

Uttarakhand Science Education & Research Centre (USERC)

Department of Information & Science Technology

21/4 EC Road, Dehradun (UK)/Email: u.serc@rediffmail.com Tel: 0135 2710302

Tender No. USERC//Manpower/01/2022-23

Dated: 29 April 2022

TENDER DOCUMENT

FOR SUPPLY OF MANPOWER ON OUTSOURCE BASIS

S.No.	Particulars	Details
1	Name of the job	Manpower supply on outsourcing basis
2	Last Date and time for submission of Tender	12 May 2022 at 11:00 AM
3	Date and time for opening of Technical Bids	12 May 2022 at 3:00 PM
4	Date and time for opening of Financial bids	Same Day or Next day of opening of Technical Bids
5	Expected date for commencement of contract	To be informed later
6	Period of contract	Two years (Extendable for similar or lesser period based on USERC requirements & performance of contractor)
7	Cost of tender Form	1180/- including GST (Non refundable)

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TENDER NOTICE

FOR SUPPLY OF MANPOWER ON OUTSOURCE BASIS Part- I

(INTRODUCTION)

1. Uttarakhand Science & Research Centre (USERC), Dehradun is an autonomous organization of Govt. of Uttarakhand, under the Department of Information & Science Technology. It is operating its academic, research activities from its office at 21/4 EC Road, Dehradun Uttarakhand.
2. USERC invites sealed tenders under Two Bid Systems i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Service Providers for supplying manpower in various categories on outsource basis for a period of 02 year from the date of contract. This period can be extended further for a period of next 2 year with mutual consent.
3. The complete Tender Document with scope of work and terms & conditions may be downloaded from the office website- www.userc.in. The last date of submission of tenders is by 11:00 AM on 12 May 2022.
4. The opening of tenders will take place at Uttarakhand Science & Research Centre (USERC), 21/4 EC Road, Dehradun
5. The Technical Bids shall be opened on 12 May 2022 at 3:00 PM in the presence of the bidders who wish to remain present. The representative (s) of bidder, who wish to attend the tender opening meeting, shall carry a letter of authority from their firm/agency.
6. USERC reserves the right to amend / cancel any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason thereof. The decision of the USERC in this regard shall be final and binding on all.
7. Any kind of changes/corrigendum in Tender will be uploaded on USERC website, therefore, all participating firms are advised to visit website regularly and submit the bid as per revised criterion.
8. The validity of Tenders will be 60 days from the date of opening of bids.

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PART- II

Scope of Work and General Instruction for Tenderers

1. Uttarakhand Science & Research Centre (USERC) intends to engage a reputed, well established and financially sound Manpower Supply Agency, registered with appropriate authorities for providing manpower to perform jobs assigned to outsourced staff.
2. USERC has tentative (initial) requirement of categories like- supervisory level, technologists, highly skilled, skilled, semi-skilled, clerical & unskilled etc.
3. The contract would continue for a period of 02 year from the date of commencement. The period of the contract may be extended for similar or lesser period after the successful/satisfactory completion of initial contract and based on the manpower requirement at that time. The contract may also be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Firm/Agency. This office, however, reserves right to terminate the contract without assigning any reason thereof at any time after giving two-month notice to the selected service providing Firm/ Agency.
4. USERC may select any of the willing agency (ies), in case, the agency with lowest rate at any stage after award of contract fails to start the work or does not perform successfully / satisfactorily after starting the work.
5. The Service Provider should have a valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971.
6. Previous experience and satisfactory performance of similar works done for any Government's department/Statutory Bodies/PSUs/Autonomous Educational Institutions etc for last three years. (A list of such organizations being served and a certificate of satisfactory performance from the concerned organizations shall also be required). Name and contact number of the person.
7. Conditional bids shall not be considered and will be rejected out rightly at the very first instance. The bids should be clear regarding the profit margin and other allied charges.
8. Non-compliance with any of the above conditions by the Service Provider will amount to non-eligibility for the service for which tender has been floated and its tender will be summarily rejected.
9. The envelope containing Technical Bids shall be opened first on 12 May 2022 at Uttarakhand Science & Research Centre (USERC) 21/4 EC Road, Dehradun in the presence of the representatives of the Service Providers, who wish to be present scheduled date and time.
10. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on the specified date & time at USERC, Dehradun in the presence of short listed contractors or their authorized representatives.

