

**SNA KŪṬIYĀṬṬAM KENDRA**

CENTRE FOR KUTIYATTAM  
THIRUVANANTHAPURAM, KERALA

F.No.KK/Qtn.-12/2017-18

February 28, 2018

Dear Sir,

**Sub: Engagement of Daily Wagers**

As you may be aware that Kutiyattam Kendra, a unit of Sangeet Natak Akademi, New Delhi (autonomous body of M/o Culture, Govt. of India, New Delhi) is functioning at Sahithi, T.C. 51/1760, Ashramam Road, Mudavanmugal, (Near St. Marys School), Aramada P.O, Poojappura Thiruvananthapuram. In connection with its day to day activities quotations are invited for deputation of following staffs on the basis of Daily Wagers.

DTP Operator	- one
Library cum Archive Assistant	- one
Messenger cum peon	- one
Mali cum Safai Karmachari	- one
Security Guard (Round the clock)	- two

Terms & Conditions

Daily Wagers may be engaged for 6 day week within time 9.30 am to 5.30 pm with three paid National Holidays.

Suitable agency may be engaged who is able to provide daily wagers with the term that agency will provide daily wagers as per our requirement.

The placement agency shall be responsible to pay wages and shall also be responsible for compliance with other statutory legal provisions with regard to Minimum Wages, Provident Fund, Insurance, Leave, Uniform, Medical Expenses etc. and must submit the proof for the same.

The security guards performing the duties shall be in proper uniform, which shall be supplied by the placement agency and the security guards shall be alert in performance of their duties.

Expecting an immediate reply.

Yours faithfully,

Sd/-

**Dr. Ettumanoor P. Kannan**  
**Director**



F.No.KK/Qtn/12/2017-18/

28<sup>th</sup> February, 2018

Dear Sir,

**Sub: Quotation for private vehicles on rental basis**

As you may be aware that the Sangeet Natak Akademi, Kutiyattam Kendra (Centre for Kutiyattam) is conducting / organizing programmes festival/ events in Trivandrum and outside. You are requested to quote your rates for the following vehicles AC & Non-A/C during the next financial year (2018-19) from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019:

- a) Tata Indica/ Ambassador/ Maruthi Van/ Wagon and vehicles of similar size and cost.
- b) Qualis /Tata Sumo/Scorpio/Tavera & vehicles similar size and cost.
- c) Innova/Lancer/Honda City/Toyota/Corola/Cheverolet & vehicles similar size.
- d) Buses upto 12 seater, 14 seater, 18 seater 24, and 35 seater AC and Non-AC.

Your quotation should reach our office on or before 16<sup>th</sup> March 2018.

Expecting an immediate reply.

Yours faithfully,

Sd/-

**Dr. Ettumanoor P. Kannan**  
Director