

PRASAR BHARATI
BROADCASTING CORPORATION OF INDIA
OFFICE OF THE EXECUTIVE ENGINEER (E) I
CIVIL CONSTRUCTION WING: ALL INDIA RADIO
PUSHPA BHAWAN, NEW DELHI

No:- 7(11)EE(E)I/2011-12/ 1313

Dated: 28.11.11

NOTICE INVITING QUOTATION

Sealed quotations are invited by the Executive Engineer(Electrical) CCW,AIR,Delhi Division-I on behalf of the President of India from the approved agencies of "Prasar Bharti " Quotation for providing services of 1 No. Stenographer cum Data Entry operator one no. data entry operator at office of the Executive Engineer(E)I CCW, AIR, R.No. 115, C-III Wing, Pushpa Bhawan, New Delhi upto 3.00 PM on 08/12/11. The quotation will be opened on the same day at 3.30 P.M.

Sl.No.	Description of Items	Qty.	Unit	Rate	Amount
1.	Pdg. Services of stenographer cum-Data Entry operator cum-	1 No. for 12 months	Month		
2.	Pdg. Services of Data Entry operator	1 No. for 12 months	Month		

Terms & conditions :-

1. The undersigned reserves the right to cancel any or all the quotations without assigning any reason.
2. The rates should be quoted net inclusive of all taxes.
3. No advance payment will be made
4. Payment will be made every month within 15(Fifteen) days of receipt of bill.
5. The persons deployed purely on contract basis and such service will not bestow any claim by the agency or by the person deployed for absorption in the department.
6. The Agency shall be responsible for making payment to the Staff to be deployed by them for the above work.
7. No. accommodation will be provided of by the Department for deployment of persons so deployed.
8. Loss and /or thefts during the period of service will be dealt as per relevant rule of G.O.I.
9. Immediate replacement of personnel shall have to be done, if found, unsuitable for performance of duties or any kind of disloyalty and any misconduct.
10. In case of non providing of services deduction will be made on Pro-rata basis.
11. The agency should produce valid license for engagement of such deployment and registration in central excise department towards payment of Service Tax alongwith quotation.

12. The termination of contract can be done at any time by giving 15(fifteen) days written notice in advance.
13. Qualification for Stenographer cum - Data Entry Operator preferably course of Secretarial practice and office management graduate level should have been completed by the person and should possess short hand speed of 80 word per minute and typing speed 40 w.p.m.with three years experience.



(L.K. Salgat)

Executive Engineer (E)-I

Copy to :

1. The SE(E), CCW, AIR, 11th floor, Soochna Bhawan, New Delhi.
 2. The SE, NBH, AIR, 6th floor, New Delhi for uploading on website.
 3. M/s Sughal Infotech, Pvt. Ltd. (1) 6/35, W.E.A., Karol Bagh, New Delhi.
 4. M/s Bedi and Bedi Associates, 36/1685, first floor, Naiwala, Arya Samaj road, Karol Bagh, New Delhi. 110005.
 5. Notice Board/ AAO / ASW Division Office, New Delhi.
- 4/6/11 MIS New Group Software, New Delhi



Executive Engineer(E)I

AD/EDKSI
SP/1
28/11/11

W:/ 1(C)/hIL-10

Internet cell
29/11/11