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GOVERNMENT OF ASSAM

OFFICE OF THE
RAMKRISHNA NAGAR MUNICIPAL BOARD
Ramkrishna Nagar, Sribhumi, Assam.

BID DOCUMENT

Description of Service: Engagement of Manpower Service Provider/ Agencies/ Firms/ Contractor etc. for supply of manpower on purely temporary contractual basis to O/o Ramkrishna Nagar Municipal Board**,** Ramkrishna Nagar , Sribhumi district for carrying out various office and municipal-related duties.

Office of the
RAMKRISHNA NAGAR MUNICIPAL BOARD
Main Road, Ramkrishna Nagar, Sribhumi,
PIN: 788166
Assam, India

OPEN COMPETITIVE PROCUREMENT

Name of Work	:	Engagement of Manpower Service Provider/ Agencies/ Firms/ Contractor etc. for supply of manpower on purely temporary contractual basis to O/o Ramkrishna Nagar Municipal Board**,** Ramkrishna Nagar, Sribhumi district for carrying out various office and municipal-related duties.
Estimated procurement Value	:	₹ 7,50,000/-
Earnest Money Deposit	:	The Tenderer will have to deposit EMD@ 2% of estimated procurement value in the form of NSC/DD/TDR/FDR should be a pledge in favour of the Executive Officer, Ramkrishna Nagar Municipal Board with each tender.
Bid Publishing Date	:	29/10/2026
Last Date of Submission of Bid	:	19/11/2026 at 14:00 Hrs.
Date of Bid Opening	:	19/11/2026 at 15:00 Hrs.
Place of Opening of Bids	:	O/o RAMKRISHNA NAGAR MUNICIPAL BOARD Main Road, Ramkrishna Nagar, Sribhumi, PIN: 788166, Assam, India.
Officer Inviting Bids	:	O/o Ramkrishna Nagar Municipal Board, Ramkrishna Nagar, Sribhumi.

OFFICE OF THE
RAMKRISHNA NAGAR MUNICIPAL BOARD
RAMKRISHNA NAGAR :: SRIBHUMI::ASSAM
E-mail: municipalityramkrishnanagar@gmail.com

No: RKNMB/73/Personnel/2025-26 / Dated RK Nagar, the 29th Oct'2026

NOTICE INVITING QUOTATION

The undersigned invites sealed envelope containing quotation affixing with court fee ₹. 8.25 (Rupees Eight and 25 paisa) only from eligible Manpower Service Provider/ Agencies/ Firms/ Contractor **etc**. for supply of **manpower on purely temporary contractual basis** to O/o **Ramkrishna Nagar Municipal Board**, Ramkrishna Nagar , Sribhumi district for carrying out various office and municipal-related duties.

This NIQ/proposal has approval of Board as per resolution No. 09 dated 03.09.2026

Details of manpower/worker

Sl. No.	Position	Tentative No. of vacancy
1.	**Technical Supervisor**	1
2.	**Skilled/Clerical**	1
3.	**Unskilled Supervisory/ Clerk**	1
4.	**Driver**	2
5.	**Semi-Skilled/Tax collector**	2
6.	**Unskilled/MTS**	3
7.	**Safai Karmachari/Sweeper**	4

For more details about qualification, wages/salary, application process, etc. interested company/Agency/Society/Firm/individual etc. may refer to the detailed **Terms of Reference (ToR)**, available in the official website **(https://ramkrishnanagar.assamurban.in).**

Company/Agency/Society/Firm/individual etc. without proper and valid document mentioned in ToR, need not apply.

Last date for submission : 19th **Nov' 2026, up to 2:00 PM.**

Date for opening of sealed quotation : **19th Nov'2026 at 3.00 PM**

For any further update, please visit official website frequently.

