



**ASSAM INDUSTRIAL DEVELOPMENT
CORPORATION LIMITED**

(A Government of Assam Undertaking)

R.G.Baruah Road, Guwahati-781 024

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CIN:U75112AS1965SGC001246

AIDC/Estt/1780 (B)/14/3067

Date : 08.08.2017

NOTICE INVITING TENDER

Sealed quotations are invited from reputed registered firms/agencies having atleast 3 years experience in the line of manpower outsourcing for providing experienced Stenographer-cum-Computer Operators, Computer Operator-cum-Tally Clerks, Computer Operators, Supervisors, Electrician, Drivers, Peon, Sweeper etc. on contract basis for a period of one year or as decided by the management. The firm should quote rates inclusive of minimum monthly wages, statutory dues like EPF, ESI, applicable taxes, service charge, agency charge etc. per person. The rates quoted should conform to the minimum rates of wages as fixed by the State Govt. from time to time. The firm should give a declaration stating that they will comply with all the statutory requirement applicable for providing such services. Incomplete quotation shall be summarily rejected. The bidding firm should submit interalia, the following documents along with the quotation.

1. Copies of valid Trade License.
2. GST Registration
3. ESI & EPF Registration
4. Income Tax clearance Certificate/PAN No.
5. Copies of past awards for providing outsourcing manpower
6. Any other relevant information the firm/agency desires to submit or as required by the authority.

Quotations with all required information/documents should be submitted to the Managing Director, AIDC Ltd. on or before 25-08-2017 by 2.00 PM and shall be opened on the same day.

Assam Industrial Development Corporation Ltd. reserves the right to accept or reject any or all the quotations without assigning any reason thereon.

MANAGING DIRECTOR