



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA  
NAGPUR DIVISIONAL OFFICE,

NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR. 440001.  
Ph.Nos.0712- 2873229, 2873230, email id: os.nagpur@licindia.com

**NOTICE INVITING TENDER QUOTATION FOR HIRING OF AIR COOLER FOR SUMMER 2025.**

**TENDER NO. 5/2024-25**

LIC of India, Nagpur DO intends to invite quotations under **two bid system** for Hiring of Air Coolers at National Insurance Building, Annex Building and RMF Centre Mahalgaon, Nagpur in sealed envelope from reputed firms/ vendors having sound financial capacity and proven track record at least 03 year of supplying above mentioned items to other reputed Government / PSU organizations or Other Divisional office of LIC of India etc. The quotations, meeting the eligibility criteria specified in the tender format, shall only be considered for further evaluation. **For complete details and bid documents please log on to our website [www.licindia.in](http://www.licindia.in) and go to “Tenders” and click on the link “Tender for HIRING OF DESSERT AIR COOLERS FOR SUMMER SEASON- 2025”.**

Application forms may be obtained from OS department of Divisional Office Nagpur of LIC of India at above mentioned address from **05.03.2025 to 17.03.2025** on all working days from 10 AM to 3.00 PM.

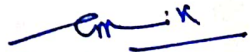
**Last date and time for submission of tender forms is 17.03.2025 (3.00 PM)**

LIC of India reserves the right to accept or reject any or all offers/ Quotations in full/ part without assigning any reason whatsoever.

Office hours Monday to Friday 10.00 AM to 05.30 PM (Office will remain closed on Saturdays, Sundays and Public Holidays)

Date : 03.03.2025

Place : Nagpur

  
Sr. Divisional Manager

  
AO





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**TENDER NOTICE FOR HIRING OF AIR COOLER FOR SUMMER 2025**

S.NO	ACTIVITY	DETAILS
1	Tender No. / Date	Tender No. 5 (TENDER FOR <u>HIRING OF DESSERT AIR COOLER FOR SUMMER SEASON- 2025</u> ) and Date 05/03/2025
2	EMD	Rs. 6000/- (Six Thousand Only) by way of Demand Draft drawn on any Schedule Bank Payable at Nagpur Favoring Life Insurance Corporation of India. (Estimated Cost 3 lacs). It is not applicable to MSME / NSIC Vendor with valid certificate.
3	Tender Fee	Tender forms will be issued on payment of Rs.250/- plus 18% GST= Rs 295/- in cash/DD on cash counter as non refundable tender fees from OS Department, National Insurance Building, SV Patel Marg, Station Road, Nagpur. 440001. From 05.03.2025 from, 10.00 AM to 17.03.2025 up to 3.00 PM.  Tender forms may also be downloaded from our website <a href="http://www.licindia.in">www.licindia.in</a> by clicking on Tender for " <u>HIRING OF DESSERT AIR COOLER FOR SUMMER SEASON-2025</u> ".  The Firms/Agencies/Companies having registration under NSIC/MSME will be eligible for exemption from tender fee.
4	Date of Sale of Tender Documents and Time	05.03.2025 to 17.03.2025 up to 03.00 PM.
5	Contract period	One year term, which can be renewed on the same Rates, Terms and Conditions for another <b>one or two year</b> if the performance of the service provider is found satisfactory to LIC.
6	Validity of Bid	90 days from the opening of tenders.



