



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

Notification No. 01 of 2020 dated: 29.01.2020

Advertisement Tender Notification for providing engagement of office assistance 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	Discharge office related duties i.e. dispatch, runner for daily dak, computer typing, upkeep of office etc.	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 duly 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 19th February, 2020 (5 P.M. sharp)

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 as the case may be.
- 2) That the bidder has to ensure that work as office assistance shall be accomplished as per the need of the work and in odd times/non-office hours in case of emergencies.
- 3) That the contractor can also act as a worker provider, if he/she is having the pre-requisite experience.
- 4) That the payment as per the accepted bid shall be released in favour of the contractor engaged, subject to the condition that the person engaged has performed his duties as per assigned work and has not remained absent during the wage month. In case of absent from accomplishing the task during the office hours, the salary corresponding to absent hours (worked out on basis of 8 hours as office hours) shall accordingly be deducted.
- 5) That the person deputed by the contractor under the work bid system shall not be entitled to any leave during the office hours and in case of emergencies, the person is liable to attend the office during non-office hours as well.
- 6) That the expenditure for meeting wages of office assistance (work bid system) shall be debited to sustainability fund of Div. of Agril. Economics & ABM under the subhead "Sustainability account" of ABM programme.
- 7) That contract awarded under the work bid system is purely temporary and valid up to 31.03.2020 or extendable on yearly basis depending upon the provision / budget availability / performance of the contractor / worker and the contractor / worker deputed under the Work Bid System shall have no claim for regularization in the Division / university whatever may be the reason.
- 8) That any unauthorized or willful absence from duty of a period more than 07 days, the person engaged, shall entitle this office to terminate the contract without any notice.
- 9) That the contractor can be terminated with a notice of one month on either side or by depositing / paying one month's wages / contract amount in lieu of the notice.
- 10) That the contract period shall stand terminated automatically on the expiry of the stipulated period, if not extended prior to stipulated date and the contractor / worker shall not be entitled for any claim for service rendered after expiry of stipulated date of contract.
- 11) That the contractor / worker engaged shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity having due regard to the nature and purpose of assignment under the work bid system and will not itself in a manner consistent herewith, otherwise the employer shall be within his rights to take any action, which he / she deems fit

Sd/

Prof. Jyoti Kachroo, Head