11. All the pages of the tender should be numbered and signed by the owner or authorized signatory of the firm. In case the Authorized signatory signs the tenders, a copy of the power of attorney may, be enclosed along with tender.
12. The competent authority of USERC, Dehradun reserves the right to annul any or all bids without assigning any reason.
13. Earnest money deposit (EMD) **Rs. 30,000/- (Thirty thousand only)** refundable (without interest) should necessarily be accompanied with the Bid of the agency in the form of FD/Bank Guarantee in favour of the “Director, Uttarakhand Science Education & Research Centre (USERC)”, failing which the tender shall be rejected similarly. In the event of successful bidder declining to act on the offer made by USERC, EMD shall stand forfeited and no claim on this account shall be entertained.
14. The successful tenders will have to deposit a performance security of Rs. 1.00 Lakh (One lakh only) in the form of Fixed Deposit Receipt (FDR/Bank Guarantee) in favour of “Director, Uttarakhand Science Education & Research Centre (USERC)”, which shall remain valid for a period of two year. In case the contract is further extended beyond the initial period. The Contractor will be required to submit a new FD/Bank Guarantee which should be valid upto the extended period of the contract. The performance security Deposite will be returned only after completion of the contract to the satisfaction of USERC.

PART- III TECHNICAL SPECIFICATIONS

1. The Service Provider should fulfill the following technical specifications:
 - (a) The Bidder should be either a Proprietary firm, Partnership firm, Limited Company or a corporate body legally constituted.
 - (b) The Service Provider should have at least three years' experience in providing trained manpower to Government Departments, Public Sector Companies, Government Autonomous organizations or reputed private companies.
 - (c) The firm should have annual turnover of **Rs. 1.00 (One crore only)** during last three consecutive years as per the audited statement of accounts.
 - (d) The Service Provider should have experience of providing such services on sufficiently large scale. The agency should have completed/providing 3 such works providing at least 20 persons in an organization during last 3 years. The name/s of such organizations along with contact number of persons dealing with the contract will have to be provided.
 - (e) The Service Provider should be duly registered with the relevant authorities for PAN, GST, EPF, ESI, Labour License, etc.
 - (f) The Service Provider should have its own Bank Account.
 - (g) All terms & conditions of tender must be acceptable to agency/firm.

2. The tendering Service Provider is required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily /out rightly rejected and will not be considered any further:
 - (a) PAN
 - (b) Registration number and Certificate of Agency/Firm
 - (c) GST Registration No
 - (d) E.P.F. Registration No
 - (e) E.S.I. Registration No

 - (f) Affidavit stating that the Service Provider is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/ PSUs /Private Sector at any point of time.

 - (g) The agency/firm should have in business of manpower supply from last five years and have served reputed government or private organizations

