



TRIPURA PUBLIC SERVICE COMMISSION

No.F.3 (1-34)-ADMN/TPSC/2016/1180, Dated, Agartala the 04th December,2021

NOTICE INVITING QUOTATION

Sealed Rate Quotation is hereby invited up to **13-12-2021 (upto 12PM)** in plain paper for providing manpower for cleaning and sweeping works in Tripura Public Service Commission from various NGOs/Societies/Agencies who has a registered legal entity. The rate for sweeping work should be quoted in the following proforma both in figures and words duly signed by the Tenderer addressing to Secretary, Tripura Public Service Commission, Agartala. No over writing or erasing will be allowed / accepted.

Name of the organization. Address, Mob. No.	Quoted rate (including sweeping materials)			Other charges/ conditions.	Work Experience with valid documents. Enclosed separate sheets, if required.	
	Wages rate of worker per head per day	Materials cost per month.	GST %		Nos. of Offices	Year/month


Bidders should fill all the column without fail.

Following Terms & Conditions will be applicable:-

1. Applicable Taxes will be deducted from the monthly bill of the organization.
2. Supply of materials (phenyl, broom, brush, other liquid etc.) will be the sole responsibility of the organization. (**Bidders should provide list of mentioned materials which will be supplied per month with quality and quantity duly signed by bidder as one of the document for bidding**)
3. All valid documents should be in possession of the organization.
4. Bill in triplicate should be submitted in every month after completion of every month.
5. A list against the workers with identity documents must be submitted by the agency.
6. Attendance will be maintained as per duty and it will be verified everyday by the DDO, TPSC.
7. The work order will be valid for 1 year only.
8. Cleanings of rooms, toilets and premises shall be made daily during working days from 8AM.
9. The work order may be cancelled at any time, if authority desire by giving 07 (Seven) days of time.
10. The organization should furnish updated copy of Commercial Registration Certificate, Income Tax , Professional Tax Clearance, Insurance etc Certificate.
11. The minimum wages rates per worker per day should be as per Labour Department regulations, Govt. of Tripura.
12. The organization should submit a **D-Call** of Rs.5000/- (Rupees Five thousand) only as **Earnest Money**.

The last date of receiving the tender is **13-12-2021** up to **1200 hours (12PM)** in the Commission's Office and the tender will be opened at **1230 hours (12.30PM)** on the same day, if possible in presence of the Tenderer(s), if any. No tender will be accepted, after the due date and time as fixed above.

The undersigned reserves the right to accept or reject any tender fully or partly including the lowest one without assigning any reason thereof.


 (N.Adhikari)
 Secretary

Tripura Public Service Commission