

RE-TENDER NO. CS-01/2025
NOTICE INVITIING TENDER FOR ENGAGEMENT OF MANPOWER AGENCY

In continuation to this office tender floated *vide* Memo No. CS/A-1/2024-25/440-447, dated-18.02.2025. The Hony. Director, "Comprehensive Scheme for Studying the Cost of Cultivation of Principal Crops in India", AAU, Jorhat centre invites application afresh from reputed Manpower Agencies having wide experience in supplying/ engaging Manpowers in different positions on rate contract basis in two bid system on or before 28th of March, 2025.

The details may be seen in the Tender head of the Information Corner of the AAU website (www.aau.ac.in) & www.aercnei.aau.ac.in. The Hony. Director, CCS, AAU, Jorhat reserves the right to accept or reject any Bid at any time prior to Contract Award, without thereby incurring any liability to the Bidders.

Sd/-
(A.K.Das)
Hony. Director,
Cost of Cultivation Scheme,
Assam Agricultural University Campus, Jorhat-13

**TENDER DOCUMENT FOR PROVIDING MANPOWER ON
CONTRACT BASIS**

**COST OF CULTIVATION SCHEME,
ASSAM AGRICULTURAL UNIVERSITY,
JORHAT-785013**

DOCUMENT

“Comprehensive Scheme for Studying the Cost of Cultivation of Principal Crops in India”, shortly known as Cost of Cultivation Scheme, a central sector plan scheme under the Ministry of Agriculture & Farmers welfare, Govt. of India situated in Assam Agricultural University Campus, Jorhat requires manpower services from eligible firms/contractors, preferably located in Assam.

The employment shall be **strictly on outsourcing basis** and the terms and conditions of the contract are mentioned in the Annexures attached. The firms/contractors who wish to apply are requested to ensure that their organization fulfils all the terms and conditions mentioned in the Annexures before sending their proposals.

The Cost of Cultivation Scheme, Assam Agricultural University (CCS,AAU, Jorhat), Jorhat Centre reserves the right to modify, expand, restrict, scrap, refloat or cancel the tender process at any stage without assigning any reasons thereof. Responses received after the stipulated time period or not in accordance with the specified format will be summarily rejected. Delivery of the responses along with documents at the prescribed address will be the sole responsibility of the responding agency.

CCS, AAU, Jorhat Centre reserves the right to change the designation, the remuneration component and criteria of qualification/age and experience for any post. New post may be added and existing posts may be deleted, if required so in future.

Interested agencies may fill in the tender forms and send in two separate covers – First Cover superscribed as “**Technical bid – Envelop A**” containing **Annexure I, II & III** and other supporting documents and Second Cover super scribed as “ **Financial bid – Envelop B**” containing **Annexure IV**. **Both Envelopes A & B will be put in another /Big Cover along with EARNEST MONEY DEPOSIT** and should be superscribed as “**Open Tender for Providing Personnel on Outsourcing basis**” and addressed to the **Director, Cost of Cultivation Scheme, Assam Agricultural University, Jorhat -785013**. The EMD should not be put in the cover containing “Financial Bid – Envelop B”.

Sealed Tenders must be put in the Tender Box placed in the Receipts and Despatch Section/Accounts Section of CCS, Jorhat at the address specified above not later than 3.00 pm. on or before **28th March, 2025**. **Tender Box will be placed in the office of the Cost of Cultivation Scheme, Assam Agricultural University, Jorhat -785013 from 17th March, 2025.**

Tenders sent by Post/Courier/E-mail shall stand rejected. The tenders will be opened at 4.00 pm. on the same day at the office address mentioned above in the presence of Tenderers who wish to be present on that date. But, the opening of financial bids will be done at a later date. **In case 28th March, 2025 is declared as a holiday, then the Tender will be opened at the same time/place on the next working day.**

sd/-
(A.K. Das)
Hony. Director,
Cost of Cultivation Scheme,
Assam Agricultural University,
Jorhat-13

Memo No. CS/A-1/2024-25/...508-515.....dated...13/03/2025
Copy for information:

