

Gram : CENBOSEC, Delhi – 92  
E-Mail: [cbseedi@nda.vsnl.net.in](mailto:cbseedi@nda.vsnl.net.in)  
website: [www.cbse.nic.in](http://www.cbse.nic.in)



Phone: 22509256-59  
Fax: 22515826

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)

"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110092

F-1/128/2012

Date: 16.08.2013

.....  
.....  
.....

**Sub: Engaging Sewerman on retention basis for CBSE Staff Quarters at Brij Vihar (GZB)**

Sir,

The CBSE intends to engage a Sewerman on retention basis. The services of the Sewerman are needed on daily basis whereby he shall have to keep a mobile phone through which he could be contacted by the Board's officials/allottees. Alternatively, the Sewerman shall also be required to contact the Enquiry Office staff daily so that there is no communication gap and complaints are attended timely. In case the Sewerman does not respond/proceed on leave, the agency shall be required to make alternative arrangements for the incumbent. Interested agencies may quote their minimum workable rates on the prescribed format latest by 28.08.2013

Incomplete and conditional quotations shall be summarily rejected. The Secretary CBSE reserves the right to reject any or all the quotations without assigning any reason thereof.

Yours faithfully

(S.P.Rana)  
Joint Secretary (A&L)

## SCHEDULE OF WORK

Name of work: Engaging Sewerman on retention basis

Description of work	Rate/Per Month	Work Experience
Engaging Sewerman on retention basis		Must be capable to handle/attend complaints independently

### Terms & Conditions

1. The Manpower supplied shall be honest hard working & courteous.
2. The agency shall submit the Bio-data and experience details of the manpower supplied to the Board.
3. Sunday would be observed as weekly off. However in case of emergency weekly off can be changed by the Engineer incharge.
4. In case the exigency/work demand if additional manpower is needed, the agency shall manage within the quoted rates. Nothing extra shall be payable.
5. Only 7 Gazetted holidays shall be availed by the Sewerman.
6. The agency shall provide uniform to its manpower.
7. The Sewerman shall have to maintain a diary & shall note down the complaints daily from the Complaint Register.
8. No T& P shall be issued by the Board. The agency shall be bound to take adequate safety measures for the workman deployed at site.
9. The agency shall be responsible for any misdeed/damage caused to the Board's property by its worker.
10. The agency shall abide by the relevant Labour-laws applicable to the class of work.
11. T.D.S & other statutory deduction shall be made from the monthly bill.

ACCEPTED BY ME

**(PROP./MANAGER)**

**ADDRESS:**

**TEL NO.**

**MOB.NO.**