

**ONLINE-BID DOCUMENT  
FOR  
PROVIDING MANPOWER SERVICES  
UNDER  
TRIPURA STATE CHILD PROTECTION SOCIETY**

Tender Reference No.F.93(379)- DSWE/RC/2010

Tripura State Child Protection Society  
A Society under Directorate of Social Welfare & Social Education (DSWE)  
Govt. of Tripura  
Malancha, Abhoynagar, Agartala, Tripura- 799005

**Disclaimer**

The information contained in this Bid document or information provided subsequently to Bidder or applicants whether verbally or in documentary form by or on behalf of Tripura State Child Protection Society (TSCPS), is provided to the Bidder on the terms and conditions set out in this Bid document and all other terms and conditions subject to which such information is provided.

This Bid document is not an agreement and is not an offer or invitation by TSCPS to any parties other than the applicants who are qualified to submit the Bids ("Bidders"). The purpose of this Bid document is to provide bidder with information to assist the formulation of their Bid. This Bid document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Bid document and where necessary obtain independent advice. TSCPS makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender document. TSCPS may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender document.

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1. Section 1

1.1 BID Schedule and Address

S. No	Description	Timeline
1	Name of Project	Inviting Tender for Selection of Agency for supply of Manpower under TSCPS
2	Tender Reference Number	No.F.93(379)-DSWE/RC/2010
3	Date of publishing the Tender	02/08/2021
4	Last date for receiving Bidder's Pre-bid clarifications in writing	09/08/2021
5	Date and Time for Pre-bid Meeting	16/08/2021 at 4:00 PM (Online meeting link will be uploaded in portal)
6	Last date and time for Bid Submission	23/08/2021 till 5:00PM
7	Date and Time of Technical Bid Opening	24/08/2021 at 11:30 AM
8	Date and time of Financial Bid Opening	31/08/2021 at 4:00 PM
9	Bid validity	180 days
9	Name and Address for communication	Member Secretary, Tripura State Child Protection Society(A Society under Directorate of Social Welfare & Social Education, Govt. of Tripura), Malanch, Abhoynagar, Agartala-799005.Email: dswe_agt@yahoo.com
10	Bid cost	Nil
11	Bid Security (EMD)	Requirement of Bid Security/ Earnest Money deposit is relaxed. Instead, a Bid Security Declaration has to be submitted as per <b>Annexure-V</b>

## **2 Section 2 – Introduction**

### **2.1 Objective of this Tender**

Tripura State Child Protection Society (TSCPS) proposes to hire different categories of Manpower from reputed agency for a period of 01 year (may be extended by 01 year by mutual agreement) to implement Child Protection Services (CPS) Scheme in the State of Tripura. This is required to ensure prompt, efficient and seamless service levels. The Bidder should have adequate experience as sought in the Tender to participate into bidding.

### **2.2 Cost of the Tender**

The Bidder may download the Tender free of cost from [www.tripuratenders.gov.in](http://www.tripuratenders.gov.in). The interested bidder shall bear all costs associated with the preparation and submission of its bid and TSCPS will, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

The Bidders can submit the bid response through e-tender portal [www.tripuratenders.gov.in](http://www.tripuratenders.gov.in) only.

### **2.3 Ownership of this Tender**

The content of this Tender is a copyright material of Tripura State Child Protection Society (TSCPS). No part or material of this Tender document should be published on paper or electronic media without the prior written permission from TSCPS.

### **2.4 Due Diligence**

The Bidders are expected to examine all instructions, terms and specifications stated in this Tender. The Bid shall be deemed to have been submitted after careful study and examination of this Tender document. Failure to furnish all information or submission of a bid not responsive to this Tender will be at the Bidders risk and may result in rejection of the bid. TSCPS is not bound to disclose the grounds for rejection of Bid. The decision of the TSCPS regarding the final declaration of the successful Bidder shall be final.

The Bidder is requested to carefully examine the Tender documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the Tender document, Bidder should seek necessary clarifications through Pre Bid queries.

## **3 Section 3 – Scope of Work**

### **3.1 Introduction of the work and specific requirement and conditions-**

Project introduction, Specific terms & condition and requirement of work is stated in **Annexure –I enclosed herewith.**



### 3.2 Position, qualifications and experience and Scope of Work for deployed Manpower

Different categories of manpower shall have to have specific educational qualifications, requisite knowledge and experience and role and responsibilities in implementation of scheme under the administrative control and supervision of TSCPS. The detail of educational qualifications, requisite knowledge and experience and role and responsibilities of individual category of manpower is stated at **Annexure-II enclosed herewith.**

### 3.3 Required Manpower, Gross Monthly salary & Place of Work

The selected bidder(s) is (are) required to deploy resources as given below:

Sl No	Manpower	Number of total manpower
1	Different categories of manpower as stated in Annexure-III	220 ( Two Hundred and Twenty)

Institution wise number of manpower required, their category, Monthly Basic remuneration of resources and place of work are stated at **Annexure- III enclosed herewith.**

TSCPS may increase or decrease strength of the resources depending upon requirement in same financial quote in the agreement period.

Aggregated monthly Basic remuneration of resources (Excluding Employer's share of ESI,EPF and EPS) is as follows .

Sl No	Total manpower	Aggregated Fixed Monthly Basic remuneration of resources
1	220	Rs.22,34,362/-

### 3.4 Selection of Manpower

The selected agency will submit resumes/ bio-data of all prospective Manpower to TSCPS as per the man power minimum eligibility criteria, work experience etc mentioned in this Tender. TSCPS may take final interview of the prospective Manpower among the resume shared by the selected agency and may finalize the respective categories of manpower who will be deputed at TSCPS.

The successful bidder(s) shall deploy the resources within 2 weeks of receipt of firm communication in this regard.

## 4 Section 4 – Eligibility Criteria

### 4.1 Pre-requisite

The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described herein. The



Bidder should also possess the technical know-how and the financial wherewithal that would be required to complete the scope of work. The Bid must be complete in all respects and should cover the entire scope of work as stipulated in the document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation.

#### 4.2 Minimum Eligibility Criteria

The invitation to Bid is open to all Bidders who qualify the Minimum Eligibility Criteria as given below:

- i. The agency must have been in existence for the last 3 years. (Incorporation/ registration certificate should be furnished)
- ii. The bidder should be approved/recognized/registered by Govt. of India/State Govt. for providing Manpower services and submit proof thereof.
- iii. The Agency must have office in North East India (Submit a proof thereof)
- iv. The Agency shall be a reputed agency with a track record of providing such manpower for last two years and submit proof thereof.
- v. The Agency should have successfully supplied manpower to any Govt. institutions/ Public Sector institutions, MNCs, large corporates etc. (Latest Work completion certificate from one of such Institution/company/Corporate shall be submitted)
- vi. The Agency should be an Income Tax Assessed, having filed Income Tax Returns for the last three financial years (submit a proof thereof)
- vii. The Agency must comply with the statutory requirement, such as registration with ESI, EPF, PAN, TIN/TAN and GST etc. and submit proof thereof
- viii. The Agency has not been blacklisted by any Central / State Government institution or any other private agency (**self-declaration as stated at Annexure-X to be submitted**).
- ix. The Agency should have minimum annual average turnover of **Rs. 5 crore** for the last three years (2018-2019, 2019-2020, 2020-2021), of which at least **Rs. 2 crore** from supply of man power and Submit balance sheet of last 3 years duly audited by authorize CA firm.
- x. The agencies must have completed at least one similar service in North East India. The Agency shall provide certificate for providing such manpower, from the related Authority. (Submit Work completion Certificate to that effect).
- xi. The bidder should upload signed copy of DNIT in the portal.
- xii. The Agency must be registered under Contract Labour (Regulation & Abolition) Act 1972. Registration & License No. of the agency must be submitted along with the documents

Failure to provide the desired information and documents will lead to disqualification of the Bidder.

## 5 Section 5 – Instruction to Bidders

### 5.1 Tender

The Bidder is expected to examine all instructions, forms, Terms and Conditions and technical specifications in the Bidding Document. Submission of a Bid not responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of its Bid without any further reference to the Bidder.

### 5.2 Clarifications of Bidding Documents:

A prospective Bidder requiring any clarification of the Bidding Documents may notify TSCPS by email ([dswe\\_agt@yahoo.com](mailto:dswe_agt@yahoo.com)) any time prior to the deadline for receiving such queries as mentioned in Section- 1. The replies/clarifications will be uploaded on [www.tripuratenders.gov.in](http://www.tripuratenders.gov.in).

Bidders should submit the queries only in the format given below:

Sl No	Page No	Clause No	Description	Clarification sought	Additional remarks

### 5.3 Amendment of Bidding Documents

At any time prior to the deadline for submission of Bids, TSCPS may for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, amend the Bidding Documents.

Amendments will be provided in the form of Addenda/ Corrigenda to the Bidding Documents, which will be published on e-tender portal. Addenda / Corrigenda will be binding on Bidders. It will be assumed that the amendments contained in such Addenda/ Corrigenda had been taken into account by the Bidder in its Bid.

In order to afford Bidders reasonableness to take the amendment into account in preparing their bids, TSCPS may, at its discretion, extend the deadline for submission of the Bids, in which case, the extended deadline will be published on e-tender portal.

From the date of issue, the Addenda / Corrigenda to the tender shall be deemed to form an integral part of the Tender.

### 5.4 Bid Price

**Service Charge** includes GST on the service. Employer's share of ESI(@4.75% of Basic remuneration of resources) and EPF (@ 12% of Basic remuneration of resources) are in addition to Basic remuneration of Resources. Basic remuneration of

resources includes admissible taxes, if any, to be chargeable from employee such as Professional Tax. **Service Charges in absolute number** should be shown separately in the Price Schedule (BoQ- Bill of Quantity) **which shall not be more than 10% of the basic remuneration of the resources.**

### 5.5 Earnest Money Deposit (EMD) /Bid Security

Bidders are provided herein relaxation from deposition of Bid Security/ Earnest money instead they are to submit a Bid Security Declaration on their Agency letter head as per Format enclosed herein **Annexure-V**.

### 5.6 Period of Validity of Bids

Bids shall remain valid for a period of 180 days after the date of bid opening or as may be extended from time to time. TSCPS holds the right to reject bid validity for a period shorter than 180 days as non-responsive, without any correspondence.

### 5.7 Extension of Period of Validity

In exceptional circumstances, prior to expiry of the bid validity period, TSCPS may request the Bidders consent to an extension of the validity period. The request and response shall be made in writing. Extension of validity period by the Bidder should be unconditional and irrevocable.

### 5.8 Procedure for submission of bids

The Bid shall be submitted in 3 (Three) parts, post registration in the <http://www.tripura.tenders.gov.in>, as under:

#### **PART-I: Pre-Qualification Documents**

The Tender document shall be downloaded by the Bidder, digitally signed and upload the same for submission of "Pre-Qualification" during actual bidding session, which will be regarded as equivalent to signing all pages of the Tender Document.

All documents to be submitted for Pre-qualification as mentioned in the DNIT, are free-format except "Bill of Quantity (BoQ)" which is in xls format for financial bid.

For all the free-format documents, Bidder is expected to scan the relevant documents into PDF format (in 100 dpi scan resolution).

#### **PART-II:**

TECHNICAL BID: All relevant document as per the technical qualifying marks as mentioned in **Annexure VI**.

#### **PART-III: Financial Bid.**

Financial Bid will be considered for evaluation for those Bidders who have cleared the Part-I & Part-II.

**N.B.:** Hard copy of Prequalification documents and Technical Bid document are not required to be submitted by the bidder.

No tender will be considered which is not as per the printed/typed form. The bidders should ensure that each page of the tender is signed by the person authorized to sign

the tender document, affixing the seal of the Bidder.

All entries in the tender forms should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No corrections including overwriting or striking out will be permitted in the Bid document. In such cases, the tender shall be summarily rejected.

No modification or substitution of the submitted bids shall be allowed. The Bids shall be opened on the scheduled date and time at Tripura Child Protection Society Office, Directorate of SW & SE, Malanacha, Abhoynagar, Agartala, Tripura, PIN – 799005 in the presence of the representatives of the bidders, if any, who are present on the spot at that time. No separate intimation shall be sent to bidders for the same.

The bidders are required to upload photocopies of the supporting documents, self-certified by the authorized representative of the bidder on the e-Tender website.

A bid submitted without the Earnest Money/ Bid Security Declaration and incomplete or conditional bids shall not be considered and the same will be rejected.

