



**GOVERNMENT OF ASSAM  
GENERAL ADMINISTRATION (A) DEPARTMENT  
DISPUR::::::GUWAHATI-6**

eFile No. 289642/02.

Dated: 17<sup>th</sup> April, 2023

**Notice Inviting Tender (NIT) for engagement of human resources on outsourcing basis**

The General Administration Department, Government of Assam, Dispur, Guwahati, invites sealed tenders for providing human resources on outsourcing basis to work as House Keeping and Maintenance staff at State Guest House No. 1 at Koinadhora, Guwahati in two- bid (i.e. Technical bid & Financial bid), from reputed, leading and resourceful registered/ licensed firms, having at least 3 years' experience in providing House Keeping and Maintenance Staff to guest houses/ offices of State/ Central Government/ PSU/ reputed Private Sector. Interested agencies may collect the tender document from General Administration Department, Government of Assam. Interested agencies may also download the tender document from Assam Government website: [www.assam.gov.in](http://www.assam.gov.in).

Interested firm/ company/ agency who meet the criteria may furnish their tenders with all necessary documents submitted in two separate sealed covers, duly completed in all respects viz. one for "earnest money" and "technical bid" and the second for "financial bid". The name of the work "technical bid for providing human resources on outsourcing basis" and "financial bid for providing human resource on outsourcing basis", as the case may be, shall be clearly written on the top of the respective sealed covers. The D.D. for EMD must be enclosed in the envelope containing the technical bid. Both bids, along with the letter for submitting tender shall be put in a sealed cover. The name of the work "Providing Human Resources on outsourcing basis to work as House Keeping and Maintenance Staff at State Guest House No. 1, Koinadhora" shall be clearly written on the top of the sealed cover along with the covering letter signed by an authorised signatory.

Filled up tender form, along with bank draft of earnest money drawn in favour of the **Joint Secretary to the Govt. of Assam, General Administration Department, Government of Assam, Dispur, Guwahati.**, should reach at the following address latest by **19<sup>th</sup> of May, 2023 till 4.00 PM** which will be opened on **20<sup>th</sup> of May, 2023 at 11 AM** in General Administration Department, Government of Assam, Dispur, Guwahati. The bidder himself or any one representative authorized in written on behalf of the bidder may remain present during the opening of tender.

Tenders received without EMD would be rejected.

Tenders received after the stipulated date and time will not be accepted.

The General Administration Department, Government of Assam, Dispur, Guwahati reserves the right to accept or reject any or all tenders without assigning any reasons.

**Signed by Bimal Deka**

**Date: 17-04-2023 13:01:26**

Joint Secretary to the Govt. of Assam,  
General Administration Department,  
Government of Assam

Copy to:-

1. P.S. to Principal Secretary to the Govt. of Assam, General Administration Deptt. for kind appraisal of the Principal Secretary.
2. P.S. to Commissioner & Secretary to the Govt. of Assam, General Administration Deptt., Dispur, Ghy-6 for kind appraisal of the Commissioner & Secretary.
3. The Director, DIPR. He is requested to publish the "NIT" in at least in 2 (two) leading daily newspapers & to submit a copy of the advertisement to this department.
4. Content Manager, General Administration Department, for uploading in the departmental website.

By Order etc.,

(e-signed)

Joint Secretary to the Govt. of Assam  
General Administration Department.

Signed by Jimal Deka  
Date: 17-04-2023 13:01:26

Joint Secretary to the Govt. of Assam  
General Administration Department  
Government of Assam