

**DIRECTORATE OF NURSING
GOVERNMENT OF MIZORAM**

No. D. 14019/172/2024 - Dte. N

Dated Aizawl, the 18th August, 2025

NOTICE INVITING TENDER

Sealed tenders are invited from Government registered firms fulfilling all terms and conditions for providing manpower service on outsourcing basis at 'Health & Family Welfare Department, Govt. of Mizoram, MINECO, Aizawl, Mizoram'. Firms willing to participate in the tender may obtain the tender documents from the Office of the Director, Directorate of Nursing, MINECO, Aizawl during office working hours on payment of Rs 1,000/- or downloaded from the Department website <https://health.mizoram.gov.in>. The tender will be closed on 18th September, 2025 at 12:00 Noon and will be opened on the same day at 1:00 PM at the Directorate of Nursing, MINECO, Aizawl, Mizoram.

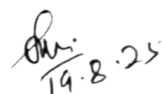
Sd/-
(Dr. LALTHLENGLIANI)
Director,
Directorate of Nursing,
Aizawl, Mizoram

Memo No. D. 14019/172/2024 - Dte. N

Dated Aizawl, the 18th August, 2025

Copy to:

1. PS to Minister, Health & Family Welfare Department.
2. PS to Commissioner & Secretary, Health & Family Welfare Department.
3. Principal Director, Health & Family Welfare Department.
4. Director, DHS/ DHME.
5. Director, Information & Public Relation Department with a request to publish the NIT in 2 (two) leading local newspapers for 2 (two) consecutive days.
6. Principal, GNM School, Thingdawl, Kolasib/ Champhai.
7. Website Manager, IT Section, Directorate of Health Services with a request to upload on the Department website.


19.8.25
Director,
Directorate of Nursing,
Aizawl, Mizoram

**TENDER DOCUMENT FOR
SELECTION OF AGENCY FOR PROVIDING MANPOWER (DRIVER)
ON OUTSOURCING BASIS UNDER
THE DIRECTORATE OF NURSING, GOVERNMENT OF MIZORAM**

**DIRECTORATE OF NURSING
GOVERNMENT OF MIZORAM
MINECO, AIZAWL, MIZORAM**

1. **INVITATION OF TENDER**

The Directorate of Nursing, Department of Health & Family Welfare, Govt. of Mizoram is inviting a tender for Providing Manpower Service (Driver) On Outsourcing Basis for a period of **1 year**. Interested manpower agencies fulfilling all terms and conditions may participate and submit their bids.

2. **FEE FOR TENDER DOCUMENTS**

The fee for tender documents will be **Rs 1,000/-** (Rupees One thousand only). This fee shall be paid in the form of Demand Draft issued by a nationalized/scheduled commercial bank, drawn in favour of **“Director, Directorate of Nursing”** payable at **Aizawl, Mizoram**. This fee is non-refundable and shall be submitted along with the technical bid of the tender document.

3. **ESTIMATED COST**

The total estimated cost of the tender is **Rs. 374,400/-** (Rupees Three lakh Seventy Four thousand Four hundred) only per year.

4. **EARNEST MONEY DEPOSIT**

An Earnest Money Deposit (EMD) should be submitted in the Technical bid of the tender, without which the tender shall be invalid. The amount of EMD will be **Rs. 18,720/-** (Rupees Eighteen thousand Seven hundred Twenty) only, i.e. 5% of tender value, payable in the form of Demand Draft issued by a nationalized/scheduled commercial bank, drawn in favour of **“Director, Directorate of Nursing”** payable at Aizawl, Mizoram.

In case of an unsuccessful bidder, the EMD will be refunded to them against written application without any interest accrued thereon at the earliest and after the acceptance of the contract by the successful bidder.

In case of successful bidder, after acceptance of the work order, the EMD shall be refunded on receipt of **the Performance Bank Guarantee (PBG) of amount equivalent to EMD** from any nationalized/scheduled commercial bank, drawn in favour of **“Director, Directorate of Nursing, Aizawl, Mizoram”** enforceable at Aizawl for safeguarding the interest of those concerned in all respects.

The PBG shall remain valid for the period of the contract (**i.e., 12 months**) with additional **30 days** for claim lodgment. The PBG will be forfeited in case of non-fulfillment of any of the terms & conditions of the contract and for compensating any loss suffered.

5. **DETAILS OF MANPOWER REQUIREMENT**

The details of manpower requirement are given at **ANNEXURE-I**.

