

2023

क्षेत्रीय प्रशिक्षण संस्थान भारतीय लेखा तथा लेखापरीक्षा विभाग
पूर्वोत्तर क्षेत्र: लछतलेत कम्प्लेक्स, शिलांग - 793003

REGIONAL TRAINING INSTITUTE (IA&AD)

NE REGION: LACHATELETTE COMPLEX, SHILLONG-793003

PHONE: 0364-2222594, 2210203

Email: rtishillong@cag.gov.in



RTI/SHG/Tender/2022-23 /1632

10 JAN 2023

LIMITED TENDER NOTICE

Regional Training Institute (Indian Audit & Accounts Department) NE Region, Meghalaya, Shillong invite sealed quotations from the reputed firms for outsourcing 12 Nos. of Catering & Housekeeping Staff in the O/o the Director General RTI, Shillong for the period from 01.01.2023 to 31.03.2023.

The sealed quotations addressed to the Director General, Regional Training Institute (IA&AD), Lachatelette Complex, Laitumkhrah, Shillong-793003 should reach this office by 21 January, 2023.

The following should be adhered to by the bidders while submitting their sealed quotations:

- i. The bidders are advised to go through the attached Terms and Conditions carefully before submitting the tenders.
- ii. Tenders not sealed and received after due date and time will be summarily rejected. While sending tender it must be clearly indicated on the envelope "TENDER FOR PROVIDING OUTSOURCED SERVICES OF CATERING & HOUSEKEEPING IN RTI, SHILLONG".
- iii. The sealed tenders should be dropped in the Tender Box kept at RTI, Shillong on or before 5:00 PM of 21 January, 2023.
- iv. Tender will be opened on 23 January, 2023 at 11:00 A.M. Interested bidders can be present at the time of opening bids. In case, 23 January, 2023 is a closed holiday due to unforeseen circumstances, the tender shall be opened on the next working day at the same time and venue.
- v. Bidders should also submit the following documents along with their bids:
 - a. Valid Registration of firm/company, along with registration certificates for GST, EPF, ESIC, MSE, etc.
 - b. Valid Trading License issued by Khasi Hills Autonomous District Council (KHADC) under the United Khasi-Jaintia Hills District (Trading by Non-Tribals) Regulation, 1954 and United Khasi-Jaintia Hills District (Trading by Non-Tribals) Rules, 1959 (as amended), or declaration of exemption with supporting documents.
 - c. FSSAI license or undertaking obtain from the concerned authority should submit within a month by the winner bidder.
 - d. Undertaking that the bidder:
 1. has read and agreed to all the terms and conditions and will abide by them.
 2. will not indulge in any unethical practices.
 3. will release the wages to the outsourced staff regularly and timely.
 4. will not charge any money/fees/deductions in whatever manner, name or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/resources engaged by it and, to be deployed at RTI, Shillong's site.
 5. will diligently remit all the statutory dues and obligations such as EPF, ESIC, GST, taxes, etc., timely and submit a copy of challan/receipts/proof to RTI, Shillong.
- vi. Financial Quotations are to be submitted in the following format:

I/172984/2023

Sl. No.	Total monthly wages (Min. Daily Wage*No. of Days*No. of Personnel)				Service Charge		Total EPF	Total ESIC	GST @18%	Total
	Category	No. of days	No. of personnel	Amt.	Rate	Amt.				
(i)	Skilled		2 Nos.							
(ii)	Semi-skilled		2 Nos.							
(iii)	Unskilled		8 Nos.							
Grand Total for 1 month										
Grand Total for 3 months										

[Signature]
15/11/23
Core Faculty (Admn)

10 JAN 2023

Memo No. RTI/SHG/Tender/2022-23/ 1633 — 1636

Copy forwarded to:-

- 1/ M/s Colonel Shishupal Security & Consultancy Services, Hotel Utsav Complex, Ground Floor, Opp. MTS, Jail Road, Shillong-793001.
- 2/ M/s Mebaai Security & Services Organisation, Golflinks opposite, Golf Club, Shillong - 793019.
- 3/ M/s Ngerson & Sons, Mawlai Nongkwar, Shillong - 793015.
4. M/s F. Sohtun, Umpling, Shillong-793006.

