



**Tea Board India,**  
**North-East Zonal Office,**  
**Ministry of Commerce & Industry, Govt. of India,**  
**Housefed Complex, Central Block, 5<sup>th</sup> & 6<sup>th</sup> Floor,**  
**Dispur, Guwahati - 781006, Assam.**

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Ref No. 1(85)/ZON/GAU/16/ 1872

Dated: 10.01.2020.

**NOTICE** Inviting Quotation for providing 01 (one) Security Guard for Regional Office,  
Silchar - on contractual basis.

Tea Board's N.E. Zonal Office, Guwahati intends to engage 01 (one) Security Guard (Contractual) for work at Tea Board, Regional Office, Silchar, Assam, through agency. Well experienced and renowned agencies/ firms based and operating from Assam for the last 05 years may submit quotation for providing the said contractual staff, purely on temporary and contractual basis for an initial period of 01 (one) year. The details instructions/ terms & conditions are attached in Annexure-A.

Eligible agencies may submit sealed quotations addressed to the Executive Director, Tea Board, North-East Zonal Office, Housefed Complex, Central Block, 5<sup>th</sup> Floor, Beltola-Basistha Road, Dispur, Guwahati - 781006, Assam, super scribing "Quotation for engagement of one Security Guard at R.O., Tea Board, Silchar", and submit the same through this office:-

EMD: Rs.1,500/- (Demand Draft be drawn in favour of "Tea Board Imprest Accounts")

Last date for submission: 23-01-2020 up to 01 pm

Date of opening of Tender: 23-01-2020 at 03 pm.

**BY ORDER**

Planning Officer.

Encl : As stated.

**Distribution:-**

1. Programmer - for uploading in Board's website, with its all terms & conditions.
2. Notice Board - for displaying, with its all terms & conditions.
- ✓ 3. ADTD(M.K.Das), Tea Board, Silchar - for information please.
4. EA to ED/ Guard File.



चाय पियो मस्त जियो! Chai piyo mast jiyo !

**Instructions/ Terms & Conditions for submitting Quotations::**

The requirement of Security Guard is as follows:

Working knowledge of Security Service, Command over languages for communication to others.

1. The agency should submit the quotation in the bidder's own letter Head Pad duly signed and stamped with date along with the self certified photo-copies of valid documents of agency.
2. The rate quoted must be firm and must remain valid for acceptance for 180 days from the date of receipt of letter by this office, in the following format:-

Sl. No.	Particular	Rate (in Rs.=P)	Remarks, if any
1.	Rate wages as per minimum wages Act 1948 rate @ Rs. _ per day for Un-Skilled Contractual Labour vide-Labour Circular No.(Copy to be Attached)		
2.	(a) Basic Wages as per Govt. of Assam Notification @ Rs. _____ (b) Variable DA, whether applicable or not		
3.	% of ESIC and Amount @ over min. wages		
4.	% of EPF and Amount @ over minimum wage ceiling of Rs.		
5.	% of Agency Service charge and Amount @ over		
6.	Whether there is any Bonus to be paid to the Labour		
7.	Whether the Uniform of the Labour is to be provided by the Agency or to be levied to the Board		
8.		Sub Total ::	
9.		Add : (+) : GST @ ___% on Sub-Total ::	
	<b>Grand Total (Amount to be paid to Agency, incl. all taxes &amp; charges) :</b>		
10.	Total wages to be paid by Tea Board		
11.	Total wages to be paid to Security Guard		

3. 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, but the agency shall have to provide services at the rate quoted only.
4. The Security Guard shall be required to work at night.
5. The person(s) engaged should be paid the Minimum Wages as notified by the Government of Assam from time to time. In addition, ESI & PF shall also be paid as per statutory provisions. The service charge should be kept at the minimum level.
6. The agency is solely responsible for adherence to pay the Minimum wages, ESI, PF, Bonus and compliance of other Act/Rules 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.
7. Payment shall be made on monthly basis against proper bill/invoices after satisfactory completion of the required service.
8. TDS and other applicable Taxes shall be deducted from monthly bill, as per statutory compliance during payment.
9. The agency must furnish the self certified Copies of the valid documents/papers with respect to the business establishment/profession including PAN & GST No. should be enclosed along with the offer.
10. The agency is required to enter into an agreement with the Tea Board that the agency will abide by the terms and conditions, mentioned above.
11. The EMD sum of Rs.1,500/-(Rupees one thousand five hundred only) on account of Earnest Money Deposit in cash or DD/Pay Order in favour of "Tea Board Imprest Accounts",A/c.No.1861201002327 Canara Bank, Dispur Branch should be deposited & proof of payment should be attached with the quotation. The receipt No. of Earnest Money Deposit should invariably be noted in the quotation. Quotation not supported by the proof of payment of EMD will be invalid & will not be considered.
12. Payment to the Agency of monthly bill will be made by way of transfer of fund in electronic mode only, and be submitted against their bill in duplicate to the Tea Board, NEZO, Guwahati with an advanced stamped receipt (pre-receipted) on the 1<sup>st</sup> Week of the subsequent month.
13. Due to service exigency, this Notice Inviting offer may be cancelled at any stage without assigning any reason whatsoever and the offer may be returned to the bidders along with EMDs, if any.

Signature of Bidder with Seal and Date.

BY ORDER