Sd/-
Executive Officer
Ramkrishna Nagar Municipal Board

Memo No. RKNMB/73/personnel/ - A- Dated, RK Nagar the 29th Oct, 2026

Copy to:

1. The Directorate of Municipal Administration, Dispur, Ghy for favour of your kind information.
2. The ADC (Urban), Sribhumi for favour of kind information.
3. The Chairperson, Ramkrishna Nagar Municipal Board for your kind information.
4. The DIPRO, Sribhumi for kind information and wide publication of the NIQ in daily

daily newspaper in Bengali Language.

5. PA to DC, Sribhumi for kind apprisal of the District Commissioner, Sribhumi.
6. Office notice board.

Sd/-
Executive Officer
Ramkrishna Nagar Municipal Board

TABLE OF CONTENTS

1. Terms of Reference (ToR).
2. Bidding Forms.
3. Checklist.

Terms of Reference (ToR) for hiring manpower

1. Details of manpower requirements:

Sl. No.	Particulars	Educational qualification etc.	Job profile	Remuneration per month
1.	**Technical Supervisor**	Minimum Diploma in Civil Engineering from govt. institute.	Preparation of Plan & Estimate, site visit, supervising civil works etc.	₹ 15,000 -16,500/- *(indicative)*
2.	**Skilled/Clerical**	1. Graduate in any discipline and diploma in computer application (6 months). *Experience: 2-3 experience in handling any govt. office works.* OR 2. Minimum HS passed and retired Sr. Assistant post of the any govt. establishment.	Drafting, DTP work, Correspondence with the departments etc.	₹ 15,000/- only (fixed)
3.	**Unskilled Supervisory/ Clerk**	Graduate in any discipline and diploma in computer application (6 months)	Clerical & DTP works	₹ 12,500/- only (fixed)
4.	**Driver**	Minimum HSLC passed with valid LMV/HVM driving license.	Operation & maintenance of Municipal Vehicles	₹ 12,500/- only (fixed)
5.	**Semi-Skilled/Tax collector**	Minimum HS PASSED with diploma in computer application (6 months)	Assessment & Collection Tax Door to Door	₹ 12,500 - 13,800/- *(indicative)*
6.	**Unskilled/MTS**	Minimum HSLC passed	Any task assigned by the authority	₹ 10,550/- only (fixed)
7.	**Safai Karmachari/Sweeper**	Minimum 8th passed	Cleanliness of the town	₹ 10,550/only (fixed)-

- **Estimated procurement Value : 7,50,000/- (Rupees Seven Lakh Fifty Thousand only)**
- **Earnest Money Deposit (EMD): 2% of estimated procurement Value.**
- **Tender /Processing fee : ₹ 1,000/-**

2. Remuneration/wages etc. & Leave.

a) Remuneration shall be commensurate with the candidate's qualifications, experience and suitability for the position.
b) Remuneration (indicative) may be negotiated based on qualifications, experience and suitability for the position, subject to approval of the competent authority.
c) Leave shall be governed by the applicable rules and policies of RKNMB.
d) The remuneration expenditure shall be made from the **Own Source Revenue (OSR)/General Fund only** of this office subject to the availability of fund.

3. Scope of Work/job/duties etc.

The engaged manpower shall perform various duties assigned by the competent authorities of this office as per need and necessity of the board/office.

4. Period of Contract:

a) Initially **03 (Three) Months**, or as specified in the final Agreement/Work Order and which may be extended based on satisfactory performance and requirements.
b) The position is full-time in nature, and the selected candidate shall not be permitted to take up any other employment, assignment, consultancy or professional engagement during the period of the contract.
c) Further continuation / extension of contract shall depend upon satisfactory performance & services provided by the contractor or its manpower.
d) Any event of termination or discontinuation of the agreement/contract by the firm, supplier, contractor, or any other concerned party, prior written intimation shall be submitted to the undersigned at least **30 (thirty) days in advance.**

