



तम्बाकू बोर्ड :: गुण्टूर  
**TOBACCO BOARD :: GUNTUR**

(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)  
(Govt. of India, Min. of Commerce & Industry, Dept. of Commerce)  
(An ISO 9001:2015 Certified organization)



**TENDER NOTICE FOR TOBACCO BALES HANDLING LABOUR CONTRACT AT  
TANGUTUR AUCTION PLATFORM DURING 2024 FCV TOBACCO AUCTION SEASON**

**TENDER NOTICE**

Sealed tenders are invited from the experienced contractors to handle tobacco bales at Tangutur auction platform of the Tobacco Board situated in Andhra Pradesh for the 2023-24 A.P FCV tobacco auctions. Terms and conditions and tender forms can be obtained from the Manager (Auctions), Tobacco Board, Guntur or from the Offices of the Regional Manager, Tobacco Board, Ongole on payment of **Rs.177/-** (including GST @ 18%) by way of cash or D.D. drawn in favour of "Tobacco Board, Guntur" before **3.00 P.M. on 18/03/2024**. Tenders in sealed cover super scribed "Tender for tobacco bales handling contract at APF No.24 " addressed to "The Executive Director, Tobacco Board, G.T.Road, Guntur-522 004, Andhra Pradesh." should be dropped in the tender box placed at Head Office, Tobacco Board, Guntur by **3.00 PM on 18/03/2024** and the same will be opened at **3.30 PM** on the same day. Incomplete tenders are liable for rejection.

Tender Notice, Tender form and Terms and conditions of the tender are also made available in Tobacco Board's website [www.tobaccoboard.co.in](http://www.tobaccoboard.co.in). The intending parties can also download the tender form and submit the same on or before the stipulated date and time by enclosing D.D for Rs.177/- drawn in favour of "Tobacco Board, Guntur" towards cost of the tender form.

The Executive Director, Tobacco Board reserves the right to reject all or any of the tenders received without assigning any reason.

  
SECRETARY

Place : Guntur

Date : 15.03.2024



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**तम्बाकू बेल हॉडलिंग श्रमिक ठेका के लिए निविदा प्रपत्र**  
**TENDER FORM FOR TOBACCO BALES HANDLING LABOUR CONTRACT AT TANGUTUR**  
**AUCTION PLATFORM**

1	नीलाम प्लैटफार्म का नाम और कूट संख्या जिसके लिए निविदा कोट किया गया Name of the Auction Platform and No. for which the tender quoted.	
2	निविदाकार का नाम (ठेकेदार) / Name of the Bidder (Contractor)	
3	पत्र व्यवहार के लिए पता /Address for Communication	
4	निविदाकार के पास उपलब्ध श्रमिकों की संख्या/ No. of labourers available with the Tenderer	
5	यदि ठेकेदार श्रमिक विभाग (केंद्रीय) के साथ पंजीकृत है। (यदि हाँ, तो पंजीकरण की मान्यता अवधि के विवरण दें और पंजीकरण का प्रमाण पत्र की प्रति संलग्न करें) Whether the contractor is registered with the Labour Dept. (Central). (If so please give details of validity period of Registration and enclose copy of Registration Certificate)	
6	तम्बाकू हॉडलिंग कार्य में अनुभव ( फर्म / कंपनियों को सूचित करें ) Experience in handling of tobacco (indicate the firms/companies)	
7	क्रय ठेकेदार इस के पूर्व कोई तम्बाकू बोर्ड के नीलाम प्लैटफार्म में तम्बाकू बेलों का हॉडलिंग किया था ( यदि हाँ, तो प्लैटफार्म का नाम और वर्ष जहाँ ठेका अपनाया गया था,को उल्लिखित करें।) Whether contractor had undertaken handling of tobacco bales at any of the Tobacco Boards auction platforms previously (if so give names of the platforms and years in which contract was undertaken)	
8	प्रति क्विंटाल का दर, जिस पर तम्बाकू हॉडलिंग का कार्य करने के लिए इच्छुक हैं। Rate per quintal at which the handling work of tobacco is intended to be undertaken.	Rs. Per Quintal of Tobacco to be handled .
9	नियम व शर्तों में उल्लिखितानुसार पेशगी राशि जमा विवरण। Details of earnest money deposit as mentioned in the terms and conditions.	शब्दों में / In words:  राशि/Amount डी.डी./D.D.No. दिनांक/Date

I/We agree to the terms and conditions given for executing of Tobacco bales handling labour contract.