PART- IV

GENERALS TERMS AND CONDITIONS

1. **Payment Terms:** The standard terms of payment are within 15 days from the date of submission of bills in triplicate along with work completion certificate certified by the competent authority in USERC. The contractor shall raise the bill only after releasing the salary of outsourced staff and thereafter reimbursement shall be made through Cheque/ RTGS. The payment shall be made on conclusion of the calendar month only based on duties performed by each person during the month and payments made to staff towards their salaries, PF, ESI and other statutory obligations.
2. **Payment of salary by Service Provider:** The Service Provider shall ensure that the salary to the persons so employed is made by 7th day of the succeeding month through ONLY bank transfer/cheque.
3. The Employee Provident Fund (EPF) and Employee State Insurance (ESI) contribution in respect of all employees shall be reimbursable basis on production of challan/receipt copy along with the monthly bill.
4. **Income Tax:** The Income Tax/TDS and other statutory deductions, as applicable will be deducted from the payment. Tax deduction certificate will be issued to the Service Provider by USERC.
5. **Termination of the Contract:** In case of any material violation of any of the terms and conditions by the Service Provider, the USERC reserves its right to unilaterally terminate the contract. In case of any dispute, the decision of the Competent Authority i.e. Director USERC will be final and binding. USERC reserves right to terminate the contract at any point of time by serving two months notice to the Service Provider.
6. The Service Provider shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged by him and USERC shall not be a party to any dispute arising out of such deployment by the contractor.
7. **Place of Duty, Working Hours and Punctuality:** USERC is located at 21/4 EC Road, Dehradun. The personnel so deployed shall have to report for duty at the above place or any new location. No extra liability on this account will be borne by USERC.
8. The working hours of the USERC will be from 10.00 a.m. to 5.00 p.m. The personnel deployed shall work from 10.00 A.M. to 5.00 P.M. on all working days (Including 1-hour lunch break).If need arises, they outsource staff shall have to work late or come early or attended the office even on Sunday/holidays (as per work requirement). For working in the office, beyond office hours for period exceeding one hour or on Sunday/holidays, payment will be on hourly basis as per minimum rates.
9. The Service Provider will provide to the USERC a list of all personnel so deployed with their permanent and present address along with their latest photographs and Aadhar copies.

10. The Service Provider shall be responsible for all acts of commission and omission on the part of the manpower engaged for the purpose. The USERC shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the Service Provider's employees performing duties under the contract.
11. **The registered office of the Manpower agency must be located in Uttarakhand.**
12. The Service Provider shall arrange such facilities like EPF and ESI as provided for in the Contract Labour (Regulation and Abolition) Act, 1970 for the welfare and health of the workers deployed with the USERC.
13. USERC shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipments or vehicles of the personnel of the Service Provider.
14. The Service Provider shall be responsible for any damages done to the property of the USERC by the personnel so employed. The USERC will be free to recover it from the security deposit given by Service Provider or from any other dues.
15. The Service Provider's personnel shall not have any right to claim any Benefit/ compensation/ absorption/regularization of services with the USERC under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the Service Provider to this office.
16. The Service Provider shall not assign, transfer, pledge or sub-contract the performance or service without the prior written consent of the USERC.
17. **Arbitration:** Any dispute/difference arising out of or relating to this agreement including interpretation of its terms will be resolved through joint discussions of the concerned parties. However, if disputes are not resolved by joint discussions, then the matter will be referred to arbitration as per the provisions of Arbitration Act, 1940, where the Director, USERC or his/her nominee will be the Sole Arbitrator.
18. The dispute between the parties shall be resolved through Arbitration by Arbitrator appointed by Director, USERC, Dehradun within the jurisdiction of Dehradun Court only.
19. In case of the termination of the contract on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to any claim for absorption or for any relaxation. The person deployed by Service Provider shall be the employees of the Service Provider for all purposes.

PENALTY

20. The Service Provider shall be responsible for the compliance of all kinds of Statutory Liabilities i.e. Payment of Minimum Wage, PF, ESI, IT, GST, etc. If it is found that Service Provider has violated any law, strict action shall be taken against them and penalty shall be imposed as per applicable law.

FINANCIAL

21. The EMD in respect of the Service Provider, which does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to it without any interest after awarding the work to the successful bidder and entering into contract. Further, if the Service Provider fails to deploy manpower against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
22. The outsourced manpower to be hired shall be paid at least at the rate of minimum wages per month as per wage Act. EPF/ESI/ GST etc., as applicable.
23. In case of breach of any terms and conditions stipulated in the contract, the Performance Security Deposit of the Service Provider will be liable to be forfeited by the USERC besides annulment of the contract.
24. The Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the USERC officer in respect of personnel deployed in the USERC in the first week of the succeeding month.
25. The claims in bills regarding wages paid to the outsource manpower deployed, Employees State Insurance, Provident Fund, and GST etc. should be necessarily accompanied with documentary proof (including copy of schedule of payment showing contribution towards ESI, PF etc. in respect of the outsourced manpower) pertaining to the concerned month's bill. A requisite amount/portion of the bill/whole of the bill shall be held until the proof is furnished, at the discretion of the USERC.
26. Any dispute or difference regarding the interpretation of the provisions of this agreement shall be resolved amicably between the parties. If the dispute is not resolved amicably, either party may refer the dispute or difference to the Director, Uttarakhand Science Education & Research Centre (USERC) for arbitration, whose decision shall be final and binding on the parties.
27. USERC reserves the right to withdraw/ relax any of the terms and conditions mentioned above to overcome the problem encountered by the contracting parties.

