

**पूर्वात्तर भारत आयुर्वेद अनुसंधान संस्थान, गुवाहाटी, असम**  
**NORTH EASTERN INDIA AYURVEDA RESEARCH INSTITUTE**  
**BARSOJAI, GUWAHATI-28**

F. No. 2-9/2011 - /NEIARI/Ghy/Adm/

Date 18/04/2016

विषय/ Sub: श्रम-शक्तियों की नियुक्ति के लिए कोटेशन के संबंध में/ Quotation for engagement of Man Powers-reg.

महोदय/ Sir,

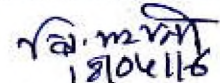
यह मोहरबंद कोटेशन एनईआईएआरआई, गुवाहाटी में श्रम-शक्तियों की नियुक्ति के लिए अनुलग्न संलग्नक-1 के अनुसार ईपीएफ, ईएसआई और अन्य सुविधाएं वाले प्रतिष्ठित फर्म को निम्नलिखित नियम और शर्तों के साथ आमंत्रित करता है/ The Sealed quotations are invited from the reputed firm who have EPF, ESI and other facilities for engagement of Man Powers in NEIARI, Guwahati as per Annexure-1 enclosed with the following terms and conditions-

1. मोहरबंद लिफाफे के ऊपर "श्रम-शक्तियों की नियुक्ति के लिए कोटेशन" ये शब्द का उल्लेख किया जाना चाहिए। अधोहस्ताक्षरी कोटेशन दिनांक 09/05/2016 को 15.00 बजे तक प्राप्त किया जाएगा।/ The word "quotation for engagement of Man Powers" should be mentioned on top of the sealed envelope. Quotation will be received by the undersigned up to 15.00 hrs on dated 09/05/2016.
2. जारी किए गए निष्पादन आदेश के 15 दिनों के भीतर तैनात कर्मचारी को संस्थान में आपूर्ति किया जाना चाहिए।/ The deployed staff should be supplied to the Institute within a 15 days from the date of issue of the execution order.
3. यदि तैनात व्यक्ति संबंधित कर्मचारी के द्वारा सौंपा गया कार्य में संतोषजनक नहीं होता है तो, आपके संविदा को किसी भी वक्त अस्वीकृत कर दिया जाएगा। / गुणवत्ता में कुछ भी त्रुटियाँ पाया जाता है।/ The contract may be rejected at any time if the deployed person are not satisfactory in duty assigned to respective staff.
4. अधोहस्ताक्षरी को सबसे कम दर स्वीकार करने के लिए बाध्य नहीं किया जाएगा और बिना कोई कारण बताए किसी भी या सभी कोटेशन को अस्वीकार करने का अधिकार होगा और इस मामले में उनका निर्णय अंतिम होगा।/ The undersigned shall not be bound to accept the lowest rates and shall have the right to reject any or all the quotations without assigning any reason and his decision in the matter shall be final.
5. बिना हस्ताक्षर के प्राप्त कोटेशन और मोहरबंद लिफाफे तत्काल अस्वीकार कर दिया जाएगा।/ Quotation received without signature and sealed cover shall be rejected forthwith.
6. असम सरकार बिक्री कर का प्रमाण पत्र और पान कार्ड की प्रतियाँ भी कोटेशन के साथ अवश्य प्रस्तुत करें और इस फर्म को ईपीएफ और ईएसआई में बनाए खातों का भी उल्लेख किया जाना चाहिए। / Copies of Assam Govt. Sales Tax certificate and Pan Card will also be submitted along with the quotation and it should mention that the firm is maintaining E.P.F. and E.S.I.
7. यदि फर्म समय पर कर्मचारी तैनात नहीं करता है और तैनात कर्मचारी संतोषजनक नहीं पाया जाता है तो अधोहस्ताक्षरी कोटेशन स्वीकार करने के बाद भी तैनात कर्मचारी की नियुक्ति को रोकने का अधिकार होगा। The undersigned reserved the right to discontinue the engagement of deployed staff even after its quotation is accepted, if the firm could not deployed staff in time and deployed staffs are found not satisfactory.
8. संलग्नक-1 में अंकित प्रत्येक पद के लिए न्यूनतम वेतन का भुगतान करना है। /The firm must pay minimum pay as shown against Annexure-1 each post.
9. उपर्युक्त कोटेशन को [www.ccras.nic.in](http://www.ccras.nic.in) वेबसाइट से भी डाउनलोड किया जा सकता है।/The above said quotation may also be downloaded from the website [www.ccras.nic.in](http://www.ccras.nic.in).

