

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KANDHAMAL

GENERAL & MISC SECTION

NO 123 /Census Date 30/01/26 /.

SHORT NOTICE INVITING TENDER (SNIT)

Sealed Tender notice in enclosed format are invited from the intending Registered Proprietors/ Agencies for **supply/provided of Manpower** against the services of Technical Assistants and Multi-Tasking Staff for 18 months for the ensuing Census Operation 2027 as per the scheduled mentioned below.

Schedule of Events

Publication of Tender	: 31.01.2026
Last Date for receipt of Bids	: 15.02.2026 at 5.00 PM
Opening of General Bids	: 16.02.2026 at 11 AM
Notification of qualified Bidders based on General Bids evaluation	: 16.02.2026
Opening of Financial Bids	: 16.02.2026 at 11 AM

Interested bidders can download the tender documents from the district website and submit the bill duly filled in along with the **EMD of Rs.10,000/- (Rupees Ten Thousand)** only in shape of demand draft in favour of Collector- cum- Principal Census Officer, Kandhamal.

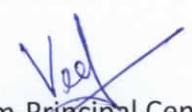
The tender documents are available at G&M Section, Collectorate, Kandhamal .The bidders are advised to contact G&M Section Collectorate Kandhamal to track any modification/ corrigendum etc. or to know any type of information in this connection. They are also advised to go through the terms and conditions carefully before submission of tender paper.

Canvassing in any form shall be liable for disqualification/rejection.

Last date of submission of tender is 15.02.2026 by 6 PM . No tender will be received after due date and time. The tender paper if any received after the above said date will not be taken into account.

The Collector-cum- Principal Census Officer, Kandhamal reserve the right to accept or reject any or all the tenders without assigning any reason thereof.

The bidders have to submit sealed tender papers (General bid & financial bid both in separate cover) by the stipulated period by Speed Post/Registered post or may be dropped in the assigned drop box kept at the chamber of Addl. Dist. Magistrate-cum- District Census Officer, Kandhamal in the address of Collector-cum-Principal Census Officer, Kandhamal.


Collector-Cum-Principal Census Officer,
Kandhamal, Phulbani.

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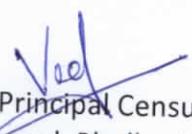
Memo No 124 /G&M, Date 30/01/26 /

Copy to Notice Board, Collectorate, Kandhamal.

Copy to DIO,NIC,Kandhamal for information and wide circulation of the information /quotation in the district website.

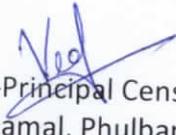
Copy to Sub-Collector, Phulbani, Kandhamal/ Baliguda/all BDOs/ all Tahasildars-cum-Charge Census Officer/all Executive Officer-cum- Charge Census Officer of ULBs of this district for information with a request to publish the notice in their office Notice Board for wide publicity in the interest of the general public.

Copy to the DI & PRO,Kandhamal for information and necessary action.


Collector-Cum-Principal Census Officer,
Kandhamal, Phulbani.

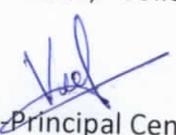
Memo No 125 /G&M, Date 30/01/26 /.

Copy forwarded to the Deputy Director, Advertisement, I&PR Department, Odisha Bhubaneswar for information and necessary action. He is requested to publish the SNIT in any two of daily Odia news papers by 02.02.2026 (for one day only) for wide publicity. A After publication, the proof of the publication along with proforma bill at the existing PR rate may be furnished to this office for payment.


Collector-Cum-Principal Census Officer,
Kandhamal, Phulbani.

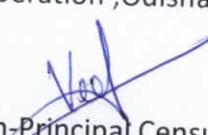
Memo No 126 /G&M, Date 30/01/26 /

Copy to the ADM- cum- District Census Officer, Kandhamal/Treasure Officer, District Treasure, Kandhamal/ Deputy Collector, Nizarat, Collectorate Kandhamal for information and necessary action.


Collector-Cum-Principal Census Officer,
Kandhamal, Phulbani.

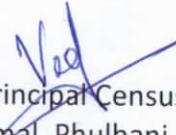
Memo No 127 /G&M, Date 30/01/26 /

Copy submitted to the Director,Census Operation ,Odisha, Bhubaneswar for kind information and necessary action.


Collector-Cum-Principal Census Officer,
Kandhamal, Phulbani.

Terms and Conditions:

1. Photocopy of valid PAN CARD, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder along with their proposals. All the pages of the tender papers should be signed with seal of the firms/ agencies.
2. EMD of Rs 10.000/- (Rupees ten thousand only) in shape of Demand enclosed with the tender paper. The EMD of unsuccessful bidders will be refunded after finalization of tender, in case of bidder(s) are local MSEs registered under DIC, O.K. & VI and Handicraft Industries OSIC A & NSIC will be exempted from EMD subject to submission of relevant valid certificate as per Finance Department O.M.No. 27928/F dated 16.10.2020.
3. Relevant self- attested copies of documents in supports of the above criteria must be enclosed along with General bid documents, failing which the bid will be liable to be rejected.
4. Any legal dispute arises out of this, it will be comes to the jurisdiction of Kandhamal District only.
5. The bidder should have not been black listed by any Govt Organization /Court of Law etc. If it is found later, action shall be initiated against the firm as per the law by the undersigned.
6. The successful bidder shall not assign or sublet the contractor to any other firm.
7. Prices shall be quoted in Indian Rupees both in figures & words carefully and legibly.
8. Time is the essence of the contract and delivery must not be latter than the date specified in the order. If the supplier/provider fails to deliver the items or any consignment thereof within the stipulated period, the undersigned will take action as deemed fit.
9. The Collector-Cum- Principal Census Officer, Kandhamal reserves all the right to accept or reject any or all the tenders without assigning any reason thereof and also has the right to allot/ distribute the consignment to the successful supplier/Firm at the Lowest (L1) rate. In case if Lowest bidder fails to supply manpower within the stipulated period no request or prayer to extend the date of supply will be considered at any circumstance & in case or breach of any terms and conditional and failure to supply the required manpower by the successful bidder the Collector-cum Principal, Census Officer, Kandhamal will have the right to cancel the order/ contract without assigning any reason thereof and nothing will be paid by this office in that event and the EMD will also be forfeited and the second lowest bidder will given the chance for this purposes.


