

NOTICE INVITING TENDER

Sealed tender are hereby invited from reputed organizations for placement of the following personnel as per terms and conditions laid enclosed herewith to the office of the Project Director, CMU & State Mission Director, AMRUT, West Bengal, for a initial period of 6 (Six) months. Personnel are required to attend the office on every working day and also on holidays if required. They will be under the pay roll of the placement agency and payments as per contract shall be made only to the agency.

The placement agency will be liable to replace within 7 (seven) days any person engaged, if he is not found suitable.

Sl.No.	Name of the Post	No. Of Persons required	Qualification & Experience
1.	Computer Assistant	2	Desirable: Preferable Graduate with an experience in office work and having strong computer proficiency in Ms Word, Excel, Power Point etc.)
2.	Multipurpose Helper	1	Experience in various office work in similar job and technical support job.

Project Director
Change Management Unit
&
State Mission Director
AMRUT

TERMS & CONDITIONS

1. The sealed tender should reach this office latest by 1.00 P.M. on 29.02.2016
2. The rate quoted by the agency for each category should not be less than the prescribed minimum wages. The quoted rate shall include the mandatory benefits like E.P.F. E.S.I. etc. Copies of Registration Certificates issued by competent Authorities in this regard are required to be submitted along with the tender.
3. The persons placed in this office by existing manpower placement agency shall be given first preference while recommending the person for this office.
4. Self attested experience certificate shall be furnished along with the tender.
5. Administrative and other Charges shall be mentioned separately.
6. The agency shall submit the bill to this office on monthly basis.
7. The tender should be accompanied with a bank draft amounting Rs.10,000- (Rupees ten thousand) in favour of Project Director, Change Management Unit as earnest money which will be refunded to unsuccessful bidder. The draft should be drawn on any nationalised bank payable at Kolkata.
8. **Bank Guarantee of Rs.50,000-** (Rupees fifty thousand) shall be furnished by the selected Service Provider.
9. Under no circumstances this office entertains any claim towards the wages and other facilities of the personnel.
10. The contractor shall be liable to pay monthly wages to the persons deputed here within 3rd of working day of the next month.
11. All the personnel shall be liable to maintain the healthy environment, peace and the code of conduct of this office.
12. The agency shall be liable for any damage of the property of this office by the personnel placed by them.
13. The personnel are liable to discharge the duties as per order of the Head of Office or any person authorised by the Head of Office.
14. This office with a prior notice of seven days shall make discontinuation of the service of any personnel.
15. The agency shall be liable to place the similar personnel with the same rate, and Terms & Conditions, if required, during the period of contract.
16. The selected agency has to enter a separate agreement with PD,CMU/ SMD,AMRUT.
17. Contract shall be terminated by either of the parties after serving two month's notice.
18. The undersigned may reject anyone or all tender without assigning any reason thereof.
19. The tender shall be opened on 29.02.2016 at 2.00 P.M.
20. If further manpower requirement arise, the selected agency will supply those manpower as per existing terms & conditions.
21. The quotation should be reach the office of CMU at ILGUS Bhawan, HC-Block, Sector-III, Bidhannagar, Kolkata- 700106

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