

NO.B.13016/42/2025-DTE(DMR)
GOVERNMENT OF MIZORAM
DIRECTORATE OF DISASTER MANAGEMENT & REHABILITATION
MIZORAM : AIZAWL

SEALED QUOTATION

Aizawl, the 26th February, 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 Rs.)	Remuneration per year (in Rs.)
1	Supervisor (ERSS)	1	21900	262800
2	Operator	6	17100	1231200 (17100x6x12)

Any interested Firms/Societies willing to participate may obtain tender documents from directorate of Disaster Management and Rehabilitation, Chawnpui, Aizawl, on all working days during office hour up to 17th March, 2026 and will be opened on the following day at 11:00 a.m. Details can be had from the office during office hour or through <https://dmr.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 through the registered agency shall possess the qualifications prescribed for the corresponding posts under the Government of Mizoram, as laid down in the relevant Recruitment Rules approved by the Government. The candidates shall be between 18 and 35 years of age; however, the upper age limit is relaxable by up to 5 years for candidates belonging to Scheduled Castes and Scheduled Tribes. Further, the provisions contained in DP&AR (GSW) Office Memorandum No. A.11019/15/2024-P&AR(GSW) dated 29th April, 2025 must also be adhered to.

The essential qualifications required are:

Sl. No.	Name of Post	Qualification
1	Supervisor (ERSS)	1. Educational Qualification a. Bachelor's Degree from a recognized University with Management, Emergency management, Public Administration with Disaster Management, IT or relevant field preferably with Professional Certificate in Disaster Management. b. Certificate on Computer Concept (CCC) 2. Experience a. Minimum 10 years of experience in Disaster Management activities, emergency response operations, SEOC/DEOC functioning, or related government projects. b. Experience in coordinating with DDMA's, line departments, Central agencies, and multi-stakeholder platforms. c. Proven experience in handling incident reporting, situation monitoring, and crisis coordination. d. Strong knowledge of ERSS/SEOC operations, CAP alerts, early warning dissemination systems, and incident management tools. e. Excellent verbal and written communication skills. (Mizo, English & Hindi).
2	Operator (ERSS)	1. Educational Qualification a. HSSLC preferably with Professional Certificate in Disaster Management. b. Certificate on Computer Concept (CCC) 5. Experience a. Minimum 1 year experience in relevant fields such as emergency services, SEOC Call Centre Operations, Disaster Management, IT support, or government projects.

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 the directorate of Disaster Management and Rehabilitation. The GST charge, if any shall be borne by directorate of Disaster Management and Rehabilitation

Encl: Form 'A 'and Form 'B'

Sd/-CHUAUHNUNA

Director

Disaster Management & Rehabilitation
Mizoram : Aizawl

Memo No.B.13016/42/2025-DTE(DMR)

dated the 26th February, 2026

Copy to

1. The Under Secretary to the Govt. of Mizoram, Disaster Management and Rehabilitation
2. Website Manager of this for uploading in the Website.
3. Guard File.



Director

MS Disaster Management & Rehabilitation
Mizoram : Aizawl

FORM - 'A'

FORM OF SUBMISSION OF QUOTATION

1, Name of Firm/Society/Agency : _____

2. Registration No. and date : _____

3. Full address : _____

4. Details of manpower to be outsourced

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

5. Contact No. 1. Mobile No. :

2. Landline No. : _____

3. Email ID : _____

6. Rate of Commission charged offered (in %) : _____

Dated : _____

Signature: _____

the _____

Name of Proprietor: _____
(in Block letter)

Seal: _____

Documents to be enclosed:

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 Director
Disaster Management and Rehabilitation
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 Directorate of Disaster Management and Rehabilitation. 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)