



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER::: NAGAON
(CENSUS CELL)

Phone: 03672-233185 (O)/ 233222 / 233193 (F)

E-mail : dc-nagaon@nic.in

No. NGN/Census-2027/86/2026/

Dated.18/05/2026

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 conduct of **Census Operation-2027** under Nagaon 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.	Rs. 25,000/-	District/Charge Level
		Charges-07 Nos.		
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 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.

3. Qualifications:

Technical Assistant 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/PowerPoint), 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.

4. The Payment(s) to be made to the Contractor are subject to deduction of tax(es) as per rules from time to time.

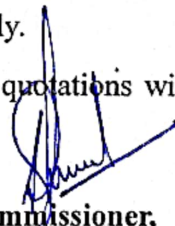


5. Contractor will be responsible for making the payment directly to the labour by 10th of each month from 'his/her' own sources and subsequently raise the bill reimbursement which will be verified on the basis of actual amount disbursed and attendance etc.
6. The Contractor shall abide by all the laws of land including Labour 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.
7. The agency will be paid as per the Instruction of Directorate of Census Operation, Guwahati.
8. Payment will be made subject to availability of fund under the Head of Account allotted for conduct of **Census Operation-2027**.
9. The Agency will have to bear delay of the Payment. No Interest Etc. will be paid for delayed payment.

10. Submission Procedure:

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

- i) Valid Govt. Registration Certificate of the Firm.
 - ii) Copy of PAN Card and GSTIN.
 - iii) Proof of EPF/ESIC Registration.
 - iv) Bidder will enclose copies of the relevant documents & Code Number under which P.F. Contribution are deposited.
 - v) Latest Income Tax return proof.
 - vi) Experience certificate of similar nature of work (if any).
11. The sealed quotation must be dropped in the Tender box placed at the Office of the District Commissioner, Nagaon latest by 22/05/2026 upto 2:30 PM.
 12. The quotation will be opened on the same day i.e. 22/05/2026 at 4:00 PM at the Office of the District Commissioner, Nagaon in presence of bidders/representatives.
 13. Legal Jurisdiction of any dispute will be within Nagaon District only.
 14. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.


**District Commissioner,
& Principal Census Officer
Nagaon.**

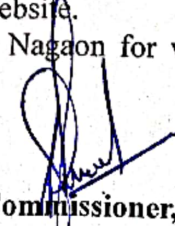
Memo No. NGN/Census-2027/86/2026/

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Copy to:

1. The Director of Census Operations, Assam, Guwahati for kind information.
2. The DIO, NIC, Nagaon for uploading the notice on the District Website.
3. The District Information & Public Relations Officer (DIPRO), Nagaon for wide publicity through local newspapers.
4. Office Notice Board.
5. Office Copy.


**District Commissioner,
& Principal Census Officer
Nagaon.**