5. Eligibility/pre condition:

- Valid Trade/Registration Certificate, wherever applicable.
- Valid PAN and GST registration, wherever applicable.
- Valid EPF Registration Certificate.
- Valid ESIC Registration Certificate.
- The bidder/agency shall comply with all applicable labour laws, statutory requirements and Government rules. Accordingly, the bidder must have the relevant labour license in this regard.
- The selected bidder (L1) shall be liable to furnish an undertaking to the effect that all the labour laws, EPFO act, ESIC act shall be complied with, wherever applicable.
- The bidder shall be responsible for timely payment of wages/salary and statutory benefits to the deployed personnel/manpowers.
- Monthly Drawal slip of employee's salary payment must be accompanied with the bill.
- Latest Bank Solvency certificate,
- Latest Income Tax Returns (ITR), if any.
- Experience certificate in providing manpower services, if any.

(Manpower supplier/contractor/firm/agencies etc. furnish copies of above documents along with complete application/quotation)

6. Attendance & Verification:

a) The supplier/contractor/firm/agencies etc. shall maintain proper daily attendance of the manpower deployed/engaged.
b) Attendance shall be verified/certified by the authorized officer/official of the Municipal Board prior to payment of the supplier's/Contractor's bill.

7. No employer-Employee Relationship:

a. The employees/workers deployed/engaged by the contractor shall remain employees/workers of the contractor/services provider only.
b. No employer-employee relationship shall exist between the contractor's deployed/ engaged manpower and the **Ramkrishna Nagar Municipal Board** at any time.
c. No manpower will have right to claim for regularization of job in the O/o the Ramkrisha Nagar MB at any time.
d. Any benefit payable to engaged manpower shall be sole responsible of the contractor/vendor/agencies etc.

8. Replacement of Worker/Employee:

a) The municipal board may require replacement of any worker/employee whose conduct, performance or behavior is found unsatisfactory.
b) The contractor/vendor etc. shall arrange suitable replacement without delay.

9. Miscellaneous:

a) The Board is not bound to accept the tentative vacancies as published and it may vary during final agreement.
b) The undersigned reserves the right to amend, modify, or revise the Terms of Reference (ToR) from time to time in the public interest, as may be deemed necessary.

Sd/-
Chairperson
Ramkrishna Nagar Municipal Board

Sd/-
Executive Officer
Ramkrishna Nagar Municipal Board

BIDDING FORMS

LETTER OF BID (COVERING LETTER)

(To be printed on the Bidder's official letterhead and signed by the authorized signatory)

Date: [Insert Date]

To

The Chairperson/Executive Officer,
Ramkrishna Nagar Municipal Board
Ramkrishna Nagar, Sribhumi, Assam

Sub : Submission of Bid for the Engagement of Manpower Service Provider/ Agencies/ Firms/ Contractor etc. for supply of manpower on purely temporary contractual basis to O/o Ramkrishna Nagar Municipal Board**,** Ramkrishna Nagar, Sribhumi district for carrying out various office and municipal-related duties.

Madam/Sir ,

With reference to the above tender, we, the undersigned, having examined in detail the NIQ, Bid Documents , ToR etc. and all other requirements, hereby submit our bid for the work cited under reference.

I/We declare that:

1. I/We hereby declare that our bid is unconditional and unqualified. We fully accept all terms, conditions, and obligations stated in the Bid Document and ToR without any modifications or deviations.

2. All information, statements, and documents submitted as part of this Bid are true, correct, and complete. Copies of all documents are true reproductions of their originals. We understand that any false or misleading information may result in rejection of the bid or termination of the contract at any stage.

3. I/We undertake to promptly provide any additional information or documentation as may be required by the Municipality to verify or authenticate this submission or for the purpose of bid evaluation.

4. I/We acknowledge and accept that the Municipality reserves the right to reject any or all bids, cancel the bidding process entirely, or accept any bid at its discretion without assigning any reason. We waive any right to challenge such decisions in any forum.

5. I/We declare that

a) We have examined, read, and have no reservations about the conditions, specifications, and requirements set forth in the Bid Document.
b) We have no conflict of interest as per the terms defined in the Bid Document.
c) We declare that we have not engaged, directly or indirectly, in any corrupt, fraudulent, coercive, or collusive practices during this bidding process.
d) We ensure full compliance with all applicable local laws, statutory requirements, and environmental norms governing the operation of crematoriums.

