



**THE GANDHIGRAM RURAL INSTITUTE - DEEMED to be UNIVERSITY**  
**GANDHIGRAM – 624 302 DINDIGUL DISTRICT TAMILNADU**  
*Ministry of Human Resource Development, Govt. of India*  
*Accredited by NAAC with 'A' Grade (3<sup>d</sup> cycle)*

**EPABX No.: (0451)2452371-2452376 Phone : (0451) 2452323 Fax: (0451) 2454466**  
**E.Mail: registrar@ruraluniv.in Website: www.ruraluniv.ac.in**

### **TENDER NOTICE**

Sub: Outsourcing of manpower requirements

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Sealed Tenders are invited from reputed, experienced and Financially sound Companies/Firms/Tenderers/Contractors registered with Labour Commissioner for supplying manpower of ministerial cadres to be deployed to the Gandhigram Rural Institute (Deemed to be University) Gandhigram, as per terms and conditions mentioned in **Annexure-A**. Details of posts and eligibility qualifications/experience required as per proforma in **Annexure-B** (enclosed). Rates for providing officials for each post all inclusive to be quoted in **Annexure-B**.

The Tender documents can be download from website **www.ruraluniv.ac.in**. The cost of tender application fee/cost i.e. **Rs.1040/- (Rupees one thousand forty only) (inclusive of taxes)** is to be paid by the tenderer by a bank Demand Draft drawn in favour of **The Registrar, Gandhigram Rural Institute - Deemed to be University, Gandhigram** payable at **Canara Bank, Gandhigram Rural University branch, Gandhigram (Branch Code 8500) or State Bank of India, Ambathurai branch, (Branch Code 3373) or remit in account No.8500101010000 at Canara Bank, Gandhigram Rural University branch, Gandhigram.**

Earnest Money Deposit Rs.2,00,000/- (Two Lakhs Only) to be Sent by a Demand Draft drawn in favour of **"The Registrar, Gandhigram Rural Institute - Deemed to be University, Gandhigram"** payable at **Canara Bank, Gandhigram Rural University branch, Gandhigram (Branch Code 8500) or at State Bank of India, Ambathurai branch, (Branch Code 3373).**

The Tender complete in all respect in Annexure-B with full details/document be submitted so as to reach The **REGISTRAR, GANDHIGRAM RURAL INSTITUTE – DEEMED to be UNIVERSITY, GANDHIGRAM-624302, DINDIGUL DISTRICT** latest by **28.03.2019**, upto **3.00 P.M.** The same will be opened in the presence of Committee members on the **same day on 28.03.2019 at 4.00 P.M.** or as decided by the authorities. Tenders incomplete/received after due date and time will not be considered. The envelope should be marked as **"TENDER FOR OUTSOURCING OF PERSONNEL TO GRI"**, last date **28.03.2019 at 3.00 P.M.**

**REGISTRAR**

Date: 07.03.2019.

## **ANNEXURE-A**

1. Officer/staff to be deputed/deployed should have preferably 2-3 years relevant experience, for smooth working/job assignment/handling.
2. Validity of this contract will be initially for one year (extendable/curtailable) at the discretion of competent Authority, depending on work load.
3. Character and antecedents verification certificate to be furnished by the agency within 2 months of deployment.
4. The agency will provide Photo Identity Cards to the person to be deputed.
5. The agency will provide suitable substitute well in advance, if any person leaves the job, due to any reason or remains absent from duty even for a period exceeding one week.
6. The man power supplied by the agency shall have no right/claim, whatsoever, for any benefit/compensation/appointment in this office on temporary/adhoc/regular capacity as on date, or in future, on the basis of their contractual work done in this office.
7. Working hours shall be from 9.15 A.M. to 5.15 P.M. on all working days. This institute observes 5 days working day per week.
8. The Agency will be responsible for contractual payment in respect of manpower provided in this office. The agency shall submit proper bill (in triplicate) by 5<sup>th</sup> of the succeeding month along with supporting document and detail of PAN No. and Service Tax No. duly printed on the bill for reimbursement. The bill submitted by the agency along with attested copy of attendance of the particular month, along with proof of payment of preceding month regarding statutory payment like EPF, ESI, IT, service tax etc. The payment will be made after verification by the official with whom the person is attached confirming their services as satisfactory. A proportionate amount of absence period will be effected by the agency from the bill itself, failing which the same will be deducted from payment to be released.
9. The personnel may be called up for duty on any Gazetted holiday or on Saturdays, if required, in case of exigency.
10. The man power should be supplied within a week of award of contract or as early as possible even before this.
11. Proof of registration with concerned department in support of ESI, EPF, Income Tax, Service Tax and/or any other department, should be enclosed with tender form/quotation.

