

No. MSME-DI/GTK/1(18) Part II/2015-16/Sr 58.

Dated 01/05/2015

TENDER NOTICE

Subject: Quotation for providing manpower for Multi tasking work.

Sealed quotations are invited from registered manpower agencies for providing one Multi Tasking staff in the office of Director, MSME-DI, Gangtok on contractual basis for the financial year 2015-16 as per the terms and conditions mentioned below. The envelope containing the quotation must be super scribed in bold as "QUOTATION FOR PROVIDING MULTI TASKING STAFF" must be submitted to the Director, MSME-Development Institute, Govt. of India, K.K Singh Building, Tadong Bazaar -737102 within 17.00 hrs of 11.05.2015. Quotations will not be accepted after the specified date and time.

Terms & conditions	Work Specifications
<ol style="list-style-type: none">1. Minimum qualification of the candidate must be Class X passed and basic knowledge of computer is preferred.2. Payment will be made on "NO WORK NO PAYMENT BASIS" as per the attendance of the worker maintained in this office.3. Rate should be quoted on per day basis.4. In case the worker fails to attend the office then the agency must provide a suitable replacement as per our requirement.5. Director, MSME-DI, Gangtok reserves the right to discontinue the contract without assigning any reason thereof.	<p>Cleaning of office, diary & dispatch of letters, delivery of letters, any other multi tasking work like driving subject to possession of valid driving license as and when assigned.</p>

Other Terms & Conditions

1. Service Tax and any other applicable taxes, charges must be clearly mentioned in the quotation.
2. This office will make payment to the selected manpower agency and it will be the sole responsibility of the agency to make payment to the staff and this office cannot be held responsible for any default in payment by the agency to the worker.
3. Preference will be given to those agencies having Entrepreneurship Memorandum II as a service provider under MSME Dev. Act 2006.
4. Director MSME-DI, Gangtok reserves the right to reject any part or whole quotations without assigning any reason thereof.

(Signature)
01/05/15

D.R Sharma
AD (Stat/DDO)
For Director