

**No. 11(3)/AGRI(N)/EARAS/2016-17/
Government of Tripura
Department of Agriculture & Farmers Welfare
Office of the Dy. Director of Agriculture
North Tripura, Dharmanagar**

Dated, Dharmanagar, the , _____ 2018.

Subject: Notice inviting tender for outsourcing of services of Statistical Computer Operator in the office of the Dy. Director of Agriculture, North Tripura, Dharmanagar.

Sealed tenders are invited from experienced and reputed manpower supplying agencies for outsourcing services of 1 (one) no. of Statistical Computer Operator in the office of the Dy. Director of Agriculture, North Tripura, Dharmanagar.

1. Statistical Computer Operator should have minimum qualification of HS (+2) passed & Diploma in Computer Application (DCA), with at least 3 months working experience of handling Crop Cutting Experiment (CCE) data, EARAS data and yield data of PMFBY. The duties of Statistical Computer Operator would broadly include:-
 - i. Entry of data and compilation of various data for estimation and reporting of various Agricultural Statistics.
 - ii. Assisting to the concerned officer for preparation of report.
 - iii. Assisting to the concerned officer for scrutinization and validation of reports.
2. The period of contract would be 12 months. Remuneration will be paid up to a maximum of Rs. 10,000/- p.m. Service Charges/rate quoted by the agency would be fixed for a period of 12 months and any statutory increase in wages etc. is to be absorbed by the agency.
3. Bid / tender document is available in the office of the Dy. Director of Agriculture, North Tripura, Chandrapur, Dharmanagar, with free of cost. It will also available on the website www.agri.tripura.gov.in for download.
4. Bids should be dropped in the tender box kept in the office of the Dy. Director of Agriculture, North Tripura, Chandrapur, Dharmanagar.
5. Period of dropping of bid is **26/11/2018** at **11:00** am onwards to **26/11/2018** up to **3:00** pm & bids will be opened in same day at **4:00** pm, if possible.
6. No tenders will be received by post/ by hand/by email/by fax.

Sd/-
(Parikshit Ray)
Dy. Director of Agriculture
North Tripura, Dharmanagar

**BID DOCUMENT FOR OUTSOURCING OF SERVICES OF STATISTICAL
COMPUTER OPERATOR.**

1. Statistical Computer Operator should have minimum qualification of HS (+2) passed & Diploma in Computer Application (DCA), with at least 3 months working experience of handling Crop Cutting Experiment (CCE) data, EARAS data and yield data of PMFBY. The duties of statistical computer operator would broadly include:-
 - i. Entry of data and compilation of various data for estimation and reporting of various Agricultural Statistics.
 - ii. Assisting to the concerned officer for preparation of report.
 - iii. Assisting to the concerned officer for scrutinization and validation of reports.
2. The initial period of contract would be 12 months, on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent authority. Remuneration will be paid up to a maximum of Rs. 10,000/- p.m. Service Charges/rate quoted by the agency would be fixed for a period of 12 months and any statutory increase in wages etc. is to be absorbed by the agency.
3. Bid / tender document is available in the office of the Dy. Director of Agriculture, North Tripura, Dharmanagar with free of cost. It will also available on the website www.agri.tripura.gov.in for download.
4. Bids should be dropped in the tender box kept in the office of the office of the Dy. Director of Agriculture, North Tripura, Chandrapur, Dharmanagar.
5. Period of dropping of bid is 26/11/2018 at 11:00 am onwards to 26/11/2018 up to 3:00 pm & bids will be opened in same day at 4:00 pm, if possible.
6. No tenders will be received by post/ by hand/by email/by fax.
7. The manpower will have to be supplied by the agency within 15 days of award of contract.
8. Only those who fulfill the following minimum criteria may submit their bids:-
 - i. The manpower supplying agencies should have been in experience for more than 2 years in such areas.
 - ii. It should have been registered with the Government authorities concerned and a copy of each of the registrations shall be attached with the bid.
 - iii. It should have PAN number and GST registration. Necessary documents in this regard should be attached with the bid.
 - iv. It should not have been blacklisted by any Government Organization.
 - v. It should be willing to take up the contract on the terms and conditions as at Annexure-I.

9. An Earnest Money Deposit (EMD) of Rs.1200/- (Rs. One Thousand two Hundred Only) in the form of Demand Draft Drawn in favour of the Drawing & Disbursing Officer, O/o the Dy. Director of Agriculture, North Tripura, Dharmanagar may be submitted along with the technical bid, failing which the bid shall not be considered valid.

10. The tenders shall submit Technical & Physical Bid in two separate sealed covers & both the sealed covers should be placed in the main sealed covers superscripted "Tender for outsourcing of services of Statistical Computer Operator".

A. The first sealed cover should be superscripted "Technical Bid" and should contain:

- a. The proforma at Annexure-II, duly filled in.
- b. Agency profile, including previous experience of manpower supply to Government Departments.
- c. Acceptance of terms and conditions at Annexure-I.
- d. Demand draft for Earnest Money Deposit (EMD).
- e. All other required documents.

B. The second sealed cover superscripted "Financial Bid" should contain only rates which are to be quoted on monthly basis as per Govt. of Tripura working days. **(Annexure-III)**

11. If the rates/quotations (wages plus the statutory contributions like EPF, ESIC, etc.) submitted by any 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.

