

INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG (PARJANG), DIST-DHENKANAL-759146(ODISHA)

IGIT/LIB-112

Dt.24/08/17

EXPRESSION OF INTEREST

CORRIGENDUM TO ADVT.NO.IGIT/LIB-110 Dt.17/08/2017

The post of Tally Professional (ERP) is added at Item No.9 of page No.13 of “Tender documents of selection of manpower service provider for central Library, IGIT, Sarang”.

The qualification for concerned post as mentioned in the item No.9 at page No.9 may be read as Graduate/MBA (Finance) with 10 years experience in related field.

The detailed information regarding for outsourcing the services of above posts may be downloaded from the official website www.igitsarang.ac.in. The last date and time for submission of tender documents is 04/09/2017 by 2.00pm.

REGISTRAR

**QUALIFICATION OF MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER AT CENTRAL
LIBRARY,IGIT,SARANG.**

1. She/ He should be above 21 years of age and not exceeding 42 years as on

1/09/2017
2. Minimum Educational Qualification of Data Entry Operator(DEO) will be Graduate in any discipline with DCA / PGDCA & having capability in typing 40 word per minutes speed in both Oriya and English.
3. Minimum Educational qualification of Library Professional Assistant will be Master in Library Science with one year experience in e-Granthalaya Library Management software.
4. Minimum Educational Qualification of Computer Programmer will be Master in Computer Application(MCA)/B.Tech in Computer Science/IT.
5. Minimum Educational Qualification of Library Attendant will be +2 in any stream.
6. Minimum Education Qualification of Bearer will be Metric pass.
7. The candidate shall have working knowledge of English and Oriya.
8. Minimum Educational Qualification of Tally professional (ERP) will be Graduate/MBA(Finance) with more than 8 years experience. Age limit –No bar.

APPLICATION – FINANCIAL BID

For Providing Manpower Services, at 10 nos. Central Library,IGIT,Sarang.

1. Name of Tendering Manpower Service Provider: _____
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc:

Sl No.	Manpower Type	Monthly Rate per Employee (Amount in Rupees.)						
		*Remuneration	Employer share of EPF	Employer share of ESI	Other Statutory dues, if any	Service Charge	Service Tax	Total per person
3	Data Entry Operator	5200/-						
4	Library Prof.Asst.	9300/-						
5	Computer Prog.	9300/-						
6	Library Attendent	4750/-						
7	Bearer	4750/-						
8	Sweeper	4750/-						
9	Tally Professional (ERP)	12000/-						

Date:

Signature of Authorized Person

Place:

Name

Seal :

1. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower. The party has to make payment to the outsourced persons which will be subsequently reimbursed on submission of bills.
3. Tender of the Bidder quoted less remuneration than the remuneration mentioned above will be rejected.
4. I.T and other taxes will be deducted as per rule.
5. EPF/ESI/Service tax/ GST is to be calculated as per existing rules. Evaluation Committee of IGIT,Sarang is authorized to make corrections in case of wrong calculation made by the bidder in respect of EPF,ESI,Service tax rate, GST while determining the lowest-01(L1) bidder. In this regard the decision of Principal,IGIT,Sarang is final and binding to all the bidder.
6. The authority reserves the right to reject all tenders without assigning any reason.