



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE GANGTOK**

**5<sup>th</sup> Mile, Tadong, Gangtok, Sikkim, Pin -737102**

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**TENDER**

Indira Gandhi National Open University provides education through open and distance mode, which inter-alia involves distribution of study/examination material to students and examination centres located at various places. In order to meet periodic requirements the University requires additional hands of skilled person to render different services.

The IGNOU Regional Centre, Gangtok may require Junior Assistant-cum-Typist (JAT), Multi Tasking Staff (Attendant / Helper) etc. on Daily Wage Basis as per requirement of Regional Centre . The qualification and experience for these would be as per the R & P Rules –2010 of the University. To meet such additional requirements, IGNOU invites sealed quotations in two bids i.e. technical bid and financial bid from reputed, experienced and financially sound manpower Agencies/Companies for providing skilled persons required on need basis, for the period of two years and may be extended up to four years as per norms subject of approval from HQ.

The interested agencies may collect the tender document on payment of Rs.500/- in cash from IGNOU Regional Centre Gangtok from: 9:30 A.M. to 06:00 P.M. on all working days except Saturday and Sunday and Government holidays.

The tender form can also be downloaded from IGNOU's University website i.e. [www.rcgangtok.ignou.ac.in](http://www.rcgangtok.ignou.ac.in). The cost of tender forms in such cases is to be deposited through a Demand Draft for Rs. 500/- (Rupees Five Hundred only) **in favour of IGNOU payable at Gangtok** at the time of submission of tender documents.

The interested Companies/Firms/Agencies can submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) refundable (interest free) through Demand draft/pay order/banker's cheque in favour of IGNOU payable at Gangtok and other requisite documents by **29.10.2018** upto 12.00 Hrs at **IGNOU Regional Centre**

The tenders shall not be entertained after this deadline under any circumstances whatsoever. The tenders will be opened by the Tender Evaluation Committee in the presence of the tenderers or their representative who wish to be present on the occasion. The Technical bid will be opened at the chamber of Regional Director on next working day i.e. on **30.10.2018** at 15.00 Hours. The scrutiny of the contents of technical bid will be done by the Tender Evaluation Committee. Financial bid shall be opened after acceptance of the technical bid. Financial bid shall be opened in respect of only those bidders whose technical bid gets qualified. Canvassing in connection with the tender is strictly prohibited.

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 Tender Evaluation committee, IGNOU RC in this regard shall be final and binding on all.

**Regional Director**