



नेहरु युवा केन्द्र संगठन Nehru Yuva Kendra Sangathan

स्वायत्तशासी संस्था
युवा कार्यक्रम एवं खेल मंत्रालय
भारत सरकार

*an Autonomous Body under the
Ministry of Youth Affairs & Sports
Government of India*

साथ साथ
कल की ओर...



NYKS/Tender Notice/PERS/2018/1245

20th July, 2018

TENDER NOTICE

Sealed tenders in two bid system are invited from reputed, experienced and financially sound Manpower service providers / companies / Firms / Agencies / Consulting Firms for deploying various categories of manpower as per Annexure-A for various Project Requirements.

Complete Tender Documents can be downloaded from NYKS web site at **www.nyks.nic.in**

The interested service providers / companies / Firms / Agencies / Consulting Firms can submit their tender documents complete in all respects along with tender fee of Rs. 10,000/- and Earnest Money Deposit (EMD) of Rs. 30 lakhs/- and other requisite documents on or before **31st July, 2018 by 3.00 pm** addressed to the Joint Director (Personnel), Nehru Yuva Kendra Sangathan. No tender shall be entertained after this deadline under any circumstances whatsoever. The tenders will be **opened at 4.00 pm** on the last day. i.e, 31st July, 2018 in the presence of bidders or their authorized representatives.

Interested Manpower service providers / companies / Firms / Agencies / Consulting Firms may attend pre-tender briefing to clear doubts and anomalies, if any, on **26th July, 2018 at 2.30 p.m..**

The NYKS reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the NYKS in this regard shall be final and binding on all.


Joint Director (Personnel)

Copy to : Notice Board & NYKS Web site

भूतल, 4 जीवन दीप भवन, संसद मार्ग, नई दिल्ली-110001
Ground Floor, 4 Jeevan Deep Building, Parliament Street, New Delhi-110001
Phone : 011-23442800
Visit us at <http://www.nyks.nic.in>

NEHRU YUVA KENDRA SANGATHAN

TERMS & CONDITIONS FOR MANPOWER OUTSOURCING

TENDER REF:-

NYKS/TENDER-Notice/PERS/2018/1245 DATED : 20th July, 2018

TERMS & CONDITIONS

TENDER NO. NYKS/TENDER-Notice/PERS/2018/

DATED : 20th July, 2018

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

- a. The Nehru Yuva Kendra Sangathan (NYKS) an autonomous body of the Ministry of Youth Affairs & Sports, Government of India intends to hire experienced manpower from reputed service providers / companies / Firms / Agencies / Consulting Firms for its various Project requirements at different States.
- b. The service providers / companies / Firms / Agencies / Consulting Firms will be hired initially for a period of 2 years which can be increased/decreased depending upon requirements. However, the hiring period of two years may be curtailed /terminated at any time depending upon requirement of the NYKS by giving written notice of one month.
- c. The requirement of manpower during this period, can be increased/decreased at any stage.

PROCEDURE FOR SUBMISSION OF BIDS

- a. The interested service providers / companies / Firms / Agencies / Consulting Firms may submit the tender documents in two envelopes – one “**Superscribed Technical Bid**”- ANNEXURE - ‘X’ and second “**Financial Bid**” – ANNEXURE- ‘Y’ complete in all respect along with the earnest money deposit (EMD) of Rs. 30 lakhs (Thirty lakhs only) in the form of Demand Draft/Pay Order, requisite documents in a sealed cover addressed to Joint Director (Personnel), Nehru Yuva Kendra Sangathan Hqrs. and be dropped in the tender box kept at the Reception/or by Speed/Registered post on or before **31st July, 2018** before 3.00 p.m..

b. **The various crucial dates relating to the Tenders are as under:-**

- i. **Tender Notification 20th July, 2018 11.00AM onwards**
- ii. **Pre-Bid Briefing on 26th July, 2018 at 2.30pm**
- iii. **Last date and time for submission of Quotation is 31st July, 2018 by 3.00 pm.**
- iv. **Date and time for opening of Bids 31st July, 2018 by 4.00 pm**

c. The cost of Tender will be Rs. 10,000/- and will have to be deposited through local Cheque/Demand Draft. along with Tender documents No relaxation in tender cost is allowed.

