

Organisation Details	Buyer Details
Type: Central Government Ministry: Ministry of Finance Department: Department of Expenditure Organisation Name: Central Pension Accounting Office (CPAO) Office Zone: Trikot-ii, Bhikaji Cama Place New Delhi	Name: Yash Pal Gera Designation: SrAccounts Officer Contact No.: 011-26177071- Email ID: ypgera.67@gov.in GSTIN: - Address: CENTRAL PENSION ACCOUNTING OFFICE TRIKOOT-2 BHIKAJI CAMA PLACE, NEW DELHI, DELHI-110066, India

Financial Approval Detail	Paying Authority Details
IFD Concurrence: Yes Designation of Administrative Approval: AS & FA(Finance) Designation of Financial Approval: AS & FA(Finance)	Name: RAGHDOOR SINGH Designation: ASSISTANT ACCOUNTS OFFICER Email ID: raghdoor.singh@gov.in GSTIN: - Address: CENTRAL PENSION ACCOUNTING OFFICE TRIKOOT-2 BHIKAJI SOUTH WEST DELHI, DELHI-110066, India

Consignee Details		
S.No	Consignee Name & Address	Service Description
1	Name: Yash Pal Gera Contact: 011-26177071- Email ID: ypgera.67@gov.in Address: CENTRAL PENSION ACCOUNTING OFFICE TRIKOOT-2 BHIKAJI CAMA PLACE, NEW DELHI, DELHI-110066, India	Technical Manpower Service

Service Provider Details	
Company Name:	HELIS CONSULTING PRIVATE LIMITED
Contact No.:	08826945340
Email ID:	helisconsulting@gmail.com
Address:	H. No -24,P No. - 54,,East Sagar Pur, Palam, South West delhi, DELHI-110046, -
MSME verified:	Yes
MSE Social Category:	OBC
MSE Gender:	Male
GSTIN:	07AADCH4586L1Z4

*GST / Tax invoice to be raised in the name of - Buyer

Service Details	
Contract Start Date : 15-Dec-2020	Contract End Date : 14-Dec-2021

Service	Quantity (Number of People)	Unit Price Other Charges Including Allowances over and above Minimum Wage (% Per Month)	Total Amount (Formula) (((Minimum Wage Per Day (Including ESI,PF,ELDI,Admin Charge) (INR)*Number of Service Days in a Month) +((Minimum Wage Per Day (Including ESI,PF,ELDI,Admin Charge) (INR)*Number of Service Days in a Month)*(0.18))+ (Minimum Wage Per Day (Including ESI,PF,ELDI,Admin Charge) (INR)*Number of Service Days in a Month*Other Charges Including Allowances over and above Minimum Wage (% Per Month)/100))*(Contract Period/30)*Number of People)
Technical Manpower Service Billing Cycle : 30 day			

Category Name :

Technical

Manpower Service

Working days in a

week : 6

zipcode : NA

Category of

Service : Assitant

Engineer- Data

Center

Qualification :

Graduate

Experience (in

1

0.010

321,379.37

Years) : 3-7
district : NA
Buyer Parameter & Add-ons :
Minimum Wage Per Day (Including ESI,PF,ELDI,Admin Charge) (INR) :
872.86
Number of Service Days in a Month :
26

Total Amount Including All Duties and Taxes in INR	321,379.37
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SLA Details - Technical Manpower Service

1. Introduction

Technical Service (TS) as a service on the Government e-Marketplace (GeM) website would help provide the Buyers with support services to assist in their day-to-day operations by empaneling vendors with manpower adept in the field of Technical Service. The service is geared to feature a full array of qualified professionals with different areas of expertise.

Technical Service (TS) are manpower with expertise in the fields of IT and operation, maintenance of equipment and machines, inspection, testing and quality control with assurance.

However, the list of available expertise can be modified as per the requirements of the Buyer.

The key features of the proposed service shall be as follows:

- Availability of manpower on monthly, quarterly and yearly basis.
- The manpower shall be available in six different geographic regions.
- The manpower shall be segregated in different levels based on their experience.

1. Scope of Work

A Service Provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/ department in a manner desired by the Buyer. The services shall be rendered on a monthly, quarterly and yearly basis, as per the requirements of the Buyer. The services would be required for all the states. The charges for each category in each states should be specified in the format of commercial proposal enclosed. Manpower would be required to provide their services in the following fields:

1. Job responsibilities

S.NO	Category	Scope of Work*
1	Office Assistant (IT) / IT Assistant	<p>Create and manages documentation in electronic and hard copy formats.</p> <p>Assist with program planning and development.</p> <p>Indicate rule position and provide advanced office support, plan and organize administrative operations.</p> <p>Prepare required reports, arrange travel for staff, assemble material for meetings and order supplies.</p> <p>Develop spreadsheets and reports to track budgets, expenditures.</p> <p>Provide formatting and editing for reports, proposals and presentations.</p> <p>Maintain departmental calendar and schedule meetings.</p> <p>Do all IT related work as assigned by Buyer Department</p> <p>Assistance in operating various CAD/CAM/CAE packages.</p> <p>Assistance in Preparing 3D Model on the available software packages.</p> <p>Assistance in Preparing Detailed 2D Manufacturing Drawing.</p>

