

14th Floor, HT House, K.G. Marg,
New Delhi, Dated 15 March, 2017.

To

As per list enclosed

Subject:- Engagement of 4 (Four) Data Entry Operators on contract basis in the Law Commission of India

Sir,

The Law Commission of India requires manpower for performing services of Data Entry Operators.

2. I am directed to request you to submit quotations for providing suitable candidates for the required work.
3. It is clarified that the candidate will be provided by the Firm and the Commission, after considering educational qualifications, experience and past serviced of the candidate, if any, will decide the pay of the candidate. The Firm will charge for providing and maintaining the services of the candidates.
4.
 - (i) The candidate will remain the employee of the Firm for all purpose and he would have no claim for regular employment in the Commission in any circumstances
 - (ii) The candidate will be provided by the Firm after getting his 'police verification' done.
 - (iii) If a candidate is not found suitable, he will be immediately relieved under intimation to the firm and the firm will provide a substitute to the candidate within two working days to the commission.
 - (iv) Remuneration to the selected candidates will be regulated in terms of their attendance and the Firm may submit the bills after ascertaining their attendance from the Commission.
 - (v) The bills in respect of services provided will be submitted to the Commission during the first week in respect of the preceding month.
5. It is requested that quotations may be submitted to the Commission by 31st March, 2017 (4 pm). The quotation may be submitted to "The Under Secretary", Law Commission of India in Room No. 4B, 14th Floor, Hindustan Times House, K. G. Marg, New Delhi-110001. The envelope should be super scribed as "Quotation for Data Entry Operators" in bold letters.
6. Please quote PAN/VAT No. of your Firm.

Yours faithfully,



(Kuldeep Kumar)

Under Secretary to the Govt. of India

Ph: 011-23355739