



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, SUNDARGARH

(General & Misc. Section)

Order No. 600 /G & M/Dt. 17.01.2026

SHORT NOTICE INVITING TENDER (SNIT)

Sealed Quotations in prescribed format inviting from the intending Registered Outsourcing Agencies for **supply of Technical Assistants & Multi-Tasking Staff for 18 Months** for the ensuring Census Operations-2027 for Sundargarh District.

The sealed Tenders should reach to the **Office of the Collector & District Magistrate, Sundargarh (Genl. & Misc. Section), At/Po- Sundargarh, Pin-770001** by Speed Post or by hand in Drop Box available in the General & Miscellaneous Section of this office on or before 31.01.2026 by 5.00 P.M. and it will be opened on dt. 02.02.2026 (General/Technical Bid & Financial Bid) in the Conference Hall of Collectorate Sundargarh in presence of members of hiring committee and Bidders or their authorized representatives. The Tender should be submitted in two Bids i.e. (General/Technical Bid & Financial Bid) as per the Terms and Conditions attached with the Tender Call Notice.

The Tender Papers along with the details of specification of the matter shall be available in the website www.sundargarh.odisha.gov.in from dt. 17.01.2026 to dt. 31.01.2026 and can be downloaded from the website.

- (i) Last Date of Submission of Tender: 31.01.2026
- (ii) Date of Opening of (General & Financial Bid) : 02.02.2026 at 11.00 AM.

The Earnest Money **EMD of Rs.10.000/- (Rupees Ten thousand)** only is to be deposited in shape of demand draft in favour of Collector & District Magistrate, Sundargarh, payable at Sundargarh from any nationalized bank along with tender documents, Transfer or adjustment of E.M.D. will not be entertained. Shortfall of any required document, EMD will not be entertained and the Tender paper will be liable for rejection. The undersigned will not be held responsible for any delay in postal service.

**Collector & Principal Census Officer,
Collectorate, Sundargarh**

Memo No. 601 / G & M **Dated.** 17.01.2026

Copy to the Notice Board, Sundargarh, Collectorate, Sundargarh.

Copy to DIO, NIC, Sundargarh Collectorate, Sundargarh for information and necessary dissemination of the information/ quotation in the District Website.

Copy to all Sub-Collectors/all BDOs/All Tahasildars/All Executive Officers of Municipalities of Sundargarh 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 DIPRO, Sundargarh for information and necessary action.

Copy to DeGM, Sundargarh for information and necessary action.

**Collector & Principal Census Officer,
Collectorate, Sundargarh**

Memo No. 602 / G & M **Dated.** 17.01.2026

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 31.01.2026 (for one day only) for wide publicity. After publication, the proof of the publication alongwith proforma bill at the latest PR rate be furnished to this Office for payment.

**Collector & Principal Census Officer,
Collectorate, Sundargarh**

Memo No. 603 / G & M **Dated.** 17.01.2026

Copy to ADM-cum-District Census Officer, Sundargarh /Treasury Officer, District Treasury, Sundargarh/Assistant Collector (Nizarat), Sundaragrh/Deputy Collector, (G & M), Sundargarh (all members of purchase committee) for information and necessary action.

**Collector & Principal Census Officer,
Collectorate, Sundargarh**

Memo No. 604 / G & M **Dated.** 17.01.2026

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

**Collector & Principal Census Officer,
Collectorate, Sundargarh**

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE,
SUNDARGARH**

TENDER DOCUMENT

**Important dates of the Tender for Hiring Manpower as
per "Annexure-I" required for the forthcoming for Census-
2027 for Sundargarh District**

(a)	Date of Publication of Tender	17.01.2026
(b)	Last Date and Time for Submission of Tender Document	31.01.2026 05.00 P.M.
(c)	Date and Time for Opening of (I) General Bid (ii) Financial Bid of eligible Bidders of General Bid	02.02.2026 11.00 AM

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
01	District	2 Technical Assistant, 1 MTS	03
02	Charge Office (Tahasil Office)	1 Technical Assistant	17
03	Charge Office (Municipality)	1 Technical Assistant	03
04	Charge Office (Town Census)	1 Technical Assistant	02
Total			Technical Assistant-24 nos, MTS-01

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 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. 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 casual, 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.

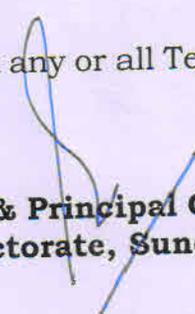
10. There shall be 03 covers /envelopes. One cover will contain General /Technical Bid Papers/documents and sealed cover will contain Financial Bid papers/documents. These two sealed covers/envelopes must be addressed to the Collector & Principal Census Officer, Sundargarh on the top front and superscribed as **Tender paper for General Bid** and **Tender Paper for Financial Bid** as required. Both the sealed covers will be kept in another large cover addressed to **Collector & District Magistrate, Sundargarh, At/PO- Sundargarh, Pin-770001** superscribing the mark as written in the point no. 10.

