

Tender No: outsource/01/2016-17

**DIRECTORATE OF EMPLOYMENT AND
TRAINING**

**GUJARAT COUNCIL OF VOCATIONAL TRAINING
GANDHINAGAR**

**ONLINE TENDER FOR OUTSOURCING
OF MANPOWER**

**GUJARAT COUNCIL OF VOCATIONAL TRAINING
GANDHINAGAR**

Tender No: outsource/01/2016-17

Tender Fee: Rs.2000/-

Tender EMD: Rs.2,10,000/-

Name of the Agency: _____

**ONLINE TENDER FOR OUTSOURCING OF MANPOWER
GUJARAT COUNCIL OF VOCATIONAL TRAINING**

Block No.1, 2nd Floor, Dr. Jivraj Mehta Bhavan

Sector-10, Gandhinagar - 382 010

Tel: +91 79 23252118

Fax: +91 79 23253835

The schedule for the bidding process is highlighted in the table below:

S. No.	Information	Details
1	On-line downloading of Tender	Upto Date:-17/01/2017 16:00 Hrs
2	Pre bid conference at GCVT	Date:-05/01/2017 at 12:00 PM At,Top Floor, DET, Conference hall, Block No.1, Juna Sachivalaya, Gandhinagar
3	Release of response to bidder queries	Date:-10/01/2017
4	Submission of EMD, Tender fee and other Supporting Documents during office hours	Date:-18/01/2017 upto 16:00 hrs
5	Last date and time for submission of bids(On Line)	Date:-17/01/2017 up to 18:00 hrs
6	Cost of Tender	INR 2000/-
7	Earnest Money Deposit Amount	INR 2,10,000/-
8	Place, date and time of opening of Technical Bid	Date: -19/01/2017 & Time 12:00 hrs Gujarat Council of Vocational Training, Block No.:1, 2 rd floor, Dr. Jivraj Mehta Bhavan, Old Sachivalaya, Gandhinagar(Gujarat)

GUJARAT COUNCIL OF VOCATIONAL TRAINING

Block No 1, 2nd Floor, Dr.Jivraj Mehta Bhavan, Sector 10, Gandhinagar ONLINE

TENDER FOR OUTSOURCING OF MANPOWERFOR

GUJARAT COUNCIL OF VOCATIONAL TRAINING

PREAMBLE:

Gujarat Council of Vocational Training has mandated to conduct exam and awarding certificates regarding Craftsmen Training Scheme, Apprenticeship Training Scheme and various short term courses running in ITIs / ITCs/ SF ITCs, working across the state under the Control of Member Secretary and Director of Employment and Training, Labour and Employment Department, Government of Gujarat.

This online tender is invited by Gujarat Council of Vocational Training, Gandhinagar for office work carried out by GCVT during whole year. GCVT intends to appoint Agency for Outsourcing of different qualified manpower. The agencies are requested to keep this fact in mind and submit the tender bid accordingly.

Technical Bid

1. Details of Assignment

Sr. No.	Assignment	No. of Posts	Educational Qualifications	Maximum Amount (Fix) for Each Post
1	Consultant	3	B.E. + M.B.A. (Marketing/H.R.) Minimum 3 year Experience Should have sound knowledge of IT Should be able to work independently on all MS-Office Tools	30,000/- P.M.
2	Consultant	3	M.C.A. / B.E. (Computer/I.T.) Minimum 3 year Experience Should have sound knowledge of IT Should be able to work independently on all MS-Office Tools	30,000/- P.M.
3	Consultant	2	M.B.A. (Finance)/CA/M.com Minimum 3 year Experience Should have sound knowledge of IT Should be able to work independently on all MS-Office Tools	30,000/- P.M.
4	Consultant	3	B.E. (Electrical/Mechanical Minimum 3 year Experience Should have sound knowledge of IT Should be able to work independently on all MS-Office Tools	30,000/- P.M.
5	Data Entry Operator	17	COPA /PGDCA Should have sound knowledge of IT Should be able to work independently on all MS-Office Tools	7,500/- P.M.
6	Back Office Assistant	4	B.Com + Tally, Should have sound knowledge of IT,Should be able to work independently on all MS-Office Tools	10,000/- P.M.
7	Account Assistant	3	B.Com + Tally Should have sound knowledge of IT Should be able to work independently on all MS-Office Tools	10,000/- P.M.

8	Auditor	1	M.Com + Tally Should have sound knowledge of IT Should be able to work independently on all MS-Office Tools	12,000/- P.M.
9	Office Attendant	2	Std. V Pass	7,000/- P.M.
10	Driver	1	Std. X Pass with LMV license	10,000/- P.M

N.B.: Nos. of Filling up of vacancies may vary subject to work load and administrative Decision of the competitive authority.

2. The initial period of contract would be Three Year, extendable by another one year on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent authority. Service charges/rates quoted by the agency would be fixed for a period of Three Years and any statutory increase in wages etc. is to be born by the agency.
3. Whosoever the agency selects as minimum 10 candidate each post, will be interviewed by committee headed by member secretary, GCVT, Dy. Director, GCVT, A/C O.DET, Dy. Director (CTS) Dy. Director (purchase) and agency person. If found suitable for the job Letter, otherwise Consultant has to immediately provide other person by day-3.
4. The manpower will have to be supplied by the agency within 15 days of award of contract.
5. Terms and Conditions: As at **Annexure I**.
6. Only those who fulfill the following minimum criteria should submit their bids:
 - a) The manpower agencies must have an experience and work completion certificate for recruiting M.B.A., M.C.A., B.E. (Computer/ I.T./ Mechanical/ Electrical) individuals. Agency must provide proof of recruitment of such employees.
 - b) The details of turnover of Tender inquiry for last 2 years. The turnover of any year among the last two years should not be less than 50% of the value of the stores under Tender enquiry. Agency should provide proof for Last Two Years for providing minimum total of 100 (Employees) Manpower to Government or private institutes. Turnover of agency should not be less than Rs. 40, 00,000/-(Rupees forty Lakh) in amount work completion in any one year among last two years. The bidder without such an experience will not qualify for consideration and his bid will not be taken into account.
 - c) Agency has to produce Bank solvency Certificate worth Rs. 05 Lakh of Nationalized Bank.
 - d) Affidavit needs to be given for "It should not have been blacklisted by any Government organization. Affidavit must be given in this regard."

