



भारतीय कृषि अनुसंधान परिषद,
उत्तरपूर्वी पर्वतीय क्षेत्र अनुसंधान परिसर
उमियम मेघालय -793 103

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR (RC) for NEH Region
Umiam, Meghalaya - 793103
Tel/ Fax- (0364) 2570355



No.RC (G) 5/2017

Dated Umiam the 3rd April, 2017.

EXPRESSION OF INTEREST

The applications are invited from the Retd. Government Officials having atleast 3(three) years of experience on the post of Section Officer/Administrative Officer with Grade Pay of Rs.5400/- in the Central Government, PSU, Autonomous Body for the post of Consultant. The job orientation is to render high quality service and providing secretarial service, in order to ensure very high level of efficiency and effectiveness of office administration. The educational qualification should be atleast graduate in any discipline from a recognised University. The initial period of engagement for a person as consultant would be for a period of 3 (three) months. The age limit will be 65 years. The remuneration is applicable as per provision, contained in the rules. The Request for Proposal (RFP) alongwith Terms of Reference, application format etc. may be downloaded from the following websites, www.icarnehadmin.org, www.kiran.nic.in. The application should reach the office of the undersigned on or before 17th April, 2017, either by Speed post/registered post/e-mail along with scanned copy of enclosure to svngachan@rediffmail.com, aogaicarneh@gmail.com. The Consultant are required to submit application in 'Two bids' - Technical and Financial bid sealed separately and put these two sealed envelopes in a bigger envelope, duly sealed and submit within the specified date.

Sd/
Director

TERMS OF REFERENCE
Part I
Objective and Scope of Work

[The Terms of Preference (TOR) are drafted by the employer while compiling the RPF]

TOR should be compiled clearly indicating details under the following heads:

- 1. Background:** The establishment of ICAR Research Complex for NEH Region, Umiam require well experienced officials in view of the retirement of experienced Administrative Staff and Officers of this Institute. This is causing great difficulties in running day to day activities of administrative and finance sections.
- 2. Purpose / objective of the assignment:** For efficient and effective functioning of the administration and finance section, hiring of experienced officials who served ICAR organization and retired after illustrious service.
- 3. Detailed scope of work / assignment:** To advise and assist Section I/c, on discharging effective administrative / financial function or duties.
- 4. Deliverable, stages of deliverables, content of each deliverables:** Efficient functioning of establishment and finance section. Lesser (or no) audit paras, quick and proper processing of files etc.

Sd/
Director

TERMS OF REFERENCE (Part – II)

1. Precise statement of objectives:

Engagement of Consultants by this Institute is resorted to in situation requiring high quality services. The basic criteria's to be fulfilled for the post of Consultants are:

- (a) The consultant should be from Central government, PSU and autonomous body with atleast 3(three) years experience in the grade
- (b) The person should posses excellent communication skills and inter – personal skills with strong flair for indepth handling of works relating to internal finance and other wings of the Institution.

2. Out-line of the tasks to be carried out:

High level secretarial works related with implementation of schemes/project and would provide secretarial service and office support in order to ensure efficiency and effectiveness of office administration. Implementation of rules in the respective field of purchase, legal matters, Audit, Administrative matters and any other work, viz settlement of outstanding Audit Paras and outstanding advances as assigned from time to time and to provide support to the Institute.

3. Age limit – 65 years

4. Educational qualification Graduate from a recognised University.

5. Period of Engagement – 3momths.

6. Fees of Consultant- As per Provision contained in the rules.

7. Leave – The consultant will be eligible for 8 days leave in a calendar year.

8. TA/DA – No TA/DA shall be admissible.

9. Tax deduction at source – The income tax or any other tax liable to be deducted as for prevailing rule will be deducted at source before effecting payment, for which the Institute will issue TDS certificate as applicable as per prevalent rules.

10. Right of the Institute – The department has the right to cancel advertisement and not to proceed in the matter for engagement of Consultant at any stage accept, reject any or all applications without giving explanations whatsoever.

11. Termination of Agreement – The department may terminate the contract to which these terms apply if:-

- The Consultant is unable to address the assigned work.
- Quality of assigned work is not to the satisfaction of the competent authority.
- The consultant is found lacking in honesty and integrity.

The department reserves the right to terminate the contract by giving 15 days notice to the consultant. The termination shall be effected by written notice served to the consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either parties rights accrued before termination.

