



सिलवासा नगर पालिका  
**SILVASSA MUNICIPAL COUNCIL**  
संघ शासित प्रदेश दादरा एवं नगर हवेली तथा दमन एवं दीव  
**DADRA & NAGAR HAVELI & DAMAN & DIU**  
सिलवासा/SILVASSA - 396230



इ-मेल / Email-silvassamunicipalcouncil@gmail.com  
Phone No.: 0260-2633193, Mobile No.+91 8347472611  
website-smcdnh.in

No.SMC/Census-2027(Urban)/TA/2026/2166

Date:27/03/2026

**Subject: Engagement of Manpower (Technical Assistant) for Censusu-2027 Activities for Charge Census Officer (Urban).**

**-: QUOTATION NOTICE: -**

Sealed Quotations are hereby invited from the interested suppliers for supply of following item as to reach the undersigned on or before 01/04/2026 up to 12.00 Hrs. by post or by hand delivery.

Sr. No.	Particular	Qty.	Education and other qualification criteria	Amount (inclusive of all taxes)
1.	Technical Assistant	01	(i) Graduate in (BCA, MCA, P.G.D.C.A., B.Sc (Computer) or any other equivalent) from any recognized Board or University. (ii) Skill Test: -English 'typing @ 20 WPM (Time allowed 05 Minutes) (20 WPM correspond to 10500 KDPH/9000KDPH on an average of 5 key depression for each word. (iii) Basis knowledge of computer (MS Office, use of E-mail, internet browsing etc.). (iv) Knowledge of English, Hindi & Gujarati.  Minimum one years' experience in Govt. or Private Sector.	
<b>Total....</b>				

**The terms and conditions are as follows:**

1. The rates for the above items should be inclusive of all taxes & quoted for the unit shown against each item & FOR at Silvassa.
2. The firms who are able to give service should quote the rates / provide materials from licensed outlets on receipt of the clear supply order by this Department.

3. Sealed envelope should be super scribed word **“Engagement of Manpower (Technical Assistant) for Census-2027 Activities for Charge Census Officer (Urban)”**.
4. The payment will be made after full satisfaction of the representative of Department.
5. The agency should quote their rates in their own letter pad OR on plain paper with their rubber stamp.
6. The rates should be valid up to 31/09/2027.
7. Right to reject or accept any or all Quotations are reserved with the undersigned.
8. The Quotations shall be opened on 01/04/2026 at 1:00 Hrs. in presence of the bidders if any.
9. Other Terms and Conditions attached.

**Sd/-  
Chief Officer/  
Charge Census Officer  
Silvassa Municipal Council  
Silvassa**

**Copy to:**

1. The President, Silvassa Municipal Council, Silvassa for kind information please.
2. All Head of Office, D&NH, Silvassa for kind information and wide publicity.
3. The Assistant Director (IT), DNH, Silvassa with request to uploading in DNH Administration Website and Official Silvassa Municipal Council website.
4. Notice Board.

## **SILVASSA MUNICIPAL COUNCIL**

**Terms and conditions for** “Engagement of Manpower (Technical Assistant) for Census-2027 Activities for Charge Census Officer (Urban)”

### **Instructions to bidders: -**

1. All taxes/duties/royalties and other charges payable on the services etc., within and or outside the State shall be payable by the service provider.
2. The decision of the tender inviting officer for acceptance/rejection of tender shall be final.
3. All Documents can be downloaded free from the Website.
4. The Quotations shall be submitted in Tender Box along with a covering letter. The envelope should be super scribing as Quotations. The envelopes should be super scribed as Sealed Cover for **“Engagement of Manpower (Technical Assistant) for Census-2027 Activities for Charge Census Officer (Urban)”**.
5. For all queries regarding specifications and any other clauses included in the document should be addressed to personnel in tendering office address provided below: -

**Office of the Chief Officer/  
Charge Census Officer(Urban)  
Silvassa Municipal Council  
Silvassa-396230. (Tel. 0260-2633193).  
Email: [silvassamunicipalcouncil@gmail.com](mailto:silvassamunicipalcouncil@gmail.com)**

6. The right to accept or reject any tender partly or fully without assigning any reason thereof is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tender in whole or in part will be final and binding to all.
7. No applications/clarifications shall be accepted from the tenderers/bidders once tenders are received by the Department.

### **Conditions of Contract:**

1. License from Labor & Enforcement Officer, Dadra and Nagar Haveli and Daman & Diu or shall obtain License within 60 days from the date of issue of the Work Order.
2. The bidders have to submit the complete address proof of their representative office.
3. The tenderer/bidders shall have to upload supporting documents like List of work executed in various Govt. Semi Govt. organizations, School, College, University, Municipalities, corporate with proof of Experience Certificate.
4. The successful tenderer/bidders shall have to engage staff/employees required for the operation of the Facility Management Services in sufficient number required for this job.
5. In case of any accident with staff/employee of contractors/bidders during the Course of execution of the agreement/work, and/or the damage done by the

Contractor or his staff to the property of the Department, the department shall not be responsible for any kind of accident with Staff engaged for this job. The cost of damage of property shall be recovered from the contractor/agency.

