




No. F.2 (12)/AC/FR//2011-12/ 361

Date: 12/07/2023

**NOTICE INVITING SHORT QUOTATION FOR PROVIDING SECURITY
SERVICES, COOK AND SWEEPING STAFF**
Second (2nd) Call

Short Quotations are hereby invited from registered firms for providing Security Guard, Cook and Sweeping/Cleaning staff for **S.T. Girls Hostel, Ambedkar College, Fatikroy**. Qualified bidder will enter into a one year agreement with this office for providing the services and may be extended depending upon the quality of service. For detail about the Quotation documents, terms and conditions and procedures please go through the dossier available in college office or college website www.actripura.edu.in

The Quotation will be received by the undersigned up to **12 (Noon) of 21st July 2023** and will be opened on the same day at 1:00 PM in presence of bidder or his/her authorized representative, if possible.


Dr. Subrata Sharma
Principal in-charge
Ambedkar College



Terms and Conditions for providing Security guard/Cook and Sweeping-Cleaning Staff at Ambedkar College, Fatikroy.

1. The Company/Agency should furnish attested copies of following documents:-
 - i. Copies of Income Tax and Service Tax returns for the latest three Assessment years.
 - ii. Copy of the trade license essential for carrying out the activities under the contract.
 - iii. Copy of the PAN Card of the proprietor/Partner/Company.
 - iv. Copy of Registration under Service Tax.
 - v. Details of experience with documentary evidence.
 - vi. Registration of Labour Department for providing Manpower Competent Authority.
 - vii. Copy of valid Registration form competent authority.
2. The agency should deploy energetic and trained security personal between the age group of 20-45 years.
3. The agency should deploy skilled cook and sweeping/cleaning staff between the age group of 20 to 45.
4. The agency has to submit the Bio-data along with photographs of all deployed staff to Ambedkar College.
5. The agency will provide the I-card to their staff engaged in Security.
6. In case of any accident to the person employed by the agency during the working time, the agency alone is liable to pay workmen's compensation and any other statutory dues or payments and the College authority is not liable for any payment of such kind.
7. The responsibility of payment of wages for the person deployed to carry out the contract lies with the contractor and the College shall not entertain any representations, whatsoever in this regard.
8. The security guards should not develop any relationship with the College staff and students.
9. If the service are not satisfactory, the College authority has every right to cancel the contract at any time, by giving one month's notice.
10. If any loss or damage is caused to the Office by the person deployed the same shall be recovered from the unpaid bills.
11. The agency will abide by all Govt. laws and rules in the performance of the duties.

12. The rates accepted shall include expenditure towards uniform, seasonal clothing, rain coats and the essential items like lathis, torch with batteries, whistle, cycle etc.
13. The agency has to ensure cleanliness of the uniforms of the security personal.
14. The security personnel at the College shall check and ensure that all the Sections/Units/Dept/Buildings are properly locked after the Office hours.
15. The sweeping cleaning staff has to clean the campus including lavatory.
16. The agreement is liable to be terminated in case of non-performance, deviation of terms & conditions of contracts, non-payment of remuneration of employed manpower and non-payment of statutory dues.
17. Payment will be made DBT in favour of the agency on quarterly basis or subject to availability of fund against bills raised by the agency.
18. Bill is to be submitted in triplicate duly authenticated by the concerned Officer.
19. Income Tax, if applicable, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
20. The maintenance charge of the firm per month should be clearly mentioned in financial bid. The work order will be issued to the Lowest bidders considering the cost of maintenance charge but also need to fulfill the others condition of technical bid.
21. The financial and technical bid should be separately submitted in sealed envelope addressed to The Principal, Ambedkar College, Fatikroy, Unakoti Tripura. The envelop should be superscribed as "Quotation for deployment of Security Guard, Cook and Sweeping cleaning staff for S.T. Girls Hostel, Ambedkar College.
22. An amount of **Rs. 500/-** (Rupees Five Hundred only) Non-Refundable as Tender Fee should be paid through Cheque/DD Infavour of DDO, Ambedkar College, Fatikroy.
23. **The last date of submission of Quotation is 21-07-2023 upto 12 noon.** No Quotation will be received after closing date and time. The Quotation may be opened on the same date in presence of bidder, if possible.



