

**EXPRESSION OF INTEREST (EOI) FOR HIRING OF MANPOWER AGENCY TO
PROVIDE MANPOWER TO SUPPORT PRINCIPAL CENSUS OFFICER, EAST
KAMENG DISTRICT, SEPPA FOR CENSUS-2027**

No. STAT (CEN-2027)/TRG(TA&MTS/2025-26

**Government of Arunachal Pradesh
Office of The Principal Census Officer
East Kameng District: SEPPA
Pin Code - 790102**

1. Introduction:

The Census of India 2027 is a nationwide statutory exercise conducted under the provisions of the Census Act, 1948. It constitutes one of the largest administrative and statistical operations undertaken by the Government of India and serves as the primary source of comprehensive demographic, socio-economic, and housing data of the country.

The forthcoming Census 2027 marks a significant transformation in census methodology with extensive integration of digital technology. Technology-enabled data collection systems, mobile-based applications, real-time monitoring dashboards, and centralized data processing platforms will be deployed to enhance accuracy, transparency, and timely release of data.

The Census provides critical inputs for policy formulation, resource allocation, infrastructure planning, welfare targeting, electoral processes, and evidence-based governance at the national, state, and district levels. In view of the scale and technological sophistication of Census 2027, adequate administrative preparedness, trained manpower, and coordinated district-level execution are essential for its successful implementation.

For administrative convenience, **East Kameng District** is divided into three (3) Sub-Divisions, viz., **Seppa, Bameng, and Chayangtajo**, comprising fourteen (14) Administrative Circles and three (3) Urban Towns.

The Deputy Commissioner (DC), East Kameng District, Seppa, is designated as the Principal Census Officer (PCO) for East Kameng District for the ensuing Census 2027 and shall be responsible for overall supervision, coordination, and implementation of census operations within the district.

The district consists of fourteen (14) Administrative Circles and three (3) Urban Towns (as notified by the competent authority), which shall be covered under the Census 2027 operations in accordance with the guidelines issued by the Office of the Registrar General & Census Commissioner, Government of India.

The DC-cum-PCO, East Kameng District, Seppa will conduct Census-2027 in two phases:

- Houselisting and Housing Census – April to September 2026
- Population Enumeration – February 2027.

The Census of India 2027 will make extensive use of technology to enhance the quality of data collection and enable faster release of data. In compliance with Circular No. 7 (N.9135/2025-CD(Cen)) dated 24th December, 2025, issued by the Office of the Registrar General of India, Ministry of Home Affairs, Government of India, the Deputy Commissioner-cum-Principal Census Officer (DC-cum-PCO), East Kameng, requires the services of a reputed manpower agency to provide outsourced manpower, for conducting Census 2027 in East Kameng District.

The scope of work and responsibilities of the Agency shall include the following:

1. **Deployment of Qualified Manpower:** The Agency shall be responsible for deployment of suitably qualified and experienced manpower strictly as per the eligibility criteria prescribed in the Expression of Interest (EOI) / bid document. The manpower deployed shall form a dedicated team exclusively assigned for Census 2027-related assignments.
2. **Exclusive and Full-Time Engagement:** The manpower deployed by the Agency shall be engaged on a full-time basis for Census duties and shall not be assigned to any other work during the period of engagement. The Agency shall ensure continuity of services and shall not withdraw or replace personnel without prior approval of the competent authority, except under unavoidable circumstances.
3. **Technological Adaptability:** Since Census 2027 involves technology-enabled data collection, the deployed personnel must possess adequate digital literacy and ability to operate designated census applications, devices, and data platforms as required.
4. **Accountability and Supervision:** The Agency shall ensure proper supervision, attendance monitoring, and performance tracking of deployed manpower. Any deficiency in performance shall be rectified promptly upon communication by the DC-cum-PCO.