6. **GENERAL TERMS AND CONDITIONS**

Only those bidders who fulfill the following terms and conditions may submit their bids:-

- a. Satisfactory completion certificate of 3 (three) similar work done.
- b. Annual turnover certificate of last financial year duly certified by the Chartered Accountants (CA).
- c. Quotation with overwriting, alternations will not be considered. **Only typed/printed quotations in hard copies** will be accepted. The bidder should number each page and sign in each page of the tender documents along with the Official Seal/Stamp. No quotation will be accepted by fax, e-mail, telex, or any other such means.
- d. The rate should be quoted in Indian Rupees only and it should be valid throughout the period of contract.
- e. The Competent Authority of Health & Family Department, Aizawl, Mizoram reserves the right to reject all or any tender without assigning any reason thereof.

7. **OTHER TERMS & CONDITIONS**

- a. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated.
- b. The persons supplied by the agency/service provider should not have any police records/criminal cases pending against them. The agency/service provider should make adequate enquires about the character and antecedents of the person whom they are recommending. The agency/service provider should also ensure that the personnel deployed are medically fit & Certificate of their medical fitness is to be provided when called for.
- c. The agency/service provider shall withdraw/replace such employees who are not found suitable by the office for any reasons immediately, if such request is made.
- d. The agency/service provider shall engage such number of required employees as required from time to time. The said employees engaged by the agency/service provider shall be the employees of the agency/service provider and it shall be the agency's/service provider's duty to pay salary and other dues as applicable every month. Further, the said employee shall not have any claim for absorption under Health & Family Welfare Department, Aizawl, Mizoram.

- e. The employees to be provided by the agency/service provider may have to work anywhere within the State of Mizoram.
- f. The agency's /service provider's personnel shall not claim any benefit/compensation/absorption/regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
- g. The agency/service provider's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative/organizational matters as most are of confidential/secret nature.
- h. The agency's /service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of office.
- i. The agency/service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks or loitering without work.
- j. The agency/service provider shall be responsible for any act of indiscipline on the part of persons deployed by it.
- k. That the persons deputed shall not be below the age of 18 (eighteen) years.
- l. The agency/service provider has to provide photo identity cards to the persons employed by it for carrying out the works under Rule 76 of the Contract Labour (Regulation & Abolition) Act 1970.
- m. That the agency/service provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of the statutory obligation under all related legislations as applicable to it from time to time including Minimum Wages Act, Employment Provident Fund, ESI Act etc. and the Department will not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of the obligation. The agency will be required to provide particulars of EPF, ESI of its employees engaged under it.
- n. That the agency/service provider must ensure that the wages of their deployed staff are released by the 7th (seventh) day of the month, irrespective of receipt of payment from Director, Directorate of Nursing, Health & Family Welfare Department, Aizawl, Mizoram.
- o. The agency/service provider shall pay wages as decided by Director, Directorate of Nursing, Health & Family Welfare Department, Aizawl, Mizoram from time to time to all deployed staff depending on their performance and experience. The agency/service provider shall issue salary slip to all deployed staff on monthly basis accordingly.

- p. No wage/remuneration will be paid to any staff for the days of absence from duty. This also applies when leave balance in account of the employee is exhausted.
 - q. The agency/service provider shall provide suitable replacement immediately of any person leaving the job at no extra cost.
 - r. In case of leave of the employees of agency/service provider, their applications should firstly be forwarded by the agency/service provider and then it will be considered, whether favourably or not, by the competent authority of Health & Family Welfare Department, Aizawl.
 - s. There will be penalty upon personnel of the agency/service provider for availing any unauthorized leave (i.e. leave without proper advance information) which will be equivalent to 1 (one) day salary of the concerned personnel of the agency/service provider.
 - t. Health & Family Welfare Department will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the agency/service provider.
 - u. That the agency/service provider on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff. If the Department suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency/service provider shall be liable to compensate for the same. The agency/service provider shall maintain full indemnity against any such loss or damage.
 - v. The Department will maintain an attendance register in respect of the staff deployed by the agency/service provider on the basis of which wages/remuneration will be decided in respect of the outsourced staff at the approved rates.
 - w. The agency/service provider shall conduct minimum two times per month, a physical inspection of their staff and countersign the attendance register at Health & Family Department, Aizawl, Mizoram or any branch where manpower is provided.
-
- 8. a. No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the agency/service provider directly or indirectly to any person, firm or whosoever.
 - b. Either party can terminate the agreement by giving 1 (one) month notice in advance. If the agency fails to give 1 (one) month notice in writing for termination of the agreement, then Performance Bank Guarantee (PBG) will be forfeited.