Collector-Cum-Principal Census Officer,
Kandhamal, Phulbani.

GENERAL INFORMATION

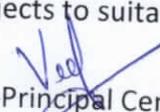
The introduction of many new initiatives like data collection through mobile applications use of Census Management and monitoring system (CMMS) portal House listing Block Creator (HLBC) web Application self enumeration portal etc, the Census of India 2027 will be technologically intensive with a target to get the digitized data from the field itself. This would enable release of Census data in the shortest possible time and will also reduce the release of Census data entry work. According in order to strengthen the State, District and Charge Level Census Officers the assistance in terms of hired technical man power is being provided at the District and Charge level. In addition to this multi Tasking Staff(MTs) for office assistance is also given at District level Both these man power will be hired for a maximum period 18 months or till completion of Census operation which is earlier.

Sl No	Administrative Unit	Manpower allowed for 18 months against the service of	Total manpower required
1	District	2 (Two) Technical Assistants 1 (one) MTS	03 (Three) Nos.
2	Charge offices (Tahasil Office)	1 Technical Asst. (each Charge)	12 (Twelve) Nos.
3	Charge Office (Municipality/NAC office)	1 Technical Asst. (each ULB)	03 (Three) Nos.

The maximum monthly remuneration of manpower against Technical Assistant will be Rs 25000/- per month and for Multi-Tasking Staff will be Rs 18,000/- per month. Apart from this amount, no other financial assistance with respect to this manpower will be provided by the Government of India. Further this assistance being provided to states/UTs for the work of Census 2027 is for a maximum period of 18 months or till completion of Census operations whichever is earlier. Thereafter this assistance will automatically cease to exist and there shall be no liability of the Government of India on this account either financially or otherwise.

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. Further the responsibility of ensuing statutory deductions like EPF, ESIC etc will be of the concerned District/Charge level authorities.

All payments shall be made through outsourcing Agency to the hired manpower. The retired government officials may also be considered subjects to suitability for the work.


Collector-Cum-Principal Census Officer,
Kandhamal, Phulbani.

TECHNICAL BID

Annexure-1

For providing manpower services to District Office, Tahasil Office and Municipality /NAC Offices of Kandhamal District.

1	Name of Tendering Manpower Services Provider.	
2	Details of Earnest money deposit DD No. & Date	
3	Name of the Propreitor/Partner/Director.	
4	Full Address of registered office with telephone number and e-mail ID.	
5	Name and Telephone number of Authorized officers.	
6	Banker of manpower service provider with photocopy.	
7	PAN/GIR No.(attach self attested copy).	
8	EPF Registration No (attach self attested copy).	
9	ESI Registration No (attach self-attested copy).	
10	Financial Turnover of the tendering manpower service provided for the last three financial years.	
11	Additional information if any (attach separate sheet if required).	

Full Signature & Seal

REPRESENTATIVE AUTHORISATION LETTER

To

The Collector-cum-Principal Census Officer, Kandhamal.

Sir,

I Sri _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with reference No _____ / G&M, dated _____ / She/ He is also authorized to attend meeting and submit required information as may be required by you in the course of processing above said application.

Thanking you

Representative signature

Authorized Signature

Signature Attested

Company Seal

SELF DECLARATION

To

The Collector-cum- Principal Census Officer, Kandhamal

Sir,

In response to the Office Notice No _____/G&M, Dated _____/ I, Sri _____ as a _____ I/ we hereby declare that our company/firm namely _____ is having unblemished past record and was not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time.

Signature of the witness

Date:

Signature of the Tenderer

Date

Company Seal

FINANCIAL BID

For providing manpower against Technical Assistant and Multi –Tasking Staff

1. Name of Tendering Manpower Service Provider _____
- 2 . Rate per person per month inclusive of all statutory liabilities,taxes, levies, cess etc.

Sl No	Manpower Type	Monthly Rate per DEO/Block						
		Take home remuneration per month	EPF	ESI	Other statutory dues if any	Service charges	Service Tax (GST)	Total per Person
1	Technical Assistant							25000
2	Mult Tasking Staff							18000

Date:

Place:

Signature of Authorized Person

Name:

Seal:

Take home remuneration Rs _____/(Rupees _____) only including the EPF & ESI share of employee.

1. The total rates quoted by the tendering agency should be inclusive of all statutory/ Taxation liabilities in force at the time of entering into the contract.

2. The payment shall be made on conclusion of the calender month only on the basis of no. of working days for which duty has been performed by each man power.

Signature and seal