



**PRASAR BHARATI**  
(India's Public Service Broadcaster)  
**DOORDARSHAN KENDRA**  
**R.G. BARUAH ROAD, NEAR AIDC BUS STOP, GUWAHATI-781024**  
**Phone No.0361-2202401/2203407 FAX No. 0361-2203408**

No.DDK/Ghy. 68(21)/2017-S/ 2017

Dated 6<sup>th</sup> September,2017

**NOTICE INVITING QUOTATION**

Sub :- Quotation for the Data Entry Operator at DDK, Guwahati on contractual basis for the year 2017-2018.

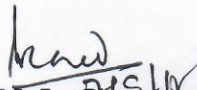
Sealed Quotation with all valid documents are invited by the undersigned from the registered firm/agency in awarding the above mentioned Job Work as per terms and conditions enclosed. The terms and conditions duly signed and stamped, should be submitted along with quotation. The sealed quotation should be sent in a closed & stamped cover to the undersigned before **03.:00 PM on 22.09.2017** which will be opened on the same day **at 3:00 P.M.** Intended parties may attend the office of the undersigned at the time of opening of quotations.

**Description of Works as follows and Terms & Conditions are mentioned in Annexure-I &II.**

**The cover should be supported with the following details:**

- Works for which quotations are enclosed.
- Reference to letter of enquiry.
- Due date of opening quotation.
- The firm should be a registered one & a copy of GST Registration No./PAN Card/Work Contract(Labour contract/manpower) registration No. should be provided.
- The quotations will be opened in the office of the undersigned **at 3 :00 P.M. on 22.09.2017**
- The quotation submitted should remain open for acceptance for a period of 6(six) months from the date of opening them. The quotation not fulfilling the above requirements will be summarily rejected.
- The firm should submit proof for similar engagement/experience at Semi Govt./Govt. organisaion.
- The firm should submit duly signed Terms & Conditions as proof of acceptance of the condition.

Enclo : As above.

  
(N.L. Choudhury)

Sr. Administrative Officer (DDO),  
For Dy. Director General(Engg.)

Copy to :-

- 1.Notice Board, O/o The Dy. Commissioner, Kamrup, Guwahati.
- 2.Notice Board, GPO, Guwahati & Silpukhuri Post Office.
- 3.Notice Board of CPWD/PWD, Guwahati Division.
- 4.Notice Board, AIR & DDK, Guwahati.
- 5.DD website.

For Dy. Director General(E)



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Sub :- Quotation for the Data Entry Operator at DDK, Guwahati on contractual basis for the year 2017-2018.

Sl.No.	Description of works/stores	Quantity	Rate per month in Rs. per job.	GST or others if any	Remarks SAC Code
1	(i) Data Entry Operator having educational qualification Commerce background(minimum qualification Graduate) with good knowledge in Computer(MS Office Exel/Word). The work to be done under the supervision of Sr.AO and any other work as assigned by the officers time to time (one job)	1(one) job	As per rate fixed by the Govt. for the skilled worker		

Quotation opening date 22.09.2015 at 03:00 P.M.

Signature and Date

Name of the Firm with Stamp



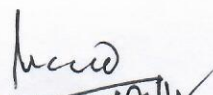
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**Terms & Conditions:**

1. In case the performance is found not satisfactory for the above mentioned job, the authority has reserve the right to cancel the job without assigning any reason.
2. The above mentioned job order will be depending upon subject to availability of fund position under the sub head of 'Office Expenses'(NP) DDK, Guwahati for the financial year 2017-2018.
3. The payment will be made after completion of each month, after satisfactory of the work. No advance payment will be made.
4. This office will not compensate for any accident occurred during the work to the staff employed by the Firm.
5. This office will not be held responsible for any legal matter between staff employed by the Firm.
6. This office will not responsible for the amount of salary of the staff employed by the Firm, However, the firm should abide by the minimum wage as per labour commission act, in force while paying to the wages/remuneration labours engaged by the firm.
7. A detailed bio-data of the DEO deployed by the Firm, may be submitted to this office for record including a photo ID.
8. In case of absence of the deputed person, substitute is required to be deployment immediately.
9. The deploy DEO should not be related to any employee of Prasar Bharati.
10. The firm should only deploy person after proper back ground verification.

Signature and Date  
Name of the Firm with Stamp

  
(N.L. Chand)  
Sr. Administrative Officer (DDO),  
For Dy. Director General(Engg.)