

NATIONAL SCHOOL OF DRAMA

**An Autonomous Institution of the Ministry of Culture, Govt. of India
(VARANASI CENTRE)**

C/o – Sri Nagari Natak Mandali Trust, r/o – C-22/29, Kabir Road, Varanasi (UP) -221001

INVITATION FOR SEALED QUOTATION

National School of Drama (NSD) New Delhi is an Institute under Ministry of Culture fully funded by MOC, GOI. The centre of NSD at Varanasi invites Sealed quotation from reputed registered agencies / firms of Varanasi for providing manpower (outsourcing) (**Mess Cook, Mess Helper, Sweepers, Attendant**) for working in NSD, Varanasi Centre w.e.f. 01/01/2020.

Interested Agencies/firms may submit their sealed quotation in the prescribed format, available at NSD website: www.nsd.gov.in. The filled-in form may be submitted to **Centre Director, National School of Drama, Varanasi Centre, C/o – Sri Nagari Natak Mandali Trust, r/o – 22/29, Kabir Road, Varanasi (UP) -221001 upto 25/11/2019 till 04.00 PM.**

The Centre Director, NSD, Varanasi reserves the right to accept/reject any or all the Quotations without assigning any reason.

NSD/VNS/ACAD/2019-20/75

**Sd/-
Centre Director
NSD, Varanasi**

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SEALED QUOTATION FOR PROVIDING MANPOWER (MESS COOK, MESS HELPER, SWEEPERS, ATTENDANT) FOR WORKING IN NSD, VARANASI CENTRE

National School of Drama (NSD) New Delhi is an Institute under Ministry of Culture, funded by MOC, GOI having its centre at Varanasi. Varanasi Centre invites Sealed quotation from reputed registered agencies / firms of Varanasi for providing manpower (outsourcing) (Mess Cook, Mess Helper, Sweepers, Attendant) for working in NSD, Varanasi Centre w.e.f. 01/01/2020.

Interested Agencies/firms may submit their sealed quotation in prescribed format to Centre Director, National School of Drama, Varanasi Centre, C/o – Sri Nagari Natak Mandali Trust, r/o – 22/29, Kabir Road, Varanasi (UP) -221001 upto 25/11/2019 till 04.00 PM(Ph. No. 0542-2211900/8414891445)..

FORMAT OF APPLICATION		
PARTICULARS	DESCRIPTION	
Name of the Bidder		
Address of the Bidder		
Contact No.		
PAN No. of Bidder		
Registration No.		
GST No.		
EPF Registration No.		
ESIC Registration No.		
Valid License for supply of manpower		
Experience		
MANPOWER	Monthly Wages as per Labour Department, Govt. of UP	Percentage (%) of Agency Service Charges
Mess Cook		
Assistant Mess Cook		
Mess Helper		
Safai Karamchhari		
Security Guard		

Terms and Conditions

- 1. GST if applicable and PF & ESI will be reimbursed on production of documentary proof.**
- 2. 2% TDS will be deducted from the bills as applicable.**
- 3. Bidder must have at least two years experience of related field**
- 4. Bidder will submit a copy of Balance Sheet for the last two years**
- 5. NSD will have no liability whatsoever concerning the persons deployed by the bidder for any purpose.**
- 6. Bidder will submit the performance guarantee of Rs. 25,000/- by Demand Draft in favour of National School of Drama, Varanasi on finalization of bid.**

Date
Place:

Signature of authorized person
with stamp