6. The contractor at his own risk and cost shall have to grant benefit of leave plus pay emoluments to the employees as per the law in force. In case of any loss to the Department authority due to the breach of any conditions of the labor license/act on the part of the contractors, such losses shall be recovered from the contractors.
7. The Competent Authority shall oversee the operation of works carried out by the contractors and contractors shall be bound to obey all the instructions of the superior authority.
8. In case of breach of any of the conditions of the contract by the contractor or if the work of the contractor is found unsatisfactory by the Department, such contract shall be terminated by the Departmental authority. The Chief Officer/Charge Census Officer, Silvassa Municipal Council, Silvassa shall be the competent authority for arbitration and the decision of the Chief Officer/Charge Census Officer, Silvassa Municipal Council, Silvassa will be final and binding to all.
9. Below mentioned posts of staff should at least have the minimum education qualifications as mentioned below & the minimum salary as per the wages act to be given to each individual as mentioned below to undertake the work by the successful contractor during the course of agreement.

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Qty.</b>	<b>Salary</b>	<b>Education and other qualification criteria</b>
1.	Technical Assistant	1	Rs. 16044/- per month consolidated	<ul style="list-style-type: none"> <li>(i) Graduate in (BCA, MCA, P.G.D.C.A., B.Sc (Computer) or any other equivalent) from any recognized Board or University.</li> <li>(ii) Skill Test: - English 'typing @ 20 WPM (Time allowed 05 Minutes) (20 WPM correspond to 10500 KDPH/9000KDPH on an average of 5 key depression for each word.</li> <li>(iii) Basis knowledge of computer (MS Office, use of E-mail, internet browsing etc.).</li> <li>(iv) Knowledge of English, Hindi &amp; Gujarati.</li> <li>(v) Minimum one years' experience in Govt. or Private Sector.</li> </ul>

**Note:** Minimum salary per month proposed above is excluding all Taxes & Service Charges. The tenderers should give a detailed breakup of the minimum salary, taxes and charges with deductions and contributions to be levied by the agency for the posts mentioned as per the breakup chart below in the agreement which shall be signed with the selected agency. (**On Rs. 100/- Stamp Paper**).

**Breakup Chart.**

Wages rate per Employees
Basis Salary + Special Allowance (fixed at 16044/-)
PF amount (13%)
Work Compensation Policy
Bonus (8.33%)
<b>Total</b>
Service Charge
<b>Billing rate per month</b>
UTGST @ 9%
CGST @ 9%
<b>Gross Amount per Person</b>

10. In case, the successful tenderer/bidder stop the work/operation either partly or fully during the agreement period, the department authority reserves the right to get such works/operation executed through any other sources at the risk and cost of the defaulted contractor. Any additional payment which has to be paid to execute the work under such circumstance for such works/operation the said amount shall be recovered from the pending bills/deposit/any other works of the defaulter contractors and/or shall be as on arrears of land revenue.
11. If the employee of the bidder is found to execute any offensive work/activities not covered in the contract agreement/conditions, instructions, the proportionate amount of such works shall be recovered as penalty from the running bill payable to the contractor.
12. The employee of the bidder shall have to take all care during the course of works/operations so that any articles of the department cannot be damaged and shall also not create any hindrance to the office of Chief Officer/Charge Census Officer (Urban). The successful bidder shall get approved work schedule from the department so as to avoid any dispute during the course of operation/service period.
13. The successful tenderer has to start the works/operation as per the tender terms & conditions and specification within 07 days on receipt of the work order.

