain only rates which is to be quoted on monthly basis for normal office duty hours per day per person as per rules of Govt. of Tripura - **Annex-II (A) & Annex-II (B)**

(C) Both the sealed covers should be placed in the main sealed envelope superscribed "Tender for supply of Outsourced Staff". This should be addressed to the Supdt. of Agriculture, Bagafa Agri. Sub-Division, Santirbazar, South Tripura District, pin: 799144 and should reach to this office **latest by 3:00 PM on 12-09-2018 without fail.**

7. If the rates/quotations (wages plus the statutory contributions like EPF, ESIC, etc.) submitted by any 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.
8. Both the technical bid & Price Bid will be opened by the authority if possible at **4.00 pm on 12-09-2018** in presence of the participating bidders who may like to be present. If any holiday declares by the Govt. on scheduled date i.e. on **12-09-2018**, dropping of tender / tender will be receive on next working day.
9. 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 Enumerators and Data Entry Operators registered with them to this office for a practical test on the basis of which the Data Entry Operators will be engaged.
10. All services on outsourcing basis shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
11. The persons nominated by the Agency should not have any adverse Police 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 proofs of identity like driving license, bank account details, previous work experience, proof of 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 their 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.
12. 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.
13. The service provider's persons shall not claim any benefit/ compensation/ absorption/regularization of service from/in this Department under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this office.
14. 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.
15. The persons deputed shall not be below the age of 18 years or above 35 years and they shall not interfere with the duties of the employees of the Department.
16. The service provider has to provide photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
17. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
18. Working hours would be normally from 10.00 A.M. to 5.30 P.M. during 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, without any extra remuneration.

19. 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 will be required to provide particulars of PF, Group Insurance of its employees engaged in this Department.
20. The 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 as per fund availability at earliest possible date.
21. Payments to the service provider would be strictly on certification by the officer with whom the outsourced personnel is attached that his/her service was satisfactory and as per his/her attendance shown in the bill preferred by the service provider.
22. No wage/remuneration will be paid to any staff for the days of absence from duty.
23. The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from this office to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by this office in fulfilment of the contract from time to time.
24. This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
25. This office will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
26. Remuneration for 1 (One) month shall be kept as a security deposit in the office of the undersigned. The security deposit shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this office or on non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the agency.
27. The successful bidder will enter into an agreement with this office for supply 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 date of signing such agreement and shall continue to be in force in the same manner unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of 12 months and no request for any change/modification shall be entertained before expiry of the period of 12 months. Any statutory increase in wages/DA, etc. during this period is to be absorbed by the service provider. The contract/agreement is extendable on six months basis subject to satisfactory performance of the agency and such amendments as mutually agreed to subject to the approval of authority.
28. However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the agency from this office shall be forfeited by the office.
29. 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 case of 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.
30. In the event of any dispute arising in respect of the clauses of the agreement, the matter will be referred to the Director, Department of Agriculture, Government of Tripura whose decision shall be binding on both the parties.
31. The undersigned reserves the right to accept or reject any quotation including any lowest rate without assigning any reason.

Sd/  
(Dr. Debasis Pal)  
Supdt. of Agriculture,  
Bagafa Agri. Sub-Division.

**ANNEXURE-I**

Sl. No.	Particular	To be filled by the tenderer
1	Name of the Agency	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
6	PAN/TAN Number (copy to be enclosed)	
7	Service Tax Registration Number (Copy to be enclosed)	
8	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.	
9	Length of experience in the field.	
10	Experience in dealing with Govt. Department (Indicate the names of the Department and attach copies of contracts order placed on the agency)	
11	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance or the same, is attached.	
12	Whether agency profile is attached	
13	List of other clients.	

Signature of tenderer with office seal

**ANNEXURE-II (A)****PROFORMA FOR FINANCIAL BID FOR ENUMERATOR FOR EARAS SURVEY**

Category of worker	Minimum wages per month/employee (in Rs.)	PF @ (in Rs.)	ESI @ (in Rs.)	Service Tax (in Rs.)	Service charges/ Adm. Charges(in Rs.)	Total wages per month (Rs.)
	(1)	(2)	(3)	(4)	(5)	(6)
Graduates						
Non- Graduates						
Madhyamik Passed						

Signature of tenderer with office seal

**ANNEXURE-II (B)****PROFORMA FOR FINANCIAL BID FOR S.C.O**

Category of worker	Minimum wages per month/employee (in Rs.)	PF @ (in Rs.)	ESI @ (in Rs.)	Service Tax (in Rs.)	Service charges/ Adm. Charges (in Rs.)	Total wages per month (Rs.)
	(1)	(2)	(3)	(4)	(5)	(6)
Graduates						
Non- Graduates						

Signature of tenderer with office seal

**Copy to:-**

1. The Director, ICA, Tripura, Agartala for favour of kind information with 1(one) copy of “**PRESS NOTICE INVITING TENDER ENGAGING ENUMERATORS & STATISTICAL COMPUTER OPERATOR**, for the Supdt. of Agriculture, Bagafa Agri. Sub-Division, Santirbazar, South Tripura District, with a request to kindly arrange for publication of the same at least in 5 local Leading Dailies in one insertion as per rules.
2. The Director of Agriculture, Tripura, Krishi Bhawan, Agartala for favour of kind information.
3. The Director of Horticulture & Soil Conservation, Paradise Chowmuhani, Agartala for favour of kind information.
4. The Dy. Director of Agriculture, South Tripura District, Belonia for favour of kind information.
5. The Dy. Director of Horticulture, South Tripura District, Santirbazar for favour of kind information.
6. The Project Manager, IWMP, South Tripura District, Santirbazar for favour of kind information.
7. The Nodal Officer, Department of Agriculture, Krishi Bhawan, Agartala with request to upload the NIT in the website [www.agri.tripura.gov.in](http://www.agri.tripura.gov.in) at the earliest, for which 1(one) soft copy is enclosed herewith for necessary action.
8. Notice Board, O/o the Supdt. of Agriculture, Bagafa.

(Dr. Debasis Pal)  
Supdt. of Agriculture,  
Bagafa Agri. Sub-Division.