

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES

(An Autonomous Body under the Ministry of Culture, Govt. of India)

IB Block, Plot No. 166, Sector- III,

Salt Lake, Kolkata- 700 016

EXPRESSIONS OF INTEREST FOR DEPLOYMENT OF OFFICE PERSONNEL

Notice No. TENDER/MAKAIAS/OUTSOUCRING/1/2015-16 Dtate : 02.11.15

Expressions of interest are invited from reputed agencies/establishments for contract for deployment of different categories of personnel to work in the office of MAKAIAS at Azad Bhavan, Salt Lake & Maulana Azad Museum, Ballygunge.

Prescribed pre-qualification forms may be downloaded from our website www.makaias.gov.in The duly complete registration forms with credentials shall be submitted to the above Salt Lake address on or before 13.11.15.

Director

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES
(An Autonomous Body under the Ministry of Culture, Govt. of India)
IB Block, Plot No. 166 Sector III
Salt Lake. Kolkata - 700106

**Pre-qualification Form for “Expression of Interest for deployment of office personnel”
at the Salt Lake campus and the Museum at Ashraf Mistri Lane, Kolkata-700019.**

1. Name of Agency :
2. Full postal address :
3. Telephone/Fax number (s)/E-mail ID :
Office :
Residence of Director/ Partner/ Proprietor :
4. Whether proprietorship or partnership business or Pvt. Ltd / Ltd. Company
5. Name & address of Proprietor/All Partners/ Directors of Company
6. Whether possesses trade licence to carry out the contract work (enclose xerox copy of the licence)
7. Whether you have Management Service provider licence issued by the competent authority under the Contract Labour (Regulation & Abolition Act) (Enclose a xerox copy of the Licence obtained for any such contracts recently)
8. Number of employees in the office :
9. Total number of Employees employed by Agency in all sites for Providing Management Service
10. Names/full addresses of all organizations where the Agency is presently providing Management Service (indicate in each case, the date from which contract is being held along with experience certificate from those organizations. preference will be given to those performance record with govt. organization/Departments, Semi-Govt., State Govt)
11. Whether holds service tax registration certificate (if so, enclose xerox copy of certificate along with last quarterly challan in detail)

12. Name & full address of Banker of the Agency
13. Whether Income Tax is paid by the Agency (if so latest Income Tax clearance certificate/Pan Card)
14. Valid EPF Registration No. :
15. Valid ESI Registration No. :

Date:

Signature with date & seal

Copies of all credentials relevant to the state of West Bengal must be enclosed, failing which the Registration Form is liable to be rejected.

Please note that Tender papers shall be issued at a cost of Rs.200.00 (Rupees two hundred) only from 18.11.15 to 24.11.15, only to the agencies duly short-listed by the Institute. Decision of the Institute in this regard shall be final and binding.