11. The engagement of this Manpower will be purely on short term contractual basis. The hired manpower (Technical Assistant or Multi-Tasking Staff) will not be entitled to any claims, rights, interests or further benefits in terms of regularization or consideration or further appointment to any post, including any claims for any casual, 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. All payments shall be made through outsourcing agencies to the hired manpower.

12. The Out Sourcing Agency may preferably choose the contractual persons of the work place areas for smooth and time bound execution of Census work.

13. After finalization of Tender, Successful bidder/Agency shall have to deposit Security Deposit amounting Rs. 25,000/- Rupees (Twenty-Five Thousand in shape of Demand Draft in favour of Collector & District Magistrate Sundargarh, payable at Sundargarh at the time of agreement.

14. The Authority reserves the right to reject any or all Tender without assigning any reason thereof.


**Collector & Principal Census Officer,
Collectorate, Sundargarh**

Terms and Conditions: -

1. In support of eligibility of bidders must submit following documents

i) Photocopy of Valid PAN Card, Aadhar Card, GSTIN registration certificate valid up to 31.12.2025, 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.

ii). Detailed profile of the Agency and registration certificate

iii) Form of General Bid applications/declarations check list duly filled.

Relevant self-attested copies of documents to support of the above criteria must be enclosed along with General bids documents failing which the bid will be liable to be rejected.

2. EMD of Rs.10,000/- (Rupees Ten Thousand) only in shape of Demand Draft in favour of Collector & District Magistrate Sundargarh, payable at Sundargarh from any nationalized Bank must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender. In case Industries, OSIC & NSIC 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. Any legal dispute arises out of this is subject to jurisdiction of Sundargarh District only.

4. 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.

5. The successful bidder shall not assign or sublet the contract to any other firm.

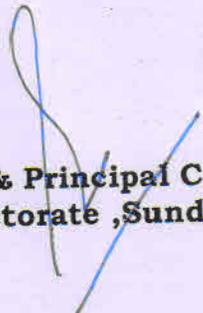
6. Prices shall be quoted in Indian Rupees (both in figures & words) carefully and legibly.

7. 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.

8. The Collector & PCO, Sundargarh 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, Sundargarh 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. After completion of the contract, the EMD will be refunded to the success bidder.

9. The Tender Paper is to be addressed to the Collector & District Magistrate Sundargarh having on the Top of the Cover/envelope should be superscribed "**Tender paper for supply of Manpower for Sundargarh District for Census-2027**".

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 ,
Collectorate , Sundargarh**

**SUPPLY OF MANPOWER (TECHNICAL ASSISTANT & MULTI TASKING STAFF)
FOR THE FORTHCOMING CENSUS OPERATION -2027 FOR SUNDARGARH
DISTRICT**

TENDER CALL NOTICE No..... Dt...../01/2026

GENERAL BID

CHECK LIST (GENERAL BID)

Please check whether the following documents have been enclosed in the respective cover/envelope namely, General Bid ad arrange serially in the following order.

1.	E.M.D in shape of DD in favour of Collector & District Magistrate, Khordha.	Yes / No
2.	General Bid Application	Yes / No
3.	Declaration application for General Bid	Yes / No
4.	Copy of the Registration Certificate of Manpower Supply Agency	Yes / No
5.	Copy of the GSTIN Registration Certificate	Yes / No
6.	Copy of PAN Card /GIR Certificate	Yes / No
7.	Copy of Udyam Aadhar Certificate (if available)	Yes / No
8.	Copy of the Income Tax return filed for the last Three assessment years	Yes / No
9.	Copy of GSTIN Return for the Financial Year 2024-25 & 2025-26 till Dec,2025	Yes / No
10.	Xerox copy of Bank Account details	Yes / No
11.	Previous Experience Credentials	Yes / No
12.	Xerox copy of documents related to ESI & EPF registration	Yes / No
13.	Copy of Authorization to the person attending the Tender opening meeting.	Yes / No

GENERAL/TECHNICAL BID APPLICATION

(To be submitted with General/ Technical Bid Application)

(General Information about the Manpower supplying Agency)

