

SPICES BOARD  
(Ministry of Commerce & Industry, Govt. of India)  
N.H. By Pass, Palarivattom.P.O, Kochi-682025

TENDER NOTICE FOR PROVIDING THE SERVICE OF MULTI SKILLED PERSONNEL  
IN SPICES BOARD THROUGH OUTSOURCING FROM MANPOWER SUPPLYING  
AGENCIES

No.ADM/OUT/01/13-14

Date: 01.05.2014

Sealed quotations are invited from firms involved in manpower supply/staffing to provide the services of multi skilled personnel as per the requirement given in Annexure-1. Terms and conditions are given in Annexure-2. Proposals in sealed cover addressed to Secretary, Spices Board, Palarivattom.P.O, Kochi- 682025 shall reach to the undersigned on or before 22<sup>nd</sup> May 2014 5.00 PM. The cover containing the proposal shall be super scribed as 'Proposal for multi skilled personnel due on 22<sup>nd</sup> May 2014. The quotations will be opened on 23<sup>rd</sup> May 2014 at 11.00 AM. The Board reserves the right to reject all or any quotation without assigning any reason.

SECRETARY

Sl.No	Designation	Qualifications	Mandatory Skills	Responsibilities	Experience
1	Office Assistant cum Data Entry Operator(OA & DEO)	Graduation with knowledge and experience in computer	Computer operation, Scanning,MS Office, Data Entry, Scanning, Fax etc. Knowledge in file maintenance	Assistance in Office work / weeding out of old files and data entry	2 years experience in office work and computer operation
2	Accounts Assistant cum Data Entry Operator (AA & DEO)	B.Com with knowledge and experience in computer	Accounting software tools viz. Tally/any Accounting Software	Assistance in Accounts related work using computers/Asset Management and data entry	2 years experience in office work and computer operation <b>Experience in State/Central Govt Office especially in purchase of assets and its maintenance is preferred</b>
3	Engineering Assistant (EA)	Diploma (Civil)	working knowledge in Autocad/MS Office etc	Assisting Engineering Section in construction/maintenance activities	2 years experience in construction.maintenance of buildings.
5	Office Attender	SSLC or equivalent	Computer operation	Attend Office work and also to help the Office Assistant in weeding of old files	1 year experience in office work
6	Cook	VIIIth Std	Cooking	For Guest House	One year experience in the field

**Terms and Conditions**

1. The Contracting firm/ agency/company should have minimum 3 years of experience in their respective field.
2. The Contracting Company/Firm/Agency shall pay minimum 75 % of the amount quoted by them to their outsourced personnel, towards their monthly salary, by e-payment. The minimum take home salary for Graduate/Diploma personnel should be Rs.15500/- and for under graduates, it should be Rs.14000/- per month. Proof of such payment shall be submitted to the Board whenever the Board desire so. The Charges shall be quoted only on monthly basis for 8 hours duty per day.
3. The Agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund and Employees State Insurance etc. in respect of the persons deployed.
4. The Agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. The Tax Deduction at Source (T.D.S) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the Agency by the Board.
5. The Contracting firm/ agency/company should be registered with Income Tax and Service Tax Departments and have its own Bank Account.
7. The Contracting Company/Firm/Agency will be bound by the details furnished by it to the Board, while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a break of terms and contract making him/her liable for legal action besides termination of contract.
8. The Contracting Company/Firm/Agency shall ensure that the personnel deployed to the Board conforms to the prescribed age, qualification and experience. Screening of candidates based on candidate's qualification and experience shall be conducted by the contracting Company/Firm/ Agency before proposing their names to the Board. Candidates not having the required qualification and experience shall not be sent to Board's Office for Interview. Failure, in this regard, will disqualify the contracting Company/Firm/Agency and, in such cases, the EMD will be forfeited and the Board will have the right to outsource personnel from other agencies. Selection of personnel will be based on interviews conducted by Spices Board.
9. The personnel deployed shall be required to work from 9.00 am to 5.30 pm on Monday to Friday, with lunch break. In case of exigency, they have to work even after Office hours. They shall be eligible for one day leave per month.
10. The Contracting Company/Firm/Agency shall immediately provide a substitute in the event of any personnel deployed, leaving the job due to his/her personal reasons. The delay by the Agency in providing a substitute beyond one working day shall attract liquidated damages @ Rs.1000/- per day (per person) on the service providing agency, besides deduction in payment on pro-rata basis.
11. The contract shall commence from the date of agreement and shall continue for a period of one year, unless it is curtailed or terminated by the Board owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract, reduction or cessation of the requirements of work.
12. The contract shall automatically expire after one year from commencement of the contract unless extended further by the Board.

13. The Contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or subcontract its right and liabilities under this contract to any other agency without the prior written consent of the Board.
14. Spices Board deserves the right to terminate /relieve the contract period of a service personnel if the performance is not satisfactory by giving a notice period of 1 week.
15. The Contracting Company/Firm/Agency shall provide identity cards to the personnel deployed to the Board carrying the photograph of the personnel and personal information as to name, DOB/Age and identification marks etc.
16. The Board will have no liabilities in transportation, food, medical and any other requirements in respect of the personnel deployed to the Board at any stage.
17. For all intents and purposes, the service providing agency shall be the “Employer” of the personnel deployed.
18. In case of termination of this contract on its expiry or otherwise, the personnel deployed by the Service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity in the Board. The Contractor should make it known to the personnel deployed.
19. The successful Agency will have to execute an agreement (MOU) in a stamp paper worth Rs.100/- at its own expenses. After executing the agreement, the contract shall be valid up to ONE year from the date of execution of the agreement.
20. The Agency shall raise the bill, in triplicate, along with attendance sheet duly verified by Board’s Officers and proof for 75% payment in respect of the persons deployed and submit the same to the Office in the first week of the succeeding month.

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