2. Terms of Reference (ToR) :-

- 1) The Agency will be responsible for deployment of Qualified Manpower as per the eligibility criteria mentioned in EOI. This dedicated team of manpower would be engaged by the Agency for carrying out the assignment.
- 2) The Agency shall furnish all relevant records and following certificate of the outsourced manpower.
 - List of persons to be deployed.
 - Bio-data of the outsourced persons.
 - Self-attested copies of all educational certificates including Class-10 certificate for
 - verification of actual date of birth.
 - Experience Certificate, if any.
 - Identity Proof: Aadhaar or Driving License or EPIC.
 - Two copies of recent passport size photograph

- 3) The Agency shall be responsible for proper conduct of its deployed manpower in DC-cum-PCO, East Kameng district, Seppa office as well as in field. In case of any loss/damage, theft, etc. to the property of DC-cum-PCO, East Kameng district, Seppa or carrying away of Government property viz. schedules, manuals, documents, instructions, electronic gadgets/ tablets etc. by outsourced manpower, the Agency will either be liable to make good the loss on the basis of the value of the property as determined by the DC-cum-PCO, East Kameng district, Seppa or the same shall be the first charge on the monthly invoice payments due of the Agency and if required, from performance security deposit
- 4) The Agency is liable to depute the outsourced manpower within 5 days of award of contract or receiving additional manpower request.
- 5) The outsourced manpower should be polite, cordial, positive and efficient. In case, the person deployed by the Agency commits any act of omission/ commission which amount to misconduct / indiscipline / incompetence, the Agency will be liable to take appropriate action against such persons, including removal on receipt of written communication from DC-cum-PCO, East Kameng district, Seppa.
- 6) For all intent and purpose, the Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of outsourced manpower so employed and provided to the DC-cum-PCO, East Kameng district, Seppa.
- 7) The Agency shall be solely responsible for the redressal of grievance of contractual manpower and resolution of disputes between Agency and contractual manpower and among contractual manpower for settlement of such issues whatsoever.
- 8) DC-cum-PCO, East Kameng district, Seppa will not bear any charges of food, travel, accommodation etc. on account of initial joining of outsourced manpower at office of DC-cum-PCO, East Kameng district, Seppa. The outsourced manpower deputed to DC-cum-PCO, East Kameng district, Seppa, shall not be changed unilaterally by the Agency in any circumstances unless there is a specific consent/ request from the concerned office of the DC-cum-PCO, East Kameng district, Seppa.
- 9) The respective Agency shall replace immediately any of its outsourced manpower who is found to be unacceptable to the DC-cum-PCO, East Kameng district, Seppa because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice.
- 10) The Agency shall be responsible to provide a suitable substitute within 2 working days on receipt of request from competent Authorities of DC-cum-PCO, East Kameng district, Seppa.
- 11) The Agency shall provide a suitable substitute in the event of absence of outsourced manpower due to reasons whatsoever.

3. Eligibility Criteria

The eligibility criteria for the outsourced manpower to be engaged for Census-2027 in the O/o the Principal Census Officer, East Kameng district, Seppa are as follows:

i. Name of Post - Technical Assistant (TA)

| Post | Technical Assistant (TA) |
|-------------------------------------|--|
| Numbers of Positions | Nineteen (19) |
| Duties and Responsibilities | Proficiency in using electronic gadgets or tablet through Computer-Assisted Personnel Interviewing (CAPI) on various aspects through pre-designed schedules of inquiry and any other similar work related to the above surveys as assigned as and when required. |
| Age Limit | Minimum 21 years and maximum 45 years as on date of issue of RFP. |
| Eligibility/Essential Qualification | <ul style="list-style-type: none"> • Graduate in any discipline from a recognized university. • Knowledge of computer applications like MS-office etc. along with comfort in keying data through handheld devices. |
| Desirable/Experience | <ul style="list-style-type: none"> • Experience in conducting data collection in socio-economic survey or similar types of work. • Candidates with two-wheeler/ four-wheeler along with a valid driving license. |

ii. Name of Post - Multi Tasking Staff (MTS)

| Post | Multi-Tasking Staff (MTS) |
|-----------------------------|---|
| Number of Positions | One (1) |
| Duties and Responsibilities | MTS (Multi-Tasking Staff) duties involve a wide range of physical and non-clerical tasks, focusing on general office upkeep, record maintenance, supporting routine work, and security, including cleaning rooms/furniture, handling files, photocopying, diary/dispatch, delivering mail, watch & ward, opening/closing offices, and any other work assigned by superiors, sometimes involving ITI skills or driving if qualified. |

| | |
|-------------------------------------|--|
| Age Limit | Minimum 18 years and maximum 45 years as on date of issue of RFP. |
| Eligibility/Essential Qualification | <ul style="list-style-type: none"> • Class Xth and above. • Knowledge of computer applications like MS-office etc. along with comfort in keying data through handheld devices. |