- e) Agency has to provide proof of prior experience of recruitment for the employees with qualifications given in this tender inquiry.
- f) It should adhere the terms and conditions at **Annexure-I**.
- g) The agency must have fulfilled 11a conditions as per **Annexure-II**
- h) Tender fee Rs.2000/-(Two thousand only) and earnest money deposit Rs. 2,10,000/-(Two Lakh ten thousand only) in the form of demand draft (Separate drafts) drawn in favour of The Member Secretary, Gujarat Council of Vocational Training, Gandhinagar (Payable at Gandhinagar) should be submitted along with the technical bid, failing which the bid shall not be considered valid. The separate cover should be submitted with documents. EMD will be refunded only when Bidder writes a letter on its own letter head.
- i) Professional Tax Registration Number (Certificate code number of Enrollment/ revision of certificate of registration under sub-section (1) of Section (5) at the Gujarat state tax on profession trades, calling and employment Act, 1976
- j) Employee Provident Fund Organization (Ministry of Labour, Govt. of India) Code No.
- k) E.S.I. Certificate showing the Code Number
- l) Valid Labor license for providing at least 100 Manpower Supply in Industries, Educational Sector, Government Departments.
- m) Labor welfare board Registration No.
- n) Service Tax Registration Number as a Manpower Recruitment Agency Service Tax Registration.
- o) Bank solvency Certificate Rs. 5 Lakh Nationalized Bank (After date of Notice of Invitation of tender)
- p) PF contribution must not be less than 10 Lakh in last year
- q) ESI contribution must not be less than 5 Lakh in last year
- r) Agency should have their own training center with training facility.
- s) There should be no case pending with the police against the Proprietor/ Firm / Partner Trustee / Trust / Society / Member or the Company (Service Provider) and the Service Provider shall not have been blacklisted or banned otherwise to be evidenced by attachment of an affidavit in this regard.
- t) The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/Office. In case there is no branch office, the successful bidder will have to open branch office within the jurisdiction of the

user Department/ Office within 15 days of the signing of the agreement.

u) Agency should fill up his Service charge rate not less than 3% and not more than 10% if not as per that finance bid not consider by DET

7. The tender's document should be submitted in a sealed cover.

a) The sealed cover should be super subscribed "Technical Bid" and should contain:-

i. The proforma at **Annexure-II**, duly filled in.

ii. Agency profile including previous experience of manpower supply to Government Departments etc.

iii. Acceptance of terms and conditions at **Annexure-I**

iv. Demand Drafts for Tender fee and Earnest Money Deposit (Seperate drafts).

v. All other required documents as shown in instruction in bidder

b) The **ONLINE** 'Price Bid' should contain only rates which are to be quoted on monthly basis for normal duty of 8 hours per day per person as per 24 working days per month. Daily wages will be calculated as monthly wage given by company for 24 days. (Annexure-III).

N.B. Price bid should be submitted ONLINE only. Price bid should not be submitted physically.

c) A sealed cover should be placed in the sealed envelope super scribed 'Tender for supply for Outsourced staff'. This should be addressed to The Deputy Director (Exam), Gujarat Council of Vocational Training, Block No. 1, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar – 382010 and sent by post or hand delivered latest by time 16:00 Hrs. on Date 18/01/2017.

d) The online technical bids will be opened by the Tender Opening Committee on a Date 19/01/2017 at 12:00 PM for receipt of the tenders in The office of Deputy Director (Exam), Gujarat Council of Vocational Training, Block No. 1, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar – 382010, in the presence of the participating bidders, who may like to be present.

e) The G.C.V.T. will assess the ability of the agencies to supply requisite number of personnel in different categories based on its record, profile, and on such other criteria as it may fixed and only those found fit will be eligible for financial bid opening.

ANNEXURE-I

TERMS AND CONDITIONS

- 1) The Man-Months rates for different category of manpower would be as per work order.
- 2) Agency shall be responsible to comply with the provisions of various Labour Act, like Employees Provident Fund, Payment of wages Act/ Contract Labour (R &A) Act./ Bonus Act./ Minimum wages Act etc. and the framed there under. Agency would necessary deduction of PF/ESI Contribution/IT etc. from the concerned employee's wages.
- 3) The Contract shall be given subject to compliance by Agency of all the laws of the land, including renewal of registration of its license under Bombay Shop & Establishment Act. Contract Labour Act etc. and other applicable laws.
- 4) If the manpower (Only Consultant) provided by Agency goes on an official tour then they will provide required evidences of the tour and will hold a claim for the amounts towards fare, accommodation and food. Agency shall reimburse the claims as per GRs and Guideline issued by State Government and Agency shall claim the same in the monthly bill submission to GCVT.
- 5) The successful bidder would obtain valid licenses/permissions from the concerned Government Authorities for providing the services in this DET.(Labour Commissioner) This license is to be provided to DET within 1 month of award of contract
- 6) The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
- 7) The agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and the DET shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation.
- 8) The Detail of payment made to the agency for which necessary records of payment paid to their employees, such as salary slip, receipt, bank transaction record, cheque or DD paid detail should be produced to DET within 10th day of next month.
- 9) Deduction from salary of the employee (like EPF,ESI,S.T.,P.T.etc) by the agency and contribution of agency should be credited in relevant govt. department as per prevailing rules & regulations Evidence for the same individually should be produced to GCVT office before Drawing the next payment.
- 10) The salary payment paid by agency to their employee through crediting the amount in his/ her bank account is mandatory. The agency has to ensure bank account of persons deployed by them. Any unauthorized fraudulent activity on the part of payment of remunerations will be treated as fraud and shall attract criminal proceeding.

