OFFICE OF THE
MUNICIPAL BOARD:::HAILAKANDI

NOTICE INVITING TENDER

Sealed quotation affixing Court fee of Rs. 8.25 (Rupees Eight & paisa twenty five) only are invited from reputed & registered Manpower Outsourcing Agency/Farm for the engagement of staffs, employees, workers etc. for a short term purely on temporary/contractual basis for Hailakandi Municipal Board against the current FY 2026-27.

- **Publication Date:** 21/11/2026
- **Last Date of bid Submission:** 14/12/2026 up to 01:00 PM
- **Opening of bid document:** 14/12/2026 at 03:00 PM
- **Earnest Money Deposit (EMD):** Rs. 10,000.00 in the form of Demand Draft in favour of Executive Officer, Municipal Board, Hailakandi.
- **Tender Processing Fee:** Rs. 1000.00 (Rupees One Thousand Only)

1. **Requirement details:-**

Sl No.	Name of the Post	Category of Post	Minimum Qualification	Type of Engagement	No. of Posts	Maximum Remuneration /Wages (Consolidated) [In Rs.]
1	Assistant Engineer (Civil)	Technical/ Professional	B.E./B.Tech (Civil)	Fixed Pay	01	50,000.00 (Per Month)
2	Accounts Assistant	Administrative/ Clerical	B. Com (Accounting / Finance)	Fixed Pay	01	15,000.00 (Per Month)
3	Water Supply Staff	Field/ Essential Services	HSLC Passed	Fixed Pay	07	7,000.00 (Per Month)
4	Cleaning & Maintenance Worker	Sanitation Worker/ Safai Karmachari	Class VIII Passed	Muster Roll (No Work no pay basis)	08	500.00 (Per day)
					Total= 17 Nos.	

2. Eligibility & Pre-Qualification Criteria

- Bids must be accompanied by self-attested copies of the following documents; failure to provide any will result in immediate rejection:
- Registration Certificate under the Companies Act / Partnership Act / Societies Registration Act / Indian Trust Act / MSME etc.
- Valid PAN Card, GST Registration Certificate, and up-to-date Trade License.
- 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.
- Annual financial turnover 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.
- Completion certificates or work orders showing at least 05 years of satisfactory experience providing similar manpower or sanitation services to Central/State Govt departments, Urban Local Bodies, or PSUs etc.
- A Financial Solvency Certificate to be issued by the bidders bank as per the standard Banker's Solvency certificate format.
- 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.
- Operational office located in Assam with dedicated supervisory personnel to handle daily field deployment and grievances.
- 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

- The agency shall comply with all applicable labour laws, social-security, tax benefit regulations and other statutory requirements.
- Guarantee timely disbursement of salaries as per the agreement.
- The authority is not bound to accept the lowest-priced tender or recommend it for acceptance
- The authority will be the final evaluator to determine the eligibility of the tenderers for the award of the contract.
- The authority reserves the right to reject any or all tenders without assigning any reason thereof.
- The ULB authority reserves the rights to withdraw the contract by serving a notice to the agency/service provider at least 07 days in advance.
- 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.

4. Service Conditions and Non-Regularization Guarantee

- The deployment of manpower is purely on a temporary on contractual basis, outsourced to third party manpower recruiting agency.

- Personnel engaged by the contractor will have no employer-employee relationship with the Hailakandi Municipal Board.
- Deployed staff shall not claim any right to provincialization, regularization, permanent absorption, or parity of treatment in service with the Hailakandi Municipal Board or the Government of Assam at any stage. A signed undertaking to this effect must be collected from each worker/employee prior to induction.

5. Replacement, Attendance, and Monitoring

- Deployed staff must mark daily attendance as per the rules followed by Hailakandi Municipal Board from time to time.
- If any personnel is found unsuitable, undisciplined, or underperforming, the agency must provide an eligible replacement within 07 days of receiving written notice from the ULB authority.
- The agency must deploy designated full-time supervisors to oversee personnel, inspect worksites, resolve on-site issues, and coordinate with Hailakandi Municipal Board for smooth conduct of the process of work flow.

6. Standard Submission Formats (Annexures)

Annexure I: Bidder Profile & Application Form

- Name of the Agency / Firm: _____
- Type of Entity (Company/LLP/Proprietorship): _____
- Registered Address & Contact Details: _____
- 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

FY 2023-24

FY 2024-25

FY 2025-26

7. Terms & Conditions of Engagement

- 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.
- The agency shall deploy personnel meeting the qualifications, experience and other requirements in the approved manpower schedule & also the agency shall submit the required documents against each employee before deploy.
- The agency shall maintain attendance, leave, replacement and deployment records and submit monthly payroll and statutory compliance documents.

- The agency shall comply with applicable labour, social-security, tax and other statutory requirements, including EPF, ESI and Professional Tax wherever applicable.
- This office is not responsible for any kind of unwanted incident like accident, deceased etc. of the hired employees.
- This office has every right to terminate the concerned employees (provided by agency/farm) at any time before the end of the agreement without assigning any reason thereof.
- Replacement of deployed personnel shall be made promptly with personnel of equivalent or better qualification, subject to the competent authority's requirements.
- Payments shall be subject to satisfactory service, verified attendance/deployment, applicable deductions and submission of required invoices and compliance documents.
- The competent authority may increase, decrease, add or withdraw manpower requirements in accordance with administrative need and applicable procurement conditions.
- 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.

Executive Officer,
Municipal Board, Hailakandi.

Memo No.- A-5/Pt-I/MOA/2026-27/ 914 Dated Hailakandi the 21st November, 2026

Copy to:-

1. The Director, Municipal Administration, Assam, Dispur, Guwahati-6 for favour of kind information.
2. The District Commissioner, Hailakandi for favour of kind information.
3. The Chairman, Municipal Board, Hailakandi for favour of kind information.
4. The F.M.O., Hailakandi for favour of kind information & necessary action.
5. The U.T.O (Civil) for favour of kind information & necessary action.
6. The U.T.O (Mechanical) for favour of kind information & necessary action.
7. The A.T.D., Municipal Board, Hailakandi for uploading the above tender in the Office website.
8. Office Notice Board.
9. Relevant file.

Executive Officer,
Municipal Board, Hailakandi.