2	Assistant Engineer	<p>Assistance in Generating Quality Assurance Plan.</p> <p>Assistance in Production Planning and Control related activities.</p> <p>Assistance in Operating 3D Coordinate Measuring machine and other sophisticated metrology machines/ equipments.</p> <p>Maintenance of Data Center / Network Operation Center.</p>
3	Assistant Engineer-Data Center	<p>Assistance in Configuration and Monitoring of Network devices such as Routers, Switches, Wireless Radios etc.</p> <p>Assistance in System Hardware & Software maintenance</p> <p>Assistance in System Programming</p> <p>Assistance in Documentation related to Network Operations</p> <p>Assistance in Preparing Trial Stores.</p> <p>Assistance in operating machines/ machine tools (Conventional/ CNC) such as Lathe, Milling, Grinding, Welding, Drilling, Forming Press, non-conventional machines, Special purpose machine etc.</p> <p>Assistance in operating material handling equipment</p>
4	Operator	<p>Assistance in Carpentry & painting, Heat treatment, Surface protection, material cutting etc.</p> <p>Assistance in Electrical/ Electronic/ Mechanical Machine tool maintenance - preventive & breakdown.</p> <p>Assistance in Metrology & Inspection related work.</p> <p>Assistance in Complex Assembly of stores.</p> <p>Assistance in testing of trial stores.</p> <p>Assistance in Preparing Trial Site preparation.</p> <p>Assistance in simple assembly of hardware/ stores.</p> <p>Assistance in Inspection by General Engineering Methods.</p> <p>Shifting and lifting of non-explosive stores.</p> <p>Attend the testing and report abnormality and stop the process.</p>
5	Non Explosive Handling Helper	<p>Maintenance of store on day to day basis to prevent natural spoilage/corrosion.</p> <p>Removal of day to day scrap generate in the workshop.</p> <p>Carrying out daily cleaning and maintenance of machines and periodic cleaning and refilling of coolant tanks.</p> <p>Application of anti-rusting agents on jobs, machine tools and accessories.</p> <p>Composing of data in English and Hindi Typing on computer.</p>
6	DTP (Desktop Publishing) Operator	<p>Produce layout for each page of the publication using DTP software such as MS Office, PageMaker, etc.</p> <p>Scanning and editing photographs and other images on requisite printing DTP software.</p> <p>Transformation of text/data from MS Office to other printing software.</p> <p>Selecting, formatting and editing in required style, size, column width, spacing etc as per printing job.</p>

Making sure that each page and the document as a whole, is uncluttered and well balanced.

Taking regular back up of data/files on computer.

To resolve problems pertaining to carpentry work in the premises based on complaints received.

To maintain and repair all items related to carpentry of the campus.

To make small items as per requirement of the Institution.

All works will be done under the supervision of Engineers.

Or any other associated activity/requirement as specified by the buyer.

To resolve problems pertaining to electrical work in the campus based on complaints received

To maintain lighting system of the whole campus as per schedule.

To resolve electrical problems of all campus buildings.

All works will be done under the supervision of Engineers

Any other associated activity/requirement as specified by the buyer.

To provide assistance to Electrician, Carpenter and Plumber in carrying out their functions smoothly.

All works will be done under the supervision of Engineers.

Any other associated activity/requirement as specified by the buyer.

To resolve problems pertaining to plumbing work in the premises based on complaints received.

To look after the operations of proper water supply in all the campus buildings and resolve related problems.

To put up requirement of plumbing items to their concerned supervisor.

All works will be done under the supervision of Engineers.

Any other associated activity/requirement as specified by the buyer.

To repair and maintain work of lift and fire equipment installed at various locations of the Institution

To conduct periodic preventive and corrective activities for maintenance of lift

To conduct security drills for fire in coordination with fire department and provide prompt response in case of any emergency

Any other associated activity/requirement as specified by the buyer.

To verify that the rules are strictly observed by the concerned institution.

To ensure that all the records viz. the register, accounts files etc required for audit are produced in audit.

To check that rates etc. charges for are arithmetical correct and are in accordance with the standard schedule of rates.

To see that the charges in the bills are not extravagant.

To check stock entries in the stock registers.

7 Carpenter

8 Electrician

9 Helper

10 Plumber

11 Lift Cum Fireman

12	Junior Auditor	<p>To check & verify whether the sanction has been accorded by the competent authority.</p> <p>To check & verify whether the budget head from which sanction accorded is a fit charge to that budget head.</p> <p>To check & verify whether the budget provision is available for making the payment of the bills.</p> <p>To check & verify whether the income has been realized as per rules/orders on the subject.</p> <p>To check & verify whether the amount realized towards income has been accounted for in the cash book/deposited in the bank & verify the same with the bank pass book/statement.</p> <p>Any other work related with Auditing assigned by superiors.</p>
		<p>To supervise the field work in the assigned area by the field staff placed under his control.</p> <p>To ensure complete coverage of all mosquito/fly breeding places in such a way that no mosquito genic situation / fly breeding place is left unattended to.</p> <p>To maintain the record of the work done daily along with the consumption of various insecticides/pesticides in the field.</p> <p>To maintain a daily diary of the work done.</p>
13	Multipurpose Health Worker (Male)	<p>To perform all multifarious duties as and when assigned to them for prevention & control of water/vector borne diseases in the respective area of specific area.</p> <p>To conduct the mosquito genic survey & maintain a proper record with regard to his area.</p> <p>To execute the field work of any type of emergency nature during outbreak/epidemics for prevention & control of all communicable diseases.</p> <p>To implement the guidelines of Buyer and the instructions issued to them from time to time by ADM & AMO.</p> <p>To carry out the entomological work in the field for collection of larvae and adult.</p> <p>To identify and preserve the material collected during morning & evening hours as per programme chalked out by the deptt.</p> <p>To carry out fixed & random surveys of various vector and other mosquitoes as established in each area.</p> <p>To identify the material (larvas & adult density mosquitoes) on the same day of collection.</p>
14	Insect Collector	<p>To maintain proper record of larval & adult density on the prescribed performas of Dte-NVBDCP.</p> <p>To arrange exhibitions on the life cycle of mosquito for educating the masses about the prevention and control of mosquitoes.</p> <p>To carry out all misc. activates for prevention and control of all vector borne diseases with regard to entomological surveys.</p> <p>To furnish all entomological reports, records and / returns on prescribed performas to the AMO & ADM.</p> <p>To collect stain and examine the blood smears in the malaria clinic</p> <p>To administer, presumptive & radical treatment to the fever cases as well as the malaria positive cases.</p>

