

NOTICE

ASSAM TEA EMPLOYEES PROVIDENT ORGANIZATION

Expression of Interest for Empanelment as a Receiver

Expression of Interest (EOI) are invited from interested parties having sufficient administrative and financial capabilities for empanelment as Receiver in different Tea Estates attached/to be attached by ATEPFO authority.

TERMS AND CONDITIONS:

1. Intending applicants/Prospective Empanelled Receiver are required to submit their applications with full bio-data giving details about their Individual Entrepreneurship/Firm, experience, competence etc. in the enclosed Form.
2. The Prospective Receiver must be registered in India with appropriate tax and other regulatory & administrative authorities.
3. The Prospective Receiver should furnish an affidavit, sworn before a Notary Public, affirming that
 - a. The Prospective Receiver, or any Company or Firm in the same Management, is not in default of Provident Fund or any other statutory dues.
 - b. The Prospective Receiver, or any Company or Firm in the same Management, has not defaulted in its repayments to any banks in India. Preference will be given to Prospective Receivers with least bank liabilities.
 - c. The Prospective Receiver has not been blacklisted by any Government Agency or Department in India.
 - d. The Prospective Receiver does not have any pending litigation over the matter of ownership of its own assets.
4. The applicant/Prospective Empanelled Receiver should be a man of very high integrity and should be capable for managing the labour force and his managerial team.
5. The applicant/Prospective Empanelled Receiver should be well experienced & knowledgeable in the field of tea industry or should have tie up with well experienced and knowledgeable person in the field of tea industry.
6. The applicant/Prospective Empanelled Receiver should have good report with financial institution along with documents supporting financial strength.
7. The applicant/Prospective Empanelled Receiver should be at least a tea garden owner with 50,000 Kg made tea for the last 10 years.
8. The Empanelled Receiver shall have to deposit/submit bank guarantee of at least 10% of the value of the property to be attached, which to be assessed by the registered valuer.
9. The Prospective empanelled Receiver should have to enter into an agreement with ATEPFO authority before taking over possession of the allotted property. (Applicants may collect specimen copy of the agreement to be enclosed from Head Office of the ATEPFO, Recovery Cell).
10. The Prospective Receiver should have cash reserves or line of credit, to the extent of 50% of the annual expenditure of the tea garden/s to be managed by them.
11. Empanelment does not mean the guarantee of awarding Receivership of the Tea Estate/Tea Factory. Name of the empanelled Receiver will be removed from panel if he/she is found to be involved in any unlawful activities or found guilty of any offences committed under any law of the land.
12. All communication including submission of EOI should be addressed to and it should reach on or before 17.06.2018.

**Authorised Officer/ Secretary-Cum-P.F. Commissioner,
A.T.E.P.F. Organization,
Nidhi Bhawan, Basistha, Lalmati,
N.H.- 37, Guwahati – 781029, Assam.**

Duties & Responsibilities:

In conduction their duties, special attention shall be given by the Prospective Receiver to the following:

- a. The Prospective Receiver will be responsible for proper maintenance of the day to day activities of the garden as per existing Acts and rules & regulations & guidelines issued from time to time. Any damage to or degradation of the tea estate by the Prospective Receiver will be recovered from the Security Deposit of the Prospective Receiver.
- b. It will be ensured by the Receiver that all funds received from different sources and all payments made are duly accounted for by the dealing staffs and supporting documents/papers are properly retained in the tea garden offices so that these are available to the Board/Audit on demand as and when required.

c. The Receiver should –

- (1) Maintain –
 - (i) True and regular accounts of receivership,
 - (ii) Cash Book in which all receipts and payments should be entered,
 - (iii) Ledger accounts, and
 - (iv) A counterfoil receipt book with leaves numbered for issuing receipt for payments made to the receiver.
- (2) Open a account in the name of receivership in the bank as directed by the Recovery Officer.
- (3) Deposit all receipts immediately after the receipt thereof, les the amount required for meeting day to day expenses.
- (4) Make cashless payments as far as possible.
- (5) Submit his accounts once in every three months to the Recovery Officer within fifteen days of each period of three months (the first of such accounts commencing from the date of his appointment and ending with the expiry of three months should be submitted within fifteen days of expiry of said period.)

d. The Prospective Receiver will submit monthly performance reports of their activities in the Tea Garden. The Prospective Receiver can also suggest any procedural improvement in running/maintenance of the garden. However, it may be noted that the Prospective Receiver will take the written permission of ATEPFO for any investment or additional expenditure to be made by them.

Sd/-
Authorised Officer
ATEPFO

Proforma for Expression of Interest (For Empanelment of Receivership)

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| ❖ Name of the Applicant/ Firm | |
| ❖ Name of the Proprietor/Director of the Tea Estate/Firm | |
| ❖ Address | |
| ❖ Contact | Telephone : |
| | Fax: |
| | E-mail : |
| ❖ Net worth of the properties belonging to the prospective Receiver. | |
| ❖ Whether convicted of any criminal offences | Yes/No |
| ❖ Whether blacklisted by any Govt. Agency | Yes/No |
| ❖ Are you a defaulter of PF/Statutory dues including bank liabilities | Yes/No |
| ❖ Annual turn over | |
| ❖ Tenure of experience as tea planter alongwith name and production of garden | |

Attachment with Application:

As mentioned in the advertisement inviting EOI.

Seal and signature of authorized person