

National Seeds Corporation Ltd.
(A Government of India Undertaking)
RO: 65, Pandariba, Lucknow
Phone no. 0522-2450319, Fax no. 0522-2451496

No. 1-15(14)/Sec./Admn/NSC-LKO/2010-11/
26.10.2010

Dated:

Tender Notice

Sealed Tenders are invited from registered Manpower Providing Agencies for providing following man power under 'Minimum Wages Act' on contract basis.

1. Typist (Hindi/English)	:	One Post	R.O. Lucknow
2. Computer Operator/Clerk	:	One Post	NSC, Kanpur
3. Driver	:	One Pos	NSC, Hempur

The Tender on the letter head of the service provider indicating detailed position of wages quoted, registration of Agency with appropriate authority, EPF no., service tax registration no. Income tax PAN is required to be submitted in the office of Regional Manager, National Seeds Corporation Limited, 65, Pandariba, Lucknow latest by 30.10.2010. The tender received upto scheduled date shall be opened at 15.00 hrs on same day. Tenderers or their authorised representatives may, if they so desire, be present when the tenders are opened.

Tender form is enclosed hereby.

The NSC reserves the right to accept or reject any or all the Tenders without assigning reason whatsoever.

(Mustansir)
Regional Manager

Annexure-I

National Seeds Corporation Limited
(A government of India Undertaking)
RO: 65 Pandriba: Lucknow
Phone : 0522-2450319/Fax 0522-2451496

Tender form

S.N.	Category	Minimum wage(as per the minimum wages Act)	EPF @-----Rs.	ESI @-----Rs.	Service Charge @-----	Service Tax @-----	Total per month wages to be paid by NSC Rs.
1-	Typist (Hindi/English)						
2-	Computer Operator/Clerk						
3-	Driver						

Other terms & Conditions, if any, should also be specified.

Enclosures:

- | | | |
|----|---------------------|-------|
| 1- | E.Provident fund N0 | ----- |
| 2- | ESI N0. | ----- |
| 3- | Registration N0 | ----- |
| 4- | PAN N0. | ----- |
| 5- | Service Tax N0 | ----- |

I/ we hereby accept all the terms and conditions of the Tender as contained in annexure I of the Tender.

Signature-----

Name-----

Seal/ Stamp of the agency-----

Place: -----

National Seeds Corporation Limited
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Tender

Details of manpower requirement of NSC for Typist
(Hindi/English)/Computer Operator/Clerk/Driver

Sl. NO.	Name of the Post	Minimum educational qualification & experience	Remarks
1-	Typist (Hindi/English)	Graduation with Typing Speed 25 WPM. in Hindi, 40 WPM. in English.	
2-	Computer Operator/Clerk	Graduation with excellent knowledge of working in PC. in Excel, M.S. Office.	
3-	Driver	Middle pass having good knowledge of four wheeler LMV driving.	

