

GOVERNMENT OF MIZORAM
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS
TUIKHUAHTLANG, MIZORAM : AIZAWL-796001



NOTICE INVITING QUOTATION

Dated Aizawl, the 23rd October, 2024.

No. A. 32015/8/2019-PCCF/270 : For and on behalf of the Governor of Mizoram, Sealed Quotations are invited for deployment of 06 manpower namely Casual Driver (Skill-II) with remuneration of ₹.17,100/- per month in the prescribed format (FORM-A) from authorized Agencies/Service providers.

The Quotations complete in all respects, should reach the Office of the PCCF, EF&CC Department, Tuikhuahtlang, Aizawl on or before **15.12.2024** upto **1:00 P.M.** The Quotation will be opened on the same day at 2:00 P.M. in the Office Chamber of DCF9Hqrs), PCCF Office, Tuikhuahtlang, Aizawl 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 Office of PCCF, EF&CC against a cash payment of ₹100/- on any working day or the same can be downloaded from our website <https://forest.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.

Sd/- **ASHOK KUMAR BISWAL**
Principal Chief Conservator of Forests
Environment, Forests & Climate Change Department

Memo.No.A.12026/1/2023-PCCF/270 : Dated Aizawl, the 23rd October, 2024.

Copy to :-

- 1) P.S. to Hon'ble Minister, EF&CC Department for information.
- 2) Commissioner & Secretary. to the Govt. of Mizoram, EF&CC Deptt. for information.
- 3) Director, I&PR for information and for publication in 2 local newspapers, including Vanglaini for 2 (two) consecutive days.
- 4) Web Manager, PCCF Office for uploading in the Department Website.
- 5) Guard File.


(**LALREMRUATA**)
Deputy Director (Admn)
Environment, Forests & Climate Change Department
Ph: 0389 – 2326144 (O)

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TUIKHUAHTLANG, MIZORAM : AIZAWL-796001



DETAILED TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION

Dated Aizawl, the 23rd October, 2024

1. The quotation shall be superscribed on the cover as “Quotation for supply of manpower for the PCCF Office, EF&CC” 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 6 Nos. of casual Driver (SK-II) with a fixed remuneration of Rs 17,100/- per head.
3. All quotationers should deposit ‘Earnest Money’ @ 5% of the fixed remuneration per head i.e. ₹ 5,130/- in the form of Call Deposit in any Nationalized Bank in Mizoram in favour of the PCCF, EF&CC.
4. The selected Firm should make ‘Security Deposit Money’ @ 5% of the fixed remuneration per head ₹ 5,130/- in the form of Call Deposit in any Nationalized Bank in Mizoram in favour of the PCCF, EF&CC.
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.
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 the Government of Mizoram in respect of the post of Driver as stated below :-
- i) The candidate must be between 18-37 years (relaxable by 5 years in case of candidates belonging to SC/ST)
 - ii) Class VIII and above
 - iii) Having professional licence in heavy, medium, light motor vehicles with at least 5 years experience in professional driving.
 - iv) He must be conversant with the components and mechanism of all types of vehicles. He must be able to detect the defects in the mechanism of engine, gear, differential and all important parts of the vehicles so as to avoid further damages to the vehicle. He must also be able to carry out minor repairs.
 - v) The candidates should have to pass Tests conducted by the Motor vehicle Inspection in –
 - a) Driving test
 - b) Traffic signal test
 - c) Road signs
 - d) Practical knowledge of the components and mechanism of all types of vehicles, and
 - e) Physical Fitness test
 - f) Working knowledge of Mizo language at least Middle School standard
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

Sd/- ASHOK KUMAR BISWAL)
Principal Chief Conservator of Forests
Environment, Forests & Climate Change Department
Ph-0389-235727 (O)

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 _____

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 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)

-x-X-x-