There should be no cutting/overwriting in the Tenders/Quotations.

The TSCPS reserves the right to accept or reject any Tender / Quotation in full or in part in case of incomplete quotations and also without assigning any reason thereof. In case of any dispute, decision of the TSCPS will be final and binding.

The TSCPS reserves the right to retain bids once submitted.

#### **5.9 Bid Currency**

All prices shall be expressed in Indian Rupees only.

#### **5.10 Bid Language**

The Bid shall be in English Language.

#### **5.11 Rejection of Bid**

The Bid is liable to be rejected if:

1. The document does not bear signature of authorized person.
2. It is received through Fax/E-mail.
3. It is received after expiry of the due date and time stipulated for Bid submission.
4. Incomplete/incorrect Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this Bid Document are liable for rejection by TSCPS.

#### **5.12 Deadline for Submission**

The last date of submission of bids is given in Section 1, unless amended by TSCPS through e-tender portal.

#### **5.13 Extension of Deadline for submission of Bid**



TSCPS may, at its discretion, extend this deadline for submission of bids by amending the Bidding Documents which will be intimated through e-tender portal, in which case all rights and obligations of TSCPS and Bidders will thereafter be subject to the deadline as extended.

#### **5.14 Modifications and Withdrawal of Bids**

Bid can be modified/withdrawal before the deadline for submission of bids through e-tender portal. Submitting more than one bid by a bidder shall liable to be canceled the bid.

#### **5.15 Right to Reject, Accept/Cancel the bid:**

TSCPS reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever.

TSCPS does not bind itself to accept the lowest or any Bid and reserves the right to reject all or any Bid or cancel the Tender without assigning any reason whatsoever. TSCPS also has the right to re-issue the Tender without the Vendors having the right to object to such re-issue.

#### **5.16 Contacting TSCPS**

From the time of Bid opening to the time of Work Order award, if any Bidder wishes to contact TSCPS for seeking any clarification any matter related to the Bid, it should do so in writing by seeking such clarifications from an authorized person. Any attempt to contact TSCPS with a view to canvas for a Bid or put any pressure on any official of the TSCPS may entail disqualification of the concerned Bidder or his/her Bid.

### **6 Section 6 – Bid Opening**

#### **6.1 Opening of Bids**

Bids will be opened in 2 phases:

**Stage 1** –In the first phase the Eligibility Criteria bids and the Technical bids.

**Stage 2** –In the second phase the Financial Bids will be opened.

#### **6.2 Opening of Minimum Eligibility Criteria Bids and Technical Bids**

- TSCPS will open Technical bids in the presence of Bidders representative(s) who choose to be present on the date, time and address mentioned in Section 1 or as amended by TSCPS from time to time.
- The representatives of the Bidders have to produce an authorization letter from the Bidders by way of letter or email to represent them at the time of opening of Eligibility bids.
- Only one representative will be allowed to represent each Bidder. In case the Bidders representatives are not present at the time of opening of bids, the bids will still be opened at the scheduled time at the sole discretion of the TSCPS.

- The Bidders representatives who are present shall sign the register evidencing their attendance.
- In the event of the specified date of bid opening being declared a holiday for TSCPS, the bids shall be opened at the appointed time and place on next working day.

### **6.3 Opening of Financial Bids**

- Only those Bids that are technically qualified will be eligible for opening of commercial bids and will be intimated the date, time and address for opening of Financial Bids.
- The representatives of the Bidders have to produce an authorization letter from the Bidder/ Identity Cards to represent them at the time of opening of financial bids.
- Only one representative will be allowed to represent each Bidder. In case the Bidders representatives are not present at the time of opening of bids, the bids will still be opened at the scheduled time at the sole discretion of the TSCPS.
- The bidder's representatives who are present shall sign the register evidencing their attendance.
- In the event of the specified date of bid opening being declared a holiday for TSCPS, the bids shall be opened at the appointed time and place on next working day.

## **7 Section 7 – Bid Evaluation**

### **7.1 Preliminary Examination of Technical Bids**

- TSCPS will examine the Bids to determine whether they are complete, whether required information have been provided as underlined in the Bid document, whether the documents have been properly signed, and whether Bids are generally in order.
- Eligibility and compliance to all the forms and Annexure would be the first level of evaluation. Only those Bids which comply to the minimum eligibility criteria will be taken up for further technical evaluation.
- TSCPS may waive any minor informality, non-conformity or irregularity in a bid that does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- If a Bid is not substantially responsive, it will be rejected by TSCPS and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- TSCPS may interact with the Customer references submitted by Bidder, if required.

### **7.2 Evaluation of Technical Bids**

The Technical Evaluation shall be done Tender Evaluation Committee constituted by the Department and evaluation shall be based on the following broad parameters:

- Compliance to Technical Requirement stipulated in the Tender, duly supported by documentary evidence will be evaluated in detail.



- Written reply, if any, submitted in response to the clarification sought by TSCPS, if any, will be reviewed.
- TSCPS may interact with the Customers, whose references have been submitted by the Bidder, if required.
- TSCPS will give mark to technical bid submitted by the bidder as per the technical evaluation marking given at **Annexure - VI**.
- Bidder scoring 70 or more will be declared as technically qualified.

### 7.3 Evaluation of Financial Bids

Financial bids of only the technically qualified (minimum technical qualifying mark is 70) short listed bidders will be opened. Arithmetic errors in the Bids submitted shall be treated as follows: - where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern;

➤ The bidder is required to quote the **service charges** (inclusive of all taxes etc) in absolute number terms for the total Aggregated monthly basic remuneration mentioned in the Tender.

➤ The technically qualified bidder who quoted lowest **service charges** in the financial bid Bill of Quantity (BoQ) will be treated as L1 bidder and may awarded the work order.

**If any bidder is quoting abnormally too low or too high service charges as financial quote, may have to justify the same to TSCPS if TSCPS desires.**

## 8. Section 8 – Terms and Conditions

### 8.1 Notification of Award/ Work Order

After selection of the L1 bidder and after obtaining internal approvals and prior to expiration of the period of Bid validity, TSCPS will send Letter of Intent to the selected Bidder. The Work Order would be issued to the selected vendor after finalizing the cost of all the resources to be deployed by the respective vendor.

### 8.2 Term of the Order

The term of the Work Order would be 01 year and may be extended by 01 year by mutual agreement. Within 45 days of receipt of the Work Order, the successful Bidder shall deploy the required man power.

### 8.3 Acceptance of the Work Order

- Within 5 days of receipt of the Letter of Intent the successful Bidder shall send the acceptance.
- Failure of the successful Bidder to comply with the above requirement shall constitute sufficient grounds for the annulment of the award.

### 8.4 Performance Security Deposit

The successful Bidder, on acceptance of his Bid, shall have to **deposit 5% of the total value of remuneration of resources in a year as “performance security”** before awarding of the Contract.

Performance Security is refundable in nature and shall be refunded after 60 days from the date of end of contract period on successful completion of the Work as per terms and conditions during the contract period.

#### 8.5 Taxes and Duties

All taxes deductible at source, if any, at the time of release of payments, shall be deducted at source as per prevailing rates while making any payment.

#### 8.6 Penalty for default in delivery

If the Bidder does not deploy the resources, as per the agreed scope of services with TSCPS or such authorized extension of delivery period as may be permitted in writing by TSCPS, TSCPS shall impose a penalty as given below:

- i. Non deployment of resources as above at various locations **as stated at Annexure-III** - at the rate of 0.1% of the total Work Order value for each week's delay beyond the stipulated delivery period subject to a maximum of Rs.50,000/-.
- ii. In case the delay exceeds 10 days from the close of the stipulated delivery period of Tender, TSCPS reserves the right to cancel the order without prejudice to other remedies available to TSCPS.
- iii. Without any prejudice to TSCPS's other rights under the Applicable Law, TSCPS may recover the liquidated damages, if any, accruing to TSCPS, as above, from any amount payable to the bidder, as per this Agreement.

#### 8.7 Price

There shall be no increase in price for any reason whatsoever during the contract period i.e. initial one year from the date of acceptance of the Work Order and extendable further at the option of TSCPS.

#### 8.8 Repeat Order

TSCPS has the right to place repeat order with the selected agency for additional resources at the unit rates in respect of the category of resource, finalized as per the terms of the Tender, during the term of the Work Order / Contract.

#### 8.9 Payment Terms

Payment shall be released against monthly invoice submitted in arrears for the actual number of days the resources were present, suitably attested by TSCPS officials. Bidder has to submit declaration every month, along with the Invoice, to the effect that the salaries have been paid to the resources as mentioned in the Tender.

There shall be no increase in price for any reason whatsoever during the entire period of the contract.

#### 8.10 Confidentiality

The Bidder shall treat the details of the documents as secret and confidential. In the event of disclosure of Confidential Information to a third party in default of the provisions of this Clause, the defaulting party shall use all reasonable endeavors to

assist the supplying party in recovering and preventing such third party from using, or otherwise disseminating of such information.

### **8.11 Indemnity**

The bidder shall indemnify, protect and save TSCPS and hold TSCPS harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings, (including reasonable attorney fees), relating to or resulting from any act or omission or negligence or misconduct of the bidder and its employees and representatives, breach of the terms and conditions of the agreement or work order, false statement by the bidder, employment claims of employees of the bidder, third party claims arising due to infringement of intellectual property rights, death or personal injury attributable to acts or omission of bidder, violation of statutory and regulatory provisions including labour laws, laws related to information technology and intellectual property rights, breach of confidentiality obligations, breach of warranty.

Indemnity would be limited to court or arbitration awarded damages and shall exclude indirect, consequential and incidental damages and compensation. However, in case of damages, loss or liabilities suffered by TSCPS arising out of claims made by its customers and/or regulatory authorities, indemnity would be unlimited.

### **8.12 Accounting, Inspection and Auditing**

The Bidder shall -

- Keep accurate and systematic account and record in respect of the services to be rendered, with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof, and
- Periodically permit TSCPS or its designated representative up to two years from the expiration or termination of the contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by TSCPS.

### **8.13 Exit option and contract re-negotiation**

- TSCPS reserves its right to cancel the order in the event of happening of one or more of the situations as mentioned in the "Order Cancellation" clause.
- Notwithstanding the existence of a dispute, and/or the commencement of arbitration proceedings, the Bidder should continue to provide the facilities to TSCPS at the site.
- Reverse transition mechanism would be activated in the event of cancellation of the contract or exit by the parties prior to expiry of the contract. The Bidder should perform a reverse transition mechanism to TSCPS or its selected vendor. The reverse transition mechanism would facilitate an orderly transfer of services to TSCPS or to an alternative 3rd party / vendor nominated by TSCPS. Where TSCPS elects to



transfer the responsibility for service delivery to a number of vendors, TSCPS will nominate a service provider who will be responsible for all dealings with the Bidder regarding the delivery of the reverse transition services.

#### 8.14 Bidders Liability

The selected Bidder will be liable for all the deliverables.

The Bidder's aggregate liability in connection with obligations undertaken under the work order, regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), shall be at actual and limited to the value of the contract/ work order. The Bidder's liability in case of claims of TSCPS resulting from gross misconduct or gross negligence of the Bidder, its employees, contractors, and subcontractors or from infringement of patents, trademarks, copyrights or such other Intellectual Property Rights or breach of confidentiality obligations shall be unlimited.

#### 8.15 Order Cancellation

TSCPS reserves its right to cancel the order in the event of one or more of the following situations, that are not occasioned due to reasons solely and directly attributable to TSCPS alone; Delay in deployment of resources beyond the specified period as set out in the Work Order before acceptance of the product; or,

- Serious discrepancy in the quality of service expected during deployment of resources; or,
- If a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading or information submitted by the bidder turns out to be incorrect and/or conceals or suppresses material information.

In case of order cancellation before acceptance of the service, any payment made by TSCPS to the Bidder for the particular product and service would necessarily have to be returned to TSCPS, at the option of TSCPS, with interest @ 15% per annum from the date of each such payment. Further the Bidder would also be required to compensate TSCPS for any direct loss incurred by TSCPS due to the cancellation of the Work Order and any additional expenditure to be incurred by TSCPS to appoint any other Bidder. This is after repaying the original amount paid.

#### 8.16 Termination of Contract

**For Convenience:** TSCPS by written notice sent to Bidder may terminate the contract in whole or in part at any time for its convenience giving three (3) months prior notice. The notice of termination shall specify that the termination is for convenience the extent to which Bidder's performance under the contract is terminated and the date upon which such termination become effective. TSCPS may consider request of the bidder for pro-rata payment till the date of termination.

