

WOMEN'S POLYTECHNIC COLLEGE

(Sponsored by Government of Puducherry)

Karaikalmedu, Karaikal - 609605.

TENDER SCHEDULE

**TENDER SCHEDULE FOR THE SUPPLY OF
MAN POWER THROUGH OUTSOURCING**

FOR THE ACADEMIC YEAR 2012-2013

DUE DATE : 28-05-2012

UPTO 3.00 P.M.

**Women's Polytechnic College
Karaikalmedu,
Karaikal-609605.**

No:WPTC/KKL/Manpower/Outsourcing /Tender/2012/

dated: 07.05.2012

TENDER SCHEDULE - 1 : Supply of Manpower Teaching Post through outsourcing at Women's Polytechnic College , Karaikalmedu, Karaikal.

Women's Polytechnic College , Karaikalmedu, Karaikal, is one among the PIPMATE institution requires the services of the Teaching staff in the vacant position through outsourcing the Manpower activity on contract basis through " Registered Agency " for a period of one academic year (2012-2013), as per the Educational Qualification prescribed by All India Council for Technical Education, New Delhi and Terms and Conditions .

Tender schedule are available on the website <http://dhte.puducherry.gov.in>. can be downloaded. Tender schedule will also be available in this office of the Principal, Women's Polytechnic College , Karaikalmedu, Karaikal, on all working days which may be received in person on production of requisition letter. Wax sealed tender schedule along with the Demand Draft for Rs.520/- (Rupees Five hundred and twenty only) towards the cost of Tender Schedule in favour of "The Principal, Women's Polytechnic College , Karaikalmedu, Karaikal " payable at Karaikal should be submitted to the Principal, on or before the due date mentioned below:-

Date of sale of tender schedule	-	07-05-2012
Cost of each tender schedule	-	Rs.500/- + CST @ 4% (Rs 520/-)
Last date of receipt of Wax sealed tender schedule	-	28-05-2012 upto 3.00 P.M
Opening of tender schedule	-	28-05-2012 at 4.00 P.M

Tenders received after due date and without payment of the cost of Tender Schedule will be summarily rejected.

A) TEACHING STAFF

1. Details of vacant position of Lecturers where the manpower is to be engaged through agencies on activity basis.

Sl. No	Name of the Post with Discipline	Rate quoted per staff per month (Rs.)	No. of Staff Required through outsourcing	Total Amount / month
1	Lecturer in English		2	
2	Lecturer in Mathematics		1	
3	Lecturer in Physics		1	
4	Lecturer in Chemistry		2	
5	Lecturer in Mechanical.		2	
6	Lecturer in Electronics and Communication Engg.		4	
7	Lecturer in Instrumentation and Controls Engg.		4	
8	Lecturer in Computer Engg.		3	
	Total		19	

Signature of the Tenderer
with Seal

2. Educational Qualification & Duties and Responsibilities:

Name of the Post	Educational Qualification as per AICTE & Experience	Duties and Responsibilities Assigned to the Post
Lecturer	<p><u>Non-Engineering Science and Humanities :</u> First class Master's degree in appropriate branch in Science and Humanities. (Maths, Physics, Chemistry & English).</p> <p><u>Engineering</u> First class Bachelor's Degree in appropriate branch of Engineering/ Technology or First class in Master's degree.</p> <p><u>Experience</u> One year Teaching experience. (Polytechnic / Engineering College Experience).</p>	<ol style="list-style-type: none"> Minimum 18 Teaching hours per week or 72 Teaching hours per month as per AICTE norms. Teaching hours includes Lecturering & Conducting of Practical classes to the students. Shall conduct regular monthly test, assignment and evaluation of examination papers. Shall conduct regular Counseling & guidance to the students to improve their Performance, Attitude and Character. Shall Perform all duties assigned by the Principal, and Head of the department / Section In-charges including Admission work, Board examination, Internal assignment marks, E-governance, any other work related with the Institution etc.