- c. That on the expiry of the agreement, unless extended formally, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues.
- d. In the event of any dispute against any of the clauses of the agreement, the matter will be referred to the competent authority of Health & Family Department, Aizawl, Mizoram, whose decision shall be binding on both the parties.
- e. The personnel of the agency/service provider shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall neither directly or indirectly join nor assist any commotion of civil nature and they will render their sincere services during any kind of natural calamities to their best extent. The personnel must not in any way act against interest of the Health & Family Department, Aizawl, Mizoram
- f. The Contract shall be interpreted and have effect in accordance with the law of India and any suit or other proceeding relating to this contract lies within the jurisdiction of High Court of Mizoram.

9. MANDATORY DOCUMENTS TO BE SUBMITTED

The bidders are required to submit the following self certified copy of documents along with the Technical bid. The documents are:-

- a. Certificate of Registration of firm.
- b. Proof of office address (telephone bill, electricity bill etc.)
- c. Trade license
- d. An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.
- e. Labour license
- f. Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed.
- g. PAN Card.
- h. Service Tax Registration number
- i. Provident Fund Registration number
- j. ESI registration number
- k. Professional tax registration number
- l. Annual Turnover Certificate of last financial year duly certified by the Chartered Accountants.
- m. Income Tax Return and Audited Balance Sheet of the last financial year.
- n. Non-relation certificate with the employees of H & FW Department, Aizawl on the letterhead of the firm.
- o. Not blacklisted certificate in the form of affidavit.

10. TYPE OF BIDS TO BE SUBMITTED

The bidders are required to submit two types of sealed bids along with necessary and supportive documents. They are:-

a. The **first sealed bid** should be superscripted with "**TECHNICAL BID**" and should contain the following along with their list:-

- i) Tender documents fee as mentioned at Clause 2
- ii) Earnest Money Deposit (EMD) as mentioned at Clause 4
- iii) Mandatory Documents as mentioned at Clause 9

The format of 'Technical Bid' to be submitted on the letterhead of the bidder is given at **ANNEXURE-II**.

b. The **second sealed bid** should be superscripted with "**FINANCIAL BID**" and should contain only the signed "**commission percentage sheet**". The format of Financial Bid to be submitted on the letterhead of the bidder is given at **ANNEXURES-III**.

The **Technical and Financial bids** should be placed together in a large sealed envelope bearing the superscription : "**Tender For Providing Manpower Services (Driver) On Outsourcing Basis under Health & Family Welfare Department**", quotation number and date, and addressed to the **Director, Directorate of Nursing, Health & Family Welfare Department, MINECO, Aizawl, Mizoram, 796005**.

11. BID OPENING AND EVALUATION

All the bids will be opened and evaluated as per standard procedure & time, date and place as mentioned above by a committee constituted by the competent authority of **Health & Family Welfare Department, Aizawl, Mizoram** in the presence of the participating bidders, if any. Only one authorized representative from each bidder will be allowed to attend the bid opening and evaluation process on submission of the authorization letter.

In case the date fixed for opening of bids is subsequently declared as holiday by the government or the office remains closed on that day for any other reason, the bids will be opened on next working day, the time and venue remaining unaltered. The committee will first open and evaluate the 'Technical Bids' of the bidders.

The 'Financial Bids' of only those bidders who qualify in the 'Technical Bids' shall be opened. In case of a tie in the Financial Bid the lowest bidder will be selected on the basis of the following conditions in sequence:-

- a. Numbers of years of experience.
- b. Annual turnover during the last financial year.
- c. Number of manpower outsourced at present.

The competent authority of Health & Family Welfare Department, Aizawl, Mizoram reserves the right to disqualify any or all the bids without assigning any reasons thereof.

12. SIGNING OF CONTRACT

The selected bidder(s) shall be required to enter into a contract with Health & Family Welfare Department, Aizawl, Mizoram within 7 (seven) days of the award of the contract or within such extended time period as may be specified. The contract will be for a period of 12 (twelve) months which will be in force **from the date of signing the contract**. The contract may be extended for further periods depending upon the requirement and performance of the agency/service provider and same will be purely on discretion of the competent authority of Health & Family Welfare Department, Govt. of Mizoram.