**For Insolvency:** TSCPS at any time may terminate the contract by giving written

notice to Bidder, if Bidder becomes bankrupt or insolvent. In this event, termination will be without compensation to Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to TSCPS.

**For Non-Performance:** TSCPS reserves its right to terminate the contract in the event of Bidder's repeated failures (say more than 3 occasions) in a calendar year to maintain the service level prescribed by TSCPS.

#### 8.17 Effect of Termination

- The Bidder agrees that it shall not be relieved of its obligations under the reverse transition mechanism notwithstanding the termination of the assignment.
- Same terms (including payment terms) which were applicable during the term of the contract should be applicable for reverse transition services.
- The Bidder agrees that after completion of the Term or upon earlier termination of the assignment the Bidder shall, if required by TSCPS, continue to provide facility to TSCPS at no less favorable terms than those contained in this Tender. In case TSCPS wants to continue with the Bidder's facility after the completion of this contract then the Bidder shall offer the same terms to TSCPS.
- TSCPS shall make such prorated payment for services rendered by the Bidder and accepted by TSCPS at the sole discretion of TSCPS in the event of termination, provided that the Bidder is in compliance with its obligations till such date. However, no payment for "costs incurred, or irrevocably committed to, up to the effective date of such termination" will be admissible. There shall be no termination compensation payable to the Bidder.
- TSCPS may make payments of undisputed amounts to the Bidder for services rendered till the effective date of termination. Termination shall be without prejudice to any other rights or remedies a party may be entitled to hereunder or at law and shall not affect any accrued rights or liabilities of either party nor the coming into force or continuation in force of any provision here of which is expressly intended to come into force or continue in force on or after such termination.
- Upon cancellation of contract/completion of period of service, the Bidder should do peaceful handover of the legal possession of all the assets provided and obtain discharge from TSCPS. TSCPS also reserves the right to assign or allot or award the contract to any third party upon cancellation of the availed services.

#### 8.18 Force Majeure

If either party is prevented, restricted, delayed or interfered by reason of:

- a) Fire, explosion, cyclone, floods, droughts, earthquakes, epidemics;
- b) War, revolution, acts of public enemies, blockage or embargo, riots and civil commotion;

( c) Any law, order, proclamation, ordinance or requirements of any Government or authority or representative of any such Government, including restrictive trade practices or regulations;

d) Strikes, shutdowns or labour disputes which are not instigated for the purpose of avoiding obligations herein; Or

e) Any other circumstances beyond the control of the party affected; then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided the party so affected used its best efforts to remove such cause of non-performances, and when removed the party shall continue performance with the utmost dispatch.

Each of the parties agrees to give written notice forthwith to the other upon becoming aware of an Event of Force Majeure, the said notice to contain details of the circumstances giving rise to the Event of Force Majeure. If the Event of Force Majeure shall continue for more than twenty (20) days either party shall be entitled to terminate the Agreement at any time thereafter with due notice.

Notwithstanding the provisions of the Statement of Work (SoW), the successful bidder or TSCPS shall not be liable for penalty or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the successful bidder and not involving TSCPS or the successful bidder's fault or negligence and not foreseeable. Such events may include, but not restricted to wars, revolutions, epidemics, natural disasters etc.

If force majeure situation arises, the successful bidder shall promptly notify TSCPS in writing of such condition and cause thereof. Unless otherwise directed by TSCPS in writing, the successful bidder shall continue to perform its obligations under contract as far as possible.

Neither party shall have any liability to the other in respect of the termination of this Agreement as a result of an Event of Force Majeure.

#### **8.19 Resolution of Disputes**

All disputes or differences arising out of or in connection with the Contract between TSCPS and the Bidder shall be settled amicably through good-faith negotiation between senior management of both parties. If, however, the parties are not able to resolve them, the same shall be settled by Arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. Any appeal shall be subject to the exclusive jurisdiction of Courts at Agartala, Tripura. The Governing Law is of India.



TSCPS and the Bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract/ Work Order. If, TSCPS and the Bidder have been unable to resolve amicably a Contract dispute even after a reasonably long period, either party may require that the dispute be referred for resolution to the formal mechanisms specified herein below. These mechanisms may include, but are not restricted to, conciliation mediated by a third party and/or adjudication in an agreed national forum.

#### **8.20 Compliance with Applicable Laws of India**

The Bidder shall undertake to observe, adhere to, abide by, comply with and notify TSCPS about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Contract and shall indemnify, keep indemnified, hold harmless, defend and protect TSCPS/officers/staff/personnel/representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate TSCPS and its employees/officers/staff/personnel/representatives/ agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and TSCPS will give notice of any such claim or demand of liability within reasonable time to the Bidder.

#### **8.21 Legal Compliances**

The Bidder confirms to TSCPS that its personnel/employees/staff are covered under the provision of various Acts enacted for the protection and benefits of workmen /employees/staff or otherwise such as Employees State Insurance Act and Employees Provident Fund Miscellaneous Provision Act etc. and such other Acts like Profession Tax Act etc. as applicable and that Bidder is duly registered under the provisions of the said Acts and is complying with the provisions of the Acts.

The Bidder shall allow TSCPS as well as regulatory authorities to verify books in so far as they relate to compliance with the provisions of these Acts and shall provide on demand by TSCPS & regulatory authorities such documentary proof as may be necessary to confirm compliance in this regard. TSCPS shall not be responsible in any

( event to the employees of Bidder for any of their outstanding claims or liability in that regard. TSCPS shall not be responsible for any claim or demand made by such personnel for their dues outstanding against Bidder.

#### **8.22 Replacement of Resource(s)**

TSCPS shall consider at its sole judgment that the Resource(s) provided by Bidder as unsuitable for the job for whatsoever reason, TSCPS shall have the option either (1) to terminate the Work Order in part or as a whole or

(2) to request Bidder for prompt replacement within 15 days at its cost. In case any key resource wants to leave from service then Bidder shall take proper handover from the candidate before leaving the job so that TSCPS operations shall not be affected.

#### **8.23 Intellectual Property Rights**

All rights, title and interest of TSCPS in and to the trade names, trademark, service marks, logos, products, copy rights and other intellectual property rights shall remain the exclusive property of TSCPS and Bidder shall not be entitled to use the same without the express prior written consent of TSCPS. Nothing in contract including any discoveries, improvements or inventions made upon with/by the use of the Bidder or its respectively employed resources pursuant to contract shall neither vest nor shall be construed so that to vest any proprietary rights to the Bidder. Notwithstanding, anything contained in Contract, this clause shall survive indefinitely, even after termination of this Work Order.

#### **8.24 Facilities provided by TSCPS**

TSCPS and its authorized place work shall provide seats, with required facilities free of cost for official work. These facilities shall not be used for any personal use. In case of any misuse of the facilities, penalty as deemed fit shall be imposed and recovered from the pending bills of Bidder.

In the event the resources are required to work from another location as per the requirements of TSCPS, necessary travel and other costs, as mutually agreed, would be paid by TSCPS.

#### **8.25 No Damage of TSCPS Property**

Bidder shall ensure that there is no loss or damage to the property of TSCPS while executing the Contract. In case, it is found that there is any such loss/damage due to direct negligence/non performance of duty by any personnel, the amount of loss/damage so fixed by TSCPS shall be recovered from Bidder.

#### **8.26 Fraudulent and Corrupt Practice**

“Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of the project and includes collusive practice

( among Bidder's (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the TSCPS of the benefits of free and open competition.

"Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of project execution. TSCPS will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the project.

#### **8.27 Governing Language**

All correspondences and other documents pertaining to this Agreement shall be in English only.

#### **8.28 Addresses for Notices**

The Member Secretary

Tripura State Child Protection Society (TSCPS)

A Society under Directorate of Social Welfare & Social Education (DSWE),

Govt. of Tripura.

Malancha, Abhoynagar, Agartala-799005

## 9. Annexures

### 9.1 Annexure-I

#### 1. Project Background

**1.1 Project Aims & Objectives:** The Tripura Child Protection Society, requires eligible Agencies for supplying manpower at locations in SCPS/ SARA at State Level, **8(eight) District Office, Child Care Institutions (CCI), CWCs & JJBs under Child Protection Scheme(CPS) erstwhile Integrated Child Protection Scheme** in Tripura to be implemented through the Society made available through Government of India.

#### 1.2 Integrated Child Protection Scheme (ICPS)

The Scheme was launched in 2009, in partnership with the State Government/UT Administrations, has strengthened prevention of child rights violation; provided Financial Support for implementation of the Juvenile Justice ( Care & Protection of Children) Act. 2015. The Child Protection Scheme(CPS) has significantly contributed to the realization of Government of India/ State Government responsibility for creating a system that will efficiently and effectively protect children . Based on the cardinal principles of “Protection of Child rights” and “best Interest of the child”, CPS is achieving its objectives to contribute to the improvements in the well being of children in difficult circumstances, as well as to the reduction of vulnerabilities to situations and actions that lead to abuse, neglect, exploitation, abandonment and separation of children from their families.

- Objectives of CPS:- The Child Development Services (CPS) Scheme was launched in 2009 with the following objectives:

- i) To institutionalize essential services and strengthen structures for emergency outreach, institutional care, family and community based care, counseling and support services at the national, regional, state and district levels.

- ii) To enhance capacities at all levels, of all functionaries including, administrators and service providers, members of allied systems including, local bodies, police, judiciary and other concerned Departments of State Government to undertake responsibilities under the CPS Scheme.

- iii) To create database and knowledge base for child protection services, including MIS and child tracking system in the country for effective implementation and monitoring of Child Protection Services;

- iv) To strengthen child protection at family and community level, create and promote preventive measures to protect children from situations of vulnerability, risk and abuse;



v) To ensure appropriate inter-sectoral response at all levels, coordinate and network with all allied systems;

vi) To raise public awareness, educate public on child rights and protection on situation and vulnerabilities of children and families, on available child protection services, schemes and structures at all levels.

## 2. TARGET GROUP :-

I) The CPS will focus its activities on children in need of care and protection and children in conflict as defined under Juvenile Justice Act and with children who come in contact with the law, either as victim or as a witness or due to any other circumstances.

II) The CPS will also provide preventive, statutory and care and rehabilitation services to any other vulnerable child including, but not limited, to children of potentially vulnerable families and families at risk, children of socially excluded groups like migrant families, families living in extreme poverty, scheduled castes, Scheduled tribes and other backward classes, families subjected to or affected by discrimination, minorities, children infected and/or affected by HIV/AIDS, Orphans, Child Drug abusers, children of substances abusers, child beggars, trafficked or sexually exploited children, children of prisoners and street and working children.

## 3. **Reporting arrangements of the implementation of the scheme :**

i) The state level staff shall report to the Branch Officer, Child Welfare Section, Directorate of Social Welfare & Social Education, Agartala, West Tripura .

ii) The District level staff shall report to the concerned District Child Protection Officer (DCPO)

iii) Child Welfare Committee's (CWCs) staff shall report to the concerned District Child Protection Officer (DCPO)

iv) Juvenile Justice Board's ( JJBs) staff shall report to the concerned District Child Protection Officer (DCPO) and incase of West Tripura district to the Officer-in-Charge, Juvenile Home, Narshinghar, West Tripura District.

v) Staffs at CCIs shall report to the person authorized by the Society.

## 4. **Documents of resources to be submitted during their deployment with TSCPS**

- Bio-data of the persons along with the certificates in respect of educational/ professional qualifications etc.
- Attested copy of matriculation certificate containing date of birth;
- Certificate of verification of antecedents of persons by local police authority.
- Detailed proof of identity like Aadhaar number, driving license, bank account details, proof of residence and recent photograph of the personnel deployed by the agency in Society / respective unit locations/ place of postings. The verification of

educational documents and verification of antecedents with local police authorities in respect of deployed manpower is to be done by the contracting agency.

