

**DEPARTMENT OF ECONOMIC AND STATISTICAL ANALYSIS,
HARYANA**

**TERMS & CONDITIONS FOR OUTSOURCING OF MANPOWER THROUGH
SERVICE PROVIDER**

1. The sealed tender/quotations will be accepted from Registered Service Provider only with registration under Labour Act before 3 years. The turnover of Service Provider should be atleast one crore. The balance sheet should be attached as supporting document.
2. The selected Service Provider will deposit demand draft of Rs. 25,000 as security in favour of Director, DESA. This amount will be refunded without any interest after expiry of agreement.
3. The candidate should have matriculation with knowledge of shorthand & typing in both language (English & Hindi). Hindi shorthand speed at 64 words per minute and transcription thereof at 11 words per minute. English shorthand speed at 80 words per minute and transcription thereof at 15 words per minute. The test of candidate sent by selected service provider will be conducted by Department before final selection of the candidates.
4. The Department of Economic & Statistical Analysis, Haryana has reserved the right to accept or reject any tenders/quotations without assigning any reason thereof.
5. The tenders/quotations will be opened of those Service Providers who will accept and fulfill the above mentioned terms & conditions.
6. The tenders/quotations will be opened on 23-01-2012 at 11.00 A.M.