d. The Earnest Money Deposit (EMD) of Rs. 30 lakhs (Rupees thirty lakh only), refundable (without interest) in the form of Demand Draft/Pay Order drawn in the favour of **Director General, Nehru Yuva Kendra Sangathan** should be **deposited with Technical Bid** in the sealed envelop failing which the tender shall be rejected summarily.

e. The bidder should be a Company registered under Indian Companies Act, 1956 or Company Act 2013 or a Government agency & in existence for a minimum of 5 years on the date of issue of this tender, with necessary facilities and experience in providing such services. It should not be a consortium of firms/companies.

f. The bidder/service providers companies / Firms / Agencies / Consulting Firms are required to enclose photocopies of the following documents in envelop (**First envelop along with Annexure – ‘X’ – Technical Bid**) failing which their bids shall be summarily rejected and will not be considered any further:-.

- i. Copy of PAN/TAN
- ii. Registration Certificate
- iii. Copy of IT return filed for the last three financial years.
- iv. Copies of the EPF and ESI certificates.
- v. Copies of the Service Tax registration certificate.

- vi. Proof of annual turnover of the firm in the business for the last 3 years.
 - vii. Certificates /orders showing similar work done with Government and Public Sector Undertakings etc.
 - viii. Tender fee, Earnest Money Deposit.
- g. Conditional bids shall not be considered and will be outrightly rejected in the very first instance.
- h. Both Envelops 'X' - Technical Bid & 'Y'-Financial Bid should be sealed and ***kept in another envelop 'Z' and sealed.*** All the three envelopes should be superscribed with above reference no. and date.
- i. Average Annual financial turnover during the last 3 years ending 31st March of previous financial year should be at least 30 % of the estimated cost.
- j. The BID shall be on fixed price basis for full contract period in Indian Rupees subject to minimum wages rates as applicable in the respective States (as per table at annexure-Y) plus GST which is to be quoted extra as per actuals. No increase in the rate contract shall be allowed during the period of hiring of Bidder firm. There should be no hidden charges. Price Bid accompanied by any counter conditions and / or conditional expression such as 'Subject to immediate acceptance' etc shall be treated as being at variance & shall be liable to rejection.
- k. The bidder should have successfully completed a Minimum 02 contracts of Annual Value of atleast Rs. 50.00 Lakh each of similar nature from a Government Office / State Government / Centre or State PSU during the last three Financial Years namely 2015-16, 2016-17 & 2017-18.

In case bidder do not have single contract of Rs. 50.00 Lakh, tenders of the similar nature of work may be clubbed with the condition that the total work (tender) value should not be less than Rs. 1 crore in a particular year (**Income Tax Returns, Audited Financial Statement of 3 years with PAN and such other relevant documents required as proof of same to be attached. Mere Self Certification shall not be entertained.**)

- l. As per the O.M. No. 29(1)/2014-PPD dated 28th January, 2014 of Ministry of Finance it is mentioned that if a firm quotes 'Nil' Service Charge i.e. 0 % , the bid shall be treated null and void and will be rejected.
- m. The service charges quoted by the bidder should be responsive to meet the required expenditure.
- n. Relevant documents, Work Orders, service Satisfaction Certificate etc should be attached.
- o. The bidder/Service Provider company should not have been banned, black listed by any government department / Central Government / Public Sector Unit / Financial Institution / Court. An undertaking in this regard shall be submitted by the Service provider.
- p. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Bid Form. In such cases, the tender shall be summarily rejected. However, corrections, if any, in the Bid Application must be initiated by the person authorized to sign the tenders bids.
- q. The Bids shall be opened on the schedule date and time in the presence of the representatives of the bidder (Service Providers Companies / Firms / Agencies / Consulting Firms, if any. All the representative may submit their authority letter to the tender opening committee.
- r. If required, NYKS Officers may visit the Service Provider's premises / verify the correctness of RESUME submitted on sample basis and other information related to work orders / manpower etc and other infrastructure facilities. The bid of Service Provider, who is not able to substantiate / satisfy the requirements laid down in the Tender, is liable to be rejected.
- s. The Competent Authority of the NYKS reserves the right to accept or reject any offer fully or partly or cancel any or all bids without assigning

any reasons. NYKS also reserves the right to enter into parallel contracts with one or more service providers, if required, under this Tender.