**5. Specific Terms & Conditions:**

- i. The staff shall agree to work on a full time basis shall not be allowed to be employed or engaged in any other organization without prior written permission of the Society.
- ii. Working hours will be 10.00 a.m. to 5.30 p.m. ( it may be changed as per decision of the concerned authority).
- iii. The staff shall receive complete details of Scheme plans when he/ She joins against engagement.
- iv. If at any time the staff is found as non-performer of guilty of fraud, dishonest , disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by concerned authority deterrent to interest of Society or of Violation of one or more terms engagement may be terminated without notice and on account or reason of any of the acts or omission, the Society shall be entitled to recover the damages from the Agency.
- v. The staff shall be responsible for safekeeping of the articles to be given to hem/her and return in good condition.
- vi. **Only Female Staff shall be engaged in Child Home/ Open Shelter for girl child/SAA's.**
- vii. The staff shall agree to serve in any place of Tripura.
- viii. Travelling expenditure, per diem and other cost incidental to the travel undertaken by the staff in connection with performance of duty shall be reimbursed as applicable as per Schematic norms

**6. Specific instruction for Contract awardee:**

1. The persons supplied by the Contracting Agency/Service Provider should not have any adverse Police records/criminal cases against them. In order to verify the character/ credentials of the deployed manpower it shall be the sole liability of the Service Provider.
2. The Service Provider shall ensure that the personnel deployed are medically fit after conducting proper medical tests and ensure availability of their proof of medical fitness certificates to the Society, in case, the need arises for the same or on receipt of such request made to them. The Agency shall withdraw such employees who are not found



medically suitable by the Society during the contract of service immediately on receipt of such a request.

3. The Service Provider shall arrange for a substitute well in advance if there is any probability 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.

4. The Society fully reserves the rights for placement /place of posting /transfer of the individual manpower shortlisted/ subsequent transfer after deployment in the Society / respective unit locations/ place of postings etc.

5. The deployed personnel shall not be changed by the agency in any circumstances unless there is a specific request for so from the Society in writing.

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 Society / respective unit locations/ place of postings/ Government. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

7. The service provider shall ensure proper conduct of his persons deployed in office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking and loitering without work.

8. The service provider shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. The Society shall, in no way, be responsible for settlement of such issues whatsoever.

9. The Society shall not be responsible for any financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

10. 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.

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 Society shall not be liable or responsible on any of these accounts towards any personnel of the service provider.
12. Working hours would be fixed as per CPS Norms. Besides this, the Society also observes the holidays notified by the Government of Tripura from time to time. However, in exigencies of work they may be required to sit late and the personnel may be called on Sunday and other Gazette holidays, if required.
13. That the Service Provider will be wholly and exclusively responsible for payment of wages / fixed remuneration 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 Employees Provident Fund, ESI Act, etc. and this Society shall not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation. The agency will be required to provide particulars of PF, Group Insurance of its employees engaged in this Society.
14. The attendance will be maintained by the Society, at the respective unit locations/ place of posting and copy of the same shall be sent to the Service Provider on the first working day of next month.
15. The Service Provider, based on attendance certified by the respective unit locations/ place of posting shall prepare the monthly wages bill and disburse the wages/fixed remuneration to the concerned staff in their authentic bank account on or before 07 days from the date of transfer of fund by the Society to the service providers and a payment sheet should be shared with the Society accordingly.
16. The Agency/ Service Provider shall submit the monthly bills in triplicate enclosing the certificates which shall be got duly certified by the officer in-charge and the same shall be paid after making recovery if any by the Society .
17. Payments to the service provider would be strictly on certification by the Society maintained at the respective unit locations/ place of posting 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.
18. The Tax Deduction at Source (T.D.S.) shall be made as per the provisions of Income Tax, as amended from time to time and a certificate to this effect shall be provided to the Service Provider by the Society.
19. No payment shall be made in advance to neither the Service Provider nor any loan from any bank or financial institution be recommended on the basis of work award.
20. No TA/DA shall be payable to the person deputed by the Service Provider at the

time of joining. In case the persons are assigned duties outside his place of deployment for visiting other location, such travelling, boarding and lodging expenses will be paid by the Society to the staff as per fixed norms.

21. No wage/remuneration will be paid to any staff for the days of absence from duty, except allowed one day casual leave in a month.

22. A penalty would be charged in the following cases:

- Non-payment of remuneration to the personnel deployed in Society beyond 07 days from the date of transfer of fund from the society to service provider will invite a penalty of Rs. 1000/- per day per resource.

- The delay in providing a substitute for the deployed manpower beyond five working days would attract a penalty @ Rs. 1000 per day per resource on the service providing agency.

23. The service provider shall be contactable at all times and message sent by phone / e-mail/Fax/Special Messenger from this Society 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 Society in fulfillment of the contract from time to time.

24. This Society 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.

25. 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.

**Part A Measure-II**

**I. TERMS & REQUIREMENTS OF STAFFS UNDER CPS STAFFS**

Sl. No.	Position	Educational Qualifications	Desirable	Duties & Responsibilities
<b>1</b>	<b>State Level Key Staffs</b>			
	Age limit :- ( 18-40 years. Upper age-limit is relaxable by 5 years in respect of ST/SC Candidates.)			
<b>1.1</b>	<b>For State Child Protection Unit (SCPU)</b>			
<b>1.1.1</b>	Programme Manager	Post Graduate degree in social Work /psychology/ communication /Human rights.	<ul style="list-style-type: none"> <li>Knowledge in Computer operation and Counselling skills</li> <li>At least 5(five) years working experience in the field of Training, Advocacy and Material Development on Child Development And Child Protection.</li> </ul>	<ul style="list-style-type: none"> <li>The Program Manager, shall be responsible for coordinating and supervising programs and services for children in need of care and protection and juveniles in conflict with law at State levels, with the help of Program Officer [Children in Need of Care and Protection (CNCPI)], Program Officer [Juvenile in Conflict with Law (JCL)] and the District Child Protection Units.</li> <li>He/she shall also facilitate and support the functioning of statutory bodies under the Juvenile Justice Act, viz., Child Welfare Committees, Juvenile Justice Boards, SJPU, State Advisory Board, etc. The Program Manager (Child Protection) shall also ensure supervision and monitoring all the institutions/agencies housing children in the State. The Program Manager (Child Protection) shall also provide all necessary support to the Director/Commissioner, Child Protection in rolling out funds for implementing programs and services for children in need of care and protection and juveniles in conflict with law at state level.</li> <li>He/she shall be responsible for coordinating and supervising all training and capacity building programs for functionaries under ICPS at State level. With the assistance of Program Officer. he/she shall be responsible for assessing the training needs of all functionaries (Government</li> </ul>



				<p>&amp; NGOs) and allied systems (including police, judiciary, concerned government departments, voluntary organization and general public), and accordingly plan, coordinate and implement training and capacity building programs at State levels. He/she shall liaison with NIPCCD and its regional centers and other training institutions of the central/state governments for the purpose of training and capacity building at the state level.</p>
1.1.2	Programme Officer	Post Graduate degree in Social Work / Human rights.	<ul style="list-style-type: none"> <li>• Knowledge in Computer Operation</li> <li>• At least 3(three) years experience in field of Child Development &amp; Child Protection.</li> </ul>	<ul style="list-style-type: none"> <li>• He/she shall work under the overall supervision of the Programme Manager (SCPS) to assist him/her is supervision and monitoring of all the child protection activities pertaining to State Child Protection Society (SCPS).</li> <li>• Assist in developing a Plan of Action for the implementation of ICPS in Delhi</li> <li>• Shall be responsible in facilitating training and sensitization programmes of functionaries.</li> <li>• Work related to setting up &amp; managing Child tracking system and missing Children website with the help of units concerned.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
1.1.3	Accounts Officer	Graduate in B.Com (Hons.) in Accountancy	<ul style="list-style-type: none"> <li>• Knowledge in computer operation and accounting package.</li> <li>• At least 5( five ) years experience in Accounting works.</li> </ul>	<p>A. Preparation of financial proposals.</p> <ul style="list-style-type: none"> <li>• All work related to transfer of funds &amp; payments.</li> <li>• Disbursement of remuneration to all staff under ICPS.</li> <li>• Other miscellaneous expenditure of the SCPS and other units under ICPS</li> <li>• Maintain and keep records of all files related to ICPS.</li> <li>• Book-keeping and accounting.</li> <li>• Assist in evaluation of finance proposals.</li> </ul> <p>B. Support the SCPS in consultations on implementation of ICPS.</p> <p>C. Any other office tasks assigned by supervisory authority</p>
1.1.4	Assistant-Cum-	Graduate in any	<ul style="list-style-type: none"> <li>• Preferable O Level</li> </ul>	

	Data Entry Operator	discipline or equivalent with Knowledge in Computer operation	Passed • At least 2(two) years experience in the relevant field.	• Work related to data entry operations. • Any other task assigned by the supervisory authority
1.2	<b>For State Adoption Resource Agency</b>			
1.2.1	Programme Manager	Post Graduate degree in social Work / psychology / Counselling / Sociology / Law.	<ul style="list-style-type: none"> <li>• Knowledge in Computer operation and Counselling skills</li> <li>• At least 5(five) years work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• He/she shall be responsible for coordinating and supervising all non-institutional care programs at the State level.</li> <li>• He/she shall supervise the adoption program, foster care and sponsorship services for children in need of care and protection carried out in the State with the help of the District Child Protection Units, Child Welfare Committees, and SAAs.</li> <li>• He/she shall ensure implementation of all the duties, roles and responsibilities envisaged for the State Adoption Resource Agency including:               <ol style="list-style-type: none"> <li>(i) Coordinate, monitor and develop the adoption program in the State;</li> <li>(ii) Facilitate the setting up of SAAs where they do not exist and recommend to CARA for registration</li> <li>(iii) Facilitate the setting up of SAAs, provide legal recognition to SAAs and maintain a comprehensive list of such agencies;</li> <li>(iv) Ensure that all adoptions/permanent placements of children are done in accordance with the Laws &amp; Guidelines of the Supreme Court of India and Government of India;</li> <li>(v) Promote in-country and regulate inter-country adoptions in coordination with CARA;</li> <li>(vi) Maintain a centralized web-based database of adoptable children with the help of District Child Protection Units as a part of the child tracking</li> </ol> </li> </ul>



				<p>system;</p> <p>(vii) Maintain a centralized (state-specific) web-based database of prospective adoptive parents with the help of District Child Protection Units;</p> <p>(viii) Supervise the work of SAAs and ensure coordination between them within State;</p> <p>(ix) Ensure that all PAPs are registered at DCPU/ SAA/ SARA;</p> <p>(x) Provide comprehensive adoption data to CARA on monthly basis;</p> <p>(xi) Ensure sensitization of all agencies and allied systems;</p> <p>(xii) Enhance capacity of those working in the adoption system;</p>
1.2.2	Programme Officer	Post Graduate degree in social Work /psychology/ Counselling/Sociology/L aw.	<ul style="list-style-type: none"> <li>Knowledge in Computer operation and Counselling skills</li> <li>At least 5(five) years work experience.</li> </ul>	<ul style="list-style-type: none"> <li>He/she shall work under the overall supervision of the Program Manager (Adoption, Foster Care and Sponsorship) to assist him/her is supervision and monitoring of all the adoption programs, foster care and sponsorship services for children in need of care and protection in the state.</li> </ul>
1.2.3	Programme Assistant	H.S. Passed	<ul style="list-style-type: none"> <li>Knowledge in Computer Operation and Good Communication Skills.</li> </ul>	<ul style="list-style-type: none"> <li>He/she shall work under the overall supervision of the Programme Officer (Adoption, Foster Care and Sponsorship) to assist him/her is supervision and monitoring of all the adoption programs, foster care and sponsorship services for children in need of care and protection in the state.</li> </ul>
3	<b>District Level Key Staffs</b>			
3.1	<b>For District Child Protection Unit (DCPU)</b>			
3.1.1	Protection Officer ( Institutional Care )	Post graduate in Social Work/ Psychology/Sociology.	<ul style="list-style-type: none"> <li>Knowledge in Computer operation.</li> <li>At least 3(three) years work experience in the field of Child Welfare.</li> </ul>	<ul style="list-style-type: none"> <li>Under the supervision of the DCPO, the Protection Officer (Institutional Care) would ensure effective implementation of child protection programs and policies relating to</li> </ul>

