

No. 31/1/2010-Admn.
Government of India
Ministry of Mines

Room No. 338, A Wing, Shastri Bhawan
New Delhi dated the 25th February, 2011

TENDER NOTICE

Bids are invited from reputed agencies for providing the services of Personnel to the Ministry of Mines, on contract basis.

<u>Name of Post</u>	<u>No. of Persons required</u>
Stenographer(English)	5 Nos.
Stenographer(Hind)	1 No.
Date Entry Operator (with Knowledge of English & Hindi Typing)	1 No.

Terms & Condition:-

1. Validity of this contract will be for a period of 1 year initially.
2. The agency will properly verify the Character & antecedents of each personnel provided before their deployment and a certificate to this effect will have to be provided.
3. The agency will provide suitable substitute well in time if any person leaves the job due to any reasons or remains absent from duty even for a single day.
4. The manpower supplied shall have no right, whatsoever, for any benefits/compensation/appointment in this office on temporary/ad-hoc/daily wages/ regular capacity.
5. Working hours would be from 9:00 a.m. to 5:30 p.m. on all days except Saturdays and Sundays.
6. The agency will be responsible for payment of wages in respect of these manpower provided by it to this office. The agency may submit a proper bill to this office in triplicate at the end of each month for re-imbusement. The bill submitted by the agency must include attested copy of attendance of the current month.
7. The firm bidding for this contract should have supplied atleast 20 personnel to different Government Ministries/Departments.

8. The firm bidding must be providing such services in atleast 2 other Ministries/ Departments in Government of India.
9. The personnel may be called on any gazette holidays, Saturdays and Sundays, if required in case of exigency. They may be paid extra in accordance with rates approved by the office.
10. The manpower should be supplied within 5 days of award of contract.
11. The last date for submission of Tender form is 17.03.2011 by 4:00 p.m. and the same will be opened on 18.03.2011 at 11:00 a.m.

(Pramod Chand)
Under Secretary to the Government of India

- 1. Sr. Tech. Director (NIC) with the request that the tender notice may be uploaded onto the website of the Ministry.**
- 2. All Ministries/Departments located in Shastri Bhawan.**