To

Shri V.V.S. Kharayat,
Under Secretary (DRT),
Ministry of Finance,
Department of Financial Services,
Jeewan Deep Building, Parliament Street,
New Delhi – 110001.

Dated the 23rd January, 2017

Subject: - Tender Notice regarding engagement of staff on contractual basis through manpower providing outsourcing agencies.

Sir,

I am directed to forward herewith a Tender Notice calling for quotations regarding engagement of staff on contractual basis through manpower providing outsourcing agencies in this Tribunal for your reference please. Hon’ble Chairperson has directed that Ministry of Finance, Department of Financial Services may be requested to place the copy of the notice in their website.

2. It is, therefore, requested that copy of the Tender Notice alongwith its enclosure may kindly be displayed on the web site of Ministry of Finance, Department of Financial Services on priority basis as the last date of submission of quotation is 15.02.2017.

Yours faithfully,

(Pijush Chakraborty)
Section Officer
NOTICE

It is proposed to engage the following staff on contractual basis through manpower providing outsourcing agencies for a period of one year:

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>No. of Persons required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stenographer Grade 'D'</td>
<td>02</td>
</tr>
<tr>
<td>Lower Division Clerk/ Data Entry Operator</td>
<td>01</td>
</tr>
<tr>
<td>Security Guard</td>
<td>01</td>
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</tbody>
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2. The terms & conditions of the contract to be entered into (as per General Financial Rules governing Government of India) will be as per the Annexure attached with this notice.

3. It is requested that your tender may be sent to the Registrar, D.R.A.T., Delhi on the following address by 15th February, 2017 positively:

Smt. Archana Singh, Registrar,
Appartment No.318, 3rd Floor, Hotel Samrat,
Kautilya Marg, Chanakya Puri,
New Delhi - 110021.

(Pijush Chakraborty)
Section Officer
Tele: 24106692
Terms & Conditions as per Rule 158 of General Financial Rules

I. To ensure due performance of the contract, Performance Security is to obtained from the successful bidder awarded the contract. Performance Security is to be obtained from every successful bidder irrespective of its registration status, etc. Performance Security is to be obtained from every successful bidder irrespective of its registration status, etc. Performance Security should be for an amount of five to ten per cent of the value of the contract. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank in an acceptable form safeguarding the purchasers' interest in all respects.

II. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

Pijush Chakraborty)  
Section Officer  
Tele: 24106692