



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:::SRIBHUMI
(CENSUS CELL)

No.E-118468/132

Dated Sribhumi the 20th May, 2026

SHORT NOTICE INVITING QUOTATION

Sealed quotations affixing Court Free Stamp of Rs. 8.25 (Rupees eight and paise twenty-five) only are hereby invited from reputed and experienced registered Manpower Agencies/Firms for the engagement of Technical Assistant and MTS on a short-term contractual basis for the upcoming Census 2027 operations in Sribhumi District.

The engagement is purely temporary and shall be for a maximum period of **18 (eighteen) months** or till completion of Census works, whichever is earlier.

1. Requirement details :

SL NO	Category of Manpower	Total	Max. Monthly Remuneration (Consolidated)	Deployment Level
1	Technical Assistant	District -02 Nos. Charges- 07 Nos	Rs.25000/-	District / Charges level
2	Multi-Tasking Staff (MTS)	District -01 No.	Rs.18000/-	District level

2. Eligibility & terms:

Nature of job: The engagement is purely on a **Short-term contractual basis**. The hired manpower will not be entitled to any rights, interests, or benefits in terms of regularization or consideration for future government appointments.

Statutory Deductions: The concerned agency shall be responsible for all Statutory Deductions including **EPF, ESIC, etc.**, as per prevailing labour laws.

Cessation of Service: The assistance will automatically cease to exist after the mentioned time frame, and the Government shall have no further liability. The undersigned reserves the right to terminate any personnel due to unsatisfactory performance or administrative exigencies; in such instances, the Agency must provide a suitable replacement immediately.

Qualifications:

Technical Assistants must be Higher Secondary/Class-XII passed with Diploma/Certificate in Computer Application and should possess necessary IT skills to handle mobile application, Census web portal, experience in data entry works with proficiency in MS Office (Word/Excel/Powerpoint), Internet etc.

Multi-Tasking Staff (MTS) must be HSLC/Class-X passed from a recognized Board/Council and should have basic knowledge of office assistance work, file handling, photocopying, and official support services.

3. The payment (s) to be made to the Manpower Agency/Firm are subject to deduction of tax (s) as per rules from time to time.

4. The Manpower Agency/Firm shall make payment directly to the engaged Technical Assistants and MTS by the 10th day of every month from its own sources and subsequently raise reimbursement bills. Reimbursement shall be made on the basis of actual disbursement, attendance verification, and related records.

5. The Manpower Agency/Firm shall abide by all applicable laws including Labour Laws (PF, ESIC, Income Tax, GST, and any other taxes levied by Government), welfare measures of employees, and all other statutory obligations arising out of such engagement. The undersigned shall bear no liability whatsoever in this regard.

6. The Manpower Agency/Firm will be paid as per the instructions of Directorate of Census Operation, Assam.

7. The Manpower Agency/Firm will have to bear in delay of the Payment if any. No interest or additional claim shall be entertained on account of delayed payment..

8. Submission Procedure:


Interested firms must submit their quotations in a sealed envelope superscribed: "**Quotation for Hiring of Manpower for Census 2027**" addressed to the undersigned. The following documents must be enclosed:

- Valid Govt. Registration Certificate of the Firm.
- Copy of PAN Card and GSTIN.
- Proof of EPF/ESIC Registration.
- Bidder will enclose copies of the relevant documents & Code Number under which P.F. Contribution are deposited. Latest income Tax return proof.
- Experience certificate of similar nature of work (if any).

9. The sealed quotation must be dropped in the tender box No 1 placed at the Office of the District Commissioner, Sribhumi latest by 28.05.2026 upto 05:00 PM.

10. The quotation will be opened on the next day i.e. 29.05.2026 at 11:00 AM at the Office of the District Commissioner, Sribhumi, in presence of bidders/ representatives.

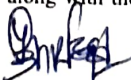
11. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.


District Commissioner
cum Principal Census Officer
Sribhumi District
Dated Sribhumi, the 20th May, 2026

Memo No.E-118468/132-A

Copy to:

- The Commissioner & Secretary to the Government of Assam, General Administration Department, Dispur, for favour of kind information.
- The Director, Directorate of Census Operations, Assam, for favour of kind information.
- The DIPRO, Sribhumi. He is directed to publish the notice in the leading news papers along with their social media handles for wide publicity.
- The DIO, NIC, Sribhumi with a direction to upload the notice is the District Website.
- Office Copy.


District Commissioner
cum Principal Census Officer
Sribhumi District