



**Division of Agricultural Economics & ABM,
Sher-e-Kashmir University of Agricultural Sciences and
Technology of Jammu, Chatha, Jammu - 180009**

Notification No. 06 of 2019 dated: 13.09.2019

Advertisement Tender Notification for providing engagement of accounts assistant on Work Bid System

Sealed quotations are invited from interested persons for providing/undertaking the following work on contractual basis under work bid system

S. No.	Nature of work	No. of persons	Unit / Area of work	Time of work	Rate to be quoted in Rs. by the bidder on monthly basis	Remarks
01	Preparation of bills, maintenance of cash book & ledger, knowledge of Tally and Busy, office work, filling, typing, knowledge of internet and other day to day official work and having experience of at least 03 years in maintaining the account	01	Division of Agril. Econ.& ABM	Office time + off times in case of emergency		

Note: That the bidder has to certify that rates quoted are for the specified nature of work with desirable experience.

The interested persons who wish to enter into the contract for above job specified in the bid sheet which shall be dully accompanied with the aadhar card as a mark of identity and must reach to the office of the Head, Division of Agril. Economics & ABM up to 01-10-2019 (5 P.M.)

The work bid shall be allotted under following terms and conditions.

1. That the jobs specified above is to be carried under work bid system and the bidder shall act as the contractor/worker.
2. That the bidder at his/her level and responsibility can engage staff under the above specified work but the payment shall be drawn against the name of the successful bidder.
3. That the bidder has to accomplish the work as per the need of the work on all working days and in odd times in case of emergencies and in case of absence from the work place the amount due / day basis shall accordingly be deducted.
4. The bidder must note that the person who is to engage on work bid system must have 03 years of experience in maintaining the account in the govt./PSUs/Autonomous bodies
5. That the expenditure shall be met within the sustainability fund of ABM under the Sub Head "Sustainability account" of Div. of Agril. Economics & ABM.
6. The work bid contract awarded is purely temporary and valid up to 31-03-2020 or extendable on yearly basis depending upon the provision/budget available/performance of the bidder/worker under sustainability account after the end of the financial year, as the case may be.
7. The person engaged under work bid system shall have no claim, whatever may be the reason for regularization in the division or in the university

Sd/
Prof. Jyoti Kachroo, Head