1. Secretary to Hon'ble Vice Chancellor, AAU, Jorhat
2. Adviser (CS), Directorate of Economics and Statistics, Department of Agriculture, Cooperation & Farmers' Welfare, Ministry of Agriculture & Farmers' Welfare, Krishi Bhawan, New Delhi-110001
3. PA to Director, AERC, AAU, Jorhat with a request to upload the matter on the AERC website.
4. Field Officer, CCS, AAU, Jorhat
5. Webmaster, AKMIT Cell, AAU, Jorhat with a request to upload the matter on the AAU website
6. The Advertising Manager. He is requested to publish the NIT for Manpower Agency in one issue of the "Dainik Janambhumi" & "The Assam Tribune" in the minimum space possible to appear on or before 17th March, 2025 and submit the bill in triplicate along with the paper cutting of the published advertisement for the payment in due course.
7. Office Notice Board, CCS & AERC, AAU, Jorhat.
8. Office File

sd/-
13/03/25
(A.K. Das)
Hony. Director,
Cost of Cultivation Scheme,
Assam Agricultural University,
Director Jorhat-13
Cost of Cultivation Scheme
AAU, Jorhat-13, Assam

ANNEXURE – I

TERMS AND CONDITIONS OF CONTRACT

I TECHNICAL CRITERIA

1. The applicant should be a reputed firm/contractors preferably having experience in providing manpower services for Central/State Govt./Ministries/Govt. Departments/PSU/Autonomous bodies/Reputed Companies/International Agencies like World Bank, UNDP etc. (Certificate for having performed the work /service satisfactorily in the said ministry/department/organization should be attached).
2. The contractor should have a valid Provident Fund registration with the **Regional PF Commissioner, PAN/TAN number/ESI Registration/Service Tax Registration Numbers/Valid labour contract license** with Government and details thereof should be provided.
3. Copy of IT return filed and financial accounts for the last three financial years i.e. 2021-22, 2022-23, 2023-24 duly certified by Chartered Accountant should be furnished.
4. Copy of work orders/award letters showing the experience of work in the last three years i.e. 2021-22, 2022-23, 2023-24 should be provided.
5. The applicant shall provide the reference list of the organization with contract address.
6. The firm/agency should not have been blacklisted or debarred by any Government organization/PSU etc. The firm/agency may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/agency.
7. The Manpower Agency/Service Provider must have its registered office/well established office branch in Assam. **(Proof of existence such as next agreement , certificate of incorporation etc. should be furnished)**

II. GENERAL CONDITIONS

8. TENDER IS LIABLE TO BE IGNORED IF COMPLETE INFORMATION IS NOT PROVIDED AS REQUIRED. The person signing the proposal or any documents forming part of the proposal on behalf of another or on behalf of an agency shall be responsible to produce authority letter duly executed in his favour, stating that he has the authority to bind such other person or the agency as the case may be, in all matters pertaining to the contract. If the person so signing the tender fails to produce the said authority letter, his proposal shall be liable to summarily rejection without prejudice to any other right of CCS,AAU, Jorhat under the law. The proposal shall be filled in by the agency neatly and accurately. Any correction or overwriting would render the proposal invalid. Conditional offers which are not in conformity to the

prescribed document will be summarily rejected. **The tender document should be duly signed on every page including Annexures (total no. of pages 1 to 13).**

9. **All the terms and conditions as stated in the TENDER documents, Annexures and Acceptance conveyed by CCS, AAU, Jorhat will constitute the contract between the Manpower Supply Agency/ Service provider and CCS,AAU, Jorhat.**

10 *The successful bidder would be selected on the basis of technical qualification and lowest quoted amount of service charges per person as per the format enclosed at Annexure-IV (Indicate the quoted amount and write the quoted percentage within bracket). The offer shall remain valid for a period of 30 days from the date of opening of Technical bid.* The successful service provider, on receipt of the information shall sign an agreement with indicating the detailed TOR within 15 days.

11. The selected agency is expected to start executing the job w.e.f. the date and location to be specified in the work order to be issued by CCS as per its requirement & on the terms & conditions specified.

12. The Manpower Agency / Service Provider will be engaged for one year from the date of issuance of letter of intent and may be extended for another two year or less on mutual consent. In case, the contract is extended by another one or more years and in case the same person is continuously employed in a position, considering his/her experience and satisfactory performance, CCS may consider increasing the fixed remuneration payable @ increase in DA rates. The service charges may also be increased in the same percentage as that of increase in fixed remuneration. However, this cannot be claimed as a matter of right.

