

No. 1/20/2011-12/NHHM
Government of India
Ministry of Textiles
National Handicraft and Handlooms Museum

Pragati Maidan, New Delhi

Dated 16th January, 2012

Sub:- Tender Notice (outsourcing of Official/Staff in NHHM).

Tenders/quotations inviting bids, from outsourcing agencies in the field of providing official/staff are invited for deployment of following officials, on contract basis, as per terms and conditions mentioned in Annexure-A. Details of posts and eligibility qualification/experience required as per performa in **Annexure-B** (Enclosed). Rates for providing officials for each post all inclusive to be quoted in **Annexure-B**.

Annexure-A

Terms and Condition

1. Officer/staff to be deputed/deployed should have preferable 2-3 years relevant related experience, for smooth working/job assignment/handling.
2. Validity of this contract will be initially for 12 months (extendable/curtailable) at the discretion of competent Authority, depending on work load.
3. Character and antecedents verification certificate to be furnished by the agency within 2 months of deployment.
4. The agency will provide Photo Identity Cards to the person to be deputed.
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 period exceeding one week.
6. The man power supplied by the agency shall have no right/claim, whatsoever, for any benefit/compensation/appointment in this office on temporary/adhoc/regular capacity as on date, or in future, on the basis of their contractual work done in this office.
7. Working hours shall be from 9:30 AM to 5:00 PM on all working days and for Ticket Machine Operator 9:00 AM to 5:30 PM on all days except Monday.
8. The agency will be responsible for contractual payment in respect of manpower provided in this office. The agency shall submit proper bill (in triplicate) by 5th of the succeeding month alongwith supporting document and detail of PAN No. and service Tax No. duly printed on the bill for reimbursement. The bill submitted by the agency along with attested copy of attendance of the particular month, alongwith proof of payment of preceding month regarding statutory payment. The payment will be made after verification by the official with whom the person is attached confirming their services as satisfactory. A proportionate amount of absence period will be effected by the agency from the bill itself, failing which the same will be deducted from payment to be released.
9. The Personnel may be called on any Gazatted holiday, if required, in case of exigency. They may be paid extra in accordance with the rates approved by this office with agency.

10. The man power should be supplied within 5 days of award of contract or as early as possible even before this.
11. Proof of registration with concerned department in support of ESI, EPF, Income Tax, Service Tax and /or any other department, should be enclosed with Tender form/quotation.
12. The bids/quotation complete in all respect in **Annexure-B** with full details/document be submitted so as to reach the undersigned latest by 24th January, 2012, upto 3:00 PM. The same will be opened in the presence of Committee members on 24-01-2012 or as per convenience of members. The envelope should be marked tender enquiry, last date 24th January, 2012 at 3:00 PM. Quotations incomplete/received after due date and time will not be considered.

Encl: Annexure-B

Sh. Som Datt Sharma
(Admn. Officer)

Annexure-B

Details of posts and eligibility qualification/experience required

S. No.	Name of the Post (s)	No. of Posts	Education qualifications / eligibility/Experience required	Rate to be quoted (all inclusive) Rs.
1	2	3	4	5
1.	Sr. Acctt/Asstt. re-designated AAO.	1	E.Q: Degree of Recognized University/equivalent with 8 to 10 years experience of supervision of all matters relating to Admn. & Acctts. (Retd. Central Govt. Officer Retd. in GP Rs. 4800/4600) only.	
2.	PA/Steno	1	Graduate with relevant Steno/Typing and Computer Knowledge preferable 2-3 years experience.	
3.	Jr. Translator	1	Graduate with 2-3 years related experience in job preferably Admn. matter also.	
4.	Steno "D"	1	10+2 with relevant Steno/Typing and computer Knowledge preferably 2-3 years related experience.	
5.	Clerk cum Typist	1	10+2 preferably Graduate with typing (Eng/Hindi) and knowledge of computer preferably 2-3 years related experience.	
6.	Ticket Machine Operator (TMO)	2	Matriculation/ equivalent preferably 2-3 years related experience.	
	Total	7		Rs.