12. The technical bids will be opened by the tender evaluation committee at **4:00 pm** on **26.11.2018**, if possible, in the presence of the participating bidders who may like to be present.

13. On the basis of recommendation of evaluation committee financial bid will be opened and L1 bidder will be awarded the contract.

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ANNEXURE-I

TERMS AND CONDITIONS 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 Police records/criminal cases against them. The service provider will also ensure that the 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 by this office for any reasons immediately on receipt of such a request.
- (3) The person 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 Department and further the said persons of the service provider shall not claim any employment, engagement or absorption in the O/O the Dy. Director of Agriculture, North Tripura, Dharmanagar/ Department of Agriculture & Farmers Welfare, Govt. of. Tripura.
- (4) The service provider's persons shall not claim any benefit/compensation/absorption/regularization of service from/in this office /Department under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 and other related Act /rules in force. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this office / Department.
- (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 Department. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- (7) The persons deputed shall not be below the age of 18 years or above 40 years and they shall not interfere with the duties of the employees of the office / Department.

(8) The office / Department may require the service provider to dismiss or remove 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 requirements. The service provider shall replace immediately any of its personnel if they are unacceptable to this office / Department because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this office / Department.

(9) The service provider has to provide photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.

(10) The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

(11) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be responsibility of the service provider and the office / Department shall not be liable or responsible on any of these accounts towards any personnel of the service provider.

(12) Working hours would be normally from **10:00** A.M. to **5:30** P.M. during working days including scheduled ½ an hour lunch break in between. However, in exigencies of work they may be required to sit late and the personnel may be called on Saturday, Sunday and other Gazetted holidays, if required.

(13) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, etc. and this Department shall not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation.

(14) The service provider shall submit the bill, in triplicate, in respect of a particular month in the first week of the following month. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the laws in force.

(15) Payments to the service provider would be strictly on certification by the officer with whom the outsourced personnel is attached that his/her service was satisfactory 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 from duty.

(17) The service provider shall arrange for a substitute well in advance, if there is any possibility 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.

(18) The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from this office /Department to the service provider shall be acknowledged immediately, on receipt on the same day. The service provider shall strictly observe the instructions issued by this office / Department in fulfillment of the contract from time to time.

(19) This office /Department shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.

(20) That the Agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. supplied to the personnel for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission and omission on the part of its staff and its employees, etc. If this office / Department suffers any loss or damage on account of negligence, default or theft on the part of the employees/ agents of the agency, then the agency shall be liable to reimburse to this office / Department for the same. The agency shall keep this office /Department fully indemnified against any such loss or damage.

(21) This office / Department will maintain an attendance register in respect of the person deployed by the agency on the basis of which wages/remuneration will be decided in respect of the person at the approved rates.

(22) The successful bidder shall furnish a security deposit equivalent to **Rs.12,000/- (Rupees twelve thousand only)** in the form of an account payee demand draft drawn in favour of the Drawing and Disbursing Officer, in the O/O the Dy. Director of Agriculture, North Tripura, payable at Dharmanagar from any scheduled/ commercial bank in an acceptable form. The security deposit shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this Department or on non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the agency.

(23) The successful bidder will enter into an agreement with this Department for supply of suitable and qualified manpower as per requirement of this Department on these terms and conditions. The agreement will be valid for a period of 12 months commencing from date of signing such agreement. The service charges/rates quoted by the agency shall be fixed for a period of 12 months and no request for any change/modification shall be entertained during the period of 12 months. Any statutory increase in wages/DA, etc. during this period is to be absorbed by the service provider.

(24) The remuneration of the Statistical Computer Operator should be limited to Rs.10,000/- (Rupees Ten thousand only) per month for the period of 12 months or subject to the availability of fund under EARAS, purely on temporary basis.

(25) The service provider shall not assign, transfer, pledge or sub- contract the performance of service without the prior consent of this office / Department.

(26) However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the agency from this office / Department shall be forfeited by the office / Department.

(27) 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 case of 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.

(28) In the event of any dispute arising in respect of the clauses of the agreement, the matter will be referred to the Director of Agriculture, Department of Agriculture & Farmers Welfare, Govt. of Tripura whose decision shall be binding on both the parties.

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ANNEXURE-II

Sl. No.	Particular	To be filled by the tenderer
1.	Name of the Agency	
2.	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3.	Date of establishment of the agency	
4.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5.	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
6.	PAN/TAN Number (copy to be enclosed)	
7.	GST Registration Number (Copy to be enclosed)	
8.	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.	

9.	Length of experience in the field.	
10.	Experience in dealing with Govt. Department (Indicate the names of the Department and attach copies of contracts order placed on the agency)	
11.	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance or the same, is attached.	
12.	Whether agency profile is attached	
13.	List of other clients.	
14.	A copy of affidavit stating that the agency was not black listed or their contract terminated due to non-compliance of agreement on any kind of breach of contract acts and rules relevant to services rendered by them.	

ANNEXURE-III**PROFORMA FOR FINANCIAL BID**

Name of the Posts.	Minimum wages per month /employee (in Rs.)	Service Tax (in Rs.)	Service charges/ Adm. Charges (in Rs.)	Any other taxes (in Rs.)	Per Month Total Wages (in Rs.)	Total involvement for 1(one) no. of Statistical Computer Operator for 12 Months (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note: All figures should be written in words also