13. CCS, AAU, Jorhat does not guarantee any definite volume of work or any particular service at any time or throughout the period of contract.

14. For the purposes of this Contract, " Force majeure" means any unforeseen event directly interfering with the services during the currency of the contract such as war, insurrection, restraint imposed by the Government, act of the legislature or other authority, explosion, accident, strike, riot, lockout, act of public enemy, act of God, sabotage which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. The obligations of CCS, Jorhat and the Manpower Agency/ Service Provider shall remain suspended if and to the extent that they are unable to carryout such obligations owing to force majeure or reasons beyond their control. The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under this Contract in so

far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event.

(a) Has taken all reasonable precautions, due care and reasonable alternative measures in order to carryout the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event and such impossibility subsists for not less than 30 days.

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

The Manpower Agency/Service Provider is entitled to the payments for the service provider before the happening of any event constituting Force Majeure culminating in termination of contract. Decision of CCS, Assam Centre, AAU, Jorhat in this regard will be final and binding upon the contract/firm/agency.

III. INDEMNITY

15. The Manpower Agency/Service Provider hereby agrees to indemnify and shall keep indemnified and hold harmless, CCS, Jorhat and its officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non compliance whatsoever by the Manpower Agency/Service Provider or any of the persons deployed by it pursuant hereto or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether written or without the premises.

IV. EARNEST MONEY DEPOSIT

16. The Manpower Agency/Service Provider shall furnish a Earnest Money Deposit (EMD) in favour of “ The Director, Cost of Cultivation Scheme, Assam Agricultural University, Jorhat” issued by any Nationalized Bank or by State Bank of India or its subsidiaries for an amount of Rs. 40,000.00 (Rupees Forty Thousand only) at the time of submission of proposal. The EMD of unsuccessful bidder will be refunded without interest within a period of 60 days of opening of financial proposal. The EMD of the selected Manpower Agency/Service Provider will be refunded without interest on receipt of the performance security.

V. OTHER TERMS AND CONDITIONS

17. (a) Offered rates should be valid atleast for one year from the date of commencement of contract.

(b) Manpower shall have to be supplied by the Contractor as per actual requirement (fresh requirement other than replacement), for which requisition will be placed before the contractor with a notice period of 3 days. The Contractor shall have to supply the required manpower within a maximum of a week's time.

In case the Contractor fails to supply manpower within a week, a penalty of Rs.1000/- (Rupees One thousand) only per week thereafter will be levied by CCS, Jorhat. In case of leave/absence of manpower, alternate arrangement will be made by the contractor.

(c) **Manpower Agency/Service Provider may provide CCS, Jorhat with a list of candidates along with CV/Bio-data for each position requisitioned. For technical positions Written/Interview may be conducted by the CCS, Jorhat, if required to select a suitable candidate for the position. It will be imperative on the part of the firm/Contractor to supply the the services of the person so selected by the CCS, Jorhat.**

(d) Payment to Contractor will be subject to satisfactory services of the outsourced staff which may be certified by the Controlling Officer. **The Performance of the outsourced staff provided by the contractor will be reviewed periodically by a Committee to be constituted by the Director, Cost of Cultivation Scheme, AAU, Jorhat, and the Director reserves the right to ask for suitable replacement in the place of person (s) whose performance are not satisfactory.**

Deduction of statutory dues from the outsourced staff and its timely remittance to the appropriate authorities would be the sole responsibility of the Contractor.

(e) Verification of character and antecedents of the personnel to be engaged/deployed will be submitted by the bidder well before joining the job.

(f) The Manpower so supplied at no time, will perform any such act that would lower the dignity of the CCS, Jorhat/hamper the activities of the scheme.

(g) The Contractor shall comply with all provisions of labour laws and other statutory requirements in relations to the persons engaged including payment of consolidated amount/minimum wages as may be prescribed by the Ministry and as amended from time to time.

(h) The Contractor will maintain/produce the required records/documents as and when called for by the appropriate authority, as well as to CCS, Jorhat to enable it to verify that the Contractor is

complying with the statutory requirements in regard to TDS, PF, ESI and other labour laws, from time to time.

(i) The engagement does not confer any right for continuation or extension of the contract on any account, and this is purely a short term temporary arrangement on contractual basis.

