42011/13/2011-DCH/Estt.I
Government of India
Ministry of Textiles
Office of the Development Commissioner for Handlooms

Udyog Bhavan, New Delhi
Dated the 11th October,2011

CIRCULAR

Sub: Inviting quotations for engagement of 2 clerk-cum-typist on Contract basis.

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The Office of the Development Commissioner for Handlooms, Ministry of Textiles requires the services of 2 clerk-cum-typists on contract basis through approved placement agency for carrying out day to day work in various sections of this office on the terms and conditions mentioned below:-

1. The minimum qualification for the staff posted for the above work will be Matriculation. The clerk-cum-typists should posses minimum speed in typewriting 30 w.p.m. in English or 25 w.p.m. in Hindi All wages and allied benefits such as PF. ESI and Bonus etc. if any will be payable by the agency. This office will not incur any additional expenditure besides monthly fixed wages as will be quoted by your organization and as mutually accepted.

2. The agency will be responsible for payment of minimum rates of wages to the 2 clerk-cum-typists whose services will be provided by them to this office on contract basis under the Minimum Wages, Act, 1948 in the National Capital Territory of Delhi as amended from time to time.

3. The agency may also ensure that while supplying manpower to the Office of the DC(HL) as mentioned above, instructions/guidelines contained in the Contract Labour(REGULATION AND ABOLITION) ACT, 1970 as amended from time to time is complied with.

4. The agency will be required to submit a documentary evidence in r/o of the staff posted in this office.
5. The agency will provide suitable substitute well in advance if any person leaves the job due to any reason or remains absent from duty even for a single day.
6. The agency will provide the photo Identity cards to the persons employed to this office.
7. The agency will properly verify the Character and antecedents of each personnel provided before their deployment and a certificate to this effect will be pro vided
8. The manpower supplied by your agency shall have no right, whatsoever, for any benefit/compensation/appointment in this office in temporary/ad-

hoc/daily wages/regular capacity as on date, or in future, on the basis of their contractual work done in this office.

9. Working hours would be normally 8 hours & 30 minutes per day(including half an hour lunch break between 9.30- AM to 6.00 PM) working days would be from Monday to Friday(5 days) in a week.

10. The agency will be responsible for payment of wages in respect of manpower provided to this office. The agency may submit a proper bill to this office in triplicate at the end of each month for re-imbursement. The bill submitted by the agency must include attested copy of attendance of the present month, proof of payment of wages to each personnel in the preceding month including depositing of PF, ESI etc. The payment would be made after certification by the officer with whom the person is attached confirming his services were satisfactory and attendance as per the bill submitted by the agency.

11. The personnel may be called on Saturday, Sunday and other Gazetted holidays, if required in case of exigency. They may be paid extra in accordance with the rates approved by the office.

12. The validity of this contract will be for a period of one year. The contract shall automatically be cancelled/expired on completion of its tenure until and unless the same is renewed/extended in writing. The termination of the contract requires one month's notice in writing or withholding payment of one month's charges in the absence of such a notice.

2. All approved placement agencies are, therefore, requested that , if the above terms and conditions are acceptable to them, they may please send their quotation in a sealed cover, according to the instructions issued by Ministry of Labour from time to time in this regard to the undersigned by 17. 10.2011 positively.

(S.K.Jha)
Addl. Development Commissioner for Handlooms

To

The All approved Placement Agencies in Delhi/New Delhi.