

: SIC/RJP/ADMN-GF/2008-09

SUB: Limited Quotation for providing Part time / fulltime guest faculty for different courses.

National Small Industries Corp., A Govt. of India enterprise, established in 1955 is having one of its offices situated at Rajpura. We are in need of part time/ full time guest faculty as per the attached details.

You are requested to submit your quotation along with complete terms & conditions and details in a sealed envelop with the clear title "Quotation for full time/ part time guest faculty" through registered post/speed post/courier before 30th Oct 2008 and with following details :

1. Name, Constitution and Address and Telephone /Fax of the Agency along with the mobile no. (if any).
2. Name of the Owner of the agency.
3. Registration no. & its next renewal date/validity (of the agency).
4. Year/Month of establishment of the agency .
5. Total faculty presently employed by the agency.
6. Name, Address and Telephone no.s of the Parties/ Govt. organizations where services are being provided by the agency.
7. Payment structure with other levies applicable.
8. Whether there is a provision for EPF and your proof of registration with such authority.
9. Whether there is a provision for the ESI (n Employment State Insurance) & EDLI (Employees Deposit Link Insurance for the personnel employed by the agency and your proof of registration with such authority.
10. Detail of Assets of the agency in terms of estimated value along with the annual turnover.
11. As on date the Gross charge (all inclusive) to be charged.
12. Your PAN,TAN and Service tax proof
13. Validity of offer .

Yours faithfully,

(A.K.Verma)
Office In charge