[Signature]
15/11/23
Core Faculty (Admn)

Received
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11/01/2023

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11/01/2023

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11/1/23

Received
[Signature]
11/1/23

ANNEXURE-II

Terms & Conditions for providing Multi-Tasking staff Manpower Services at RTI, Shillong

1. For executing the contract, the Service Provider should possess valid Trading License issued by the Khasi Hills Autonomous District Council (KHADC) under the United Khasi-Jaintia Hills District (Trading by Non-Tribals) Regulation, 1954 and the United Khasi-Jaintia Hills District (Trading by Non-Tribals) Rules, 1959 (as amended).
2. The Service Provider shall ensure that all the relevant licenses/ registrations/ permissions which may be required for providing the services under this Agreement are valid during the entire period of the Agreement; failing which RTI, Shillong can take appropriate action including imposition of deductions and termination of contract. The documents relevant in this regard shall be provided by the Service Provider to RTI, Shillong on demand.
3. The Contract will be valid w.e.f. 01.01.2023 to 31.03.2023. The termination or extension of the agreement shall be with the approval of the Director General, RTI, Shillong.
4. The Service Provider shall initially enroll and continue to engage the existing seven (07) outsourced MTS manpower staff in Office of the Director General, RTI, Shillong.
5. The manpower provided and engaged shall be sufficient and qualified, capable of supporting the functioning of the Institute in a manner desired by RTI, Shillong. Through an interview process, RTI, Shillong shall adjudge the suitability of the candidates prior to engaging manpower into the office. Any mismatch in the demand and supply of the manpower such as number of employees, educational qualification, sectoral/desired work experience, etc., may lead to deductions and/or replacement of the resource with the matching skillset based on the approval of RTI, Shillong.
6. The number of manpower required to be engaged shall be liable to be changed as per the instructions of RTI, Shillong.
7. The Service Provider shall adhere to the timeline given by RTI, Shillong for providing the required manpower at the designated premises.
8. The Service Provider shall issue a letter of deployment to every deployed manpower and a copy of the same shall be submitted to RTI, Shillong.

9. The said personnel engaged by the Service Provider shall be the employees of the Service Provider and it shall be the duty of the Service Provider to pay their wages every month.
10. RTI, Shillong shall pay to the Service Provider monthly fees for each person as per the rates agreed-to along with EPF and ESI contributions, Service Charge and GST, etc., as per prescribed rates. Wherein it is bound to be deposited by the Service Provider EPF and ESIC contributions along with employees' share at the end of every month (preferably online payment of EPF and ESI contribution) to the concerned authorities and pay Taxes etc., to the concerned Department.
11. Payment to the Service Provider would be strictly on certification by the office with whom the personnel is attached that his/her services were satisfactory and attendance was as per the bill preferred by the Service Provider.
12. The Service Provider shall be solely responsible for timely payment of take-home remuneration to the manpower and deposit of EPF and ESI (both employee and employer share), failing which deductions shall be made by RTI, Shillong.
13. Service Provider is required to pay Salaries/Wages of contracted staff deployed at RTI, Shillong first, i.e., on their own and then claim payment from RTI, Shillong along with statutory documents like EPF, ESIC, etc., as well as bank statement of payment done to staff.
14. The Service Provider will submit the bill by the 25th of every month and RTI, Shillong agrees to make payment by the 10th of every following month as per the terms and conditions, less any statutory deductions/TDS on GST, Income Tax, etc., at prevailing rates. The payment of the concerned personnel must be made by Service Provider within 2 (two) days of receipt of fee from RTI, Shillong and deposit of all statutory dues to be done well before submission of the bills of the subsequent month.
15. No advance payment shall be made to the Service Provider. Payment shall be made only after submission of monthly invoices, documentary proofs for EPF/ESIC/GST payments of the previous month.
16. Payment to the manpower resources by the Service Provider shall be made through bank transfer only, in no circumstance cash payment shall be made.
17. The Service Provider **SHOULD NOT** charge any money/fees/deductions in whatever

