

Scope of Work and Special Terms & Conditions for “Contract for Assistance in various services 2024- 2026”

1. SCOPE OF WORK: Assistance in various miscellaneous office services/Misc. task attendant services, as indicated below:-

Sl. No.	Type of Services	Category	Unit	Qty
(i)	Assistance in various miscellaneous office services	Skilled manpower	Man days	7200
(ii)	Assistance in Misc. task attendant services.	Unskilled Manpower	Man days	3000

Note 1- The manpower for above Sr. No. (i) shall be taken as 12 no. tentatively and for above Sr. No. (ii) the manpower shall be taken as 5 no. tentatively for 02 years from 2024 to 2026. However as per NFL actual requirement, it can be increased or reduced from the aforesaid manpower.

Note 2- Personnel for performance of services shall be deployed as per the requirement of NFL from time to time.

2. Working Hours: Under the contract, working hours for services shall be as under:

Sl. No.	Type of Services	Timings
(i)	Assistance in various miscellaneous office services.	Daily (as prescribed by Officer- in-charge)
(ii)	Assistance in Misc. task attendant services.	

For the performance of above services, the following shall be applicable:-

1. For Assistance in various miscellaneous office services (skilled manpower)

The personnel to be deployed should be Graduate, having knowledge of MS-Office, MS-Word, MS-Excel, MS Power Point etc. and good command over written and spoken English. He/she should have Hindi/English typing knowledge and working knowledge in MS-Word, MS-Excel, MS-Point etc. He/she will be required to attend to house phone and console, directing visitors appropriately, notifying Company personnel of visitor arrival, maintaining telephone directory and telecommunication system by following manufacturer’s instructions.

2. Assistance in Misc. task attendant services (unskilled manpower)

The personnel to be employed for Assistance in Misc. Attendant Services shall be required to sort/distribute/deliver internal/External daks/files prepare packets for internal /external courier, provide hospitality, including service and upkeep of utensil/furniture & fixtures as well as providing misc. assistance to staff for carrying out day to day work, Caring of baby in creche and any other misc. services, as per requirement of NFL.

Out of unskilled manpower, services shall also be utilized for Delivering/Receiving Daks to Corporate Office of NFL in Noida besides sending dak/courier including delivery of empty urea bags to other units of NFL viz. Nangal/Bathinda/Vijaipur Units, as per requirement. The manpower will also be utilized for misc. jobs involving visit/travel within Panipat City other than the routine jobs.

Note: The mandays to be supplied by the contractor is tentative and can be increased / decreased, as per actual requirement.