



ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଗଜପତି, ପାରଳାଖେମୁଣ୍ଡି
OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, GAJAPATI,
(ସାଧାରଣ ଓ ବିବିଧ ଉପବିଭାଗ)

No. ୩୫୨ / Census / X XI- ୩୨/୨୬

Dated: 02-04-2026

SHORT NOTICE INVITING TENDER (SNIT)

Sealed Quotations in enclosed format inviting from the intending Registered Proprietors / Agencies for **supply of Technical Assistants & Multi-Tasking Staff for 18 months** for the ensuing Census Operation-2027. The details of information and documents to be furnished are given in the following manner.

Schedule of Events

Publication of tender	:	02.04.2026
Last Date for receipt of bids	:	08.04.2026 (05.00 PM)
Opening of General bids	:	09.04.2026 (11.00 AM)
Notification of qualified bidders based on General bid evaluation	:	09.04.2026 (12.00 PM)
Opening of Financial bid	:	09.04.2026 (03.00 PM)

Interested bidders can download the tender documents from the district website and submit the bid duly filled in alongwith the EMD of **Rs. 10,000/- (Rupees Ten thousand)** only in shape of demand draft in favour of Collector & Principal Census Officer, Gajapati.

The tender documents are available at G&M Section, Collectorate, Gajapati. The bidders are advised to visit frequently or contact G&M Section (Census), Collectorate to track any modification / corrigendum etc. or to know the any type of information in this connection. They are also advised to go through the term and condition carefully before submitting the tender paper.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tenders is **08.04.2026 by 05.00 PM**. No tenders 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.

Collector & PCO, Gajapati reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

The bidders are to submit sealed tender papers (General bid & Financial bid both in separate cover) by the stipulated period by Speed Post / Registered post/ by hand shall be dropped in the assigned drop box kept at the G&M Section (Census), Collectorate, Gajapati in the address Collector & Principal Census Officer, Gajapati Pin-761200.


Collector & Principal Census Officer,
Gajapati

Memo No. 3854 / G&M/Census


Dated : 02-04-2026

Copy to Notice Board, Collectorate, Gajapati.

Copy to DIO, NIC, Collectorate, Gajapati, for information and necessary dissemination of the information / quotation in the district website.

Copy to the Sub-Collector, Paralakhemundi / All Block Development Officers / All Tahasildars / The Executive Officer, Paralakhemundi Municipality / Executive Officer, NAC Kasinagar for information with a request to publish the notice in their office notice board for wide publicity in the interest of the General public.

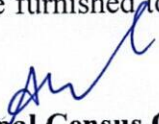
Copy to DIPRO, Gajapati for information and necessary action.


Collector & Principal Census Officer,
Gajapati

Memo No. 3855 / G&M/Census

Dated : 02-04-2026


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


Collector & Principal Census Officer,
Gajapati

Memo No. 3856 / G&M/Census

Dated : 02-04-2026

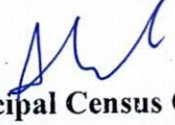
Copy to ADM-cum-District Census Officer, Gajapati / Treasury Officer, District Treasury, Gajapati / Deputy Collector (Nizarat)/ Deputy Collector (Estt)/ Deputy Collector (Census), Collectorate, Gajapati for information and necessary action.


Collector & Principal Census Officer,
Gajapati

Memo No. 3857 / G&M/Census

Dated : 02-04-2026

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


Collector & Principal Census Officer,
Gajapati

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 data entry work. Accordingly, 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 manpower will be hired for a maximum period of 18 months starting from January, 2026.


Sl. No	Administrative Unit	Manpower allowed for 18 Months	Total manpower required
1	District	2 Technical Assistant, 1 MTS	3
2	Charge office (Tahasil office)	1 Technical Assistant	7
3	Charge office (NAC office / Paralakhemundi Municipality)	1 Technical Assistant	2

The maximum monthly remuneration for **Technical Assistant will be Rs.25,000/-** per month and for **Multi-Tasking Staff will be Rs. 18,000/-** per month. Apart from this amount, no other financial assistance with respect t

o 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. Thereafter, this assistance will automatically cease of 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 causal, ad-hoc, temporary or regular service in the Government. Further, the responsibility of ensuring statutory deductions like EPF, ESIC etc. will be of the concerned District / Charge level authorities.

It would be appropriate if the manpower at District, Municipal corporation and charge level is hired by the principal Census officer (District Magistrate / District Collector / Dy. Commissioner for her/his jurisdiction and Municipal Commissioner for her/his jurisdiction) by following extant financial rules of the concerned State/UT Government. The hiring of manpower should be through outsourcing Agency only and not by direct appointment. All payments be made through Outsourcing Agency to the hired manpower. The retired government officials may also be considered subject to meeting the suitability for the work. For the state/UT level, the nodal department may follow the same procedure.