- manner, name or form, take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/resourced engaged by it and, to be deployed at RTI, Shillong's site. The Service Provider further should not indulge in any unethical practices. Any non-compliance in this regard will be treated as a material breach of the Contract, in which case, RTI, Shillong shall have the right to take appropriate action including termination of the Contract.
18. All the applicable deductions shall be settled before making the payments. Service Provider shall not have any objection on the same.
 19. The Service Provider shall furnish statement of amount paid for the month to the manpower deployed along with Transaction Details and Bank Account from which the payment has been made. Service Provider shall furnish copy of bank statement in support of amount paid as and when required by RTI, Shillong.
 20. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to RTI, Shillong or any other authority or Law.
 21. The monthly wages of 7 (Seven) Multi Tasking Staff (MTS) engaged at RTI, Shillong will be subject to change as per the Notifications of Govt. of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), New Delhi issued from time to time.
 22. The Service Provider shall follow the norms of minimum wages fixed from time to time by the Ministry of Labour. The Service Provider is responsible for enhancing the fees payable to the outsourced personnel as and when the minimum wages are revised by the Ministry of Labour & Employment, Government of India, even during the period of contract.
 23. The Agreement is drawn against as the Minimum Wages revised by the Govt. of India, Ministry of Labour & Employment, O/o the Chief Labour Commissioner (C), New Delhi vide Letter No. F.No.1/16(3)/2022-LS-II dated 28.09.2022.
 24. The rates of Wages, ESIC, EPF and GST, etc., shall be revised as and when the same are amended/notified by the Centre/State Government on furnishing of the copies of the orders/notification by the Service Provider.
 25. The Service Provider shall be responsible to remit all statutory dues, taxes, etc. and shall

furnish proof of deposit/remittance of statutory deductions such as EPF, ESIC and GST, etc., which should be presented to this office with the subsequent bill. **Failure to submit proof of deposit of statutory dues will result in payment being withheld in the subsequent month and may also lead to termination of the contract as per extant procedures.**

26. Payment of GST and other applicable taxes and duties, if any, other than mentioned in the Agreement will be the responsibility of the Service Provider and RTI, Shillong shall not entertain any claims whatsoever with respect to the same.
27. The Service Provider, at all times, will ensure that the services being provided under this Agreement are performed strictly in accordance with all applicable laws, order, byelaws, regulations, notifications, guidelines, rules, standards, recommended practices, etc., and no liability in this regard will be attached to RTI, Shillong.
28. If any undue or inadvertent over payment is made at any point of time by RTI, Shillong to the Service Provider, it should be brought to the notice of the RTI, Shillong at the earliest instance and the Service Provider shall reimburse the over payment in full, either by Cheque/DD or by the deductions from the subsequent bill, or recovery from the Security Deposit.
29. RTI, Shillong shall provide workspace (seating area, work desk, furniture etc.) for the manpower hired through Service Provider, and also arrange necessary gate/ entry pass to RTI, Shillong's premise/designated premise for the manpower.
30. Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between RTI, Shillong and Service Provider and should follow all the labour laws.
31. RTI, Shillong shall directly or in consultation with the Service Provider provide the necessary training to the manpower for specific tools, applications, and machinery etc., if required.
32. RTI, Shillong shall provide, access to required infrastructure needed to perform the Services. It may include use of stationery, printer, electricity, internet, servers, data drives, tools, and software etc. However, use of such infrastructure shall be strictly for official purpose only. Any damage of the official property at the hands of outsourced staff shall be recovered from the performance guarantee deposited by the Service

Provider.

