



THE POLICE ACCOUNTABILITY COMMISSION, TRIPURA
(CONSTITUTED UNDER THE TRIPURA POLICE ACT, 2007.)
SHYAMALIBAZAR, P.O- KUNJABAN-799 006, AGARTALA, WEST TRIPURA

No.1 (3)/PAC/Estt/2017(Vol-1)/ 731-32,

Dated, Agartala, the 06th July, 2019.

NOTICE INVITING TENDER

The Tripura Police Accountability Commission is in need of engaging employees to perform the duties in the following posts:-

1. PA to the Hon'ble Member and Secretary PAC- 1 Post.
2. Head Clerk-1 Post.
3. Accountant-1 Post.
4. UDC (including Cashier) - 2 Post.

The Government of Tripura vide memo no.1(1)/Fin(G)/2018 Dated 02.01.2019, has decided to direct all the department and other authorities to engage/hire employees through outsourcing against vacant regular post on selective basis with full justification till the regular post are filled up, through recognized outsourcing agencies.

The Police Accountability Commission while in need of engaging employees in the posts mentioned above requires the authorized and recognized out sourcing agencies (Service provider) to submit their quotation to provide required manpower as per the criteria necessary for performing the job of the Commission. The designation, number of persons require, qualification, experience and the emoluments/ remuneration to be paid are given below :-

Designation of post	Number of person required	Minimum Qualification	Experience/skill required	Maximum Emolument/ Remuneration rate
PA	1	Graduate	He/ She shall have proficiency in typing in English on computer and shorthand writing/ transcription with minimum speed of 40 words per minute and 120 words per minute respectively. He/ She also should have thorough computer knowledge. Preference will be given who have served as Stenographer in the High Court/ Tripura Subordinate judiciary.	Fixed remuneration of the initial pay of the equivalent post of the Govt. i.e. Rs.23,900/- or basic pension amount in case of pensioner, whichever is less.
Head Clerk	1	Graduate	Minimum 3 years experience in the post of Head Clerk in Govt. offices/Semi-Govt. organizations etc. Should have computer knowledge. Also should have passed Accounts training examination.	Fixed remuneration of the initial pay of the equivalent post of the Govt. i.e. Rs.34, 700/- or basic pension amount in case of pensioner whichever is less.
Accountant	1	Graduate	Minimum 3 years experience in the post of Accountant in Govt. offices/Semi-Govt. organizations etc. Should have computer knowledge. Also should have passed Accounts training examination.	Fixed remuneration of the initial pay of the equivalent post of the Govt. i.e. Rs.34, 700/- or basic pension amount in case of pensioner whichever is less.
UDC (including Cashier)	2	Graduate	Minimum 3 years experience in the post of UDC and performing duty in cash & store section in Govt. offices/Semi-Govt. organizations etc. Should have computer knowledge.	Fixed remuneration of the initial pay of the equivalent post of the Govt. i.e. Rs.27,300/- or basic pension amount in case of pensioner whichever is less.

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Manpower for the post of P.A. is required from August, 2019 and in respect of other post from November, 2019.

ELIGIBILITY CRITERIA OF THE BIDDERS:

- a) The bidder must be a registered legal entity like a Company, Society, LLP (Limited liability partnership) or any other outsourcing Manpower recognized registered firms / Local Service Providers Agencies etc (Not applicable for Govt. of India / State Government undertakings).
- b) The bidder should have never been blacklisted or debarred by any Central / State Government Departments / Undertaking Bodies/Autonomous Bodies/PSUs from carrying out similar work/business.
- c) The bidder should have valid PAN, GSTN, and Registration of Labour Department.
- d) Professional Tax Clearance Certificate, I.T. return and GST return for last 2 (two) years.
- e) Offers without satisfying eligibility conditions will be out rightly rejected and no correspondence in this regard will be entertained.

VALIDITY OF THE BID:

- a) The bid will be valid for 1(one) year which may be extended for another 1(one) year.

EARNEST MONEY DEPOSIT FOR THE BID :

- a) Earnest money for Rs.1,00,000/- (Rupees one lakh) only in the shape of Deposit At Call / Fixed Deposit (FD) / Demand Draft/Banker Cheque, in favour of "**Secretary, Police Accountability Commission, Tripura**", from any nationalized bank /Scheduled Bank having branch at Agartala, is to be submitted along with the bid.
- b) EMD shall be forfeited if the bidder withdraws the bid during the period of tender validity.
- c) **Release of Bid Security (Earnest Money Deposit):** Earnest money deposit shall be refunded to all unsuccessful tenderers without interest after final decision about acceptance of tender. In case of successful bidder the earnest money will be released without interest after receipt the Performance Security.

