

**OFFICE OF THE PRINCIPAL  
KARAIKAL POLYTECHNIC COLLEGE  
VARICHIKUDY – KARAIKAL**

No. KPTC/PPL/Outsourcing/2011-12

dt.03.08.2011

**TENDER SCHEDULE**

**Supply of manpower to various Non-Teaching posts through  
outsourcing at Karaikal Polytechnic College, Karaikal**

The Karaikal Polytechnic College, Karaikal requires the services of the Non-Teaching staff in the vacant position on short term contract basis for a period of one year from the man power providing registered agencies as per the educational qualification and terms & conditions.

Tender schedule can be down loaded from the website (<http://Karaikal.gov.in>, <http://dhte.pon.nic.in> and [www.kptc.in](http://www.kptc.in)). Filled tender schedule with Demand Draft for Rs.520 (500 + CST 4%) in favour of Principal, Karaikal Polytechnic College, Karaikal may be submitted to the Principal, Karaikal Polytechnic College, Karaikal before the due date mentioned below.

Date of sale of tender schedule	-	03.08.2011
Last date of receipt of tender schedule	-	19.8.2011 by 12.00 noon
Cost of each tender schedule	-	Rs.500 + CST 4%
Opening of tender schedule	-	19.08.2011 by 3.00PM

**I. Details of vacant position where the manpower to be engaged through agencies.**

Sl. No	Name of the post	Number of posts required		Total	Rate quoted by the agency per person per month
		Shift -I (working time 8.30AM to 4.00PM)	Shift-II (working time 12.20PM to 7.30PM)		
	<b>I. Lab Assistant</b>				
1	Civil Engineering	-	1	1	
2	Mechanical Engineering	2	4	6	
3	Electrical and Electronics Engineering	3	3	6	
4	Electronics and Communication Engineering	3	3	6	
5	Information Technology	2	2	4	
6	Computer Engineering	1	1	2	
7	Science and Humanities (Physics)	1	1	2	
	Total	12	15	27	

Sl. No	Name of the post	Number of posts required		Total	Rate quoted by the agency per person per month
		Shift -I (working time 8.30AM to 4.00PM)	Shift-II (working time 12.20PM to 7.30PM)		
	<b>II. Lab Attender</b>				
1	Civil Engineering	1	1	2	
2	Mechanical Engineering	2	2	4	
3	Electrical and Electronics Engineering	1	1	2	
4	Electronics and Communication Engineering	1	1	2	
5	Information Technology	1	1	2	
6	Computer Engineering	1	1	2	
7	Science and Humanities	2	2	4	
	<b>Total</b>	<b>9</b>	<b>9</b>	<b>18</b>	

## II. Educational qualification

### Lab Assistant

- Diploma in the concerned Trade with minimum one year industrial experience for Engg. Trades
- Bachelor's Degree in the subject concerned from a recognized University for Non-Engg.  
Subjects (Physics, Chemistry and English)

### Lab Attender

- A pass in X std with one year experience of work in a Lab/Workshop or I.T.I certificate in the trade concerned
- Data Entry Operator Certificate for Computer Lab

## III. Terms and Conditions

- The man power providing agency 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 .
- No. of post in various disciplines may be increased / decreased based on the need of the institution.
- 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 terminated immediately.

4. The contract will be terminated at any time by giving one calendar month's written notice.
5. The payment will be made to the agency on or before the 10<sup>th</sup> day of the succeeding months on submission of a certificate of attendance and certificate satisfactory performance from the concerned officer-in-charge or HOD.
6. The Tender is valid for one year and further extension will not be claimed as a matter of right by the agency.
7. 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.
8. 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 the nature of services or as regards the personnel during the same, if the agency fails to follow up the directives, the contract shall be terminated by the institution by giving one month notice.
9. The Agency shall replace unfit staff noticed by the institution at their own cost.
10. The institution has the right to check or examine the person and belongings of the staff while rendering / leaving the premises unless authorized by the concerned authority.
11. 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.
12. 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 on 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.
13. The agency shall employ only such personnel who have possessed qualification as per norms specified in the tender schedule and also have sufficient experience .
14. All statutory deductions will be made on every month at the rates applicable like TDS etc.,
15. The staff shall be on duty during the normal working hours of the institution. They shall perform their duty as per guidelines issued by the institution.
16. The agency shall provide necessary materials required to the staff on duty.

17. 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.
18. The agency shall carry out the work undertaken by him, 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.
19. The agency shall provide manpower to all posts which are demanded by the Principal as per notification in the tender schedule. If the agency provides manpower to part of the posts payment will not be paid to the agency.

**For further details, please contact:**

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