- t. NYKS may not consider the bid from the firm if anything adverse against the firm comes to the notice during the process of selection. In that case decision of the NYKS will be final.

PERIOD OF HIRING

The Service Providers (Companies / Firms / Agencies / Consulting Firms) shall be hired for a period of 02 years from the date of work order. However, the 02 years term may be extended further based on mutual agreement of both the parties.

COST OF BIDDING

Bidder shall bear all costs associated with the preparation and submission of its tender and NYKS shall in no case be responsible or liable for these costs, regardless the conduct or outcome of the bid process.

NON TRANSFERABLE BIDS

The Tender document is non-transferable

TAXES & DUTIES

The Service provider will be entirely responsible for all the taxes, duties etc.

OFFER VALIDITY

The Bids should be valid for a period of 180 days from the closing date of the tender.

ASSIGNMENT

- 1) The manpower, as per the number and his/her eligibility given in Annexure-A will be deployed on outsource basis at the State Level only. The proposed number of Districts where deployment will be made is given in Annexure – I.

- 2) The candidates selected will be posted in the State from where their Selection have been made and may be shifted from one district to another as per the requirement/administrative exigencies.

OTHER CONDITIONS OF ASSIGNMENT

- a. In case any of the manpower deployed by the Company/Firm/Agency commit any act of omission /Commission which amounts to misconduct/ indiscipline/incompetence, the Service provider (Company /Firm Agency) will be liable to take appropriate disciplinary action against him including removal from the services, as per NYKS finding/observations.
- b. If any of its deployed personnel is found unacceptable/unsuitable to NYKS because of security risks, incompetence, conflict of interest, improper conduct etc., the service provider Company/Firm/Agency shall replace the person immediately.
- c. If a selected manpower is not provided / replaced by the service provider within the time frame, penalties shall be imposed on the service provider by NYKS. The penalty to be imposed will be @ 0.5% per day for the first five days, @ 0.75% per day for the next five days & @ 1.0% per day for the next five days of the total manpower cost for every person of such default. If the service provider is not able to provide / replace within 15 days as mentioned above, NYKS reserves the rights to arrange the same from the other source at the risk and cost of the service provider. NYKS also reserves the right to blacklist the service provider, if they are not able to provide the manpower as per above and repeat the same practice in other cases too.
- d. The Service provider shall provide a substitute well in advance, if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- e. NYKS has six working days (i.e. Monday to Saturday) schedule and office timing are 10 A.M to 5 P.M. In case of any office exigency, deployed persons may be asked to work on extra days or hours as the case may be and no extra payment shall be made for that.

However, in case of Headquarter at Delhi, NYKS has 5 working days in week and office timing is 09.30 AM to 06.00 PM.

SELECTION OF CANDIDATE

- a) Candidate will be selected through an interview by a Selection Committee constituted by successful bidder wherein NYKS may depute one Officer to supervise the interview process.
- b) Selection will be held State wise. Therefore, all the candidates must be from the State concerned. However, placement in identified district will be at the sole discretion of NYKS.

OTHER CONDITIONS

- a. The agency has to identify a contact person, who would be responsible for immediate interaction with the NYKS so that optimal services of the persons deployed by the agency could be availed without any disruption.
- b. For all intents and purpose the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of discharging the said assignment. The persons deployed by the agency in the NYKS shall not lay any claims of Master and Servant relationship nor have any principal and agent relationship with or against the NYKS. They shall in no case be entitled for claiming regularization/employment in the NYKS under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted to NYKS on the basis of having rendered services in the project through the hired company/service provider.
- c. The entire financial liability in respect of manpower services deployed in NYKS shall be that of the service provider and the NYKS will in no way be liable.

