

STATE PROJECT DIRECTORATE
Rashtriya Uchcharat Shiksha Abhiyan, (RUSA)
(Under Higher Education Department),
Government of Tripura

No.F.1(94)/SPD/RUSA/2019

Date. 28 /08/2019

Name of the work: Supply of manpower for various activities in the capacity of Accountant, Project Assistant & Data Entry Operator at STATE PROJECT DIRECTORATE, RUSA, Agartala, Tripura during 2019-2020.

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|-----------------------------|------------------------------------|
| 1. Last date of submission: | 16/09/2019 up to 04.00 PM |
| 2. Date of opening: | 19 19 /2019 at 04.00 PM |
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Press Notice of the Tender

NOTICE INVITING TENDER

RASTRIYA UCHCHATAR SIKHSHYA ABHIYAN
AGARTALA, TRIPURA
A Scheme of MoHRD

No: F.1(94)-SPD/RUSA/2019

Date: ___/08/2019

Sealed Tenders are invited from the authorized and eligible service providers for providing manpower for various activities in the capacity of Accountant, Project Assistant & Data Entry Operator under RUSA project. Tender documents and other details can be downloaded from the url-www.highereducation.tripura.gov.in.

Sd/-

Director & SPD(RUSA)
State Project Directorate, RUSA
Directorate of Higher Education,
Agartala


(Saju Vaheed A, IAS)

Director & SPD(RUSA)
Higher Education Department,
RashtriyaUchcharatShikshaAbhiyan

Copy to:-

1. The Editor, Dainik Sambad, Jagannath Bari Road, Agartala with a request to publish the advertisement in your local daily on 30/08/2019 and send the bill in duplicate for arranging payment.
2. The Cashier, State Project Directorate (RUSA) for information and necessary action.


**RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN
STATE PROJECT DIRECTORATE
AGARTALA-799001**

GENERAL INFORMATION

Sealed tender is invited for supply of manpower for various activities in the capacity of Accountant, Project Assistant & Data Entry Operator, under RUSA project of Higher Education Deptt., Tripura, for maintaining statements, records and accounts of RUSA, preparation of various status reports, handling communication with RUSA consultants at New Delhi and preparation of various reports on Education sector as required by the concerned authorities of the SPD of Rashtriya Uchcharat Shiksha Abhiyan, Tripura. Tender document can be obtained from the website of Directorate of Higher Education (www.highereducation.tripura.gov.in).

Tender shall be opened on **19/09/2019 at 04.00 PM** in the RUSA Cell of Directorate of Higher Education, 1st floor, Shiksha Bhawan, Agartala. If due to unforeseen events or for other official reasons office remains closed, the date of opening of the bids will be notified accordingly.

The SPD, RUSA also reserves the right to accept or reject any tender/tenders amongst those received without assigning any reasons, whatsoever.


(Saju Vaheed A., IAS)
Director & SPD(RUSA)
Higher Education Department
Agartala, Tripura
799001