15	Lab. Technician	To maintain relevant record/register as per guidelines of GOI.
		To carry out anti malaria survey for collection of blood smears in the field as and when required.
		Digitalization of official files on government portal.
		Systems analysis to ensure programs run efficiently and can meet new technology demands or requirements.
16	Computer Programmer	Preparing meeting presentations in required formats.
		Assist to technical issues on online portal.
		Provide advanced office support, plan and organize administrative operations.
		Analyze technical issues and helping development team to resolve.
		Create and manages documentation in electronic and hard copy formats.
17	Computer Operator	Assistance in official clerical typing work.
		Provide formatting and editing for reports.
		He will assist the Asstt. Wireless officer (Operation) and will look after the duties of shift-in-charge of control room.
		He will be responsible to operate the wireless station independently and bear all the responsibility of radio telephony communication.
		He will be responsible to check the serviceability and external function of wireless equipments.
		He will be responsible to maintain the single occurrence diary.
		He will be responsible to carry out the running maintenance of the station wireless equipments such as battery charger, aerials, earth connection, feeder units etc.
		He will be responsible to maintain the log books of equipments.
		He will be responsible to maintain the occurrence book.
		He will be responsible to emergency fire telephones and maintain the emergency occurrence book.
		He will be responsible to carry out the weekly maintenance of wireless telephony equipments.
		He will be responsible to maintain the daily record of the vehicles of Delhi fire Service available for fire fighting.
		He should have full knowledge of entire Delhi Roads, Airports, Hospitals and important High-rise Buildings etc.
		He should have full knowledge of jurisdiction of different fire station located in Delhi.
18	Radio Telephone Operator (Fire Service)	He will be responsible to provide the assistance required at the fire/rescue incidents as per the situation of emergency.
		He will be responsible to pass latest information of medium/serious/major fire/rescues occurred in the day to senior officers of Delhi Fire Service and Govt. of NCT of Delhi such as Lt. Governor of Delhi, Chief Minister of Delhi, Chief Secretary of Delhi, Pr. Secretary (Home), Chief Fire officer and other Senior Officers of Delhi Fire Service.
		He will be responsible to pass the information of fire/rescue incidents to the press/media.

He will be responsible to prepare the next day officer fire duty as per the availability officer staff.

He will be responsible to look after the departure of fire engine for the security of VIP's/VVIP's.

He will be responsible to co-ordinate with the Police Control Room and Centralized Accident and Trauma Service at the time of incidents.

He will be responsible to co-ordinate with different fire service such as Cantonment Fire Service, CPWD Fire Service etc. at the time of major incidents.

He will be responsible to co-ordinate with the nearby state fire services to get or to provide the fire assistance with the direction of senior officers of Delhi Fire Service.

He can be utilized in any other communication duties in Delhi Fire Service as per service exigencies.

19 Computer instructor

To provide computer training

20 EPABX

To attend incoming and outgoing calls and to book trunk calls. Should have working knowledge of FAX machine.

To attend the complaints of subscribers, if any.
To look after any work related to exchange assigned to him.

21 Junior Technician (Blacksmith-cum-Bus body Repairer)

Chassis and Body repair work of all types of buses

22 Junior Technician (Radiator Repairer)

Radiator repair work and coolant work of buses

23 Junior Technician (Mechanic)

Mechanic work in all buses

24 Junior Technician (Electrician Auto)

All type of Electrician auto work of buses

25 Radiotherapy Technologist

1. To prepare patients for radiation therapy treatment according to a plan prescribed by radiation oncologist.
2. To operate the radiotherapy equipment (linear accelerators, simulator, brachytherapy unit etc.) and maintain the equipment under the supervision of a medical physicist
3. To deliver radiation therapy treatment according to a plan prescribed by radiation oncologist.
4. To execute all the radio-therapeutic procedures (such as simulation, external beam radiotherapy treatment, brachytherapy procedure & treatment) as per prescription and direction of radiation oncologist
5. Maintain records, reports and files as required, including such information as radiation dosages, equipment settings and patients reactions
6. To follow radiation safety guidelines and handle radiological safety issues as per the role of radiotherapy technologist including any emergency situation keeping in mind the radiation protection of staff, patients and public.
7. Prepare and construct apparatus, such as immobilization, treatment and protection devices,
8. To maintain the stock of radioactive source and other radioactive equipment with their accessories in the department.
9. To help in treatment planning of patients with dosage calculation, check films, mould room work and radiation dosimetry.

		<p>10. To guide and supervise the work of junior radiotherapy technologists when needed.</p> <p>11. Any other duty assigned by head of the department.</p>
26	Professional Consultant	<p>To assist officers of CDSCO in scrutiny/examination of technical documents pertaining to import registration, Import license, new drug approval, medical device, Diagnostic Kit, Pharmacovigilance, Biopharmaceuticals, Clinical Trial, Cosmetics, IT Services, Quality Management System, Chemical Division, Toxicology, Central License Approving Authority (CLAA) items and various NOCs. Documentation, Creation and maintenance of National Data Bank. Any other duties assigned by DDC(I) from time to time.</p>
27	Engineer	<p>Maintenance of equipment's of Lab</p>
28	Sr. Research Scientist	<p>1) Undertaking technical assessment for devices & diagnostics.</p> <p>2) Providing technical assistance towards identification and regulation medical device s & diagnostics.</p> <p>3) Analysis of data/market research on quality assessments.</p> <p>4) Undertake other assignments, which may be assigned from time to time.</p>
29	Research Scientist	<p>1) Undertaking technical assessment for devices & diagnostics.</p> <p>2) Providing technical assistance towards identification and regulation medical device s & diagnostics.</p> <p>3) Analysis of data/market research on quality assessments.</p> <p>4) Undertake other assignments, which may be assigned from time to time.</p>
30	Junior Photographer	<p>Job Profile</p> <p>The services of photographer are utilized for covering of various Administrations' functions, VVIP's visits, high level meeting.</p>
31	Data Base Programmer- Cum Administrator	<p>Designing, Development and maintenance of Institute website.</p> <p>Designing, development, maintenance of portal(In-Service Teacher Training) and generating report form the portal. All the other works assigned from time to time.</p>
32	Sr. Lab Attendant	<p>To provide & repair the science practical materials/equipment as per need, cleanliness/maintenance of the respective laboratory. Laboratory attendants can be assigned the duties of any laboratory i.e Physics, Chemistry, Biology, IT and another practical related subject. Any other work as may be assigned by the concerned head of the institution according to the availability of staff, ability and convenience.</p>
33	Technologist	<p>Maintaining of Computers, Laptops, Multimedia Projectors, Photostat Machines, Bio-metric machines and other electronic equipments of the Institute.</p> <p>Hardware/Software maintenance. All the other works assigned from time to time.</p>
34	Instrument mechanic	<p>To repair the fault of the Laboratory equipment, cleanliness/maintenance of the respective laboratory. Instrument mechanic can be assigned the duties of any laboratory i.e Physics, Chemistry, Biology, IT and another practical related subject and also maintain the Public Address system.</p>
		<p>Operating of Video cameras, Still Cameras, Multimedia projectors,</p>