- 11) Agency must have to submit the photocopies of PF receipts, ESI deposit receipts, Professional Tax receipts & Service Tax receipts of employees with your Claims.
- 12) Agency must have to submit us the PF Numbers & ESI Numbers allotted to the manpower provided by Agency.
- 13) Agency will be reimbursed the bonus amount paid as per the provisions of the payment of Bonus Act after payment thereof.
- 14) Payment Terms: - Payment shall be made within 7 days of the submission of the bill by Agency, subject to the fulfillment of the following requirements.
 - Agency have to submit the proof of payment received by the employees i.e. copy of NEFT instructions or manual payment instructions to the bank showing the amount to be paid to the employees.
 - Agency has to issue monthly pay slips to the manpower provided. If such copies have not been submitted, then the reimbursement/ payment of bill will not be made.
 - However, Agency will have to make payment of salaries to the manpower provided within 5 days from the end of the month.
 - Agency will raise the necessary bill after making payment to the manpower provided and payment of statutory deductions in respect of previous month.
 - Income Tax and other Taxes, if applicable will be deducted from the bill.
 - Whatever amount agency receives from the company, the same amount would be paid to the concerned employee without any deduction except for statutory deduction like PF/ESI/Professional Tax etc.
 - The Photocopies of receipts for deposits of statutory deductions PF/ESI/Professional Tax in respect of previous month with the concerned authority will be submitted at our office along with the bill, which should be deposited within the due time limit.
- 15) Agency will carry regular as well as surprise checks on your personnel on duty to ensure that they are ever alert on duty and present before working hours and working efficiently. Also Agency must take the Janata policy /Accident policy for the person deployed at GCVT
- 16) Agency will also take necessary steps to prevent occurrences of pilferage/thefts.
- 17) In case, the staff provided by you whose work and conduct is found unsatisfactory, shall be replaced immediately at no cost to the company. Manpower provided should be rotated quarterly and as & when needed.
- 18) If services are found unsatisfactory, the contract shall be terminated.
- 19) No amendment to this contract shall be effective unless it is in writing and signed by duty authorized representative of both parties.
- 20) **Penalty: - Agency will be liable to pay penalty for breach of any conditions of the contract. Tender terms & Conditions. The penalty amount will be decided by Member Secretary, Gujarat Council of Vocational Training, Gandhinagar and will be binding to agency. The penalty amount will be recovered from agency from the pending amount of the bills/Security deposits.**

- 21) All services shall be performed by candidate's qualification, experience and skilled in performing such services as per the eligibility criteria.
- 22) The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the G.C.V.T. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
- 23) There is no Master & Servant relationship between the employees of the service provider and G.C.V.T. and further that the said person of the service provider shall not claim any absorption.
- 24) The service provider's person shall not claim any benefit/compensation/absorption/regularization of services from/in G.C.V.T. under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to G.C.V.T.
- 25) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters as all are of confidential/secret nature.
- 26) The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill and enhance the image of G.C.V.T. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- 27) That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees working at G.C.V.T.
- 28) The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
- 29) The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- 30) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider. the document of statutory compliance will be provided monthly/quarterly to service provider
- 31) Working hours would be normally from 10.30 A.M. to 06.10 P.M. during working

days including half hour lunch break in between. However, in exigencies of work, they may be required to sit late and the personnel may be called on Saturday, Sunday and other gazette holidays, if required.

- 32) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and the G.C.V.T. shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation.
- 33) The service provider will submit the bill in duplicate in respect of a particular month in the first week of the next month. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the laws in force. However service provider will pay the remuneration to the staff engaging within 1st of week of month.
- 34) Payments to the service provider would be strictly on certification by the officer with whom Services is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
- 35) No wage/remuneration will be paid to any staff for the days of absence from duty.
- 36) The service provider will provide the required personnel for a shorter period also, in case of any exigency as per the requirement of this G.C.V.T.
- 37) The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- 38) The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from G.C.V.T. to the service provider shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the G.C.V.T. in fulfillment of the contract from time to time.
- 39) This G.C.V.T. shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
- 40) That the agency on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If the G.C.V.T. suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to the G.C.V.T. for the same. The agency shall keep the G.C.V.T. fully indemnified against any such loss or damage.
- 41) The agency will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.

- 42) The successful bidder shall furnish a security deposit is equivalent to 5% of total remuneration of all staff for one year in the form of an account payee demand draft drawn in favour of The Member Secretary, Gujarat Council of Vocational Training, Gandhinagar payable at Gandhinagar, Fixed Deposit Receipt from a commercial bank/Bank Guarantee from a commercial bank in an acceptable form safeguarding the interest of the G.C.V.T. in all respects. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by the G.C.V.T. or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the Agency.
- 43) The successful bidder will enter into an agreement with this G.C.V.T. for supply of suitable and qualified manpower as per requirement of this G.C.V.T. on these terms and conditions. The agreement will be valid for a period of minimum eight years from the date of signing and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of three year and no request for any change/modification shall be entertained before expiry of the period of 3 years. Any statutory increase in wages/DA etc. is to be absorbed by the service provider. The contract/agreement is extendable by another 12 months subject to satisfactory performance of the agency and such amendments as mutually agreed to.
- 44) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- 45) However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc and any amount due to the agency from the GCVT shall be forfeited by the GCVT.
- 46) That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
- 47) In the event, if any dispute arises touching any of the clauses of the agreement, the matter will be referred to The Member Secretary, Gujarat Council of Vocational Training, whose decision shall be binding on both the parties.
- 48) Driver should have valid license since last five years and punctual in duty. Peon should have knowledge of operating of photocopier, fax machines, vending machine and follow the instruction of senior official of our company.
- 49) Agency shall have to provide three pairs of Uniform to Peons/Drivers immediately on the start of the contract and the bills may be reimbursed by Agency. Laundry expenses will be borne by the Peons/Drivers.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL SERVICE PROVIDER AFTER DEPLOYMENT OF MANPOWER TO GCVT, RDD CONCERNED

1. List of Manpower shortlisted by GCVT for deployment in containing full details i.e. date of birth, marital status, address, bank account detail, educational qualification, work experience photo ID Card provided by the security service provider etc.
2. Bio-data of all persons.
3. Any other document considered relevant as asked by the DET.
4. Copy of the appointment letter of the manpower appointed with EPF No., ESIC No., Bank account No., e-mail account of manpower appointed, AADHAR NO. , Mobile number, educational qualifications, salary details, emoluments, term and conditions of service.

N.B.: All required documents as per tender inquiry must be submitted digitally (Self attested scan copy) and physically As well (Price bid must be submitted digitally only).

- Bidders can download the tender document free of Cost from the website <https://det.nprocure.com> up to Date shown above.
- Pre bid conference shall be held on the date and time prescribed in the tender. On the base of written suggestions by bidders, suggestions which are found suitable for tender will be accepted and necessary amendment will be issued.
- Bidders have to submit Technical Bid as well as Price Bid in Electronic Format on above mentioned website only till the Date & Time shown above.
- Technical bid (Physical copy) with all attachments and EMD + Tender fee cover as per tender inquiry must be submitted to GCVT within prescribed time limit in tender.
- Price bid in Physical form will not be acceptable in any case.

Bidders who wisher to participate in online tenders will have to procure / should have legally valid Digital Certificate (Class III) as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact (n) Code Solutions – a division of GNFC Ltd, who are licensed Certifying Authority by Govt. of India.