TERMS AND CONDITIONS

1. The man power providing agency should be registered under Labour act and shall meet all the requirements of contract Labour (Regulations & abolition) Act, 1970, Statutory provisions regarding minimum wages and other statutory Labour regulations from time to time.
2. The payment of wages shall be made by the agency to their employees without any default.
3. Only those agencies who are having service tax registration need to submit the Tender. A copy of the valid registration certificate has to be enclosed along with the Tender. The Tenders without service tax registration will be summarily rejected.
4. Rates should be quoted in both figures and words. In case of ambiguity, the rate which is beneficial to the Institution will be taken as the actual rate. Any correction in the tender should be attested by the tenderer.
5. No. of post in various disciplines may be increased / decreased based on the need of the institution.
6. If any post noticed in the tender schedule is filled on regular basis by the institution, the manpower engaged for that particular post will be disengaged immediately.
7. The contract will be terminated at any time by giving one calendar month's written notice.
8. The payment will be made to the agency on or before the 10th day of the succeeding months on submission of bills along with a certificate of attendance and certificate of satisfactory performance from the concerned officer-in-charge or HOD.
9. The Tender is valid for one Academic year(2012-2013) and further extension cannot be claimed as a matter of right by the agency.
10. The institution will not take any responsibility for any injury or losses sustained by the agency and also any damages or compensation due to any dispute between the agency and its staff. Any expenditure incurred by the institution to face the situation arising out of the default or negligence of the staff will be made good from the agency bills.
11. The agency shall perform its duty as per specifications of the institution and to their entire satisfaction. In case of any complaints either as regards to the nature of services or as regards to the personnel, or if the agency fails to follow up the directives, the contract shall be terminated by the institution by giving one month notice.
12. The Agency shall replace unfit staff if any noticed by the institution at their own cost.
13. The institution has the right to check or examine the person and belongings of the staff while rendering / leaving the premises and they will not leave the premises unless authorized by the concerned authority.
14. The staff of the agency will abide by the rules and regulations of the institute while performing their job in the premises as also such rules passed from time to time in future.
15. The staff shall engage themselves for the specified purpose for which they are deployed. In case any staff is found engaged on during any other work or engaged in a third party's work which is not authorized by the institution his / her entry shall be confiscated and cancelled and the agency shall dispense with his/her service forthwith and arrange replacement immediately.

16. The agency shall employ only such personnel who have possessed educational qualification and sufficient experience specified in the tender schedule.
17. The Agency shall not be one among the staff of outsourcing.
18. All statutory deductions will be made on every month at the rates applicable like TDS etc., The Agency is responsible in meeting out the statutory labour requirements under law like PF,ESI, Service Charge/Tax etc. and the Institution will not pay any other amount other than the amount quoted.
19. The staff shall be on duty during the normal working hours of the institution. They shall perform their duties as per the guidelines issued by the institution.
20. The agency shall provide necessary materials required to the staff on duty.
21. The institution has nothing to do with and shall not be bound by any arrangement regarding wages or any matters which the agency makes with the personnel whom it engages to do the work undertaken. The said conditions of services of the personnel engaged by the agency will be purely a matter between them and the institution shall have nothing to do with the same.
22. The agency shall carry out the work diligently, efficiently, promptly and carefully to the fullest satisfaction of the institution. The agency shall not resort to trade union act in concerned with employees / workers of the institution.
23. The Teaching staff may be required additionally other than those specified in the Tender Schedule from time to time. Such additional staff may be provided by the Agency as and when the need arises.
24. The Agency providing the man power is required to enter into contract with the Head of the Institution to comply with the terms and conditions of the Institution and such contract will be valid upto 30th April 2013 from the date of commencement of contract, which is automatically renewable for an equal period unless either party terminates the same by giving one month notice in writing. before the end of the contract period.
25. Acceptance of the tender will rest with the Principal, Women's Polytechnic college, Karaikalmedu, Karaikal, who does not bind himself to accept the lowest tender and reserves to himself, the authority to reject any or all of the tenders received without assigning any reasons.
26. The tenderer should furnish a certificate as given below in token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstance.
27. The decision of the Principal in all matters relating to this tender shall be final and conclusive. In case of any dispute Puducherry shall be legal jurisdiction.

