

No.D.26016/2/2019-DSE(Estt)  
**GOVERNMENT OF MIZORAM**  
**DIRECTORATE OF SCHOOL EDUCATION**  
Education Centre, Treasury Square, Aizawl-796001  
Phone -0389-2326233 Fax – 0389-2317542 Email :[dirsemz@gmail.com](mailto:dirsemz@gmail.com)

*Dated Aizawl, the 11<sup>th</sup> June, 2024*

**QUOTATION NOTICE**

Sealed Quotation in a prescribed form is hereby invited from an Agency/Service Provider's empowered for doing outsourcing of manpower under the Mizoram Guidelines for Outsourcing of Manpower, 2022 to engage Casual Employees as mentioned below. The quotation may be submitted on or before **19/7/2024** upto **12:00 Noon** and will be opened on the same date at **2:30.P.M** in the office of the undersigned.


<i>Sl/No</i>	<i>Category</i>	<i>No of Employee</i>	<i>Wages per Day (in ₹. )</i>
1	Skilled-II (Driver)	4	570/-

This issues with the approval of DP&AR (ARW) vide No.I.D.No.ARW/EDN-1/2024-2025/B-13 dt 04.04.2024 and concurrence of Finance Department vide I.D No.FIN(E):EDN/25/2024, dt 02.05.2024.

**Sd/-LALSANGLIANA**  
Director  
School Education  
Mizoram : Aizawl

**Memo No . D.26016/2/2019-DSE(Estt) :** *Dated Aizawl, the 11<sup>th</sup> June, 2024.*  
**Copy to :**

1. The Under Secretary, School Education Department for information with reference to approval vide No.A.12031/1/2023-EDN/44, dt 8.5.2024.
2. The Deputy Director (Accts), Directorate of School Education for information & necessary action.
3. Website Manager, Directorate of School Education for uploading in the official Website.
4. Guard File.

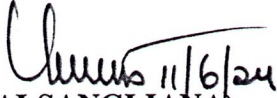
  
Director  
School Education  
Mizoram : Aizawl

## TERMS AND CONDITIONS

1. Any Agency/Service Providers to which Government Departments may outsource manpower may submit sealed quotation in a prescribed Form to the concerned Department, Government of Mizoram and the intending Agency should have fulfilled the following criteria:-
  - i) must be a citizen of India.
  - ii) should furnish GST clearance as per the GST Rules.
  - iii) must be Scheduled Caste/Tribe (*Case Certificate be enclosed*).
  - iv) must have Registration Certificate from Firms & Societies, Mizoram.
  - v) must not have any criminal case (*Certificate of proof from the concerned Police Station be enclosed*)
  - vi) must be financially sound to take up the task (*financial Soundness Certificate to that effect from the Bank where the applicant has an account should be furnished*)
2. All quotationers should deposit 'Earnest Money' @2% to 5% of the fixed remuneration per head *in the form of Call Deposit* in any Nationalized Bank in Mizoram in favour of the Authority inviting the quotation.
3. The selected Firm should made 'Security Deposit' Money @ 5% of the fixed remuneration per head *in the form of Call Deposit* in any Nationalized Bank in Mizoram in favour of the Authority inviting the quotation.
4. The Security Deposit made by the selected Firm may be released after satisfactory completion of the contract.
5. The recruiting Agency may take commission charge not more than 10% of the total remuneration of the employee which shall be quoted at the time of submission of sealed quotation and the commission charge shall be borne by the concerned Department/Bodies outsourcing manpower. The GST charge, if any shall also be borne by the Department/Bodies outsourcing manpower.
6. All persons to be recruited by the registered Agency should have acquired all qualifications for corresponding posts under the Government of Mizoram prescribed by the relevant approved Service Rules/Recruitment Rules framed by Government of Mizoram.
7. The recruiting Agency shall be responsible for the conduct and performance of the employee.
8. If the selected Firm fails to supply manpower within the stipulated period or if it fails to continue the provision of manpower at any time during the term of the contract agreement, the Security Deposit made by the Firm shall be forfeited to the Government as revenue and such Firm may be declared as **Defaulter** for a *minimum period of 3(three) months* that may cause ineligibility to enter into any agreement with the Government for the suspension period.

9. Once the Firm is selected, A deed of agreement in a non-judicial stamps worth not less than ₹ 50/- (Rupees fifty only) shall be Department/Body outsourcing manpower on the first part and the recruiting Agency on the second part.
10. The remuneration of the casual employees is fixed as per the minimum wages prescribed by the Govt. of India shall be borne by the Department/Bodies outsourcing manpower which shall be disbursed by the concerned Agency.
11. In case, any other query/information is required the office of the undersigned should be approached for information..
12. The undersigned is not bound to accept the lowest rates or reject any quotation whatsoever without assigning any reason thereof.

*(Terms and Conditions approved by Finance Department Vide  
No.A.12034/1/2019-F.Est, Dt 10.5.2022)*

  
(LALSANGLIANA)  
Director  
School Education  
Mizoram : Aizawl



**FORM-A**  
(See Clause 5)

**FORM FOR SUBMISSION OF QUOTATION**

1. Name of Firm/Society/Agency : \_\_\_\_\_
2. Registration No. and date. : \_\_\_\_\_
3. Full Address. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Details of manpower to be outsourced. : **S/N** **Name of Post** **Group** **No. of post** **Remuneration (Per month)**

1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____

5. Contact No.
1. Mobile No. : \_\_\_\_\_
2. Landline No. : \_\_\_\_\_
3. e-mail I.D. : \_\_\_\_\_
6. Rate of Commission Charge offered(in %) : \_\_\_\_\_

Dated \_\_\_\_\_  
The \_\_\_\_\_

Signature : \_\_\_\_\_  
Name of Proprietor : \_\_\_\_\_  
(In block Letter)  
Seal :

**DOCUMENTS TO BE ENCLOSED.**

1. Attested copy of Registration Certificate of the Firm.
2. Original Earnest Money Deposit.
3. GST Clearance as the case may be.
4. Financial Soundness certificate from the Bank where the applicant has an account.
5. Certificate of Caste (SC/ST).
6. Certificate of Police Verification.