

Sir,

We are a Govt. of India Autonomous institution working for the development of essential oils and perfumery industry. The centre has well equipped laboratory & maintaining a good herbal garden in the campus and in possession of about 20 acres of land for generation/multiplication of proven variety of planting material for supply to the growers under extensions services. We are in need of manpower for workshop/laboratory/office/Guest-House/Canteen/Agricultural operation, etc. Wages shall be paid as per approved rates notified by appropriate authority.

Therefore, you are requested to furnish your lowest rate for service charges for annual contract for providing of manpower at Kannauj & FFDC Extn. Unit, Kanpur alongwith a copy of Registration with Labour Commissioner, EPF A/c. No., Service Tax Regn. No. latest Income Tax returns. Liability of management for EPF contribution, etc. may be specified separately, if any. Terms & conditions of contract are enclosed for reference and resubmit alongwith quotation duly signed.

The sealed quotations may be sent to this office on or before 22.05.2013 addressing to Principal Director, Fragrance & Flavour Development Centre, Makrand Nagar, G. T. Road, Kannauj.

Yours faithfully,

**(P. C. Singh)**

Asstt. Director (Mgt.)

for Principal Director

Encl. : As above



## FRAGRANCE & FLAVOUR DEVELOPMENT CENTRE

Industrial Estate, Makrand Nagar, Kannauj – 209 726

Ph. : 05694-234465, 234791, Fax : 05694-235242

### TERMS & CONDITIONS OF CONTRACT DOCUMENT

#### SCOPE OF WORK

##### **Supply of manpower for – FFDC, Kannauj**

- (i) Cleaning of office buildings, laboratories, workshops, toilets, bathrooms, roads & surroundings (sweeping & mopping wherever required).
- (ii) Cleaning of Sewerage & Drainage Lines in & around the campus area.
- (iii) Agricultural operations – cutting of grass, maintenance of garden, pruning & cutting of trees, plantation in the campus, weeding, hoeing, irrigation, fertilization, distillation, harvesting, layout and cleaning of plant, etc.
- (iv) Activities in laboratory, workshop and office at FFDC, Kannauj.

*Note : For item Sl. No. (i to iv) Lowest Service Charges may be quoted in term of percentage at minimum Govt. wage rate. All govt. liabilities may be specified clearly in the tender.*

**Service charges:.....on actual wages.**

##### **Terms & Conditions:**

1. The contractor must be Regd. With Labour Deptt., EPF Office, Service Tax Authorities etc. and should be a regular assessor of Income Tax. He has to furnish photocopy of the returns of proceeding year.
2. The workers/labour engaged by the contractor for the said contract should not be minor and over the age of 18 years in accordance with labour laws.
3. The health and hygiene of the workers must be well maintained and should not be suffering from any communicable disease.

4. The workers shall be neat and clean and possessing good manners while communicating with officers/staff/trainees/guests.
5. The contractor shall also maintain all records/registers as per rules/existing orders.
6. Whenever any worker goes on leave, suitable substitute arrangement is to be made by the contractor well in advance so that the work at centre does not get affected.
7. The equipments, machineries etc. of the centre will be utilized properly by the workers.
8. Any theft/loss/damage caused to the equipments/machineries/utensils/furniture, etc. of the centre will be the sole responsibility of the contractor and the amount assessed will be recovered from the bill.
9. The contractor shall visit the centre daily for completion of formalities.
10. Payment will be made within 10 days on completion of formalities on the bill preferred by the contractor by cheque/draft. However, the contractor shall disburse wages to the workers latest by 7<sup>th</sup> of every month.
11. The contract period will be intimated later on.
12. No any term or condition put-up by the contractor shall be acceptable to centre.
13. Primary responsibility & treatment for accidents in the campus will be taken care-off by the centre. But the liability for any major miss-happenings will rest with the contractor.
14. TDS deductions shall be made as per rules and remitted to I.T. Authorities.
15. The contract shall be a commercial contract and not the one of creating any employment. There shall be no employer – employee relationship between the FFDC and the contractor or any of the workers employed by the contractor.
16. In case the contractor fails to comply with condition in partial or fully, his contract will be terminated forthwith.
17. FFDC has reserve the right to terminate the contract anytime without assigning reason thereof.

All terms & conditions as stipulated as above are accepted.

Signature & Stamp of Firm



FRAGRANCE & FLAVOUR DEVELOPMENT CENTRE

Industrial Estate, Makrand Nagar, Kannauj – 209 726

Ph. : 05694-234465, 234791, Fax : 05694-235242

**TERMS & CONDITIONS OF CONTRACT DOCUMENT**

**SCOPE OF WORK**

**Supply of manpower for – FFDC, Extn. Unit, Kanpur**

- (i) Cleaning of office buildings, laboratories, workshops, toilets, bathrooms, roads & surroundings (sweeping & mopping wherever required).
- (ii) Cleaning of Sewerage & Drainage Lines in & around the campus area.
- (iii) Agricultural operations – cutting of grass, maintenance of garden, pruning & cutting of trees, plantation in the campus, weeding, hoeing, irrigation, fertilization, distillation, harvesting, layout and cleaning of plant, etc.
- (iv) Activities in laboratory, workshop and office at FFDC Extn. Unit, 107-A, Industrial Area, Fazalganj, Kanpur.

*Note : For item Sl. No. (i to iv) Lowest Service Charges may be quoted in term of percentage at minimum Govt. wage rate. All govt. liabilities may be specified clearly in the tender.*

***Service charges:.....on actual wages.***

**Terms & Conditions:**

1. The contractor must be Regd. With Labour Deptt., EPF Office, Service Tax Authorities etc. and should be a regular assessor of Income Tax. He has to furnish photocopy of the returns of proceeding year.
2. The workers/labour engaged by the contractor for the said contract should not be minor.
3. The health and hygiene of the workers must be well maintained and should not be suffering from any communicable disease.

4. The workers shall be neat and clean and possessing good manners while communicating with officers/staff/trainees/guests.
5. The contractor shall also maintain all records/registers as per rules/existing orders.
6. Whenever any worker goes on leave, suitable substitute arrangement is to be made by the contractor well in advance so that the work at centre does not get affected.
7. The equipments, machineries etc. of the centre will be utilized properly by the workers.
8. Any theft/loss/damage caused to the equipments/machineries/utensils/furniture, etc. of the centre will be the sole responsibility of the contractor and the amount assessed will be recovered from the bill.
9. The contractor shall visit the centre daily for completion of formalities.
10. Payment will be made within 10 days on completion of formalities on the bill preferred by the contractor by cheque/draft. However, the contractor shall disburse wages to the workers latest by 7<sup>th</sup> of every month.
11. The contract period will be intimated later on.
12. No any term or condition put-up by the contractor shall be acceptable to centre.
13. Primary responsibility & treatment for accidents in the campus will be taken care-off by the centre. But the liability for any major miss-happenings will rest with the contractor.
14. TDS deductions shall be made as per rules and remitted to I.T. Authorities.
15. The contract shall be a commercial contract and not the one of creating any employment. There shall be no employer – employee relationship between the FFDC and the contractor or any of the workers employed by the contractor.
16. In case the contractor fails to comply with condition in partial or fully, his contract will be terminated forthwith.
17. FFDC has reserve the right to terminate the contract anytime without assigning reason thereof.

All terms & conditions as stipulated as above are accepted.

Signature & Stamp of Firm