



भारत सरकार / GOVERNMENT OF INDIA

केन्द्रीय कृषि मशीनरी प्रशिक्षण एवं परीक्षण संस्थान/CENTRAL FARM MACHINERY TRAINING & TESTING INSTITUTE

ट्रैक्टर नगर, बुदनी (म०प्र०)/TRACTOR NAGAR, P.O., BUDNI (M.P.) 466445

Website: <http://www.fmttibudni.gov.in> Email: fmti-mp@nic.in Tel: 07564-234729 GSTIN: 23AAAGC0890H1ZS

(AN ISO 9001:2015 CERTIFIED INSTITUTE)

फा.सं./F.No.: - 17-6/2021-Estt.

दिनांक/Date: - 23.08.2021

CONTRACTORS REQUIRED

Following works are to be awarded to successful bidders tendering the bid, in its entirety, in the best interest of the Gov:-

S. No.	Details of Works	Qualification & Experience	Age	No. of Contractors
(1)	(2)	(3)	(4)	(5)
1.	Campus Security Duties at Institute & Colony Gate	Minimum 8 th pass	18-55 Years	05
2.	Various Tasks like Vegetation Cutting, Gardening, Porter Work, Soil Digging etc	Educational Qualification: Not Applicable	18-55 Years	11
3.	Chasing, Scaring & Expelling of Monkeyes and stray animals out of Institute's Official & Residential Premises	Educational Qualification: Not Applicable 02 years of Experience in relevant field in Central/State Govt.	18-55 Years	01
4.	Sweeping and Cleaning of Toilets/ Offices	Educational Qualification: Not Applicable	18-55 Years	07
5.	Cooking/ Washing of Utensils and Gardening in Hostel	Educational Qualification: Not Applicable 05 years experience in relevant field in Central/ State Govt.	18-55 Years	04
6.	Farm/ Agriculture Work like Tilling, Sowing, Transplanting, Irrigation, Spraying Weedicides/ Fertilizers etc.	Educational Qualification: Not Applicable	18-55 Years	15
7.	Technical Help in General Works such as Welding, Repairing etc.	02 years of Experience in relevant field	18-55 Years	01
8.	Cleaning/Up- keeping & Labeling of Books in Library	12 th pass with 02 Years Experience in relevant field in Central/ State Govt.	18-55 Years	01
9.	Plumbing & other associated Civil Works in Institute's Office Premises & Residential Area	12 th pass with 02 years of Experience in relevant field in Central/State Govt.	18-55 Years	02
10.	Operation of 100 KVA/125 KVA Generator and Water Supply at Pumping Station	12 th pass with 03 years of Experience in relevant field in Central/ State Govt. along with license to work on LT Line	18-55 Years	01
11.	Clerical/All Computer Work	Graduation with PGDCA/ DCA/ ITI (COPA) with 01 year of experience in the relevant field in Central/ State Govt.	18-55 Years	02

12.	The following Works:- 1. To assist in discharging day- to-day works like typing letters in Hindi & English, Scanning, and Correspondence/ file works related to various tests viz. Commercial, CMVR and OECD 2. Downloading of online applications of various test samples from the online portal and correspondence thereof. 3. Tally entry of e-Receipt of Testing Fees.	Bachelor degree in any discipline and should possess a PGDCA/DCA/Data Entry Operator (DEO) Certificate with 02 years of experience in the relevant field in Central/ State Govt.	18-55 Years	01
13	The following Works:- 1. To assist in preparation of TA on Transfer/ Tour/Retirement claims and TA Advances bills. 2. To assist in preparation of Contingent Bills. 3. To assist in making Tally Entry for inward and outward supplies. 4. To assist in vendors creation and processing bills in PFMS. 5. To Assist in typing in both Hindi and English for accounts related official correspondences.	Bachelor degree in any discipline and should possess a PGDCA/DCA/Diploma in Office Management with Accounts as a Subject with 02 years of experience in the relevant field in Central/ State Govt.	18-55 Years	01

NOTE

- (i) Number of contractors for any of the works mentioned above from S. No. 1 to S. No. 13 are subject to change without prior information, if there is any change in works load, or for any other administrative reasons, or in the public interest. Some of the contractors, as identified by the authority at its discretion, shall be required to be discontinued for the period as deemed right by the authority. Under this situation, it shall be responsibility of the remaining contractors on work, to complete the task satisfactorily without claiming any change in the tendered amount with unchanged terms and conditions.
- (ii) The contract will be initially for 80 days, which on the basis of performance of Contractor and the requirement of the Institute may be extended.
- (iii) Interested Contractor may appear for personal discussion / establishing the skill proficiency on at **09:00 A.M on 31-08-2021 (For Works at Sl. No. 1,2,3,4,5, & 6), 01-09-2021 (For Works at Sl. No.7,8,9 & 10) and 02-09-2021 (For Works at Sl. No. 11,12 &13)** at this Institute along with the following in original:-
(a) Bio Data (b) Educational & Experience Certificates (c) Aadhar Card/ PAN Card (d)Bank Account Details. Contractors without all the above documents will not be entertained.
- (iv) Persons appearing after 09:30 AM will not be entertained
- (v) The interested contractors/ bidders may download the Tender Form, Terms & Conditions of Contract from the Institute's Website under web link:- <http://fnttibudni.gov.in/Proc-Auc Tend.html>
- (vi) In case no contractor is found suitable, no contractor would be awarded the contract.
- (vii) No TA/DA would be admissible.
- (viii) Director, CFMTTI, Budni, MP-466445 reserves the right to cancel the tender/ contract without stating any reason/ prior intimation.



(B. K. Panigrahi)
Instrumentation Engineer & H.O.O.