All bids should be digitally signed, for details regarding digital signature certificate and related training involved the below mentioned address should be contacted:

(n) Code Solutions

A Division of GNFC

301, GNFC Infotower Bodakdev,

Ahmadabad – 380 054 (India)

Tel.: +91 26857316 / 17 / 18

Fax: +91 79 26857321

Other Terms & Conditions as per detailed tender documents

Signature & Seal of the agency

Date:-

: LEGAL CONDITION:

1. A copy of the monthly salary slip, attendance card with duly received signature of staff showing EPF, ESIC, Professional Tax details paid to the concerned GCVT Official .This monthly slip with receipt also should be handed over every month in hard copy to the outsourced staff.
2. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under Law
3. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the Department or office concerned.
4. In case, the Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Department or the office concerned is put to any loss / obligation, monetary or otherwise, the Department or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit or bank Guarantee of the Service Provider, to the extent of the loss or obligation in monetary terms along with penalty.
5. The Service Provider shall be held responsible for any loss/damage to the equipments and instruments of the GCVT provided to the manpower deployed by the Service Provider due to the negligence or willful damage as assessed by the GCVT.
6. The service provider agrees to indemnify, defend and hold harmless GCVT and their respective officer, directors, employees from and against any and all losses, claims, actions, damages, liabilities, penalties, cost and expenses (including attorneys fees and caught costs) (Collectively "losses"), resulting from any (i) breach by service provider and / or service provider's deputed personnel of its obligations here under; (ii) willful, misconduct or negligent acts or omissions on the part of service provider and / or service provider's deputed personnel; (iii) Violation by service provider or service provider's personnel of any statutory obligation applicable in connection with the performance by service provider of its obligation under this agreement; and (iv) any loss, claimed damage, cost or expenses, by virtue of any finding related to an employer / employee relationship between service provider's deputed personnel and GCVT in any proceeding initiated by service provider and / or service provider's personnel. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Department or Office concerned will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.
7. The decision of GCVT (Gujarat) in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

8. The Service Provider shall immediately provide a substitute in the event of any person leaving the job due to his/ her personal reasons.
9. In case of a death or mishap of any of the personnel of the service provider occurred during the duty, the compensation liability will solely rest with the service provider.
10. Any illegal activity or conduct by the personnel of the service provider that is harmful to the department will be rested wholly responsible to the service provider itself.
11. The Service Provider will be responsible for the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case any of such documents furnished by the agency is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
12. Failure By Agency To Comply With GCVT's Instructions :If the Agency after receipt of written notice from the GCVT and requiring compliance within prescribed time limit fails to comply with such instructions, the GCVT may Deploy other agency to execute any such work whatsoever that may be necessary to give effect thereto and pay all cost incurred in connection therewith and same shall be recoverable from the Agency by the GCVT as a debt or shall have, right to deduct same from any money due or to become due to the Agency or from security deposit.
13. The GCVT reserves the right to reject the lowest or any tender and also to discharge any or all the tenders for each section or to split up and distribute any item of work to any specialist Agency or second lowest Agency's, without assigning any reason.
14. Co-Operation: The Agency will be required to consult and co-operate with GCVT officer And RDD officer with efficient and proper manner whose work may be affected by the work under this contract.
15. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.
16. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
17. **If agency quote service charge less than 3% and more than 10% could not be consider as a bidder. (If same service charge rate quote by more than 1 agency than criteria for selecting agency are as following. 1. Annual turnover, More work experience/manpower with government department)**

FINANCIAL CONDITION :

1. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of Rs. 2, 10,000/- in the form of Demand Draft / Bank guarantee from any Nationalized Bank refundable without interest, in the form of Demand Draft / Bank Guarantee drawn in favour of " The Member Secretary, Gujarat Council of Vocational Training, Gandhinagar (Payable at Gandhinagar) **failing which the tender shall be rejected out rightly.**
2. The Earnest Money Deposit in respect of the Service Provider who does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. **In case of successful tenderer, if the Service Provider fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
3. The successful tenderer will have to deposit a Performance Security Deposit of 5% of the total accepted tender value of manpower or Bank Guarantee of the same amount from any Nationalized Bank in favour of The Member Secretary, Gujarat Council of Vocational Training, Gandhinagar (Payable at Gandhinagar) covering 12 months more than the period of contract within seven days from the date of signing of the agreement. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful tenderers. The amount of performance security deposit may be revised by the Authority taking into account the contractual obligation of the Service Provider for the extension period.
4. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, ESI etc. relating to personnel deployed by it or for any accident caused to them and the GCVT shall not be liable to bear any expense in this regard. The Agency shall make payment of wages of a month to the personnel engaged by it by seventh working day of the succeeding month irrespective of any delay in settlement of its bill by the GCVT for whatever reason. The Agency shall also be responsible for the insurance of its personnel.
5. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
6. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
7. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/office. In case there is no branch office, the successful bidder will have to open branch office within 15 days of signing the agreement.

8. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
9. The successful bidder shall enter into an agreement with this Department for supply of suitable and qualified manpower as per requirement of this Department on the above terms and conditions.

Note : These terms and conditions are part of the Contract / Agreement as indicated in the Agreement between State Government and the Service Provider and any non-compliance shall be deemed as breach of the Contract/Agreement.

Declaration by the Tenderer:

This is to certify that I/We, before signing this tender, have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Address :

Name :

Phone No (O) :

Seal :

Date:

Declaration

We solemnly declare that we have attached all the documents mentioned in P.T.F. and also mentioned as above. We hereby confirm that non-compliance of any documents will be treated as non-responsive Tender and we will lose our claim to participate in the Tender Enquiry and our Bid will automatically be liable to reject.

Signature of the Bidder / authorized person with Stamp

Declaration-Affidavit

We solemnly declare that we have not been black listed for our commercial activity or for any other reason by any Government Department till date and there is no any legal/police inquiry/legal proceeding/police case pending against us. We hereby confirm that non-compliance of this declaration will be treated as non-responsive Tender and we will lose our claim to participate in the Tender Enquiry and our Bid will automatically be liable to be rejected.

Stamp

Signature of the Bidder / authorized person with

ANNEXURE-II

Note: All Documents including Technical Bid form is to be submitted Compulsory online and Physical as per Tender schedule. Price bid should be submitted online only.

- (a) Name of the Party / Firm:
- (b) Status of Firm – Company / partnership firm / others:
- (c) Municipal Corporation/concerned authority number for Registration for supplying
Manpower:
- (d) Name of Authority issuing Certificate:
Self attested copy (to enclose)
- (e) Name of the partner/Director/proprietor:
- (f) Postal Address:
- (g) Tele. No. (Office): Mobile No: Resident No:
- (h) Website: Email address:

(1) Details of various documents- Self Attested Copy should be submitted with physical technical bid and scanned copy of each document should be uploaded online. Reflect the same in below mentioned table.

