



**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.Ghy. DDK/GUW- 68(25)/2017-18/AC/

Dated 23<sup>rd</sup> March,2018.

**NOTICE INVITING QUOTATION**

Sub :- Quotation for the Skilled labour at DDK, Guwahati on contractual basis for the financial year 2018-2019.

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 alongwith quotation. The sealed quotation should be sent in a closed & stamped cover to the undersigned before 3:00 P.M. on 06.04.2018 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.

(a)	Works for which quotations are enclosed.
(b)	Reference to letter of enquiry.
(c)	Due date of opening quotation.
(d)	The firms should be a registered one & a copy of GST Registration No/PAN Card/Work Contract (Labour contract/manpower) registration No. should be provided.
(e)	The quotations will be opened in the office of the undersigned at 3:00 P.M. on 06.04.2018.
(f)	The quotation submitted should remain open for acceptance for a period of (six) months from the date of opening them. This office reserves the right to accept the quotations not necessarily the lowest. The relative cost of each job will be decided independently. The quotation not fulfilling the above requirements will be summarily rejected.

(Bidya Patar)  
Programme Executive(DDO)  
For Deputy Director(E)

Copy to :-

1. Notice Board, O/o the Dy. Commissioner, Kamrup, Guwahati.
2. Notice Board, GPO, Guwahati & Silpukhuri Post Office.
3. Notice Board, AIR&DD, Guwahati.
4. Notice Board of CPWD/PWD Division.
7. DD Website.

For Deputy Director(E)



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Sl.No.	Description of works/stores	Quantity	Rate per month in Rs. Per job.	GST or others if any,	Remarks SAC Code
1	2	3	4	5	6
1	Skilled labour for the accounts and administrative work (Clarial work) with good knowledge in Computer. (minimum qualification HSLC passed) The work to be done under the supervision of SAO/AO/DDO/Section in-charge and any other work as assigned by the officers time to time.	1(one) job	As per rate fixed by the Govt. for the skilled worker(i.e. monthly gross including Basic, HRA,Conveyance, VDA, employer contribution towards employees provident fund, ESIC etc.)		

**Quotation opening date 06.04.2018 at 3:00 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 "Office Expenses"(NP), DDK, Guwahati for the financial year 2018-2019.
- 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 skilled labour deployed by the firm, may be submitted to this office for record including a photo ID.

Signature and Date  
Name of the Firm with stamp.

(Bidya Patar)  
Programme Executive(DDO)  
For Deputy Director(E)