(j) All liability regarding Government dues as well as any human loss/injury during the course of work will be the personal responsibility of the Contractor. The CCS, Jorhat shall not be liable, in any case and in any way. An undertaking to this effect should be furnished by the contractor. CCS, Jorhat shall not be responsible, either directly or indirectly to pay any compensation for bodily injury to the contracted labour/person in case of any accident/mis-happening taken place in workplace or in the office premises.

(k) The personnel supplied by the Contractor will be the employee of the Contractor and there will be no master-servant relationship between the CCS, Jorhat and personnel deployed. All the statutory liabilities and responsibilities will be that of the Contractor and CCS, Jorhat has no legal responsibilities on the same.

(l) The personnel supplied by the Contractor will be allowed to quit the service by one month prior notice or return of one month salary in lieu of notice period.

(m) The Contractor shall not give sub contract, transfer, assign or otherwise, part of the contract to any other persons, firm, company directly or indirectly.

(n) CCS, Jorhat reserves the right to accept or reject any or all the TENDERS without assigning any reason thereof.

VI. Commencement, Completion, Modification and Termination of Contract, effectiveness of Contract.

18. This Contract shall come into effect from the date of issuance of work order by the CCS, AAU, Jorhat followed by signing at an agreement to that effect.

Commencement of Services

19. The selected agency is expected to make suitable staff available on the date and the location specified in the work order to be issued by the CCS, Jorhat as per its requirement. If the Manpower Agency/Service Provider fails to commence within the specified schedule as per work order, the contract shall be liable to be terminated.

Expiration of Contract

20. Unless terminated earlier, this Contract shall expire at the end of one year or such time period after the effective date is specified.

Modification

21. After award of the contract, any minor changes in the mode of implementation can be agreed mutually in writing.

Subletting

22. The Manpower Agency/Service Provider shall not sublet, transfer or assign the contract or any part thereof to other party/agency. In the event of the Manpower Agency/ Service Provider contravening this condition, CCS, Jorhat shall be entitled to terminate the contract and get the work done through other party at the risk & cost of Manpower Agency/ Service Provider. In such case, the EMD of the selected Man Power Agency/ Service Provider will be forfeited.

Termination by CCS, Jorhat

23. CCS, Jorhat may terminate this contract, by not less than thirty (30) days written notice of termination to the Manpower Agency/ Service Provider to be given after the occurrence of any of the events specified below in clauses (a) through(c) of and sixty (60) days in the case of event referred to in clause (d):

- (a) If the Manpower Agency/ Service Provider commits breach of contract or does not remedy/rectify a failure in the performance of their obligations under the Contract.
- (b) If the Manpower Agency/ Service Provider becomes insolvent or bankrupt.
- c) If, in the result of **FORCE MAJEURE**, the Manpower Agency/ Service Provider is unable to perform a material portion of the services for a period of not less than sixty (60) days; or
- (d) If CCS, Jorhat in its sole discretion, decides to terminate this Contract.

In the event of termination on unsatisfactory service or in violation of any of the terms and conditions of contract, the performance security shall stand forfeited.

Liability for personnel

24. All persons provided by the Manpower Agency/ Service Provider shall treat them as their own Employees/workers in all respects and the responsibility under any statutory enactments. The Manpower Agency/ Service Provider shall indemnify CCS, Jorhat against all claims whatsoever arising in respect of the said personnel under any statute/law in force.

VII. OBLIGATIONS OF CCS, JORHAT

25. CCS, Jorhat shall provide the Manpower Agency/ Service Provider such reasonable assistance as may be required in order to carryout the activities of the scheme.

VIII. SCOPE OF SERVICE

26. In performing the terms and conditions of the Contract, the Manpower Agency/ Service Provider shall at all times acts as an Independent Manpower Agency/ Service Provider. The Contract does not in any way create a relationship of principal and agent between CCS, Jorhat and the Manpower Agency/ Service Provider. The Manpower Agency/ Service Provider shall not act or attempt or represent itself as an agent of CCS. It is clearly understood and accepted by both parties that this Contract between the parties evidenced by it is on a Principal to Principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances. **The employees of Manpower Agency/ Service Provider shall never, under any circumstances, whatsoever, be entitled to claim themselves to be the employees of the CCS. There will no employer-employee relationship between CCS and the persons engaged by the Contractor.** However, all the directives of the CCS officials in each and every activities of Scheme shall have to be complied by the personnel deployed by the Manpower Agency/ Service Provider.

