



CENSUS URGENT

GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER: BONGAIGAON DISTRICT
(CENSUS BRANCH)

Date: 14/05/2026

SHORT NOTICE INVITING QUOTATION

Sealed quotations affixing **Court Fee 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 Bongaigaon 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. Charge- 07 Nos.	Rs 25,000/-	District/ Charge level
2	Multi-Tasking Staff (MTS)	District- 01 No.	Rs 18,000/-	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 labor 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.

3. Qualifications:

Technical Assistants must be Graduate in any discipline with Diploma/Certificate in Computer Application and should possess necessary IT skills to handle mobile applications, Census web portal, data entry works with proficiency in MS Office (Word/Excel/Power point), Internet etc.

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

- The Payment (s) to be made to the Contractor are subject to deduction of tax (s) as per rules from time to time.
- Contractor will be responsible for making the payment directly to the personnel concerned by 10th of each month from 'his own sources and subsequently raise the bill reimbursement which will be verified on the basis of actual amount disbursed and attendance etc.
- The Contractor shall abide by all the law of land including Labour of Laws (PF, Income Tax, GST or any side other extra taxes levied by the Government) Companies Act. Tax Deduction liabilities welfare measure of its employees and all other obligation that enjoin in such onus shall be the exclusive responsibility of the contractor and it shall not involve the undersigned.
- The agency will be paid as per the Instruction of Directorate of Census Operation, Guwahati.

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8. The Agency will have to bear in delay of the Payment. No Interest Etc. will be paid for delayed payment,

9. **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:

1. Valid Govt. Registration Certificate of the Firm.
 2. Copy of PAN Card and GSTIN.
 3. Proof of EPF/ESIC Registration. .
 4. Bidder will enclose copies of the relevant documents & Code Number under which P.F. Contribution are deposited, Latest income Tax return proof.
 5. Experience certificate of similar nature of work (if any).
10. The sealed quotation must be dropped in the Tender box No 1 placed at the Office of the District Commissioner, Bongaigaon, latest by **20/05/2026** up to **2:30 PM**
11. The quotation will be opened on the same day ie. **20/05/2026** at **4:00 PM** at the Office of the District Commissioner, Bongaigaon, in presence of bidders/ representatives.
12. Legal Jurisdiction of any dispute will be within Bongaigaon District only.
13. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.


Principal Census Officer
cum District Commissioner
Bongaigaon

Memo No. BND-33/Census/2026/08

Date: 14/05/2026

Copy to:

1. The Additional Secretary to the Govt. of Assam & Nodal Officer for Census, General Administration Department, Assam, Dispur for favour of your kind information.
2. The Director-cum-Chief Principal Census Officer, Census Operation Assam, Lokopriya Bhawan, Amingaon, Guwahati-31 for favour of your kind information.
3. The DIO, NIC, Bongaigaon for uploading the notice on the District Website.
4. The District Information & Public Relations Officer (DIPRO), Bongaigaon for wide publicity through local newspapers.
5. Office Notice Board.




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