Sr. No	Detail	Registrati on No.	Date	Name of authority issued
1.	Firm Registration NO.			
2.	Shops & Establishment Registration Certificate as valid Manpower recruitment Agency			
3.	Pan Card No.			
4.	Professional Tax Registration Number (Certificate code number of enrolment/revision of certificate of			

	registration under sub-section (1) of section (5) at the Gujarat state tax on profession trades. Calling and employment act.1976			
5.	Employee Provident Fund Organization (Ministry of Labour, Govt. Of India) Code No.			
6.	E.S.I. Certificate showing the Code Number			
7.	Labour welfare board Registration No.			
8.	Service Tax Registration Number as a Manpower Recruitment Agency Service Tax Registration			
9.	Sale Tax Registration No.			
10.	Sale Tax Return Copy			
11.	Bank solvency Certificate Rs.5 Lakh of Nationalized Bank			
12.	Annual account, profit & loss account, balance sheet of Last Three Year			
13.	Undertaking / binding for financial capability not defaulter in any other financial institute and as well as post history status i.e. binding of no police case or court case			

- (2) Annual return of E P F 2013-14, 2014-15, 2015-16, submitted to concerned Authority of E P F (Self Attested copy to enclosed)

Letter No: _____ Date: _____

Letter No: _____ Date: _____

- (3) Annual return of E S I 2013-14, 2014-15, 2015-16, submitted to concerned Authority of E S I (self attested to enclose)

Letter No: _____ Date: _____

Letter No: _____ Date: _____

- (4) Quarterly Challan of Service tax paid (More than 1, 00,000/-) for Last Quarter 2015-16
Service Tax (Self attested to enclose)

Challan No: _____ Date: _____

(5) Full Information of last Three years financial resources: (Self attested copy to enclose)

- i) CA turnover certificate of last 3 years.
- ii) Annual profit & loss account balance sheet certified by under signature of Chartered Account of last 3 years.
- iii) The turnover of any year among the last two years should not be less than 50% of the value of the stores under T/E... (i.e.Rs. 40, 00,000/-)

Sr no.	Financial Year	Turnover in Rs.
1.	2013-14	
2.	2014-15	
3.	2015-16	

(6) The tenderer must have an experience and work completion certificate for at least Last Two Years for providing the minimum total of 100 (Employee) Contractual Manpower at Government or private organisation and minimum Rs. 40, 00,000/-(forty Lakh) amount work completion in one of the last two years. The bidder without such an experience will not qualify for consideration and his **bid will not be taken in to account** (Agency must provide proof - self Attested copy) with physical technical bid and scanned copy must be uploaded in online bid.

Sr no.	Name of Government /private Institute	Period		Total no. Of Employee supplied	Tender	Total work completion amount
		From	To			
1	2	3	4	5	6	7
1						

Note: The Manpower work above concern authority work completion satisfactory certificate must be attached with technical bid, work order copy should not be considered for experience.

(8) Self Attested copies of challans of E P F contribution for providing Manpower Staff

Attested copy (to Enclose) Year 2013-14, 2014-2015. 2015-16 P.F. Contribution for Rs. 5 Lakh Last 12 Month

Sr.	Name of Month	Chalan NO/ Instrument (If any)	Amount	Remarks
1	2	3	4	5
1				
2				
3				

(9) Self Attested copies of challans of E S I contribution for providing Manpower Staff

Attested copy (to Enclose) Year 2014-15, 2015-2016. (Min. 10 Month)

Sr.	Name of Month	Chalan NO/ Instrument (If any)	Amount	Remarks
1	2	3	4	5
1				
2				
3				
4				

(10) Self attested copies of Challan Prof. Registration Self Attested copy (to Enclose) Year 2014-15, 2015-16.

Sr.	Name of Month	Challan NO/Instrument (If any)	Amount	Remarks
1	2	3	4	5
1				
2				

N.B. All the documents as per tender inquiry should be self-attested and to be submitted physically as well as online with all the scanned documents.(Price Bid should be submitted online only. It should not be submitted physically)

Declaration

We solemnly declare that we have attached all the documents mentioned as above. We hereby confirm that non-compliance of any documents, will be treated as non-responsive Tender and we will lose our claim to participate in the Tender Enquiry and our Bid will automatically liable to reject

Signature of the Bidder /
authorized person with
Stamp

PROFORMA FOR FINANCIAL BID

(Annexure - III).

GUJARAT COUNCIL OF VOCATIONAL TRAINING

GANDHINAGAR, GUJARAT

PRICE QUOTATION FORM

(PRICE MUST BE QUOTED AS PER THIS PRICE QUOTATION FORMAT ONLY)

NAME AND FULL ADDRESS OF TENDERER:

To,

The Member Secretary,

Gujarat Council of Vocational Training,

Block No.1, 2nd Floor,

Dr. Jivraj Mehta Bhavan

Sector-10, Gandhinagar - 382 010

Dear Sir,

We have gone through whole bidding documents (Pre qualification), we the undersigned offer to undertake the responsibility of supplying manpower as shown below.

We hereby confirm that, this Bid complies with Bid validity and EMD requirement. We also under take if our Bid is accepted, We will abide by all tender conditions as specified in pre qualification Bid.

We understand that the Member Secretary, GCVT reserves the right to reject, any Bid and to annul the bidding process and reject all Bids at any time prior to award of contract without there by incurring any liability to the affected bidder or bidders, or any obligation to inform the affected bidders of the grounds for the

The details of the prices for supplying below mentioned manpower are mentioned below.

PRICE QUOTATION FORM (Annexure-III).

NAME OF AGENCY:

ADDRESS:

EMAIL-ID:

CONTACT NUMBER (TELE./FAX/MOB):

Sr. No.	Type of Service	Take Home Remuneration Per Month	EPF -----%	ESI -----%	Professional Tax	3 to 6 =Fix Rate Given by GCVT to Agency	Service Tax -----%	Service Charge -----%
1	2	3	4	5	6	7	8	9
1	Consultant					30,000/- P.M.		
2	Data Entry Operator					7,500/- P.M.		
3	Back Office Assistant					10,000/- P.M.		
4	Account Assistant					10,000/- P.M.		
5	Auditor					12,000/- P.M.		
6	Office Attendant					7,000/- P.M.		
7	Driver					10,000/-P.M		
8	TOTAL							

1. Rate per month per person for 24 working days:
2. Rates shown by GCVT in column 7 should include all perks like PF, ESI, etc.(Except. Service Tax)
3. Any other points to be mentioned:
4. L1 will be considered on total amount of quoted service charge of column number 9.

