

ADMINISTRATION OF
DADRA AND NAGAR HAVELI U.T.
(DEPARTMENT OF INFORMATION & PUBLICITY)
SILVASSA-396 230
TELEFAX : 0260 -2640460
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No. CPO/DNH/201(41)/DAILY WAGES LABOUR/2014-15/335

Dt. 10/07/2019

Subject: Procurement of outsources manpower as Data Operator-cum-Lower Division Clerks and Multi Task/Peon in Chief Publicity Department.

LIMITED TENDER NOTICE

The Chief Publicity Department, Dadra & Nagar Haveli, Silvassa, invites sealed "Rate Quotations" from the Registered contractors dealing in e-Governance and Human Resource Outsourcing Agencies for providing manpower (as Data Operator-cum-Lower Division Clerks and Multi Task/Peon) who are having adequate knowledge of computer Operation in English/Hindi/Gujarati and fulfilling the educational qualifications, age etc.

Total number of candidates required under outsourcing rate contract, their Educational Qualifications, age and other particulars shall be as per Annexure – I & II.

Particularly, the Human Resource outsourcing Agencies, who are having eligible candidates in the above field and match the eligibility criteria, as described in the Annexure – I & II may offer their Quotation in sealed cover by Registered post to the below given address:

Chief Publicity Officer,
Shahid Chowk,
Behind Tribal Museum, Naroli Char Rasta,
Dadra & Nagar Haveli, Silvassa – 396 230.

The sealed quotations duly completed in all respect should reach at the above given address by **15.07.2019** upto 15.00 hrs. The envelop shall be superscribed as "Rate Quotation for Outsourcing Data Operators-cum-Lower Division Clerk and Multi Task/Peon". The quotations received after expiry of above date shall not be accepted and shall be rejected summarily.



Chief Publicity Officer,
Dadra & Nagar Haveli,
Silvassa.

To,
The Director (IT), Secretariat, D&NH, Silvassa to display this Quotation Notice on www.dnh.nic.in website.

Copy fd. to All Head of Office, D&NH, Silvassa for wide publicity.

ANNEXURE – I.

REQUIREMENTS:-

- | | |
|--------------------------------|--|
| (1) Name o Post | : Data Operator-cum-Lower Division Clerk. |
| (2) No. of Candidates required | : 01 (One) |
| (3) Educational Qualification | : Minimum 12 th Standard with Diploma in Computer and Knowledge of website Operation. |
| (4) Age Limit | : Between 18 to 30 years (As on 10.07.2019) |
| (5) Work Experience | : Four Years in Administrative work |
| (6) Skills | : English, Hindi & Gujarati Typing |

CANDIDATES PROFILE:-

- | | |
|---|---|
| (1) Full Name of Candidate | : |
| (2) Date of Birth | : |
| (3) Age (as on 10.07.2019) | : |
| (4) Educational Qualification | : |
| Held by the Candidates | |
| (5) Experience in Computer Operation, Language Known | : |
| (6) Whether the candidate is in Employment, if so, name of Employer with address. | : |
| (7) Addl. Information if any, Client Profile. | : |

Note:- Please attached attested copies of Certificates in support of information on points 1 to 7 above

Please Quote the Rate
Per Candidates per month:

Rs. _____

Signature/Seal of the Authorized
Signatory of the Agency.

ANNEXURE – II.

REQUIREMENTS:-

- (1) Name of Post : Multi Tasking Staff / Peon.
(2) No. of Candidates required : 01 (one)
(3) Educational Qualification : Minimum 10th Standard
(4) Age Limit : Between 18 to 30 years (As on 10.07.2019)
(5) Work Experience : Three Years in Administrative work

CANDIDATES PROFILE:-

- (1) Full Name of Candidate :
(2) Date of Birth :
(3) Age (as on 10.07.2019) :
(4) Educational Qualification :
Held by the Candidates
(5) Experience day to day routine :
Work of office and cleanliness
of office premises.
(6) Whether the candidate is in :
Employment, if so, name of
Employer with address.
(7) Addl. Information if any, :
Client Profile.

Note:- Please attached attested copies of Certificates in support of information on points 1 to 7 above

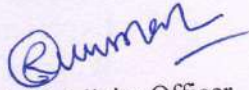
Please Quote the Rate
Per Candidates per month:

Rs. _____

Signature/Seal of the Authorized
Signatory of the Agency.

TERMS AND CONDITIONS :-

1. The Rate once furnished shall not be revised and will in force initially for a period of two years.
2. No extra payment as TA/DA etc, shall be paid to the candidates sponsored under above Rate Contract.
3. The sponsored candidates shall have to attend the office for 06 days a week and if needed by Head of Office, during Holidays also.
4. The sponsored candidates shall to maintain secrecy of the records of Information & Publicity Department. Any discloser on part of any candidates sponsored under rate contract shall be liable for removal with immediate effect and no payment shall be made in his/her case.
5. The contract shall initially for a period of two years and shall be renewed for such further period if need is arise on existing terms and conditions.
6. The Sponsoring Agency has to enter into "MOU" with Information & Publicity Department on acceptance of rates offered by them.


Chief Publicity Officer,
Dadra & Nagar Haveli,
Silvassa.