7	Estimated Value of Tender	Rs 3 lacs
8	Address for submission of bid (to be put in Tender Box)	OS Department. Life Insurance Corporation of India, Nagpur Divisional Office, National Insurance Building, S.V.Patel Marg, Station Road, Kingsway, Nagpur. 440001.
9	Last Date And Time Submission of Bids documents	Bidders fulfilling the eligibility conditions for <b>TENDER FOR "HIRING OF DESSERT AIR COOLERS FOR SUMMER SEASON- 2025"</b> as per technical specifications mentioned in the Tender should submit sealed covers Superscripted as Tender No.5, dated 28.02.2025 "Tender for <b>"HIRING OF DESSERT AIR COOLERS FOR SUMMER SEASON- 2025"</b> and Name of Tenderer on or before 17.03.2025 up to 4.00PM (last date of submission of tender).
10	Technical Bid opening Date / Venue	The sealed covers will be opened by the Tender Opening committee on 17.03.2025 at 04.30 PM . The concerned agency/firm may send one representative at the time of opening of the Tender. Venue address "Conference hall, N.I. Building, LIC of India, Divisional office, Nagpur".
11	Financial Bid	The financial Bid of the Technically qualified bidders only will be opened on a later date.
12	Contact Details	Ph.Nos. 0712- 2873229, 2873230, email id: <a href="mailto:os.nagpur@licindia.com">os.nagpur@licindia.com</a>
13	Official Website (URL)	The tender Document can be downloaded from our website <a href="http://www.licindia.in">www.licindia.in</a> , go to "Tenders" and click on the link " <b>TENDER FOR HIRING OF DESSERT AIR COOLER FOR SUMMER SEASON-2025"</b> ".

In case there is any change in the schedule the same will be displayed on our website.'

  
Sr. Divisional Manager

  
AD

  
AD



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**INSTRUCTIONS TO BIDDERS:** The sealed tender is invited for running contract under two bid system for HIRING OF DESSERT AIR COOLERS FOR SUMMER SEASON- 2025 as per enclosed Annexure - A, B, C, D, E, & F.

The Bidders are advised to follow the following instructions.

As two bid systems are to be followed, three envelopes duly sealed should be used for submission of tender as detailed below:-

(i) **Envelope No. 1: Technical Bid (Annexure - A, B, C, D, & E)** duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as

**"Tender for HIRING OF DESSERT AIR COOLER FOR SUMMER SEASON- 2025" - 'Technical Bid'**. Firm's name and Address should be written on the envelope. The DD for tender fee and EMD should be enclosed separately with the technical bid only.

(ii) **Envelope No. 2: Financial Bid (Annexure -F)** duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as **"Tender for HIRING OF DESSERT AIR COOLER FOR SUMMER SEASON- 2025" - 'Financial Bid'**. Firm's name and address should be written on the envelope. Annexure-F should be duly filled with net rates inclusive of all taxes and charges excluding GST.

(iii) **Envelope No. 3: Both the Envelope No. 1 and 2 as mentioned above,** are to be put into this envelope. The envelope should be sealed properly with sealing wax and super-scribed as Tender No.5 of 2025-26 **"Tender for HIRING OF DESSERT AIR COOLER FOR SUMMER SEASON- 2025"**. The name of firm should be mentioned on the envelope.

Each page of all the Annexures - A, B, C, D, E & F should be duly signed and sealed.

The sealed tender envelope should reach us on or before **17.03.2025** by **04.00 PM** addressed to **The Manager (OS), OS Deptt.**

**LIC of India, Nagpur Divisional Office,  
National Insurance Building, SV Patel Marg, Station Road,  
Nagpur. -440001**

**LIC of India reserves the right to accept or reject any or all offers/quotations in full/part without assigning any reason whatsoever.**

(The tender received after the stipulated time and date will not be considered.)

*AD & AO*

*emir*  
Sr. Divisional Manager

*M/S*





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APPLICATION FORM – TECHNICAL BID Annexure-A