				<p>children in need of care and protection at the district and local levels.</p> <ul style="list-style-type: none"> <li>• He/she shall be responsible for ensuring effective institutional/residential care services at the district level for all children in need of care and protection.</li> <li>• In case the Child Welfare Committee has a heavy case load, Protection Officer can help to the concerned Committee.</li> <li>• The specific roles and responsibilities of a Protection Officer (Institutional Care) shall include: (i) Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support services like counseling, access to health care, education, vocational skills etc., with the support of the outreach worker working under him/her; (ii) Carry out a situational analysis of children in difficult circumstances, collect and compile data on different dimensions of the child protection problems in terms of number of children requiring support, number of children in institutions and the kind of services they need; 80 (iii) Carry out a resource mapping exercise and develop a District Child Protection Plan and resource directory of child related services at the district level on the basis of data collected; (iv) Ensure setting up and management of the child tracking system of all institutional care program including Open Shelters in the district; (v) Support CWC in the process of inquiry and restoration of children; (vi) Ensure registration of all child care organizations/institutions/agencies housing children under the Juvenile Justice Act, 2015 and its Amendment Act, 2006; (vii)</li> </ul>
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				Supervision and monitoring of all child care organizations/institutions/agencies, both Govt. & NGO run (with or without support), housing children and ensure implementation of minimum standards of care; (viii) Supervision and monitoring of other child protection programs being implemented at district level; (ix) Identify training need and arrange for training and capacity building of personnel (both Governmental and Non-Governmental) involved in institutional care at district level in coordination with State Child Protection Unit; (x) Preparing and submitting a monthly report to the DCPO.
3.1.2	Protection Officer (Non Institutional Care)	Post graduate in Social Work/ Psychology/ Sociology.	<ul style="list-style-type: none"> <li>• Knowledge in Computer operation.</li> <li>• At least 3(three) years work experience in the field of Child Welfare.</li> </ul>	<ul style="list-style-type: none"> <li>• Under the supervision of the DCPO, the Protection Officer (Non-Institutional Care) would ensure effective implementation of the non-institutional components of ICPS relating to sponsorship, foster-care, adoption, and after-care and cradle baby scheme.</li> <li>• The specific roles and responsibilities of a Protection Officer (Non-Institutional Care) shall include: (i) Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support for non-institutional care, where required;</li> <li>• (ii) Support SARA in identifying adoptable children from the district and preparing a district-level database of adoptable children;</li> <li>• (iii) Promote and facilitate adoption in the district with the help of SAA by: a) Registering and maintaining database of adoptable children and PAPs for in-country adoption; b) Promoting in-country adoption within the district; c) Monitor adoption placement and ensure that the SAAs</li> </ul>

				<p>provide post placement support and follow up.</p> <ul style="list-style-type: none"> <li>• (iv) Ensure that all adoptable children in all Child Care Institutions (CCIs) are brought into the adoption system;</li> <li>• (v) Carry out family based non-institutional care through foster care, sponsorship and after care programs;</li> <li>• (vi) Carry out resource mapping and contribute in development of a District Child Protection Plan and a resource directory of child related services for non institutional care at the district level on the basis of data collected;</li> <li>• (vii) Function as the Nodal Officer for the child tracking system in the district;</li> <li>• (viii) Support CWC in the process of inquiry and restoration of children;</li> <li>• (ix) Supervise and monitor all child care institutions including SAAs in the district</li> <li>• (x) Coordinate with SARA and SCPU for training and building capacities of all personnel (Government and Non-government) involved in non-institutional service to children;</li> <li>• (xi) Submit quarterly report to the SARA on status of adoption program in the district.</li> </ul>
3.1.3	Legal-Cum-Prohibition Officer	Graduate in law	<ul style="list-style-type: none"> <li>• Knowledge in Computer Operation</li> <li>• Atleast 3(three) years experience in the field of Child Welfare .</li> </ul>	<ul style="list-style-type: none"> <li>• Under the supervision of the DCPO, the Legal cum Probation Officer shall coordinate and supervise all the programs and activities relating to Juveniles in Conflict with law. He/she would provide support to JJB at district levels. Every district shall have a maximum of three Legal cum Probation Officers on the basis of geographical spread and child population of the district.</li> <li>• The specific roles and responsibilities would include: (i) Collect and compile data on dimensions of the juvenile delinquency in the</li> </ul>



				<p>district; (ii) Attend proceedings of the JJB regularly; (iii) Support JJB in conducting inquiries; (iv) Prepare and submit social investigation reports; (v) Maintain case files and other registers; (vi) Escort juveniles to a home/fit person/fit institution from the JJB; Probation Officers appointed under the Probation of Offenders Act, where available may also function as Legal cum Probation Officers. (vii) Undertake follow up visits of juveniles released under supervision and after release; (viii) Establish linkages with voluntary sector for facilitating rehabilitation and social reintegration of juveniles. The Legal cum Probation Officer should have a legal background and a good understanding of child rights and protection issues. He/she would be responsible for providing free legal aid services to children/juveniles.</p> <ul style="list-style-type: none"> <li>• He/she shall also provide necessary support to the CWC and JJB in the legal matters relating to all children coming under the purview of the Juvenile Justice Act as and when required.</li> </ul>
3.1.4	Counselor	Post graduate in Social Work/ Psychology/Sociology	<ul style="list-style-type: none"> <li>• Knowledge in Child Psychology is preferable.</li> <li>• At least 3(three) years experience in the field of Child Development and counseling.</li> </ul>	<ul style="list-style-type: none"> <li>• Each Child Protection Unit at District level shall have a counselor for providing counseling services to children in conflict with law and children in need of care and protection as well as their parents and families.</li> <li>• The counselor shall also work with the CWC and JJB at district level as and when required.</li> </ul>
3.1.5	Social Worker	Post Graduate Degree in Social Work	<ul style="list-style-type: none"> <li>• Knowledge in Child Psychology is preferable.</li> <li>• At least 3(three) years experience in the field of Child Development and counseling.</li> </ul>	<ul style="list-style-type: none"> <li>• Each Child Protection Unit shall have two Social Workers (one woman) who would be responsible for coordinating field level activities in their respective cluster of sub-divisions as assigned by the DCPO. These Social Workers shall be assisted</li> </ul>



				by the Outreach Workers for carrying out field level interventions. The two Social Workers, of which one shall be a woman, shall also assist the SJPU in discharging their duties as and when required.
3.1.6	Accountant	Graduate in B.Com. With knowledge in computer operations.	<ul style="list-style-type: none"> <li>At least 3 years experience in accounting work.</li> <li>Preferably knowledge in Tally Package from reputed organization.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain the day to day accounts of the DCPS</li> <li>Assist the Accounts officer in scrutinizing financial proposals and administrative matters.</li> <li>Any other task assigned by the supervisory authority.</li> </ul>
3.1.7	Data Analyst	Graduate in Social Work / Sociology / Anthropology	<ul style="list-style-type: none"> <li>Knowledge in Computer Operation.</li> <li>2(two) year working experience in computer operation.</li> </ul>	<ul style="list-style-type: none"> <li>Work related to data analysis, compilation &amp; presentation.</li> <li>Any other task assigned by the supervisory authority.</li> </ul>
3.1.8	Assistant -Cum- Data Entry Operator	Graduate in any discipline or equivalent with Knowledge in Computer operation	<ul style="list-style-type: none"> <li>Preferable O level Passed</li> <li>At least 2(two) years experience in the relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>Work related to data entry operations.</li> <li>Any other task assigned by the supervisory authority.</li> </ul>
3.1.9	Outreach Worker	Madhyamik Passed, Good communication Skills	At least 2(two) years experience in relevant field.	<ul style="list-style-type: none"> <li>Each Child Protection Unit at district level shall have Two Outreach Workers reporting to Protection Officers and Legal cum Probation Officer. Each Outreach Worker shall assist their respective Officer in carrying out their roles and responsibilities. They shall work as a link between the community and the District Child Protection Unit and shall be responsible for identifying families and children at risk and offer necessary support services. The Outreach Workers shall also be responsible for developing good networking and linkages with the Anganwadi workers and members of panchayat/local bodies at community/block levels. They should also encourage volunteerism</li> </ul>

					amongst the local youth and involve them in to the child protection program at block and community levels.
<b>3.2</b>	<b>For Juvenile Justice Board ( JJB)</b>				
3.2.1	Assistant -Cum-Data Entry Operator	Graduate in any discipline or equivalent with Knowledge in Computer operation	<ul style="list-style-type: none"> <li>• Preferable "O" level Passed</li> <li>• At least 2(two) years experience in the relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>• Work related to data entry operations.</li> <li>• Any other task assigned by the supervisory authority</li> </ul>	
<b>3.3</b>	<b>For Child Welfare Committee( CWC)</b>				
3.3.1	Assistant -Cum-Data Entry Operator	Graduate in any discipline or equivalent with Knowledge in Computer operation	<ul style="list-style-type: none"> <li>• Preferable "O" level Passed</li> <li>• At least 2(two) years experience in the relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>• Work related to data entry operations.</li> <li>• Any other task assigned by the supervisory authority</li> </ul>	
<b>4</b>	<b>For Children Home at various location</b>				
4.1	Superintendent	Master in Social Work/ M.Sc. in Psychology	<ul style="list-style-type: none"> <li>• Knowledge in Computer Operation. Good Communication and Counseling Skills.</li> <li>• At least 5(five) years experience in the field of Child Welfare.</li> </ul>	<ul style="list-style-type: none"> <li>• The Person-in-Charge or the Superintendent of the Institution is in-charge of the maintenance of the CCI and for providing care and protection to the children.</li> <li>• He/She shall be the controlling authority in so far as the administration activities pertaining to the institution as a whole are considered. All the staff in the institution is his/her subordinates for the purpose of administration.</li> <li>• The Superintendent/Person-in-charge needs to be accessible on a 24X7 basis and shall reside in living quarters provided on the campus of the institution, and until such time that he has been provided the same, he/she shall reside in premise which is located at close proximity with the institution.</li> </ul>	

				<ul style="list-style-type: none"> <li>•The Superintendent/Person-in-charge shall ensure that services provided to children by CCI are in accordance with:                             <ul style="list-style-type: none"> <li>○ Provisions of the JJ Act, 2015.</li> <li>○ Orders of the Board or Children's Court.</li> <li>○ Standards of care outlined in JJ Act, 2015 and its Rules.</li> <li>○ Record keeping requirements as outlined in JJ Act, 2015 and its Rules.</li> </ul> </li> </ul>
4.2	Counselor	Post graduate in Social Work/ Psychology/Sociology	<ul style="list-style-type: none"> <li>• Knowledge in Child Psychology is preferable.</li> <li>• At least 3(three) years experience in the field of Child Development and counseling.</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling sessions as part of the reception unit upon receiving a child: The counselor/psychologist shall have a minimum of 2 sessions with the child once he/she has been admitted in the reception unit of the CCI. More sessions shall be conducted if required.</li> <li>• Plan goal oriented counseling sessions for children who need help.</li> <li>• The counselor shall inform the matter to the Superintendent/Person-in-charge and Management Committee for an appropriate decision to be taken when he/she is of the view that:                             <ul style="list-style-type: none"> <li>○ the objectives of counseling sessions have been achieved.</li> <li>○ or that the counseling sessions need to be extended.</li> <li>○ or that the child is in need of referral to a specialized service.</li> </ul> </li> <li>• The counseling should inform the Probation Officer/case worker/CWO and in case the child shows symptoms of any psychological ailment/condition and a decision on the next course of action should be taken by the</li> </ul>

				Superintendent/Person-in-charge with the requisite approvals from the Board/Children's Court.
4.3	Probation Officer/Child Welfare Officer/Case Worker	Graduate in law	<ul style="list-style-type: none"> <li>• Knowledge in Computer Operation</li> <li>• Atleast 3(three) years experience in the field of Child Welfare .</li> </ul>	<ul style="list-style-type: none"> <li>• The Probation Officer/Child Welfare Officer/Case Worker shall carry out the directions given by the Board/Committee and shall have the following duties, functions and responsibilities:</li> <li>• To conduct social investigation of the child in Form 6. The Social Investigation Report shall be prepared after a process of conducting interviews with the child, family, neighbors, any voluntary agencies or NGOs who the child has had contact with, Child Welfare Police Officer, teachers, peers of the child and any others deemed necessary.</li> <li>• The Social Investigation Report shall provide information and observations relating to risk faced by the child in the environment, exposure to risky behaviors, materials, vulnerability in terms of problems faced in the family and problems by the family economic and social.</li> <li>• To provide legal aid to children alleged to be or in conflict with law</li> <li>• Ensure that the child obtains free legal aid through the SLSA/DLSA/legal cum Probation Officer under the DCPU.</li> <li>• Ensure that if required, a bank account of the</li> </ul>



