



No. MSSDS/Admn/322/2019/Vol-III/3,

Dated Shillong the 02nd March, 2026

ADVERTISEMENT NOTICE

Reputed and experienced Placement Agencies in Meghalaya are invited to submit proposals for empanelment for supply of skilled, semi-skilled, and unskilled manpower on requirement basis.

Interested agencies must submit details including:

1. Agency profile and registration documents
2. Categories and type of manpower available
3. Experience with Government/Private organizations
4. Service charges/commission structure
5. Statutory compliance details (EPF, ESI, GST, etc.)
6. Compliance and Undertakings.

For more details, please visit MSSDS Website (www.mssds.nic.in)

Last Date for Submission: **15th March 2026**

Mode of Submission: (Email/Hard Copy)

Address for Submission: Meghalaya State Skill Development Society,
Grove Site Building, 3rd Floor,
Keating Road, Shillong-793001

Executive Director,
Meghalaya State Skill Development Society,
Shillong

1. Agency Profile

- a) Name of the Agency
- b) Registered Office Address
- c) Contact Details (Phone & Email)
- d) Year of Establishment
- e) Registration Number (with copy)
- f) PAN, GST, EPF & ESI Registration Details
- g) Brief Background and Experience

2. Manpower Details

- a) Categories of manpower available (e.g., MTA, Casual Driver, Support Staff, etc.)
- b) Qualification and experience profile
- c) Areas/locations where manpower can be supplied

3. Experience & Past Assignments

- a) List of Government/Private Organizations served
- b) Duration of contracts handled
- c) Copy of Work Orders / Experience Certificates

4. Financial Proposal

- a) Service Charges / Agency Commission (clearly indicating percentage or fixed rate)
- b) Salary structure proposed for different categories
- c) Statutory compliance details (EPF, ESI, Insurance, etc.)
- d) Any additional costs (if applicable)

5. Compliance & Undertakings

- a) Declaration of compliance with labour laws
- b) Confirmation of timely salary disbursement
- c) Undertaking regarding replacement of manpower, if required
- d) Declaration of no blacklisting