Signature

Office Seal

GUJARAT COUNCIL OF VOCATIONAL TRAINING

Block No: 1, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar.

Job Requirements

- Name of the Post** : Consultant
No. of the Posts : 3 (Three)
Location : Gandhinagar
Eligibility Criteria : Minimum 3 year Experience

A.	Educational Qualifications:	M.B.A.(H.R.D./Marketing)+B.E.(Any) + Minimum 3 years experience with relevant field.
B.	Age:	Not exceeding 40 years.
C.	Desired skills	Presentation developing and presenting skill. Good typing skill in English and gujarati launauge. Management skill with good communication. Good communication and written skill in above mentioned both launuges. Presentation developing and presenting skill.

Remuneration: Consolidated monthly remuneration of Rs.30, 000/- per month

Reporting: Consultant will report to Technical Officers, Deputy Controller (Exam)/ Deputy Director and Member Secretary (GCVT), DET.

Duration of the assignment: The assignment will be for an outsourcing purely and always on contract basis with a scope for renewal, based on satisfactory performance.

Duties and Responsibilities: Consultant, under the guidance of the Deputy Controller (Exam)/Deputy Director and Member Secretary (GCVT), DET. **is responsible for:**

- Maintaining the MIS of all the Examination conducted in all schemes.
- Organizing, Maintaining and Monitoring the implementation of the all the Exams and routine work on a day to day basis.
- Organizing, Maintaining and Monitoring the collections of indents from Institutes, compiling and proposing compiled Indent to DGET and collections of Question Papers from DGET and Distribution of the same.

- Designing of new question papers from different ITIs for all the exams conducted by GCVT, compiling, packing of the question paper, seat numbers, attendance sheet and evaluation sheet and organizing safe and smooth distribution of the same to different ITIs through regional offices.
- Liason with the principals of all the ITIs of the State Level, to maintain, monitor and compile data of Affiliation of the Institutes and dually coordinating it with DGET.
- Compile, maintain and organize data of all the Certificates being distributed to all the ITIs of the State and reporting on regional basis. (For NTC, GCVT, KVK, CoEs etc.)
- Moreover, obeying standing instructions and other work as assigned by Deputy Controller (Exam) and Director, Employment and Training.
- Providing information on issues (problems and solutions) for all the exams being conducted by GCVT.
- Managing, Monitoring and Evaluating the State level to incorporate baseline data on the performance of institutions into the MIS.
- Implementing and overseeing procedures for the regular monitoring of institutions. This will include procedures for assisting with ad hoc surveys (such a tracer studies and surveys of employers' attitudes).
- Undertaking regular field visits in order to monitor institutions using a simple checklist, and consolidate monthly/quarterly/annually monitoring reports based on the checklists. Propose any corrective action that needs to be take
- Individually handle state/GCVT scheme exam. (Bio-data entry to certificate Distribution).
- Handle OEACS Portal.
- Handle Skill certification scheme/I-kvk/Short term scheme.
- Submission of data to DGET and receiving NAC/NTC from DGET and Distribute to RDD-ITI.
- Co-coordinating to assessing body of GCVT and prepare data and issue certificate/claim to certificate.
- Making and developing presentation as per requirments.
- Maintain official register as per rules of requirments.
- Liason with the principals of all the ITIs of the State Level, to maintain, monitor and compile finance work of GCVT.
- Consultant has to work at RDD office(Ahmedabad, Baroda, Surat and Rajkot) for the work of examination and collect the information from region ITI and send to GCVT.

GUJARAT COUNCIL OF VOCATIONAL TRAINING

Block No: 1, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar.

Job Requirements

- Name of the Post** : Consultant
No. of the Posts : 3 (Three)
Location : Gandhinagar
Eligibility Criteria : Minimum 3 year Experience

A.	Educational Qualifications:	M.C.A., B.E. (Computer/I.T.) + Minimum 3 years experience with relevant field.
B.	Age:	Not exceeding 40 years.
C.	Desired skills	Good typing skill in English and gujarati launguage. Maintaing and executing skill of database and records. Compulsery to working knowledge of database software and C programming or coding launguages. Good communication and written skill in above mentioned both launguages Presentation developing and presenting skill.

Remuneration: Consolidated monthly remuneration of Rs.30, 000/- per month

Reporting: Consultant will report to Technical Officers, Deputy Controller (Exam)/Deputy Director and Member Secretary (GCVT), DET.

Duration of the assignment: The assignment will be for an outsourcing purely and always on contract basis with a scope for renewal, based on satisfactory performance.

Duties and Responsibilities: Consultant, under the guidance of the Deputy Controller (Exam)/Deputy Director and Member Secretary (GCVT), DET **is responsible for:**

- Maintaining the MIS of all the Examination conducted in all schemes.
- Organizing, Maintaining and Monitoring the implementation of the all the Exams and routine work on a day to day basis.

- Organizing, Maintaining and Monitoring the collections of indents from Institutes, compiling and proposing compiled Indent to DGET and collections of Question Papers from DGET and Distribution of the same.
- Designing of new question papers from different ITIs for all the exams conducted by GCVT, compiling, packing of the question paper, seat numbers, attendance sheet and evaluation sheet and organizing safe and smooth distribution of the same to different ITIs through regional offices.
- Liaising with the principals of all the ITIs of the State Level, to maintain, monitor and compile data of Affiliation of the Institutes and dually coordinating it with DGET.
- Compile, maintain and organize data of all the Certificates being distributed to all the ITIs of the State and reporting on regional basis. (For NTC, GCVT, KVK, CoEs etc.)
- Moreover, obeying standing instructions and other work as assigned by Deputy Controller (Exam) and Director, Employment and Training.
- Providing information on issues (problems and solutions) for all the exams being conducted by GCVT.
- Managing, Monitoring and Evaluating the State level to incorporate baseline data on the performance of institutions into the MIS.
- Implementing and overseeing procedures for the regular monitoring of institutions. This will include procedures for assisting with ad hoc surveys (such a tracer studies and surveys of employers' attitudes).
- Undertaking regular field visits in order to monitor institutions using a simple checklist, and consolidate monthly/quarterly/annually monitoring reports based on the checklists. Propose any corrective action that needs to be take
- Individually handle state/GCVT scheme exam. (Biodata entry to certificate Distribution).
- Handle OEACS Portal.
- Handle Skill certification scheme/lkvk/Short term scheme.
- Submission of data to DGET and receiving NAC/NTC from DGET and Distribute to RDD-ITI.
- Co-coordinating to assessing body of GCVT and prepare data and issue certificate/claim to certificate.
- Making and developing presentation as per requirements.
- Maintaining office registers as per rules or requirements.
- Consultant has to work at RDD office(Ahmedabad, Baroda, Surat and Rajkot) for the work of examination and collect the information from region ITI and send to GCVT.