S.No.	Information sought	Information Provided
1	Name of the Firm (In Block Letters)	
2	Date of Establishment / Incorporation	
3	Registration no. for registration under Companies Act, 1956. (Please enclose photocopy of certificate)	
4	Correspondence address and telephone no. with email id	
5	Address of Head Office (If separate) and Telephone no.	
6	Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
7	Name of the Partners/ Directors	
8	Name of Chief Executive with his present address and Telephone nos.	
9	Name of Representative (s) with Designation who would be calling on us and attending to our jobs and his Contact numbers.	
10	Details of Tender fee and EMD MR number Date of deposit Amount (Rs) OR Demand draft number and date of Rs 295/- for Tender fee and Rs. 6000/- for EMD in favor of “LIC of India” payable at Nagpur.	(1) MR / DD No. .... date / / of Rs. 295/- for Tender Fee.  (2) MR / DD No. .... Date / / of Rs. .... /- for EMD.
11	Name of Bankers with address	

	& telephone nos. IFSC Code & A/C No.(Please attach Photo copy of bank pass book or Cancelled cheque of the Firm)	
12	PAN No. and GST No. of the Firm (Please enclose photocopy)	
13	State the latest Income tax assessed year and the amount of tax assessed (Copies of last 03 years, IT Returns, Balance Sheets & Revenue A/C to be enclosed)	
14	Turnover for the last three financial years 2023-24 2022-23 2021-22	
15	Details of experience of running contract in any office of LIC of India and /or prestigious P.S.U.s. (Central), (Please fill Annexure-B).	
16	Whether holding certificate under shops and establishment act,( If yes duly renewed copy should be Enclosed.)	
17	Have your firm ever been blacklisted by LIC of India or PSU/BFSI organization/ Govt. / Semi Govt./ Quasi Govt. departments in India as on date of submission of bid or any order has been terminated or cancelled any time give details.	

(Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)



I/We \_\_\_\_\_ request Life Insurance Corporation of India, Nagpur Divisional Office to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS of tender and assure to render the services to the fullest satisfaction of the corporation.

We further give our consent and undertake that our firm is competent and capable to provide services to L.I.C of India, Divisional Office Nagpur.440001 within the stipulated time as desired by LIC of India.

Dated at .....this.....day .....2025

Signature with Seal

Name:

Designation:

**Note: The Corporation reserves the right to accept or cancel tender/bids of any/ of the agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.**



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Annexure-B

**Work Experience for the last three years**  
(Separate page must be submitted for each Client)

Name of the Existing Client (Organization / Institute / Company / Firm / Office Name)	
Address of the Existing Client (Organization / Institute / Company / Firm / Office).	
Name, designation of contact person with telephone no. and e-mail ID	
Name:	
Designation:	
Landline No.:	
Cell No. :	
Email ID:	
Details of services rendered in last 3 years (Ref. No, date of work order with photo copy of same) (Please attach attested copies of Experience certificate from customer)	

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and Seal of the Organization / Institute / Company / Firm / Office.

Date.....





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**Annexure-C**

**UNDERTAKING**

**Ref: OS/TENDER/ 5 / 2024-25**

We hereby confirm that we have not been blacklisted by LIC or PSU/ BFSI Organization/ Government / Semi Government / Quasi Govt. Departments in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2025

**Authorized Signatory Signature**

**NAME:**

**DESIGNATION:**

**Name and Address and SEAL OF THE FIRM / COMPANY:**



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Annexure- D

**ELIGIBILITY CRITERIA & OTHER CONDITIONS**

1. The vendor /firm should have a valid PAN Card number issued by Income tax department and GST registration number.  
**(copy of PAN & GSTIN must be enclosed)**
2. The vendor / firm should have Bank Account.  
**(copy of Bank's / cancelled cheque must be enclosed)**
3. The vendor / firm should be having the experience in same field renting of Dessert Air cooler and repairing / maintenance as mentioned in Annexure-B for at least 3 years. Certificate of satisfactory completion of work/supply issued by concerned department/authority/reputed firm must be attached as proof.  
**(copy of proof must be enclosed)**
4. The firm/Agency/Company /supplier should have registration with state and local authorities for undertaking the profession **(copies of proof to be enclosed)**
5. The firm/Agency/Company /supplier should have certificate under shops and establishment act . **(copies of proof to be enclosed)**
6. Minimum average annual turnover of the company should be **Rs 5 Lakh during last three Financial years certified by Chartered Accountant (2021-22, 2022-23, 2023-24)**
7. **The tenderer (including MSME/NSIC registered vendors) have to deposit 5% Performance security deposit on the basis of order value. Performance Security deposit will not carry any interest and same will be refunded to the concern Vender only after completion of contract.**
8. As per Central Government implementation of public Procurement Policy for Micro and Small Enterprises under 2012, the Tenderer is registered under DGS&D/ NSIC registered vendor / dealer / printer will be exempted from EMD/ tender fee on production/submission of certificate / documents. This exemption is valid only upto validity period of certificate as per Government regulations. In absence of any such document, tenderer shall be considered as not Registered under DGS&D/ NSIC.