PERFORMANCE SECURITY (SECURITY DEPOSIT):

- a) The successful bidder shall have to deposit the performance security of the value of 10% (ten percent) of the total contract value) in the shape of **Deposit At Call/Fixed Deposit (FD)/Demand Draft/Banker Cheque** in favour of "**Secretary, Police Accountability Commission, Tripura**", from any nationalized bank /Scheduled Bank having branch at Agartala and the same shall valid for a period extending at upto 12 months from the date of award of the contract.
- b) In the event of breach/violation or contravention of any terms and conditions contained herein by the successful bidder or in case the successful bidder fails to execute the contract, the security money, part / whole (as per decision of the Police Accountability Commission) will be forfeited.
- c) The security Deposit of Successful bidder/tendered will be released without interest only after satisfactory completion of contract and settlement of whole payment whichever is later.

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MODE OF SUBMISSION OF BID:

- 1) The interested bidders may submit their tender in seal cover envelop superscribed "**Tender for providing manpower for P.A./HC/Acctt/UDC**" addressed to the Secretary, Police Accountability Commission, Government Quarter No. VI/14 at Kunjaban Town Ship, Shymali Bazar, Agartala, West Tripura, PIN- 799006 by hand/by speed post/registered post/courier service on or before 26th July, 2019 within 1500 hrs. Tender received after the aforesaid date and time shall not be taken into consideration. The Commission shall not remain responsible for any postal delay.
- 2) The interested bidders shall submit the bid in two parts viz. "TECHNICAL BID" and "FINANCIAL BID" and two bids should be put in two separate sealed envelopes, indicating on the cover as "TECHNICAL BID" or "FINANCIAL BID" as the case may be. These two envelopes shall, thereafter be placed in a large size sealed cover envelope superscribed in bold letter "**TENDER FOR PROVIDING MANPOWER FOR P.A./HC/ACCTT/UDC**" and the same be addressed to the Secretary, Police Accountability Commission, Government Quarter No. VI/14 at Kunjaban Town Ship, Shymali Bazar, Agartala, West Tripura, PIN- 799006. The "Technical Bid" shall contain all details regarding the items offered by the bidder, compliance of terms and conditions, submission of required documents except the rate offered. The "Financial Bid" shall contain only the rate offered by the bidders. While processing the bids, the technical bid will be opened first and the eligible bidders meeting requirement, will be short-listed. Thereafter, financial bids of the short listed bidders will be opened for consideration.
- 3) Tender is likely to be opened on 26th July, 2019 at 1600 hours, if possible. The tenders or their representative may remain present at the time of opening of tender.

CONTENTS OF THE BID DOCUMENTS:

The bidders shall submit their bids in two covers, Cover-I "Technical Bid" and Cover-II "Financial Bid" with necessary documents as follows:

Cover-I(Technical Document)

- (i) Registration Certificate, Labour Registration letter.
- (ii) PAN Card and GST Registration.
- (iii) Professional Tax clearance certificate
- (iv) Copy of Income Tax and GST returns.
- (v) Earnest Money.
- (vi) Bidder's information Sheet, Annexure-I.
- (vii) Declaration and Undertaking of the Bidder, Annexure-II.

*** **Note:** Financial bid of the bidders who do not fulfill the above Technical bid requirements shall not be opened. The required documents asked for in Cover-I should be submitted strictly as prescribed. Original documents of the bidders may be required for verification of the above claims.

1. Cover-II (Financial Document).

- (i) Bill of Quantity (BOQ).
- (ii) The bidder shall quote the (%)percentage of service charge including IGST/SGST etc. if applicable as per rule per month basis, both in figure and in words.
- (iii)

*** **Note:**

1. The financial bid of the bidders who do not fulfill the above Technical bid requirements shall not be opened.

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Award of Contract (AOC) :

- i) The Secretary, PAC will award or recommend to the competent bid accepting authority for award of the contract to the successful bidder. The bid accepting authority reserves the right to accept or reject any bid or all bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the reasons for such action.
- ii) The bidder whose bid has been accepted will be notified the award of contract by any authorized official, prior to expiration of the bid validity period by publishing the Award of Contract and also may send the same through registered letter.
- iii) The bidder should appear before the tender inviting authority within 3(three) days after the bidder has been awarded with all the original copies of all the submitted documents and performance security deposit by way of deposit At Call/Fixed Deposit(FD)/Demand Draft/Banker Cheque, in favour of "Secretary, Police Accountability Commission, Tripura," from any nationalized bank/Scheduled Bank having branch at Agartala with required validity period and to fulfillment of the contract as per Award of Contract(AOC).
- iv) The work must be commenced by the successful bidder within a period of 7 (seven) days from the date of award of the work. On failure to do so, his bid will be canceled duly forfeiting the EMD paid by him without issuing any further notice and action will be initiated for black listing the bidder.

