



GOVT. OF ASSAM
OFFICE OF THE HOJAI MUNICIPAL BOARD, HOJAI
DIST: HOJAI, ASSAM (PIN: 782435, PH: 03674 – 252140)



TENDER BID DOCUMENT

**To select an Agency / Bidder, for providing
manpower to the Hojai Municipal Board.**



Cost of Tender Documents : Rs. 500.00/- (non-refundable)
(to be deposited at office cash counter and money receipt should be attached with this Tender Bid Documents)

About Hojai MB: Hojai was a part of the Dimasa Kachari Kingdom in medieval times. The Dimasa Kacharies living in Hojai is known as "Hojai-Kacharies" to others. "Hojai" is one of the clans (sengphongs) of the Dimasa Tribe, probably the city "Hojai" got its name from this clan. It was made a Sub-Division on 15 august 1983 under Nagaon district.

Hojai is a town and a Municipal Board in Hojai District in the Indian state of Assam. Hojai district is one of the 5 districts of assam which was declared on 15th august, 2016 by Assam's Chief Minister. The headquarters of the district is situated at Sankardev Nagar, which is about 8 km away from the Hojai town. Agriculture is the main source of livelihood of the major population of Hojai. There is an abundance of forest-based small-scale industries like agar wood distillation units, saw mills and bamboo & cane furniture's manufacturing units. The ethnic groups of this region depend on their traditional activities like weaving, animal rearing, etc. Hojai is also noted for its numerous ancient archaeological sites. As of 2011 Indian census, Hojai had a total population of 36,638, of which 18,762 were males and 17,876 were females. Population within the age group of 0 to 6 years was 3,869. The total number of literates in Hojai was 29,708, which constituted 81.1% of the population with male literacy of 83.9% and female literacy of 78.1%.

Background of this tender: As per the instructions issued by the Department of Housing and Urban Affairs (DOHUA), Government of Assam, Municipal Boards are not to engage/employ staff/personnel directly on their own payroll from the year 2024 onwards. Further, it has also been directed that the requirement of such personnel may be met through outsourcing by engaging suitable personnel through a consultancy/agency, and not through direct appointment or engagement on the payroll of the Municipal Board.

In view of the above instructions and the requirement of personnel for smooth functioning of various activities of Hojai Municipal Board, this NIT / Bid Documents has been prepared for selection of a suitable and competent Consultancy/Agency for providing the required personnel on an outsourcing basis.

It is further submitted that the proposed arrangement shall be purely on an outsourcing/agency basis and shall not confer any right of appointment, regularization or absorption of the personnel in the establishment/payroll of Hojai Municipal Board.



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No. HMB/EST/Outsourcing/2026-27/

Dated 09-10-2026

NOTICE INVITING TENDER

NIT NO: HMB / T-11 / 2026 DATE: 09-10-2026

Sealed tender affixing court fees of Rs. 8.25 are invited from eligible and experienced Registered NGOs/Societies/Trusts/Co-operative Societies/Self Help Group/Service Agencies or other legally eligible organizations, having relevant experience in sanitation, solid waste management and allied municipal services, for providing manpower to the Hojai Municipal Board to carry out municipal related duties as may be assigned by the competent authority of Hojai Municipal Board. Details of the tender are as follows:

Sr.	Particular	Details
1	Name of the Tender Inviting Authority	Executive Officer, Hojai Municipal Board
2	Name of work	To select an Agency / Bidder, for providing manpower to the Hojai Municipal Board.
3	Bid Processing Fee	₹ 500/- (Rupee Five Hundred) which is non-refundable.
4	Bid Security / EMD	₹ 10,000/- (Rupee Ten Thousand) ₹ 5,000 for SC /ST
5	Bid Mode Submission	Offline (Tender Box will be available at O/o the Hojai MB)
6	Tender Publication	09-10-2026 at 10:00 AM
7	Pre-Bid Meeting	12-10-2026 at 11:00 AM
8	Last Date of Tender Submission	29-10-2026 at 03:00 PM
9	Opening of Tender Proposals	30-10-2026 at 03:00 PM
10	Submission of queries by the Bidders	Bidder shall have to send their queries through e-mail address i.e.: hojaimb_hojai@rediffmail.com on or before 12-10-2026 up to 10:00 AM.
11	Download Bid Documents from	hojai.assamurban.in

1. Scope of work

The selected agency/agencies will deploy, manage, and process payroll for outsourcing personnel at Hojai Municipal Board. The required manpower typically falls mainly under the following categories:

Category	Typical Personal Profiles Expected
Technical / Professional	Technical person, GIS Specialists, MIS Experts, IT Support Assistants.
Administrative / Clerical	Data Entry Operators (DEOs), Office Assistants, Office Peons, Receptionists.
Field / Essential Services	Sanitation Supervisors, Vector Control staff, Drivers, and Enforcement Guards.
Sanitation Worker/ Safai Karmachari	Unskilled

2. Eligibility & Pre-Qualification Criteria

- a. Bids must be accompanied by self-attested copies of the following documents; failure to provide any will result in immediate rejection:
- b. Registration Certificate under the Companies Act / Partnership Act / Societies Registration Act / Indian Trust Act / MSME.
- c. Valid PAN Card, GST Registration Certificate, and up-to-date Municipal Trade License if applicable.
- d. Valid EPF (Employees' Provident Fund) and ESIC (Employees' State Insurance Corporation) registration certificates, along with a valid Labour Contractor License issued by the competent licensing authority.
- e. Minimum average annual financial turnover of 10 L during the last three financial years (certified by a Chartered Accountant with UDIN), accompanied by copies of filed Income Tax Returns (ITR) for the last three assessment years.
- f. Completion certificates or work orders showing at least 2 years of satisfactory experience providing similar manpower or sanitation services to Central/State Govt departments, Urban Local Bodies, or PSUs.
- g. An affidavit on non-judicial stamp paper stating that the firm/agency has never been blacklisted or debarred by any government department or local authority.
- h. Operational office located in Assam with dedicated supervisory personnel to handle daily field deployment and grievances.
- i. The bidder shall submit an undertaking in the form of Affidavit confirming that, in the event of discontinuation or withdrawal of services, written intimation stating their valid reason of withdrawal will have to be provided to the ULB authority prior to 30 days.