**Declaration:**

I/we have read the instructions appended to the form and I/we understand that if any false information is revealed at a later date, any contract made between ourselves and the corporation, on the basis of the information given by me/us shall be treated as invalid at the sole discretion of the Corporation and I/we will be solely responsible for the consequences and shall make good all losses caused to LIC of India in the process. I/we agree that the decision of the corporation in selection of tender will be final and binding on me/us. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

I/we have no objection if inspection of my/our premises/ workshop, shop, etc is done by the official of the corporation including inspection of the quality of any or all items of the tender.

Sign.....  
With seal of firm/company

Name & designation.....

Place.....date.....



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Annexure-E

**VARIOUS TERMS AND CONDITIONS :**

1. The tender in the prescribed format (**Hard Copy only**) to be submitted in Inward section of OS department, LIC of India Nagpur DO on or before the last date / time specified.
2. The rates to be quoted in Annexure-F shall be net, i.e. inclusive of Transportation expenses, Installation, Dismantling removal, Water boy charges, repairs etc **excluding GST**.
3. The rates shall be valid for one year only. The Contract can be extended up to further one or two Year on mutual understanding of both the parties with same rates and terms & conditions.
4. The Corporation reserves the right to accept any quotation, this does not necessarily mean that the lowest quotation will be accepted.
5. After engaging the services of the firm, if it is found that the services are not rendered to the satisfaction of the Corporation, the services may be terminated at the sole discretion of Corporation and Corporation shall have the right to engage the services of any of other firm as it may deem fit. In this course if any financial loss/damage to reputation of Corporation is caused, the firm shall be legally bound to make good the same in monetary term to be decided by LIC. Corporation reserves right to cancel order at any time and need not assign any reason for that action.
6. Mere submission of the application for tender does not confer the right of selection.
7. The selection on tender would be without any liabilities from our side.
8. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of tender Selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
9. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Nagpur and be subject to adjudication of competent Court in Nagpur only.
10. Any tender not complying wholly with these terms and conditions shall be liable for rejection.
11. The quality, quantity and punctuality in rendering services are the essence of the contract and the vendor undertakes to abide by them at all times.

12. In the event of any loss/damage being caused to LIC on account of the negligence of the vendor or its Employees, the vendor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.

13. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.

14. If the vendor commits breach of any of the terms and conditions hereof and/or fail to carry out any instructions issued to him by the LIC from time to time, it shall be open and lawful for the LIC to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.

15. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. DIVISIONAL MANAGER, Life Insurance Corporation of India, Divisional Office Nagpur. Whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Nagpur. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.

16. The employees of the vendor shall never be considered to enjoy any right to enter the premises of LIC by virtue of this agreement or otherwise at any time except with the prior permission of the LIC.

17. In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by the LIC.

18. It is clearly understood by the vendor that the persons employed by the vendor for providing services as mentioned herein, shall be the employees of the vendor and not of "The LIC". The vendor shall be liable to make payments to its said employees.

19. If vendor commits breach of any covenant or any clause of this agreement, the LIC may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time **Corporation reserve the right to forfeit the outstanding Bills/EMD/ performance Security Deposit**, further agreement shall forthwith stand terminated and the vendor shall be liable to the LIC for losses or damages on account of such breach.

20. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this agreement.



21. Any obligations under this agreement either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.

22. Tax at source will be deducted from the payment as per the Income Tax Rules applicable.

23. No advance payment shall be made.

24. The Vendor will have to deposit 5% of Contract Value as Performance Security Deposit within 15 days from the date of rate agreement. **Performance Security deposit will not carry any interest and same will be refunded to the concern vendor only after completion of contract.**

25. No extra Terms and Conditions of the vendor will be accepted at any time. If any vendor gives his own Terms and Conditions his tender will be rejected without informing him.

26. The approved Vendor shall have to enter in to an agreement on a Non-judicial stamp paper of requisite value.

27. The Vendor shall be responsible for the payment of wages of his workers and shall abide by various laws enacted for welfare of the workers and he shall be personally liable for any damages etc which may be caused due to his failure to comply with various provisions of the law.

28. The Vendor and his workers will have no right to stay in office premises beyond working hours as specified above.

29. If the vendor terminates this contract in the event of failure to carry out the duties entrusted to him or in the event of breach of any of the terms of the agreement the Vendor shall be liable for forfeiture of the Bid security Deposit (if any) deposited by way of EMD without prejudice to any other remedy available to Sr. Divisional Manager.

30. In case more than one bidder quoting the lowest identical price then decision will be taken on the basis of the agency having work experience and maximum average annual turnover during the last three years. The decision of the competent authority at LIC of India, Nagpur Divisional Office shall be final in such cases.

31. If the services are not satisfactory the contract will be terminated even in the middle of the term.

32. The vendor shall give the services during the period of contract as per the LIC's requirements (Normally it is w.e.f. 1<sup>st</sup> of April 2025 to 30<sup>th</sup> June 2025) and is extendable up to 31<sup>st</sup> July 2025 depending upon the weather conditions prevailing then, which will be intimated separately and payment will be done on prorata basis of **fortnightly**.

33. The vendor shall pay all Taxes imposed by the Local Authorities and / or State Govt. and / or Union Govt. from time to time.

34. The vendor shall take due care of maintenance of the office furnitures, equipments etc. keep the same in tact and in good condition and in case of damage or loss the amount therefor as may be fixed by the Sr.D.M., LIC of India, Nagpur will be recovered from the vendor.

35. None of the personnel/water boys deployed by the Contractor shall indulge in any act other than that provided under this contract.

36. The Contractor shall take all safety measures for the personnel/water boys deployed by him. The Contractor shall follow all the provisions of labour law and shall alone be responsible for any lapse in this regard.

37. The Contractor shall carry out the entire work having full regard to the safety of his own personnel as well as Corporation's staff and officers in the complex. All safe practices shall be strictly adhered to by the Contractor. Despite observing safe practices if any unfortunate incident occurs, the Contractor shall bear all expense or claims towards treatment or compensation. . While discharging the duties, the contractor shall be responsible for any injuries to persons, damage to building, building structure, streets and footpaths and shall rectify it at his own cost.

38) The Corporation shall not be responsible financially or otherwise for any injury or death caused to any of the personnel of the Contractor during the performance of duties in the premises of the Corporation. The Contractor shall be solely responsible for providing compensation, if any and / or providing for expenses towards treatment for any injury or loss of life during performance of duties by the personnel deployed by him.

39. The Contractor shall not cause or allow any of his personnel to act in any manner, which may cause unnecessary disturbance or inconvenience to the Corporation, employees of the Corporation, owners / tenants / occupants of nearby properties or to the general public.

40) The Contractor shall be responsible for any loss due to theft / pilferage / damage caused in the course of performance of duties to the Corporation's property including fittings, furniture, fixtures or any other equipment(s). The Corporation shall assess the amount payable by the Contractor towards damages / loss / theft / pilferage and the same shall be recovered by the Corporation from the monthly payment to be made to the Contractor.

