

ITI Limited, Rae Bareli

Enquiry Letter

Ref: - RB/EDP/Compt/Job-Order01

To

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Subject: Job Order for Job Contract Work in EDP Department

Dear Sir

Sealed quotations are invited on behalf of M/s ITI Ltd. Raebareli from the working Contractors of ITI Ltd. Raebareli for the Job work of "Handling/Cleaning of computers, various Electronics/Mechanical instruments kept in EDP VC room, Regular cleaning of furniture's EDP Computer Hall & Networking Room, EDP Store, Opening & Closing of Departments (Video Conference Room & other offices) for regular cleaning by Civil Department & all routine works/activities of EDP Department".

Tender Due dates are as under:

1. Receipt of tender on or before date 17.01.2022.
2. Opening of tender at 11.00AM to 04.30PM on 18.01.2022

Terms & Condition given below:-

1. **Scope of Works-** As per BOQ, Annexure – A.
2. **Payment terms-** 100% payment shall be made after successful and satisfactorily completion of work through. However running payment may be accepted on Pro-Rata completion of work, if desired.
3. **Duration of Job Work:** 180 working day from the receipt of the Job-Work Order to party.
4. **Extra GST will be applicable on actual.** GST deposit proof will have to be submitted by the party before release of the payment.
5. Vendor shall strictly follow safety standards; ITI will not bear any responsibility for any accident during execution of work.
6. The contractor shall have to carry out the Job work in **General Shift** (09.00 hrs – 17.00 hrs) or on the basis of **as and when** required.
7. ITI reserve the right to reject any or all tenders without assigning reason thereof.
8. The site of work premises of ITI Ltd., Rae Bareli.
9. ITI Ltd. has no responsibility towards any losses suffered by contractor.
10. The contractor shall have to bear the responsibility of good conduct of his staff.
11. The contractor shall have to observe all security by laws.
12. Contractor shall maintain the wages, ESI and PF, as Labour Laws for workers deputed at site
13. Any dispute will be subjected to Raebareli Jurisdiction.

CM – EDP

ITI Limited, Rae Bareli

BILL OF QUANTITY

Ref: - RB/EDP/Compt/Job-Order01

Subject - Unskilled activities of EDP Department.

Sl.No	Description of work	Unit	Qty	Rate (in Rs.)	Amount (in Rs.)
1.	Handling/cleaning of computer items like PCs, monitor, servers, computer stationery and network cables from one setup to another in-side EDP and the ITI premises and daily routine jobs of the departments. Shifting of material from IGD Store to EDP, Shifting of material like network cables, computer papers from store to computer room, opening & closing departments, routine works of AGM office work and routine work of EDP department like despatch of official letters/notes to different departments.	Job	180		
				Total (In Rs.)	
				GST @	
				Grand Total (In Rs.)	

(In words – Rs..

) excluding GST.

Note:-

1. The deployment of an unskilled labour for the above mentioned work description, per shift shall be treated as one job.
2. To carry out the job work, party must depute one unskilled labour on working days to carry out the job work.

CM (EDP)
ITI Limited, Rae Bareli