- 12 That the Agency should be registered with the Regional P.F.Commissioner of the area. The monthly employee's P.F. Contribution along with the equivalent matching contribution at the prescribed rate shall be deposited with the RPFC by the Agency every month. **The Agency should submit the detailed statement to the effect of disbursement of wages to the staff along with remittance of EPF/ESI/IT of every month to Gandhigram Rural Institute – Deemed to be University, Gandhigram.**
- 13 The Institute reserves the right to accept/reject the tender/quotations without assigning any reasons therefore.
- 14 Defective/ineligible/incomplete/overwriting tender shall be summarily rejected.
- 15 The agreement can be terminated by either side by giving one month notice in advance in writing except in the event of failure in providing services on the part of agency in which event the agreement shall be terminated without giving any notice, whatsoever by The Gandhigram Rural Institute-Deemed to be University. The Gandhigram Rural Institute shall not be responsible for any payment thereafter. The decision of the Gandhigram Rural Institute-Deemed to be University, authority as to what constitutes failure of the services shall be final and binding on the agency and shall not be questioned in any manner.
- 16 The Security Deposit shall be refunded to the Agency within a period of three months from the date of termination of the contract subject to such deduction/recoveries that may be made by the Gandhigram Rural Institute-Deemed to be University, authority for loss or damage to its properties or work covered under risk at the cost of the agency.

**ANNEXURE-B**

S.No.	Name of the post(s)	No. of posts *	Educational Qualifications/ eligibility/experience required	Rate to be quoted (all inclusive) Rs.				
				Consolidated Salary per person per month 5	EPF 6	ESI 7	Sub Total (5+6+7) 8	Service charges 9
1	LDC/ Data Entry Operator	29	Any degree from recognized University; Knowledge in Computer Applications; Typewriting Junior Grade in English					
2	Multi-Tasking Staff	19	Tenth Pass with multiple skills like driving, Gardening/computer knowledge/handling of office equipments/ITI qualification preferable					

\*Above figures in column No.3 may vary according to the requirements of the University.

The rate for administrative cadre (LDC/Data Entry Operator/MTS) should be in conformity with that has been taken from the rates of minimum wages notified by Labour Department, Govt., of Tamil Nadu.

SIGNATURE OF THE TENDERER

(Please read the complete tender document carefully before filling)

# **DUTIES AND RESPONSIBILITIES**

## **I) LDC/DATA ENTRY OPERATOR**

The Data Entry Operator shall assist and work under the guidance and supervision of the Dean of the School/Head of the Department/Director of the Centre/Section Heads and broadly perform the following duties as assigned to him from time to time.

1. Maintenance of diary, despatch and typing work
2. Maintenance of files, records, registers and any other classified/unclassified/regulatory document.
3. Dealing with files on different issues including noting, drafting, general typing and data feeding on computer etc.
4. To provide the desired information sought under the RTI Act, 2005.
5. Holding of the meetings, preparation of agenda, minutes of various committee of the Institute.
6. Any other duties as and when assigned by the controlling authority from time to time.

## **II) MULTI-TASKING STAFF**

The Multi-tasking staff shall assist and work under the guidance and supervision of the Dean of the School/Head of the Department/Director of the Centre/Section Heads and broadly perform the following duties as assigned to him from time to time.

