

भारतीय चाय बोर्ड

(वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग, भारत सरकार)

उत्तर पूर्व मण्डलीय कार्यालय
हाउसफेड कॉम्प्लेक्स, केन्द्रीय ब्लॉक
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TEA BOARD ★ INDIA

(Ministry of Commerce & Industry, Deptt. of Commerce, Govt. of India)

North Eastern Zonal Office
HOUSEFED Complex, Central Block
5th & 6th Floor,
Dispur, Guwahati - 781006
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Ref. No. 1(34)/ZON/GAU/12/TEMP/P-II/ 1208

Date : 27-9-2019.

NOTICE Inviting Quotation for providing 01 (one) Contractual Staff for NEZO, Guwahati---On Contractual basis.

Tea Board's N.E. Zonal Office, Guwahati intends to engage 01 (one) Contractual Staff through agency, and inviting quotation from well experienced and renowned agencies/ firms based and operating from Guwahati, Assam for the last 05 years for providing the said contractual staff at its office, purely on temporary and contractual basis for an initial period of 01 (one) year, based on the details instructions/ terms & conditions attached in **Annexure-A**; whereas, the work and job responsibility of the new contractual staff would be on various miscellaneous work with knowledge of regular schematic work and for record maintenance, who should have experience in data entry and other office work etc, as may be assigned from time to time.

Eligible agencies may submit sealed quotations addressed to the Executive Director, Tea Board, North-East Zonal Office, Housefed Complex, Central Block, 5th Floor, Beltola-Basistha Road, Dispur, Guwahati - 781006, Assam.

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

Last date for submission: 21-10-2019 up to 01 pm

Date of opening of Tender: 21-10-2019 at 03 pm.

Encl : As stated.

BY ORDER
Planning Officer.

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(RLB), Tea Board, Guwahati - for information please.
4. EA to ED/ Guard File.



यदि आप अपना पत्र हिन्दी में लिखेंगे तो उतनी ही जल्दी जवाब मिलेगा, जितना कि अंग्रेजी में लिखने से मिलता है।

चाय पियो मस्त जियो ! Chai piyo mast jiyo!

Instructions/ Terms & Conditions for submitting Quotations::

1. The requirement of contractual staff candidate are as follows:

Qualification	Graduate from a recognized university.
Skills	Working knowledge of MS-Office(MS-Word, MS-Excel, Power Point) Command over English language for general correspondence and report preparation, hard work & Networking.
Experience	05(five) years experience in record maintenance (relaxable for deserving candidates).

2. 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.
3. 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.
4. 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.
5. The agency shall send a list to 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.
6. 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.
7. 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.
8. 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.
9. Payment shall be made on monthly basis against proper bill/invoices after satisfactory completion of the required service.
10. TDS and other applicable Taxes shall be deducted from monthly bill, as per statutory compliance during payment.
11. 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.
12. 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.
13. 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.
14. 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 1st Week of the subsequent month.
15. 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

Planning Officer, Tea Board, Guwahati.