4. Remuneration and Allowances

A fixed monthly remuneration for engagement of Technical Assistant (TA) and Multi-Tasking Staff (MTS) on outsource basis as per Circular no. 7 (N.9/35/2025-CD(Cen)) Dated 24th December, 2025 of O/o the Registrar General of India, Ministry of Home Affairs, Government of India will be as below:-

| Name of the Post | Monthly Remuneration in INR |
|---------------------------|--|
| Technical Assistant (TA) | Per month fixed 25,000/- (Rs. Twenty-five thousand) only fixed |
| Name of the Post | Monthly Remuneration in INR |
| Multi-Tasking Staff (MTS) | Per month 18,000/- (Rs. Eighteen thousand) only |

5. Terms of Payment

- All payments will be accounted in INR and to be credited through electronic transfer.
- The remunerations of the hired short term contractual manpower (Technical Assistant & MTS) shall be credited into the account of the agency supplying the manpower as and when fund is received from the Government of India. Other than that, no other mode of transfer shall be entertained.

6. Terms and Conditions of engagement

The engagement of this manpower will be purely on short term contractual basis. The hired manpower (Technical Assistant or MTS) will not be entitled to any claims, rights, interests or further benefits in terms of regularization or consideration of further appointment to any post, including any claims for any casual, ad-hoc, temporary or regular service in the Government (central/ state).

7. Tenure of Engagement

The contract will be awarded for a period of 16 months w.e.f March 2026 till June, 2027. The contract shall come into effect on the date of acceptance of the offer (effective date). There is no scope for further extension on expiry of 16 months of engagement unless extended with due permission from relevant authorities.

8. Exit Policy in respect of outsourced manpower

- a. In the event of resignation of an outsourced manpower or expiry of Contract period, the Agency needs to ensure complete transfer of knowledge by its outsourced manpower to the nominated staff of the DC-cum-PCO.
- b. The Agency will ensure that all the information, data, schedules, hardware (including tablets, hand held devices, laptops, printers, pen drives etc. if any) which is a property of the DC-cum-PCO are handed over to a designated officer at the time of the quitting/exit of the outsourced manpower.

9. Schedule for Submission and Selection Process

1. Last Date for Submission of Bid

The last date for submission of willingness/bid for providing outsourced manpower is **7th March 2026 up to 11:00 AM**. No bids shall be accepted after the stipulated time.

2. Opening of Bids

The bids will be opened on **7th March 2026 at 12:00 Noon** in the Office Chamber of the Deputy Commissioner-cum-Principal Census Officer.

3. Presence of Agency Representative

An authorised representative of the outsourcing agency shall remain present in person at **12:00 Noon on 7th March 2026** in the Chamber of the Deputy Commissioner-cum-Principal Census Officer during the opening of bids.

4. Interview & Presentation

The shortlisted outsourced manpower candidates shall undergo a **interview along with a presentation on 10th March 2026 at 11 AM**.

The venue shall be communicated separately to the shortlisted agencies/candidates.

10. Selection Criteria:

In the event that two (2) or more willingness/bids are received, the selection of the outsourcing agency shall be made on the basis of evaluation of the presentation and overall assessment by a duly constituted Selection Board.

The agencies shall be required to make a detailed presentation before the Board outlining their experience, technical capacity, manpower deployment plan, compliance with eligibility criteria, and understanding of Census 2027 requirements.

The agency securing the highest evaluation score, based on the parameters prescribed by the Selection Board, shall be selected, subject to fulfilment of all eligibility and statutory conditions.

The decision of the Selection Board shall be final and binding.

11. Termination of Contract

The DC-cum PCO, East Kameng district, Seppa reserves the right to terminate/curtail the contract at any time after giving seven (7) days prior notice to the Agency owing to following reasons:

- Deficiency of service,
- Substandard quality of manpower,
- Performance of the agency not found satisfactory,
- Material Breach of the contract,
- Closure of a particular work/survey,
- Non-payment of remuneration to the contractual staff in-time,
- Non-compliance of statutory obligations on time,
- Any kind of exploitation of the outsourced staff by the agency.

Yashini B

(YASHASWINI B.) IAS

Deputy Commissioner-cum-Principal Census Officer

East Kameng District , Seppa