



GOVT. OF ASSAM

**OFFICE OF THE DISTRICT COMMISSIONER ::::: SIVASAGAR
(CENSUS BRANCH)**

Census/03/2026/1-3

Dated, Sivasagar the 14 May, 2026

Notice Inviting Tender (NIT)

Sealed Tenders affixing non-refundable court fee stamps worth Rs.8.25 (Rupees Eight and Twenty Five paise) only under **Two-Bid System** from eligible intending bidders are invited for providing **Technical Assistants and Multi-Tasking Staff (MTS)** on contractual basis for **Census 2027** works in Sivasagar District under the administrative control of the District Commissioner cum Principal Census Officer, Sivasagar.

1. Scope of Work :-

1.1 Technical Assistants

- Data entry works
- Handling census-related IT applications
- Data validation and reporting
- Providing Technical Trainings/Assistance.
- Miscellaneous allotted Census related works.

1.2 Multi-Tasking Staff (MTS)

- Carrying files, papers, and documents etc.
- Photocopying, scanning, and dispatching documents
- Assisting officers & officials with routine non-clerical tasks
- Delivering dak within and outside the office
- Helping in organizing meetings, Workshops, Trainings etc. and arranging files/documents
- Cleaning office rooms, furniture, and premises
- Opening and closing office rooms
- Going to banks, post offices, or other government offices for official work
- Carrying official communications or parcels
- Any other duty assigned by higher authorities

2. Contract Duration :-

- Initial: **Maximum upto June, 2027.**
- Terminable with 1 (one) month's prior notice.



3. Eligibility Criteria :-

- Bidder must be a Registered Company/Firm.
- Bidder must have GST, EPF, ESI & Labour Registration.
- Bidder must have minimum 3 years in manpower supply to central/State Govt./PSU.
- Bidder must have minimum annual turnover: ₹25 Lakhs.

4. Manpower requirements and deployment locations :-

Sl. No.	Name of Post	Minimum Qualification required	Nos. of Posts	Deployment Locations
1.	Technical Assistant	Graduate with minimum 6 months Diploma/Certificate in Computer Applications	11 (Eleven) Nos.	DC's office, Sivasagar- 2 Nos., 1 (One) each at Office of the Circle Officers, Sivasagar, Nazira, Amguri, Demow Revenue Circles, Office of the Executive Officers, Sivasagar, Nazira, Simaluguri, Amguri & Demow MB.
2.	Multi Tasking Staff (MTS)	10 th passed	1 (One)	DC's office, Sivasagar

5. Bid System : Financial Bids of only Technically qualified bidders will be opened.

5.1 Technical Bid

- Eligibility documents (Registration of Company/Firm, GST, ESI & Labour Registration, PAN card etc.)
- Experience certificates
- Financial statements (Bank Statements, Income Tax returns for last 3 years etc.)

5.2 Financial Bid

- Monthly Cost of Manpower against each post including all statutory obligations like EPF, ESI, GST, payment of Professional Tax etc.
- Rate quoted must be in both figures and words.
- Unreasonably low bids may be rejected (Abnormally Low Bid provision)
- Award of work to the lowest bidder is not mandatory. Experience in supply of manpower and annual turnover will get preference.
- The undersigned reserves the right to accept or reject the tender without assigning any reason thereof.

6. Payment Terms :-

- Monthly payment subject to attendance verification and certification by concerned controlling officers.

- Payment shall be made on submission of the following :
 - Salary disbursement proof of previous month.
 - Attendance of current month.



7. Performance Security :-

- Performance Bank Guarantee: **10% of contract value**

8. Penalty Clause :-

- Deduction of wages for absenteeism on daily basis.
- Repeated violation of orders of controlling officer, absence etc. will lead to termination .

9. Labour Law Compliance :-


Mandatory compliance with:

- Minimum Wages Act
- EPF Act
- ESI Act
- Contract Labour Act

10. Confidentiality :-

All Census data is confidential under applicable laws. Breach will attract legal action.

Intending bidders are requested to submit their Tenders in sealed envelopes (both Technical Bid and Financial Bid separately) on or before **03.00 pm of 21/05/2026** at the office chamber of the Addl. District Commissioner (Census), Sivasagar which will be opened on the same day at **04.00 pm**.


District Commissioner cum
Principal Census Officer,
Sivasagar
Principal Census Officer
Sivasagar