

**F.1-34/19/2022-NCW (A)**  
**National Commission for Women**  
**Plot No. 21, Jasola Institutional Area,**  
**New Delhi 110 025**

Dated the 6<sup>th</sup> March, 2023

**CORRIGENDUM**

In continuation of the Tender Notice dated 27<sup>th</sup> February, 2023 uploaded in CPP Portal and NCW's website inviting bids for engagement of Operator for operating of North East Working Women Hostel at Jasola Vihar, New Delhi-110025, the following is added as a part of "Scope of Work for the Operator" mentioned in Annexure-III of the bids:

<b>A. UPKEEP SERVICES</b>		
<b>#</b>	<b>Categories of Staff</b>	<b>Numbers required</b>
1	Security Staff	4
2	Gardners / Malis	1
3	Cleaning staff / Sweeper	5
4	Creche Staff	1
5	Electrician / DG Set and Lift	2 (One per shift)
6	Plumber / Pump Operator	1
7	Carpenter	1
8	Warden	3
9	Cook	3
10	Manager Cafeteria	1
11	Medical Attendant	1
<b>B. ADMINISTRATIVE STAFF</b>		
1	Hostel Incharge / Head of the Department: To take care of over all day to day functions of the hostel including liaison with concerned Ministry of officials, organize management committee meetings etc.	1
2	Office Assistant cum Accountant	1
3	Net Work Engineer cum System Administrator to look after CCTVs, Computer Systems, Library Software issues etc and save footages etc and report any suspicious activity	1

2. This issues with the approval of Competent Authority.

*B. Shome*  
**(Barnali Shome)** 06/03/23  
**Under Secretary**