Inviting Officer Name: Shri
S.Bhattacharjee
Designation: Secretary,

SCHEDULE-2 TERMS & CONDITION SPECIFIC TO THE CONTRACT:

1. The bidder shall submit the copy of Professional Tax Clearance Certificate, Income Tax returns and GST return of last 2(two) years.
2. The Bidder's information sheet as proforma given in Annexure I fill the necessary information and Declaration and Undertaking as per Annexure-II shall put ink signature with stamp/seal.
3. Particulars of Financial Bid (BOQ) should come under financial cover and the bidder will quote only the (%) percentage of Service Charges both in figure and in words on total Emoluments/Remuneration of persons being outsourced including IGST/SGST etc if applicable as per rule per month basis. Only the lowest (%) percentage of Service Charge of the technically qualified bidder on maximum Emoluments/Remuneration rate of the persons of the all posts laid down in the NIT subject to condition that the bidder must ensure the payment of Emoluments/Remuneration of the persons as fixed in the NIT per month shown against the posts and should not be allowed to less payment to the engaged Persons.
4. The contract may be terminated by the Government at any time giving 7(seven) days notice without showing any reason, whatsoever.
5. The successful agency shall bound to submit the list of Persons along with their all testimonials before issue of awarded of contract for physical/performance testing of the Persons in the Police Accountability Commission, Tripura.

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6. Working hours would be normally 7 ½ hours per day during working days including half hour lunch break in between. The engaged persons shall also bound to work in PAC beyond office hours also. However, in exigencies of work, they may be required to attend office on holidays, if required they may be paid extra wages as per the rates approved, on pro rata basis, for working on such Holidays.
7. The persons engaged by the agency shall not have any Police records /Criminal cases against them. The Agency shall make adequate enquiries about the character and Antecedent of the Persons who they are recommending. The Character and antecedent of each Personnel of the service provider will be got varied by the service provider before their deployment. The service provide will also ensure that 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 for any reasons immediately on receipt of such a request from the Department.
8. The persons engaged by the Service Provider shall pay their salary every month as per Emoluments/Remuneration of the persons as fixed in the NIT and the Persons provide by the Agency shall not claim for any absorption in the Department in future.
9. The Persons deployed by the Service Provider shall not claim any benefit /compensation/absorption/regularization of service in this Department and undertaking from the persons to this effect shall be required to be submitted by the service provider to the Department before their actual deployment in the Department.
10. The Persons deployed by the Service Provider shall works in PAC under the supervision/direction of the Supervisory Officials and Officers of this Commission. The service providers shall be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will be enhance the image of this Commission. The Service Provider shall be responsible for any act of indiscipline on the part of Persons deployed by him.
11. This Commission may require the Service provider to dismiss or remove/replace from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirement. The service provider shall replace immediately any of its personnel if they are unacceptable to this Commission because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office. In case no replacement is provided within three days of the reporting a penalty@Rs-200/- on each day for each person shall be recovered from the bill of the contractor in addition of reduction of proportionate payment.
12. The Commission will provide Photo Identity Card of the Persons employed by the Service Provider for carrying out the work. These cards are to be constantly displayed and their loss reported immediately to the Commission.
13. The Service Providers shall provide a substitute in advance, if there is any probabilities of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider.

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14. The transportation, food, medical and other statutory requirements in respect of each Personnel of the Service Provider shall be responsibility of the service provider. The agency shall raise the bill, in triplicate alongwith attendance sheet after completion of each month duty and the agency will be wholly and exclusively responsible for regular and prompt payment of wages to the persons to be engaged. No wage/remuneration will be paid to any persons for the days of absence from duty. The persons will as far as possible, seek prior permission for any absence and in case any exigencies, keep the officer informed, with whom posted to work with. In case of habitual absentees or absence without information and found lack of skill in words the Commission may sought replacement(s) and the service provider should be able to provide replacement(s) within 2(two) days.
15. The agency shall ensure that personnel for discharge of duties assigned to them are not damaged any goods, materials, equipments and works and if the Commission suffers any loss or damage on account of negligence, default of theft on the part of the persons of the agency, then the agency shall be liable to reimburse the loss to this Commission in full.
16. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this Commission.
17. The service provider shall submit the monthly bill for the actual work done in the first week of the following months in respect of previous months. The bill required details regarding names of the personnel as proof of payment of persons, number of days work has been performed etc.
18. Payment shall be made after deducting tax at source as applicable/required at the prevailing tax rates which will be in force during the currency of the contract.
19. The Police Accountability Commission shall be at liberty to withhold any of the payment in full or in part subject to recovery of penalties mentioned in the contract.
20. The Commission will maintain an attendance register in respect of Persons deployed by the agency on the basis of which wages/remuneration will be decided in respect of the persons at the approved rates.
21. The bid do not meet the required eligibility /qualification criteria prescribed will be treated as unresponsive and not consider.
22. The contract is to commence from the date of work actually done by the deployed persons and shall continue for a period of 1(one) year, unless it is curtailed or terminated by PAC. The period of contract can be extended for a further period at the contract period at the direction of the PAC. The rates quoted shall remain the same during the contract period and also during the period of extension of the contract, if any. Under no circumstances escalation in prices will be entertained.
23. In case of any disciplinary arising in the NIT the jurisdiction shall be the High Court of Tripura.
24. Any penal action imposed by the Government for breach of terms of contract shall be final and binding on the part of the Agencies/Tenderer.