IMPORTANT NOTE

1. State Project Directorate, Rashtriya Uchcharat Shiksha Abhiyan (RUSA) under the Directorate of Higher Education, Tripura invites sealed bids under two bid systems from eligible firms/companies/service providers etc. for "Supply of manpower for various activities in the capacity of Accountant, Project Assistant & Data Entry Operator at STATE PROJECT DIRECTORATE, RUSA, Agartala, Tripura" for its office located at 1st floor, Shiksha Bhawan, Office Lane, Agartala, Tripura West, 799001.
2. Sealed bidding document (Technical Bid and Financial Bid) duly filled in as per the instructions contained in the Tender Document should be addressed to the State Project Director, RUSA, Tripura and must reach latest by 04:00 PM on 16/09/2019 .
3. The sealed bidding document should be delivered in the office of the SPD, RUSA, Agartala by the stipulated date and time by Registered post or by hand.
4. Alternatively, the tender document may also be downloaded from the official website of the Directorate of Higher Education, Tripura: <https://highereducation.tripura.gov.in> .
5. The Technical Bids shall be opened by the Committee authorized by the SPD, RUSA, Tripura, in presence of such bidders/representatives, who may wish to be present. The financial bids of only those bidders shall be opened by the Committee authorized for the purpose whose Technical Bids qualify. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.
6. The Bidder shall bear all costs associated with the preparation and submission of its bid and SPD (RUSA) will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bid process.
7. Interested bidders are advised to study the document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.
8. The Client reserves the right to reject any or all the bids without assigning any reason and the decision of the client, shall be final and binding.
9. The Director-in-charge & SPD (RUSA), Tripura reserves the right to award the work/cancel the award without assigning any reason thereof. In case of differences, if any, the decision of the SPD (RUSA) shall be final and binding.
10. SPD(RUSA) at its sole discretion, may extend the deadline for the submission of bids, and the extended date will be displayed on the website <https://highereducation.tripura.gov.in>
11. The contract can be terminated at any time without assigning any reason by giving a notice of two months by SPD (RUSA).
12. The Institute reserves the right to accept or reject any bid without assigning any reason whatsoever.
13. Incomplete bids are liable to be rejected.
14. Late bids shall not be accepted and no correspondence in this regard shall be entertained.
15. The decision of the Director & SPD (RUSA) will be final. Any dispute arising out of or relating to the contract, including the interpretation of a part or full of this document, shall be final and binding on the parties.

QUALIFICATION CRITERIA FOR THE BIDDERS.

1. License under Contract Labour (R&A) act.
2. EPF registration.
3. Latest challan of deposit of EPF.
4. PAN card copy
5. Qualification Details with experience of the employees.
6. Proof of previous experience in supply of worker.
7. Proof of address in Tripura.

QUALIFICATION CRITERIA FOR THE ACCOUNTANT

Educational Qualification: Graduate with knowledge of Accounting, Tax Deductions & GST procedure.

Experience: Minimum 3 years of experience in working under Central/State Government office/Schemes as Accountant or equivalent post.

QUALIFICATION CRITERIA FOR THE PROJECT ASSISTANT

Educational Qualification: Graduate with Knowledge of Ms office.

Experience: Minimum 5 years of experience in working in the capacity of Assistant under Government office/Schemes.

QUALIFICATION CRITERIA FOR THE DATA ENTRY OPERATOR.

Educational Qualification: Graduate with knowledge of Ms Office.

Experience: 3 years of experience in working under Government office/Schemes. Preference will be given to individuals having experience in Mobile app development & maintenance of Govt. web portals.

Terms and Conditions governing this contract:

1. **Period of Contract:** The contract will be initially for a period of 6(six) months, which may be extended further with mutual consent and performance review.
2. The successful bidder hereinafter will be called as the **Service Provider** and shall perform the works awarded to him/her hereunder to the satisfaction of the SPD.
3. The Service Provider shall seek instructions from the SPD, Rastriya Uchcharat Shiksha Abhiyan, or any other authorized officer of RUSA, Tripura for the purpose, hereinafter referred to as the RUSA authority.
4. This contract shall not be deemed as an asset of the Service Provider in any form. No legal proceedings to enforce any claim and no suit arising out of this contract shall be instituted except in a court of competent authority having jurisdiction of Agartala, Tripura.
5. The authority shall verify the facts and only those workers shall be deployed by the Service Provider on duty in whose case the executor render satisfaction. It shall be the responsibility of the Service Provider to ensure that the workers deployed by him/her at no point of time, will be paid less than the minimum rates of wages, as prescribed and revised from time to time for the respective categories. Bill shall be raised by the contractor in accordance with the rates quoted on every last day of the month and submitted for payment to SPD, RUSA authority. The Service Provider will also ensure that the workmen engaged by him/her get the wages/salaries for the previous month on or before the 3rd day of the day of making payment to him/her.
6. The SPD, RUSA authority shall fix timing of the various duty shifts. A single duty shift will have a normal duration of 8(eight) hours excluding rest intervals. The SPD, RUSA reserves the right to notify the working days separately, if situation warrants.
7. The principle of "No work-No pay" shall be followed while making payment wages /salaries to the personnel deployed by him.
8. The Service Provider shall not replace the worker at random. This shall be done without the prior permission and approval of the SPD, RUSA authority.