- d. The Service provider shall comply with all legal requirements for obtaining licence under Contract (Regulations and Abolition). Act 1970 if any, at his own part and cost.
- e. The Service-providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. The NYKS shall in no way be responsible for settlement of such issues whatsoever.
- f. NYKS shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the function/duties, or for payment towards any compensation.
- g. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of this NYKS during the currency or after expiry of the contract with the service provider.
- h. In case of termination of this contract on its expiry or otherwise by the service provider company, the person deployed by the service providing agency shall not be entitled to and will have No Claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity in the NYKS.
- i. The persons deployed by the Service provider should not have any Police Records / criminal cases against them. The Service Provider should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The Service provider should ensure verification of the Character and antecedents of each personnel to be deployed, before their deployment through investigation by the local police, collecting proof of Identity like Aadhar, driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to NYKS.
- j. The Service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness.

RELEASE OF MONTHLY PAYMENT BY THE AGENCY TO DEPLOYED PERSONS

- i. The empaneled service provider will ensure that payments are given to the deployed persons in time.
- ii. The Service Provider shall release payments (CBS Transfer/NEFT /PFMS to the respective Bank Account) to the manpower hired at each office on or before 7th of following calendar month.
- iii. The service provider shall submit the bills by 7th of the following month for the services provided/payment made in the previous month.
- iv. NYKS shall release payment to the service provider on receipt of :-
 - a) attendance sheet of each person duly countersigned by DYC/Section Head in case of posted at Headoffice/State Director in case of posting at State Office.
 - b) details of the net monthly payments released to every person duly countersigned by bank (Under no circumstances NYKS shall release payment without receiving above documents/certification)
 - c) Details of EPF etc (deposited with each name and amount in his/her EPF account)

LEGAL

- a. The Service Provider will be responsible for compliance of all statutory provisions relating to minimum wages as amended from time to time; Provident fund and Employees State Insurance etc. in respect of the person deployed by it in district office/Kendra
- b. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the NYKS to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- c. The Service Provider shall maintain all statutory registers under the application law. The agency shall produce the same, on demand, to the concerned authority of this NYKS or any other authority under law.

- d. The tax at sources (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by NYKS.
- e. The Service provider will be responsible for the work by engaging suitable man power. All statutory requirement for manpower deployment will their responsibility.
- f. In case, the service provider fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the NYKS is put to any loss/obligation, monitory or otherwise, the NYKS will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the agency, to the extent of the loss or obligation in monitory terms.
- g. The personnel during course of their work shall be privy to certain documents and information which they are not supposed to divulge to third parties. Therefore, any breach of this condition shall make the service provider as well as the person concerned liable for penal action under IPC, CrPC or any other relevant provisions besides, action for breach of conduct.
- h. Any dispute regarding working hours and compensation to be paid to the personnels deployed will be the responsibility of the Service Provider and no representation will be entertained on this issue by NYKS. Such representation will be forwarded to the Service provider for necessary action at their end.
- i. All disputes or difference whatsoever arising between the parties relating to the contract, meaning or difference or effect of the contract or the breach of the contract shall be referred to for the sole arbitration of Nehru Yuva Kendra Sangathan and its nominee and the award by him or his nominee made in pursuance thereof shall be binding on the parties. The Arbitration and Conciliation Act, 1996, shall govern such arbitration. Any court case file in this regard will be filed in Delhi only.

Technical Bid

Profile of the Agency

1. Name of Bidder Company/Firm/Agency and its Address and Telephone No.....
1. Incorporated as.....in year.....at.....
2. Name of the Top executive with designation and Mobile No.....
.....
E-mail...ID.....
Service Tax No.....
PAN/TAN No.....
3. Type of jobs being handled by the agency (Please attach detailed profile).....
4. Total Number of employees being provided to different organization by Agencies in 2015-16
5. Details of proof that Agency is All India Service manpower provider
6. Major Assignments done so far.....
7. Total Turn Over (In Rs.)

2015-16	2016-17	2017-18

8. Checklist of attachment (All attachments are Mandatory and non-receipt will disqualify the bid)

- Tender fee
- Demand Draft/ Pay Order towards EMD
- Attested copy of the registration certificate. – annexure -
- Attested copy of the PAN/GIR Card. – annexure -
- Attested copy of the latest IT return filed by the agency. . – annexure -
- Attested copy of the Service Tax registration letter/certificate. . – annexure -
- Attested copy of the PF registration letter/certificate. . – annexure -
- Attested copy of the ESI registration letter/certificate. . – annexure -
- Attested copy of the balance sheets for the years last 3 years.
- Total of outsourced employees being deployed /organization/Agency were deployment - Table
- Attested copies of audited Balance and Profit and loss A/C for last three years.
- Copy of similar completed works orders.

person

Signature of authorized

Full Name_____

Seal :

Date:

Place:

PS : There will be marking on the basis of Technical Bid.

