

JAIPUR DEVELOPMENT AUTHORITY

WORK ORDER

No : _____

Dated : _____

Sub: Hiring of Services for Computer as Package i.e Computer (Along with Trained Personnel).

Name of Firm : _____

Address : _____

Name of Contact Person : _____

Telephone No's : Mobile : _____ Residence/Office _____

In reference to your letter no ____ dated ____ you are requested to provide Computers as Package i.e Computer (Along with Trained Personnel) under the Government of Rajasthan FD's Circular No. F9(1)FD-1(1)Bud/2004 dated 28/07/2008 and F9(1)FD-1(1)Bud/2010 dated 25/07/2011 as per details below;

OIC	Qty. (Nos.)	Place of Installation	Date of Validity		Rate Per Month Per Package (Rs)
			From	To	

Terms & Conditions:

- JDA administration reserves the right to change the placement of the services of HCP during contract period, if required.
- Execute an agreement as per the **Annexure-"Agreement"** on non-judicial stamp paper(s) of Rs. 500/- within seven days from the date of Issue of this work order.
- Along with agreement the details of the firm is to be submitted as per **Annexure-"Details of Firm"** and detail of trained personnel along with
 - ID Proof: Elector s Photo Identity Card (EPIC) / Rations Card / Income Tax Identity (PAN) Card / Bank/ Kisan/Post Office Passbook / Driving License
 - Education Proof : Graduation certificate / Mark sheet
 - Recent Photograph
 as per annexure **Annexure-"Details of Trained Personnel"**.
- Submit monthly bill along with Satisfactory Performance Certificate as per **Annexure-"Satisfactory Performance Certificate"** duly verified by concerned OIC for release of payment.
- On expiry of the contract period, before taking back the computer system you are directed to transfer all the data stored during this period on this computer in a CD/DVD and hand over to the undersigned. The CD/DVD will be made available by JDA.
- Other terms and condition shall remain same as per GOR FD's Circulars mentioned above.

Enclosed: Annexure(s)

Signature of OIC
With Stamp & Date

Copy for information to:

- A.O. (Payment), JDA

Signature of OIC