Collector & Principal Census Officer,
Gajapati

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 alongwith their proposals. All the pages of the tender papers should be signed with seal of the firms/agencies. In case the bidder is registered under Startup India or Startup Odisha, they are exempt from submitting IT returns documents of last three years.
2. EMD of **Rs. 10,000/- (Rupees Ten thousand)** only in shape of Demand Draft in favour of **Collector, Gajapati** payable at Paralakhemundi must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender. In case the bidder(s) are local MSEs registered under DIC, O.K & V.I. and Handicraft Industries, OSIC & NSIC, Startup India or Startup Odisha will be exempted from EMD, subject to submission of relevant valid certificate as per Finance Department O.M No.-27928/F Dt.16.10.2020.
3. Relevant self-attested copies of documents in support of the above criteria must be enclosed alongwith General bid documents failing which the bid will be liable to be rejected.
4. Any legal dispute arises out of this is subject to jurisdiction of Gajapati District only.
5. The bidder should have not been blacklisted by any Govt. organization/court etc. If found later on, action shall be initiated against the firm as per the law by the undersigned.
6. The successful bidder shall not assign or sublet the contract to any other firm.
7. Prices shall be quoted in **Indian Rupees** (both in figures & words) carefully and legibly following guidelines of Labour Commissions, Odisha and other statutory dues like GST, Service charge and service tax etc.
8. Time is the essence of the contract and delivery must not be later than the date specified in the order. If the supplier fails to deliver the items or any consignment thereof within the stipulated period, the undersigned will take action as deemed fit..
9. The Collector & PCO, Gajapati reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also has the right to allot / distribute the work to L2 supplier / firm at the Lowest (L1) rate in case If L1 bidder fails to deliver items within the stipulated period. No request or prayer to extend the date of supply will be considered at any circumstances & In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Collector, Gajapati. 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. In case of the bidder after fully supply of materials, the EMD will be refunded after receipt of report on good quality as per sample.

10. Wages of High Skill to be provided to Technical Assistant and wage of un-Skilled to be provided to Multi Tasking Staff as per Notification No.2602 dtd-23.04.2025 of Labour Commissioner, Odisha.
11. A minimum of 28 working days per month is required for Technical Assistants and 27 for Multi-Tasking Staff.
12. While submitting the tender, the bidders should submit the following documents:
 - a) Copy of work orders/ experience certificate for similar nature of works for last 3 years with list of organizations.
 - b) Copy of the Registration Certificate, PAN, GST Certificate & returns
 - c) Up to date EPF & ESI deposit of the employees.
 - d) Valid service tax registration certificate number and copy of the return/amount deposited in the last year.
 - e) Average Annual Financial Turnover during the last three year, ending March' 2025 of the previous financial year, should be at least Rs. 5.00 Lakh. And audited financial statement to be attached.
 - f) The firm should submit the documents in duplicate like **Registration Certificate, and Latest Service Tax Deposit Challan, up to date EPF & ESI deposit and present customer list**, PAN & GST Registration Certificate along with returns with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.



**Collector & Principal Census Officer,
Gajapati**

TECHNICAL BID

For providing Manpower services to District Office, Tahasil Office and NAC Offices of this District.

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

Full Signature and Seal

REPRESENTATIVE AUTHORISATION LETTER

To,

The Collector and Principal Census Officer,
Gajapati

Sir,

I Sri _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with reference No. _____ / G&M/Census, 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,

Authorized Signatory

Representative Signature

Signature Attested

Company Seal

SELF DECLARATION

To,

The Collector and Principal Census Officer,
Gajapati

Sir,

In response to the Office Notice No. _____/G&M/Census, dated:

_____ I Sri _____ as a _____, I /

We hereby declare that our company / firm namely
_____ is having unblemished past record and
was not declare ineligible for corrupt and fraudulent practices either indefinitely or for a
particular period of time.

Signature of the Witness

Date

Place

Signature of Tenderer

Date

Place

Company Seal

FINANCIAL BID

For providing 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	Total per person
1	Technical Assistant							25000.00
2	Multi Tasking Staff							18000.00

Date

Signature of Authorized person

Place

Name :

Seal :

[*] Take home remuneration Rs. _____/- (Rupees _____) only include the EPF & ESI share of employee.

