

**भारतसरकार/Government of India**  
**अंतरिक्ष विभाग/Department of Space**  
**उत्तर-पूर्वी अंतरिक्ष उपयोगकेंद्र/North Eastern Space Applications Centre**  
**उमियम/Umiar-793103, मेघालय/Meghalaya**

फैक्स/Fax: 0364-2570139  
फोन/Tel.: 0364-2570036

ईमेल/Email: [purchase.nesac@nesac.gov.in](mailto:purchase.nesac@nesac.gov.in)

**निविदा आमंत्रण सूचना/ NOTICE INVITING TENDER**

निदेशक एनई-सैक, उमियम, मेघालय, प्रतिष्ठित ठेकेदारों, फर्मों सेवा प्रदाताओं से निम्नलिखित के लिए दो बोली में मोहरबंद प्रस्तावों को आमंत्रित करते हैं /Director, NESAC, Umiam, Meghalaya invites sealed offers in two bids from reputed Service Providers, Firms, Contractors etc for the following

एनआईटीसी./ NIT No.	कार्यकानाम/ NAME OF THE WORK	इएमडी( ) डीडीके रूपमें /EMD ( ) IN THE FORM OF DD	निविदा शुल्क/ TENDER FEE ( )
NESAC/1594/2023	Annual Contract For Providing Manpower Services At NESAC, Umiam for Services of DEO/Supervisor Cum Caretaker /Kitchen Supervisor Cum Chef/ Assistant Cook Cum Supervisor/ Medical Attendant/Store Keeper/ Automobile / Motor Mechanic/ Assistant Caretaker / Supervisor Of Cleaners & Attendants/ Assistant Cook /HMV Driver/ LMVDriver /Office Attendant/Cleaner Cum Attendant / Kitchen Sweeping & Cleaning.	500000.00	500.00

निविदा दस्तावेजों के विक्रय का दिनांक/ Dates for selling of tender documents : 29.07.2023 to 14.08.2023

निविदा दस्तावेजों को जमा करने की अन्तिम तिथि व समय/ Last date & Time for submission of tender documents : 16.08.2023 upto 13:00 Hrs.

निविदा खोलने की तिथि, समय व स्थान/ Date, Time & Venue of Bid Opening : 16.08.2023. at 15:00 Hrs at एनईसैक, उमियम/ NESAC, Umiam

**Instructions to Tenderers:**

- The Tender is invited for Annual Contract For Providing Manpower Services At NESAC, Umiam for Services of DEO/Supervisor Cum Caretaker /Kitchen Supervisor Cum Chef/ Assistant Cook Cum Supervisor/ Medical Attendant/Store Keeper/ Automobile / Motor Mechanic/ Assistant Caretaker / Supervisor Of Cleaners & Attendants/ Assistant Cook /HMV Driver/ LMVDriver /Office Attendant/Cleaner Cum Attendant / Kitchen Sweeping & Cleaning.**
- For full details and terms and conditions etc., please see the enclosed Part I technical Bid and Part II Price Bid along with Annexures.
- Tender documents can be obtained from the Purchase Officer, NESAC, Umiam.
- Tender Fee shall be paid in form of CROSSED Demand Draft only. The Demand Draft should be in favor of Director, NESAC drawn on State Bank of India, Umiam (branch Code 2010). The Tender Fee is NON-REFUNDABLE. Your request letter along with Tender Fee may be addressed to the Administrative Officer as indicated above.
- Interested tenderers may, at their option, download the tender documents from the NESAC website [www.nesac.gov.in](http://www.nesac.gov.in) and submit the Tender Document along with the prescribed tender fee as per details given in the tender notification.
- While requesting for Tender Documents, please superscribe on the cover as "Request for Tender document against Tender Notice No **NESAC/1594/2023**."
- Tender Document received after the due date/time will not be considered.
- While sending sealed quotation/offer superscribed respective Tender Number and Due Date on the envelope.
- NESAC, UMIAM is not responsible for any postal delays/loss of documents in transit.
- If the date specified for submission/opening of tenders is declared as a holiday abruptly, the due date for submission/opening of the tenders in such cases shall be postponed automatically to the next working day.
- Director, NESAC reserves the right to accept or reject any/or all the quotations/Expression of Interest in part or full.
- All pages forming part of the tender documents should be duly signed, stamped and submitted to NESAC. Pages not signed and stamped will be considered invalid and rejected.**

Dated: 28.07.2023

Sd/-  
निदेशक, एनईसैक / Director NESAC