				<p>child is opened.</p> <ul style="list-style-type: none"> <li>• Ensure that all children have Aadhaar card made etc.</li> <li>• To participate in the pre-release programme and help the child to establish contacts which could provide emotional and social support to the child after release.</li> <li>• To establish linkages with Probation Officers in other Districts and States for obtaining social investigation report, supervision and follow up.</li> <li>• To establish linkages with voluntary workers and organisations to facilitate rehabilitation and social reintegration of children and to ensure the necessary follow-up.</li> <li>• Regular post release follow-up of the child extending help and guidance, enabling and facilitating their return to social mainstreaming.</li> <li>• To prepare the individual care plan and post release plan for the child.</li> <li>• To supervise children placed on probation as per the individual care plan.</li> <li>• To make regular visits to the residence of the child under his supervision and places of employment or school attended by such child and submit periodic reports as per Form 10.</li> <li>• To accompany children where ever possible,</li> </ul>
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				<p>from the office of the Board to the observation home, special home, place of safety or fit facility as the case may be.</p> <ul style="list-style-type: none"> <li>• To evaluate the progress of the children in place of safety periodically and prepare the report including psycho-social and forward the same to the Children's Court.</li> <li>• To discharge the functions of a monitoring authority where so appointed by the Children's Court.</li> <li>• To maintain a diary or register to record his day to day activities such as visits made by him, social investigation reports prepared by him, follow up done by him and supervision reports prepared by him.</li> <li>• To identify alternatives of community services and to establish linkages with voluntary sector for facilitating rehabilitation and social reintegration of children.</li> </ul> <p>Any other task as may be assigned.</p>
4.4	House Father/House Mother	Graduate in any Discipline with good communication and report building	<ul style="list-style-type: none"> <li>• At least 3(three) years of Experience in the field of Child Welfare.</li> </ul>	<ul style="list-style-type: none"> <li>• The House Father/Mother shall be assigned the duty of verification of cleaning. He/she shall verify that the same has been conducted twice in the day, once in the morning, and once in the evening after the evening cleaning. A record of the same shall be kept in the House-keeping</li> </ul>

				<p>register.</p> <ul style="list-style-type: none"> <li>•The House Father/Mother shall also do verification of meals, the same shall be verified at the time of preparation of every meal - breakfast, lunch, tea, dinner and a record of the same shall be kept in the meals register: <ul style="list-style-type: none"> <li>○ The House Father/Mother shall verify that the meal has been cooked according to the menu, and check to see if it is prepared in accordance with the standards outlined in the JJ Model Rules 2016.</li> <li>○ The House Father/Mother shall also make a comment on the quality of the cooking whether it is satisfactory according to him or her and steps which may need to improve quality.</li> </ul> </li> </ul>
4.5	Paramedical Staff	H.S. and Diploma in Nursing and Midwifery.	<ul style="list-style-type: none"> <li>• Knowledge in Primary Health Care.</li> <li>• At least 2(two) years experience in relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>•The Paramedical staff must work in shifts on a 24X7 basis.</li> <li>•Shall have to assist the medical officer in discharge of his duties. <ul style="list-style-type: none"> <li>○ Medical check-ups.</li> <li>○ Organizing camps.</li> <li>○ Preventive health programs.</li> <li>○ Maintenance of records.</li> <li>○ Administration of medication/immunization.</li> <li>○ Maintaining the first aid kit</li> </ul> </li> <li>•Shall receive training on administration of first-aid and treatment of minor ailments. <ul style="list-style-type: none"> <li>○ Be accessible to children who have complaints of ill health at times that the medical officer is not available.</li> </ul> </li> </ul>

				<ul style="list-style-type: none"> <li>○ Provide first-aid and medication to children for minor ailments.</li> <li>• Shall accompany the children outside the CCI for medical treatment.</li> <li>• Shall under supervision of the medical officer undertake all coordination and activities required for ensuring that the children receive specialized medical treatment outside the CCI.</li> </ul>
4.6	Store Keeper Cum Accountant	Graduate in any Discipline	<ul style="list-style-type: none"> <li>• Knowledge in store Keeping and accounting work</li> <li>• At least 3(three) years experience in the relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>• The store-keeper cum accountant is very important post in a CCI as all the stock of the CCI is maintained by him/her. The following list represents some of the tasks performed by Store keeper cum accountant under the super vision of the Person in-charge:</li> <li>• Maintaining of the stock register of the Institution.</li> <li>• Stock taking at the beginning of the month.</li> <li>• Maintaining stock of various items required in the institution.</li> <li>• Ensure that as and when the stock of a CCI goes below 20 percent of the monthly requirement, the demand is raised accordingly.</li> <li>• Compulsory monthly physical verification of the stock.</li> <li>• Ensure that every child of the CCI should get the required items/material on time and as laid down under the JJ Model Rules 2016.</li> <li>• He is responsible for the smooth and effective functioning of the store.</li> <li>• He is responsible for managing the assets of the store. The security and safety of the store is his responsibility.</li> <li>• Ensure that all the important stock is kept in lock and key.</li> </ul>



				<ul style="list-style-type: none"> <li>• Ensure that sufficient inventory is available at the store to avoid being out of stock.</li> <li>• Managing the store.</li> <li>• Maintain the accounts of the institution.</li> <li>• Maintain income and expenditure statement of the institution</li> <li>• Prepare Utilization Certificate</li> <li>• Procure and maintain stock of various items required in the institutions</li> <li>• Maintain the salary register and donation register.</li> </ul>
4.7	Cook	Class -VIII passed	<ul style="list-style-type: none"> <li>• At least 2( two ) years experience in the relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>• The Cook shall also do verification of meals, the same shall be verified at the time of preparation of every meal - breakfast, lunch, tea, dinner and a record of the same shall be kept in the meals register:                             <ul style="list-style-type: none"> <li>◦ The Cook shall verify that the meal has been cooked according to the menu, and check to see if it is prepared in accordance with the standards outlined in the JJ Model Rules 2016.</li> <li>◦ The Cook shall also make a comment on the quality of the cooking whether it is satisfactory according to him or her and steps which may need to improve quality.</li> </ul> </li> </ul>
4.8	Helper	Class -VIII passed	<ul style="list-style-type: none"> <li>• At least 2( two ) years experience in the relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>• The Helper shall be assigned the duty of cleaning. He/she shall verify that the same has been conducted twice in the day, once in the morning, and once in the evening . A record of the same shall be kept in the House-keeping register.</li> <li>• Any other task assigned by the supervisory authority</li> </ul>
4.9	House Keeper	Class -VIII passed.	<ul style="list-style-type: none"> <li>• At least 2( two ) years experience in the</li> </ul>	<ul style="list-style-type: none"> <li>• The House Keeper shall be assigned the duty of verification of cleaning. He/she shall verify that</li> </ul>

		(* it will not applicable for the inmates of home)  Literate for home inmates.	relevant field.	<p>the same has been conducted twice in the day, once in the morning, and once in the evening after the evening cleaning. A record of the same shall be kept in the House-keeping register.</p> <ul style="list-style-type: none"> <li>• The House Keeper shall also do verification of meals, the same shall be verified at the time of preparation of every meal - breakfast, lunch, tea, dinner and a record of the same shall be kept in the meals register:</li> <li>○ The House Keeper shall verify that the meal has been cooked according to the menu, and check to see if it is prepared in accordance with the standards outlined in the JJ Model Rules 2016.</li> <li>○ The House Keeper shall also make a comment on the quality of the cooking whether it is satisfactory according to him or her and steps which may need to improve quality.</li> </ul>
5	<b>For Children Home With Special needs at Abhoynagar/Narsingarh (Agartala)</b>			
5.1	Special Educator/Therapist	Degree in relevant field.	<ul style="list-style-type: none"> <li>• At least 3(three) years experience in relevant field.</li> </ul>	<p>The special education teachers should:</p> <ul style="list-style-type: none"> <li>▪ Serve as case managers and be responsible for the development, implementation, and evaluation of students' IEPs.</li> <li>▪ Provide the necessary information to the classroom teacher prior to the child entering the general education classroom regarding the student's disability, medical concerns, and/or equipment operation (ways to meet unique needs).</li> <li>▪ Collaborate with the general education teacher in adapting the curriculum, providing appropriate modifications, ensuring the implementation of modifications, and assessing</li> </ul>

				<p>overall progress of the child.</p> <ul style="list-style-type: none"> <li>▪ Develop schedules and supervise plans for paraeducators.</li> <li>▪ With the general education teacher, develop and supervise plan for paraprofessional duties.</li> <li>▪ Complete and maintain all assigned student's records (i.e., IEP, ESYP, documentation, progress report, behavior plan, etc.).</li> <li>▪ Maintain contact with the assigned student's parents or family.</li> <li>▪ Maintain collaborative relationship and goodwill with general educators.</li> <li>▪ May team teach lessons, either small group or whole class</li> </ul>
5.2	Nurse	Diploma in Nursing(GNM)	<ul style="list-style-type: none"> <li>•At least 2(two) years experience in relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>•The Staff Nurse/Nursing Orderly must work in shifts on a 24X7 basis.</li> <li>•Shall have to assist the medical officer in discharge of his duties.                             <ul style="list-style-type: none"> <li>○ Medical check-ups.</li> <li>○ Organizing camps.</li> <li>○ Preventive health programs.</li> <li>○ Maintenance of records.</li> <li>○ Administration of medication/immunization.</li> <li>○ Maintaining the first aid kit</li> </ul> </li> <li>•Shall receive training on administration of first-aid and treatment of minor ailments.                             <ul style="list-style-type: none"> <li>○ Be accessible to children who have complaints of ill health at times that the medical officer is not available.</li> <li>○ Provide first-aid and medication to children for minor ailments.</li> </ul> </li> <li>•Shall accompany the children outside the CCI for</li> </ul>

				medical treatment. • Shall under supervision of the medical officer undertake all coordination and activities required for ensuring that the children receive specialized medical treatment outside the CCI.
5.3	Care Taker-Cum Vocational Instructor	Madhaymik Passed	• At least 2(two) years experience in Child Welfare Activities.	<ul style="list-style-type: none"> <li>• To ensure that vocational training is available for every child in the Institution. It is critical that in order for children to stay away from crime, they must receive vocational training in areas which allow them to work, and earn a decent living honestly.</li> <li>• Converging through the department with government facilities for skill development and vocational training to be made available for children in Institutions.</li> <li>• Invite corporations, NGOs to undertake vocational training activities for the children, take them on in apprenticeship, and to employ them after completion of their period of stay in the CCI.</li> <li>• Networking with the department and ensure that children from the Institutions may attend ITI, and other professional courses outside the Institution.</li> <li>• Liaising with the district level for support for children in the CCIs and to train them in the Institution/set them up and support them in jobs/small businesses when they leave the CCIs upon release.</li> </ul>
6	<b>For Open Shelter</b>			
6.1	Project Co-Ordinator cum	Master in Social Work	<ul style="list-style-type: none"> <li>• Knowledge in Computer Operation. Good Communication</li> </ul>	• The Project Co-Ordinator Cum Counselor of the Institution is in-charge of the maintenance of the Open Shelter and for providing care and



	Counselor		<p>and Counseling Skills.</p> <ul style="list-style-type: none"> <li>At least 3(three) years experience in the field of Child Welfare.</li> </ul>	<p>protection to the children.</p> <ul style="list-style-type: none"> <li>He/She shall be the controlling authority in so far as the administration activities pertaining to the institution as a whole are considered. All the staff in the institution is his/her subordinates for the purpose of administration.</li> <li>The Project Co- Ordinator Cum Counselor needs to be accessible on a 24X7 basis and shall reside in living quarters provided on the campus of the institution, and until such time that he/She has been provided the same, he/she shall reside in premise which is located at close proximity with the institution.</li> <li>The Project Co- Ordinator Cum Counselor shall ensure that services provided to children by Open Shelter are in accordance with:                             <ul style="list-style-type: none"> <li>Provisions of the JJ Act, 2015.</li> <li>Orders of the Board or Children's Court.</li> <li>Standards of care outlined in JJ Act, 2015 and its Rules.</li> <li>Record keeping requirements as outlined in JJ Act, 2015 and its Rules.</li> </ul> </li> </ul>
6.2	Social Worker	Post Graduate Degree in Social Work	<ul style="list-style-type: none"> <li>Knowledge in Child Psychology is preferable.</li> <li>At least 3(three) years experience in the field of Child Development and counseling.</li> </ul>	<p>Each Child Protection Unit shall have two Social Workers (one woman) who would be responsible for coordinating field level activities in their respective cluster of sub-divisions as assigned by the DCPO. These Social Workers shall be assisted by the Outreach Workers for carrying out field level interventions. The two Social Workers, of which one shall be a woman, shall also assist the SJPU in discharging their duties as and when required.</p>
6.3	Care Giver- Cum- Bridge Course Educator	Post Graduate with training in Early Childhood Education.	<ul style="list-style-type: none"> <li>Working Experience with children Preferred.</li> </ul>	<ul style="list-style-type: none"> <li>He shall work under the supervision of the Superintendent/Person-in-charge to ensure that all children in the CCI receive educational inputs:</li> <li>Upon receiving a brief from the Probation</li> </ul>

