



**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.

