

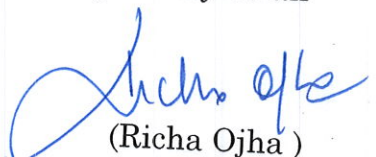
SUBJECT : TENDER NOTICE FOR OUTSOURCING OF MANPOWER SERVICES ON OUT-SOURCING BASIS IN CARA.

Sir/Madam,

Sealed tenders are invited by Central Adoption Resource Authority (CARA), a Statutory Body of Ministry of Women & Child Development, Government of India, for outsourcing of the Multi Tasking Staff (Peon) / Clerical Staff on outsourcing basis, from registered/well established Manpower Service Providers.

2. The out sourcing contract will be initially for a period of six months from the date of taking up of supply of manpower in pursuance of out sourcing contract unless extended further by mutual consent of the CARA and service provider. The number of Multi Tasking Staff / Clerical Staff required may depend on the requirement of the CARA.
3. The terms & conditions for outsourcing of manpower services on out sourcing basis are enclosed at **Annexure 'A'**.
4. Interested Service Providers may submit the tender documents, in format at **Annexure 'B' & 'C'**, complete in all respects along with Earnest Money Deposit (EMD) of **Rs.20,000/- (Rupees Twenty Thousand only)** in the form of Account Payee Demand Draft/ Bankers Cheque drawn in favour of **Central Adoption Resource Authority**, New Delhi, in a sealed cover addressed to the Chief Executive Officer (CARA) and delivered in the Tender Box kept at the Reception on 2nd Floor, West Block-8, Wing-II, R.K.Puram, New Delhi-110066. Tenders will be rejected in case the EMD is not submitted along with the required documents. The last date of submission of tender and time of receipt of Tender is **24th April' 2018 by 11.00 A.M.** Tender received after this deadline shall not be entertained under any circumstances whatsoever. Tenders will be opened on 24th April' 2018 at 11.30 AM.
5. The Chief Executive Officer (CARA) reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason.

Encls. : As above


(Richa Ojha)
Administrative Officer (I/c)
Richa Ojha
Admn. Officer-CARA
Ministry of Women & Child Development
Government of India
West Block-8, Wing-2, 2nd Floor, R.K. Puram,
New Delhi-110066