स्थान / Place:

दिनांक /Date:

निविदाकार के हस्ताक्षर/ Signature of the Bidder

नाम / Name:

फोन नंबर// Phone no.:





## तम्बाकू बोर्ड :: गुण्टूर TOBACCO BOARD :: GUNTUR

(भारतसरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)  
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### TERMS AND CONDITIONS GOVERNING THE CONTRACT FOR HANDLING OF TOBACCO BALES AT TANGUTUR AUCTION PLATFORM DURING 2023-24 AUCTION SEASON

1. Tenders are invited for tobacco bales handling labour contract at Tangutur auction platform in Andhra Pradesh. Sealed Tenders super scribing "Tender for Tobacco bales handling labour contract at APF. No.24 "addressed to the Executive Director, Tobacco Board, Guntur should be submitted on or before **3.00 PM on 18/03/2024**. Tenders will be opened on the same day at **3.30 PM** before the bidders present.
2. Tender shall be accompanied by the Earnest Money Deposit (EMD) for an amount of Rs.1,00,000/- by way of D.D drawn in favor of Tobacco Board, Guntur
3. Tenders received quoting below **Rs.17.89 per quintal** will be liable for rejection as it is unlikely that the contractor will be able to meet the requirement of Minimum wages Act at such rates.
4. **The rate that would be accepted by the Tobacco Board is the rate per quintal and will be paid for the quantity marketed in auctions and whereas 50% of the approved rate only will be paid for the quantity rejected in auctions.**
5. The successful bidder has to enter into a contract agreement with the Board on Rs.100/- Non-judicial stamp paper within 48 hours of intimation, failing which, the order issued stands cancelled and the EMD stands forfeited.
6. The EMD amount of the successful tenderer will be converted as Security Deposit of the contract and will be refunded only after successful completion of the work at the auction platforms. No interest will be paid against the performance security deposit.
7. During the contract period, if the work is found unsatisfactory, the contract is liable for cancellation without any notice. In such case the Security Deposit will not be refunded.
8. The rate for handling of tobacco (inclusive of all operations) should be quoted in rupees per quintal of tobacco handled. Any claim seeking enhancement to the contracted rate shall not be entertained under any circumstances. The details of operations to be undertaken are given at annexure-I. Payment will be made at weekly intervals on the basis of work turned out i.e. quantity of tobacco handled after deducting Income-tax, as per the rates in force.
9. The rejected bales (Viz) No sale bales, no bid bales, C.R bales and R.R bales pertaining to the growers shall be tied and loaded in to the growers/ trucks/carts.
10. While unloading the bales from the trucks/carts and while delivering the unsold bales, the labour contractor shall not demand any charges from farmers. Any violation of this will be a serious offence resulting in cancellation of the contract.
11. While loading purchased bales into the trucks, the contractor shall not demand for any extra charges from companies. Violation of this will be a serious offence resulting in cancellation of the contract.
12. The Tenders received after the due date or time or without the prescribed security deposit and conditional tenders will not be considered.

Signature of the bidder

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13. The contractor should ensure that a minimum of 15 labourers are present at the auction platform up to an average of 300 bales to be handled and they have to increase the number in proportion to bales received (for example 35 members have to be engaged for 850 bales). The labourers employed shall be divided into two batches i.e. one batch for floor operations and the other for loading of purchased bales. There must be clear cut demarcation of these duties and shall be strictly enforced.
14. Children, women and disabled persons shall not be engaged by the contractors. All the persons included in each team shall be produced before the Auction Superintendent before commencement of auctions for verification.
15. The successful bidder has to commence the work immediately after awarding the work under the guidance of Auction Superintendent.
16. The successful bidder has to obtain necessary license required under contract labour Act from the Asst. Labour Commissioner (Central) concerned and shall produce a copy of the same to Tobacco Board within a week after the contract is awarded or before commencement of auctions whichever is earlier. Failing which the contract is liable for cancellation.
17. **The successful tenderer shall comply with all contract labour laws, rules /regulations in force relating to the work undertaken as contractor of the Board.**
18. The Tobacco Board reserves the right to impose any penalty for unsatisfactory and/ or delayed execution of handling work commensurate with the excess/ unavoidable expenditure incurred by the Board.
19. The contractor should arrange and organize his workers in such a manner that there will be no room for any complaint for valid reason from the growers, buyers or the Board officials in the auction platform.
20. The contractor shall ensure that the labourers comply with all norms and time schedules etc., relating to loading of tobacco, weighing of tobacco, minimum tonnage to be loaded into the buyers Lorries etc., as directed by the Auction Superintendent from time to time.
21. The contractor is responsible to make good any loss or damage caused by the labourers engaged by him to the property, materials or any other assets belonging to the Board.
22. **The labour contractor should ensure payment of wages as per the minimum wages fixed by Govt. of India for the workers engaged/employed by him.**
23. The labour contractor is required to furnish the list of the labourers employed by him and the labourers should have sufficient experience in handling tobacco.
24. The Board further reserves the right to make any modification in the above conditions as and when necessary.
25. In case more than one bid is received for a contract at same bid price, the following procedure will be adopted for awarding contract.
  - a) Experienced contractors in tobacco bales handling at auction platforms or at any other agency in similar work will be given priority.
  - b) If there is only one experienced contractor among the bidders and if he quotes same price to that of other non-experienced contractor, the contract will be awarded to the experienced contractor only
  - c) In case there is more than one experienced contractor at similar bid price, then the contractor will be selected based on lottery. The non-experienced bidders will be excluded from lottery.
  - d) The experienced contractors' track record will also be considered to include them in lottery. Black listed and non-satisfactorily performed contractors will be excluded from lottery.

