

INDIRA GANDHI NATIONAL OPEN UNIVERSITY**REGIONAL CENTRE: GANGTOK****5th Mile, Tadong, Gangtok, Sikkim, Pin -737102**

Ph: 03592-231102, 231103 Email: rcgangtok@ignou.ac.in

Ref No. 2-14/RC-Gtk/ManpowerSupply/2021/Vol-3/337

Date: 23/11/2021

TENDER NOTICE**Sub: Invitation of bids for providing manpower at IGNOU Regional Centre Gangtok through GeM portal.**

The quotations under two bid systems (Technical & Financial) are hereby invited from the interested registered agencies for providing manpower (skilled and unskilled personnel) at IGNOU Regional Centre Gangtok, Sikkim through e-tendering under the GeM portal initially for a period of two (02) years, further extendable on mutual consent subject to the approval of competent authority from HQ. The details of the approximate requirement and skills are as under:-

Category	Qualification	Job description	Approx man hrs/per day requirement
Skilled	<u>Essential:</u> Intermediate (12 th) or its equivalent with typing speed of 40 w.p.m and knowledge on computer applications. <u>Desirable:</u> A Bachelors degree from recognized university, knowledge in University System and ODL mode.	Typing, Stenography, Data Entry work in computer, diary, dispatch, filling, recordkeeping, etc	04 (Four)
Un-skilled	<u>Essential:</u> High School (10 th) Pass who can read and write in English / Hindi / Nepali <u>Desirable:</u> 12 th Pass	Physical maintenance of records, photocopying, delivery of dak, opening & closing of rooms, its cleaning/dusting, etc.	02 (Two)

The interested agencies may submit the bids through GeM portal on or before **14/12/2021 by 5.00 pm.**

The tenders will be opened through GeM portal. The Financial Bid shall be opened in respect of only those bidders/agencies whose Technical Bid gets qualified. IGNOU reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to accept or reject any or all the tender(s) without assigning any notice or reason thereof. The decision of the Local Purchase Committee, IGNOU Regional Centre Gangtok in this regard shall be final and binding on all.

REGIONAL DIRECTOR