



Ph: 91-80-25530672-76
Fax: 91-80-25534043

INDIAN INSTITUTE OF ASTROPHYSICS
(Ministry of science and Technology, Govt. of India)
Koramangala, Bengaluru – 560034

PUBLIC TENDER NOTICE NO.IIA/ 03 /2010-11 DATED 11TH JUNE 2010

Indian Institute of Astrophysics is looking for a reputed agency to provide manpower to work at the following locations :-

Sl. No	Location	Category
01	Indian Institute of Astrophysics, Sarjapur Road, 2 nd Block, Koramangala, Bangalore-560 034 Contact person: Dr. P.Kumaresan, Administrative Officer Tel: 080-25530672	Data Entry Operator Receptionist Senior Cook Cook Driver Gr.-II Driver Gr.I
02	Indian Institute of Astrophysics, CREST Campus, Shiddlaghatta Road, Hoskote, Bangalore – 562 114 Contact person: Dr. B.C.Bhatt, Tel: 080-27904739	Senior Cook Cook
03	Indian Institute of Astrophysics Radio Astronomy Field Station Gauribidanur -561 210 Chickaballapur Dist. Contact person: Dr.R. Ramesh, Tel: Tel:080-25530672 Extn.312	Observational Assist. Technician (Electrical) Senior Cook Driver Gr.II
04	Vainu Bappu Observatory Indian Institute of Astrophysics Kavalur, Alangayam, Tamil Nadu Contact peson: Mr.Anbazhagan, Tel: 04174 203015	Driver Technician (Mechanical)
05	Observatory Indian Institute of Astrophysics Kodaikanal, Tamil Nadu Contact person: Dr.K.Sundar Raman, Tel: 04542 240218	Cook Data Entry Operator Technicial(Electrical) Driver

Contd...2

Qualifications:-

- a) **Receptionist:-** PUC or equivalent with computer proficiency; good command over English, Kannada, Hindi, Tamil & Telugu language; Age below 28 years. Diploma in Secretarial Practice is desirable
- b) **Data Entry Operator:-** PUC or equivalent with computer proficiency in at least 3-4 software language; English typing with 40 words per minute; Diploma in secretarial practice is desirable; Age below 28 years.
- c) **Senior Cook:-** Minimum 5/6 years experience in cooking Continental, South Indian dishes (including both vegetarian & non-vegetarian); Age below 45 years.
- d) **Cook:-** Minimum 2/3 years experience in cooking Continental, South Indian dishes (including both vegetarian & non-vegetarian); Age below 45 years.
- e) **Observational Assistant:-** B.Sc degree with computer knowledge; Age below 28 years
- f) **Technician (Electrical):-** ITI pass in the electrical field; Age below 28 years.
- g) **Technician (Mechanical):-** ITI pass in the mechanical field; Age below 28 years.
- h) **Driver Gr.II:-** Matriculation with valid LMV license with 05 years experience in driving; Age below 28 years
- i) **Driver Gr.I:-** Matriculation with valid LMV license with 03 years experience in driving; Age below 28 years

The agency should have license from the approved organization for providing the above manpower in addition to registration with PF, ESI authorities etc.

Interested agencies, well experienced in providing the said manpower for large organizations, may submit their quote for any single location or for all the locations giving information with supporting documents on the capabilities and past experience, service certificate with IT clearance etc., and the Financial bid in the enclosed format. Tenders in sealed envelopes, superscribing “ **Tender for Allied Service service**” addressed to the Director, Indian Institute of Astrophysics, 2nd Block, Sarjapura Road, Koramangala, Bangalore – 560 034 will be received **upto 15.30 hrs on 30th June 2010**. The tender should contain EMD of Rs.3000/- in the form demand draft / pay order drawn in favour of Director, Indian Institute of Astrophysics, Bangalore. The EMD of unsuccessful tenderers will be refunded after finalization of tenders. The EMD of successful tenderer will be forfeited in case he fail to take over the security arrangements within the prescribed time limit after awarding the contract. The successful tenderer has to furnish the security money deposit equal to one month's bill amount in the form of bank guarantee. The quote has to cover on the Minimum Wages Act including statutory payment like PF, ESI etc., and rate quoted should not be less than the minimum wages notified by the Govt. of India for said category of manpower. The parties may visit the locations well in advance. Incomplete tenders and tenders without EMD are liable to rejected summarily and no communication shall be entertained.

The Institute reserves the right to accept/reject any or all the offers without assigning any reason whatsoever. Refer to the Institute's web page www.iiap.res.in for further information.

Administrative Officer

INDIAN INSTITUTE OF ASTROPHYSICS

(Ministry of science and Technology, Govt. of India)

Koramangala, Bengaluru – 560034

FINANCIAL BID FORM

1. Name & address of the Security Agency :
(enclose the company profile, list of clientele
and experience certificate)
2. License No. & date issued by Labour :
Commissioner (Central) for providing
manpower (enclose copy)
3. P.F. Account No.(enclose copy) :
4. ESI No. (enclose copy) :
5. PAN & Service Tax No. :
6. Location for which rate quoted :

Sl.No.	Category	Wages	ESI	PF	Bonus	Uniform	Service charges	Total
01	Receptionist							
02	Data Entry Operator							
03	Observational Asst.							
04	Senior Cook							
05	Cook							
06	Technician (Electrical)							
07	Technician(Mechanical)							
08	Driver Gr.II							
09	Driver Gr.I							

7. EMD details :

Date:

Signature with seal