TENDER FORM
(To be filled by the tenderer)

1. Name and Full Address of the Tenderer/ Agency :
Attach the Xerox copy of Registration
2. Address of the Registered office of the Agency :
3. Income tax Pan No :
4. (a) Sales tax / Vat Registration No :
(b) year of clearance Certificate :
5. Whether private Agency / Limited Company/
Private limited / Partnership :
6. If single proprietor, Name and Address of the proprietor :
7. Labour department Licence copy / Number :
Attach the Xerox copy
8. Home department Licence copy / Number :
Attach the Xerox copy if any
9. Service Tax Code Number / Registration Number :
10. If partnership Agency, Name and address of the partnership :
11. Annual Turnover for the last three If any give details :
financial years : 2009-2010
2010-2011
2011-2012
12. Whether you have any shop or establishment in the Union :
Territory of Puducherry. If so detail address of the same
13. Demand Draft No:_____ dt._____, Bank_____for
Rs.520 (Rupees Five hundred twenty only) in favour of the Principal, Women's Polytechnic
College, Karaikalmedu, Karaikal as mentioned in the advertisement is enclosed herewith.
14. *"I/We the undersigned certify that the particulars furnished by me/ us is
true to my knowledge and accept the terms and conditions as contained in the Tender
schedule documents in the event of selection of my/our rates the agreement in the
prescribed form with Women' Polytechnic college, Karaikalmedu, Karaikal .*
15. Name and Address of the person who will represent the form :
While dealing with the institution

Signature of the Tenderer
with Seal

The offer should be mailed in wax-sealed envelopes and Superscribed on the envelope as Tender schedule " Supply of Manpower Teaching post through outsourcing " addressed to "*The Principal, Women's Polytechnic College , Karaikalmedu, Karaikal*"on or before 28.05.2012 upto 3.00 p.m. The tenders will be opened on 28.05.2012 at 4.00 pm. in the presence of all the representatives / tenderers.

(N.SOZHAN)
PRINCIPAL

**Women's Polytechnic College
Karaikalmedu,
Karaikal-609605.**

No:WPTC/KKL/Manpower/Outsourcing / Tender/2012/

dated: 07.05.2012

TENDER SCHEDULE - 2 : Supply of Manpower Non- Teaching Post through outsourcing at Women's Polytechnic College , Karaikalmedu, Karaikal.

Women's Polytechnic College , Karaikalmedu, Karaikal, is one among the PIPMATE institution requires the services of the Non- Teaching staff in the vacant position through outsourcing the Manpower activity on contract basis through " Registered Agency " for a period of one academic year (2012-2013), as per the Educational Qualification prescribed by All India Council for Technical Education, New Delhi and Terms and Conditions .

Tender schedule are available on the website <http://dhte.puducherry.gov.in>. can be downloaded. Tender schedule will also be available in this office of the Principal, Women's Polytechnic College , Karaikalmedu, Karaikal, on all working days which may be received in person on production of requisition letter. Wax sealed tender schedule along with the Demand Draft for Rs.520/- (Rupees Five hundred and twenty only) towards the cost of Tender Schedule in favour of "The Principal, Women's Polytechnic College , Karaikalmedu, Karaikal " payable at Karaikal should be submitted to the Principal, on or before the due date mentioned below:-

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Opening of tender schedule	-	28-05-2012 at 5.00 P.M

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A) NON - TEACHING STAFF (LAB ASSISTANT)

1. Details of vacant position of Lab Assistants where the manpower is to be engaged through agencies on activity basis.

Sl. No	Name of the Post with Discipline	Rate quoted per staff per month (Rs.)	No. of Staff Required through outsourcing	Total Amount/month
1	Lab Asst in Physics		1	
2	Lab Asst in Chemistry		1	
3	Lab Asst in Mechanical / Workshop.		1	
4	Lab Asst in Electronics and Communication Engg.		1	
5	Lab Asst in Instrumentation and Controls Engg.		1	
6	Lab Asst in Computer Engg.		1	
Total			6	

Signature of the Tenderer
with Seal

2. Educational Qualification & Duties and Responsibilities:

Name of the Post	Educational Qualification as per AICTE & Experience	Duties and Responsibilities Assigned to the Post
Lab Assistant	<p><u>Non-Engineering</u> Bachelor's Degree in the concerned subject from recognized University.</p> <p><u>Engineering</u> Diploma in the concerned branch of Engineering. [Appropriate Course]</p> <p><u>Experience</u> One year Industrial / Polytechnic / Engineering College Experience.</p>	<p><u>Activity to be performed</u></p> <ol style="list-style-type: none"> Maintenance of Laboratory. Assisting the teaching faculties during the laboratory hours and keep the equipment ready for conducting practical classes . Shall perform any other duty related with department and Institution. Maintain the equipment and Machine in good condition. Maintain proper stock register of the lab items.