I/We understand that Ramkrishna Nagar Municipal Board reserves the right to accept or reject any bid, in whole or in part, without assigning any reason, and we shall have no claim whatsoever in that regard. We hereby submit our bid in accordance with the bidding document requirements.

Yours sincerely,

[Authorized Signatory Name]
[Designation]
[Name of Firm/Company]
[Address]
[Contact Number]
[Email ID]
[Seal/Stamp of the Bidder]

BIDDER INFORMATION FORM

(To be filled and submitted by the Bidder on official letterhead)

1. Bidder's Details:

Name of the Bidder

Type of Legal Entity (Proprietorship/Partnership/Company/Others)

Year of Establishment

Registered Office Address

Address for Correspondence

Contact Person Name & Designation

Contact Number

Email Address

Website (if any)

2. Registration & Tax Details:

PAN Number

GST Registration Number

MSME Registration (if applicable)

Trade License / Registration Number (if applicable)

EPFO Registration

ITR of last 3 financial year

3. Eligibility Details:

Experience in Similar Works [Yes/No] (Attach documentary proof)

4. Declaration:

I/We hereby declare that the above information is true and correct to the best of our knowledge and belief. I/We understand that if any information provided is found to be false or misleading, our bid is liable for rejection and any other action as deemed fit by the Purchaser may be taken against us.

Authorized Signatory:
Signature: _____
Name: _____
Designation: _____
Date: _____
Place: _____

Schedule of Position-wise Quotation

Sl. No	Category of Employees/Workers	Wage per day	Total Wages per month	Total Wages per month (Including GST, LC, other relevant govt deductions , EPFO & ESIC applicable deductions etc.)
a				
b				
c				
d				
e				
f				

Authorized Signatory:
Signature: _____
Name: _____
Designation: _____
Date: _____
Place: _____

SELF-DECLARATION OF NO LITIGATION

(On Bidder's Letterhead)

I, _____, S/o / D/o _____, aged _____ years, resident of _____, do hereby solemnly affirm and declare as under:

1. That I am the authorized signatory/Proprietor/Partner/Director of M/s _____, having its registered office at _____ (hereinafter referred to as "the Bidder").

   That as on the date of submission of the bid against the Tender No. _____, **for Engagement of Manpower Service Provider/ Agencies/ Firms/ Contractor** etc. for supply of **manpower on purely temporary contractual basis** to O/o **Ramkrishna Nagar Municipal Board**, **Ramkrishna Nagar, Sribhumi district for carrying out various office and municipal-related duties**, there is **no pending litigation, claim, arbitration, or any other legal proceeding against the Bidder, its Directors, or its Partners with any Government Department, PSU, Autonomous Body, or any other entity which may impact the performance of the Bidder or which could hinder or adversely affect the execution of the contract if awarded**.
2. That the Bidder or any of its Directors/Partners has **not been blacklisted, debarred, or declared ineligible for participation in any Government procurement process** in the past and is eligible to participate in this tender.
3. That this declaration is being given in the interest of transparency and compliance with the tender conditions.
4. That I do hereby declare that the above statements are true and correct to the best of my knowledge and belief, and nothing has been concealed therein. In case any information furnished above is found to be false or misleading at any stage, the Bidder's bid/contract shall be liable for rejection/termination without prejudice to any other legal or contractual remedies available with the Ramkrishna Nagar Municipal Board.

Declared at _____ on this _____ day of _____**, 2026**.

(Signature with name & designation)

UNDERTAKING / DECLARATION BY THE BIDDER REGARDING COMPLIANCE WITH GOVERNMENT RULES AND STATUTORY PROVISIONS

(On Bidder's Letterhead)

To,
The Chairperson / Executive Officer,
Ramkrishna Nagar Municipal Board,
Ramkrishna Nagar, Assam.