9. No leave of any kind to the workers shall be sanctioned by the RUSA authority. The Service Provider shall be liable to make substitute arrangements in case of short leave or leaving the job by the existing staff deployed.
10. The RUSA authority reserves the right to change the deployment of worker. The RUSA also reserves the right task for replacement of particular worker or other categories of personnel deployed by the Service Provider.
11. The personnel deployed by the Service Provider shall be bound to observe all the instructions issued by SPD, RUSA authorities concerning general discipline and behavior.
12. That for all intents and purpose, the Service Provider will be "Employer" within the meaning of all the labour legislations in respect of the workmen so deployed by him/her.
13. The Service Provider shall be responsible for recruitment of the personnel for the purpose of this contract.
14. In case the worker/ workers deployed by the Service Provider commit/commits any act of omission or commission constituting any misconduct or indiscipline, the Service Provider will be liable and responsible to take disciplinary action against the person/s including dismissal from engagement.
15. The Service Provider will be responsible and liable for the implementation of all the statutory provisions in respect of minimum wages, Employees' Provident Funds, Employees' State Insurance, if applicable, etc. as and when they become applicable under the Law. The Service Provider shall maintain all the statutory registers under the law and shall produce the same on demand to the SPD, RUSA authority or any other authority under law.
16. In case the Service Provider fails to comply with statutory obligation under any Labour Laws or any other law applicable herein and the SPD, RUSA is put to any obligation, monetary or otherwise, the SPD, RUSA will be entitled to get itself reimbursed out of the bill of the Service Provider or otherwise, to the extent of the obligation in monetary terms.
17. **The SPD, RUSA, Tripura shall not be responsible financially or otherwise for any injury, death to the any person in the course of their performing the duties. In case, compensation is awarded by the Court of Law, it shall be the responsibility of the Service Provider to execute the order in full.**
18. The Service Provider shall not be permitted to transfer or assign his rights and obligations under this contract to another person or organization.
19. The duration of this contact shall be for a period of **six months** from **the date of signing the agreement**. The terms shall be extendable for further period after reviewing the performance of the Service Provider, as per terms and conditions specified in this document. The contract shall automatically expire on **completion of 6 months**, unless extended further by mutual consent of the parties.
20. The SPD, RUSA i.e., the Director, Higher Education, Tripura has absolute right to terminate the contract at any time before the due date of expiry specified in clause hereinabove, without assigning any reason but by giving one month's notice in advance to the Service Provider in writing or by making equivalent payment thereof.
21. In the event of the Service Provider desiring an earlier termination of the contract, he/she shall have to give three months advance notice to the SPD, RUSA.
22. The Service Provider is bounded by the details and documents as furnished by him to the SPD, RUSA while submitting the Tender or at any other time. In case any of the details of such documents furnished by him/her is found to be false at any stage, this would be deemed to be a breach of the terms of contract making him/her liable for action.