Sd/
Director

APPLICATION FOR APPOINTMENT AS CONSULTANT

1. Name of the Applicant:
2. Father's Name:
3. Date of Birth:
4. Nationality:
5. Mailing address with mobile no. and e-mail address:
6. Permanent address:
7. Present address:
8. Educational qualification:
9. Professional qualification:
10. Last pay drawn:
11. Total pension after commutation:

Signature of the Applicant

INSTRUCTION TO CONSULTANT

Part – II

DATA SHEET

1. Name of the Employer: ICAR Research Complex for NEH Region.
2. Name of the Assignment/job is: Advisory services to the Administrative Section
3. A pre-proposed meeting to be held: No.
4. The Employer will provide the following inputs and facilities: Annexure – III-C.
5. The Employer envisages the need for continuity for downstream work: Yes (past service in ICAR was in similar areas)
6. The proposals must remain valid for 90 days after the submission date
7. The formats of the Technical proposal to be submitted are:
 - i. Form Tech 1: letter of proposal submission
 - ii. Form Tech 3: comments and suggestions on TOR
 - iii. Form Tech 6: Curriculum Vitae
 - iv. Form Tech 8: Work Schedule
 - v. Form Tech 9: comment/ modification suggested on draft contract
 - vi. Form Tech 10: information on any conflicting activities and declaration thereof.
8. Consultant to state the cost in Indian Rupees:
9. Specific experience of the consultants relevant to the Assignment /job.

LETTER OF PROPOSAL SUBMISSION

[Location: Date:.....]

To.

The Director,
ICAR Research Complex for NEH Region,
Umroi Road, Umiam.

Sir.

I, the undersigned, offer to provide the consulting assignment/ job for Advisory Services to the Administrative Section in accordance with your Request for Proposal dated I hereby submitting the proposal, along with relevant enclosures.

I hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

My proposal is binding upon me and subject to the modifications resulting from contract negotiations, if any.

I understood you are not bound to accept any proposal you receive.

Yours sincerely,

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND
ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE
EMPLOYER**

A - On the Terms of Reference

[Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your proposal.]

B - On Inputs and Facilities to be provided by the employer

[Comment here on inputs and facilities to be provided by the employer e. g. administrative support, office space, domestic transportation, equipment, data, etc.]

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position: *Advisor to the Administrative Section*
2. Name of Firm: Individual consultant.
3. Name of Staff (Consultant):
4. Date of Birth:
5. Nationality:
6. Education:
7. Membership of Professional Associations:
8. Other Training:
9. Countries of work experience:
10. Languages known:
11. Employment Record:

Employer	Position held	From	To	Years
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12. Detailed Tasks Assigned: Total task.
13. Work undertaken that illustrates capability to handle assigned tasks: As at 11 above.
14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

Place: _____

Signature: _____

COMMENTS / MODIFICATIONS SUGGESTED ON DRAFT CONTRACT

[Here the consultant shall mention any suggestion / views on the draft contract attached with the RFP document. The consultant may also mention here any modifications sought by him in the provisions of the draft contract. This information shall be used at the time of the negotiations. However, the Employer is not bound to accept any/all modifications sought and may reject any such request of modification.]

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND
DECLARATION THEREOF**

[Are there any activities carried out by your firm or Company or any member of the consortium which are of conflicting nature. If yes, please furnish details of any such activities. If no, please certify]:

I hereby declare that I am not indulged in any such activities which can be termed as the conflicting activities. I also acknowledge that in case of misrepresentation of the information, my proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

FINANCIAL PROPOSAL SUBMISSION FORM

[Location: Date:.....]

To.

The Director,
ICAR Research Complex for NEH Region,
Umroi Road, Umiam.

Sir.

I, the undersigned, offer to provide the consulting assignment/ job for Advisory Services to the Administrative Section in accordance with your Request for Proposal datedMy attached Financial proposal is for the sum of Rs. (.....). This amount is inclusive of the domestic taxes. I hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

My financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal.

Yours sincerely.

SUMMARY OF COSTS

S.No.	Particulars	Amount in Rupees	Amount in words
1.	Remuneration		
2.	Reimbursable		
3.	Miscellaneous expenses		
4.	Service tax/ any other tax		
5.	Total		

BREAK DOWN OF REMUNERATION

(for details please refer to note below)

S. No.	Name of Staff	Position	Man month rate (A)	Proposed man month (B)	Total Amount in Rupees (A) # (B)
1.	Key professionals * 1				
2.	Support Staff *2				
	Total				

*1 key Professionals are to be indicated by name

*2 support staff to be indicated per category (e.g. Draftsman, Assistant etc.)

Total Remuneration = Rs. (.....)