35	Film Operator	Photostat machines etc during seminars/workshops, classrooms etcd. All other works assigned from time to time.
36	Automobile Technology	To provide theory and practical skill training to class 9 and class 10 students of Automobile Technology Skill course
37	Air conditioner Technician	1) Install, maintain and repair heating, ventilation and cooling unit of HVAC systems. 2) Diagnose and repair of electronic, mechanical and electrical components of HVAC systems
38	Physiotherapist	Attending the physiotherapy and recovery requirement of sports persons
39	Pharmacist	Maintenance of pharmacy in the college health Centre

J.E. (Civil) shall be incharge of all works falling in the jurisdictional area of a section of a Sub-Division of the Board as may be ordered by Superintending Engineer, irrespective of the fact whether such works are financed by the Board or the Committees themselves.

The principal functions of a Sectional Officer shall be:-

- (i) to prepare requisitions, plans and estimates of all minor works including special repairs, additions and alterations and submit the same to the Assistant Engineer;
- (ii) to give Nishans for all works to be done in his Sections;
- (iii) to carry out all survey and levelling work.
- (iv) To supervise the execution of all buildings and roads works and repairs in his section through Contractors or departmental labour, and to ensure that the same are executed according to plans and specifications;
- (v) To maintain a register of progress and instructions in case of major works and to present the same to Inspecting Engineering Officers of the Board whenever called for;
- (vi) To arrange and employ labour within sanctioned rates in case of departmental execution of works and to ensure timely payment to all such labour;
- (vii) To maintain accounts of all stock and Tools and Plants in his charge, and also to maintain register of materials at sites of works;
- (viii) To take measurement of all works executed in his section and to assist the Assistant Engineer and the Executive Engineer in doing check measurement and also to take timely measurement of all items which are to get concealed.
- (ix) To prepare running bills of all works and final bills of works upto one lakh rupees for submission to the Assistant Engineer alongwith measurement books, and also to record measurements of steel reinforcement whenever called for to do so.
- (x) To supervise labour employed on daily basis and to submit labour reports to the Assistant Engineer daily;
- (xi) To prepare, maintain and submit in time Muster Rolls of work-charged establishment, if any under him, and to arrange timely payment of their wages;
- (xii) To check each half-year, all the stores in his charge and to prepare half-yearly stock returns showing closing balance; and also to prepare and submit a yearly return of all Tools and Plants articles in his charge to the Assistant Engineer;
- (xiii) To keep the measurement Books, Muster Rolls and other relevant documents issued to him in safe custody;

1. Supervision of Field Investigator's work.
2. Monitoring the notified prices of medicines, detection of violation of the provisions of DPCO (revised from time to time), pricing compliance and ensuring availability of medicines.
3. Monitoring the price movement of scheduled and non-scheduled formulations based on

periodical returns filed by the industry, revision of price of scheduled formulations by the manufacturer based on the annual increase in wholesale Price Index (WPI) as per provisions contained in the DPCO.

4. Conduct training, seminars and workshops at the State and District levels for consumer awareness and publicity covering aspects relating to the role and functions of NPPA, availability of scheduled and non-scheduled medicines at reasonable prices and care to be taken while purchasing the medicines from the chemists/retailers and availability of alternative cheaper medicines as per guidelines of NPPA and any other

		competent authority time to time. 5. Any other work assigned to them by the appropriate authority
42	Field Investigator	<p>1. Collection and compilation of market based data of scheduled as well as non-scheduled formulations and analyze them.</p> <p>2. Collect test samples of medicines at the retailed market whenever required.</p> <p>3. Any other work assigned to them by the appropriate authority.</p> <p>Field Investigator 1. Collection and compilation of market based data of scheduled as well as non-scheduled formulations and analyze them.</p> <p>2. Collect test samples of medicines at the retailed market whenever required.</p> <p>3. Any other work assigned to them by the appropriate authority.</p>
43	P H Recorder	<p>1. Having looked PH of different samples maintains them as per standard</p> <p>2. To record temperature as per Standard.</p> <p>3. After analyzing Sugar Record temperature</p>
44	Juice Recorder/Water Recorder	Maintaining juice of juice tanks and maintaining the Standard of Water Consumed in Sugar Mill and Record it in Log Book.
45	Pan Incharge	ABC, Pan Boiling, Graining and Responsibility for Maintaining Purity of B and C Mesquite as per standards.
46	Pan Man	B and C Boiling, Graining and Responsibility to maintain purity of B and C Mesquite as per standards.
47	Assistant Pan Man	A Boiling, Graining and Responsibility to maintain purity corresponding to standards
48	Electricity Foreman (Motor)	<p>1. Knowledge of Kriloskar and Jyotimake 1.5 MW Alternator, Exciter, AVR etc</p> <p>2. Knowledge of different sizes of ACB, OCB etc., DOL, Stardelta/Starter</p> <p>3. Repairing and Maintenance of different sizes Motor.</p> <p>4. Experience of lighting in 2500/2750</p>
49	Electrician (Motor)	<p>1. Knowledge of Kriloskar and Jyotimake 1.5 MW Alternator, Exciter etc.</p> <p>2. Knowledge of different sizes of ACB, OCB etc., DOL, Stardelta/Starter</p> <p>3. Repair and Maintenance of different sizes Motor.</p> <p>4. Experience of lighting in 2500/2750</p>
50	Power Turbine Operator	<p>1. Knowledge of Closing and Operating of Velis Make MST, BD-2, 2x1.5 MW Turbines.</p> <p>2. Knowledge of Repairing of Accessories and Maintenance of all above.</p> <p>3. Repairing of different sizes valves.</p>
		1. Knowledge of Repairing and Fitting of difference sizes of Pumps/Valves, NRV etc.