14. As per Minimum Wage Act the copy of Provident Fund challan paid should be attached with monthly bill submitted to the department.
15. The Firm must have their representative office in the U.T. of Dadra and Nagar Haveli, Daman and Diu and submit the complete address proof of the same.
16. Any dispute of civil or criminal nature shall be within the jurisdiction of the local Court of Dadra & Nagar Haveli, Silvassa.
  - (a) The contractor shall have to offer unconditional bid/tender in the tender form itself. Any bid/tender with condition/s shall be summarily rejected.
  - (b) If any change in the Administrative procedure/rules by Department Authority time to time which is suitable to the Department for smooth operation of works shall have be binding the contractor/s and for that contractor shall have to give his willingness in writing.
17. In case of any dispute in terms of interpretations of agreement/contractor, the decision of the Chief Officer/Charge Census Officer (Urban), Silvassa Municipal Council in such cases shall be final and binding to all.
18. The Agency/Firm have experience of providing **Manpower Services (preferably Call Takers)** in any Government Utilities / Board / Government undertaking / Distribution Company / Private corporate office.
19. The successful tenderer/bidder shall have to take all care to avoid any accident during the course of work/operation for which all required precautions/steps are to be taken upon works site at the cost of the contractor himself. It shall be the duty of the contractor to handle such cases at his/their own cost and pay the damages/compensation payable if the Court or any other competent authorities may decide/order. The Department authority shall not be responsible for such cases/incidents or for payment of any damages/compensation which may occur on such incidents.
20. The contractors shall have to produce all required evidence in respect of individual proprietor, partnership deed in case of partnership/firm and copy of the Memorandum and Article of Association in case of registered company.
21. The work/operation assigned is a part of essential service of General public, hence, the contractor shall not postpone or close/stop such works in any circumstances/or any pretext. If, such day to day works is not found satisfactory, then the penalty at the following tare shall be charged from the running bill or as per the condition of the contractor.
22. If, the contractor fails to execute the works, the tender inviting authority will impose penalty up to 10% of the work order amount. The contractor shall have the opportunity to place his grievances if any regarding the penalty imposed within seven days to the Chief Officer/Charge Census Officer (Urban), Silvassa Municipal Council, Silvassa. Who will hear both the parties and his decision will be final and binding to both the parties.
23. The contractor shall have to obey strictly the provision of Minimum Wage Act, Child Labour Act any other relevant Act/Rules. The responsibilities on

violation of these acts shall be of the contractors. The Administration shall not be responsible for any litigation in this regard.

24. The timing for the employee of the contractor for all the work/service shall be as general duty. However, in case of election, examination, seminar, exhibition, annual day, national festivals, special events, emergency and or any sort of urgency the duty will assign as per decision of Administration. The manpower should be provided for 24 hrs x 7 days throughout the year. In the event of any personnel being on leave/absent, the selected Agency/Firm shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the Agency/Firm shall make provision for leave reserve.
25. The personnel's deployed by the agency found not obeying, dishonest, unhealthy, non-co-operative in such cases the instructions of the Chief Officer/Charge Census Officer (Urban), Silvassa Municipal Council, Silvassa immediate replacement or transfer shall be binding to the agency and will do so without any pretext.
26. The Government employees who were either dismissed or removed from the Government job cannot be appointed by the agency for the above said work.
27. The agency shall have to maintain muster roll, payment sheet, identity cards etc. and same shall have to be produced before the Chief Officer/Charge Census Officer (Urban), Silvassa Municipal Council, Silvassa when it is demanded.
28. The Chief Officer/Charge Census Officer (Urban), Silvassa Municipal Council, Silvassa shall release bill of the agency every month on successful and satisfaction performance of the duties by the agency as well as by the personnel's deployed by the agency for the work they assigned.
29. The agency shall submit monthly bills, complete in all respects, within seven (7) days after expiry of the month to the respective department for the due amount along with the certificate regarding (i) actual deployment of personnel and their attendance, (ii) proof of payment by the agency to the personnel for the previous month. However, for the first month certificates mentioned at (ii) shall not be applicable. The department shall release due amount after effecting recoveries, if any, through crossed account payee cheque / Demand Draft /RTGS to the agency, within fifteen (15) days from the receipt of complete bills(s) after due certificate from respective officers of the department.
30. The agency shall also comply with all rules / regulations of the local authorities during the currency of the contract. For any violation, in this regard, the agency shall be solely responsible without any liability of SMC, Silvassa.
31. The right to accept or reject the tender without assigning any reason thereof is reserved with the undersigned.
32. No residential facilities shall be provided by the department to the agency. The staying/tenant arrangement shall have to be managed by the agency itself at

his own risk and cost for all the personnel's deployed for the purpose for the work.

33. The agency/firm should produce satisfactory performance certificate/s from minimum one of the previous/ existing employers. The agency shall have to provide the services of healthy personnel's with sound physical condition, in age around of **18 to 35 Years**. Their names, passport size photographs, nationality, address, identity cards, Police verification, self-attested copies of their mark sheets, etc. have to be provided to the Silvassa Municipal Council, Silvassa for records.
34. The agency shall release wages to be paid as per minimum wages act/ salaries to the personals deployed under this contract within seven days after expiry of the month.
35. Income tax as per Income Tax Act and GST on TDS shall be deducted at source from the running bills of the agency.
36. All the applicable taxes and Other Levies enforced by Govt. from time to time shall be deducted at source from the running bills of the agency. The hike of minimum wages rates will be given to the Agency.
37. The rate offered by the bidders/agencies shall be valid for Eighteen (18) months.
38. **Documents Requisite:**

The tenderer/bidders should attach copies of (1) License from Labor & Enforcement Officer, Dadra and Nagar Haveli and Daman & Diu or shall obtain License within 60 days from the date of issue of the Work Order (2) The bidders have to submit the complete address proof of their representative office (3) Experience Certificate (4) PAN Card No. (5) GST No. (6) Terms and Conditions duly stamped and signed and (7) ANNEXURE-I & II duly stamped and signed.

