

**Shifting of present office of Directorate of ESI (MB) Scheme, West Bengal, P-233, CIT Scheme VII-M, Bagmari Road, Kolkata-700054 to new ESI Administrative Building, GB Block, Sector-3, Kolkata-700097 (near Tank No. 13)**

**TERMS & CONDITIONS of Tender**

1. 20 persons will be required. 10 persons at Saltlake office & 10 persons at Directorate ESI.
2. Packing, sealing, labeling and loading in truck (TATA 407) is to be done at current address.
3. Unloading, proper placement, unpacking and setting up of the materials at designated places.
4. Rate should be quoted per TATA 407 Truck, which will include all the packing cartoons, tapes, manpower (20 nos.) per trip.
5. Application in given format on applicants' letter pad.
6. GST, if applicable should be mentioned separately.
7. The last date of submission of application is 12.12.18, up to 2pm.
8. Selected tenderer will deposit the security amount of Rs.10000/- as Demand Draft in favour of **Director, ESI (MB) Scheme.**
9. Opening of tender will be on 12.12.18 at 3pm
10. The authority reserves the right to cancel the tender without assigning any reason.

  
DIRECTOR 6/12/18