



PRASAR BHARATI  
( India's Public Service Broadcaster )  
ALL INDIA RADIO :: Jalgaon 425001.



No. JAL/AIR/11/(1)2018-G/ 71 to 84

Date :- 18/01/2019

To,

AIR website ^ www.allindiaradio.gov.in

**Sub :- Engagement of person for Computer, Clerical & Safaiwala on contractual basis as & when required at AIR Jalgaon.**

Sir,

This office is interested in getting the job works on contract basis and invite your quotation as per terms and condition given below:-

Sr. No.	Description of works.	Rate Rs. Per Day	Amount
	The General Administrative Service of AIR Jalgaon which requires:- Day to day service smoothly as and when required English, Hindi & Marathi work, invite quotations for Computer, Clerical & Safai Work from firm & service provider residing in Jalgaon District (preferable in Local) agencies, Age group of 18 to 50 years & minimum qualification is 12 <sup>th</sup> standard onwords plus computer, typing both English, Hindi/Marathi. Persons provided shall be required to work on contract basis as & when required during a day hours (from 11.00 hrs. to 13.00 hrs. & 15.00 to 18.00 hrs.)		
1	Data Entry operator for computer works	One Job / a day	
2	Clerical work:- All type of official works	One Job / a day	
3	Safai & sanitary work (cleaning , Mopping & sweeping work of entire office & quarter premises.	One Job / a day	

Note:-

- GST should be shown separately.
- GST SAC Code & Notification of GST will be submit with quotation.

Contd....2/-

प्रसार भारती  
एन.टी.सी. बिल्डिंग  
ब्रह्मपुरी, जालगाव  
जिल्हा, जालगाव  
गुजरात ४२५००१

**TERMS AND CONDITIONS:-**

- 1) The firm should mention valid GST registration number and PAN No.
- 2) The firm should mentioned the GST % and amount separately and SAC codes of work & HSN code of goods .
- 3) The quotation should be sent in sealed envelope addressed to undersigned by name so as to reach on or before 08/02/2019 **at 15.00 Hrs.**
- 4) The corner should be super scribed with full details and quotations not properly super scribed will not be considered in all respects. & etc.  
a) Enquiry reference b) Date of opening c) Brief summary of work.
- 5) The above works are to be carried out at the risk of contractor. In case of any accident, cost of claim etc. will not be considered and it will be the responsibility of the contractor/firm.
- 6) Every care has to be taken for the safety of the operating person. The work is to be done Neatly without spoiling other structures.
- 7) Printed Terms and conditions of tendering firms will not be considered
- 8) Terms of payment :- 100% payment at the earliest after receipt of bill and successful completion of work.
- 9) If the workman ship is found to be unsatisfactory the undersigned reserves the right to terminate the Contract without assigning any reason.
- 10) Due date of opening quotation is 08/02/2019
- 11) The quotation will be opened in office at **15.30 Hrs.on** 08/02/2019
- 12) The quotation submitted should remain open for acceptance for the period of **one year** from the date of opening.
- 13) The undersigned reserves the right to reject any or all tender's without assigning any reasons.
- 14) The firm/ Agency should have at least 02 years experience for the work mentioned under Description of work documentary proof of the same may be attached.
- 15) Person engaged by contractor should have skilled person..
- 16) The contractor shall take insurance policy from any National Assurance Company for engaging Labour. The same should be produced as & when required by office for his men while working at All India Radio site, against any injury, accidents ,death etc. similarly the equipment instruments, tools etc. belonging to the contractor shall be insured against damage, loss, theft etc.
- 17) While engaging labour for carrying out obligations under contract, the contractor shall satisfy the conditions laid down under contract labour ( Regulation and Audition Act 1970 and Central Rule 1971) as amended from time to time and observe the provision under minimum wages Act 1948 (Central) Rule 1950 amended from time to time while engaging labour.
- 18) The contractor shall indemnify and hold harmless the office. All claims in respect of injury to any person howsoever arising out of the work in the course of maintenance work, the contractor shall discharge his entire obligation under the Indian Workman Compensation Act , as it affects workmen in his Employment.
- 19) Staff family member is not offered for engagement.

टी.एच.रामटेके  
T.H.RAMTEKE  
प्रशासनिक अधिकारी  
Administrative Officer  
आकाशवाणी जलगांव  
All India Radio, Jalgaon

(T. H. Ramteke)  
Administrative Officer  
For Head of Office  
All India Radio, Jalgaon.