23. In case of breach of any of the terms of this agreement, the SPD, RUSA reserves the right to terminate this contract and the Service Provider shall be liable for penalty for an amount which will be worked out by the RUSA authority. The Service Provider will also be black listed.
24. It should be ensured that information and documents of any sort is not shared by the employee of the Service Provider to any third party.
25. In the event of any malpractice on the part of the Service Provider or his employees, vis-à-vis any RUSA staff or otherwise, the contract shall be liable to be terminated.
26. Income Tax will be deducted at source as per Income Tax Law and the TDS certificate to this effect shall be issued to the Service Provider by the SPD, RUSA. The responsibility of paying the Service Tax, if applicable, at the prevailing rate (Govt. levy) will be of the Service Provider. The Service Provider will produce the proof of payment of the Service Tax (Govt. levy) of previous month to RUSA.
27. The Service Provider will execute an agreement with the SPD, RUSA on a non-judicial stamp paper worth Rs100/- (Rupees One Hundred only) to be provided by the Service Provider.
28. The Service Provider if in any manner defaults in the performance or in making good of any losses, damage or expenses or any part thereof, then it shall be lawful for the Institute to recover the loss from running monthly bills towards the liquidation of liability of the Service Provider in respect of such default.
29. **FORCE MAJEURE:** Neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the party. Such acts shall include but not limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, Government regulation superimposed after the implementation, communication line failure, earthquakes etc.
30. All disputes which may arise between the Service Provider and Institute will be referred to the arbitrator. Arbitrator will be appointed by the SPD, RUSA.
31. The applicable Arbitration procedure will be as per **Indian Arbitration and Conciliation Act, 1996.**

SCOPE AND SCHEDULE OF WORK.

The workers have to report for duty at 1000 hrs on every day except on Sundays and three national holidays (with wages) before the concern officials of the RUSA authority or as directed. However, the SPD, RUSA reserves the right to notify the working days separately if situation warrants. The works include assisting the RUSA authorities or as directed from time to time. The working hours shall be from 1000 to 1800 hr with break from 1330 to 1400 hours. The principle of 'No-work, No-pay' shall apply in all form of the contract. All the principle of existing Labour Laws shall also equally apply in this contract.

SCOPE OF WORK.

Sl. No.	Nature of works	Manpower	Scope of Work
1.	Accountant	01	Maintenance of Account & Records, GST filing, IT Filing, Maintain Records & Registers and PFMS Accounts.
2.	Project Assistant	02	Monitoring of RUSA Scheme, Monitoring and Management of Bhuvan RUSA GIS portal for uploading the progress / photographs of the project implementation, e-procurement, e-tendering, GEM, Maintenance of existing web portal, PFMS, FUND Tracker, Operation of Geographical Information Systems (GIS) etc.
3.	Data Entry Operator	02	Experienced in Office Package (Advanced Excel), Collection of Data from Colleges, Handling office Communication via mail, knowledge of PFMS, GEM & Treasury Software, Typing Speed of 35 WPM, and familiarity with office file handling process.
	Total manpower	5	

SUBMISSION OF BILLS

The Service Provider will submit bill in triplicate on completion of each month, which shall be duly verified by the SPD, RUSA authorities on the basis of the number of manpower supplied and works performed. The payment is subject to GST, TDS as per Income Tax Rules / Laws. The RUSA shall deduct such taxes, duties and any other statutory levies imposed by the Government on such charges as may arise from the implementation of the contract as per the agreement. The copy of deposited challans of EPF/ESI should be enclosed along with the bills.

No claim on account of GST, work contract tax or other taxes and duties presently in force for the material used for execution of the work awarded under the contract, will be entertained and all such taxes and duties shall be borne by the Service Provider himself.

(FINANCIAL BID)

(Separate Envelope inside Main envelope)

We quote the following rates for providing the services (including all applicable taxes):

<i>Sr. No.</i>	<i>Post</i>	<i>Number</i>	<i>Wages/Month</i>
1.	Accountant	01	
2.	Project Assistant	02	
3.	Data Entry Operator	02	
	Total	05	

(Signature of the Bidder)
(SEAL)

The following documents are enclosed:-

1. License under contract Labour (R&A) act.
2. GST Registration and GST return for last year.
3. EPF registration.
4. Latest challan of deposit of EPF.
5. PAN card copy and current IT Return Copy of 3 years
6. Proof of previous experience in the relevant field.

*Note: - The bidder has to quote only the service charge. All other payments are of statutory nature and shall be paid according to the prevailing rules.

(END OF DOCUMENT)