				<p>Officer/case worker/CWO shall provide inputs and interact with the child if necessary for the component on education which will form part of the ICP.</p> <ul style="list-style-type: none"> <li>The educator shall work in coordination with the CWO/case worker/Probation Officer to ensure that children in the CCI receive support to begin or continue their education with no disruption. He shall ensure that the children are able to enroll in NIOS and continue/begin their education. Obtain documents from their home to enable them to continue their education.</li> <li>Administer tests to determine at what level of education children are at in order to be able to give them appropriate support.</li> <li>Conduct classes daily, and coordinate with voluntary agencies providing education support services in the CCI to ensure that all children receive educational support such as: <ul style="list-style-type: none"> <li>Bridge course.</li> <li>Enrolment for open schooling if necessary.</li> <li>Literacy and Non formal education for those children for whom it may not be possible to educate.</li> <li>Supplementary tuitions to children who are in formal education and need additional support.</li> </ul> </li> </ul>
6.4	Out Reach Worker	<p>Madhyamik Passed, Good communication Skills</p>	<p>At least 2(two ) years experience in relevant field.</p>	<p>Each Child Protection Unit at district level shall have Outreach Worker reporting to Protection Officers and Legal cum Probation Officer. Each Outreach Worker shall assist their respective Officer in carrying out their roles and responsibilities. They shall work as a link between the community and the District Child Protection Unit and shall be responsible for identifying families and children at risk and offer necessary support services. The Outreach Workers shall also be responsible for developing good networking and linkages with the</p>

					anganwadi workers and members of panchayat/local bodies at community/block levels. They should also encourage volunteerism amongst the local youth and involve them in to the child protection program at block and community levels.
6.5	Helper	Class -VIII passed	At least 2( two ) years experience in the relevant field.	<ul style="list-style-type: none"><li>The Helper shall be assigned the duty of cleaning. He/she shall verify that the same has been conducted twice in the day, once in the morning, and once in the evening . A record of the same shall be kept in the House-keeping register.</li><li>Any other task assigned by the supervisory authority</li></ul>	
7	For Specialized Adoption Agency ( SAA)				
7.1	Manager/coordinator	Post Graduate degree in social Work /psychology/ Counselling/Sociology/L aw.	<ul style="list-style-type: none"><li>Knowledge in Computer operation and Counselling skills</li><li>At least 5(five) years work experience in the field of Child Welfare</li></ul>	<ul style="list-style-type: none"><li>Manager/ Co-Ordinator of SAA is responsible for the care, protection and well-being of every child in its charge and shall cater to their health needs; emotional and psychological needs; educational and training needs; leisure and recreational activities; protection from any kind of abuse, neglect and exploitation; social mainstreaming and restoration or as the case may be and follow-up;</li><li>Report all cases of admissions, restorations, transfers, death and adoption of children, as well as about children missing from the institution, if any to the Child Welfare Committee, District Child Protection Unit, State Adoption Resource Agency and the Authority through Child Adoption Resource Information and Guidance System, designated portal for missing child and police;</li></ul>	

				<ul style="list-style-type: none"> <li>• Submit the status of every orphan, abandoned and surrendered child on the Child Adoption Resource Information and Guidance System, which is accessible on the website <a href="http://www.cara.nic.in">www.cara.nic.in</a>;</li> <li>• Shall upload the certificate, issued by the Child Welfare Committee, declaring the child legally free for adoption in Child Adoption Resource Information and Guidance System within forty-eight hours from the receipt of such certificate;</li> <li>• Prepare the Child Study Report of all orphan, abandoned and surrendered children, through its social worker, and upload them in Child Adoption Resource Information and Guidance System, within seven days from the date such children are declared legally free for adoption by the Child Welfare Committee;</li> <li>• Arrange medical tests, as provided in Schedule IV, for all children admitted into its home and prepare the Medical Examination Report through its pediatrician or doctor for uploading the same in Child Adoption Resource Information and Guidance System, within seven days from the date such children are declared legally free for adoption by the Child Welfare Committee;</li> <li>• Prepare individual care plan for each child following the principle of the best interests of the child and the care options in the following order of preferences:-                         <ul style="list-style-type: none"> <li>○ Restoration to the biological family or legal guardian;</li> </ul> </li> </ul>
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				<ul style="list-style-type: none"> <li>○ In-country adoption;</li> <li>○ Inter-country adoption;</li> <li>○ Foster care; and</li> <li>○ Institutional care;</li> <li>• Create a memory album, which shall include a photo album of the child, history and details of the child's life (details of surrendering parents not to be mentioned), and interests of the child, which shall be handed over to the adoptive family along with the medical history of the child at the time of handing over the child to the prospective adoptive parents in pre-adoption foster care;</li> <li>• Make efforts to place each child in adoption, who has been declared legally free for adoption by Child Welfare Committee;</li> <li>• Be responsible to complete referral process of a child to prospective adoptive parents and the legal procedure related to adoption as provided in these regulations;</li> <li>• Prepare every adoptable child psychologically for his assimilation with the adoptive family, wherever required;</li> <li>• Facilitate interaction of the child with prospective adoptive parents, wherever required;</li> <li>• Ensure that siblings and twins are placed in the same family, as far as possible;</li> <li>• Preserve adoption records in a manner, that such</li> </ul>
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				record is accessible to authorised persons only; •Facilitate root search by adoptees in the manner as mentioned in regulation 44.
7.2	Social Worker- Cum- Early Childhood Educator	Post Graduate in Social Work/Child Development	<ul style="list-style-type: none"> <li>• Knowledge in Computer Operation.</li> <li>• At least 3(three) years experience in the field of child Welfare.</li> </ul>	<ul style="list-style-type: none"> <li>•Social workers specializing in the adoption process need to be able to find good matches when it comes to connecting children with the right adoptive family.</li> <li>•This task will typically involve doing some research on both the child's past and the family and background of the adoptive family.</li> <li>• Social workers in such positions might also need to negotiate and counsel the child's birth family to help assess and attend to the child's needs.</li> <li>•In addition to serving as a liaison between child and family, social workers specializing in the adoption process often find themselves working on research and policy development issues related to advocating for orphaned children.</li> <li>• Any other task assigned by the In- Charge of SAA</li> </ul>
7.3	Nurse	Diploma in Nursing(GNM)	<ul style="list-style-type: none"> <li>• At least 2(two) years experience in relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>•The Staff Nurse/Nursing Orderly must work in shifts on a 24X7 basis.</li> <li>•Shall have to assist the medical officer in discharge of his duties.                             <ul style="list-style-type: none"> <li>○ Medical check-ups.</li> <li>○ Organizing camps.</li> <li>○ Preventive health programs.</li> <li>○ Maintenance of records.</li> </ul> </li> </ul>

				<ul style="list-style-type: none"> <li>○ Administration of medication/immunization.</li> <li>○ Maintaining the first aid kit</li> <li>● Shall receive training on administration of first-aid and treatment of minor ailments.</li> <li>○ Be accessible to children who have complaints of ill health at times that the medical officer is not available.</li> <li>○ Provide first-aid and medication to children for minor ailments.</li> <li>● Shall accompany the children outside the CCI for medical treatment.</li> <li>● Shall under supervision of the medical officer undertake all coordination and activities required for ensuring that the children receive specialized medical treatment outside the CCI.</li> </ul>
7.4	Chowkider	Class VIII Passed	<ul style="list-style-type: none"> <li>● Experience in the related work.</li> </ul>	<ul style="list-style-type: none"> <li>● Task assigned by the supervisory authority</li> </ul>
7.5	Ayahas	Class VIII Passed	<ul style="list-style-type: none"> <li>● Preferably training on home nursing from a recognized institutions.</li> <li>Experience in Child Care.</li> </ul>	<ul style="list-style-type: none"> <li>● Task assigned by the supervisory authority</li> </ul>

9.3 Annexure : III

Name of unit, Name of post along with no of post and Place of Posting and gross Monthly Remuneration of resources under Child Protection Scheme Services.

Sl. No	Name of Unit	Name of Post	No. of Post	Place of Posting	Fixed Monthly Basic Remuneration ( in Rs. For each post)
1	State Child Protection Society	Programme Manager	1	Directorate of Social Welfare & Social Education, Agartala, West Tripura District.	Rs.27,612/-
		Programme Officer	2		Rs.20,906/-
		Accounts Officer	1		Rs.13,806/-
		Assistant-Cum- Data Entry Operator	2		Rs.7,889/-
2	District Child Protection Unit( Office of the DISE in the Concerned District)	Protection Officer ( Institutional Care )	8	8(eight) District offices . one post in each District. For South/Gomati/ Sepahijala /West/ Khowai/Dhalai/Unakoti/North	Rs.16,567/-
		Protection Officer ( Non Institutional Care)	8		Rs.16,567/-
		Counselor	8		Rs.11,045/-
		Data Analyst	8		Rs. 11,045/-
		Legal-Cum- Prohibition Officer	7	7(seven) District Offices . One Post in each District. For Gomati/Sepahijala/West/ Khowai/Dhalai/Unakoti/North District.	Rs. 16,567/-
		Social Worker	16	8( eight) District offices . Two post in each District. For South/Gomati/ Sepahijala /West/ Khowai/Dhalai/Unakoti/North	Rs. 11,045/-
		Out Reach Worker	16		Rs. 6,311/-
		Accountant	7	7(Seven) District Offices . One Post in each District. For South/ Gomati/Sepahijala/ Khowai /Dhalai / Unakoti/North District.	Rs. 11,045/-
3	Juvenile Justice Board ( JJB)	Assistant –Cum- Data Entry Operator	4	4(Four) District Boards. One Post in each district. For Gomati/Sepahijala/ Khowai /Dhalai District.	Rs. 7,100/-



4	Child Welfare Committee (CWC)	Assistant –Cum- Data Entry Operator	5	5(Five) District Boards. One Post in each district. For South/Khowai /Dhalai / Unakoti/North District.	Rs. 7,100/-
5	Children Home	Superintendent	3	1 Children Home for Boys, Khilpara, Udaipur, Gomati District.  2.Children Home for Tribal Boys, Ampura, Khowai. Khowai District. 3.Children Home for Boys, Ramnagar, Panisagar, North Tripura district. (One post in each home)	Rs. 19,723/-
		Counselor	10	Children Home for Girls Unit-I/ Children Home for Girls Unit-II/Institute for Speech Rehabilitation( ISR), Abhoynagar, Agartala, State Foundling Home/ Institute for visually Handicapped for Girls/ Institute for Visually handicapped for Boys, Juvenile Home, Narshingarh, West Tripura District. Children Home for Boys Khilpara, Udaipur / Children Home for Tribal boys, Ampura Khowai / Children Home for Boys, Ramnagar, Panisagar( <b>One post in each home</b> )	Rs. 13,806/-
		Probation Officer/Child Welfare Officer/Case Worker	10	Children Home for Girls Unit-I/ Children Home for Girls Unit-II/Institute for Speech Rehabilitation( ISR), Abhoynagar, Agartala, State Foundling Home/ Institute for visually Handicapped for Girls/ Institute for Visually handicapped for Boys, Juvenile Home, Narshingarh, West Tripura District. Children Home for Boys Khilpara, Udaipur / Children Home for Tribal boys, Ampura Khowai / Children Home for Boys, Ramnagar, Panisagar( <b>One post in each home</b> )	Rs. 13,806/-
		House Father/House Mother	19	Children Home for Girls Unit-I/ Children Home for Girls Unit-II/Institute for Speech Rehabilitation( ISR), Abhoynagar, Agartala, State Foundling Home/ Institute for visually Handicapped for Girls/ Institute for Visually handicapped for Boys, Juvenile	Rs. 8,678/-

