

KOLKATA PORT TRUST

Corrigendum / Addendum

Sub.: Engagement of Service Provider for
deployment of “Stenographer-cum-Assistant”.

Ref.: Tender No. Lab/Misc./170/417 dated 28.08.2019.

The pre-bid meeting was held on 12.09.2019 and after discussion with the prospective bidders, the following amendments have been made in the subject Tender:

Sl. No.	Tender particulars	Clause	Description	Proposed amendment
1	Job details	9	To take dictation at a speed of <u>80 WPM</u> and transcribing the same on computer.	To take dictation at a speed of <u>60 WPM</u> and transcribing the same on computer.
2	Special Conditions of Contract	7.7 The service provider shall provide a substitute in case the <u>absence exceeds 5 days or even earlier</u> , if situation so warrants, which shall be conveyed to them by the Concerned Administration. The service provider shall provide a substitute in case of <u>unauthorized absence exceeding 5 days or even earlier</u> , if situation so warrants, which shall be conveyed to them by the Concerned Administration.

2. In the event of any increase in the total no. of resources to be provided at a later stage, the service provider shall provide such additional resources at the same rate and terms & conditions during the period of contract.