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GOVERNMENT OF ASSAM
OFFICE OF THE MISSION DIRECTOR : SWACHH BHARAT MISSION-GRAMIN : ASSAM
HENGRABARI : GUWAHATI-36.


Notice inviting Quotation No. 06 of 2020-21.

Sealed quotations are invited affixing non refundable court fee stamp worth Rs. 8.25(Rupees eight and paise twenty five) only from eligible agencies (Placement agency/consultancy services) for hiring of Agency for placement of Data Entry Operator for Mission Directorate, SBM-G Assam as per format given in annexure-I in the official letter pad accompanied by documents listed in Annexure-II. The quotations will be received up to 02:00 PM of 17-09-2020 and will be opened on same day at 03:00 PM in presence of the quotationer or his authorised representative. If for any unseen reasons the date of receiving and opening happens to be a holiday the same will be received and opened on next working day.

The tender committee reserves the right to accept or reject any/all tenders without assigning any reason thereof.


The intending agencies quotation should be accompanied with a demand draft of Rs. 500.00(Rupees five hundred) drawn in favour of the "Swachh Bharat Mission-Gramin, Assam" as processing fee, which is Non-refundable. The quotation, which does not include the processing fees, would be rejected.

The detail documents will be available at the official website www.phesanitation.assam.gov.in


Chief Engineer(PHE), Sanitation
Hengrabari : Guwahati-36.

Memo No. RGRWSM-594/2020-21/ 1417-22 /dtd./ 28.08.2020,
copy to :

- 1) The Additional Chief Secretary to the Govt. of Assam, PHE etc. Deptt, Dispur, Guwahati-6, for favour of kind information.
- 2) The Secretary to the Govt. of Assam, PHE Deptt. Dispur, Guwahati-6, for favour of kind information.
- 3) The Mission Director, SBM-G, for favour of kind information.
- 4) The Director, Information & Public Relation, Assam, Dispur, Guwahati-6, for favour of information and necessary action.
- 5) The P.S. to Hon'ble Minister, PHE, Dispur, Guwahati-6, for kind appraisal of the Hon'ble Minister.
- 6) Notice Board, Mission Directorate, SBM-G, Assam.


Chief Engineer(PHE), Sanitation
Hengrabari : Guwahati-36.

3✓

Annexure-I
Covering Letter
(On the letterhead of the intending agency)

To,
The Mission Director,
Swachh Bharat mission –Gramin
C/O O/O The Chief Engineer (PHE), Sanitation, Assam,
Hengrabari, Guwahati- 36
e-mail Id: sbmg.assam@gmail.com

Sub : HIRING OF AGENCY FOR PLACEMENT OF DATA ENTRY OPERATOR FOR MISSION DIRECTORATE: SWACHH BHARAT MISSION-GRAMIN, ASSAM

Ref : Notice inviting Quotation no.

Dear Sir,

With reference to the above, I/We would like to inform you that having examined the Short Notice Inviting Quotation relating to the **Hiring of Agency for Placement of Data Entry Operator for Mission Directorate, SBM-G, Assam**. Our proposal is as per **Annexure-A**. Our proposal excludes of domestic taxes. We hereby confirm our proposal is unconditional and any condition attached to it shall result in rejection of our quotation. The validity of the quotation will be 180 days.

We understand that MISSION DIRECTORATE, SBM-G, ASSAM reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,

(Signature of Authorised Person)

Name:

Address:

Date:

Seal:

25

Annexure -A

FINANCIAL BID
(on the Official Letter head)

Name: Hiring of Data Entry Operator for Mission Directorate, SBM-G, Assam

Sl. No	Name of Work	Tenure	Locations	Type	Nos.	Rate* (Exclusive of all Taxes**)
A	Hiring of agency for placement of Data Entry Operator (temporary) for Mission Directorate, SBM-G, Assam	6 months	At the O/O the Mission Directorate, SBM-G, Assam	Temporary	67	*Rate is to be quoted against one DEO only

(Taxes extra to be shown separately)**

Date:

Signature & Seal of the Agency

12

Annexure-II

List of documents to be submitted with the Quotation

- a. Experience certificate for manpower hiring services/placement of manpower
- b. Audited Accounts for 2019-20 duly signed by competent authority.
- c. Proof of office address with contact details
- d. Bank account Details (Account Number, Branch & IFSC Code)
- e. PAN number (certified copy to be enclosed)
- f. GST registration certificate
- g. Trade Licence/ Registration Certificate (certified copy to be enclosed)
- h. The bidder must submit a self certificate that it has not been blacklisted by any Govt. agency since its inception.