

**TERMS AND CONDITIONS FOR OUTSOURCING OF 1 (ONE) RECEPTIONIST,
1 (ONE) DRIVER AND 3 (THREE) MULTI-TASKING STAFF UNDER
ADMINISTRATIVE TRAINING INSTITUTE, MIZORAM.**

1. All tenders should be submitted in the prescribed **FORM-A**, which can be obtained at the Administrative Training Institute, MINECO, Khatla, Aizawl, or downloaded from Website: **ati.mizoram.gov.in**.
2. Selection of Firm/Agency for outsourcing of manpower shall be made by the Administrative Training Institute from the Firms/Agencies which submitted sealed quotation within the prescribed period.
3. All the intending Agency/Service Providers 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 have Registration Certificate from Firms & Societies, Mizoram*
 - (iv) *must not have any criminal case (Certificate of proof from the concerned Police Station be enclosed),*
 - (v) *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).*
4. All Firms/Agency should deposit '**Earnest Money**' @ **2% of the fixed remuneration per head** in the form of **Call Deposit** in any Nationalized Bank in Mizoram in favour of the "Director, Administrative Training Institute, Mizoram."
5. The selected Firm/Agency should make '**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 "Director, Administrative Training Institute, Mizoram."
6. The remuneration of the casual employees are fixed as per minimum wages prescribed by the Labour, Employment, Skill Development & Entrepreneurship Department, Government of Mizoram via Notification No.B.14015/4/2010-LESDE/417 dated 16.06.2023 i.e ₹ 570/- for Receptionist & Driver – classified as M.R Skilled-II and its equivalent, ₹ 420/- for Multi-Tasking Staff – classified as M.R Unskilled and its equivalent, will be borne by the Administrative Training Institute which shall be disbursed by the selected Firm/Agency.

Contd...2/-

7. 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 the sealed quotation and the commission charge will be borne by the Administrative Training Institute, Mizoram. The GST charge, if any, will also be borne by the Administrative Training Institute, Mizoram.
8. All persons to be recruited by the registered Firm/Agency should have acquire all the qualifications for corresponding posts under the Government of Mizoram prescribed by the relevant approved Service Rules/Recruitment Rules framed by Government of Mizoram (*see Annexure*).
9. The recruiting Agency will be responsible for the conduct and performance of the employee. In the event of misconduct or damage caused by the employee resulting in loss of the Government property, the Director, Administrative Training Institute, Mizoram shall report to the recruiting Firm/Agency for taking appropriate action as deemed fit.
10. If the selected Firm/Agency 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/Agency shall be forfeited to the Government revenue and such Firm/Agency 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.
11. A deed of agreement in a non-judicial stamp worth not less than **₹ 50/- (Rupees Fifty only)** shall be signed by the Administrative Training Institute, Mizoram on the first part and the recruiting Firm/Agency on the second part in line of the format appended in **FORM-B** of the 'Mizoram Guidelines for Outsourcing of Manpower, 2022.'
12. Release of 'Earnest Money Deposit' and 'Security Deposit' :
 - (a) *The Earnest Money Deposited by the unsuccessful Firms/Agencies may be released after the selected quotationer deposit Security Deposit and also signs an agreement with the Department.*
 - (b) *The Security Deposit made by the selected Firm/Agency may be released after satisfactory completion of the contract.*

Contd...3/-

13. The offer shall remain valid for a period of **15 (Fifteen) days** from the date of opening of bid and the Bidder(s) shall have no right to withdraw the offer or alter any terms and conditions during the period of validity. In case the Bidder withdraw or alters any terms and conditions during the period of validity, the 'Earnest Money Deposit' submitted by the Bidder shall be forfeited.
14. The Institute will reserve the right to commute the quantity of manpower to be outsourced regardless of the quantity indicated on the invitation letter.
15. As prescribed under Rule 49(1)(a)(b)(c)(d) of the Mizoram Public Procurement Rules, 2020, the Institute will have the right to reject any quotation or to annul the bidding process and reject all bids at the discretion of the competent authority.
16. If the above terms are violated or unfulfilled, Tender shall be rejected at the time of opening the tender.
17. In case any legal dispute/litigations arising out of this Tender Notice or its terms, the local courts shall have the jurisdiction as per the relevant laws in force.



(RITA LALNUNMAWII PACHUAU)

Director,
Administrative Training Institute,
Mizoram, Aizawl.

ANNEXURE

Sealed Tenders will be received at the Administrative Training Institute, MINECO, Aizawl, Mizoram from **27th July, 2026 during office hours and up to 1:00 PM on 7th August, 2026**. Tenders received after the due date and time will not be entertained.

The Tenders received shall be opened on **7th August, 2026 at 2:00 PM** in the office chamber of the Director, Administrative Training Institute. Tenderers or their representatives may also be present at the time of opening of tenders, if they so desire.

Details of Manpower Requirement :

Sl. No.	Name of Post	Category	No. of Post	Educational Qualification Required
1.	Receptionist	Skilled – II	1	1. Higher Secondary School Leaving Certificate from recognized Institution. 2. Diploma in Computer Application / Certificate in Computer Application from institutions recognized by Mizoram State Council of Technical Education (MSCTE). 3. Typing speed of 30 words per minute. 4. Working knowledge of Mizo language at least Middle School standard.
2.	Driver	Skilled – II	1	1. Passed in Class-VIII or above from recognized Institution. 2. 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). 3. Candidate shall pass Skills Test conducted by Motor Vehicle Inspector in (a) driving (b) traffic signal test (c) road sign (d) practical knowledge of the components and mechanism of all types of vehicles. 4. Working knowledge of Mizo language at least Middle School , standard.
3.	Multi-Tasking Staff	Unskilled	3	1. Class-VIII Certificate or above from recognized Institution. 2. Working knowledge of Mizo language at least Middle School standard.
		TOTAL	5	

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.*

FORM-B
(See Clause15)

DEED OF AGREEMENT UNDER

On this ____ day of 20____, _____ (Name of Department/Body), Government of Mizoram on the first part and _____ (Name of Firm/Society) on the second part hereby enter into agreement for outsourcing of manpower as specified below for a period of 1(one) year from the date of signing this agreement extendable for appropriate period with the approval of DP & AR and Finance Department under Rule 15 of the 'Mizoram Outsourcing of Manpower Guidelines, 2022'.

- | | | |
|------------------------------------|---|-------|
| 1. Designation of employee | : | _____ |
| 2. Classification (Group/Category) | : | _____ |
| 3. Remuneration | : | _____ |
| 4. Rate of commission charge | : | _____ |
| 5. Place of deployment | : | _____ |

(_____)
Head of Deptt.
Seal

(_____)
Head of Agency
Seal

WITNESSES

1. (_____)

(Designation & Office)

1. (_____)

(Designation & Office)

2. (_____)

(Designation & Office)

2. (_____)

(Designation & Office)