Notes:

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

SIGNATURE & SEAL

TERMS & CODITIONS OF THE AGREEMENT

1. The agreement shall commence from and shall continue till unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contact etc or change in requirements.
2. The agreement shall automatically expire on unless extended further by the mutual consent of the Manpower Service Provider and the authority.
3. The agreement may be extended on the same term and conditions or with some additions/deletions/modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its right and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the authority.
5. The Manpower Service Provider will be bound by the details furnished by it to the authority while submitting the tender or at a subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of agreement making it liable for legal action besides termination of agreement.
6. The authority reserves the right to terminate the agreement during initial period also after giving 15 days' notice to the Manpower Service Provider.
7. The persons deployed shall be required to report for work during office hours i.e. from 10.00AM to 05.30PM and may also be required to work beyond 5.30 PM for which he/she would not be paid extra remuneration. In case, the person deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
8. In case person deployed is asked to work beyond 8 PM he/she shall not be entitled to any late sitting-cum-refreshment compensation.
9. The person deployed may be called on holidays to attend duty.
10. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the ADM-cum-District Census Officer, Gajapati, so that optimal services of the persons deployed could be availed without any disruption.
11. The entire financial liability in respect of manpower service deployed in the District/Tahasils/ Municipality shall be that of the manpower service provider and the office concerned will in no way be liable. It will be the responsibility of the manpower service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid.
12. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.

13. For all intents and purposes, the Manpower Service Provider shall be "Employer" within the meaning of different rules and acts in respects of manpower so deployed. The person deployed by the manpower service shall not have any claim what so ever like employer and employee relationship against District Census Officer/ Charge Census Officer at District/Tahasils/Municipality.
14. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The District Census Officer/ Charge Census Officer shall, in no way be responsible for settlement of such issues what so ever. In case the Grievances of the deployed person can place their grievance before office concerned and authorized representative of the Manpower Service Provider.
15. Collector & Principal Census Officer, Gajapati shall not be responsible for any financial loss or any Injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
16. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and others facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
17. In case of termination of this agreement in its expiry or otherwise the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
18. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rules and act. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
19. The Manpower Service Provider must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining license under the contract labour (Regulations and Abolition) act, 1970 if any at his own part of cost.
20. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
21. The person deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
22. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Collector & Principal Census Officer, Gajapati or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.

23. The person deployed shall during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the application laws besides, action for breach of contract.
24. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in the office concerned shall have no liabilities in this regard.
25. The Manpower Service Provider shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Collector & Principal Census Officer, Gajapati or office concerned and tax collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the office concerned.
26. The Manpower Service Provider shall maintain all statutory registers under the law and shall produce the same on demand, to the authority of the Collector & Principal Census Officer, Gajapati or office concerned or any other authority under law.
27. The Tax deduction at source (T.D.S) shall be done as per the provisions of Income Tax Act/Rule, as amended, from time to time and a certificate to this effect shall be provided by the Collector & Principal Census Officer, Gajapati or office concerned.
28. In case the Manpower Service Provider fails to comply with any liability under appropriate law and as result thereof, the Collector & Principal Census Officer, Gajapati or office concerned is put to any loss/obligation, monetary or otherwise, the Collector & Principal Census Officer, Gajapati or office concerned will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the Manpower Service Provider to the extend to the loss or obligation In monetary terms.
29. The Agreement is liable to be terminated because of non-performance deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The Collector & Principal Census Officer, Gajapati or office concerned will have no liability towards nonpayment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Collector & Principal Census Officer, Gajapati or office concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the performance security deposit.
30. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the agreement.

31. The Manpower Service Provider shall raise the bill in triplicate along with attendance sheet duly verified by the Collector & Principal Census Officer, Gajapati or office concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
32. The claim in bills regarding Employees State Insurance, Provident Fund, Service Tax, etc. should necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Collector & Principal Census Officer, Gajapati.
33. The amount of penalty calculated @Rs.100/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
34. The authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at later stage.
35. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
36. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.

AGREEMENT

This agreement is made on this _____ day of _____ between the Collector & Principal Census Officer, Gajapati / represented by _____ herein after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assigns of the one part;

And

M/s _____ represented by Sri _____ herein after called the "Manpower Service Provider" which expression shall, where the context so requires or admits also includes its successors or assignees of the other part.

Where the authority desire that the service of _____ Department / Office are required in And whereas the "Manpower Service Provider" has offered it willingness to the same in conformity with the provision of the agreement.

And whereas the authority has finalized the rate as per the terms and conditions of the agreement to the "Manpower Service Provider".

Now this agreement witnesses as below: -

1. That the annexure containing the terms and conditions shall be deemed to form and to be read and constructed as part of this agreement.
2. That in consideration of the payment to be made by the authority to the Manpower Service Provider, the Manpower Service Provider hereby agrees with the authority to provide in personnel to be engaged as _____ (name of the office) in conformity with the provisions of the terms and conditions.
3. That the authority hereby further agrees to pay the Manpower Service Provider the contract price at the time and in the manner prescribed in the said term's conditions.
4. That the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
5. That this agreement is valid up to _____

IN WITNESS WHERE OF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the officer authorized to sign on behalf of manpower Service provider

Signature of the officer authority officer acting in the premises for and on behalf of the Collector & Principal Census Officer, Gajapati

In presence of witness:

Witness

01. Name:

Address.

Witness

02. Name:

Address.