26. The labour contractor should provide first Aid box at the work spot.
27. The contractor shall ensure to maintain dress code by the labour attending the work with **Red colored over coat**. The cost shall be borne by the contractor.
28. The contractor shall not sub lease the contract.
29. The contractor or his authorized representative shall be present throughout the day during auctions and supervise the work of labourers especially during weighment at auction hall and at the time of loading.
30. The labour contractor shall pay wages properly and maintain attendance register.
31. The contractor shall be liable for penalty which may be decided by the Executive Director, Tobacco Board for losses caused to Board, growers and buyers, due to failure of contractor to provide adequate labourers.
32. The contractor shall be responsible for any thefts by labourers or missing of tobacco and negligence caused by labourers in any operation, or any loss of weight in the bales during transportation from auction hall to godown and loading to buyers trucks.
33. The contractor shall attend for floor committee meetings, and ensure corrective measures that are to be pointed out by the committee from time to time.
34. Trolleys, that are used for movement of the bales will be handed over to the labour contractor prior to commencement of auctions under an acknowledgement and the same shall be returned to the Auction Superintendent after completion of auctions and obtain a receipt. For any loss of trolleys, the value of the same will be adjusted in the final payment or security deposit available with the Board.
35. If any dispute arises in executing the contract, the same shall be resolved in the court of Guntur jurisdiction only.
36. The Executive Director, Tobacco Board reserves the right to reject all or any of the tenders filed without assigning any reasons.

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Signature of the bidder



ANNEXURE -I.**DETAILS OF VARIOUS HANDLING OPERATIONS TO BE UNDERTAKEN BY THE LABOUR EMPLOYED BY THE CONTRACATOR ON THE PLATFORMS**

1. **UNLOADING:** The bales shall be unloaded from the carts/trucks brought by the farmers at the reception counter and displayed for marking by an official of the Board.
2. **WEIGHING:** The bales so marked shall be moved to the weighing scales by trolleys and loaded on to the weighing scale for the purpose of recording the weight.
3. **PLACEMENT OF BALES IN THE AUCTION HALL:** The bales so weighed shall be moved to the auction hall and kept in the order of Lot Nos. as per the instructions of the Auction Superintendent or any other official authorized by him.
4. **OPENING OF THE BALE FOR CLASSIFICATION:** The bales shall be opened by cutting across the threads for inspection by the classifier and drawing sufficient quantity of tobacco as samples by him for assigning a grade.
5. **KEEPING SAMPLES IN SAMPLE BAGS:** The samples so drawn by the classifier shall be put into a sample bag provided by the Board and neatly displayed on the top of the bale from which the sample is drawn after temporarily tying the stitches of the bale.
6. **OPENING OF THE BALE FOR INSPECTION BY BUYERS AND FINAL TYING OF THE BALE:** After the conclusion of bidding, the tobacco bale shall be opened again, if so required and shown to the buyer for his inspection. The samples drawn earlier and fall outs, if any, should be put back into the tobacco bale and they should be tied securely. The last copy of the bale tickets (card) should also be stitched to the gunny covering the bale.
7. **TYING AND LOADING OF REJECTED BALES IN TO THE TRUCKS/CARTS OF THE GROWERS:** The rejected bales (Viz) No sale bales, no bid bales, C.R bales and R.R bales pertaining to the growers shall be tied and loaded in to the growers trucks/carts.
8. **REWEIGHMENT:** All the bales (100% of bales) bought by the traders shall be reweighed while giving delivery to buyers from godown or from auction hall or while moving the bales from auction hall to storage godown.
9. **STACKING IN THE GODOWN :** The bales bought by buyers and the other unsold bales shall be moved to the godown and stacked in the slots earmarked for them if the bales are not lifted within the stipulated time by the buyers and growers from the auction hall.
10. **LOADING INTO BUYERS TRUCKS:** The bales bought by buyers shall be loaded into the trucks of the buyers, either directly from the platform or from the godown as the case may be.
11. **RESTACKING :** Re-stacking of the bales accumulated in the godown shall be done as and when required by the Auction superintendent to trace-out specific bales of tobacco.
12. **COVERING OF THE LOADED BALES WITH TARPAULINS AND TYING WITH ROPES:** After loading the bales into the trucks of buyers the tarpaulins should be spread out and properly tied. The handling contractor shall be required to move the bales into the godown or any other place as decided by the Auction Superintendent in case of sudden rains etc., to prevent damage.
13. **IDENTIFICATION BADGES:-** The contractor should ensure the wearing of identification badges by the labourers provided by Tobacco Board.
14. Any other related item of work found necessary by the Auction Superintendent shall be undertaken.

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Signature of the bidder