

**NOTICE INVITING QUOTATION FOR MANPOWER OUTSOURCING
AGENCY**

No.NIELIT/ITA/24/2K10/

Sealed Quotation are hereby invited from Government registered Manpower Outsourcing Agency for providing support personnel engaged at the Office of the NIELIT – ITANAGAR, and its Extension Centre at Pasighat and Tezu. The requirement of the support personnel are shown as below

Manpower	Category of worker	Itanagar	Pasighat	Tezu
Office Assistant	Skilled	01	-	01
Receptionist	Semi-Skilled	01	01	01
Junior Office Assistant	Semi-Skilled	01	01	-
Junior Office Attendant	Unskilled	02	01	01
Cleaner/Sweeper	Unskilled	01	01	01
Total		06	04	04
Office hours	9.00 AM to 5.30 Pm daily from Monday to Friday			
Period of Manpower	Initially for a period of 2 (Two) Years from the date of deployment of manpower which may be extended at the sole discretion of management			

Eligibility Criteria of a Firm:

1. A firm must be registered under statutory provision of Central/State Govt. for rendering manpower outsourcing.
2. The firm must possess valid PAN, GST, Trade License, Labour License and all statutory provision of State/Central Govt. pertaining to payment of minimum wages, EPF etc. as applicable under appropriate Labour Laws and other applicable Laws.
3. The firm must have experience of providing manpower outsourcing services in Public Sector undertakings, reputed organizations, reputed companies in the state of Arunachal Pradesh during the last 2 (Two) years.
4. The firm should not be black-listed by any organization and their contract with any organization has not been terminated within the Contract period.
5. The firm must submit details of their Directors/Partners along with permanent address and valid contract numbers.
6. The firm shall ensure that while submitting the quotation that relevant laws/act pertaining to Labour & Wages etc. have been taken into consideration and specific requirement of NIELIT Itanagar, should be taken into account.
7. The firm is also required to submit a declaration stating that all the terms and conditions of the contract are accepted by them.

8. Technical and Financial bid should be sealed separately and clearly labeled in the packets. . Financial bid should include only service charge (percentage).
9. Incomplete Quotation shall be summarily rejected.
10. Relevant copies of all Certificates, Licenses etc. must be enclosed with the quotation.
11. NIELIT Itanagar reserves the right to reject any or all the quotations without assigning any reason thereof.

Sealed Quotation for both technical and financial to be submitted on or before 22nd March 2018 11:00 AM to the office of **DIRECTOR NIELIT, Itanagar, E Sector, Near Shiv Mandir, Naharlagun, Arunachal Pradesh – 791110 (Ph 0360 – 2351854)** and if the office remains closed on that day due to some unforeseen reasons, quotation will be received on the next working day at the same time and place. The Quotation will be opened at 2.00 PM on the same day in presence of the authorized representative of the respective firms, if present

Director i/c

NIELIT – Itanagar