27. The Manpower Agency/ Service Provider shall provide substitute(s) well on time if there is any probability of the person leaving the job due to his/her own personal reason/or otherwise and may be filled up from the empanelled list, if so required. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

28. The service provider shall be responsible for contributions towards Provident Fund, Employees State Insurance and other statutory payments/liabilities etc. wherever applicable. The service charges shall be suitably quoted accordingly. The Contribution towards increased DA rate payable will be made by CCS, Jorhat.

IX. MODE OF PAYMENT

29. Manpower Agency/ Service Provider will raise the bill separately for each categories of staff clearly indicating the salary component and service charges (excluding tax). The bill should indicate the date of payment of salary to each staff.

X. ARBITRATION

30. In the event of any dispute arising amongst the Parties, the Parties agree to use their best efforts to attempt to resolve all disputes in prompt, equitable and on good faith. In the event the

parties are unable to do so, then such dispute shall be finally resolved by arbitration. The arbitration shall be conducted in English language and the venue of the arbitration shall be in Jorhat. The arbitrator will be appointed by Director, Cost of Cultivation Scheme, AAU, Jorhat, whose decision in this regard will be final & binding.

XI. JURISDICTION

31. The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Assam only in connection with any actions or proceedings arising out or in relation to this TENDER.

XII. PERFORMANCE GUARANTEE

32. (i) The successful bidder will have to deposit performance security to ensure providing timely and efficient manpower for an amount of Rs. 2,00,000/- (Rupees Two lakh) only in the form of Bank Guarantee from a Nationalized Bank in the name of Cost of Cultivation Scheme, AAU, Jorhat as per the text to be provided by the Authority.

(ii) The performance security will be valid for a period of 60 days beyond the validity of the contract.

(iii) Earnest Money will be refunded to the successful applicant on receipt of performance security.

XIII. PAYMENT TERMS

33. Payment by means of EAT/Crossed cheque will be made on submission of monthly bills in the 2nd week of a month for the job performed during the preceding month. However, taxes at the rate applicable which are as per the rules shall have to be deposited by the contractor/ Service Provider.

XIV. CONDITIONS OF EMPLOYMENT

34. **Services are to be rendered on all working days during the normal duty hours from 9.30 am to 5.00 pm. Persons so engaged, may be called on Sunday/Holidays as per requirement.** The outsourced staff so employed can avail leave at the rate of one day per month which can be accumulated up to the end of the calendar year. However, they are not eligible to encash the leave accumulated. The Manpower Agency/ Service Provider Agency shall ensure that these leave benefits are available to the outsourced staff and there should not be for any complain from the staff.

35. The contractor shall be responsible for any commissions and omissions of the persons employed through him/her.
36. The firm/agency shall be wholly responsible for making payment of monthly salaries to the persons employed and will be responsible for any accident/or compensation payable to the persons engaged by him working under this contract. He shall keep CCS, Jorhat fully indemnified against any claims in this regard.
37. In case of loss or damage done to the property/vehicle/documents of the CCS by the personnel provided by the agency, full damages will be recovered from the Agency and the decision of the competent authority of CCS shall be binding on him.
38. In case of Manpower Agency/ Service Provider does not carry out the Contractual/Statutory obligations or the services rendered by him are found to be unsatisfactory, CCS shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency/anomaly within three days failing which, CCS reserves the right to terminate the contract. In such an event, no compensation will be payable to the contractor.
39. The Manpower Agency/ Service Provider should have a valid labour license and if not, should obtain Labour License within 30 days on award of Contract.
40. The Manpower Agency/ Service Provider shall decide deployment of suitable person(s) for execution of the work awarded to him and he or his authorized representative will solely be entitled to instruct such employees about the manner of carrying out the work as per the TOR indicated in the work order.
41. Employees deployed by the selected agency/firm/contractor shall have to undergo 3-4 days training to be conducted by Field Supervisor/ Computer/Assistant Statistician/ Field Officer/ Director/ other IAs/ Ministry's representative.
42. Staff so deployed should build up a good rapport/relationship with the selected farmers/ Fieldmen of the sample clusters under his jurisdiction/ area so as to carry out his work smoothly.
43. The Manpower Agency/ Service Provider shall supervise the work allotted to the employees. However, CCS officials will also monitor the work carried out by the personnel.
44. The Manpower Agency/ Service Provider must ensure that the employees deployed are physically and mentally fit, non alcoholic and do not have any criminal record. Such employees should possess requisite skills, proficiency, qualification, experience etc.
45. All the records relating to the payment of wages to such personnel shall be retained for a period of atleast 3 years by the firm and should be made available even after the contract period is over, for

verification, if any, by the statutory authorities/ CCS authorities/ Vigilance/ Govt./Funding Agency of the scheme.

