



PRASAR BHARATI  
INDIA'S PUBLIC SERVICE BROADCASTER  
CIVIL CONSTRUCTION WING: ALL INDIA RADIO  
OFFICE OF THE ASSISTANT ENGINEER (E)  
PO: SAINIK SCHOOL, NEAR DDK, BHUBANESWAR-5  
E-Mail: [aeeccwbbsr@gmail.com](mailto:aeeccwbbsr@gmail.com) PHONE: 0674-2301879

No. AE(E)/BBSR/W-11/2018-19/301

Date : 01.01.2019

### **NOTICE INVITING QUOTATION**

The Assistant Engineer(Elect), Civil Construction Wing, All India Radio, Bhubaneswar-5, on behalf of the President of India invites sealed quotations from the eligible agencies capable of handling of contractual personnel, for the following works on contract basis, so that it will reach this office upto 3.00 p.m on **09.01.2019** and will be opened on the same date at 3.30 p.m.

**Sub : Engagement of contractual personnel for 03 (Three) months.**

Sl.No.	Name of work	Qty	Unit	Rate	Remarks
1.	Engagement of 1(One) No. Typist having knowledge to operate internet at O/o the AE(E), CCW, AIR, Bhubaneswar	1 job	Per Day		

### **TERMS & CONDITIONS :**

1. The service is purely on contract basis. No claim for any employment in this department shall be entertained. The agency will be responsible for monthly payment to the engaged personnel as per minimum wages act, within 10<sup>th</sup> of the following month of duty '**On no work no Pay Basis**'.
2. The candidate should be a certificate holder on Computer operating (Preferably should know MS office, MS Excel) from Computer Training Institute.
3. The Contract period will be 03 (Three) months.
4. The contract can be terminated at any time without assigning any reasons.
5. No accommodation will be given from the department for the engaged personnel.
6. The payment will be made monthly to the agency on submission of bill after deducting TDS as per prevalent Govt. Rules, after the work done satisfactorily.
7. Loss/ or theft during the period of service will be dealt as per G.O.'s Rules.
8. Immediate replacement of engaged personnel shall have to be done if found unsuitable for performing duties.
9. The agency should have GST, Registration.

10. The agency shall have to submit the name, residential address, 02(two) copies of passport size photograph & attested copy of Voter Identity Card for the personnel to be engaged before commencing the works.
11. The duty hours will be for 8 (eight) hours of working day excluding the gazetted holidays & as per requirements of concern office. In case of duty over normal duty hours on working days, payment will be made by deducting one hour on pro-rata basis and duty on Saturdays/Sundays/ Holidays if required, payment will be made on pro-rata basis.
12. The difference amount of V.D.A (Variable Dearness Allowance) of labour rates (without any profit etc.) will be reimbursed separately on production of proof of actual payment made to the engaged personnel, subject to the satisfaction of this office.
13. Rates should be quoted both in figures and words.
14. The rates quoted by the agency shall be inclusive of all taxes, Cess, GST etc. as applicable,
15. The Quotation should be valid for 60 (Sixty) days from the date of opening of NIQ.
16. The Sealed envelope comprising the quotation should be superscripted the NIQ No. & date of opening.
17. The undersigned reserves the right to cancel any or all quotations without assigning any reason.

**Assistant Engineer (Elect.)**  
**CCW : AIR : Bhubaneswar**

Copy for information to :

1. The Executive Engineer (Electrical), CCW, AIR, Kolkata for information please. This is as per your letter no. Kol-E/2018-19/1(69)C/1085 Dt. 18.12.2018.
2. Notice Board.

**Assistant Engineer (Elect.)**