

INDIRA GANDHI POLYTECHNIC COLLEGE

(Funded by the Government of Puducherry)

East Palloor, Chokli P.O MAHE- 670 672.

TENDER SCHEDULE


TENDER SCHEDULE FOR THE SUPPLY OF

MAN POWER THROUGH OUTSOURCING

FOR THE ACADEMIC YEAR 2012-2013

DUE DATE :15-06-2012

UPTO 3.00 P.M.

	INDIRA GANDHI POLYTECHNIC COLLEGE, MAHE (An Institution of PIPMATE), DTE Institution Code: 419 (Sponsored by the Govt. of U.T. of Pondicherry)
	East Palloor (Mahe) - CHOKLI P.O. 670 672 e-mail: igptcmahe@mail.com Phone No.: 0490-2335777 URL: www.geocities.com/igptonweb

No.D.11015/01/2012/IGPTC/

dated 16-05-2012.

TENDER SCHEDULE

Tender schedule : Supply of manpower to the posts of Lecturer, Laboratory Assistant and Laboratory Attender through outsourcing at Indira Gandhi Polytechnic College, Mahe.

Indira Gandhi Polytechnic College, Mahe requires the services of the staff in the vacant position through outsourcing on activity basis for a period of one academic year (2012-2013), from the man power providing registered agencies as per the prescribed educational qualification and terms & conditions.

Tender schedule can be downloaded from the website <http://dhte.puducherry.gov.in>. Tender schedule can also be obtained from the office of the Principal, Indira Gandhi Polytechnic College, Mahe on payment of Rs.520/- by cash on all working days. Filled in tender along with a Demand Draft for Rs.520 (500 + CST 4%) towards the cost of Tender Schedule in favour of "The Principal, Indira Gandhi Polytechnic College, Mahe" payable at Mahe should be submitted to the Principal, Indira Gandhi Polytechnic College, Mahe in person or by Registered post on or before the due date mentioned below:-

Date of sale of tender schedule - 16-05-2012
 Cost of each tender schedule - Rs.500/- + CST @ 4%
 Last date of receipt of tender schedule - 15-06-2012 upto 3.00 P.M
 Opening of tender schedule - 15-06-2012 at 5.00 P.M..
 Tenders received after due date and without payment of the cost of Tender Schedule will be summarily rejected.

A) TEACHING STAFF

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

S.No.	Name of the post	Rate per staff per month (Rs.)	No. of Staff Required through outsourcing	Total Amount/Month (Rs.)
1	Lecturer in Computer Engineering		2	
2	Lecturer in Instrumentation & Control Engineering		2	
3	Lecturer in Electrical & Electronics Engineering		5	
4	Lecturer in Mechanical Engineering		6	

II. Educational qualification

Bachelor's degree in Engineering / Technology in the relevant branch with First Class or equivalent.

III. Duties and Responsibilities.

- i) Lecturers are required to handle Theory and Practical classes to the students as per the curriculum prescribed by DOTE, Chennai. The work load of a Lecturer is as per AICTE norms
- ii) Shall conduct regular monthly test, assignment and evaluation of examination papers
- iii) Shall conduct regular Counseling & guidance to the students to improve their Performance , Attitude and Character.
- iv) Shall Perform all other duties assigned by the Principal, and Head of the department / Section In-charges including Admission work, Board examination, E-governance etc.

B) NON TEACHING STAFF (LAB ASSISTANT)

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

S.No.	Name of the post	Rate per staff per month (Rs.)	No. of Staff Required through outsourcing	Total Amount/Month (Rs.)
1	Lab Assistant in Computer Engineering		2	
2	Lab Assistant in Instrumentation & Control Engineering		2	
3	Lab Assistant in Electrical & Electronics Engineering		2	
4	Lab Assistant in Mechanical Engineering		3	
5	Lab Assistant in Physics		1	
6	Lab Assistant in Chemistry		1	

II Educational Qualification & Experience:-

a) Engineering.

Diploma in the relevant branch of Engineering with minimum one year Industrial Experience.

b) Non Engineering.

Bachelor's Degree in the concerned subject from a recognized University.

III Duties to be performed.

1. Arranging materials, Equipments tools and components.
2. Maintaining the Instruments, tools, Equipment and Machineries in good condition.
3. Assisting the teaching faculties during the laboratory hours to check the Instruments, Machineries, tools, Equipments and connections before the students operate them.
4. Assisting the students during their project work.
5. Maintaining stock register of the lab items.
6. Any other duty assigned by the Principal / Faculty members.

C) NON TEACHING STAFF (LAB ATTENDER)

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

S.No.	Name of the post	Rate per staff per month (Rs.)	No. of Staff Required through outsourcing	Total Amount/Month (Rs.)
1	Lab Attender in Computer Engineering		1	
2	Lab Attender in Instrumentation & Control Engineering		1	
3	Lab Attender in Electrical & Electronics Engineering		1	
4	Lab Attender in Mechanical Engineering		1	
5	Lab Attender in Physics		1	
6	Lab Attender in Chemistry		1	

II Educational Qualification & Experience:-

a) Engineering.

A pass in 10th std. with one year experience of work in a lab. (or) ITI certificate in the concerned trade.

b) Non Engineering.

A pass in Higher Secondary level or its equivalent.

III Duties to be performed.

1. Cleaning & up keeping of Equipments , Machines, materials, tools and accessories ready for conducting Laboratory classes to the students.
2. Receiving stores and issuing materials, equipments, tools and components.
3. Assisting the Lab. Assistant in preparing samples, arranging demonstration etc.
4. Perform any other duty related with department and Institution.

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. The payment of wages shall be made by the agency to their employees without any default. A copy of the valid registration certificate has to be enclosed along with the Tender. Tenders without certificate of registration will be summarily rejected.
2. 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. Tenders without service tax registration will be summarily rejected.
3. 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.
- 4.No. of post in various disciplines may be increased / decreased based on the need of the institution.
5. 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.
6. The contract will be terminated at any time by giving one calendar month's written notice.
7. 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.
8. The Tender is valid for one Academic year(2012-2013) and further extension cannot be claimed as a matter of right by the agency.
9. 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.
10. 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.
11. The Agency shall replace unfit staff if any noticed by the institution at their own cost.
12. 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.
13. 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.

14. 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.

15. The agency shall employ only such personnel who have possessed qualification as per norms specified in the tender schedule and also have sufficient experience. The Agency shall not be one among the staff of outsourcing.

16. 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.

17. 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.

18. The agency shall provide necessary materials required to the staff on duty.

19. 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.

20. 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.

21. The Teaching/Laboratory 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.

22. 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.

23. Acceptance of the tender will rest with the Principal, Indira Gandhi Polytechnic College, Mahe, who does not bind himself to accept the lowest rate and reserves to himself, the authority to reject any or all of the tenders received without assigning any reason.

24. 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.

"I/We the undersigned certify that the terms and conditions as contained in the documents viz., 'Terms and Conditions of Tender Notice of Indira Gandhi Polytechnic College, Mahe" are accepted and that in the event of selection of my/our Rates, the agreement in the prescribed form will be entered into."

25. 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.

The offer should be submitted in wax-sealed envelopes addressed to ***“The Principal, Indira Gandhi Polytechnic College, Mahe – 670 672” in person or by Registered Post so as to reach the undersigned on or before 15.06.2012 upto 3.00 p.m.*** The tenders will be opened on **15-06-2012 at 5.00 P.M.** in the presence of all the representatives / tenderers.

(K.FRANCIS)
PRINCIPAL