



**OFFICE OF THE  
SILCHAR MUNICIPAL CORPORATION  
CACHAR ::: SILCHAR  
Estd.1882  
(Census Branch)**

Email Id: [smb1882@gmail.com](mailto:smb1882@gmail.com)

Ph.No: 03842-233830

**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 the 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 Urban Area under Silchar Municipal Corporation jurisdiction.

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
01	Technical Assistant	Silchar Municipal Corporation - 2 Nos. Charge Officer - 1 No.	Rs. 25,000/- PM	*PCO/Charge Officer
02	Multi-Tasking Staff (MTS)	Silchar Municipal Corporation - 1 No.	Rs. 18,000/- PM	*PCO/Principal Census Officer

\*PCO: Principal Census Officer.

**Total Technical Assistant: - 3 Nos. and MTS: - 1 No.**

**2) Eligibility and Terms: -**

- a) **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 appointment.
- b) **Statutory Deductions:** The concerned agency shall be responsible for all statutory deductions including EPF, ESIC etc., as per prevailing labour laws.
- c) **Cessation of Service:** The assistance will automatically cease to exist after the mentioned time frame and the Government shall have no further liabilities. 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.
- d) **Qualification:**
  - i) **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/Power Point), internet, Knowledge of having GIS Map is mandatory.
  - ii) **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.
- 3) The payment (s) to be made to the Contractor are subject to deduction of Tax (s) as per rules from time to time.
- 4) Contractor will be responsible for making the payment directly to the labour by 10<sup>th</sup> 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 Contractor shall abide by all the law and land including Labour of 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.

- 6) The Agency will be paid as per the instruction of Directorate of Census Operations, Guwahati.
- 7) The Agency will have to bear in delay of the Payment. No interest etc., will be paid for delayed payment.
- 8) **Submission Procedure:**  
Interested Firms must submit their quotations in a sealed envelope superscribed: "**Question of Hiring of Manpower for Census 2027**" addressed to the undersigned. 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.
  - (e) Experience certificate of similar nature of work (if any)
- 9) The Sealed Quotation must be dropped in the Tender Box No. 1 placed at the Office of the Commissioner, Silchar Municipal Corporation, Cachar, Silchar, latest by 28-05-2026 upto 2:30 PM.
- 10) The quotation will be opened on the same day i.e., on 28-05-2026 at 4: 00 PM at the Office of the Silchar Municipal Corporation, Cachar, Silchar, in presence of Bidders/representatives.
- 11) Legal Jurisdiction of any dispute will be within the Silchar Municipal Corporation Jurisdiction only.
- 12) The undersigned reserves right to accept or reject any or all quotations without assigning any reason thereof.
- 13) The Vendor and the Office staff engaged by him/her will be bound to maintain integrity, secrecy of data and documents, confidentialities and sanctity of the whole Census Process.

  
 Commissioner  
 Silchar Municipal Corporation  
  
~~Commissioner~~  
**Silchar Municipal Corporation**  
 Dated, Silchar the 18<sup>th</sup> May, 2026

Memo No.SMGP.21/1/2026-27/ **272-281**

**Copy forwarded to: -**

- 1) The Nodal Officer (Census, 2027) Additional Secretary to the Government of Assam, Dispur, Guwahati-6, for favour of kind information.
- 2) The Addl. District Commissioner (Census, 2027), Cachar, Silchar, for favour of kind information.
- 3) The Addl. District Commissioner (Personnel), Cachar, Silchar, for favour of kind information.
- 4) P.A. to the Director cum Chief Principal Census Officer, Lokopiyal Bhawan, Amingaon, Kamrup, for kind appraisal the Director cum Chief Principal Census Officer.
- 5) P.S. to the Commissioner & Secretary to the Government of Assam, General Administration Department, Dispur, Guwahati-6, for kind appraisal the Commissioner & Secretary to the Government of Assam.
- 6) The DDIPR, Barak Valley Region, Silchar with a request for wide publicity of the same through Print and Electronic Media as a News item for 2 (two) consecutive days.
- 7) Sri Kawsor Ahmed, IT Coordinator, Silchar Municipal Corporation, Silchar, with a request to upload the same in the Silchar Municipal Corporation Website.
- 8) Office Notice Board.
- 9) Book Copy.
- 10) File Copy.

  
 Commissioner  
 Silchar Municipal Corporation  
  
~~Commissioner~~  
**Silchar Municipal Corporation**