

Swavalamban Society
Under Rural Development Department
A.D. Nagar, Agartala, Tripura (West)
Email-swavalamban123@gmail.com
Phone-0381-2376030

F.No.1(25)/NO/SWA/2003/P/178-82

Dated, Agartala, 20th September, 2023

Notice Inviting Quotation

Sealed quotations are hereby invited from interested and registered Manpower Agencies /firms within the jurisdiction of Agartala for providing Office Attendant, Gardener & cleaning staff and Sweeping & Cleaning staff for all working days as per Government of Tripura at Swavalamban Society, Camper Bazar, Near SIPARD, A.D. Nagar, Agartala, Tripura (West). Quotation will be received in the office of Swavalamban Society **upto 3.00 pm on 12/10/2023** and to be opened on the same day in presence of bidders, if possible. A format is enclosed herewith for submitting quotation.


Terms & conditions are given below:

1. The applicant Agency/firm should be a registered organization and shall have all required documents like :-
 - a) GST registration
 - b) PAN Card
 - c) License from Labour Department, Govt. of Tripura.
 - d) Trade License.
 - e) Experience certificate.
2. An earnest money amounting to ₹10,000/- (Rupees ten thousand) only in the form of Deposit at call or Draft drawn in favour of “Nodal officer, Swavalamban” payable at Agartala from any Nationalized Bank/Tripura Gramin Bank / Tripura State Co-operative Bank shall be submitted along with the sealed quotation. The said earnest money will be converted to security money for successful bidder who would be offered the work and shall be released after the contract period. For others the earnest money would be refunded. It is also to be noted that the EMD / Security Money will be forfeited if the successful bidders fails to comply or discontinue the work at any point of time before completion of the contract period.
3. The contract period shall be for 1 (one) year initially effective from the date of issue of work order which can be renewed based on satisfactory performance.
4. All the personnel shall maintain official decorum abide by rules & regulations of the Swavalamban Society.
5. The Agency shall be responsible for conduct and performance of each personnel deployed by it.
6. The Agency shall submit bill along with certified Attendance Register to Swavalamban Society.
7. The No. of staff mentioned in the Annexure-I may increase or decrease as per requirement of Swavalamban Society.
8. The successful bidder shall maintain all records / registers required to be maintained by him / her under various labour laws mentioned above and produce the same before the statutory / authorized when required. These shall among other things include the following:-
 - a) Register of Wages
 - b) Wage Slip



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9. The Firm/ Agency should inform the Authority within 3 months before discontinuation with proper reasons.
10. Rate should be quoted inclusive of all taxes and should be more than that of minimum wages fixed by Labour Department, Govt. of Tripura as on date. There shall be no increase of rate during contract period. Rate should be calculated on cumulative basis including holidays.
11. The rate should be quoted per day per month, month should be implied 30 days/31 days of 28/29 days in February no gap either including Sundays or Government holidays.
12. Payment to Agency to be done on monthly basis as per availability of fund.
13. The party shall appoint required number of persons for operation. The persons who will be appointed by the approved firm for this work, the minimum wages of these persons should not be less than the rate of minimum rate of wages as fixed by the Labour Department, Govt. of Tripura as on date. A declaration in this regard is to be given by the approved firm in the required undertaking / agreement.
14. The manpower engaged by the approved firm should give their attendance to the authority at the time of entry and at the time of exit. The authority reserves the right to deduct instant penalty of 50% of wages per day per person for late coming and 100% of the wages per day per person for absence beyond two hours.
15. Non fulfillment of any of the above terms may result in rejection of bids and no correspondence will be entertained in this regard whatsoever.
16. Applicable taxes shall be recovered from the bill.
17. Rate should be quoted both in digits and words.
18. In case of more than one bidder quoting the same rate, the decision of the Purchase Committee shall be final.
19. The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason therefore.
20. All disputes lie within the jurisdiction of Agartala only.


(L. Darlong, TCS, SSG)
Nodal Officer
Swavalamban Society

Copy to:

1. The Secretary, Rural Development Department, Govt. of Tripura for kind information.
2. The Addl. Secretary, Rural Development Department, Govt. of Tripura for kind information.
3. The Director, Directorate of Information & Technology (IT) with a request to arrange display the notice in the website of Tripura State Portal (www.tripura.gov.in) and Rural Development Department (www.rural.tripura.gov.in).
4. The Director, Department of ICA for information. He is requested to arrange for publication of the said notice in 3(three) leading local daily newspaper.
5. Notice Board, Swavalamban Society.


Nodal Officer
Swavalamban Society

QUOTATION FOR HIRING OF MANPOWER AGENCIES BY THE
SWAVALAMBAN SOCIETY

1. Name and address of the bidder :
2. PAN :
3. GST Regn. No. :
4. Contact No. :
5. Quoted rate :

MAN POWER CHARGES				
SI. No.	Type of Man power	Unit	Rate per Month/ per Staff* (in INR)	Remarks
1.	Office Attendant (Male-1 & Female-1)	2 Nos.		
2.	Gardener & cleaning staff	1 No.		
3.	Sweeping & cleaning staff	1 No.		

*Note: - The above rate is inclusive of all levies but excluding only GST.

I have gone through the terms and conditions stipulated in the quotation notice and agree to provide the Manpower Services to the Swavalamban Society as per the rates mentioned under item No. 5 above, abiding all the terms and conditions.

Place:

Date:

Signature with seal: