

No. A.12034/2/2024-SCPCR
MIZORAM STATE COMMISSION FOR PROTECTION OF CHILD RIGHTS
SEALED QUOTATION

Dated Aizawl, the 28th October, 2025

Sealed quotations are hereby invited from Agency/Service Providers for outsourcing the following:-

Sl. No.	Name of posts	No. of post	Monthly remuneration (in ₹)	Remuneration per year (in ₹)
1	LDC	1	17100	205200
2	Multi-tasking Staff	1	13800	165600
3	Group D	1	12600	151200

Any interested Firms/Societies willing to participate may obtain tender documents from office of Mizoram State Commission for Protection of Child Rights (MSCPCR), Mission Veng on all working days during office hour upto 4th November, 2025 and will be opened on the same day at 11:00am. Details can be had from MSCPCR Office during office hour or through <https://mscpcr.mizoram.gov.in>.

Terms & conditions:

1. Criteria for Agency:

The intending Agency should have fulfilled the following criteria:-

- (1) Must be a citizen of India.
- (2) Should furnish GST clearance as per the GST rules.
- (3) Must be Schedule Caste/Schedule Tribe.
- (4) Must have registration certificate from Firm & Societies, Mizoram.
- (5) Must not have any criminal case (Certificate of proof from the concerned Police Station be enclosed).
- (6) Must be financially sound to take up the task (financial Soundness certificate to the effect from the bank where the application has an account should be furnished.)

2. Qualification for employees:

All persons to be recruited by the registered Agency should have acquired all qualifications for corresponding post under the Government of Mizoram prescribed by the relevant approved Recruitment Rules framed by the Government of Mizoram. The employees should be between 18-35 years; upper age limit is relaxable to upto 5 years in case of SC/ST. The essential qualifications required are:

Sl. No.	Name of post	Qualification
1	LDC	1. HSSLC. 2. DCA Semester-I/ CCA or above from institutions recognized by AICTE, or any institution recognized by the Central or State Govt./UT Administration under the Union of India.
2	Multi-Tasking Staff	1. HSLC
3	Group D	1. Class –VIII

3. Earnest Money Deposit:

All quotationers should deposit 'Earnest Money' @2% to 5% of the fixed remuneration per head in the form of call Deposit in any Nationalized Bank in Mizoram in favour of the Authority inviting the quotation.

4. Security Deposit:

The selected firm should make 'Security deposit Money' @ 5% of the fixed remuneration per head in the form of Call deposit in any Nationalized Bank in Mizoram in favour of the Authority inviting the quotation.

5. Commission Charge & GST:

The recruiting Agency may take commission charge not more than 10% of the total cost of remuneration of the employee which shall be quoted at the time of submission of selected quotation and the commission charge shall be borne by Mizoram State Commission for Protection of Child Rights, Govt. of Mizoram. The GST charge, if any shall be borne by Mizoram State Commission for Protection of Child Rights.

Enclo: Form 'A' and Form 'B'.

Sd/-
(LALENGVARI)
Secretary

Mizoram State Commission for
Protection of Child Rights

Memo No. A.12034/2/2024-SCPCR : Dated Aizawl, the 28th October, 2025

Copy to:

1. The Under Secretary to the Govt. of Mizoram, Social Welfare, Women & Child Development Department for information.
2. Website Manager, MSCPCR for uploading in the Website.
3. Guard File.


Secretary

Mizoram State Commission for
Protection of Child Rights

25/10/2025

1, Name of Firm/Society/Agency : _____

2. Registration No. and date : _____

3. Full address : _____

Sl. No.	Name of post	Group	No. of post	Remuneration (per month)

Dated : _____

the _____

Signature: _____

Name of Proprietor: _____
(in Block letter)

Seal: _____

1. *Attested copy of Registration Certificate of the Firm.*
2. *Original Earnest Money Deposit.*
3. *GST Clearance as the case may be.*
4. *Financial Soundness Certificate from the Bank where the applicant has an account.*
5. *Certificate of Caste (SC/ST).*
6. *Certificate of Police Verification.*

FORM 'B'

(FORMAT OF FINANCIAL BID)
(To be submitted on letter head of the firm)

To

The Secretary,
Mizoram State Commission for Protection of Child Rights,
Aizawl, Mizoram.

Subject: Submission of Financial Bid for providing manpower on outsourcing basis.

Sir/Madam,

In response to your Sealed Quotation mentioned above, our firm will be pleased to provide the manpower service on outsourcing basis at Mizoram State Commission for Protection of Child Rights, Govt. of Mizoram. Our quote for % of Commission is as under:

% of Commission on CTC (in both figure and words) copy to company	Remarks

Thanking You

Yours faithfully,

Name and Signature of authorized signatory

Date :

(Sealed of the Firm)