



TEA BOARD OF INDIA
14 B.T.M. Sarani, Kolkata-700 001.

SECTION-I

NOTICE INVITING TENDER

Office of issue	:	Secretary, Tea Board, Kolkata
Tender No	:	TENDER NO. TB/ Inter. Audit/Manual/2015/01
Tender Document	:	Details are given below
Due date/Time of receipt	:	30 - /09 /2016 at 1300 Hrs.
Opening date/ time	:	30 - /09 /2016 at 1500 Hrs.

Sealed tenders are invited on behalf of Secretary Tea Board, Kolkata for preparation of “**Internal Audit Manual**” for Tea Board India, an Autonomous Organisation under Ministry of Commerce and Industry, Govt. of India.

The Manual will be prepared in the premises of **Tea Board**, Kolkata (H.O.), all information in this regard, will be supplied from H.O. and the Committee need not visit any of Board’s Offices, Zonal/Regional/Sub-Regional Offices All kinds of working facilities including Office space, Office Stationary, computer with net connectivity will be provided to discharge the work.

ELIGIBLE BIDDERS:

1. The eligible bidder shall be an Indian Company having experience in services in Government/Semi Government organization along with its Eligibility conditions as described in detail in the tender document.
2. The bidder should have at least one branch office in Kolkata.
3. The bidders shall be required to provide services, after handover of the Audit Manual, an Under taking to be submitted on the matter.

BID PRICES:

4. The bidder shall give in Indian Rupees, the total composite price of all levies and taxes, freight & insurance etc. if any.
5. The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. **A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.**

PERIOD OF VALIDITY OF BIDS:

6. Bid shall remain valid for 60 days after the bid opening date
7. A bid valid for a shorter period shall be rejected as non-responsive.
8. In exceptional circumstances, the customer may request the bidder’s consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing. A Bidder accepting the request and granting extension will not be permitted to modify his bid.
9. Successful bidder shall enter to an agreement with the Board.
10. 10% of bill value shall be kept as a performance guarantee Bond.

SEALING AND MAKING OF BIDS:

11. The bidder shall prepare envelope for bids with clear marking of the same on the top of envelope and shall also seal the envelope with wax or PVC tape.
12. The envelopes shall be addressed to the customer on the following address: Secretary, Tea Board of India, 14, B.T.M. Sarani, Kolkata-700 001.
13. The envelopes shall be bearing the tender number and the words 'DO NOT OPEN BEFORE 30/09/2016 and 1500 Hrs.
14. The envelopes shall indicate the sender's name and address of the bidder to enable the bid to be returned unopened in case it is received late.
15. Tenders shall be dropped in the Tender Box at 8th Floor, C/o Tea Board, Kolkata.
16. The responsibility for ensuring that tenders are delivered in time would vest with the bidder.
17. The customer shall not be responsible if the bids are delivered elsewhere.
18. If the envelope is not sealed and marked as required shall not accept the bid and the bid shall be rejected. Incomplete tender in any respect shall not be considered.

SUBMISSION OF BIDS:

19. Bids must be received by the customer at the address specified, not later than 1300 Hrs on 30/09/2016.
20. The customer may, at its discretion, extend this deadline for the submission of the bids, in that case all rights and obligations of the customer and bidders will be subjected to the deadline as extended.

TIME OF COMPLETION:

21. Preparation of "Internal Audit Manual" shall be completed within 120 days from the date of work order. A refresher training to be carried out by the bidder for successful implementation of Manual.

PAYMENT TERMS:

22. For claiming payment the following documents are to be produced before the authority:
23. Bill / Invoice along with work order.
24. 60% will be paid, after submission of draft Audit Manual.
25. 40% will be paid, after acceptance of the Audit Manual by a Committee to be constituted by Tea Board.

The institution shall indemnify and keep indemnified Tea Board against Losses, Cost and injuries, Claims, damages, Penalties Demands, Proceedings cost, charges and expenses in this respect and liabilities arising out of or in consequence of the execution of the contracts.

Secretary
Tea Board, Kolkata

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Chai piyo mast jio !

INFORMATION TO BE GIVEN BY THE BIDDER:

1. Name of the Bidder institution :
2. Address :

- Telephone No. : Office - :
- Residence - :
- Mobile - :
- Fax - :
3. Registration particulars of the institution :
4. Name of Proprietor/Partner/Director signing the tender document. :
5. Name/Designation/Address of the Authorized Signatory holding the Power of Attorney (if any) :
6. Permanent Account Number (PAN) : :

Certified that the information given above is true & best of my/our knowledge and believe .

Name: :

Signature :

(Capacity in which signed) :

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