

Government of Tripura
Department of Agriculture
Office of the Superintendent of Agriculture
Jirania Agri Sub-Division

No. F.10(10)-SA/JRN/2018-19/2700-01

Dated: Jirania, the 11 July 2018

To
The Director
Information & Cultural Affairs
Agartala, West Tripura

Subject: - Publication of notice in the local daily and websites.

Sir,

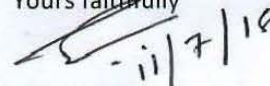
With reference to the subject cited above, this is to request you to arrange for publication of notice of inviting tender for engagement of statistical computer operator in the office of the Superintendent of Agriculture, Jirania, West Tripura in the local dailies and websites for wide circulation. Arrangement of publication may be done at least in 3 (three) well circulated daily newspaper within a short period.

Encl: - Short notice inviting tender &
Terms & conditions in details.

Copy to: -

- 01) The Director of Agriculture, Government of Tripura, Krishi Bhawan for favour of kind information.
- 02) The DDA (West), ADNagar, Agartala for favour of kind information.

Yours faithfully



Samit Bhattacharya
Superintendent of Agriculture
Jirania Agri Sub-Division



Superintendent of Agriculture
Jirania Agri Sub-Division

**Government of Tripura
Department of Agriculture
Office of the Superintendent of Agriculture
Jirania Agri. Subdivision**

No.F.10(10)SA/JRN/2018-19/2671

Dated, 11.07.18

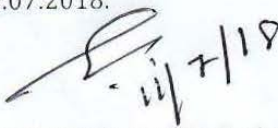
SHORT TENDER NOTICE FOR ENGAGEMENT OF STATISTICAL COMPUTER OPERATOR

Sealed tender is invited on behalf of Governor of Tripura, In accordance with the approval of Govt. Vide Memo no.(1-47).No.F.5 (1-47)-Agri.(Stat)/2016-17/P-1/637-77.dt:-15/06/2018.One(1)No.Computer Operator shall engaged through man power supplying 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. dt 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 24.07.2018 at the office of the Superintend of Agriculture, Jirania Agri.Sub-Division, West Tripura, Agartala, Up to 2.00 P.M. and will be open on same day at 3.00 P.M.(if possible).

Total no. Vacancy is 1 (One) Monthly Contractual deployment maximum of Rs.10,000/- per month.

Details terms an condition along with respective notification will be available to the office with the undersigned within 11 A.M. to 4 P.M. every working day upto 23.07.2018.


Superintendent of Agriculture
Jirania Agri Sub-Division

**Government of Tripura
Office of the Superintendent of Agriculture
Jirania Agri. Sub-Division
West Tripura**

Notice

Subject: Engagement of statistical computer operator through outsourcing from private agency in the office of the Supdt. of Agriculture, Jirania Agri. sub-division.

Sealed tenders are invited for and on behalf of the Governor of Tripura from experienced and reputed private man power supplying agencies for outsourcing of the services of one Statistical computer operator in the office of the Supdt. of Agriculture, Jirania Agri. sub-division.

1. The Statistical computer operator should at least least HS(+2) pass and Diploma in computer Application(DCA)with thorough knowledge in Ms office, Internet,& Data Base management system etc. with at least 3 months experience of handling crop cutting experiment (cce) data, EARAS data and yield data of PMFBY.

His duties would broadly include :-

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

2. One (1) Statistical Computer Operator is required.
3. The initial period of contract would be 12 months subject to the availability of fund and subject to necessary approval of the competent authority . Remuneration will be paid up to a maximum of Rs.10000/- 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.
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 rates which is to be quoted on monthly basis for normal office duty hours per day person 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 Supdt. of Agri. Jirania Agri. Sub-Division, West, Tripura and sent by post or hand delivered latest by 2.00p.m on 24.07.2018.

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 if possible at 3.00pm on the date for receipt of the tenders in the office of S.A.,Jirania 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 this office for a practical test on the basis of which the Data Entry Operators will be engaged.

A handwritten signature in black ink, followed by the date '11/7/18' written vertically.

Supdt.of Agriculture
Jirania Agri.Sub-Division

ANNEXURE -1

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.
- (6) 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 60 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 personal 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.
- (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/e-mail/hax/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 duty 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 the part of the employees/ agents of the agency, then the agency shall be liable to reimburse office for the same. The agency shall keep this department fully indemnified against any or damage.
- (22) 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 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 termi 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 be by the service provider. The contract/agreement is extendable on six months basis to satisfactory performance of the agency and such amendments as mutually agreed to subject the approval of authority.

(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 12 months notice in advance. If the agency fails to give one month's notice in writing for of the agreement then one month's 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.

ANNEXURE-II

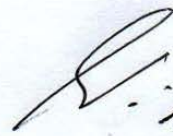
| No. | Particular | To be filled by the Tenderer |
|-----|--|------------------------------|
| 1. | Name of the Agency | |
| 2. | Date of establishment of the agency | |
| 3. | Detailed office address of the Agency with office Telephone Number, Fax Number and Mobile Number and Name of the contact person | |
| 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. | |

ANNEXURE-III

PROFORMA FOR FINANCIAL BIO

| Category of worker | Minimum wages | PF @ | ESI @ | Service Tax | Service Provider Charges/ Adm. Charges | Total(Rs.) |
|--------------------|---------------|------|-------|-------------|--|------------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| Gratuate | | | | | | |
| Non Gratuate | | | | | | |


7/11/17

Seal & Signature