



## Ambedkar College

A Govt. Degree College Affiliated to Tripura University  
(UGC 2f & 12B recognized and NAAC Accredited)  
Fatikroy, Unakoti, Tripura – 799290


No. F.2 (12)/AC/FR//2011-12/ 386

Date: 25/07/2023

**NOTICE INVITING SHORT QUOTATION FOR PROVIDING SECURITY  
SERVICES, COOK AND SWEEPING STAFF  
3<sup>rd</sup> (Third) 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 extendable 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](http://www.actripura.edu.in)

The Quotation will be received by the undersigned up to **12 (Noon) of 1<sup>st</sup> August 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 Outstanding Agency (Service Provider) must be registered legal entity, like a company, society, LLP (limited liability partnership), etc.
2. 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 from competent authority.
3. The agency should deploy energetic and trained security personal between the age group of 20-45 years.
4. The agency should deploy skilled cook and sweeping/cleaning staff between the age group of 20 to 45 years.
5. The agency has to submit the Bio-data along with photographs of all deployed staff to Ambedkar College.
6. The agency will provide the I-card to their staff engaged in Security.
7. 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.
8. 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.
9. The security guards should not develop any relationship with the College staff and students.
10. 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.
11. If any loss or damage is caused to the Office by the person deployed the same shall be recovered from the unpaid bills.
12. The agency will abide by all Govt. laws and rules in the performance of the duties.

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**Website:** [www.ambedkarcollegetripara.co.in](http://www.ambedkarcollegetripara.co.in)

13. The rates accepted shall include expenditure towards uniform, seasonal clothing, rain coats and the essential items like lathis, torch with batteries, whistle, cycle etc.
14. The agency has to ensure cleanliness of the uniforms of the security personal.
15. The security personnel at the College shall check and ensure that all the Sections/Units/Dept/Buildings are properly locked after the Office hours.
16. The sweeping cleaning staff has to clean the campus including lavatory.
17. 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.
18. 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.
19. Bill is to be submitted in triplicate duly authenticated by the concerned Officer.
20. 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.
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. The wages of the Cook, Sweeping-Cleaning and Security Guard is Rs. 500/- (Fixed) per day per Staff.
23. The bidder should quote % of maintenance charge per day per staff. The maintenance charge to be in between 1 % to 5 %. The agency with the lowest maintenance charges may be selected but also need to fulfil the other condition of technical bid. The maintenance charge shall be adjusted from the wages. If more than one bidder quoted the same % of rate for the maintenance charge than the experiences of the agency will be taken into account, secondly by the annual turnover.
24. 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.
25. **The last date of submission of Quotation is 01-08-2023 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.
26. The other terms and conditions laid down in DHE's memo vide No.F.7(296)-DHE/NG/2021(VOI-IV)/1324 dated 17/05/2023 will also applicable alongwith the above terms and conditions.

Signature of Supplier/Contractor

Signature of Principal in-Charge

  
25/7/23

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