



**No.SSCG-A-12030/3/2011-Admn.**

भारत सरकार/Government of India

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

Ministry of Personnel, Public Grievances & Pensions  
(कार्मिक तथा प्रशिक्षण विभाग/Department of Personnel & Training)

कर्मचारी चयन आयोग (उत्तर पूर्व क्षेत्र)

**STAFF SELECTION COMMISSION  
(North Eastern Region)**

हाउसफेड कॉम्प्लेक्स, वेस्ट एंड ब्लॉक, वेलतला बसिष्ठा रोड, दिसपुर, गुवाहाटी-781006।

HouseFed Complex, West End Block, Basistha Road, Dispur, Guwahati-781006.

तार/Tel:0361-2224779/2228929. फैक्स/FAX-0361-2224779.

वेबसाइट/Website:www.sscner.org.in ई-मेल/E-mail: [sscnerguwahati@gmail.com](mailto:sscnerguwahati@gmail.com).



Dated: 08.09.2016

**Short Notice Inviting Quotation**

The Staff Selection Commission (NER) invites quotation from reputed outsourcing Firms/Agencies for providing one Junior Hindi Translator to be engaged on contract basis for an initial period of one year from 01.10.2016 to 30.09.2017 or till further orders whichever is earlier.

Proforma for submitting Quotation, Bid Application form and other Terms & Conditions may be seen and obtained from this office's website: [www.sscner.org.in](http://www.sscner.org.in)

Interested Manpower Service providers are required to submit their Bids latest by 20.09.2016 till 3:00 PM and the same will be opened at 3:00 PM on 20.09.2016 in SSC(NER) office premises.

Sd/-  
Regional Director(NER).

**PROFORMA****Quotation for “Providing Manpower Service of Junior Hindi Translator in SSC(NER)”**

1.	Name of the Vendor	
2.	Address	
3.	Telephone/Mobile No. & Fax No.	
4.	E-mail id	
5.	Rate per Junior Hindi Translator per month (inclusive of Service charges/All taxes/Service Tax	

## APPLICATION-BID

1. Name of Man Power Service Provider.....
2. Details of Earnest Money Deposit of Rs.6000/- in favor of SSC(NER), Guwahati.....
3. Name of Proprietor/Partner/Director.....
4. Complete Address of Registered Office as given in Regn.Certificate, with Telephone No., Fax No. and E-mail Address.....
  
5. Full Address of Operating/Branch Office with, Telephone No., Fax No. and E-mail Address.....
  
6. Details of Bank AC No. & IFS Code in which payment to be transferred against the Manpower on contract.....
  
7. PAN/GIR No. and E-mail Address.....
  
8. Service Tax Registration No.(Copy to be attached)..
9. E.P.F. Registration No.....
10. E.S.I. Registration No.(Copy to be attached).....
11. Rate per person per month inclusive of wages, statutory payments, service charges, taxes, Edn cess etc. details for each item separately.....
12. Give details of the similar contracts provided by your Firm during the last two years(Copies to be attached)..

**DECLARATION**

I/We, \_\_\_\_\_ (name) resident of Proprietor/Partner/Director of \_\_\_\_\_ declare that the information furnished in the above 1 to 12 points are true and correct. Further I/we accept all the terms and conditions mentioned in the Annexure-II of the Tender Notice.

Place:  
Date:

Signature:  
Name with Seal

### **Scope of work and general instructions to Bidders:**

1. The contract for manpower of Junior Hindi Translator is likely to commence from 01.10.2016 and shall continue till 30.09.2017. The period of contract may be extended to another six/twelve months subject to requirement of the service by SSC(NER), Guwahati.
2. SSC(NER) has the requirement for one JHT at present. The works of JHT relates to matters of official language implementation, translation work, Hindi correspondence and any other official work as assigned from time to time by the office.
3. The Bid Application downloaded from the website: [www.sscner.org.in](http://www.sscner.org.in) or neatly typed in A4 size white paper must be filled up and submitted in sealed envelope superscribing "Providing manpower service of Junior Hindi Translator in SSC(NER)" to the Regional office of SSC, Housefed Complex, Guwahati latest by 20.09.2016 till 3:00 PM.
4. The Bid Application should be accompanied with the requisite Earnest Money Deposit (EMD) for an amount of Rs.6000/-(Rupees Six thousand) only alongwith requisite documents by 20.09.2016 till 3:00 PM addressed to the Regional Director, Staff Selection Commission(NER), Housefed Complex, Near Last Gate, Basistha Road, Guwahati-781006.
5. Photocopies of the following documents must be enclosed alongwith Bid Application:-
  - (a) Registration certificate of the Organisation.
  - (b) Copy of PAN/TAN.
  - (c) Copies of EPF and ESI registration certificates issued by the Govt.
  - (d) Copy of Service Tax registration certificate.
6. Rates are to be quoted in accordance with the Minimum Wages Act as applicable in the State of Assam and should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
7. Payment shall be made by end of each calendar month only on the basis of number of working days for which duty has been performed by deployed manpower.
8. All entries in the Bid Application must be legible, neat and clean. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting should be made in the application.
9. Bids will be opened at 3:00 PM on 20.09.2016 in the office premises of the SSC(NER), Guwahati. Any Bidders who wish to be present on the spot at that time may do so.
10. The SSC(NER) reserves the right to annul all bids or cancel without assigning any reason thereof.

