

INDIRA GANDHI NATIONAL OPEN UNIVERSITY



Regional Centre, Bhopal
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F. No.: IG/RCB/Manpower_GeM/2021
Dated: 03 -03-2022

Sub: Bids for Providing Manpower at IGNOU Regional Centre, Bhopal (M.P.), through GeM portal.

Ref: GeM Bid No. Bid Number: GEM/2022/B/1995644 Dated: 03-03-2022

Quotations under two bid systems (Technical & Financial) are hereby invited through e-tendering under the GeM portal(GEM/2022/B/1995644 Dated: 03-03-2022), from the interested agencies for providing Manpower at IGNOU Regional Centre, Bhopal. The outsourcing agency will be awarded the job initially for a period of Two (02) years, extendable on mutual consent. Interested and Registered agencies can submit the Bids through GeM portal.

The details of the approximate requirement and skills, tentatively, are as under:

DETAILS OF MANPOWER REQUIRED

S.No.	Category	Qualification	Job Description	Approx. hrs/per requirement	Man day
1.	Skilled	Essential: - 10+2 or its equivalent with typing speed of 40 w.p.m in English or 35 w.p.m in Hindi on Computers - Knowledge of Computer applications. Desirable: - A Bachelor's degree from a recognized University - Shorthand speed @80 w.p.m.	Typing, Stenography, Data Entry work in computer, diary / dispatch / filing	To be specified	
2.	Unskilled	Essential: - 8 th Pass who can read write in Hindi/English. Desirable: 10 th Pass	Physical maintenance of records, photo-copying, sending of FAX etc., delivery of dak, opening and closing of rooms, cleaning/dusting of room etc.	To be specified	

REGIONAL DIRECTOR