

17-28

No. A.20026/1/2026-DRC(SH)
GOVERNMENT OF MIZORAM
OFFICE OF THE DEPUTY RESIDENT COMMISSIONER
CLEVE COLONY, SHILLONG.

Dated Shillong, the 29th September, 2026.

Final Sealed Quotation

Sealed quotation are hereby invited for Agency/Service Provider for outsourcing the following :-

Sl. No	Name of Post	No. of Post	Monthly remuneration
1.	Driver	2 (two)	Rs. 17,670/-

Any interested Firms/Societies willing to participate may obtain tender documents from Office of the Deputy Resident Commissioner, Cleve Colony, Shillong on all working days during office hours upto 15th October, 2026 and will be opened on the following day at 11:00 AM. Details may also be obtained from General Administrative Department website.

Terms and Conditions:

1. **Criteria for Agency**
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 (Caste 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. **Age limit:**
Between 18 years and 35 years. Upper age limit relaxable by 5 years in case of SC/ST candidates.
3. **Qualification for employees:**
 - (i) Passed in Class VIII or above from recognized institution.
 - (ii) Possessing driving license either in Light Motor Vehicle Non Transport (LMV-NT) OR Transport Vehicle Medium/Heavy Motor vehicle (Regid Chassis)-Goods(TRANS) or Transport Vehicle Regid - Medium/Heavy Motor Vehicle (Regid Chassis) Public Service Vehicle-Bus(PSVBUS) .
 - (iii) Candidate shall pass Skills Test conducted by Motor Vehicle Inspector in a) driving b) traffic signal test c) road signs d) practical knowledge of the components and mechanism of all types of vehicles.
 - (iv) Working knowledge of Mizo language at least Middle School standard.
4. **Earnest Money Deposit :**
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.

Contd...2/-

5. **Security Deposit :** 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.

6. **Commission Charge & GST :**

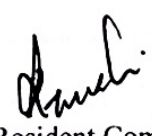
The recruiting Agency may take commission charge not more than 10% of the total remuneration of the employee which shall be quoted at the time of submission of sealed quotation and the commission charge shall be borne by the concerned Department/Bodies outsourcing manpower. The GST charge, if any shall also be borne by the Department/Bodies outsourcing manpower.

Enclo : Form A, and Form C

Sd/- R.LALRINZUALI
Deputy Resident Commissioner,
Government of Mizoram,
Shillong.

Memo No : No. A.20026/1/2026-DRC(SH) Dated Shillong, the 29th September, 2026.
Copy to :

- 1) The Under Secretary to the Government of Mizoram, General Administration Department.
- 2) Website Manager General Administration Department for uploading in the Department Website.
- 3) Guard file.


Deputy Resident Commissioner,
Government of Mizoram,
Shillong.



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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 : S/N Name of Post Group No. of Remuneration
outsourced. post (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.

(21)

FORM-'C,
(FORMAT OF FINANCIAL BID)
(To be submitted on letter head of the firm)

To

The Deputy Resident Commissioner,
Government of Mizoram,
Shillong.

Subject : Submission of Financial Bid for providing man power on outsourcing basis.

Madam,

In response to your sealed Quotation mentioned above, our firm will be pleased to provide the man power service on outsourcing basis at the Office of the Deputy Resident Commissioner, Cleve Colony, Shillong. Our quote for % of commission is as under:

% of Commission on CTC (in both figure and words)copy to company	Remarks

Thanking you.

Yours faithfully,

Name and Signature of authorized signatory

Date :

(Seal of the Firm)