

No. 12024/1/2011 – Admn.
Government of India
Ministry of Industries & Public Enterprises
Department of Heavy Industry

Udyog Bhawan, New Delhi
Dated the 8th December, 2011

NOTICE INVITING TENDER

1. Sealed tenders are invited from reputed, experienced and financially sound Manpower Companies / Firms / Agencies to provide 15 skilled Data Entry Operators (English) and 7 Stenographers (English) to the Department of Heavy Industry for a period of one year. The requirement of number of Data Entry Operators and Stenographers may increase or decrease during the period of the contract.
2. Complete Tender Documents may be obtained from Room No. 14, Udyog Bhavan, New Delhi on all working days from 3.00 PM to 5.00 PM from 08.12.2011 to 27.12.2011. It can also be downloaded from the website of the Department i.e. www.dhi.nic.in
3. The interested Companies/Firms/Agencies may put their tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees one lakh only) and other requisite documents by 28.12.2011 till 3.00 P.M. to the Under Secretary, Room No. 16, Udyog Bhavan, New Delhi. **No tender shall be entertained after this deadline under any circumstances whatsoever.**
4. This Department reserves the right to amend / withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Department in this regard would be final.


(Ajay Kumar Gaur)

Under Secretary to the Government of India
Tel: 2306 1106

अजय कुमार गौर/AJAY KUMAR GAUR
अवर सचिव/Under Secretary
भारी उद्योग एवं लोक उद्योग मंत्रालय
Ministry of Heavy Industries & Public Enterprises
भारी उद्योग विभाग/Department of Heavy Industry
उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi

