



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER::DIBRUGARH DISTRICT
ADMINISTRATION BRANCH



Memo No. ADM/Census/2026/20

Dated Dibrugarh the 9th June, 2026

FRESH SHORT EXPRESSION OF INTEREST (EOI)

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 Dibrugarh 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. The services are intended to commence immediately to meet the Census timelines.

1. REQUIREMENT&REMUNERATION:

Sl. No.	Administrative Unit	Manpower Requirement	Monthly Remuneration (Fixed)
1	District Headquarter	2 Technical Assistants, 1 MTS	TA :- Rs.25,000/- MTS :- Rs. 18,000/-
2	Charge Level	1 Technical Assistant (per Charge) X 10 = 10 nos.	

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.

Local Preference Clause: Preference will be given to registered agencies/firms having their primary/head office locally situated within Dibrugarh District, Assam, to ensure seamless administrative coordination and immediate availability of backup support.

Security Deposit: The Successful bidder will be required to deposit a refundable Security Deposit equivalent to 5% of the total contract value in the form of a Bank Guarantee / Demand Draft from a Nationalized / Scheduled Bank drawn in favor of the District Commissioner, Dibrugarh within 7 days of the selection notice, which will be retained until the successful completion of the contractual period.

Signing of MoU: The selected agency / firm must execute a formal Memorandum of Understanding (MoU) / Agreement on a non-judicial stamp paper of appropriate value with the undersigned incorporating all the terms, conditions and service level agreements before the final allocation of the work order.

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/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. General Conditions:

- The Payment(s) to be made to the Agencies/Firms are subject to deduction of tax(es) as per rules from time to time. Agencies/Firms will be responsible for making the payment directly to the staffs 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. No other charges shall be applicable.

- The Agencies/Firms 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 welfare measure of its employees and all other obligation that enjoy in such onus shall be the exclusive responsibility of the contractor and it shall not involve the undersigned. The Rate/amount paid to the outsourced manpower shall be inclusive of GSTs and other charges. No other charges shall be paid whatsoever. The responsibility shall entirely rest on the Agency.
- The agency will be paid as per the Instruction of Directorate of Census Operation, Guwahati.
- The Agency will have to bear in delay of the Payment. No Interest Etc. will be paid for delayed payment.
- The Agency shall be liable to depute the outsourced manpower within 4 (four) days of Award of Contract. Incompetence on part of the Agency shall be sternly dealt-with.
- The Agency shall provide a suitable substitute in the event of absence of outsourced manpower due to reasons whatsoever.
- The undersigned reserves the right to terminate/curtail the contract at any time after giving 7(seven) days prior notice to the Agency.

5. 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 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.
5. Latest income Tax return proof.
6. Experience certificate of similar nature of work (if any).
7. Proof of Local Address (Trade license issued by local authority/Registration Certificate indicating office address in Dibrugarh District) to avail local preference.
8. The sealed quotation must be dropped in the Tender box placed at the Office of the District Commissioner, Dibrugarh latest by ..16..06/2026 upto 03:00 P.M.
9. The quotation will be opened on the same day i.e. ..16..06/2026 at 4:00 P.M. at the Office of the District Commissioner, Dibrugarh in presence of bidders/representatives.

Legal Jurisdiction of any dispute will be within Dibrugarh District only.

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



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Copy to:-

1. The Director, Directorate of Census Operations Assam, Bhangagarh—for kind information.
2. The Addl. Secretary to the Govt. of Assam, General Administration Department, Dispur, Ghy-6—for kind information.
3. The DIO, NIC, Dibrugarh—for information and necessary action for uploading the notice in District Website.
4. The DIPRO, Dibrugarh—for information and necessary action for wide publicity of the same through Newspaper and social media.
5. Notice Board, D.C. Office, Dibrugarh.


Additional District Commissioner
Addl. District Commissioner
Dibrugarh
District Census Officer
Dibrugarh
Dated Dibrugarh the ...9th June, 2026.


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