41. The vendor shall keep the services available from 09.00 a.m. to 06.00 p.m. on every working day and also on days and time intimated to the vendor as per LIC's requirement.

42. Dessert Air coolers provided should be BRAND NEW OR NOT MORE THAN 1 YEAR OLD AND SHOULD BE IN GOOD, IMPECCABLE WORKING CONDITION with optimal output as desired.

43. Any Air cooler reported to be non-working/non-functional/faulty to be attended to/repaired/ within 3 hours of reporting thus. If the unit needs to be replaced, the same is to be done within 24 hours of reporting. The vendor has to observe the Turn-Around-Time (TAT) for Air coolers problems redressal as specified above. Non observance/compliance will attract penalty as below:

Penalty of 10% of monthly charges per cooler per day will be charged for Non availability of services of air cooler .



  
**Sr. Divisional Manager**



I / We \_\_\_\_\_ have read and understand all the Terms & Condition of the contract and undertake to abide by and comply with all of them. I / We understand that non-compliance of any or all of the condition specified above will attract penalty / disqualification as therein stipulated.

**Tenderer's sign./ name and seal**





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APPLICATION FORM

FINANCIAL BID

Annexure-F

Rates to be quoted for full one unit of Air cooler inclusive of all charges (Rent + Installation along with window mounting stand + Window packing and complete sealing of window + Transportation + Service Charges + Uninstallation ) **excluding GST.**

SL	Name of Items and particulars	Rate per cooler (Net) for 03 Months ( from 01.04.2025 to 30.06.2025)
1	Desert cooler 5 Ft with 18" desert Fan motor of ISI mark with stand	
2	Desert cooler 5 Ft with 18" desert Fan motor of ISI mark without stand	
3	Desert cooler 4Ft with semi exhaust desert 15" Fan motor of ISI Mark with stand.	
4	Desert cooler 4Ft with semi exhaust desert 15" Fan motor of ISI Mark without stand.	
5	Room cooler 4 Ft. 12" Fan Motor	
6	Room cooler 3 Ft. 12" Fan Motor	
7	Water filling Charges inclusive of labour payment + Pipe etc.	
	Total	

Sign.....  
With seal of firm/company  
Name & designation.....  
Place.....date.....



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Approximate requirement of cooler that may be increase or decrease as per our requirement.(+/- 10%)

SL	Cooler	Number of cooler required
1	Desert cooler 5 Ft (without stand) with 18" desert Fan motor of ISI mark .	10
3	Desert cooler 4Ft with semi exhaust desert 15" Fan motor of ISI Mark . (With stand 5 Nos & without stand 63 Nos)	68
6	Room cooler 3 Ft. without stand	02
	<b>TOTAL</b>	<b>80</b>

  
Sr. Divisional Manager





**REQUIREMENT OF AIR COOLERS FOR THE SUMMER SEASON -2025**

DEPARTMENT NAME	3 FT		4 FT		5FT		TOTAL		
	Without Stand	With Stand	Without Stand	With Stand	Without Stand	With Stand	Without Stand	With Stand	TOT
NB	1		1		3		5	0	5
CLIA	1		1				2	0	2
F & A			7				7	0	7
L&HPF			3		1		4	0	4
B&AC			2				2	0	2
IT			2				2	0	2
ENGG			2				2	0	2
EDMS			2	1			2	1	3
DTC			3				3	0	3
OS			9				9	0	9
CRM/MICRO/HI			5		1		6	0	6
P&IR			3	1			3	1	4
Estate deptt			3				3	0	3
PS/SSS			6				6	0	6
CLAIMS			3		4		7	0	7
STATIONERY			3				3	0	3
SPORT				1			0	1	1
CANTEEN				1	1		1	1	2
SDM HOME J V				1			0	1	1
SALES			8				8	0	8
<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>63</b>	<b>5</b>	<b>10</b>	<b>0</b>	<b>75</b>	<b>5</b>	<b>80</b>