

GOVERNMENT OF TRIPURA  
EDUCATION HIGHER DEPARTRTMENT  
TRIPURA INSTITUTE OF TECHNOLOGY, NARSINGARH, TRIPURA (WEST)

**SHORT NOTICE INVITING QUOTATION**

QUO. NO. 01/TIT/2014-2015

Dated:- 07/06/2014

**Name of Work: Out Sourcing of Watch & Ward and Sweeping & Cleaning Assistant at Tripura Institute of Technology, Narsingarh.**

Sealed item rate Quotation is hereby invited on behalf of the Governor of Tripura for the aforesaid work from Government Registered Agencies / Firm / PSU/ Semi Govt. Under taking having minimum 5 (Five) years working experiences in rendering services to Government Departments for providing **Security Personnel and Sweeping & Cleaning Assistant at Tripura Institute of Technology, Narsingarh.** The Quotation will be made available to bidders along with other terms and conditions from the office of the undersigned from 11/06/2014 to 20/06/2014 in all working days between 11:30 AM to 3:30 PM. on depositing fee of **Rs. 500/- (Rupees Five Hundred) only (Non-refundable)** in shape of Demand Draft drawn on any Nationalized Bank Branch in favour of the Principal, Tripura Institute of Technology, Narsingarh, Tripura (west), Tender documents can be obtained on production of documents proof of current validity (Duly attested) of the tenderer's Nationality / PAN card / Service Tax registration certificate along with a written request quoting NIT No. The Last Date of receiving Quotation is on 21/06/2014 upto 12:00 Noon. The Quotations may be opened on the same day at 3:00 PM, if possible. This advertisement and detailed tender documents are also available on website:- [www.titagartala.nic.in](http://www.titagartala.nic.in) . if the tender document is downloaded from the website please enclose the cost of the tender document Rs. 500/- (Rupees Five Hundred) only in shape of Demand Draft in addition to the EMD.

The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of **Rs. 25,000/-**(Rupees Twenty Five Thousand) only in the shape of Demand Draft from any Nationalized Bank Branch drawn in favour of **Principal, Tripura Institute of Technology, Narsingarh.** In the absence of EMD, the tender shall be summarily rejected.

**Duration of Work : – Three (03) Years.**

Sl. No.	Nature of Work	Quantity	Unit	Rate Per Person per Month	Rate (in Rs.)	Amount (in Rs.)	Rs. In Word
1.	Watch & Ward	15	Nos.				
2.	Sweeping & Cleaning Assistant	4	Nos.				

Signature of Supplier/ Contractor.

Signature of the Principal.  
Tripura Institute of Technology, Narsingarh

**Other Terms and Conditions are given below:-**

1. Bidder should have valid license / registrations from competent authority.
2. Experience Certificate should accompany the tender documents.
3. Rate should be quoted both in figures and words.
4. Rules and regulations of the Institute in terms of discipline and other decorum will remain binding upon the persons to be deployed by the bidder.
5. Institute authority reserves the right to cancel the contract period of 3(Three) Years with one month notice. In the event of such unsatisfactory performance, the earnest money deposit would be forfeited.
6. The Watch and Ward and Sweeping & Cleaning Assistant will perform duty as per instruction to be given by the Institute authority and on a time schedule to be provided by the College as and when required.
7. Payment will be made in cheque drawn in favour of the agency on quarterly basis / subject to availability of fund against bills raised by the agency.
8. No additional amount shall be considered for the rate of daily remuneration / wages.
9. The duty hours of the concern staff is 8 (Eight) hours in a day.
10. The Principal will have the right to recommend for discontinuation any Watch and Ward and Sweeping & Cleaning Assistant for poor performance and other deficiencies.
11. Bill is to be submitted in Triplicate duly authenticated by the concerned officer.
12. Tax would be deducted at source as per norms.
13. Undersigned reserves the right of accepting or rejecting a quotation without assigning any reason thereof.
14. It would remain a binding upon the Agency to inform the Authority in black and white at list before 90 (Ninety) days if any situation occurs for discontinuation / withdrawal of the said Agency and also if any staff is to be substituted on unavoidable situation must also be informed in black and white.
15. Each of the deployed security guard / cleaning & sweeping staff should be provided with authorized identity proof (with recently colour passport size photograph duly attested) from the Agency ahead of deployment.
16. The earnest money shall be refunded to the unsuccessful tenderer after finalization of the tender. The EMD of the successful bidder will be retained till completion of the contract/agreement period of 3 (Three) years. No interest is payable on the EMD. In case the Bidder terminates service/contract before 3 (Three) years his EMD will be forfeited.

**Signature of Supplier/ Contractor.**

**Signature of the Principal.**  
Tripura Institute of Technology, Narsingarh

**AGREEMENT FROM FOR**

Name of work : **Out Sourcing of Watch & Ward and Sweeping & Cleaning Assistant at Tripura Institute of Technology, Narsingarh..**

**ARTICLES OF AGREEMENT**

1. This deed of agreement is made in the form of agreement on \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ 2014\_\_\_\_\_, between the \_\_\_\_\_ (Employer), or his authorized representative (hereinafter referred to as the first party) and \_\_\_\_\_(Name of the Contractor), S/O \_\_\_\_\_ resident of \_\_\_\_\_(hereinafter to as the second party), to execute the work of \_\_\_\_\_ (hereinafter referred to as works) on the following terms and conditions.

**2. The second party shall:**

- a) Institute authority reserves the right to cancel the contract period of 3(Three) Years with one month notice, in the event of unsatisfactory performance
- b) Be responsible for bringing any discrepancy to the notice of the representative of the first party and seek necessary clarification.
- c) Keep the first party informed about the progress of work;
- d) Be responsible for all security and watch and ward arrangements at site during the contact period.
- e) Pay all duties, taxes and other levies payable by agencies if applicable.

**3. Dispute settlement:-**

Except where otherwise provided in the contract all work and disputes relating to claim, right matter or thing whatsoever, in any way arising out of or relating to the contract, conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed by the Director of Higher Education, Government of Tripura. It will be no objection to any such appointment that arbitrator so appointed is a Government servant, that he had to deal with the matters to which the contract relates and that in the course of his duties as Government servant he had expressed views on all or any of the matters in dispute or difference. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, such Director of Higher Education or as aforesaid at the time of such transfer, vacation of office on inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such persons shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by such Director of Higher Education or as aforesaid should act as arbitrator and if for any reason that is not possible, the matter is not to be referred to arbitration at all. In all cases where the amount of the claim in dispute is Rs. 50,000 (Rupees fifty thousand) and above, the arbitrator shall give reasons for the award.

Subject as aforesaid the provisions of the Arbitration act, 1940, or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this part.

It is also a term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this part together with the amount or amounts claimed in respect of each such disputes.

The arbitrator(s) may from time to time with consent of the parties and enlarge the time for making and publishing the award.

**Signature of Supplier/ Contractor.**

**Signature of the Principal.**  
Tripura Institute of Technology, Narsingarh