Sl No	Particulars	Details to be furnished
Details of Bidder:		:
1.	Name	:
2.	Address	:
3.	Telephone Number	:
4.	Email Id	:
Details of Authorised Person:		:
5.	Name	:
6.	Address	:
7.	Telephone Number	:
Entity / Agency Details		:
8.	Name of the Entity/ Agency	:
9.	Details of Registration of Entity / Agency (Enclose Registration Certificate)	:
10.	Address of the Entity/ Agency	:
11.	GSTIN Number	:
12.	PAN	:
13.	Aadhar Number of the Owner of the Business	:
14.	Udyam Aadhar Number of the Business Entity	:
15.	Bank Account Details (Enclose copy of the cancelled cheque)	:
16.	Valid ESI/EPF	:
17.	Income Tax Assessment Return of last 03 years (Enclose Copies)	:
18.	Turnover/Balance sheet / Audit Report of last 03 years	:

DECLARATION

I _____ Son/Daughter/Wife of
Shri _____ proprietor /Director/authorized signatory of the
authorized supplier /agency/firm mentioned above, am competent to sign this declaration and execute this
tender document. I have carefully read and understood all the Terms and Conditions of the Tender &
undertake to abide by them. The information / documents furnished along with the above applications are
true and authentic to the best of my knowledge and belief. I/We/ am/are well aware of the fact that
furnishing any false information /fabricated documents would lead to rejection of my Tender at any stage
besides liabilities towards prosecution under appropriate provisions of law.

Signature & Seal of
Authorised Signatory

DECLARATION

(To be submitted with General/ Technical Bid Application)

To

The Collector & Principal Census Officer
Sundargarh

Ref: Tender call Notice No. _____ / G & M _____.

Sir

I/We, the undersigned offer to supply Manpower (Technical Assistant & Multi-Tasking Staff) against the Tender Call Notice of the Collector & Principal Census Officer, Sundargarh for requirement of Manpower for the forthcoming Census Operation-2027. I /We are hereby submitting our bid which includes this General Bid and Financial Bid sealed under separate envelopes and both kept in another large envelope. The Original credentials shall be produced before the Hiring /Purchase Committee on the date & time of opening of the Tender.

I/We hereby declare that all the information and statement made in this Bid are true and accept that any of our misrepresentation /blacklisting contained in it may lead to our disqualification. Further, I /We hereby declare that our, agency/ propriety has never been declared blacklisted & I have not suppressed any material fact.

My/Our bid is valid for a period of 18 months or till completion of the process of Census-2027, subject to the modification of result from contract negotiation, You may subsequently carry out the same as per the terms and conditions of the tender documents.

We have carefully gone through the Terms and Conditions contained in the tender documents and declare that all the provisions of this tender document are acceptable to my Entity/Agency.

I further certify that I am an authorized signatory of my company/firm/agency/printing entity and am, therefore, competent to make this declaration.

Yours faithfully

Authorized Signatory (in full and initials).

Name and Title of the Signatory

Name of the Firm

(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 liabilities, taxes, levies, cess etc.

Sl No	Manpower Type	Monthly Rate per MTS/MTA						Total Per Person Rupees
		Take home remuneration per month	EPF	ESI	Other statutory dues, if any	Service Charge	Service Tax	
01	Technical Assistant							25000.00
02	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 employees.

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 contract.
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

**SUPPLY OF MAN POWER (TECHNICAL ASSISTANT & MULTI-TASKING STAFF) FOR
SUNDARGARH DISTRICT FORTHCOMING CENSUS OPERATIONS-2027.**

TENDER CALL NOTICE NO..... DATE.....

FINANCIAL BID (CHECK LIST)

Please check whether the following papers have been enclosed in the respective cover namely, Financial Bid . Please arrange the documents serially in the following order.

- | | |
|--|--------|
| 1. Financial Bid Form | Yes/No |
| 2. Declaration of Financial Bid Application. | Yes/No |

DECLARATION ON FINANCIAL BID APPLICATION

To

**The Collector & District Magistrate,
Sundargarh**

Ref: Tender Call Notice No. _____ Dated. _____.

Sir

I/We the undersigned offer to supply of Manpower (Technical Assistant & Multi-Tasking Staff) against the above Tender Call Notice for the Census Operation -2027 for Sundargarh District in accordance with Tender referred above clubbed with General bid proposal.

Our proposal is valid for a period of 18months or till the Census Operation is over from the date of implementation or work order in respect each manpower provided subject to the modification of result from contract negotiation, you may subsequently carry out with us to accept our Tender. If we are assigned the work during the period of validity of the proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

I have carefully gone through the Terms & Conditions contained in the tender documents and I hereby declare that all the provisions of this document are acceptable to my company/agency/dealership/entity.

Yours faithfully

Authorized Signatory (in full and initials).

Name and Title of the Signatory

Name of the Firm

(Seal)

REPRESENTATIVE AUTHORISATION LETTER

To

The Collector and Principal Census Officer, Sundargarh

Sir

I Sri _____ is here by
authorized to sing 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,
Authorized Signatory

Representative Signature

Signature Attested

Company Seal