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कार्यालय आयुक्त सीमा शुल्क (सामान्य)
OFFICE OF THE COMMISSIONER OF CUSTOMS (GENERAL)
नवीन सीमा शुल्क भवन, नई दिल्ली -११००३७
NEW CUSTOM HOUSE, NEW DELHI-110037

C. No. II/NCH/Admin/Gen./Data H.K./01/2016

Dated:-07/04/2017

TENDER NOTICE NO. 04/2017

The Commissioner of Customs General, New Customs House, New Delhi invites the sealed tenders for providing the services for the under mentioned work:-

A. Skilled Workers.

For carrying out the work of Typing of letters, assistance to officers in miscellaneous Data Work, downloading of circulars, notifications, trade notices etc.

B. Unskilled Workers.

For carrying out the work related with Housekeeping, cleaning, dusting etc. of the office building at New Customs House, General Commissionerate, New Delhi.

2. The terms & conditions are as under:-

- (a) The contractor should be registered with service tax department with valid registration number and fulfil the Eligibility criteria as per **Annexure-I**.
- (b) The age of the workers should not be less than 20 years as on 01.03.2017
- (c) The workers (Skilled and Unskilled) will be hired on the prescribed rate of Delhi Govt. and the contractor will abide all the rules & regulations laid under labour act and this office will not be responsible for any violation thereof.
- (d) The Skilled workers must have education qualification of Intermediate and having Skills of Computer proficiency, goods knowledge of MS word, MS Excel & Internet and knowledge of Typing with a speed of 30 words in a minute. The Skilled Workers should possess an experience of minimum 2 years.
- (e) The Skilled Workers will work between 9.30AM to 6.00PM with half hour lunch break, six days a week i.e. Monday to Saturday and will do the work of Typing of letters, assistance to officers in miscellaneous Data Work, Downloading of circulars, notifications, trade notices etc.