Financial Bid

Name of the Agency.....

Rates of per month for providing man power for Nehru Yuva Kendra as per the nature of work as defined in the Tender :

Position	Consolidated rate per person per month (In Rs.) subject to minimum wages applicable in the State	Any Statutory / Govt payment	Total Amount demanded per person per month	Agency Service Charges (in % term)	Total Amount payable by NYKS to Agency per person	Net Amount that will be paid by Agency to the manpower	EPF to be deposited by the Agency in manpower's account

Disclaimer

The decision of NYKS will be final. NYKS may offer /may not offer assignment to any or none of the bidding agency without assigning any reason. The decision of NYKS will be full and final.

Signatures with Rubber Seal

BID SUBMISSION FORM

(to be submitted on the Company Letterhead)

Tender Ref. NO.

To,

The Joint Director-Personnel

Nehru Yuva Kendra Sangathan

Jeevan Deep Building, 4 Parliament Street

New Delhi

Subject : Bid in response to the Tender for Manpower Supply Services.

Sir,

Having examined the Tender Document including All Annexures, the receipt of which is hereby duly acknowledged, we, the undersigned, submit our Bid in conformity with the said Tender Document.

While submitting the Bid, we have taken into account all clarifications from NYKS in this regard.

We agree to and accept the terms and conditions stipulated in the Tender Document and our Bid is without any conditions from our side.

We agree to abide by the Bid for the period of 180 days after the closing date of bids and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

We understand the NYKS is not bound to accept the lowest or any offer it may receive.

Irrespective of the outcome of this Tender document, we undertake not to disclose/transfer/share/use contents of this Tender Document for any other purpose in any form.

Date :

Name & Signature of Authorise Person

In the Capacity of

Duly authorised to sign the Bid for and on behalf of

COMPLIANCE TABLE

The Service Provider should give relevant details wherever required in the following Compliance Table and NOT fill in the answers as ‘Yes’ or ‘Complied’. The Service Provider should also support the compliances by necessary documentary evidences along with the Technical Bid ONLY, failing which his bid will not be considered.

S no.	Description	Compliance Status & Remarks
1	Has Service Provider submitted all technical literature / leaflets / documents / Purchase orders etc and compliance table alongwith the bid documents?	
2	Does the Service Provider agree, in writing to adhere by the applicable rules / laws of the land, laid down by government of India with respect to protection of its employees rights and benefits life PF, ESI & Medical Insurance, remuneration statement, leave statement, tax deduction etc while servicing this contract?	
3	Is the Service Provider’s offer valid for 180 days from the due date?	
4	Has the Service Provider given the name of Contact Person / contract manager from his side for all relevant communications / interactions regarding this contract?	
5	Has the Service Provider provided the name of bankers? b) Has the Service Provider attached Tender Fee? c) Has the Service Provider attached EMD DD?	
6	Is the Service Provider registered with Govt agencies and in existence for a minimum of 5 years on the date of issue of this tender and have necessary experience in providing required technical manpower or similar services? (Attach relevant PO Copies,	

	documents etc)	
7	Whether the Service Provider's company has Average annual turnover of 3% of Total cost of this tender for the last three financial years?	
8	Whether relevant documents, PO / Work Order copies, service satisfaction certificates from the parties attached	
9	Whether Income Tax returns or Audited Financial Statements of the last three financial years with PAN or other relevant documents attached	
10	Has the Service Provider attached Certification from reputed user agencies, ISO / High level quality service certification in the relevant area, if available?	
11	Has the Service Provider enclosed various necessary documents like latest copy of Registration details, Income tax PAN No. GST No. etc	
12	The Service Provider company should not have been banned, black listed by any Govt Dept / Central Govt Unit/ Public Sector Unit/ Central Autonomous Body/Financial Institution/Court? Kindly confirm.	
13	Does the Service Provider agree to visit by NYKS officers to his premises for verification of information related to work orders/ space/ manpower etc and other infrastructure facilities claimed in technical bid?	
14	Does the Service Provider agree to all the contract management terms and conditions mentioned in the tender document?	
15	Does the Service Provider agree to Arbitration clause, in case of any disputes arising related to this contract?	
16	Does the Service Provider agree to the minimum contract period of TWO years and extend this contract on mutual consent, depending on the need and exigencies, on the same terms and conditions?	

