

GOVT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER (PRINCIPAL CENSUS OFFICER)
DHUBRI, ASSAM

No.DPD.45/2026-27/Census/15-16

Dated: 09 / 06 /2026

SHORT NOTICE INVITING QUOTATIONS

(Engagement of Manpower for Census of India 2027: Dhubri District)

In supersession of this office earlier Notice No.DPD.45/2026-27/Census/9-10 dated 22/05/2026 and in pursuance of Census Circular No. 7 dated 24 December 2025 issued by the Office of the Registrar General & Census Commissioner of India, Ministry of Home Affairs, Government of India (No. 9/35/2025-CD(Cen)), sealed quotations are invited from eligible, experienced and duly registered Outsourcing Agencies/Firms for providing manpower services for engagement of Technical Assistants (TA) and Multi-Tasking Staff (MTS) on a purely temporary and contractual basis for Census of India 2027 operations in Dhubri District.

As mandated by the Government of India, engagement of manpower for Census operations shall be made only through duly selected Outsourcing Agencies. No direct engagement of individuals shall be made by this office.

1. Details of Requirement:

Sl.	Administrative Level / Office	Category of Manpower	No. Required	Max. Monthly Remuneration (Rs.)
1	District Level O/o the DC, Dhubri	Multi-Tasking Staff (MTS)	1 (One)	Rs. 18,000/-
2	District Level O/o the DC, Dhubri	Technical Assistant (TA)	2 (Two)	Rs. 25,000/-
3	Charge Level (Revenue Circle Offices)	Technical Assistant (TA)	8 (Eight) [1 per Revenue Circle × 8 Circles]	Rs. 25,000/-
4	Charge Level (Municipal Boards)	Technical Assistant (TA)	6 (Six) [1 per Municipal Board × 6 Boards]	Rs. 25,000/-
	Total Manpower		17 (Seventeen)	

2. Nature of Engagement and General Conditions

- i. The engagement shall be purely contractual and temporary in nature. The hired manpower will not be entitled to any rights, interests, or benefits in terms of regularization or consideration for future Government appointment.
- ii. Bidders shall quote their Service Charge/Management Fee separately for each category of manpower.
- iii. The maximum monthly financial ceiling per deployed manpower shall be Rs.25,000/- for Technical Assistant and Rs. 18,000/- for Multi-Tasking Staff. The ceiling amount shall be inclusive of wages/remuneration payable to the deployed personnel, employer's contribution towards EPF, ESIC, service charge/management fee, GST (if applicable), and all other statutory liabilities and incidental expenses of the service provider. Under no circumstances shall any claim exceeding the prescribed ceiling be entertained by this office.
- iv. The selected agency shall be solely responsible for compliance with all applicable labour laws, statutory deductions, social security obligations, and payment of wages to deployed personnel.
- v. This office reserves the right to terminate the contract at any stage by giving written notice in case of breach of contract, unsatisfactory performance, misconduct, non-compliance of statutory obligations, or administrative exigencies.

3. Minimum Qualifications for Manpower

- a) **Technical Assistant (TA):** Should have passed Higher Secondary (Class XII) or equivalent from a recognized Board/Council. Must possess a Diploma or Certificate in Computer Applications from a recognized institution. Must demonstrate proficiency in: (i) handling mobile-based data collection applications (ii) MS Office applications (Word, Excel, PowerPoint); and (iii) data entry and basic troubleshooting.

