

**Work Order**

Work Order No:-	M1330711	Date:- 10/06/13
Project No:-	S130164/GEN/PB	
Project Name:-	MIS and Standard Template for ITI of Punjab	
Issued to:	Name: Neelkanth Digital Infonet Pvt. Ltd. Address: #823, 1st Floor, NAC Manimajra, Chandigarh-160101 Contact Person: Mehul Rungta Phone-No : 91 8826996617 Email-ID: admin@neelkanthinfonet.com.	

**Subject: Work-Order for providing the services of manpower on hired basis under the project as mentioned above.**

Sir,

In reference to your Empanelment No:10(1)/2011-NICSI-Neelkanth dated: 11/08/2012 with NICSI, I have been directed to place an order for Providing the services of manpower on hired basis as per the details and Terms & Conditions given below:-

S.No	Manpower Description	No of Persons required	Required Period (No. of months/days)	Unit Rate per Month (exclusive of Service Tax)	Date of Deployment (From /To)	Total Amount (AxBxC)
		(A)	(B)	(C)	(D)	(E)
1	Programmer	1	12	23,731.00	From the Date of Joining	2,84,772.00

**Grand Total (excluding of Service Tax)(in Rs.) 2,84,772.00**

**Terms and Conditions:**

**(A) Deployment of manpower:**

1. The services of manpower are to be provided at the office of **Directorate of Industrial and Vocational Training, Punjab**. The contact person is Mr/Ms. **Anil Dogra** (Contact-nos: and email-id: **anil.dogra@nic.in**).
2. The details of the manpower deployed at client/ user-department shall be sent to NICSI-New Delhi with in one week of such deployment.
3. In case the Date-of-deployment is not specified in the column-D of above-mentioned table, the vendor should ensure deployment of manpower in consultation with the concerned client/user-department with in 30 working days of the work-order date.
4. The vendor has to deploy the manpower with proper verification and as per the eligibility criteria defined in the empanelment and also as per the skill-set required by the concerned client/user-department.
5. The vendor has to issue Appointment-Letters and ID-cards to all the deployed manpower.

*[Handwritten Signature]*  
10/06/13

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6. Joining-Report/Leaving-Report of the deployed/hired manpower will be issued by the concerned client/user-department to the vendor for disbursing their salary based on that.

7. The vendor has to immediately provide the replacement of the deployed manpower if the client/user-department is not satisfied with their performance or whenever the manpower leaves in between before the expiry of the term.

**(B) Invoicing and Payment:**

1. Billing has to be done on monthly basis in the name of "National Informatics Centre Services Incorporated (NICSI)-New Delhi" and bills should be submitted to our office at Hall No:2 & 3, 6th Floor, NBCC Tower, 15-Bhikaji Cama Place, New Delhi-110066 along with individual's Monthly-Performance-Report(s) by client/user-department and other necessary documents as per the terms and conditions of the said Tender/empanelment.

2. Payment will be made only after receiving the bills with complete documents.

**(C) Penalty Clause:**

1. Any unjustified and unacceptable delay in deploying the manpower beyond the period specified as above will render you liable for Penalty Charges as per the NICSI tender's terms and conditions and thereafter NICSI holds the right for the cancellation of this work-order and to issue the same to any other vendor.

**(D) General Conditions:**

1. The above-mentioned prices are exclusive of Service-Tax and as per your empanelment with NICSI. The Service-Tax would be payable as per the rates in-force from time to time.


2. Acknowledge of this Work-Order and confirmation of its acceptance may be sent immediately to NICSI-New Delhi.

3. The vendor should ensure that the deployed manpower do not tamper the Data or cause any Loss/damage to the client/user-department. In case of any such incident or happening; the consequences or the loss has to be borne by the vendor.

4. In case any query or clarification is required relating to this Work-order, the concerned Project Manager ( Kanwal Mohan Singh ) at NICSI-New Delhi shall be contacted. The contact number is 9313638103 and email-id is kmohan@nic.in

5. In addition to above, all the other clauses which are not mentioned in this Work-order but are a part of the concerned Tender No. NICSI/MANPOWER-PROGRAMMERS & MANAGEMENT ASSOCIATE/ and the Empanelment No. 10(1)/2011-NICSI-Neelkanth shall be ipso-facto applicable.

For National Informatics Centre Services Inc.

  
(Debasish Sarkar)  
General Manager &  
Authorised Signatory

**Copy To:**

1. HOF(TSS) or GM/DGM, Manpower, NICSI-New Delhi
2. Accounts Section, NICSI-New Delhi (Email: nic-si-account@nic.in)
3. Project Manager ( Kanwal Mohan Singh ), NICSI-New Delhi (Email: kmohan@nic.in)
4. Concerned NICSI State Coordinator ( Mr. Ganesh Dutt )
5. Guard File.

"For any query, please contact NICSI Helpdesk:011-26105054/26767300,e-mail: pa-ponicsi@nic.in"