

भारत सरकार
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय
राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय
सर्वेक्षण अभिकल्प एवं अनुसंधान प्रभाग
महालनोबिस भवन, 164, गोपाल लाल ठाकुर रोड,
कोलकाता 700108



Government of India
Ministry of Statistics & Programme Implementation
National Sample Survey Office
Survey Design & Research Division
Mahalanobis Bhavan, 164, Gopal Lal Tagore Road,
Kolkata - 700108

सं. / No.J-11/2/(CT)/2015-16/SDR-Genl.

दिनांक / Dated :18.08.2015.

Sub: Quotation for Un-skilled labour, skilled labour etc.-regarding

This office proposes to engage some un-skilled labour/skilled labour in different type of office works and cleaning of toilets and office premises and office rooms etc. as per details mentioned below. The quotations for the same are invited which should reach this office on or before 07.09.2015 by 12.00 hrs. The quotations will be opened on 07.09.2015 at 13.30 hrs. in presence of vendors or their representatives, if present, at that time. The details of format is given below.

Sl. No	Category of labour	Daily wage rate as per Minimum wage act of Govt. of India	Administrative charge (%)	ESI (%)	EPF (%)	Service Tax (%)	Total
1	Un-skilled labour						
2	Skilled/Clerical*						
3	Highly Skilled**						

The agency/vendors/concern may visit the office on any working day to assess the quantum of job. The contract of different kinds of job will be initially for a period of one year, which may be extended further depending upon the service to the satisfaction of the competent authority.


*including ability to work in computer in MS word/working knowledge of Hindi including typing.

**Driver

While submitting the quotations the following terms and conditions should be followed:-

1. Quotations in foolscap double space typed paper should be submitted to the Director & HO, NSSO, SDRD, 164, G.L.T. Road, Kolkata-700108, at the above mentioned address super scribing "**QUOTATION for Un-skilled labour, skilled labour etc.**" on the top of the sealed envelope, indicating the concern's name at the left hand side of envelope.
2. The quotation should be sent through Registered post/Speed post/By-Hand under sealed envelope.
3. It may be noted that agency/vendors/concern should provide documentary evidence of service tax No./ESI No./EPF No. & should also enclose documents relating to engagement of skilled/unskilled labour in other organizations in past & in present as an evidence of work experience.
4. The above terms and conditions will be strictly followed. This Office reserves the right to accept or reject any or all the quotations without assigning any reasons.
5. The normal working hours will be from 9.00 AM to 6.00 PM from Monday to Friday. However, the office may require different services at any time whenever the office needs.
6. The service can be terminated at any point of time whenever the office desires.
7. The service may continue if the competent authority is satisfied with the performance of the job assigned to the agency.

To
NOTICE BOARD
NSSO,SDRD,KOLKATA



(N. K. Tudu)
Director
&
Head of Office