### **REQUIREMENT FOR JUNIOR HINDI TRANSLATOR IN SSC(NER), GUWAHATI:**

1. The Person should not be morethan 65 years in age as on 20.09.2016.
2. He/she must possess any of the following qualifications:-
  - (i) Masters Degree of a recognized University or equivalent in ENGLISH with Hindi as a compulsory or elective subject at degree level.  
OR
  - (ii) Masters Degree of a recognized University or equivalent in HINDI with English as a compulsory or elective subject.  
OR
  - (iii) Bachelors Degree of a recognized University or equivalent with HINDI and ENGLISH as main subjects(which includes the term compulsory and elective).

NOTE: In addition to possessing the EQ above, a candidate having at least two or more years of experience in translation work from English to Hindi and from Hindi to English is preferred.

## **Terms and conditions:**

### **GENERAL**

1. The contract shall be initially for a period of one year from 01.10.2016 and shall continue till 30.09.2017 extendable from time to time under the same terms and conditions or with some additions/deletions/modifications on the basis of mutual consent between SSC(NER) and the service provider.
2. The contract may also be curtailed at any point of time by the SSC(NER) on administrative ground, breach of contract, deficiency on the service/quality of the deployed manpower etc. or change in requirements of the SSC(NER).
3. The Bidder will be bound by the details furnished by him/her to this office at the time of submission of the Bid or at any subsequent stage. Furnishing of false information and documents by the Firm/Agency would be deemed to be a breach of contract liable for legal action besides termination of the contract.
4. The Service provider shall not transfer, assign, pledge or sub-contract its rights and liabilities to any other agency without the prior written consent of SSC(NER), Guwahati in the midst of the running contract.
5. The service provider must ensure that the supplied manpower fulfils all the eligibility criteria and his/her suitability for the contract post does not fall short in any manner. Otherwise, the contract will cease and this office will not be liable to make payment for such deployment.
6. The normal office working hours is from 9:30 AM till 6:00 PM in summer and from 9:00 AM to 5:30 PM in winter. The person deployed will be entitled for eight days Casual leave in a calendar year. On normal working days, if he/she comes late/leaves office early on three occasions, proportionate deduction for one day will be made.
7. The service provider shall nominate a coordinator who would be responsible for immediate interaction on matters relating to the deployed personnel whenever required.
8. The entire financial liability in respect of manpower service provided to SSC(NER) shall be that of the service provider and the SSC(NER) will in no way be liable. The person deployed has no right to claim nor shall be entitled to pay, perks and other facilities as admissible to the regular/confirmed employees of SSC(NER).
9. For all intents and purposes, the service provider shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in the SSC(NER). The person deployed by the service provider shall not have any claims whatsoever like employer and employee relationship against SSC(NER).
10. It is the responsibility of the service provider to ensure that only a person who is free from any vigilance angle and whose integrity, character, reliability etc. are beyond doubt is provided to SSC(NER). The SSC(NER) will not be responsible for the antecedents of the person deployed by the service provider.
11. The service provider shall solely be responsible for the redressal of grievances/resolution of disputes relating to persons deployed and the SSC(NER) shall, in no way, be responsible for settlement of such issues whatsoever.
12. The accepted Bidder for providing manpower service to this office is required to submit undertakings obtained from the deployed person to the effect that, he/she shall not claim any benefit/compensation/absorption/regularization of service in SSC (NER) under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
13. The service provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost. The agency must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should also be submitted with the Bidding documents.