46. Manpower Agency/ Service Provider may procure insurance cover for his employees at his own cost. CCS shall not be responsible for any loss, damage, pilferage of his property and /or his employees.

47. **The engaged persons are to be paid by first week of every month, towards salary by crediting in personnel bank account only along with issuance of detailed salary slip. No cash disbursement of remuneration shall be allowed. The date of disbursement of salary to each outsourced staff should be mentioned by the contractor in the bill submitted to CCS for reimbursement. The Agency shall strictly follow the payment schedule. If any undue delay in release of Salary beyond the prescribed date is noticed by CCS, for five consecutive months and/or on receipt of complaints from the outsourced staff, CCS shall cancel the contract/blacklist the contractor.**

48. The Manpower Agency/Service Provider shall provide Identity cards and Appointment letter to the person employed by him/her for carrying out the work. A copy of the Appointment letter shall be provided to the CCS, AAU, Jorhat.

XV. SCOPE OF WORK AND RELATED DETAILS

General:

- a) The integrity of the persons (to be engaged) should be beyond doubt & they should always maintain the decorum while in office..
- b) The person so engaged is required to maintain confidentiality in all official matter and any breach of TOR shall invite appropriate action as the CCS-authority deems fit.
- c) The age of the candidates shall be as per the State Government norms in force.
- d) The minimum qualification and experience of the candidate are stated in the following table.

Sl. No.	Name of post	No. Of posts	Minimum Qualification & Experience etc.
1	Field Supervisor	2 nos.	<p>Essential</p> <ol style="list-style-type: none"> 1. M.Sc(Agri.) in Agricultural Economics/ Agricultural Statistics/ Plant Pathology/ Entomology/ Nematology. <p style="text-align: center;">or</p> <p>Agri. Business Management/ Extension Education (if suitable candidates from aforesaid disciplines are not found)</p> <ol style="list-style-type: none"> 2. Two years experience in the relevant field/ data collection, monitoring/ report writing etc. 3. PGDCA/ 1 year DCA from a recognized Govt. institute. 4. Proficiency in MS office (Word, Excel, Powerpoint, Access) is well-versed in handling inter/intra net/emails, VC, Email, internet etc.

			Desirable 1. Knowledge of local language. 2. Familiarity of agrarian situation of Assam.
2	Office Typist	1 no.	1. Graduate in arts/science/commerce from a Govt. Recognised University or Graduate in Computer Science/ IT. 2. One year DCA/PGDCA 3. Proficiency in MS office (Word, Excel, Powerpoint, Access) & handling of inter/intra net/emails VC. 4. Knowledge of English and local languages.

In the event of any in-between vacancy of any category of post (Assistant Statistician, Computer, Fieldman, Clerks, Office Peon) the Agency shall have to recruit suitable persons as per requirement and eligibility criteria.

NOTWITHSTANDING ANYTHING STATED ABOVE, CCS RESERVES THE RIGHT TO ASSESS BIDDER'S CAPABILITY AND CAPACITY TO PERFORM THE CONTRACT SHOULD THE CIRCUMSTANCES WARRANT SUCH ASSESSMENT IN THE OVERALL INTEREST OF CCS AND DECISION OF CCS IN THIS REGARD SHALL BE FINAL. CCS RESERVES THE RIGHT TO REJECT ANY OR ALL TENDERS OR CANCEL/WITHDRAW THE NOTICE INVITING TENDER WITHOUT ASSIGNING ANY REASON WHATSOEVER AND IN SUCH CASE NO APPLICANT SHALL HAVE ANY CLAIM ARISING OUT OF SUCH ACTION.

