



कार्यालय आयुक्त सीमा शुल्क
(आयात)

28 DEC 2016

नवीन सीमा शुल्क भवन,
इन्दिरा गाँधी अन्तर्राष्ट्रीय हवाई अड्डा, नई दिल्ली-3

**OFFICE OF THE COMMISSIONER OF CUSTOMS,
IGI AIRPORT, T-3, NEW DELHI -1100307**

C. No. I/AirCus/PRO(G/V) DEO/2014-16

Dated:- 12.2016

TENDER NOTICE

The Commissioner of Customs, IGI Airport, T-3, New Delhi, invites the sealed tenders from reputed registered firms for providing total **Six Skilled Workers/ Data Entry Operators** for carrying out the work of typing of letters, assistance to officers in miscellaneous data work, downloading of circulars, notifications, trade notices etc. in the office of Commissioner of Customs, IGI Airport, Terminal-3, New Delhi **for the period of one year** from the date of awarding the contract. The terms and 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 workers should not be less than 20 years as on 01.01.2017
- c) The skilled workers must have education qualification of intermediate and having skills of Computer proficiency, good knowledge of MS word, MS Excel and Internet and knowledge of typing with a speed of not less than 30 words per minute.
- d) The contractors should satisfy themselves before submission of the Rates/ Quotations to the Commissioner of Customs, IGI Airport, Terminal 3, New Delhi, that they meet the qualifying criteria and capability as laid down in the Annexure.
- e) The contractors must comply with all terms and conditions along with all specifications mentioned in Rates/ Quotations.
- f) The contractor must ensure that the desired number of skilled workers should remain available during the said working hours; he must also make alternate arrangements in the absence of any worker, if any.
- g) The skilled workers staff will be hired on the prescribed rate of Delhi Govt. and the contractor will abide by all the rules and regulations laid down under labour act and office order issued by Govt. of NCT, Delhi, time to time for the welfare of the workers i.e. employees by contractor. **This office will not be responsible for any violation thereof.**
- h) The skilled workers will work between 9.30 AM to 6.00 PM with half hour lunch break, six days a week i.e. Monday to Saturday and will do the work of Data Entry/ Computer Typing work.