51	Boiling House Fitter	2. Knowledge of Repairing and Fitting of NRP etc.
52	Centrifugal Fitter	1. Opening and Binding of Continuous Centrifugal Machine of 1100, 1300, 1350 size 2. Knowledge of opening and binding of A-Centrifugal machine of 550, 1250, 1750 KG/Charge. 3. Repairing Knowledge of Pugmil, Megma Mixture, Grader Reduction Gear etc
53	Instrument Mechanic	Knowledge of Vaccum, Pressure Gauge, AC AC Auto Imbibition, D-Super heater etc
54	Lab Chemist	Complete knowledge of Mascot, Syrup Begas and Bricks, Pole, Purity and Analysis and Lab Analysis, Spray, Electrometer Operation and COD/BOD Analysis of ETP Water.
55	Lab Incharge	After grading of M-30, S-30 Sugar send it to Association within Prescribed date and Complete Knowledge of Mud Pole, Muscot, Syrup, Begas and Bricks, Pole, Purity and Analysis
56	AutoCAD Operator	1. Preparation of AutoCAD drawings and other related works. 2. All sorts of typing work viz; tender document, contract agreements & correspondences etc. on MS Office (Word / Excel / PowerPoint) and English/Hindi/Marathi typing. 3. Maintenance of office correspondences, files and records. 4. Any other work assigned.
57	Pump Operator	Leakages / blockages in pipelines, drains in the toilets in office premises.
58	Associate Supervisor (Civil)	Civil Engineering realted works
59	Senior Engineer	Project Planning, Monitoring, Civil Engineering related works
60	Associate Supervisor (Technical)	Skilled
61	Information Attendant	Consolidation information from various sources. Movement of files from one room to other as per instructions of the officers and staff. Taking regular backup of data/files on computer. To carry out any other responsibility assigned by the institution
62	Blacksmith	Working related iron
63	Wireman	Wireman duties and responsibilities include installing, maintaining and repairing wiring and related electrical devices in homes, businesses, factories and construction sites The job often begins with reading technical diagrams and blueprints.
64	Power Tiller Operator	The main functions of clutch in a power tiller are: (i) to transmit engine power to transmission gears and (ii) to make power transmission gradual and smooth.
		on a district basis with the responsibility of the DPM to regularly/

65	District Project Manager	<p>periodically visit the PRIs in the respective districts.</p> <ul style="list-style-type: none"> • Provide support with respect to PES applications and state-specific applications in the district and Coordinate with NIC/SPMU for operational issues and their resolution. • Visit KPs and GPs periodically to find out issues in rollout of RGSA, e-Panchayat and new requirements in PES and State-specific applications and resolve them in consultation with State Technical Consultant. • Organize trainings, providing Handholding support in all local bodies under his District and Serve as a Helpdesk for all local bodies in the district. • Coordinate with BSNL/ Other internet providers for provisioning of internet connectivity • Accordingly, monitor the commissioning of computers and/ or internet connectivity in local bodies under his district. • Activities of Rashtriya Gram Swaraj Abhiyan <p>Any other activity related to e- Panchayat/RGSA initiative entrusted by PR Department, Uttar Pradesh.</p>
66	Additional District Project Manager	<ul style="list-style-type: none"> • ADPMs will be deputed on a district basis with the responsibility of the DPM to regularly/ periodically visit the PRIs in the respective districts. • Provide support with respect to PES applications and state-specific applications in the district and Coordinate with NIC/SPMU for operational issues and their resolution. • Visit KPs and GPs periodically to find out issues in rollout of RGSA, e-Panchayat and new requirements in PES and State-specific applications and resolve them in consultation with State Technical Consultant. • Organize trainings, providing Handholding support in all local bodies under his District and Serve as a Helpdesk for all local bodies in the district. • Coordinate with BSNL/ Other internet providers for provisioning of internet connectivity • Accordingly, monitor the commissioning of computers and/ or internet connectivity in local bodies under his district. • Activities of Rashtriya Gram Swaraj Abhiyan <p>Any other activity related to e- Panchayat/RGSA initiative entrusted by PR Department, Uttar Pradesh.</p>
67	Div.Project Manager	<ul style="list-style-type: none"> • Divisional Project Managers will be deputed on a Division basis with the responsibility of the DPM to regularly/ periodically visit the PRIs in the respective districts. • Provide support with respect to PES applications and state-specific applications in the district and Coordinate with NIC/SPMU for operational issues and their resolution. • Visit KPs and GPs periodically to find out issues in rollout of e-Panchayat and new requirements in PES and State-specific applications and resolve them in consultation with State Technical Consultant. • Organize trainings, providing Handholding support in all local bodies under his District and Serve as a Helpdesk for all local bodies in the district. • Coordinate with BSNL/ Other internet providers for provisioning of internet connectivity • Accordingly, monitor the commissioning of computers and/ or internet connectivity in local bodies under his district. • Activities of Rashtriya Gram Swaraj Abhiyan <p>Any other activity related to e- Panchayat/RGSA initiative entrusted by PR Department, Uttar Pradesh</p> <p>Project Support activities .</p>
68	Project Executive	Project Support activities.
69	Software Developer	Software Development activities, Software Support activities, Software issues resolution.

To review PES portal and resolve all issues arrives on online Portal formats.

XML and Excel database compilation.

Monitoring and taking initiative to increase physical and Financial

Progress of all schemes under PRI

Planning and Designing portal Formats according to the schemes requirement.

Provide technical assistance to field-staff of department.

Any other task as assigned by the nodal officer, FFC

*The above list of duties is only illustrative and not exhaustive. Buyer may add to the list, duties of similar nature ordinarily performed by officials at this level. The individual may be required to carry out one or more of the tasks listed above.