To take charge of the movement of official dak like letters, office orders, notifications etc. within the Institute and outside the Institute; to clean tables/rack, chairs, cleaning and dusting of office vehicles etc. and fetch drinking water etc. required by the staff; shifting furniture, books, study material, examination documents/files and other office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/baggage of the office, to help keep files/office record in a tidy conditions; to render assistance for all kinds of despatch work; to lock and open rooms. He is required to perform any other duties in the guest house, mess, gardening, watch and ward, technical job as per his suitability, operation of photocopier machine and typing work on computer etc. Dusting/cleaning the seat covers and the vehicles as a whole and washing the vehicles periodically. The duties shall be given during holidays and in the night shift also in the exigency of services.

- 1) Further, he will also be required to drive staff car of the Institute (with valid professional license) as per his suitability as and when required. In case, he has no professional valid driving license at the time of appointment, he will be required to produce a copy of the valid professional driving license issued by the Govt. Licensing Authority as early as possible.
- 2) In addition to their responsibilities in the concerned unit/department, the appointees will be required to perform other duties as when assigned by the Institute administration from time to time. He should come to the work place half-an-hour before the commencement of office hours and should leave the office after half-an-hour of the closure of the office or after all the officials leave the office.

**DECLARATION**

I/We have downloaded the tender form from the website **www.ruraluniv.ac.in** and I/We have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified I/We understand that my/our tender will be summarily rejected.

A demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ for  
Rs. \_\_\_\_\_ issued by \_\_\_\_\_  
\_\_\_\_\_ has been enclosed towards the cost  
of the tender form.

A demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ for  
Rs. \_\_\_\_\_

Issued by the \_\_\_\_\_ has been enclosed  
towards EMD.

Signature(s) of Tenderer (s)

Date:

Address:

## **TERMS AND CONDITIONS**

- 1.The successful Tenderer will have to execute an agreement, in stamp paper worth Rs.100/-(Rupees One Hundred only).
- 2.The contracting Company /Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this office.
- 3.The agency shall depute a Manager/Co-ordinator, who would be responsible for immediate interaction with the University, so that optimal services of the persons deployed by the agency could be availed without any disruption. Wages for such Manager/Coordinator will not be borne by the University and the same may be paid out the Profit Margin of the Tenderer.
- 4.For all intents and purposes, the contracting agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower deployed for contractual services. The manpower deployed by the contracting Agency in this University shall not have claims of any Master and Servant relationship or Principal and Agent or Employer – Employee relationship with or against Gandhigram Rural Institute (Deemed to be University), Gandhigram.
- 5.The persons deployed by the contracting agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular /contractual staff of GRI.
- 6.In case of termination of this contract on its expiry or otherwise, the persons deployed by the contracting Agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/ otherwise capacity in this office. Contractor should make it known the above to the manpower of the contractor.
- 7.The University will not be responsible to meet transportation, food, medical or any claims arising out of accidents during the course of employment and any other requirements in respect of the persons deployed by it (Agency) in this office except for the reimbursement provided for, in this contract.
- 8.The contracting agency shall be solely responsible for the redressal of grievance/resolution of disputes relating to manpower deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by contracting agency in the course of their performing the functions/duties, or for payment towards any compensation.
- 9.Instructions contained in the Tender notice, Scope of work and General instructions to Tenders are also part of the terms and conditions for the purpose of this tender.
- 10.The Registrar, Gandhigram Rural Institute (Deemed to be University) reserves right to withdraw/relax any of the terms and conditions mentioned above.
- 11.Tender by **E-mail or Fax** will not be considered.
- 12.The rates quoted will remain unchanged during the period of contract.
- 13.The outsourcing personal deployed by the agency should strictly avoid consumption of liquor or smoking while they are on duty. The Institute will be within its powers to bar entry to any such personnel of the agency found within the campus having consumed liquor irrespective of whether he / she is in sober state or otherwise or found smoking during duty.