ANNEXURE-II

Technical Bid

TENDER FOR PROVIDING PERSONNEL ON OUTSOURCING BASIS

Full Name and address of the applicant in addition to address and other relevant information

Complete Address:

From:

To,

The Director,

Cost of Cultivation Scheme,

Assam Agricultural University,

Jorhat-785013

Sir,

1. I/We have read all the particulars regarding the general information and other terms and conditions of the contract for providing personnel for employment on job contract basis for CCS, Jorhat and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the TENDER at the rates given in Annexure IV and V in this TENDER and I/we agree to hold this offer for one year from the date of entering a job contract with CCS. I/we shall be bound by a communication acceptance despatched within the prescribed time.
2. I/We have understood the terms and conditions for the contract and shall provide the best services in accordance with these requirements.
3. The following pages have been added to form a part of this TENDER. The documents to accompany this TENDER are at page no. 1.
4. Every page so attached with this TENDER bears my signature and the official seal.
5. The offer shall remain valid for acceptance for a minimum period of 30 days from the date of Technical bid (opening).

Signature & seal of Applicant with date

Address

Name & signature of witness

Address

ANNEXURE III TECHNICAL DETAILS (Technical Bid)
(TO BE SUBMITTED ON THE LETTER HEAD OF FIRM/ AGENCY UNDER
SIGNATURES OF THE AUTHORISED SIGNATORY)

1. Name of the Firm/Agency & Address
(With telephone/mobile no./fax/email/website)
2. Constitution of the Firm/ Agency
 - a) Indian Companies Act 1956
 - b) Indian Partnership Act, 1932 (Please give names of partners)
 - c) Any other Act, if not, the owner
3. i) For partnership firms whether registered under 'The Indian Partnership Act, 1932', please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership arbitration has been conferred on the partner who has signed the TENDER.
ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorising the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.
iii) If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.
4. Details of EMD (Amount/ Draft No. or BG No./Date/issuing Bank):
5. Name and Full Address of Bankers:
6. ESI No. of Firm / Agency:
7. EPF No. of Firm:
8. Registration No. Under Contract Act:
9. Service Tax Registration no. of the firm:
10. PAN Number:
11. Experience in no. of years (Name and address of client departments may be indicated)
(Enclose copy of contract, details of satisfactory performance report/ work completion from their clients).
12. Turnover of last 3 years (Certified copy of CA to be attached)
(i.e. 2023-24/2022-23/2021-22)
13. Whether agency profile is attached
(All the above information must be accompanied with the certified copies of the documents, failing which TENDER will be liable for rejection)

The information submitted by me is correct to the best of my/ our knowledge & belief. My/our agency has not been debarred by any Govt. Department/PSUs for providing manpower during the last 3 years. In case of any information/ documents found to be false/fake or incorrect, CCS, is free to take action against my/our agency as deemed fit. I/We do also hereby declare that I/We are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I/we further declare that during the currency of the contract, I/we will not engage in any such conflicting activity.

(Signature of Authorised person with seal)

Name and seal of the bidder

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed along with the technical proposals.

ANNEXURE IV FINANCIAL DETAILS
(PROVIDING PERSONNEL ON OUTSOURCING BASIS)

Financial Bid

(TO BE SUBMITTED ON LETTER HEAD OF FIRM/ AGENCY UNDER SIGNATURES
OF THE AUTHORISED AGENCY)

To,
The Director,
Cost of Cultivation Scheme,
Assam Agricultural University,
Jorhat-785013

I/We wish to submit our TENDER for providing of personnel on job contract/ outsourcing basis for CCS, Jorhat, on the following rates:

Sl. No.	Name of posts	Consolidated amount in Rs. Per month (all inclusive)	Amount of monthly service charge in rupees against each person to be provided in each category (indicate % of service charge within bracket)	Service tax on the amount or service charges (indicate % of service tax within bracket)	Total (Rs.)
1.	Field Supervisor	Rs. 53, 100/- (Rs.9,300 -34,800+G.P. 4, 200) or as per AAU norms			
2	Office Typist	Rs. 5,200-20,200+G.P. 1900) or as per AAU norms			

(The rates quoted will be valid for a period of one year from the date of acceptance of the rates).
We have carefully read the terms and conditions and agree to abide by these in letter and spirit.

Place & Date

Signature of Authorised Signatory

Name and seal of the bidder