17	Does the Service Provider agree to contract monitoring and termination clauses?	
18	Does the Service Provider agree to NYKS payment terms and conditions as mentioned?	
19	Does the Service Provider agree to Performance Bank Guarantee and penalty clauses mentioned in the Tender document?	
20	Does the Service Provider agrees to other service conditions.	

NATURE OF WORK OF BOOK KEEPING ASSISTANT

- a) Upkeep of Accounts and Book Keeping of NYK and support to the District Youth Coordinator in other official activities.
- b) Responsibility to maintain accounts and relevant registers and to attend to such other administrative work assigned by the District Youth Coordinator from time to time.
- c) Maintain Bank Book, Stock Register, Ledgers etc and other books of accounts and update Accounts through Tally ERP 9.0

NATURE OF WORK OF MTS

- a) General maintenance of records of the section
- b) General Cleanliness and upkeep of the Section/Unit
- c) Watch & ward duties
- d) Opening & closing of rooms.
- e) Carrying files & other papers with the building.
- f) Photocopying, sending fax etc.
- g) any other work assigned by the Superior Authority.

Eligibility Criteria for various post of outsourced staff to be deployed in NYKs

S.No	Designation	Age	Qualification	Experience if any
1.	Sr. Software Developer /Trainer	18+	B.Tech / MCA	5 years experience
2.	Software Application support	18+	B.Tech/MCA	5 years experience
3.	Chartered Accountant	18+	CA + B.Com	5 years experience
4.	E-Commerce Accountant	18+	B.Com	5 years experience
5.	Hindi Translator	18+	PG in hindi & English at Graduate level	1 years experience
6.	Maintenance Engineer (IT)	18+	Graduate	3 years experience
7.	Data Entry Operator	18+	Graduate	
8.	PS to VCs	18+	Graduate	2 years experience
9.	Steno to VCs	18+	Graduation	5 years experience (80: 40 WPM)
10.	Peon/Messenger to VCs and field offices	18+	10+2	5 years experience
11.	Receptionist	18+	10+2	2 years experience
12.	Electrician	18+	8 th pass	---
13.	Security Guard	18+	8 th pass	1 years experience
14.	Book Keeping (ACT)	18+	B.Com	1 years experience
15.	Driver	18+	10 th Pass	1 years experience
16.	House Keeping	18+	5 th /8 th Pass	1 years experience

MANPOWER REQUIREMENT FOR NYKS HEAD OFFICE & FIELD OFFICES

S.No	Designation	MANPOWER REQUIREMENTS
MANPOWER REQUIREMENT AT HEAD OFFICE DELHI		
1.	Sr. Software Developer/Trainer	1
2.	Software application support level 3 Region -1	4
3.	Data Entry operators	28
4.	PS to VCs	3
5.	Steno to VCs	3
6.	Peon/Messenger to VCs	6
7.	Receptionist	1
8.	Electrician	2
9.	Security Guard	2
10.	Hindi Translator	1
11.	Chartered Accountant	1
12.	E-Commerce Accountant	2
13.	Maintenance Engineering (IT)	1
	Total MANPOWER REQUIREMENT AT HEAD OFFICE	55
Manpower Requirement for House Keeping of Headoffice at New Delhi		
14.	House Keeping Manpower for cleaning of approximately 16500Sq Ft Space (with material)	
MANPOWER REQUIREMENT AT FIELD OFFICES		
15.	ACT (book keeping)	129
16.	DEO	03
17.	Driver	04
18.	Peon/Messenger for field	215
19.	Software application support level 3 Region -1	4
	Total MANPOWER REQUIREMENT AT FIELD OFFICES	355