BREAKDOWN OF REIMBURSABLE EXPENSES

(Note: Reimbursable expenses will be quoted only for work related travel outside the place of work decided by the employer in the data sheet. It can also include travel from the Headquarter of the consultant to the place of work).

Activity No: _____ Name: _____

No.	Description	Unit	Quantity	Unit price in Rs.	Total amount
1	Travel expense flights/Train	Trip			
2	Miscellaneous travel expenses	Trip			
3	Subsistence allowance	Day			
4	Local transportation costs				
5	Office rent/ accommodation/ clerical assistance				

Total Remuneration = Rs. _____ (_____)

Miscellaneous Expenses

(It will include only such expenses which are directly chargeable to the assignment/job)

No.	Particulars	Unit rate	Quantity (Staff month)/ number	Amount
1	Secretarial staff			
2	Office equipments			
3	Preparation of reports / Deliverables.			
	Total			

(TO BE PRINTED ON RS. 100 NON JUDICIAL STAMP PAPER BY
THE HIRING ORGANIZATION)

AGREEMENT

Article of Agreement made this day, the _____ between Shri/Smt./
Kum. _____ son / daughter of _____ residing presently at _____
(the first party) and _____ (designation of hiring authority representing the
Institute) the second party.

Whereas the second party has agreed to hire services of first party for ¹ _____ in
short ² _____ on contract basis for the ³ _____ programme funded fully/
substantially by ⁴ _____ and the first party has agreed to provide these
services to the second party in that capacity for the period _____ on the terms and
conditions herein after contained.

NOW THESE PRESENT WITNESSES AND BOTH THE PARTIES HERETO
RESPECTIVELY AGREE AS FOLLOWS:

1. PERIOD OF CONTRACT:

- (i) The period of contractual appointment shall be from ⁵ _____ to
⁶ _____/201_____.
- (ii) The period of contract can however be extended by mutual consent for a period of not
more than one year at a time but will not in any case exceed five years in all or the date
on which the plan scheme/project closes, whichever is earlier. In case of external funding
for project stops before the normal date of closure for any reason whatsoever, agreement
shall stand terminated automatically at the end of one month from the date of such
intimation by second party to the first party.

2. SERVICES TO BE RENDERED AND CONSIDERATION THEREOF:

- (i) The first party will present himself /herself at the place and time designated by the second
party and render services to the second party broadly designated as ⁷ _____ and
described in detail in a job chart attached as Annexure-III (a)⁸ to this agreement .
- (ii) In consideration of the services desired in (i) above, the second party shall pay a
consolidated package amount of Rs ⁹ _____ per month.

3. RAISING OF BILLS AND PAYMENT FOR SERVICES RENDERED:

- (i) Monthly package amount shall be paid only on submission of monthly bill of service
rendered to the satisfaction of second party or his/ her authorized officer. First party will
submit bill on the fifth of the following month and second party will arrange to make
payment upto 15th of the following month.

4. OTHER TERMS AND CONDITIONS:

As per Annexure-III(c).

5. ANNUAL REVISION:

Second party based on quality and efficiency of services rendered in the preceding year,
may on its discretion, revise¹⁰ the consolidated package by an amount not exceeding 10%
of preceding year's package amount for the ensuing year.

6. ACTION AGAINST FIRST PARTY:

- (i) Any misconduct on the part of the first party, if proven, after an enquiry by second party, shall entitle second party to terminate services of first party.
- (ii) Any unauthorized or willful absence from duty for a period of 7 days would entitle second party to terminate contract without any notice.

7. TERMINATION OF CONTRACT:

- (i) The contract can be terminated with notice of one month on either side or by depositing/ paying one month's package /contract amount in lieu of notice.
- (ii) Second party or any authority approving contractual appointment with first party shall be competent authority for termination of contract etc.
- (iii) The agreement/Contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. First party will not be entitled for any claim for services rendered after expiry of stipulated date of contract.

8. STANDARDS OF SERVICE:

The first party shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith otherwise will be liable to action under the agreement .

9. GENERAL:

This contract is issued on the understanding that all the information given by the first party in his/her application form and during the interviews is correct, true and complete, if it is found at any time that the information given when seeking appointment is not complete and true and/or any significant information has been knowingly suppressed, the second party will have the right either to withdraw the letter before first party joins or terminate appointment at any time the first party has taken up services with the second party without any notice or compensation.