GUJARAT COUNCIL OF VOCATIONAL TRAINING

Block No: 1, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar.

Job Requirements

- Name of the Post** : Consultant
No. of the Posts : 2 (Two)
Location : Gandhinagar
Eligibility Criteria : Minimum 3 year Experience

A.	Educational Qualifications:	M.B.A.(Finance) + Minimum 3 years experience with relevant field.
B.	Age:	Not exceeding 40 years.
C.	Desired skills	Accounting capability, Management and good communication with English & Gujarati language. Proficiency in typing(English/Gujarati) , Internet access and mail services. Presentation developing and presenting skill.

Remuneration: Consolidated monthly remuneration of Rs.30, 000/- per month

Reporting: Consultant will report to Technical Officers, Deputy Controller (Exam)/Deputy Director and Member Secretary (GCVT), DET.

Duration of the assignment: The assignment will be for an outsourcing purely and always on contract basis with a scope for renewal, based on satisfactory performance.

Duties and Responsibilities: Consultant, under the guidance of the Deputy Controller (Exam)/Deputy Director and Member Secretary (GCVT), DET is responsible for:

Perform All duties relevant with accounting, costing and financial terms.

GUJARAT COUNCIL OF VOCATIONAL TRAINING

Block No: 1, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar.

Job Requirements

- Name of the Post** : Consultant
No. of the Posts : 3(Two)
Location : Gandhinagar
Eligibility Criteria : Minimum 3 year Experience

A.	Educational Qualifications:	B.E. (Electrical/Mechanical) + Minimum 3 years experience with relevant field.
B.	Age:	Not exceeding 40 years.
C.	Desired skills	Knowledge of related field. presentation and developing skill. Good typing skill in English and gujarati launguage. Good communication and written skill in above mentioned both launguages.

Remuneration: Consolidated monthly remuneration of Rs.30, 000/- per month

Reporting: Consultant will report to Technical Officers, Deputy Controller (Exam)/Deputy Director and Member Secretary (GCVT), DET.

Duration of the assignment: The assignment will be for an outsourcing purely and always on contract basis with a scope for renewal, based on satisfactory performance.

Duties and Responsibilities: **Consultant, under the guidance of the** Deputy Controller (Exam)/Deputy Director **and** Member Secretary (GCVT), DET **is responsible for:**

- Maintaining the MIS of all the Examination conducted in all schemes.
- Organizing, Maintaining and Monitoring the implementation of the all the Exams and routine work on a day to day basis.
- Organizing, Maintaining and Monitoring the collections of indents from Institutes, compiling and proposing compiled Indent to DGET and collections of Question Papers from DGET and Distribution of the same.

- Designing of new question papers from different ITIs for all the exams conducted by GCVT, compiling, packing of the question paper, seat numbers, attendance sheet and evaluation sheet and organizing safe and smooth distribution of the same to different ITIs through regional offices.
- Liaising with the principals of all the ITIs of the State Level, to maintain, monitor and compile data of Affiliation of the Institutes and dually coordinating it with DGET.
- Compile, maintain and organize data of all the Certificates being distributed to all the ITIs of the State and reporting on regional basis. (For NTC, GCVT, KVK, CoEs etc.)
- Moreover, obeying standing instructions and other work as assigned by Deputy Controller (Exam) and Director, Employment and Training.
- Providing information on issues (problems and solutions) for all the exams being conducted by GCVT.
- Managing, Monitoring and Evaluating the State level to incorporate baseline data on the performance of institutions into the MIS.
- Implementing and overseeing procedures for the regular monitoring of institutions. This will include procedures for assisting with ad hoc surveys (such a tracer studies and surveys of employers' attitudes).
- Undertaking regular field visits in order to monitor institutions using a simple checklist, and consolidate monthly/quarterly/annually monitoring reports based on the checklists. Propose any corrective action that needs to be take
- Individually handle state/GCVT scheme exam. (Biodata entry to certificate Distribution).
- Handle OEACS Portal.
- Handle Skill certification scheme/lkvk/Short term scheme.
- Submission of data to DGET and receiving NAC/NTC from DGET and Distribute to RDD-ITI.
- Co-coordinating to assessing body of GCVT and prepare data and issue certificate/claim to certificate.
- Making and developing presentation as per requirments.
- Maintaining official as per rules or requirments.
- Consultant has to work at RDD office(Ahmedabad, Baroda, Surat and Rajkot) for the work of examination and collect the information from region ITI and send to GCVT.

GUJARAT COUNCIL OF VOCATIONAL TRAINING

Block No: 1, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar.

Job Requirements

Name of the Post : Data Entry Operator

No. of the Posts : 17 (Seventeen)

Location : Gandhinagar

Eligibility Criteria :

A.	Educational Qualifications:	COPA/PGDCA
B.	Age:	Not exceeding 35 years.
C.	Desired skills	Good typing skill in English and gujarati launguage. Good communication and written skill in above mentioned both launguages. Knowledge of internet access, mail services and web applications.

Remuneration: Consolidated monthly remuneration of Rs.7, 500/-

Reporting: Data Entry Operator will be reporting to Office Superintendent, Technical Officers and Deputy Controller (Exam)/Deputy Director, Member Secretary (GCVT), DET.

Duration of the assignment: The assignment will be for an outsourcing purely and always on contract basis with a scope for renewal, based on satisfactory performance.

Duties and Responsibilities:

Data Entry Operator, under the guidance of the Office Superintendent, Technical Officers and Deputy Controller (Exam) ytubeD/Director and Member Secretary (GCVT), DET. is responsible for:

- Data Entry Work of complete GCVT assigned work.
- Maintain, organize and backup of all data entry record as per assigned GCVT work and to produce on demand.
- Moreover, obeying standing instructions and other work as assigned by Office Superintendent, Technical Officers Deputy Controller (Exam),)/Deputy Director (Training), Member Secretary (GCVT), DET., Employment and Training and Director, Employment and Training.
- NAC/NTC Certificate entry work.