33. RTI, Shillong shall make necessary arrangements for use of basic facilities like water pots/ machines, cafeteria, washrooms etc., for manpower working at RTI, Shillong's premise/ designated premise.
34. TA/ DA shall be payable directly by RTI, Shillong, in case of travel included in the scope of work, on production of travel documents in original and approval of appropriate authority of RTI, Shillong for undertaking such travel for the project/assignment.
35. RTI, Shillong shall have the right, within reason, to have any personnel removed who is undesirable with proper reasoning & justification.
36. RTI, Shillong will have option to replace the proposed manpower in case of non-performance, non-delivery or in any other exceptional case, however replacement of the manpower will be in same category with same degree of skills, educational qualification, and number of years of experience, also prior approval for the same to be provided by RTI, Shillong.
37. RTI, Shillong shall in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the manpower or by the Service Provider. The manpower as well as the Service Provider shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which RTI, Shillong will not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules, etc., shall only rest with the Service Provider.
38. The Service Provider's personnel shall not be entitled to any benefit/compensation/absorption/regularization of service with office under the provision of Industrial Disputes Act, 1970. Undertaking to this effect will be required to be submitted by the Service Provider to this institute in respect of all personnel deployed at this Institute.
39. The personnel provided by the Service Provider to RTI, Shillong **shall not have any right to claim any appointment, regular or otherwise, in the organization** of RTI, Shillong. They shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the

Agreement.

40. The persons so provided by the Service Provider under this contract will not be the employees of RTI, Shillong and there will be no employer-employee relationship between the RTI, Shillong and the persons so engaged by the Service Provider in the aforesaid services. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed.
41. Compliance to laws and rules such as Labour Act, Minimum Wages Act, Employees Provident Funds and Miscellaneous Provisional Act, 1952 etc. shall be of the Service Provider.
42. The Service Provider shall be liable to pay all taxes whatsoever, on account of fringe benefit and/or payment receipt from RTI, Shillong as hiring charges of personnel etc., and that RTI, Shillong shall not in any way be liable for any fund or bonus for the engagement /deployment by the Service Provider.
43. The MTS deployed will normally be assigned work for a maximum of 06 days per week with the 07th day weekly off. Monthly wages shall be calculated based on the number of days for which the outsourced personnel has actually worked in a month. Absence from duty, over and above permitted leave, shall be regulated by calculating the wage on pro rata basis, taking into account number of days of absence.
44. Working hours would be 8 hours per day between 9:30 A.M. to 5:30 P.M. during working days including half an hour's lunch break.
45. The personnel of the Service Provider may be called on Sundays and other gazette holidays, if required. They would be permitted proportional compensatory off day(s) in lieu thereof.
46. Leave admissibility – the personnel employed by the Service Provider will be allowed up to 2 days paid leave in a calendar month and they may be allowed to accumulate their leaves up to a maximum of 12 days each half year. Un-availed leave for the period of January-June will be allowed to be carried over to the next half year (July-December), but will lapse at the end of every year. However, the maximum number of days permitted to avail leave at a time by any personnel shall be restricted to 10 days.
47. On absence beyond 10 days or admissible leave available to the personnel, the remuneration shall be regulated on pro rata basis, as already stated in paragraph 40

above.

48. On intimation from RTI, Shillong, the Service Provider shall provide a substitute in case of absence of any of the deployed personnel for any period of time.
49. The Service Provider shall provide a substitute well in advance when any personnel proceed on leave beyond 10 days, as per the admissibility of leave mentioned in **Clause 46**. Substitute shall also be provided if there is any probability of the person leaving the job due to his/her own personal reason, the payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider.
50. RTI Shillong may ask the Service Provider to provide additional personnel of the same category and skill level, for shorter periods in case of any exigencies as per the requirement of the Institute, on the same terms and conditions, as mentioned in this contract.
51. The MTS deployed by the Service Provider should have valid ESIC Cards, EPF accounts and all other statutory requirements. Copies of all cards, savings bank account details, Aadhar card, etc., of all the MTS have to be furnished to RTI, Shillong by the Service Provider under their stamp and signature.
52. The Service Provider shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph.
53. The Service Provider shall provide documentary proof for the qualifications and experience of the manpower deployed by them after duly verifying/certifying the same. In case any such document is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Service Provider liable for legal action.
54. The Service Provider shall not engage or hire any personnel for deployment with RTI, Shillong without their character and antecedents having been duly verified by the appropriate authority. The character and antecedents of each of the personnel of the Service Provider will be verified by the Service Provider before their deployment and a certificate to this effect be submitted to this Institute.
55. The Service Provider shall furnish the following documents in respect of the manpower deployed by them to RTI, Shillong's premises/designated premises in the given time

limit:

