



Tea Board of India
Ministry of Commerce and Industry, Govt. of India
14, B. T. M Sarani,
Kolkata- 700 001

Tender for Engagement of Agency for providing one Research Assistant for Tea Board HO, Kolkata

The contract period is for 01(One) year (i.e. from 01.05.2016 to 30.04.2017)

Name of Post	Jobs description/criteria of persons	No. of staff required
Research Assistant Qualification: Master of Science/Agriculture (M.Sc./M.Sc. Ag.)	To assist Director (Research) and Research Officers at HO on regulatory aspects, research projects related to tea, processing of files	01 (One)

1. The quotations should be sent in sealed cover addressed to the undersigned by name.
2. The cover of the envelope should be super scribed with the followings:-
 - (a) The subject matter of the quotation.
 - (c) Due date and time of opening quotation.
3. The credentials of the firm along with supporting documents as per enclosed Performa may be forwarded along with the quotation. The firms eligible for participating in this tender should be registered manpower supplying agency.
4. That the Agency will be wholly and exclusively responsible for payment of remuneration to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including minimum wages Act, ESI Act etc. and the Tea Board shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account any obligation.
6. The Agency will submit the bill in triplicate in respect of a particular month in the first week of the next month. The payment will be released by the third week of the following month after deduction of taxes deductible at source the laws in force.
7. The Agency shall provide a substitute in advance 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 Agency.
8. The Agency shall be contactable at all time and message sent by phone/e-mail/fax/special messenger form Tea Board to the Agency shall be acknowledged immediately on receipt on the same day. The agency shall



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strictly observe the instruction issued by the Tea Board in fulfillment of the contract from time to time.

9. Tea Board shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the Agency.
10. That the Agency on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its personnel, if Tea Board suffers any loss or damage on account of negligence, default or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse to Tea Board for the same. The agency shall keep the Tea Board fully indemnified against any such loss or damage.
11. The successful bidder shall furnish a security deposit equivalent to Rs. 10,000/- (Rupees Ten thousand only) in the form of an account payee demand draft drawn in favour of the **Tea Board payable at Kolkata**, The earnest money deposit of Rs. 20,000/- (Rupees Twenty Thousand Only) will be returned on receipt of the security deposit. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by the Tea Board or non-compliance of the terms of agreement by the Agency or frequent absence from duty/misconduct on the part of manpower supplied by the Agency.
12. The initial period of contract would be one year extendable yearly subject to satisfactory performance on the same terms & conditions. However, Tea Board reserves the right to terminate the contract without any notice if the services are not found satisfactory and the decision of the Tea Board in this regard shall be final and binding.
13. On the expiry of the contract, the Agency will withdraw all its personal and clear their account by paying them all their legal dues. In case of any dispute on account of the termination of employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
14. Last date of submission of duly filled in tender document: **18.04.2016** up to **4.00 p.m.** Opening of Tender Document: **18.04.2016** at **5.00 p.m.**

Secretary
Tea Board



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ANNEXURE-I

Sl. No.	Particulars	To be filled in by the company
1	Name of the Agency	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the Contact person	
5	PAN/TIN Number (Copy to be enclosed)	
6	ESI and EPF Code allotted by PF commissioner Government (photo copy of certificate to be enclosed)	
7	Service Tax Registration Number (Copy to be enclosed)	
	(i) Trade License No.	
	(ii) Company Registration No. (CIN)	
	(iii) P. Tax & VAT	
8	Whether the Agency is blacklisted by any Government Dept. Or any criminal case is registered against the Agency or its Owner/ owner/partners anywhere in India. (If yes details thereof and if no, a declaration/certificate to this Effect is to attached by the Agency in this regard.)	
9	Experience in dealing with Govt. Departments in this regard (Indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts orders Placed on the agency)	
10	Whether a copy of the terms and conditions (Annexure-I), duly Signed in token of acceptance of the same, is attached.	
11	Whether agency profile is attached	



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ANNEXURE-II

SI No.	Component of Rates	Per person on Monthly Basis	Per person per working day
1	Daily remuneration		
2	Employees Provident Fund (i) Employees contribution @ (ii) Administrative Charges etc. @		
3	Employees State Insurance (i) Employees Contribution @ (to be deducted from wages) (ii) Employee's Contribution @ (to be paid by Tea Board)		
4	Service Tax Liability @ (to be paid by Tea Board)		
5	Any other Mandatory Liability (to be paid by Tea Board)		
6	Contractors (Administrative/Service charge (to be paid by Tea Board)		
7	Total (Column 1 to 6)		
8	Effective monthly rate of companies for Per person		

N.B. Supporting documents of all the information above to be provided in photocopies under seal of authorized signatory.