

Gokhale Institute of Politics and Economics

(Founded by Rao Bahadur R.R. Kale, Satara)
(Deemed to be University u/s 3 of the UGC Act, 1956)

846, Shivajinagar, B.M.C.C. Road

PUNE - 411 004 (INDIA)

REQUEST FOR QUOTATION (RFQ)

Providing Junior Clerical Manpower on Outsourcing Basis

Ref. No. 28.3.5/ 756 /2026

Date: 22 July 2026

Gokhale Institute of Politics and Economics (GIPE), Pune invites sealed quotations from eligible and experienced manpower service providers for supplying **Junior Clerical Personnel** on an outsourcing basis for deployment at the Institute.

The contract shall initially be for a period of **up to one year**, which may be extended based on the Institute's requirement and satisfactory performance.

The Institute may engage **one to five (1-5)** Junior Clerical Personnel during the contract period. The Institute does not guarantee deployment of any minimum number of personnel.

Scope of Work

The selected agency shall provide trained and competent Junior Clerical Personnel for carrying out administrative and office-related work including but not limited to:

- ✓ Office file management
- ✓ Data entry and record maintenance
- ✓ Drafting and typing correspondence
- ✓ Documentation and scanning of records
- ✓ Receiving and dispatching official correspondence
- ✓ ERP data entry and updating records
- ✓ Assisting in admissions, examinations and academic administration
- ✓ Preparation of reports and statements
- ✓ General clerical and administrative assistance
- ✓ Any other office work assigned by the Institute

Qualification and Experience

The personnel deployed shall preferably possess:

- ✓ Graduate degree from a recognized University.
- ✓ Working knowledge of MS Office.
- ✓ Good typing skills in English.
- ✓ Ability to work on ERP applications.
- ✓ Good communication and interpersonal skills.
- ✓ Minimum one year of clerical experience shall be preferred.

Working Hours

- ✓ Five days a week or as notified by the Institute.
- ✓ Normally eight working hours per day excluding lunch break.
- ✓ Deployment timings may vary depending upon the administrative requirements.

Duties of the Agency

The selected agency shall:

- ✓ Recruit suitable personnel.
- ✓ Verify educational qualifications and antecedents.
- ✓ Ensure police verification before deployment.
- ✓ Maintain attendance and statutory records.
- ✓ Ensure discipline and professional conduct.
- ✓ Replace any personnel within three working days whenever directed by the Institute.
- ✓ Ensure uninterrupted manpower throughout the contract period.

Commercial Quote

The bidder shall quote:

- ✓ Monthly service charge/agency commission (Percentage or Fixed Amount)
- ✓ Applicable GST
- ✓ Complete monthly cost breakup including:
 - Basic wages
 - EPF contribution
 - ESIC contribution
 - Bonus
 - Leave wages
 - Statutory payments
 - Agency Service Charges
 - GST

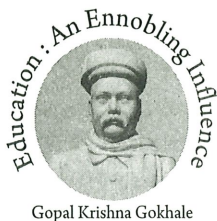
The Institute shall reimburse only statutory payments actually payable under applicable law.

The quoted rates shall remain valid for the entire contract period, except revisions in statutory wage rates or statutory contributions mandated by law.

Eligibility Criteria

The bidder shall:

- ✓ Be legally registered in India.
- ✓ Possess GST Registration.
- ✓ Possess PAN.
- ✓ Possess EPF Registration.
- ✓ Possess ESIC Registration.
- ✓ Have experience of providing manpower to Government Departments, Universities, Educational Institutions or reputed organizations.
- ✓ Not have been blacklisted by any Government organization.



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Documents to be Submitted

The bidder shall submit:

- ✓ Registration Certificate
- ✓ GST Registration
- ✓ PAN Card
- ✓ EPF Registration
- ✓ ESIC Registration
- ✓ Labour Licence (where applicable)
- ✓ Experience certificates/work orders
- ✓ Client list
- ✓ Self-declaration regarding non-blacklisting

Evaluation of Quotations

The Institute shall evaluate quotations based on:

- ✓ Eligibility criteria
- ✓ Compliance with statutory requirements
- ✓ Relevant experience
- ✓ Financial quotation
- ✓ Overall suitability

The Institute reserves the right to accept or reject any quotation without assigning any reason.

Submission of Quotations

The quotation shall be submitted in a sealed envelope superscribed:

"Quotation for Providing Junior Clerical Manpower on Outsourcing Basis"

The quotation shall reach:

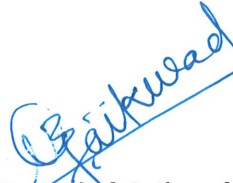
The Registrar

Gokhale Institute of Politics and Economics

Pune - 411004

On or before: **30 July 2026** up to 5 pm.




Dr. Vishal Gaikwad
Offg. Deputy Registrar