

No.8-2/2013- GSS
Government of India
NATIONAL CENTRE FOR DISEASE CONTROL
(Directorate General of Health Services)
22- Sham Nath Marg, Delhi-54

Date

**Subject: Providing of unskilled wagger on monthly basis for Sanitation and other
Miscellaneous jobs at NCDC, Delhi –**

Sir,

Sealed quotations are invited alongwith EMD amounting Rs.10,000/-(Ten thousand only) in favour of Director, NCDC, payable at Delhi for providing unskilled workers on monthly basis for shifting of articles and miscellaneous work like cleaning and housekeeping work from agencies/firms latest by 12-8-2013 on the following terms and conditions.

1. The number of unskilled daily wagers required are 31 in number and may decrease or increase as per demand from the caretaker, NCDC .
2. The amount will be paid to the contractor by cheque against bill.
3. The responsibility regarding unskilled casual workers and payment of their wages will rest with contractor.
4. The contract will be valid for one year and can be extended for another six months on satisfactory services, subject to the approval of the competent authority.
5. The firm may clearly indicate
 - a. Rate for each unskilled Worker (monthly basis)
 - b. Rate for the Supervisor.
 - c. Service Tax.
 - d. Agency charges etc.
 - e. EPF Registration & latest challan copies.
 - f. ESI Registration & latest Challan copies.
 - g. Registration certificate of Establishment by Deptt. of Labour, GNCT, Delhi.
 - h. Minimum turn over for the last two year must be not less than 10 lakhs each year.

Quotations may be addressed to ` The Director, NCDC, 22- Sham Nath Marg, Delhi -54 and sent in duly wax sealed and prominently subscribed "Quotations for providing unskilled casual workers for Sanitation and miscellaneous work like cleaning and housekeeping jobs". and should reach this office on or before 12-8 -2013.

It is the responsibility of the firm to see that the complete quotations are delivered in the office by the time and date stipulated, failing which the quotation would be considered late and rejected. The quotations, which are not received duly sealed, mentioning this office letter number and last date of receiving will not be accepted.

Yours faithfully,

(Officer-in-Charge)
General Services Section
For Director