Subject: Undertaking regarding compliance with all applicable Government rules, regulations and statutory provisions relating to manpower supply services.

I/We, Sri/Smt. _____, Proprietor/Partner/Authorised Signatory of M/s _____, having its registered office at _____, hereby solemnly declare and undertake as follows:

1. That I/We shall strictly abide by all applicable Acts, Rules, Regulations, Orders, Notifications, Guidelines and directions issued by the Central Government, Government of Assam and other competent statutory authorities from time to time in connection with manpower supply, employment, human resource management and labour welfare.
2. That I/We shall ensure full compliance with all applicable labour laws, including provisions relating to wages, timely payment of wages, social security, EPF, ESI, occupational safety and other statutory benefits, wherever applicable.
3. That I/We shall duly comply with all applicable tax laws, including Income Tax, GST, Professional Tax and other statutory taxes, duties, levies and deductions applicable to the contract.
4. That I/We shall ensure timely deposit of all statutory contributions, taxes and other dues with the concerned Government departments and statutory authorities within the prescribed time limits.
5. That I/We shall maintain proper records relating to attendance, deployment, wages, statutory deductions, tax payments and other employment-related matters and shall produce the same before the Municipal Board or any competent authority whenever required.
6. That I/We shall not make any unauthorised deduction from the wages of deployed personnel, nor engage in any activity contrary to applicable Government rules, labour laws or statutory provisions.
7. That I/We shall be solely responsible for any violation, default, negligence or non-compliance of applicable statutory provisions attributable to the agency and shall bear the consequences, liabilities, penalties and legal proceedings arising therefrom, subject to applicable law and the terms of the contract.
8. That I/We shall keep the Ramkrishna Nagar Municipal Board indemnified against claims, liabilities, losses or legal proceedings arising out of the agency's failure to comply with its contractual and statutory obligations, to the extent legally permissible.
9. That I/We shall immediately bring to the notice of the Municipal Board any material change in applicable statutory requirements affecting the execution of the contract.
10. That no violation of any applicable Government rule, regulation or statutory provision shall be knowingly committed during the entire period of the contract.

I/We further undertake that any breach of the above declaration or suppression of material facts shall render the agency liable for appropriate action, including cancellation of the contract, termination,

recovery of losses and other legal action as permissible under the applicable rules and conditions of the tender.

I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief.

Place: _____
Date: _____
Signature of Proprietor / Authorised Signatory: _____
Name: _____
Designation: _____
Name of Agency/Firm: _____
Official Seal of the Agency

CHECKLIST FOR DOCUMENTS TO BE SUBMITTED BY BIDDER

Sl. No.	Document Description	Remarks / Sub-points
1	**Covering Letter (Letter of Bid)**	As per prescribed format, signed and sealed.
2	**Bidder Information Form**	As per prescribed format, fully filled and signed.
3	**Valid Registration Certificate**	- Certificate of Incorporation / Partnership Deed / MSME / Udyam Registration.
4	**GST Registration Certificate**	Self-attested copy.
5	**PAN Card**	Self-attested copy.
6	**Trade License**	Valid Trade License.
7	**Income Tax Returns (ITR)**	Self-attested copies.
7A	**All other documents**	As mentioned in the ToR (self-attested)
10	**Experience Certificates, if any**	- Work Orders - Experience Certificates
12	**Self-Declaration for Non-Blacklisting**	As per prescribed format.
13	**Self-Declaration No Pending Litigation**	As per prescribed format.
15	**Undertaking for compliance rules & regulation of govt.**	As per prescribed format.
16	**Certificate of Acceptance of All Terms & Conditions**	Declaration on letterhead accepting all Terms & Conditions
17	**Bid Security (EMD)**	As stated
	Hard Copy Submission	The bidder should submit the hard copy of the Tender Document to the office of the Ramkrishna Nagar Municipal Board, Ramkrishna nagar, Sribhumi, Assam before Bid Submission end date mentioned in the schedule.