GUJARAT COUNCIL OF VOCATIONAL TRAINING

Block No: 1, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar.

Job Requirements

Name of the Post : Back Office Assistant

No. of the Posts : 04 (Four)

Location : Gandhinagar

Eligibility Criteria :

A.	Educational Qualifications:	B.Com + Govt. recog. Computer related course min. 3 months + Tally
B.	Age:	Not exceeding 35 years.
C.	Desired skills	Working knowledge of accounting and Tally. Good typing skill in English and gujarati launauge. Good communication and written skill in above mentioned both launagues. Knowledge of internet access, mail services and web applications.

Remuneration: Consolidated monthly remuneration of Rs.10,000/-

Reporting: Back Office Assistant will be reporting to Office Superintendent, Technical Officers and Deputy Controller (Exam)/Deputy Director, Member Secretary (GCVT), DET.

Duration of the assignment: The assignment will be for an outsourcing purely and always on contract basis with a scope for renewal, based on satisfactory performance.

Duties and Responsibilities:

Bank Office Assistant, under the guidance of the Office Superintendent is responsible for:

- Maintaining all Accounts books according to accounts procedure
- Bank books according to accounts procedure
- Working in coordination and subordination with Accounts section of GCVT
- All data entry of Accounts section.

- GCVT office staff salary work complete from data entry to final printing of salary slips. Moreover, maintaining accounts work related to staff in compliance to Income Tax, Professional Tax and other government and non-government agencies.
- Moreover, preparing all types of bills in accounts section.
- To co-ordinate all bank, treasury, departmental, other departments, Minister's Office and others work to perfection according to GCVT's work schedule.
- Must be able to operate and work on Tally.
- All work pertaining to Audit of GCVT and co-ordinating all the work with Charity Commissioner and Chartered Accountant.
- Moreover, obeying standing instructions and other work as assigned by Office Superintendent, Technical Officers Deputy Controller (Exam).

GUJARAT COUNCIL OF VOCATIONAL TRAINING

Block No: 1, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar.

Job Requirements

Name of the Post : Account Assistant

No. of the Posts : 03 (Three)

Location : Gandhinagar

Eligibility Criteria :

A.	Educational Qualifications:	B.Com + Govt. recog. Computer related course min. 3 months + Tally
B.	Age:	Not exceeding 35 years.
C.	Desired skills	Working knowledge of accounting and Tally. Good typing skill in English and gujarati launauge. Good communication and written skill in above mentioned both launuaues. Knowledge of internet access, mail services and web applications.

Remuneration: Consolidated monthly remuneration of Rs.10, 000/-

Reporting: Account Assistant will be reporting to Office Superintendent, Technical Officers and Deputy Controller (Exam)/Deputy Director (Training), Member Secretary (GCVT), DET.

Duration of the assignment: The assignment will be for an outsourcing purely and always on contract basis with a scope for renewal, based on satisfactory performance.

Duties and Responsibilities:

Account Assistant, under the guidance of the Office Superintendent is responsible for:

- Maintaining all Accounts books according to accounts procedure
- Bank books according to accounts procedure
- Working in coordination and subordination with Accounts section of GCVT
- All data entry of Accounts section.

- GCVT office staff salary work complete from data entry to final printing of salary slips. Moreover, maintaining accounts work related to staff in compliance to Income Tax, Professional Tax and other government and non-government agencies.
- Moreover, preparing all types of bills in accounts section.
- To co-ordinate all bank, treasury, departmental, other departments, Minister's Office and others work to perfection according to GCVT's work schedule.
- Must be able to operate and work on Tally.
- All work pertaining to Audit of GCVT and co-ordinating all the work with Charity Commissioner and Chartered Accountant.
- Moreover, obeying standing instructions and other work as assigned by Office Superintendent, Technical Officers Deputy Controller (Exam).

GUJARAT COUNCIL OF VOCATIONAL TRAINING

Block No: 1, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar.

Job Requirements

Name of the Post : Auditor

No. of the Posts : 01 (One)

Location : Gandhinagar

Eligibility Criteria :

A.	Educational Qualifications:	M.Com + Govt. recog. Computer related course min. 3 months + Tally
B.	Age:	Not exceeding 35 years.
C.	Desired skills	Working knowledge of accounting and Tally. Good typing skill in English and gujarati launquage. Good communication and written skill in above mentioned both launquages. Knowledge of internet access, mail services and web applications.

Remuneration: Consolidated monthly remuneration of Rs.12, 000/-

Reporting: Auditor will be reporting to Office Superintendent, Technical Officers and Deputy Controller (Exam)/Deputy Director (Training), Member Secretary (GCVT), DET.

Duration of the assignment: The assignment will be for an outsourcing purely and always on contract basis with a scope for renewal, based on satisfactory performance.

Duties and Responsibilities:

Auditor, under the guidance of the Office Superintendent and Deputy Controller (Exam)/Deputy Director (Training), Member Secretary (GCVT), DET. is responsible for:

- Maintaining all Accounts books according to accounts procedure
- Bank books according to accounts procedure

- Working in coordination and subordination with Accounts section of GCVT
- To co-ordinate all bank, treasury, departmental, other departments, Minister's Office and others work to perfection according to GCVT's work schedule.
- To audit and verify all the accounts related to GCVT in all the ITIs of Gujarat State once in a financial year.
- Must be able to operate and work on Tally.
- All work pertaining to Audit of GCVT and coordinating all the work with Charity Commissioner and Chartered Accountant.
- Moreover, obeying standing instructions and other work as assigned by Office Superintendent, Technical Officers Deputy Controller (Exam).

GUJARAT COUNCIL OF VOCATIONAL TRAINING

Block No: 1, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar.

Job Requirements

Name of the Post : Office attendant

No. of the Posts : 02 (Two)

Location : Gandhinagar

Eligibility Criteria :

A.	Educational Qualifications:	Std. V pass
B.	Age:	Not exceeding 40 years.

Remuneration: Consolidated monthly remuneration of Rs.7, 000/-

Reporting: To office superintenden, technical officer and deputy director/deputy controller.

Duration of the assignment: The assignment will be for an outsourcing purely and always on contract basis with a scope for renewal, based on satisfactory performance.

Duties and Responsibilities:

- To move file/records as per intructions.
 - To execute tasks as suggested by authority.
 - To keep clean infrastucture in office.
 - To move infrastucture as per instruction if required.
 - To properly guide visitors as per requirment.
 - To provide basic facility to visitors such as drinking water etc.
- To perform all other duties relating to class IV employees.