



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER ::::::::::::::: BARPETA.**  
**(Census Branch)**

Address :  
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Pin-781301

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BDD-119/2026/Census2027/Other | 09-10

Date: 15 | 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 Barpeta District.

The engagement is purely temporary and shall be for a maximum period of **18 (eighteen) months** or till completion of Census-2027 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 - 11 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/firm 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/Firm must provide a suitable replacement immediately.


**3. Qualifications**

**Technical Assistant:** Must be Graduate in any discipline with Diploma/Certificate (1 year) 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.

- The payment(s) to be made to the agency/firm are subject to deduction of tax(es) as per rules from time to time.
- The Agency/ Firm will be responsible for making the payment directly to the hired manpower by 1<sup>st</sup> week 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.

5. The Agency/ Firm will be responsible for making the payment directly to the labour by 1<sup>st</sup> week 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.
6. The Agency/Firm shall abide by all the law of land including Labour Laws (PF, Income Tax, GST or any side other extra taxes levied by the Government) Companies Act. Tax deduction, liabilities and welfare measures of its employees and all other obligation arising shall be the exclusive responsibility of the Agency/Firm and it shall not involve the undersigned.
7. The Agency/Firm will be paid as per the instruction of the Directorate of Census Operation, Guwahati.
8. The Agency/Firm will have to bear in delay of the Payment. No Interest etc. will be paid for delayed payment.
9. Submission Procedure  
Interested Agencies/Firms must submit their quotations in a sealed envelope super scribed: **"Quotation for Hiring of Manpower for Census 2027"** addressed to the District Commissioner, Barpeta. The following documents must be enclosed:
  - a. Valid Govt. Registration Certificate of the Firm.
  - b. Copy of PAN Card and GSTIN.
  - c. Proof of EPF/ESIC Registration.
  - d. Bidder will enclose copies of the relevant documents & Code Number under which P.F. Contribution are deposited. Latest Income Tax return proof.
  - e. Experience certificate of similar nature of work (if any).
10. The Agency/Firms must deposit a security deposit amounting to Rs 50,000.00/- (Fifty Thousand) only by Fixed Deposit/Demand Draft in favour of DC, Barpeta.
11. The sealed quotation must be dropped in the **Tender Box** placed at the Office of the District Commissioner, Barpeta latest by **22.05.2026 upto 3:00 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, Barpeta in presence of bidders/ representatives. Barpeta.
13. If for any reason, the date of receiving/ opening of tenders happen to be an unforeseen Bandh/ declared Holiday, the tender will be received/ opened on the next working day at the same specified timings & place
14. Legal Jurisdiction of any dispute will be within Barpeta District only.
15. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

  
 (Rohan K. Jha) I.A.S.  
 District Commissioner  
 & Principal Census Officer, Barpeta

Memo:- BDD-119/2026/Census-2027/Other/09-10-A

Date: 15/05/2026

Copy to:

1. The Director, Directorate of Census Operation, Assam, Amingaon, Ghy-31 for favour of kind information
2. The DIO, NIC, Barpeta. He is requested to upload SINT in District Website
3. The DIPRO, Barpeta is directed to give widespread publicity to the above tender.

  
 District Commissioner  
 & Principal Census Officer, Barpeta