**DURATION OF CONTRACT:-**

The rate shall be **valid and operative for 18 months** and no enhancement shall be granted in the rate once approved during this period. Conditional tender shall be rejected summarily.

**Payments Related:**

1. No advance payment will be made in any circumstances.
2. The agency/firm shall have responsibility of compliance of all applicable labour law.
3. The department shall not be responsible for any type of payment to the staff.
4. All the applicable taxes and Other Levies enforced by Govt. from time to time shall be deducted at source from the running bills of the agency.
5. The agency shall release wages to be paid as per minimum wages act/ salaries to the personals deployed under this contract within seven days after expiry of the month.

6. The payment shall be released by Silvassa Municipal Council on monthly basis for the deployment of personnel as per contract/ instructions of authorized representative of the department.

**Signature & Rubber Stamp of the Agency**

**Sd/-  
Chief Officer/  
Charge Census Officer(Urban),  
Silvassa Municipal Council,  
Silvassa**

- The above terms, conditions and specification are accepted by me.

**ANNEXURE - I**

<b>Eligibility Criteria for Bidders</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Uploaded and Enclosed (Yes/No)</b>
<b>The bidders have to attach the following documents</b>		
1.	License from Labor & Enforcement Officer, Dadra and Nagar Haveli and Daman & Diu or shall obtain License within 60 days from the date of issue of the Work Order.	Yes/No
2.	The bidders have to submit the complete address proof of their representative office.	Yes/No
3.	The tenderer shall have to upload supporting documents like List of work executed in various Govt., Semi Govt. Organizations, School, Hospitals, College, University, Municipalities, Corporate with proof of Experience Certificate.	Yes/No
4.	PAN Card No.	Yes/No
5.	GST Registration	Yes/No
6.	PF Number	Yes/No
7.	Copy of Police Clearance certificate	Yes/No
8.	GST Payment Statement	Yes/No
9.	Terms and Condition documents duly stamped and signed	Yes/No
10.	ANNEXURE- I, II & III duly stamped and signed	Yes/No

Signature & Rubber Stamp of the Agency

**Sd/-  
Chief Officer/  
Charge Census Officer(Urban),  
Silvassa Municipal Council,  
Silvassa**

**ANNEXURE - II**

<b>Sr.</b>	<b>Name of Post</b>	<b>No. of Staff required</b>	<b>Salary</b>	<b>Education and other qualification criteria</b>
1.	Technical Assistant	1	Rs.16044/- per month consolidated	(i) Graduate (BCA, MCA, P.G.D.C.A., B.Sc (Computer) or any other equivalent) from any recognized Board or University. (ii) Skill Test: - English 'typing @ 20 WPM (Time allowed 05 Minutes) (20 WPM correspond to 10500 KDPH/9000KDPH on an average of 5 key depression for each word. (iii) Basis knowledge of computer (MS Office, use of E-mail, internet browsing etc.). (iv) Knowledge of English, Hindi & Gujarati. (v) Minimum one years' experience in Govt. or Private Sector.

**Note:-**Minimum salary per month proposed above is excluding all taxes and service charges. The tenderer should give a detail breakup of the minimum salary, taxes and charges with deduction and contribution to be levied by the agency for the post mentioned as per the breakup chart given.

Wages rate per Employees
Basis Salary + Special Allowance (fixed at 16044/-)
PF amount (13%)
Work Compensation Policy
Bonus (8.33%)
<b>Total</b>
Service Charge
<b>Billing rate per month</b>
UTGST @ 9%
CGST @ 9%
<b>Gross Amount per Person</b>

Signature & Rubber Stamp of the Agency

**Sd/-**  
**Chief Officer/**  
**Charge Census Officer(Urban),**  
**Silvassa Municipal Council,**  
**Silvassa**

**A N N E X U R E - III**

**Schedule for Engagement of Manpower (Technical Assistant) for Census-  
2027 Activities for Charge Census Officer (Urban).**

<b>Sr. No.</b>	<b>Particulars</b>	<b>No. of Post</b>
1.	Technical Assistant	01

**Note:- Rate quoted should be in Gross (i.e. Inclusive of all Taxes) (for 18 months).**

Signature & Rubber Stamp of the Agency

**Sd/-  
Chief Officer/  
Charge Census Officer(Urban),  
Silvassa Municipal Council,  
Silvassa**