

WORK CONTRACT FOR THE INSTRUMENTATION ACTIVITIES RELATED TO THE GROUP AIIS/AISE

4. OFFICE OF DGM-AIIS

4.A. WORK DESCRIPTION:

1. Typing (Word, Excel Sheet & Power point)
2. Data Entry
3. Photocopying
4. Scanning of reports and documents
5. Taking print outs from PC
6. Filing and document arrangement and other official activities like arranging entry pass / Holiday pass for work contractors & visitors, etc.

4.B. WORK CONTENT:

Sl. no.	Work content with identification name	Quantity	UoM
1.	4-Activity 1	5000	nos.
2.	4-Activity 2	5000	nos.
3.	4-Activity 3	10000	nos.
4.	4-Activity 4	10000	nos.
5.	4-Activity 5	20000	nos.
6.	4-Activity 6	5000	nos.

4.C. CONTRACT CONDITIONS - TECHNICAL:

1. Based on our past experience, the average number of Personnel required to carry out the **4.B. Work Content** is 1 DEO **for 2 years**.
2. The DEO should have +2 education qualification & Knowledge/ Experiences in Typing, MS-Office, Acrobat Reader, PDF merger, etc.
3. The **4.B. Work content table** for DEO in the Tender contains **6 rows** of items starting with '**4-Activity- X**'.