1. Other Requirements
2. It is the responsibility of the Service Provider to provide manpower for the above listed work. The manpower has to be segregated, based on their years of experience.
3. The responsibility of effective and efficient delivery would rest with the Service Provider. Thus, the education qualifications and experience of the manpower deployed would be left to the subjugation of the Service Provider, subject to them meeting the minimum qualifying criteria.
4. The Service Provider shall provide the documentary proof for the qualifications and experience of the manpower deployed by them. The bio-data, qualification and experience of the said manpower should be certified by the Service Provider.
5. The police verification, character and antecedents verification of the employees is the whole and sole responsibility of the Service Provider. The same may be verified by the Buyer at the time of joining of the employees, if he/she so desires.
6. The Service Provider shall ensure the following in respect of his employees-
 7. The working hours and days of the outsourced employees will be as per the existing applicable rules of the respective Central/State Government organizations. However, they have to work on holidays, if necessary and required based on demand of work.
 - b. In an event of deployed personnel availing leave, and if required by buyer suitable substitute(s) shall be provided by service provider as per mutual understanding with buyer.
 - c. Consequent to poor performance of deployed manpower, service provider shall immediately replace the deployed manpower thereby maintaining service levels and continuity.
 - d. Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between buyer and seller prior to deployment of manpower.
 - e. The attendance of the employees will be entered in the register provided by the Service Provider and/or in the Aadhar based Biometric attendance system at the Buyer's premises.
 8. In case of services hired on annual basis and 5 working days, the employees will be entitled to 08 days of casual leaves per year on pro-rata basis and in case of 6 working days, the employees will be entitled to 15 days casual leave per year on pro-rata basis. Beyond specified leaves as applicable, leave will be treated as leave without pay (LWP) for which necessary deduction will be made by the buyer in the billed amount if no replacement is provided.
 9. The Human Resource Services would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/department in a manner desired by the Buyer.
 10. The Service Provider should have a legal status, whether it will be a registered Proprietorship Firm/Partnership Firm/Company under Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well has have registration for income tax.
 11. The Service Provider shall have a minimum of three years' experience of providing human resources services. Work order letter, work completion certificate, letter of recommendation & performance certificate from the officer in charge with official stamp should be submitted by the Service Provider.
 12. The Service Provider has to submit the list of similar works executed during the last 3 years and list of similar works under execution as per the pro-forma on their letter head. The Service Provider has to give a declaration/undertaking as per pro-forma on their letter head.
 13. The Service Provider shall ensure that all the relevant licenses / registrations / permissions which may be required for providing the services are valid during the entire period of the contract; failing so shall attract the appropriate penalties. The documents relevant in this regard shall be provided by the Service Provider to the Buyer on demand.
 14. No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the Buyer.
 15. In case of major default on the part of the Service Provider, the Buyer may provide a 24 hour's written notice terminating the contract to the Service Provider.
 16. The Buyer will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the employee or by the Service Provider. The employees as well as the Service Provider shall

comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the Buyer's department would not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules shall only rest with the Service Provider.

17. The Service Provider shall be required to keep the Buyer updated about the change of address, change of the Management etc. from time to time.
18. Payment
19. The payment to the Service Provider will be made on monthly and quarterly basis, depending upon the actual duration of the services rendered as per order
20. Any violation of contractual obligations by the Service Provider/employee shall attract penalties as mentioned against each obligation in 8. Penalties Penalties for non-compliance to service level agreement. Before imposing a penalty, the user department will provide 3 days prior notice to the Service Provider to make its representation. The Service Provider confirms and agrees that penalty whenever becomes payable, the same shall be deducted by the user department from the payments due to the Service Provider.
21. TA/DA shall be payable directly by the Buyer on production of travel documents in original and approval of appropriate authority of the Buyer for undertaking such travel for te project/assignment.
22. All applicable taxes and duties except service tax, shall be payable by the Service Provider and the Buyer shall not entertain any claims whatsoever with respect to the same. The Service Provider shall pay the GST and the price quoted is inclusive.
23. The Service Provider shall ensure payment regularly for the deployed manpower to their entitlements like monthly salaries/wages etc. and submit the documentary proof of the salary paid as per the terms and conditions of the contract. Bill for the subsequent month will be paid only after submission of certificate of disbursement of wages of previous month.
24. In case the submission of monthly bills is delayed by the Service Provider beyond 15 days from the last day of the month in which the services have been provided, the entire liability towards payment of interest/penalty to the tax authorities would be borne by the respective Service Provider.
25. Escalation towards payment of salaries / wages of the employees shall not be accepted on any ground during the contract period.
26. The Breakup of the components is to be provided to the Buyer Department. The Buyer Department will provide Minimum Wage as per the Notification applicable in their area for the category of Resource they want to procure.
27. The Total Price includes Minimum Wage, ESI, EPF, Admin Charge and GST on the mentioned components. Service Provider will thus quote over and above the following components as a Service Charge or Special Allowance if any: Minimum Wage + ESI + EPF + Admin Charges + GST (on the Minimum Wage, ESI and EPF component), where the Minimum Wage is provided by the Buyer Department and the rest is added by the platform.
28. In case of any changes in the minimum wages as per the Applicable Laws during the Contract period, Buyer shall pay the Service Provider the difference in wage from the amount mentioned in the Contract on pro rata basis.
29. Breach of contract

The following conditions shall specify breach of contract and buyer shall have right to immediately terminate the contract.

1. Cumulative penalties reach 10% of the contract value
2. Repeated breach of SLAs beyond 3 instances in the entire contractual period shall be treated as breach of contract. Breach of SLA is defined as performance lower than defined lower performance in this agreement.
3. Penalties
4. Penalties for a specific month / period shall be capped at 10% of bill generated for that particular month / period.
5. If any SLA is breached beyond 3 instances in any billing period then same shall be treated as a breach of contract and buyer will have full rights to terminate the contract after giving a notice of 30 days

Penalties for non-compliance to service level agreement

Penalties will be levied on the service provider for the violation of service level agreement of the contract as mentioned below:

#	Service level agreement	Penalties for non-compliance
1	Non deployment of total manpower mentioned in the contract as per the date of joining	Up to 15 Days, @1% per day of the total value and Beyond 15 days cancellation of the contract with cancellation charges @ 10%.
2	If the employee is found responsible for any theft, loss of material/ articles and damages	Immediate payment in actuals, equivalent to the value of the article theft/lost/damaged. Replacement within 2 day/cancellation of contract as decided by the buyer depending on the gravity of the act.
3	If the employee is found responsible for disobedience/ misconduct	Warning/counselling/Immediate replacement within 2 days as decided by the buyer depending on the gravity of the act
4	If the employee is absent or takes leave for more than 2 days without informing or taking	Substitute within 2 days failing which, @ 1% per day of the total value (excluding service tax etc.) of the absent resources up to 15 days. Beyond 15 days, cancellation of the contract with

prior approval.

cancellation charges @ 10%

5 If the employee is found responsible for adopting illegal and foul methods or exercising any corrupt practice in collusion with any third party or officials at the work place Immediate replacement within 2 days/ cancellation of the contract with cancellation charges @ 10%, as decided by the buyer depending on the gravity of the act.