3. Operational Terms and Conditions

- a. The agency shall comply with all applicable labour, social-security, tax and other statutory requirements.
- b. Guarantee timely disbursement of salaries as per the agreement.
- c. The ULB Authority reserves the right to cancel/annul the bidding process/tendering process without assigning any reasons thereof.
- d. The ULB authority reserves the rights to withdraw the contract by serving a notice to the agency/service provider at least 7 days in advance.
- e. In the event of the discontinuation/withdrawal of the services by the agency/service provider, intimation must be provided to the ULB authority at least 30 days in advance.
- f. The requirement of manpower shall be intimated after selection of the successful bidder, among the profiles mentioned in Clause-1- scope of work.
- g. The successful bidder/agency and ULB authority shall enter into a formal agreement specifying the remuneration payable, number of personnel to be deployed/recruited, nature of services and working hours of the personnel in adherence to the prescribed rule and regulation. Provided that the competent authority reserves all the rights to cancel such agreement at anytime without assigning any reason thereof.
- h. The bidder shall submit monthly salary bills to the undersigned and furnish a disbursement certificate after payment.

- i. The financial bid to be quoted shall be restricted to operation and maintenance cost only. In any case the same shall not exceed 10% of the salary bills of the staff employed by the bidder in the office.
- j. The successful bidder to make bills which is to send to the O/o the Hojai MB shall comprise of the amount mentioned in Clause 3, Sub clause (h) & (i) only on monthly basis for payment.
- k. **Rate quoted above 10% shall be rejected.**

4. Service Conditions and Non-Regularization Guarantee

- a. The deployment of manpower is purely on a temporary, outsourced service basis.
- b. Personnel engaged by the contractor will have no employer-employee relationship with the Municipal Board.
- c. Deployed staff shall not claim any right to regularization, permanent absorption, or parity of treatment in service with the Municipal Board or State Government at any stage. A signed undertaking to this effect must be collected from each worker prior to induction.

4. Replacement, Attendance, and Monitoring

- a. Deployed staff must mark daily attendance via biometric systems, smart attendance registers, or mobile applications designated by the Municipal Board.
- b. If any personnel is found unsuitable, undisciplined, or underperforming, the agency must provide an eligible replacement within 24 hours of receiving written notice from the ULB authority.
- c. The agency must deploy designated full-time supervisors to oversee personnel, inspect worksites, resolve on-site issues, and coordinate with ULB authorities.

5. Terms & Conditions of Engagement

- a. Engagement shall be on an outsourcing/service-provider basis and shall not create an employer-employee relationship between deployed personnel and the Government/ULB, except as provided under applicable law.
- b. The agency shall deploy personnel meeting the qualifications, experience and other requirements in the approved manpower schedule.
- c. The agency shall maintain attendance, leave, replacement and deployment records and submit monthly payroll and statutory compliance documents.
- d. The agency shall comply with applicable labour, social-security, tax and other statutory requirements, including EPF, ESI and Professional Tax wherever applicable.
- e. Replacement of deployed personnel shall be made promptly with personnel of equivalent or better qualification, subject to the competent authority's requirements.
- f. Payments shall be subject to satisfactory service, verified attendance/deployment, applicable deductions and submission of required invoices and compliance documents.
- g. The competent authority may increase, decrease, add or withdraw manpower requirements in accordance with administrative need and applicable procurement conditions.
- h. Bid security, performance security, service charges, taxes, contract period, termination, dispute resolution and other commercial conditions shall be governed by the final NIT/RFP/work order and applicable Government instructions.
- i. The competent authority reserves all the rights to cancel the Tender Process at anytime without stating any reason thereof.

[Bhaskar Jyoti Kalita, AUAS)
Executive Officer cum
Tender Inviting Authority
Hojai Municipal Board, Hojai

Annexure I: Bidder Profile & Application Form

1) Name of the Agency / Firm : _____

2) Type of Entity (Company/LLP/Proprietorship) : _____

3) Registered Address & Contact Details : _____

4) Name & Designation of Authorized Signatory : _____

Annexure II: Financial Turnover Capabilities
(To be certified by a practicing Chartered Accountant)

Financial Year Annual Turnover from Manpower Supply (INR) Net Worth Status

Financial Year 2023-24	
Financial Year 2024-24	
Financial Year 2025-26	

SUBMISSION OF EARNEST MONEY

NIT No : **HMB / T-11 / 2026** **DATE: 09-10-2026**

The earnest money against the tendered work amounting to Rs. _____

(Rupees _____)

do hereby deposited in the form of **call deposit / Fixed Deposit** (please tick appropriate mode) bearing no _____ Dated _____ from

_____ (Name of Bank & Branch)

and valid up-to _____ is enclosed.

Signature of the Bidder with Seal & Address

FINANCIAL BID

NIT No: : HMB / T-11 / 2026 DATE: 09-10-2026

QUOTED RATE

Name of Work	Quoted Rate	
	in figure	in words
To select an Agency / Bidder, for providing manpower to the Hojai Municipal Board.	_____ % above the salary bills of Staff to be engaged in every month.	

1. Seal & Signature of the Bidder

2. Name of the Bidder

Court Fees Stamps of Rs. 8.25