



Ref No: NCBS-012

31th July 2020

CORRIGENDUM – 1

Sub: Works Contract for Assistance in Operation and Maintenance (O&M) of Preparative and Analytical instruments - Scope of work

Ref: NIT No. NCBS/INS/9/2020-2021 dated 14-07-20

Please refer to this office NIT Cited above for the subject tender. It may please be noted that the scope of office Assistant is part of this tender, which broadly include the responsibility and taking care of processing and documentation of Bills, SAI, maintenance of equipment database, proper documentation of office related works, emails office orders, correspondences with vendors, Inventory record WO/PO, processing cash purchase bills, indents, follow-up with Accounts, Purchase and Admin departments and other works as and when instructed. All other details of NIT shall remain unaltered.


Head SE & M