INSTRUCTION FOR FINANCE BID FORM

28. The Agency/Firm shall provide their salary details with supervisory charges/Profit margin in percentage (%) in the form as specified in **Annexure-VI**.
29. The Agency/Firm requires quoting salary details supervisory charges/Profit margin and taxation portion etc in Financial bid Form and sealed in separate envelope by super scribing 'Financial Bid for providing manpower on outsource basis'

30. REJECTION OF TENDERS

The Director, USERC at his sole discretion shall reserve the right to reject or cancel any or all tenders in any of the cases as mentioned hereunder:

- (a) If the firm has failed to deposit EMD amount & Tender Document Fee
- (b) If the requisite Earnest Money Deposit in the manner does not support the tender provided there in
- (d) If the Bid Validity is less than the period prescribed (60 Days)
- (e) If the tender is not duly signed, or not found proper or complete to the satisfaction of USERC in any of the requisite matters, particular(s) or formalities or for any reason(s) which shall not be disclosed to the tenderer (s).
- (f) If the eligibility condition is not met and/or if documents prescribed to establish the eligibility is not submitted while submitting the bid.
- (g) If the tenderer seeks changes in terms and conditions, specifications or time limits as envisaged in the contract.
- (h) If the Financial bid has been submitted in OPEN ENVELOPE.
- (i) Conditional tender will not be entertained

31. Submission of Tender

- a. The sealed tender completed in all respect shall be submitted by hand or by Speed Post/ Courier on following address:

The Director
Uttarakhand Science Education & Research Centre (USERC)
21/4 EC Road, Dehradun
- b. The envelope containing tender documents in two parts (Technical Bid and Financial bid) should be super scribed 'Tender for Manpower Supply-2022'
- c. Technical bid and Financial bid should be kept in two separate sealed envelopes super scribing 'Technical Bid for Manpower Supply-2022' and 'Financial bid for Manpower Supply-2022'

ANNEXURE– I

TECHNICAL BID FORM (For Manpower Supply Services-2022)

(Technical Bid should be kept in separate sealed cover without stating any price) – **To be filled in Blue/Black ink.** No overwriting/cutting should be there in tender documents.

To,

The Director

Uttarakhand Science Education & Research Centre (USERC) 21/4 EC Road, Dehradun

S.No.	Particulars	Details to be filled in by the Agency/Firm
1.	Name of the Firm	
2.	Registration No of the Firm (Attach copy)	
3.	Date of incorporation of the Firm. State whether it is Partnership/ Proprietorship Firm (Attach copy)	
4.	Address of Registered Office of the firm/agency with Phone/Mobile No and e-mail id	
5.	Name of contact person with Phone/ Mobile No and E-mail ID	
6.	PAN of the Firm/Agency (Attach copy)	
7.	Goods & Service Tax (GST) Registration No (Attach Copy)	
8.	Whether the Agency is an IT Assesses and have filed its income tax returns for the last three assessment years- YES/ NO (Attach copy of IT Returns)	
9.	Whether the Agency is registered with MSME Act 2006 (if yes attach copy)	
10.	EPF Registration Number (Attach copy)	
11.	ESI Registration Number (Attach copy)	
12.	Whether the Firm has minimum 3 years experience in providing Manpower supply services to reputed organizations/ institutions (Yes/No)	
13.	Banker of Service Provider with full address (Attach certified copy of statement of bank A/C for the last six months duly attested by the bankers')	

14. Financial turnover of the firm for the last 3 years (Annual Report and Audited Balance sheet & Profit Loss Account for the last three financial years to be attached)

Financial Years	Annual Turnover (In Rs)	Net Profit
2020-21		
2019-20		
2018-19		

15. A certificate on firm letterhead that service provider has not been defaulted in payment of EPF/ESI/ GST /Income tax and all statutory dues etc.
16. Affidavit stating that the Service Provider is/has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector at any point of time.
17. Details of Earnest Money Deposit (EMD)
18. List of Government Departments/ PSU/ reputed private companies/ Statuary or Autonomous bodies, agency/firm has supplied manpower during last 3 years. Attach copy of JOB COMPLETION CERTIFICATE in support of every claim. Please attach a certificate of satisfactory performance from the concerned Govt. Departments/ PSU/ Statuary bodies/ Autonomous bodies/ Private Sector.