- b) **Multi-Tasking Staff (MTS):** Should have passed Class X (Matriculation) or equivalent from a recognized Board. Must possess basic working knowledge of computers, MS Office, office file management, photocopying, dispatch, and general office assistance.
4. **Eligibility Criteria for Agencies:** The bidder must submit self-attested copies of the following documents:
- Registration Certificate of the Agency/Firm under applicable laws.
 - Valid PAN.
 - Valid GST Registration Certificate.
 - EPF Registration Certificate.
 - ESIC Registration Certificate.
 - Experience certificates relating to manpower supply services, preferably in Government Departments, Public Sector Undertakings, Autonomous Bodies, or other reputed organisations.
 - Self-declaration regarding compliance with labour laws and statutory obligations.
 - An undertaking that the agency shall be capable of deploying manpower at all designated offices, including Revenue Circle Offices and Municipal Boards located within Dhubri District.
 - The deployed manpower should be well-versed of local language and geographical area.
5. **Selection Methodology:** The bidder quoting the lowest Service Charge/Management Fee while fulfilling all eligibility criteria and statutory requirements shall ordinarily be considered for selection (L-1 basis). In case of identical rates, the decision of the Tender Evaluation Committee shall be final and binding.
6. **Security Deposit:** The selected agency shall deposit a Security Deposit Money for a sum of **Rs.10,000/-** in the form of Banker Cheque/ Demand Draft/ FDR in favour of the **District Commissioner, Dhubri** before execution of the agreement.
7. **Procedure for Submission of Quotation**
- Interested and eligible Outsourcing Agencies/Firms shall submit their sealed quotation superscribed as:
 - The sealed envelope shall be addressed to: **"The Principal Census Officer & District Commissioner, Dhubri"**
 - Last date and time for submission of sealed quotation: **16/06/2026** up to **3:00 PM**.
 - Place of submission: Tender Box placed at the Transformation & Development Branch, O/o the District Commissioner, Dhubri. Quotations received after the due date and time shall be summarily rejected.
 - Date, time, and venue of opening of quotations: **16/06/2026** at **3:30 PM** in the office chamber of the District Development Commissioner, Dhubri, in the presence of the bidders or their authorised representatives. Bidders are advised to attend.
 - Court Fee stamp of 8.25 ₹ only affixed.
8. **General Conditions:**
- The Principal Census Officer & District Commissioner, Dhubri reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason and without incurring any liability whatsoever.


District Dev. Commissioner, Dhubri &
District Census Officer,
Dhubri

Memo No.DPD.45/2026-27/Census/15-16

Dated: 09 / 06 /2026

Copy to:

- The Director of Census Operations, Amingaon, Assam for kind information.
- The State Nodal Officer for Census 2027, GAD, Government of Assam.
- All Charge Officers of Dhubri District for wide circulation.
- The DIO, NIC, Dhubri with a request to upload the NIQ in the District website.
- The DIPRO, Dhubri for information and necessary action with a request to publish the NIQ in 2 (two) leading newspapers.
- Notice Board, O/o the District Commissioner, Dhubri.


District Dev. Commissioner, Dhubri &
District Census Officer,
Dhubri

GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER & PRINCIPAL CENSUS OFFICER
DHUBRI, ASSAM

ANNEXURE – I

FINANCIAL BID FORMAT

Ref: Tender No.: DPD.45/2026-27/Census/ dtd. ___/06/2026

Name of Agency/Firm: _____

Address: _____

GSTIN: _____, PAN: _____

Contact No.: _____

Instructions to Bidders

1. The Rates shall be quoted in Indian Rupees only.
2. The bidder shall quote only the Service Charge/Management Fee per deployed manpower per month.
3. The remuneration ceiling prescribed by the Department is inclusive of remuneration, EPF, ESIC, service charge, GST and all other statutory liabilities.
4. Under no circumstances shall the total monthly cost exceed:
 - a) ₹25,000/- per Technical Assistant (TA)
 - b) ₹18,000/- per Multi-Tasking Staff (MTS)
5. Conditional quotations shall be rejected.
6. Corrections, overwriting or alterations, if any, shall be duly authenticated by the authorised signatory.

SCHEDULE OF FINANCIAL BID

Sl.	Category of Manpower	Maximum Monthly Ceiling per Manpower (₹)	Service Charge / Management Fee Quoted by Agency per Manpower per Month (₹)
1	Technical Assistant (TA)	25,000.00	
2	Multi-Tasking Staff (MTS)	18,000.00	

DECLARATION

I/We hereby certify that:

1. I/We have carefully read and understood all terms and conditions of the Tender Notice.
2. The quoted Service Charge/Management Fee is inclusive of all administrative expenses and taxes applicable to the Agency.
3. I/We undertake to deploy manpower strictly within the financial ceiling prescribed by the Department.
4. I/We shall comply with all statutory obligations including payment of wages, EPF, ESIC, GST and other applicable liabilities.
5. The information furnished in this Financial Bid is true and correct to the best of my/our knowledge and belief.

Place: _____

Date: _____

Signature of Authorized Signatory

Name: _____

Designation: _____

Seal of Agency/Firm