- a. List of persons deployed (monthly)
- b. Biodata/Resume with antecedents' details (at the time of deployment)
- c. Copy of Aadhaar Card of the candidates (at the time of deployment)
- d. Identity Cards issued by Service Provider bearing photograph (within 8 days of joining)
- e. Identity proof and residential proof (at the time of deployment)
- f. Copy of police verification certificate (at the time of deployment)
- g. Copy of birth certificate, if required (at the time of deployment – for domicile purpose).

56. The Service Provider shall provide Photo Identity cards to persons employed which should be invariably displayed during office hours. Loss of identity card must be reported immediately by the personnel to the Service Provider.

57. The attendance of the manpower shall be entered in the register and/or in the Aadhaar based Biometric attendance system at RTI, Shillong's premises.

58. The Service Provider shall ensure proper conduct of their personnel in the Institute premises and ensure that **consumption of alcoholic drinks, pan, smoking, loitering etc., does not occur.**

59. The personnel deployed by the Service Provider should be polite and cordial in behaviour.

60. The personnel deployed by the Service Provider shall not divulge or disclose to any person, any details of the Institute, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature. The persons deployed shall treat as confidential all data and information received from RTI, Shillong and obtained in the execution of its responsibilities under this Contract/ Agreement, in strict confidence and will not reveal such information to any other party including the Service Provider without the prior written approval of RTI, Shillong. In view of this, the persons deployed shall be required to sign a non-disclosure agreement and breach of the same shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract and termination of contract.

61. The Service Provider shall be responsible for imposing strict discipline of duty over personnel provided to RTI, Shillong. In the event of any act of indiscipline whatsoever, RTI, Shillong shall have the right to immediately discharge the erring personnel without assigning any reason therefore to the Service Provider for taking necessary action as well as for replacement.
62. RTI, Shillong shall not be responsible/liable in the event of death, illness, physical injury, permanent disablement or otherwise of the deployed personnel, and shall not, in any way, be liable for payment or compensation or rendering financial assistance thereof.
63. The transportation, food, medical and other statutory requirements in respect of personnel of the Service Provider will be the sole responsibility of the Service Provider.
64. No deployed manpower shall be allowed to stay in the premises of RTI, Shillong unnecessarily without the permission of RTI, Shillong.
65. Service Provider will be liable for any loss, damage, theft, burglary or robbery of/from the Institute.
66. The Service Provider shall be available for contact at all times and receipt of message sent by email/fax/special messengers from this institute to the Service Provider shall be acknowledged immediately.
67. An office of the Service Provider must be located in the State of Meghalaya, preferably in Shillong.
68. The Service Provider shall nominate a coordinator/Single Point of Contact (SPOC) who shall be responsible for regular interaction with RTI, Shillong so that optimal services of the persons deployed could be availed without any disruption.
69. Dedicated/Toll Free Telephone No. along with Escalation Matrix of Telephone Numbers for Service Support is to be maintained by the Service Provider and provided to RTI, Shillong.
70. The Service Provider shall keep RTI, Shillong updated about any change of address, contact details, telephone numbers, email, change of Management, etc., from time to time.
71. The Service Provider shall be solely responsible for the redressal of grievances/resolution of disputes related to persons deployed. RTI, Shillong shall, in no

way be responsible for settlement of such issues whatsoever.