Name of the organization	Category of manpower	Duration of contract		Amount of contract	No. of staff deployed
		From	To		

19. Furnish the details of officers of the Institutes, agency/firm has provided manpower supply services during last 3 years.

Name of the Organization	Officer-in-Charge with designation (Not below the rank of Assistant Registrar/ Manager)	Phone/Mobile No and e-mail id

DECLARATION

1. I,.....Son / Daughter / Wife of Shri
Proprietor/Director, authorized signatory of the Service Provider, mentioned above, is competent to sign this declaration and execute this tender document.
2. I/we agree that the decision of USERC, 21/4, EC Road, Dehradun in selection of Bidder shall be final and binding on me/us.
3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
4. I/we agree that we have no objection, if inquiries are made about our works, its related areas and any other inquiry regarding all contracts listed by us in the bid.
5. I/we undertake to inform any change in the constitution of the firm, as and when it takes place. The continuation of the contract subsequent on such alteration will be at sole discretion of USERC, Dehradun
6. The information / documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage, besides liabilities towards prosecution under appropriate law.

Place:-----

Name & Signature of authorized
Signatory

Date: -----

(With Seal of the Company)

ANNEXURE-II

DECLARATION

(To be executed by bidder on Rs. 10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I.....Proprietor/ Director/ Partner of the firm M/s

do hereby solemnly affirm that the firm

M/s. ----- has never been black listed/debarred by any organization/office and there has not been any work cancelled against them for poor performance in the last three years reckoned from the date of invitation of Tender.

We are not involved in any major litigation that may have an impact of affection or compromising the delivery of service as required under this tender.

Yours faithfully,

(Signature of Authorized Person)

Place:.....

Name:

Date:

Designation:

ANNEXURE-III

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

(To be executed by the bidder on Rs. 10/- Stamp paper & attested by Public Notary/Executive Magistrate)

We certify that during the last 3 years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public/private authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

- (a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State;
- (b) We have taken steps to ensure that in conformity with the provisions against Corrupt Practices and no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- (c) We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the contract or which relates to a grave offence that outrages the moral sense of the community.
- (d) We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
- (e) We certify that, we are remitting statutory dues/ taxes regularly to Government and no default was made in this regard.
- (f) We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors / managers / employees.

Signature of authorized person Name &
Designation with office Seal

ANNEXURE- IV

TENDER CONDITIONS ACCEPTANCE CERTIFICATE

(To be given on Company Letterhead)

1. I/ We have downloaded the tender document (s) for the above mentioned 'Tender/Work' from the USERC website- **www.userc.in** as per your advertisement, given in the above mentioned website.
2. I/We hereby certify that I / we have read entire terms and conditions of the tender documents (including all documents like annexure (s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by USERC too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

CERTIFICATE OF TURNOVER*(On agency/firm letterhead)*

This is to certify that as per the annual audited statement of account of M/S the turnover for the last three financial years in as under:

Financial Year	Annual Turnover (In Rs)	Net Profit
2020-21		
2019-20		
2018-19		

The above information/figures are true and authentic to the best of my knowledge as per record the firm and belief. I/we, am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of tender at any stage, besides liabilities towards prosecution under appropriate law.

Seal & signature of Chartered Accountant with date: ..

.....

