

Appendix C-3

II Support Staff

Sr.No.	Position	Name	Staff Months	Rate/ month(Rs)	Amount (Rs)
1	Office Manager cum Accountant	TBN	36		
2	Photocopy Machine Operator (1 no)	TBN	36		
3	Computer operator cum steno	TBN	36+48		
4	Office Boy	TBN	36+48		
5	Accountant cum cashier	TBN	36+48		

VI Office Supplies utility and Communication (Fixed Cost)

Sr. No.	Item	Months	Monthly Rate	Amount in Rs.
---------	------	--------	--------------	---------------

[Signature]

1	Office Supplies	36+48		
2	Drafting Supplies	36+48		
3	Computer Running Costs	36+48		
4	Domestic and International Communication	36+48		

VII. Office Furniture & Equipment (Rental) [Fixed monthly cost]

(Brand new Furniture and Equipment shall be mandatory at the time of commencement of services as per the list given below. The rental rate per month shall be quoted for the total list of office Furniture and Equipment)

Sr. No.	Description	Qty.	Rate/Month/unit (Rs)	Period in Months	Amount (Rs.)
	Office Furniture (Rental/Hire)			Months	
1	Executive Table (Godrej)	5 No.		36	



	make, model No.T-108orequivalent)	1 No.		36+48	
2	Executive Chairs(Godrej make, model No.PCH-701 orequivalent)	5 No. 1 No.		36 36+48	
3	Tables(Godrej make, model No.T-104or equivalent)	3 No. 1 No.		36 36+48	
4	Ordinary Chairs Type-1(Godrej make, Model NoT-CHR-6 or equivalent)	10 No. 5 No.		36 36+48	
5	Tables(for all other staff)(Godrej make,modelNo.T-	3 No. 1 No.		36 36+48	
6	Ordinary Chairs-Type II(for all other staff) (Godrej make,modelNo.CHR-6	7 No. 3 No.		36 36+48	
7	Steel Almirah1270mmx765mmx 440mm(Godrej make,	6 No.		36+48	
8	Visitors chairs/Conference room chairs(Godrej make,modelNo.DCH7004o	6 No.		36+48	

Handwritten signature

7	Diesel Generator 20KVA)with running	1 No.	36+48	
8	Binding Machine	1 No.	36+48	
9	Air Cooler(of 24" size fan with suitable Pump and shall be of either GEC,	2 No.	36+48	
10	Water Coolers (Voltas or	1 No.	36+48	
11	Software	LS	36+48	
	Total			


 Sandeep Gupta
 GM (Tech) 25 Jan 2017

