



Office of the Controller of Examinations  
Indian Institute of Engineering Science and Technology, Shibpur  
(Formerly Bengal Engineering & Science University, Shibpur)  
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Ref No: Exam/0316

Date: 19<sup>th</sup> October 2016

### **Tender**

Sealed quotations are invited from the bonafide organization to provide manpower support (preferably class X passed) for the Office of the Controller of Examinations during Semester Examination days only from 8.00 AM to 6.00 PM. The support services include carrying scripts to the examination halls, distribution of scripts to different departments etc. Normally there are four major semester examinations in a year and each semester examination will have duration of 7-8 days. The requirement is 15-25 manpower per day. So there may be a requirement of 100-150 manpower per semester examination.

Vendors must enclose attested copy of Trade License, VAT Registration, PAN Card, P Tax Certificate etc. with the application.

The vendors are requested to submit their quotation for the above mentioned item to the Office of the Controller of Examinations by **31<sup>st</sup> October 2016 within 2 p.m.**

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Controller of Examinations (Acting)