



सूक्ष्म, लघु एवं मध्यम उद्यम
MICRO, SMALL & MEDIUM ENTERPRISES
MSME - TECHNOLOGY DEVELOPMENT CENTRE

सुगन्ध एवं सुरस विकास केन्द्र, कन्नौज
FRAGRANCE & FLAVOUR DEVELOPMENT CENTRE, KANNAUJ

भारत सरकार की एक स्वायत्तशासी संस्था
सूक्ष्म, लघु एवं मध्यम उद्यम मन्त्रालय
A Govt. of India Autonomous Body
Ministry of Micro, Small & Medium Enterprises



FFDC/KNJ/Admn/2/129/Cont(Manpower)/2013-2014

Date : 03.08.2015

To,

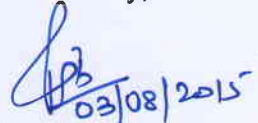
Sir,

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 24.08.2015 addressing to Principal Director, Fragrance & Flavour Development Centre, Makrand Nagar, G. T. Road, Kannauj.

Yours faithfully,


03/08/2015
(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) Maintenance of office buildings, laboratories, workshops, toilets, bathrooms, roads & surroundings etc.
- (ii) Maintenance 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. statutory 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 assessee of Income Tax. He has to furnish photocopy of the returns of proceeding year.
2. The manpower 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 person engaged shall be absent, 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 person engaged.
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 person engaged latest by 7th of succeeding months.
11. The contract period will be intimated later on.
12. No other terms or conditions 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 person engaged 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 above are accepted.

Signature & Stamp of Firm



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