



आईसीएमआर - राष्ट्रीयकॉलराऔरआंत्ररोगसंस्थान  
**ICMR-National Institute of Cholera and Enteric Diseases**  
स्वास्थ्यअनुसंधानविभाग, स्वास्थ्यऔरपरिवारकल्याणमंत्रालय, भारतसरकार  
Department of Health Research, Ministry of Health and Family Welfare, Government of India  
WHO Collaborating Centre For Research and Training On Diarrhoeal Diseases

Ref: NICED/Stores/Project Manpower/23-24/07

Date: 12.02.2024

**TENDER ENQUIRY**

Sealed quotations are invited on behalf of Director, ICMR-National Institute of Cholera & Enteric Diseases, Kolkata so as to reach this office by 20.02.2024 with regard to engagement of manpower in ICMR-NICED, Kolkata for One Year (1 Year) on purely contractual basis.

Following is the list of required manpower:

Post	Office Helper (Multi Tasking Staff)
Category	Unskilled
No. of Person	1
Monthly Consolidated Salary	Rs. 26800.00 including GST and Service Charge
Service Charges	subject to minimum 3.85% and maximum 7%
GST	As per rule

Particularly Vendors will have to submit the following documents –

1. EMD @2% of the total cost if not registered under MSME.
2. Labour Registration certificate of the state of West Bengal.
3. Branch office details / Renters agreement for the establishment.
4. GST registration certificate.
5. PAN card details.
6. Experience certificate (if any).
7. Turn over certificate.

MSME Certificate for EMD exempted to be attached. The quotation titled as **“QUOTATION FOR HIRING OF CONTRACTUAL MANPOWER – OFFICE HELPER (MTS) FOR OCV PROJECT IN ICMR-NICED, KOLKATA”** addressed to the Director, ICMR-NICED, Kolkata should be sent by Post/Courier latest by **20/02/2024**. The last date may be extended subject to requirement.

Kindly note that all the above mentioned services are to be of mentioned quality. This is a comprehensive tender enquiry and no extra cost would be borne by ICMR-NICED after the issue of Work Order if the work is found unsatisfactory.

Vendors are also requested to submit their experience report in the relevant field with their final quotation.



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**Terms and Conditions:**

1. The Director, ICMR-NICED reserves the right to accept or reject the quotations without assigning any reasons thereof.
2. Any decision taken by the Director, ICMR-NICED at any point of time in connection with this process shall be final and conclusive and no claim or dispute from any query in this regard shall be entertained.
3. Vendors may claim service charge ranging from 3.85% to maximum up to 7% claimed each month which is to be mentioned in the submitted quotation.
4. No advance payment will be made. The payment will be made on rendering the services availed and satisfactory report of the end user(s).
5. No extra payment on account of labour charges etc. will be made. However, GST as per rules will be permissible.
6. The selected vendor is also required to sign a Memorandum of Agreement upon receiving the work order.
7. While submitting the quotations the rate against each work and net amount to be paid, GST etc. should be specified separately.
8. For incomplete quotation the rate against each work and net amount to be paid, GST, service charge etc. should be specified separately.
9. ICMR-NICED, Kolkata does not bind itself to accept the lowest quote & reserves the right to accept the same in part or full.
10. Please ensure that the supply is as per requirement.

**Store in-Charge**

NOTE: For any clarification, you may visit our office during working hours from **Monday – Friday between 10:00 a.m. – 5:00 p.m. in Stores Section, ICMR-NICED, P-33, C.I.T. Road, Scheme-XM, Beliaghata, Kolkata-700010** before submitting the quotation.