अनुलग्नक: यथोपरि।

सेवा में/To,

भवदीय/ Yours faithfully,



(डॉ. वि. के. भराली) / (Dr. B. K. Bharali)

सहायक निदेशक (एस-4), प्रभारी / A.D. (S-4), Incharge

Asst. Director (S-4) Incharge  
North Eastern India Ayurveda Research Institute  
(Under C.C.R.A.S., Mo AYUSH, G.O.I., New Delhi)  
Belsola, Guwahati-781028 (Assam)

## संलग्नक/Annexure -1

Sl.No.	Name of Post	Eligibility
1.	<b>Hindi Consultant</b> Minimum pay ₹20,000/- + (EPF + ESI + Service Tax + Agency charge etc.) as applicable.	Graduate in Hindi from a recognised University with adequate knowledge of Hindi and Ability to translate from English to Hindi and Vice-versa (preferably from retired person) with 2 years experience.
2.	<b>Ayurvedic Pharmacist</b> Minimum pay ₹16,000/- + (EPF + ESI + Service Tax + Agency charge etc.) as applicable.	Metric or Equivalent with 2 years diploma course in recognised Board/University/institution and 2 years experience in the Dispensary/Ayurvedic Hospital or in recognised Pharmacy.
3.	<b>Laboratory Technician</b> Minimum pay ₹16,000/- + (EPF + ESI + Service Tax + Agency charge etc.) as applicable.	Metric or Equivalent with DMLT course in recognised Board/University/institution and 2 years experience in the Dispensary/Ayurvedic Hospital or in recognised Pharmacy.
4.	<b>Panchakarma Technician</b> Minimum pay ₹16,000/- + (EPF + ESI + Service Tax + Agency charge etc.) as applicable.	Metric or Equivalent with Diploma/ Certificate of Panchakarma Therapy from recognised institution/Board and working experience of 2 years in this line.
5.	<b>Data Entry Operator</b> Minimum pay ₹16,000/- + (EPF + ESI + Service Tax + Agency charge etc.) as applicable.	Graduate in any Discipline from a recognised University with Diploma Certificate in Computer Application not less than One year duration and typing speed of 30 wpm. in English & 25 wpm. in Hindi.
6.	<b>Panchakarma Attendant</b> Minimum pay ₹13,000/- + (EPF + ESI + Service Tax + Agency charge etc.) as applicable.	Class VIII Passed with 2 years working experience in this line.
7.	<b>Mali</b> Minimum pay ₹13,000/- + (EPF + ESI + Service Tax + Agency charge etc.) as applicable.	Class VIII Passed with 2 years working experience in this line.
8.	<b>Pharmacy Attendant</b> Minimum pay ₹13,000/- + (EPF + ESI + Service Tax + Agency charge etc.) as applicable.	Class VIII Passed with 2 years working experience in this line.
9.	<b>Security Guard</b> Minimum pay ₹13,000/- + (EPF + ESI + Service Tax + Agency charge etc.) as applicable.	Class VIII Passed with 2 years working experience in this line.
10.	<b>Safaiwala</b> Minimum pay ₹13,000/- + (EPF + ESI + Service Tax + Agency charge etc.) as applicable.	Class VIII Passed with 2 years working experience in this line.

डॉ. बि. के. भराली  
19/06/16

(डॉ. बि. के. भराली)/(Dr. B. K. Bharali)

प्रभारी, सहायक निदेशक (वै.-4)/A.D. (S-4), Incharge