

NO.A.12034/1(A)/2025-DTE(SW)
GOVERNMENT OF MIZORAM
DIRECTORATE OF SOCIAL WELFARE

Dated Aizawl, the 14th July, 2026.

NOTICE INVITING QUOTATION

Sealed Quotations are invited for procurement of manpower namely Instructor with remuneration of Rs. 570/- per day in the prescribed format (FORM-A) from authorized Agencies/Service providers. The trades and number of Instructors required are as mentioned below:

Instructor – 2

The Quotations complete in all respects, should reach the Directorate of Social Welfare, Chaltlang on or before **11.08.2026** upto **1:00 P.M** . The Quotation will be opened on the same day at **3 :00 P.M** or any other subsequent day convenient to the undersigned in the presence of such tenderers who may like to be present on the spot.

The Quotation documents containing detailed terms and conditions as per the “Mizoram Guidelines for Outsourcing of Manpower, 2022” issued by Finance Department along with quotation format can be obtained from the Directorate of Social Welfare, Chaltlang against a cash payment of Rs. 100/- on any working day or the same can be downloaded from our website socialwelfare.mizoram.gov.in in which case the cost of quotation will have to be paid in cash at the time of submitting the tender.

Quotations without - Earnest money of stipulated amount, cost of quotation, quotation not filled up as per terms and conditions or those received later than the due date will be out rightly rejected.

(VIVEK KUMAR TRIPATHI, IAS)

Director,
Social Welfare
Mizoram : Aizawl.

Memo No.A.12034/1(A)/2025-DTE(SW) : Dated Aizawl, the 14th July, 2026.
Copy to :

1. The Under Secretary to the Government of Mizoram, SW,W&CD Department for information.
2. Director, I & PR for information and for publication in Vanglaini and Aizawl Post for 2 (Two) days.
3. IT Cell, Directorate of Social Welfare for uploading on the Directorate's Website.
4. Guard File.


Director,
Social Welfare
Mizoram : Aizawl.

(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).

9. All persons to be recruited by the registered Agency should have acquired all qualifications for the corresponding post under the Government of Mizoram prescribed by the relevant approved Service Rules/Recruitment Rules framed by Government of Mizoram in respect of the post of Instructor as stated below:

i) HSLC with minimum 3 years diploma in Tailoring from a recognized institution.

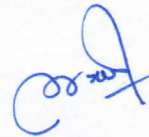
ii) Diploma in Computer Application Semester-I/ Certificate Course on Computer Application or above from institutions recognized by All India Council for Technical Education (AICTE), or any institution recognized by the Central or the State Governments/UT Administration under the Union of India.

iii) Working knowledge of Mizo language upto Middle School standard.

Language Proficiency Test (Those who studied Mizo subject in Class – X standard (HSLC) or above within Mizoram or who opted for Mizo subject as MIL outside Mizoram is exempted from taking the qualifying Language Proficiency Test).

10. If the selected Firm fails to supply manpower within the stipulated period or 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.

11. A deed of agreement in a non-judicial stamp worth not less than ₹ 50/- (Rupees fifty) shall be signed by the Department on the first part and the selected Agency on the second part as per the format appended in FORM-B.



(VIVEK KUMAR TRIPATHI, IAS)

Director,
Social Welfare
Mizoram : Aizawl.

No.A.12034/1(B)/2025-DTE(SW)
GOVERNMENT OF MIZORAM
DIRECTORATE OF SOCIAL WELFARE

Dated Aizawl, the ^{14th} July, 2026.

DETAILED TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION

1. The quotation shall be superscribed on the cover as "Quotation for supply of manpower for the Directorate of Social Welfare" with Quotation Notice No. & date. Sealed quotation shall be submitted in a prescribed form as given in FORM-A.
2. The manpower required for procurement are 2 Instructors with a fixed remuneration of Rs. 570/- per day per instructor for the period of one year from the date of engagement which is as per the approval of the govt.
3. All quotationers should deposit 'Earnest Money' @ 5% of the fixed remuneration of the two Instructors for 30 days i.e. Rs. 1710/- in the form of Call Deposit in any Nationalized Bank in Mizoram in favour of the Director, Social Welfare.
4. The selected Firm should made 'Security Deposit' Money @ 5% of the fixed remuneration per head i.e. Rs. 1710/- in the form of Call Deposit in any Nationalized Bank in Mizoram in favour of the Director, Social Welfare.
5. a) The Earnest Money deposited by the unsuccessful quotationers may be released after the selected quotationers deposit Security Deposit and also signs an agreement with the Government.
b) The Security Deposit made by the selected Firm may be released after satisfactory completion of the contract.
6. 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.
7. The recruiting Agency shall 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 Head of Office of the outsourcing Department shall report to the recruiting Agency for taking appropriate action as deemed fit.
8. Any Authorized Agency / Service Provider submitting quotations should fulfill 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).

9. All persons to be recruited by the registered Agency should have acquired all qualifications for the corresponding post under the Government of Mizoram prescribed by the relevant approved Service Rules/Recruitment Rules framed by Government of Mizoram in respect of the post of Instructor as stated below:

i) HSLC with minimum 3 years diploma in Tailoring from a recognized institution.

ii) Diploma in Computer Application Semester-I/ Certificate Course on Computer Application or above from institutions recognized by All India Council for Technical Education (AICTE), or any institution recognized by the Central or the State Governments/UT Administration under the Union of India.

iii) Working knowledge of Mizo language upto Middle School standard.

Language Proficiency Test (Those who studied Mizo subject in Class – X standard (HSLC) or above within Mizoram or who opted for Mizo subject as MIL outside Mizoram is exempted from taking the qualifying Language Proficiency Test).

10. If the selected Firm fails to supply manpower within the stipulated period or 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.

11. A deed of agreement in a non-judicial stamp worth not less than ₹ 50/- (Rupees fifty) shall be signed by the Department on the first part and the selected Agency on the second part as per the format appended in FORM-B.



(VIVEK KUMAR TRIPATHI, IAS)

Director,
Social Welfare
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 : S/N, Name of Post, Group No.
outsourced

Remuneration
(Per month)

	Post	
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 _____

Signature : _____

The _____

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 Clause 15)

DEED OF ARRANGEMENT 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 Guideline, 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)