()
Signed by First Party
by Authorized signatory

Name :

Address:

Dated:

WITNESS

Signature

Name:

Address :

()
Signed
by the Second Party

Name:

Address:

Dated:

WITNESS

Signature

Name:

Address

Explanatory Memorandum

(For Superscripts marked in the Agreement)

Columns/blanks not applicable may be marked as 'Not applicable'

1. Describe the work to be performed by the first party broadly and in brief e.g. providing medical services in rural areas/ providing data entry services/providing teaching services for students in class I to V etc.
2. Give a short designation for his work (avoid using a designation already in use for Government employees under service rules).
3. Mention the name of Centrally Sponsored Scheme, State Plan scheme or any Project for which being engaged.
4. Mention the name of funding agency like Government of India, ADB, World Bank and so on. If the payment is to be made from Institute Budget, please write 'Not applicable'.
5. Mention the date when the contract shall come into effect.
6. Mention of date upto which contract will subsist i.e. the date of disengagement of first party.
7. Repeat as at 2.
8. Describe the service expected to be rendered by the first Party. An example is at Annexure-I (a).
9. State the amount at which first party has been engaged.
10. Decide this increment amount by keeping in view first party's absolute and relative performance. Highest possible increases are to be given to not more than 10% of contract service providers.
11. The contractual appointee may be allowed to travel on duty in bus/ rail as per entitlement which may be like this.
 - (i) Contractual appointee availing package below Rs 10.000/- per month be allowed to travel in deluxe bus and second class in rail.
 - (ii) The appointee availing package above Rs. 10.000/- be allowed in delux bus and III AC in Rail. No Air Journey be allowed, no taxi, and no own car shall be allowed for making journey.
12. Daily allowance may be determined @ 0.75% of consolidated amount for service providers manual, clerical ministerial, computer services and @ 0.50% (minimum Rs. 75/-) for professional/officer services.

Annexure III (c)

OTHER TERMS AND CONDITIONS OF ENGAGEMENT OF FIRST PARTY

- (i) **Leave:** 8 days leave in a calendar year shall be allowed to first party on proportionate basis e.g if first party joins on 1st July then she/he shall be allowed 10 days leave. Similarly, if he/she is appointed from 1st December, then he/she shall be allowed leave ½ day only. Leave shall accrue on monthly basis. However, second party can permit use of leave to accrue during a calendar year only in advance for deserving reasons. Unavailed leave shall stand lapsed at the end of calendar year.
- (ii) **Maternity Leave:** Maternity leave upto two months each for maximum two children would be admissible to female employees.
- (iii) **Gazetted/ Restricted holidays:** Holidays gazetted by Central/ respective State Govt. Shall be admissible to first party. However, no restricted holidays shall be admissible.
- (iv) **Permission for leaving Headquarters:** First party will not leave headquarters without prior permission of second party or his/her authorized in this regard.
- (v) **Travelling Allowance:** In case of tour as directed by second party, first party shall be eligible for travelling allowance as under:
 - (a) **Travel Cost:** First party shall be provided reimbursement of travel cost on production of tickets of class _____ here specify his/her entitlement) ¹¹.
 - (b) **Daily Allowance:** The first party shall be allowed daily allowance at the rate of Rs _____ per day. ¹²
 - (c) **Local Transport:** Rs.3/- per km from office/ residence to Bus/ Railway station & Vice versa.
- (vi) **Annual Appraisal:** An Annual Appraisal Report will be prepared by second party on the basis of monthly report, which shall also for basis of extension of agreement period shall be under condition No. 1 and annual revision under condition No. 5 of the Agreement Proforma for appraisal report may be prescribed by the Director of the Institute.
- (vii) First party shall not be entitled for any government accommodation.
- (viii) First party shall not be entitled for any regularisation or any special preferences in regular recruitment.
- (ix) First party shall not be provided any loans and advance by the second party.
- (x) No bonus shall be payable to first party.
- (xi) No terminal leave shall be admissible on termination of the contract.
- (xii) TDS on income, if due, shall be recovered from the package payable to first party.
- (xiii) General conditions, ethics and observance:
 - a. The first party shall observe general satisfactory conducts and ethics at the level expected under orders/ rules and instructions issued by higher authorities/ second party.
 - b. The first party shall be non-transferable.
 - c. The first party will not accept any full time/ part time employment or engage in any other work, business occupation or pursue any study course without the prior approval of the second party.
 - d. All manufacturing or construction department/ organization/ consultancies etc. with which the first party might be associated with, will not be eligible to participate in bidding for any goods or works/ consultancy etc. resulting from or associated with the project of which this party assignment forms a part.
 - e. In case uniform/ livery is compulsory, the first party will comply the instruction for which no extra payment will be made by Second Party.