Signature of Supplier/Contractor

Signature of Principal In-Charge

(DR. SUBRATA SHARMA)
Principal In-Charge,
Ambedkar College, Fatikroy
Unakoti, Tripura.

GOVERNMENT OF TRIPURA
DIRECTORATE OF HIGHER EDUCATION
Establishment (N.G) Section

No.F.7 (296)-DHE/NG/2021(Vol.IV) /1324

Dated, Agartala, the 17/05/2023

M E M O

Approval is hereby conveyed for engagement of Security Guard/Night Guard, Cook-Cum-Masalchi & Sweeping & Cleaning Assistant personals by the Principal/Principal-in-charge/Head of offices of the colleges as indicated in the table below from empanelled outsourcing at the following rates and duty hours as per terms and conditions mentioned below:-


Sl. No	Name of the Head of offices	Name & number of the outsourcing staff.			Rate @			Duty hours		
		Security Guard (Night Guard) / Watch & Ward	Sweeping & Cleaning Asst.	Cook Cum Masalchi	Security Guard (Night Guard) / Watch & Ward	Sweeping & Cleaning Asst.	Cook Cum Masalchi	Security Guard (Night Guard) / Watch & Ward	Sweeping & Cleaning Asst.	Cook Cum Masalchi
1	Ambedkar College Fatikroy, Unakoti Tripura	03	02	01	Rs.500.00 Per day	Rs.500.00 Per day	Rs.500.00 Per day	8 hrs in a day	8 hrs in a day	8 hrs in a day
2.	GDC,Gandatwicha, Dhalai	02	02	02	-do-	-do-	-do-	-do-	-do-	-do-
3.	GDC,Khumlwng, Jirania	04	-	02	-do-	-do-	-do-	-do-	-do-	-do-

Terms and Conditions:-

1. The Guards/ Sweeper will perform duty as per suggestion given by the respective College/ Head of office as required time to time.
2. Payment will be made in cheque drawn in favour of respective Agencies on quarterly basis against bill raised by them.
3. No additional amount shall be considered for the rate of daily remuneration/ Wages.
4. Head of office will have the right to recommended discontinuation of any Guard/ Sweeper for poor performance and other deficiencies.
5. All the Agencies shall have to distribute the remuneration among the outsourcing personnel in respect of the colleges by 3rd day of every month positively. The Head of the institution shall take care of the matter so that timely disbursement of remuneration may be done by the agencies as per the terms and conditions.
6. Maintenance cost of the Agencies shall be paid as per the settled norms of the department for engagement of outsourcing personal which shall be fixed by the Head of Institute by inviting rate from the Agencies as per the norms of the department and the maintenance shall be adjusted from the wages.
7. Security Guards shall have to perform duties including holidays.
8. Agency shall have to produce service tax clearance certificate in every quarter of the year.

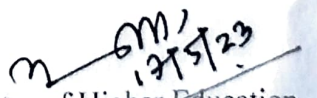
The Head of office, are hereby requested to follow the above mentioned rate at the time of engagement of outsourcing staff from any Govt. approved Agencies observing all nodal formalities as stated above for a period of 11 months(eleven) which will be renewed based on the performance of the agency.

This is issued as per concurrence of F.D. vide U.O. No.44/FIN(Estt-III)/2023 dated 13-04-2023.


(N.C. Sharma)
Director of Higher Education
Tripura

Copy to:-

1. The Deputy Secretary to the Government of Tripura, Finance Department, Agartala, Tripura for information.
- ✓ 2. The Principal/Principal(I/C), Ambedkar College, Fatikroy Unakoti Tripura for information & necessary action.
3. The Principal/Principal(I/C), Govt. Degree College Gandatwicha, Dhalai, Tripura for information & necessary action.
4. The Principal/Principal(I/C), Govt. Degree College, Khumulung, West Tripura for information & necessary action.
5. The Budget Section of the Directorate of Higher Education, Agartala for information and necessary action.
6. The Treasury officer, Sub-Treasury, for information.


Director of Higher Education
Tripura