Annexure A - Qualifying Criteria for Manpower

S.No	Category	Qualification
1	Office Assistant (IT)/ IT Assistant	Graduate or B.SC-IT I.T.I in Information Technology or 06 Months Diploma in Computer Application/Office Automation.
2	Assistant Engineer	Degree/Diploma in Engineering/ Graduate in relevant field.
3	Assistant Engineer-Data Center	Degree/Diploma in Engineering/Graduate in relevant field/MCA
4	Operator	Diploma/ ITI in relevant field
5	Non Explosive Handling Helper	Matric/ SSLC pass
6	DTP (Desktop Publishing) Operator	12th pass with ITI in related field.
7	Carpenter	10th pass from a recognized board with ITI certificate in relevant trade or Certificate course from a government recognized institute.
8	Electrician	10th pass from a recognized board with ITI certificate in relevant trade or Certificate course from a government recognized institute.
9	Helper	8th pass
10	Plumber	10th pass from a recognized board with ITI certificate in relevant trade or Certificate course from a government recognized institute.
11	Lift Cum Fireman	10th pass from a recognized board with ITI certificate in relevant trade or Certificate course from a government recognized institute.
12	Junior Auditor	Bachelor of Commerce/Bachelor of Business Administration/Bachelor of Business Studies
13	Multipurpose Health Worker (Male)	Matric / Hr Secondary or Pre-Univ. or its equivalent with Science (Chemistry and Physics).ii) Basic Health Worker Course.
14	Insect Collector	Matric / Hr Secondary or Pre-Univ. or its equivalent with Science (Chemistry and Physics).ii) Basic Health Worker Course.

15	Lab. Technician	BSC in Lab Technology or Diploma in Lab Technology from any recognized institute or equivalent and two years experience OR 10+2 with three year Vocational Course in Lab Technology, One year practical training from recognized institute and Two year experience.
16	Computer Programmer	BE / B.Tech in Information Technology/Computer Engineering/Computer Science.
17	Computer Operator	Any Graduation/ Diploma along with typing certificate and MH-CIT.
18	Radio Telephone Operator (Fire Service)	Three years diploma in Electronics/Wireless/ B.Sc. with Physics and Math as one of the Subject. OR Passed Grade-II (Wireless Operator Examination) from Ministry of Home Affairs, Govt. of India or equivalent. OR 10+2/Intermediate Science or equivalent from a recognized university/Board with 3 year experience in Wireless and Radio Telephone Operators in Govt. Organization.
19	Computer instructor	B.E. in Computer Science/MCA/PGDCA/'A' Level DOE accredited course and having experience in the relevant field Age=22-60
20	EPABX	10+2 from recognized university. Certificate course of a telephone operator. Experience of having worked on at least 20x200 lines in a reputed firm or Govt. Organization for 1 year. DESIRABLE: Graduate degree from recognized University / institution.
21	Junior Technician (Blacksmith-cum-Bus body Repairer)	Matric, Should have a certificate from ITI or any other Govt. recognized technical institute in the relevant trade
22	Junior Technician (Radiator Repairer)	Matric Should have a certificate from ITI or any other Govt. recognized technical institute in the relevant trade
23	Junior Technician (Mechanic)	Matric ,Should have a certificate from ITI or any other Govt. recognized technical institute in the relevant trade
24	Junior Technician (Electrician Auto)	Matric Should have a certificate from ITI or any other Govt. recognized technical institute in the relevant trade i. 10+2 or equivalent examination with science subject from a recognized university or board,

25	Radiotherapy Technologist	<p>ii. (a) Two years radiation therapy technologist diploma course based on the minimum course content prescribed by the competent authority (AERB) passed from a recognized institution with infield training in radiotherapy and minimum eight years of post-diploma experience</p> <p>or</p> <p>(b) Three years radiation therapy technologist B.Sc. degree course based on the minimum course content prescribed by the competent authority passed from a recognized institution with infield training in radiotherapy and minimum five years of post-degree experience</p> <p>or</p> <p>(c) Two years post-graduate Radiation Therapy Technologist diploma course based on the minimum course content prescribed by the competent authority passed from a recognized institution with infield training in radiotherapy and minimum five years of post-diploma experience.</p> <p>Desirable:</p> <p>Experience in working in an advanced radiotherapy Centre /institute with latest techniques/equipment.</p>
26	Professional Consultant	<p>The candidates should have Post Graduate/ Master Degree (Certifications in one's field are highly recommended) with 3-10 years of experience.</p>
27	Engineer	<p>ITI / Degree</p> <p>1) B.Tech/ B.E in Electrical/instrumentation/ Clinical/Biomedical Engineering/Biotechnology from recognized</p>
28	Sr. Research Scientist	<p>2) Institute/University; Post Graduation or Advanced Post-Graduate Diploma in similar discipline would be desirable.</p> <p>3) Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web Surfing to search relevant data & documents.</p> <p>4) Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skill in English.</p> <p>5) Experience of working in Medical Devices manufacturing/ medical devices research/ medical devices testing laboratory for a minimum period of 5 years.</p>
29	Research Scientist	<p>1) B.Tech/ B.E in Electrical/instrumentation/ Clinical/Biomedical Engineering/Biotechnology from recognized</p> <p>2) Institute/University; Post Graduation or Advanced Post-Graduate Diploma in similar discipline would be desirable.</p> <p>3) Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web Surfing to search relevant data & documents.</p> <p>4) Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skill in English.</p> <p>5) Experience of working in Medical Devices manufacturing/ medical devices research/ medical devices testing laboratory for a minimum period of 2 years.</p> <p>a) Bachelor's degree from recognized University/Institute.</p>