			Home, Narshingarh, West Tripura District. Children Home for Boys Khilpara, Udaipur / Children Home for Tribal boys, Ampura Khowai / Children Home for Boys, Ramnagar, Panisagar( <b>Two post in each home</b> )	
	Paramedical Staff	10	Children Home for Girls Unit-I/ Children Home for Girls Unit-II/Institute for Speech Rehabilitation( ISR), Abhoynagar, Agartala, State Foundling Home/ Institute for visually Handicapped for Girls/ Institute for Visually handicapped for Boys, Juvenile Home, Narshingarh, West Tripura District. Children Home for Boys Khilpara, Udaipur / Children Home for Tribal boys, Ampura Khowai / Children Home for Boys, Ramnagar, Panisagar( <b>One post in each home</b> )	Rs. 7,100/-
	Store Keeper Cum Accountant	8	Institute for Speech Rehabilitation( ISR), Abhoynagar, Agartala, State Foundling Home/ Institute for visually Handicapped for Girls/ Institute for Visually handicapped for Boys, Juvenile Home, Narshingarh, West Tripura District. Children Home for Boys Khilpara, Udaipur / Children Home for Tribal boys, Ampura Khowai / Children Home for Boys, Ramnagar, Panisagar( <b>One post in each home</b> )	Rs. 11,045/-
	Cook	9	Children Home for Girls Unit-I/ Children Home for Girls Unit-II, Abhoynagar, Agartala, State Foundling Home/ Institute for visually Handicapped for Girls/ Institute for Visually handicapped for Boys, Juvenile Home, Narshingarh, West Tripura District. Children Home for Boys Khilpara, Udaipur / Children Home for Tribal boys, Ampura Khowai / Children Home for Boys, Ramnagar, Panisagar( <b>One post in each home</b> )	Rs. 5,917/-
	Helper	9	Children Home for Girls Unit-I/ Children Home for Girls Unit-II, Abhoynagar, Agartala, State Foundling Home/ Institute for visually Handicapped for Girls/	Rs. 4,733/-

				Institute for Visually handicapped for Boys, Juvenile Home, Narshingarh, West Tripura District. Children Home for Boys Khilpara, Udaipur / Children Home for Tribal boys, Ampura Khowai / Children Home for Boys, Ramnagar, Panisagar( <b>One post in each home</b> )	
		House Keeper	9	Children Home for Girls Unit-I/ Children Home for Girls Unit-II, Abhoynagar, Agartala, State Foundling Home/ Institute for visually Handicapped for Girls/ Institute for Visually handicapped for Boys, Juvenile Home, Narshingarh, West Tripura District. Children Home for Boys Khilpara, Udaipur / Children Home for Tribal boys, Ampura Khowai / Children Home for Boys, Ramnagar, Panisagar( <b>One post in each home</b> )	Rs. 4,733/-
6	For Children Home With Special needs	Special Educator/Therapist	3	Institute for Speech Rehabilitation (ISR), Abhoynagar, Agartala, / Institute for visually Handicapped for Girls/ Institute for Visually handicapped for Boys, Narshingarh, West Tripura District ( <b>One post each Home</b> )	Rs.13,806/-
		Nurse	3	Institute for Speech Rehabilitation (ISR), Abhoynagar, Agartala, / Institute for visually Handicapped for Girls/ Institute for Visually handicapped for Boys, Narshingarh, West Tripura District	Rs.7,889/-
		Care Taker-Cum Vocational Instructor	2	Institute for visually Handicapped for Girls/ Institute for Visually handicapped for Boys, Narshingarh, West Tripura District	Rs. 5,917/-
7	Open Shelter	Project Co- Coordinator cum Counselor	1	Open Shelter, Agartala, West Tripura District.	Rs.13,806/-
		Social Worker	1		Rs.11,045/-
		Care Giver- Cum- Bridge Course Educator	2		Rs.7,100/-
		Out Reach Worker	3		Rs.6,311/-
		Helper	1		Rs.4,733/-

8	SARA	Programme Manager	1	Directorate of Social Welfare & Social Education, Agartala, West Tripura District.	Rs. 27,612/-
		Programme Officer	1		Rs. 20,709/-
		Programme Assitatan	1		Rs.7,889/-
9	Specialized Adoption Agency	Manager/Coordinator	3	Deepjyoti SAA & Sreshtha SAA at Abhoynagar, Agartala/ Amader Ghar SAA, Narshinghar, West Tripura ( <b>One Post in each SAA</b> )	Rs.13,806/-
		Social Worker- Cum- Early Childhood Educator	3		Rs.11,045/-
		Nurse	3		Rs.7,100/-
		Chowkider	3		Rs.4,733/-
		Ayahas	5	1(one) Post for Sreshtha SAA- Abhoynagar and 4(four) No. Posts ,for Amader Ghar SAA, Narshinghar.	Rs.4,733/-
Total			220 Nos.		

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9.4 Annexure-IV

SL	Criteria	Documents to be uploaded
1	Existence of bidder	Company/firm registration
2	Work experience	Work order/ work completion certificates (Maximum 06 certificates) suitable to prove work experience for last 02 years or more and of which at least 01 such certificate to be issued for working in Tripura/ North East.
3	Satisfactory certificate from clients	Maximum from 06(six) clients
4	Supplied manpower to implement any Project related protection of child rights	Work completion Certificate (Maximum one certificate and that may be included among the work completion certificates to be provided to testify Work experience against Sl. No.2
5	Income Tax	IT Return of last three financial year
6	Non-Blacklisting	Declaration of non-blacklisting as on Tender publication date
7	GST and where applicable ESI/EPF	Registration copy
8	Annual Turn over	Balance sheet of last three financial year or consolidated certificate of Charter Accountant for 3 years as per Annexure-VIII.
9	PAN /TAN/TIN (Which is/are applicable)	Copy of Registration
10	EMD/ Bid Security Deposit	Bid Security Declaration as per Annexure-V
11	Agency not in litigation with department/ any other public sector undertaking or a corporation of State Government or Central Government	A declaration by authorized person under organization letter head.
12	Registered under Contract Labour (Regulation & Abolition) Act 1972	Registration Certificate
13	No Deviation Declaration	No Deviation Certificate as Annexure-IX
14	Presentation of bidder on company profile	Maximum 03pages
15	DNIT	Signed copy of DNIT (to be signed in every pages)

9.5 Annexure-V

*(Bidder's Letter Head)*

**Bid-Security Declaration**

To  
Member Secretary  
Tripura State Child Protection Society  
Directorate of Social Welfare & Social Education  
Malancha, Abhoynagar, Agartala-799005

Reference: (1) Tender Reference No. \_\_\_\_\_ of TSCPS.  
(2) Our Bid No. \_\_\_\_\_ dt. \_\_\_\_\_

I/We ..... irrevocably declare as under:

I/We understand that, as per Clause .....of Tender/bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of Three years from the date of disqualification as may be notified by you (without prejudice to TSCPS's rights to claim damages or any other legal recourse ) if-

- 1) I am /We are in a breach of any of the obligations under the bid conditions;
- 2) I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any;
- 3) On acceptance of our bid by TSCPS, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions.

Signature:

Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_ (complete name of Bidder) Dated on \_\_\_\_\_ day of \_\_\_\_\_ month, \_\_\_\_\_ year)

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).

9.6 Annexure-VI

Sl.	Criteria	Max Marks	Sub-Head
1	Average annual turnover for last 3 FY (i.e. FY 18-19,19-20,20-21)	10	More than 5 Crore but less than but less than 7 Crore and of which at 2 crore from supplying manpower services = 7 marks, More than 7 crore and of which at 2 crore from supplying manpower services = 10
2	Experience in providing Manpower services	20	2 to 3 work experience = 14 marks More than 3 work experience = 20 marks
3	As per Company registration certificate, existence of company in years.	10	For 3years of existence= 7 marks, More than 3years = 10 marks
4	Satisfactory certificates from clients	20	From 2 clients= 10 marks, From more than 2 but less than 5 clients = 15 marks, From more than 5 clients = 20 marks
6	Work experience Tripura/ North East	20	work experience in north East other Than Tripura = 14 marks work experience in Tripura = 20 marks
7	Presentation of bidder on company profile	10	If yes = 10 marks, no = 0
8	Supplied manpower to implement any Project related protection of child rights	10	If yes = 10 marks, no = 0
TOTAL		100	

9.7 Annexure-VII: Bid Offer Form

*(Bidder's Letter Head)*

**BID OFFER FORM**

Date:

To

The Member Secretary,

Tripura State Child Protection Society (TSCPS),

A Society under Directorate of Social Welfare & Social Education (DSWE),

Govt. of Tripura,

Malancha, Abhoynagar, Agartala-799006.

Subject: Tender No. F.87(1-385)-CW/DSWE/2017 dated: ..... for "Selection of Agency for supply of Manpower under TSCPS"

Dear Sir,

We have examined the above referred Tender document as per the terms and conditions specified in the Tender document, and in accordance with the schedule of prices indicated in the commercial bid and made part of this offer.

We acknowledge having received and studied all the following addenda / corrigenda to the Tender document.

While submitting this bid, we certify that:

1. Prices have been quoted in INR.
2. The prices in the bid have not been disclosed and will not be disclosed to any other bidder of this Tender.
3. We have not induced nor attempted to induce any other bidder to submit or not submit a bid for restricting competition.
4. We agree that the rates / quotes, terms and conditions furnished in this Tender are for TSCPS.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company/Firm:

Address

9.8 Annexure VIII:

### Financial Standing (Annual Turnover)

**Certificate from the Statutory Auditor regarding the Average annual turnover of the organization is atleast Rs. 5 crore for the last 3 financial year ending of month 31<sup>st</sup> March 2021.**

Based on its books of accounts and other published information authenticated by it, this is to certify that..... (Name of the Bidder) had, over the last three Financial Years, a Total turnover of Rs....., of which at least Rs. .... had been from supply of man power, and a net profit of Rs..... as per year-wise details noted below:

Financial Year ending 31st March	Total Turnover (In Rs Lakhs)	Earning from supply of manpower (Rs lakh)	Net profit earned (+/-) (Rs lakh)
2018-19:			
2019-20:			
2020-21:			
Total			
Average Annual Turn over			

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant)

Date:



9.9 Annexure-IX

(To be submitted on company letter head)

### **No Deviation Certificate**

This is to certify that our offer is exactly in line with your tender enquiry/RFP (including amendments) no. \_\_\_\_\_ dated \_\_\_\_\_. This is to expressly certify that our offer contains no deviation with respect to Authority requirements, Scope of Work and other requirements for selection of manpower supplier on percentage basis at Tripura State Child Protection Society (TSCPS)

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

9.10 Annexure-X

(To be submitted on company letter head)

## Declaration of Non-Blacklisting

To,  
The Director,  
Social Welfare & Social Education  
Government of Tripura  
Malancha, Ujan Abhoynagar  
Agartala, Tripura West,  
Pin – 799005

Subject: Self Declaration of not been blacklisted in response to the RFP for Selection of manpower supplier on percentage basis at Tripura State Child Protection Society(TSCPS)

Ref: RFP No. <<.....>> dated << .....>>

Dear Sir/Madam,

We confirm that our company or firm, \_\_\_\_\_, is currently not blacklisted in any manner whatsoever by any of the State or UT or PSU and or Central Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as on <last date of bid submission>.

(Signature of the Authorized Person )

Printed Name

Designation

Seal

Date:

Place:

Tender Inviting Authority: Member Secretary, Tripura State Child Protection Society

Name of Work: Supplying of 220 numbers Manpower Resources under Tripura State Child Protection Society

Contract No: No.F.93(379)-DSWE/RC/2010

PRICE SCHEDULE									
(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)									
(This BOQ terr plate must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )									
Sl. No.	Item Description	Item Code / Make	MONTHLY BASIC REMUNERATION ON ON of 220 numbers of Manpower Resources in INR	Monthly Agency Service Charge (in Amount) in INR including GST on service [Service Charge shall not be more than 10% of Basic remuneration in Col.6]	ESI (4.75% on Col. 6) in INR	EPF (12% on Col. 6) in INR	Grand Total of monthly wages of 220 number of Manpower Resources (Col. 6 + Col. 7+ Col.8+ Col.9) Rs. P	NUMBER #	TEXT #
1	Wages for 220 (Two Hundred Twenty Two) numbers of manpower resources per month under Tripura State Child Protection Society.	3	2234362.00		106132.20	268123.44	2608617.64	14	15
Total in Figures							2608617.64		
Quoted Rate in Words							INR Twenty Six Lakh Eight Thousand Six Hundred & Seventeen and Paise Sixty Four Only		

Note: Service charge of service provider to be quoted for month on total monthly wages of 220 number of manpower resources. This is a sample BOQ for understanding of bidder. Actual BOQ for bidding shall be downloaded from the e-tender web portal as provide TIA along with DNIT