72. The Service Provider should deposit Security Money, in the form of Demand Draft/Banker's Cheque/Bank Guarantee for the duration of the contract, valuing 3% of final contract value which will be **valid upto 60 days beyond the date of completion of all contractual obligation of the contractor including statutory obligation**. This will be treated as guarantee for successful performance of the service and works. The Security deposit will be released only after successful completion/expiry of the contract.
73. The agreement can be terminated by either side upon giving one month's notice in advance in writing, except in the event of failure of providing satisfactory services, on part of the Service Provider, in which event the agreement can be terminated without giving any notice whatsoever. The decision of RTI, Shillong as to what constitutes failure of providing satisfactory services shall be final and binding on the Service Provider. On such termination, the Security Deposit shall be forfeited.
74. In case of termination, the Director General, RTI, Shillong or his representative reserves the right to ask the Service Provider or any other Service Provider to provide services till the alternative arrangement is made.
75. The Service Provider shall not sublet this Contract directly or otherwise to any Third Party, in violation whereof, the Agreement will stand cancelled as per extant procedures.
76. In the event of any dispute/differences arising out of this Agreement, the decision of RTI, Shillong shall be final and binding on the Service Provider.
77. All the disputes relating to the tender/contract shall be subject to the territorial jurisdiction of Shillong.
78. The terms and conditions are renewable/amendable for further period on such terms and conditions mutually agreed by both parties.
79. RTI, Shillong will review the documents provided by the Service Provider and may either accept or reject based on actual performance. If required, RTI, Shillong may impose any non-delivery deductions, Service Level Agreement deductions over and

above the invoice submitted by the Service Provider.

80. Deductions

Deductions can be imposed by RTI, Shillong for the following:

Sl. No	Description	Deductions		
		1 st Instance	2 nd Instance	3 rd Instance
1.	Non-deployment of total manpower mentioned in the contract as per the date of joining.	Up to 15 days, 1 day wages of the resources which are not deployed, per day. Beyond 15 days cancellation of the contract with cancellation charges @10% of the order value.		
2.	If employee is found disclosing any confidential information/document to the Service Provider/any third parties.	Cancellation of the contract with cancellation charges @ 10% of the order value along with recovery of losses caused (if any) and legal action against the Service Provider depending on the gravity of the act.		
3.	If the employee is found responsible for any theft, loss of material/articles and damages.	Payment in actuals, equivalent to the value of the article theft/ loss/ damaged within the period prescribed by RTI, Shillong. Replacement of employee within 2 days.	Payment in actuals, equivalent to the value of the article theft/ loss/ damage within the period prescribed by RTI, Shillong. Replacement of employee within 2 days/cancellation of contract as decided by RTI, Shillong depending on the gravity of the act	Cancellation of the contract with cancellation charges @ 10% of the order value

Sl. No	Description	Deductions		
		1 st Instance	2 nd Instance	3 rd Instance
4.	If the employee is found responsible for disobedience/misconduct	Warning/Counselling of employee as decided by RTI, Shillong depending on the gravity of the act.	Warning/Counselling/ Immediate replacement of employee within 2 days as decided by RTI, Shillong and warning to Service Provider depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value
5.	If the employee is absent or takes leave for more than 2 days without informing RTI, Shillong or taking prior approval without substitute being provided by the Service Provider.	Substitute within 2 days of intimation from RTI, Shillong failing which, up to 15 days, 1 day wages of absent resource/s per day. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value.	Substitute within 2 days of intimation from RTI, Shillong failing which, up to 15 days, 2 day wages of absent resource/s per day. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value.	Cancellation of the contract with cancellation charges @ 10% of the order value.
6.	If the employee is found responsible for adopting illegal and foul methods or exercising any corrupt practice in collusion with any third party or officials at the workplace.	Immediate replacement within 2 days/ cancellation of the contract with cancellation charges @ 10%, as decided by RTI, Shillong depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value.	

Sl. No	Description	Deductions		
		1 st Instance	2 nd Instance	3 rd Instance
7.	Delay in payments of take-home remuneration by the Service Provider and deposit of EPF and ESI (both employee and employer share).	Rs. 100 per day per resource, warning to Service Provider to deposit the said amount within 7 working days.	Rs. 200 per day per resource, hold on all type of payments to Service Provider till the said amount is deposited to respective stakeholders and proof of same is submitted to RTI, Shillong.	Cancellation of the contract with cancellation charges @ 10% of the order value.