

EXPRESSION OF INTEREST FOR PROVIDING MANPOWER ON CONTRACT BASIS

The National Small Industries Corporation Limited (A Govt. of India Enterprise) and a Mini-Ratna Company established in the year 1955 having its registered office at "NSIC Bhavan", Okhla Industrial Estate, New Delhi - 110020, and also having one of its Branch Office at MSME COMPOUND, Shankershet Road, Near PMPML Workshop, Swargate, Pune – 411037 is involved in the growth and promotion of Small Scale Industries throughout the country through its various Financial and Commercial activities.

NSIC proposes to hire the following manpower under NSSHO initiative through a manpower service provider on contract basis.

1. System Operator – Cum – Tele Caller / Executive Assistant. **1-Number.**
2. E-Tendering professional having extensive knowledge and experience in bid participation through e-tendering. **1- Number.**
3. Office attendant. **1- Number.**

Sl No.	Post	Qualification	Experience
1	System Operator – Cum – Tele Caller / Executive Assistant	Graduate and well conversant in computers.	1 years' experience in a similar capacity.
2	E-Tendering professional	Minimum Graduate. Preferably with a professional degree.	Having extensive knowledge and experience in bid participation through e-tendering.
3	Office attendant	10 th pass	1 year in a service sector enterprise.

NSIC, NSSHO Pune seeks expression of interest from reputed manpower service provider for the above positions on contract basis. The period of contract will be for a period of one year and may be extended as per requirement.

Interested parties having all required statutory registration are invited to send their expression of interest to our branch office in the prescribed template enclosed herewith furnishing details of candidates.

This is an expression of interest for providing manpower and not an invitation of bid.

Interested parties should write to:

The Branch Manager

NSSHO, Pune

MSME Compound,

Near PMPML,

Shankershet Road

Swargate

Pune-411037

The EOI should be complete in all respects and signed on all pages. The EOI should be delivered in a sealed envelope and the envelope shall be super scribed with "EOI for Manpower Requirement of NSSHO, Pune".

The Expression of Interest may be submitted by the owner of the manpower service provider along with details of bid for providing the required manpower.

Notwithstanding anything contained above, NSIC reserves the right to reject any or all expressions of interest offers and give consideration to agencies other than those offered in response to this advertisement.

Interested parties are urged to visit the Tenders section of www.nsic.co.in on regular basis for any updates related to schedule or corrigendum with respect to the above EOI.

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The Branch Manager,
NSSHO, Pune,
MSME Compound,
Near PMPML,
Shankershet Road
Swargate
Pune-411037

Sir,

Sub: Expression of Interest offering manpower on contractual basis at NSSHO, Pune.

This offer is with reference to the advertisement released in the press / put up in the Tenders section of National Small Industries Corporation Limited (NSIC) website www.nsic.co.in for engaging manpower from manpower service providers on contractual basis.

The details of the manpower offered are as under:

DETAILS OF THE FIRM PROVIDING MANPOWER ON CONTRACTUAL BASIS

Sr. No.	Particulars	Details
1	DETAILS OF SERVICE PROVIDER	
1.1	Name	
1.2	Address & Phone No: FAX No. & E-mail address:	
1.3	Constitution of vendor/firm. (Whether Proprietary /Partnership/Pvt. Ltd. / Public Ltd./PSU/ Individual etc.):	
1.4	In case of a Company, details of Incorporation of Company and Commencement of Business.	Incorporation Date: Ref: Commencement Date: Ref:
1.5	Permanent Account Number (PAN) & TAN	
1.6	Valid GST no. PF Registration No. ESI Registration No.	
1.7	Name & Designation of the contact person to whom all references shall be made regarding this EOI	

1.8	Service Charge for providing manpower services. A. B. C	
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I hereby confirm that, all the terms and conditions specified with respect to this Expression of Interest are acceptable to me. I further confirm that all the required details have been furnished and if this Expression of Interest form is incomplete in any respect on my part then the same is liable to be rejected at the discretion of NSIC.

I am aware that NSIC is not bound to accept the Expression of Interest and will not be required to give any reason for rejecting this Expression of Interest.

I further certify that I am an authorized signatory of my company and am, therefore, competent to submit the details towards this Expression of Interest.

Yours faithfully,

(Signature of the Offeror)

Printed Name

Designation

Seal

Date:

Business Address:

Price Bid – 1

Tender No: NSSHO/PUNE-1

PLACE- PUNE

EOI Inviting Authority: National Small Industries Corporation Ltd, NSSHO, PUNE

Sub: Expression of Interest offering manpower services on contract basis at NSSHO, PUNE.

Bidder Name:

1		Educational Qualification	Experience	Remuneration
	System Operator – Cum – Tele Caller / Executive Assistant.			
2	E-Tendering professional having extensive knowledge and experience in bid participation through e-tendering.			
3	Office attendant.			

Date:-

Signature & Seal of the Bidder