13. PENALTY FOR NON-PERFORMANCE OF THE CONTRACT

There will be a levy of an appropriate penalty upon the agency/service provider for non- performance of the contract and violation of any terms & conditions of the contract. The extent and amount of penalty will be decided by the competent authority of Health & Family Welfare Department which will be binding upon the bidder.

14. PAYMENT TERMS

The agency/service provider will raise invoice in triplicate in respect of a particular month in the subsequent month and it should be addressed to Director, Directorate of Nursing, Health & Family Welfare Department, Govt. of Mizoram, MINECO, Aizawl. The payment will normally be released within 10 (ten) days from the date of receipt of invoice after necessary deduction at source.

15. AMENDMENTS & WITHDRAWAL OF TENDER DOCUMENTS

The competent authority of Health & Family Welfare Department, Aizawl, Mizoram reserves all the rights for the amendment & withdrawal of the tender documents. The amendment & withdrawal of the tender documents may be done by issuing corrigendum/addendum. Any corrigendum/addendum issued in this regard will be intimated through proper notice.



(Dr. LALTHLEGLIANI)
Director,
Directorate of Nursing,
Aizawl, Mizoram

Details of Manpower requirement at Health & Family Welfare Department,
Aizawl, Mizoram

<i>Sl. No.</i>	<i>Name of Post</i>	<i>No. of Posts</i>	<i>Minimum Qualification (from recognized institute/university)</i>	<i>Experience</i>	<i>Place of Duty</i>
1	Driver – MR Skilled II @ Rs. 15,600/- per month	2 nos.	Passed in Class-VIII or above possessing driving license in LMV Non Transport (LMV NT) or Transport Vehicle Medium/ Heavy Motor Vehicle Goods (TRANS) or Transport Vehicle. Working Knowledge of Mizo language at least Middle School standard	At least one year experience in driving MMV	1. GNM School, Thingdawl, Kolasib 2. GNM School, Champhai

(FORMAT FOR TECHNICAL BID)
(To be submitted on letterhead of the firm)

To:

The Director,
Directorate of Nursing,
Health & Family Welfare Department,
Government of Mizoram,
Aizawl, Mizoram.

Sub: Technical Bid for providing Manpower Services (Driver) On Outsourcing Basis.

Sir,

With response to your tender mentioned above, the technical bid of our firm to provide Manpower Service (Driver) on Outsourcing Basis at Health & Family Welfare Department, Mizoram is submitted herewith along with the following mandatory documents as mentioned in the tender documents.

<i>Sl No.</i>	<i>Mandatory Documents</i>	<i>Relevant Details</i>	<i>Remarks</i>
1	Tender Document fee	DD No: Date: Bank Name: Amount:	
2	Earnest Money Deposit(EMD)	DD No: Date: Bank Name: Amount:	
3	Satisfactory completion Certificate of 3 (three) similar work done.		
4	Certificate of Registration of firm		
5	Proof of office address (telephone bill, electricity bill etc.)		
6	Trade license.		
7	Labour license.		
8	Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed.		
9	PAN Card		

10	Service Tax Registration Number		
11	Provident Fund Registration Number.		
12	ESI Registration Number.		
13	Professional Tax Registration Number.		
14	Annual turnover certificate of last financial year duly certified by the Chartered Accountants		
15	Income Tax Return and Audited Balance Sheet of the last financial year		
16	Non-relation certificate with the employees of H & FW Department Aizawl on the letterhead of the firm		
17	Not blacklisted certificate in the form of affidavit.		
18	An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.		

Thanking you,

Yours faithfully,

Date :

*Name and Signature of authorized signatory
with Seal*

ANNEXURE-III
(FORMAT OF FINANCIAL BID)
(To be submitted on letterhead of the firm)

To:

The Director,
Directorate of Nursing,
Health & Family Welfare Department,
Aizawl, Mizoram.

Sub: Financial Bid for providing manpower services on outsourcing basis.

Sir,

With response to your tender mentioned above, our firm will be pleased to provide the manpower service on outsourcing basis the Directorate of Nursing, Health & Family Welfare Department, Govt. of Mizoram. Our quotation for percentage of Commission is as under.

Rate of Commission Charge Offered : (in both figure and words) :	Remarks
.....	
.....	
.....	

Thanking you,

Yours faithfully,

Date :

*Name and Signature of authorized signatory
with Seal*