B) NON- TEACHING STAFF (LAB ATTENDER)

1. Details of vacant position of Lab Attender where the manpower is to be engaged through agencies on activity basis.

Sl. No	Name of the Post with Discipline	Rate quoted per staff per month (Rs.)	No. of Staff Required through outsourcing	Total Amount/month
1	Lab Attender in English		1	
2	Lab Attender in Physics		1	
3	Lab Attender in Chemistry		1	
4	Lab Attender in Mechanical / workshop		1	
5	Lab Attender in Electronics and Communication Engg.		1	
6	Lab Attender in Instrumentation and Controls Engg.		1	
7	Lab Attender in Computer Engg.		1	
Total			7	

Signature of the Tenderer
with Seal

2. Educational Qualification & Duties and Responsibilities:

Name of the Post	Educational Qualification as per AICTE & Experience	Duties and Responsibilities Assigned to the Post
Lab Attender	<p><u>Non-Engineering</u> At least should have passed 10th standard / Higher Secondary level or its equivalent.</p> <p><u>Engineering</u> ITI in concerned Trade. [Appropriate Course]</p> <p><u>Experience</u> One year Industrial / Polytechnic/Engineering college Experience.</p>	<p><u>Activity to be performed</u></p> <ol style="list-style-type: none"> 1. Maintenance of Laboratory. 2. Assisting the Lab Assistant during the laboratory hours . 3. Cleaning & up keeping of Equipments and Machines ready for conducting Laboratory classes to the students. 4. Perform any other duty related with department and Institution. 5. Maintain the equipment and machine in good condition.

TERMS AND CONDITIONS

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2. The payment of wages shall be made by the agency to their employees without any default.
3. Only those agencies who are having service tax registration need to submit the Tender. A copy of the valid registration certificate has to be enclosed along with the Tender. The Tenders without service tax registration will be summarily rejected.
4. Rates should be quoted in both figures and words. In case of ambiguity, the rate which is beneficial to the Institution will be taken as the actual rate. Any correction in the tender should be attested by the tenderer.
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23. The Non- Teaching staff may be required additionally other than those specified in the Tender Schedule from time to time. Such additional staff may be provided by the Agency as and when the need arises.
24. The Agency providing the man power is required to enter into contract with the Head of the Institution to comply with the terms and conditions of the Institution and such contract will be valid upto 30th April 2013 from the date of commencement of contract, which is automatically renewable for an equal period unless either party terminates the same by giving one month notice in writing. before the end of the contract period.
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3. Income tax Pan No :
4. (a) Sales tax / Vat Registration No :
(b) year of clearance Certificate :
5. Whether private Agency / Limited Company/
Private limited / Partnership :
6. If single proprietor, Name and Address of the proprietor :
7. Labour department Licence copy / Number :
Attach the Xerox copy
8. Home department Licence copy / Number :
Attach the Xerox copy if any
9. Service Tax Code Number / Registration Number :
10. If partnership Agency, Name and address of the partnership :
11. Annual Turnover for the last three If any give details :
financial years : 2009-2010
2010-2011
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12. Whether you have any shop or establishment in the Union :
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13. Demand Draft No:_____ dt._____, Bank_____for
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14. *"I/We the undersigned certify that the particulars furnished by me/ us is
true to my knowledge and accept the terms and conditions as contained in the Tender
schedule documents in the event of selection of my/our rates the agreement in the
prescribed form.with Women' Polytechnic college, Karaikalmedu, Karaikal .*
15. Name and Address of the person who will represent the form :
While dealing with the institution

Signature of the Tenderer
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