

Ref. No. 1(190/ZON/GAU/Cont Acctt/18/ 3920

Dated: 20.03.2019

Notice inviting quotation for providing 2 (two) Accountants on contractual basis

Tea Board N.E. Zonal Office, Guwahati intends to engage 2 (two) Accountants through agency on contractual basis for a period of 3 years. The detailed instructions/terms and conditions are provided in annexure "A".

Eligible agencies may submit sealed quotations addressed to: The Executive Director, Tea Board North Eastern Zonal Office, 5th floor, Housefed Complex, Beltola-Basistha Road, Guwahati - 781006.

EMD : Rs. 2,500/- (Demand Draft in favour of 'Tea Board Imprest Accounts')

Last date of submission : 30.04.2019 up to 1 pm

Date of opening of tender : 30.04.2019 at 3 pm

Planning Officer

Instruction/terms and conditions for submitting quotation

1. The requirement of candidates are as follows :

Qualification	B.Com/ CA (Inter)
Skills	Working knowledge of Tally and MS Office. Good command over English language for general correspondence and report preparation.
Experience	3 years post-qualification experience in accounting and reporting (relaxable in case of deserving candidates).
Age	Maximum 35 years (relaxable in case of deserving candidates)
Monthly Pay	Consolidated pay of Rs. 20,000 – Rs. 25,000 (to be fixed at interview stage based on quality and experience of the candidate).

2. The agency should have valid trade license, other documents for carrying out the business and should mention its GSTIN and PAN in the quotation.
3. Quotation is required to be submitted in the bidder's own Letter Head Pad duly signed and stamped with date along with the self certified photocopies of valid documents of agency.
4. The rate quoted must be firm and must remain valid for acceptance for 180 days from the date of opening the bid.
5. Tea Board reserves the right to accept/reject any offer without assigning any reason thereof. Tea Board also reserves the right to accept any offer wholly or in part at its option. Bidder shall have to provide services at the rate quoted only.
6. The successful bidder shall send a list of the eligible candidates stating their qualification, experience and age along with their C.V. and latest passport-size photographs. The selection shall be done on the basis of personal interview and skill test to be conducted by Tea Board.
7. The selected person(s) shall be required to work from Monday to Friday during the working hours of this office. However, he/she may be required to attend office on holidays and beyond the office hours on certain occasions without any extra payment whatsoever.
8. The Agency will be solely responsible for paying the monthly salary and along with compliance of ESI, PF and other Act/Rule(s) governing contractual worker as the case may be and also to hold the Tea Board indemnified against any effect due to non compliance of such laws by the contractor. The service charges of the agency should be kept at the minimum level.
9. Payment shall be made on monthly basis against proper bill/invoices after satisfactory completion of the required service.
10. Applicable Taxes will be deducted from the monthly bill.