30	Junior Photographer	b) Experience of 4 years from any organization of repute in the field of photography. c) Should be able to use modern automation tools in the area of digital photography.
31	Data Base Programmer- Cum Administrator	MCA or M.Sc IT or Bachelor of Engineering in computing / IT or equivalent from recognized University / Institution.
32	Sr. Lab Attendant	10+2 with science stream.
33	Technologist	BCA/B.Sc (Computer Science)/B.SC(IT) graduate with PGDCA or its equivalent
34	Instrument mechanic	10+2 with 2 years Diploma of ITI in Instrument mechanic.
35	Film Operator	Metric Certificate in Cinematography Operator
36	Automobile Technology	3 years Diploma in Automatic Technology.
37	Air conditioner Technician	NTC / NVCT / Diploma in R&AC with minimum 2 years of experience
38	Physiotherapist	Bachelor of physiotherapy or master of physiotherapy
39	Pharmacist	Diploma in Pharmacy
40	Junior Engineer (Civil)-Group B	Diploma / Degree in Civil Engineering
41	Project Coordinator	Bachelor degree in Pharma with at least 2 year experience in the Pharma sector, candidates who possess Master Degree in Pharma shall be given preference.
42	Field Investigator	Bachelor degree in Pharma. Candidates who have practical experience in Pharma sector shall be given preference.
43	P H Recorder	Intermediate from Science stream / 5 year experience in sugar mills of 2500 TCD capacity
44	Juice Recorder/Water Recorder	High School pass with science and 05 year experience
45	Pan Incharge	High School / SVC Course NSI / BSI 10 Year experience
46	Pan Man	High School / SVC Course NSI / BSI 10 Year experience
47	Assistant Pan Man	High School / SVC Course NSI / BSI
48	Electricity Foreman (Motor)	High School ITI / Diploma
49	Electrician (Motor)	High School ITI/05 Year experience in electrician trade

50	Power Turbine Operator	High School ITI (Fitter) 05 experience
51	Boiling House Fitter	High School ITI (Fitter) 05 Year Experience
52	Centrifugal Fitter	High School ITI (Fitter) 05 Year Experience
53	Instrument Mechanic	High School ITI (Instrument Mechanic) 10 Year Experience
54	Lab Chemist	BSC Mathematics. 05 Year Experience
55	Lab Incharge	BSC Mathematics. 05 Year Experience in Sugar Mills having Capacity of 2500 TCD
56	AutoCAD Operator	1. Graduate in any discipline or holding a Diploma in any engineering discipline. 2. Certificate in AutoCAD from authorized CADD Center.
57	Pump Operator	ITI (in any field)
58	Associate Supervisor (Civil)	B.E./B. Tech Civil from a recognized university OR Diploma in Civil from a recognized university
59	Senior Engineer	B.E. Civil
60	Associate Supervisor (Technical)	Diploma in Engg. In Electrical/ Civil/ Electronics etc. 0-2 Years of experience
61	Information Attendant	10+2 with knowlwdge of computer operations -MS Word/ Excel/Powerpoint, etc
62	Blacksmith	ITI passed
63	Wireman	ITI passed / Diploma (Electrical)
64	Power Tiller Operator	ITI passed / Diploma in Agriculture
65	District Project Manager	B.Tech (ECE/IT/CSE)/ MCA, 1 to 4 Year Experience
66	Additional District Project Manager	B.Tech (ECE/IT/CSE)/ MCA, 1 to 4 Year Experience
67	Div.Project Manager	B.Tech (ECE/IT/CSE)/ MCA, 1 to 4 Year Experience
68	Project Executive	B.Tech (ECE/IT/CSE)/ MCA, 1 to 4 Year Experience
69	Software Developer	B.Tech (ECE/IT/CSE)/ MCA, 1 to 4 Year experience
70	Consultant -MIS	B.Tech (IT)/MCA , 5-year relevant experience

Additional Data/Document(s) : Seller

1. Certificate (Requested in ATC) :[click here](#)

Terms and Conditions

1. General Terms and Conditions

1.1 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) as available on the GeM portal (unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable

1.2 Terms of delivery: Free Delivery at Site including loading/unloading. In respect of items requiring installation and / or commissioning and other services in the scope of supply (as indicated in respective product category specification / STC / ATC), and the cost of the same is also included in the Contract price.

1.3 Delivery period: The Delivery Period/Time shall be essence of the Contract and delivery must be completed not later than such date(s). Any modification thereto shall be mutually agreed and incorporated in the Contract as per the provisions of the GTC.

1.4 Performance Security: If the Seller fails or neglects to observe or perform any of his obligations under the contract it shall be lawful for the Buyer to forfeit either in whole or in part, the Performance Security furnished by the Seller.

1.5 Taxes and Duties: Contract Prices are all inclusive i.e. including all taxes, duties, local levies / transportation / loading-unloading charges etc. Break up of GST shall be indicated by the Seller while raising invoice / bill on GeM. While submitting the bill / invoice Seller shall undertake that the Goods and Services Tax (GST) charged on this bill is not more than what is payable under the provision on the relevant Act or the Rules made there under and that the Goods on which GST has been charged have not been exempted under the GST Act or the Rules made there under and the charges on account of GST on these goods are correct under the provision of that Act or the rules made there under.

1.6 Octroi Duty and / or other local taxes: Contract Prices are all inclusive hence no reimbursement over and above the contract price(s) shall be allowed to seller towards payment of local taxes (such as levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies etc).

1.7 Limitation of Liability: The provisions of limitation of liability between Buyer and Seller as given in the GTC shall be applicable here.

1.8 Resolution of disputes: The provisions of DISPUTE RESOLUTION BETWEEN BUYER AND SELLER as given in the GTC shall be applicable here.

1.9 Liquidated Damages: If the Seller fails to deliver any or all of the Goods/Services within the original/re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever. In case, Service Level Agreement (SLA) is applicable the same shall be applicable for the Contract.

1.10 Financial Certificate:

1.10.1 The expenditure involved for this purpose has received the Sanction of the competent financial authority.

1.10.2 The funds are available under the proper head in the sanction budget allotment for the concern financial year.

1.10.3 I have been fully authorized by the department to sign the supply order or incur the liability of the Goods being ordered.

1.11 The bidder should submit a self declaration to the effect in bidder's official letter head that their agency have not been black listed by any Agency whatsoever till date.

2. Additional Terms and conditions

2.1 AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

2.2 Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

Note: This is system generated file. No signature is required.