Signature (with date) & seal of Bidder/Tenderer Date:

FINANCIAL/FINANCIAL BID (Manpower Supply Services- 2022)

(Should be kept in a separate sealed cover) – To be filled in Blue/Black ink

Tender Inviting Authority : Science Education & Research Centre (USERC)										
Bidder Name :										
PRICE SCHEDULE										
S. N.	Name of Post	No	Net Remu nerati on Full Month	EPF Contribution		ESI Contribution		Service Charges %	GST	Gross Remu nerati on
				Employer % and amount	Employee % and amount	Employer % and amount	Employee % and amount			
1	2	3	4	5	6	7	8	9	10	11
1	Accountant (Highly Skilled)	01								
2	Assistant Accountant (Skilled)	01								
3	Senior Assistant (Skilled)	01								
4	Programmer (Highly Skilled)	02								
5	Scientific Assistant (Highly Skilled)	01								
6	Data Entry Operator (Skilled)	01								
7	Administrative/ Finance Adviser (Supervisor) (Highly Skilled)	01								
8	Attendant (Unskilled)	01								
9	Attendant /Driver (Skilled)	01								

Specific Remark: In the event of extension of contract beyond 2 years the net hike in remuneration will be increase by % to each of category.

*The rates quoted should not be less than the minimum wages approved by the Govt.

**The Firm shall submit the breakup of all expenses, considered while calculating the service charges margin. In absence of breakup sheet, financial bid shall be rejected out rightly and no further correspondence shall be made.

***The tender will be rejected or cancelled, if a firm quotes 'Nil' service charge or 0% (zero percent) service charge.

Date:

Signature of authorized person Full Name

Place:

Seal

क्र० सं०	पद का नाम एवं पद संख्या	निर्धारित योग्यता
1	लेखाकार-1 (अति कुशल)	(1) वाणिज्य स्नातक। (2) केन्द्र/राज्य सरकार के अधीन विभिन्न संस्थाओं/ निगमों/ निकायों/ में 5 वर्ष कार्य करने का अनुभव।
2	सहायक लेखाकार-1 (कुशल)	(1) वाणिज्य स्नातक। (1) लेखा कार्य में न्यूनतम 5 वर्ष कार्य करने का अनुभव।
3	प्रोग्रामर-2 (अति कुशल)	(1) बी.टेक, (आई.टी. /कम्प्यूटर साईंस / इलेक्ट्रॉनिक्स) या एम.सी.ए. अथवा समकक्ष। (2) 1 वर्ष का समान क्षेत्र में कार्य करने का अनुभव
4	वैज्ञानिक सहायक-1 (अति कुशल)	(1) विज्ञान विषयों में स्नातक अनिवार्य। (2) वांछनीय शैक्षिक योग्यता विज्ञान विषयों में स्नातकोत्तर। (3) 1 वर्ष का सामान क्षेत्र में कार्य करने का अनुभव।
5	वरिष्ठ सहायक-1 (कुशल)	(1) इण्टरमिडीएट। (2) केन्द्र/राज्य सरकार के अधीन विभिन्न संस्थाओं/निगमों/निकायों में प्रशासनिक/भण्डरण संबंधी कार्य करने का 5 वर्ष का अनुभव।
6	कनिष्ठ सहायक/ डाटा एन्ट्री ऑपरेटर-1 (कुशल)	(1) इण्टरमीडिएट। (2) टंकण 25 शब्द प्रति मिनट हिन्दी तथा 30 शब्द प्रति मिनट अंग्रेजी में टाईप करने की क्षमता। (3) कम्प्यूटर टाईपिंग हिन्दी व अंग्रेजी में 4000 की डिप्रेशन प्रति घण्टा करने की क्षमता
7	प्रशासनिक/वित्तीय सलाहकार-1 (सुपरवाइजरी) (अति कुशल)	केन्द्र/राज्य सरकार के अधीन विभिन्न संस्थाओं/निगमों/निकायों/ में केवल प्रशासनिक/वित्तीय सेवाओं से सेवानिवृत्त अधिकारी
8	अनुसेवक-1 (अकुशल)	जूनियर हाईस्कूल एवं कार्य अनुभव
9	अनुसेवक/वाहन चालक-1 (कुशल)	हाईस्कूल एवं कार्य अनुभव

नोट: उपरोक्त पद आवश्यकतानुसार घट-बढ़ सकते हैं।