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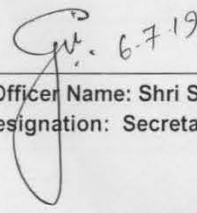
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25. Placement of the persons shall be made by the agency in accordance with the time schedule specified by the e-tender inviting authority in its work order. In case of the manpower placement is not completed in the stipulated period, as indicated in the work order, e-Tender inviting authority reserves the right to cancel the work order and/or recover liquidated damage charges.
26. The Commission has reserve the right of cancellation of contract by giving 10(ten) days notice in advance without assigning any reason.
27. The undersigned has also reserves the right of reject all the bid including lowest one without assigning any reason.


Inviting Officer Name: Shri S. Bhattacharjee
Designation: Secretary, PAC

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Annexure-I

BIDDER'S INFORMATION SHEET

1.	Name of Bidder/Firm	
2.	Full address of Bidders registered office	
3.	Contract Number	
4.	TIN/PAN number	
5.	GSTN number	
6.	Details of EMD Amount. Bank. Branch. Number and date of EMD	
8.	Particular of Registration with Government Body. Organization/Place of registration. Registration number.	
9.	Contract Person. Name. Mobile number.	

Date.

Signature of the Bidder.

Place:

Name.
Seal.

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ANNEXURE-II

DECLARATION AND UNDERTAKING BY THE BIDDER

To
The Secretary,
Police Accountability Commission, Tripura,
Shyamalibazar, Agartala.

Subject :- Self declaration in respect of submission of bid for "Providing the persons in the post of ----- of the Police Accountability Commission.

Reference: No. :- ----- dated-----

Sir,

I/We hereby agree to abide by all terms and conditions laid down in the tender documents referenced above.

2. I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and understood the parameters and technical specifications of the proposed work of PAC undertake self/ourselves abide by the said terms and conditions.
3. I/We further undertake that the information given in this tender are true and correct in all respect and hold the responsibility for the same.
4. I/We also undertake that I/We shall abide by all labour laws in force while carrying out the duties under this contract. I/We shall also abide by and comply with the provision of Child Labour (Prohibition and Regulation) Act, 1986, Payments of wages Act, 1936, Minimum wages Act, 1984, Employees Liability Act, 1938, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity benefits Act, 1961, Apprentices Act, 1961 or the modification thereof or any other laws relating thereto and the rules made there-under from time to time.
5. I/We undertake that I have personally gone through the relevant Notice Inviting Tender (NIT) and understood all the clauses, works etc of tender, instruction of the NIT and having been fully satisfied. I have quoted the % (percentage) of Service Charge.
6. I/We undertake that I have suppressed no facts in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other punitive action against me as per terms & conditions of the tender. I do affirm that all the terms & conditions of the NIT are unconditionally accepted by me.
7. I/We undertake and ensure that the Persons to be engaged shall not have any Police records/Criminal case, medically fit and I shall pay their salary every month as per maximum emoluments/remuneration rate laid in the bidding documents and the Persons shall not claim for any absorption in the Commission in future.

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8. I/we have confirm that we have not been levied financially penalty or any major penalty in the past by any of our client/principal employer and also declare that we have not claim any existing litigation, never blacklisted and terminated by any client in India.
9. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgement, claim, arbitration proceeding or suits is pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies. We were never cited by any regulatory agency for a safety violation in the last 2(two) years.

Signature of the bidder
Date.


(S. Bhattacharjee)
Secretary,
Police Accountability Commission,
Tripura, Agartala.

Copy to:-

- ✓ 1) The Director, Information Technology, ITI Road, Agartala. He is requested kindly to arrange uploading of the tender in the official website of the PAC www.pac.tripura.gov.in.
- 2) Copy for notice board in PAC, Tripura.


Secretary,
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