



OFFICE OF THE  
COLLECTOR & DISTRICT MAGISTRATE  
GANJAM, CHATRAPUR  
(GENERAL & MISC. SECTION)



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L. No. 67 / Census

Dated. 7-1-2026

### SHORT NOTICE INVITING TENDER (SNIT)

Sealed Quotations in enclosed format inviting from the intending Registered Proprietors/ Agencies for **supply of different type of census materials** 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	:-	09-01-2026
Last Date for receipt of bids	:-	21-01-2026 (5 PM)
Opening of General bids	:-	22-01-2026 (11 AM)
Notification of qualified bidders based on General bid evaluation	:-	22-01-2026 (11 AM)
Opening of Financial bid	:-	22-01-2026 (3 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, Ganjam, Chatrapur

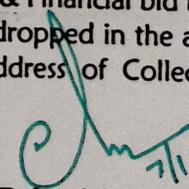
The tender documents are available at G&M Section, Ganjam, Collectorate, Chatrapur. The bidders are advised to visit frequently or contact G&M Section, Collectorate to track any modification /corrigendum etc. or to know the any type of information in this connection. They are also advised to go through 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 21-01-2026 by 5 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, Ganjam 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 / shall be dropped in the assigned drop box kept at the G&M Section, Ganjam, Collectorate, Chatrapur in the address of Collector & PCO, Ganjam, Chatrapur

  
Collector & Principal Census Officer,  
Ganjam, Chatrapur

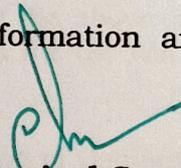
Memo No. 68 / G&M Dated 7-1-2026

Copy to Notice Board, Ganjam Collectorate, Chatrapur.

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

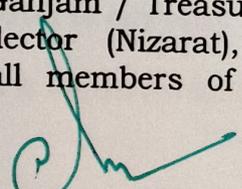
Copy to all Sub-Collectors / Municipal Commissioner, BeMC, Berhampur / all BDOs / All Tahasildars / All NAC Executive Officers of this district for information with a request to publish the notice in their office notice board for wide publicity in the interest of the General public.

Copy to DIPRO, Ganjam, Chatrapur for information and necessary action.

  
**Collector & Principal Census Officer,  
Ganjam, Chatrapur**

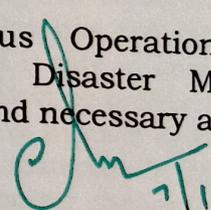
Memo No. 69 / G&M Dated 7-1-2026

Copy to ADM-cum-District Census Officer, Ganjam / Treasury Officer, District Treasury, Ganjam, Chatrapur / Asst. Collector (Nizarat), Ganjam, Chatrapur / Deputy Collector, (G&M), Ganjam / (all members of Purchase committee) for information and necessary action.

  
**Collector & Principal Census Officer,  
Ganjam, Chatrapur**

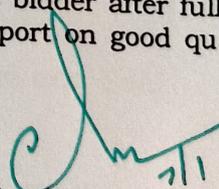
Memo No. 70 / G&M Dated 7-1-2026

Copy submitted to the Director, Census Operation, Odisha, Bhubaneswar / Addl. Chief Secretary, Revenue & Disaster Management Department, Odisha, Bhubaneswar for kind information and necessary action.

  
**Collector & Principal Census Officer,  
Ganjam, Chatrapur**

**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.
2. EMD of Rs. **10,000/-** (Rupees Ten thousand) only in shape of Demand Draft in favour of Collector, Ganjam payable at Chatrapur 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 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 Ganjam 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.
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, Ganjam 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, Ganjam 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.

  
**Collector & Principal Census Officer,  
Ganjam, Chatrapur**

**GENERAL BID**

**For purchase of different type of Census related Materials  
in connection with Census, 2026-27**

1.	Name of Tendering Proprietor	
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.	PAN / GIR No. (attach self-attest copy)	
7.	GST Registration No. ( attach self-attest copy)	
8.	Financial Turnover of the tendering manpower service provider for the last three financial years (attach self-attest copy)	
9.	Additional information, if any (attach separate sheet, if required)	

Full Signature and Seal

## ANNEXURE - II

Quotation Call Notice No.

Name of the Supplier / Firm / Agency :-

Address of Supplier / Firm / Agency :-

PAN No :-

GSTIN No.:-

### Rate quoted for materials (itemwise)

Sl. No.	Name of the articles	Specification if any	Rate to be quoted for	Rate (in Rs.) (including all taxes)
1	Folder with snap button closure	PVC (Length - 15, Breadth - 10, Width - 1.5)	1 piece	
2	Black Ball point pen	Legal size with inside lamination	1 piece	
3	Ink Pad	Camel Small size	1 piece	
4	Identity cards (laminated pouch cover)	Standard Size	1 piece	
5	Identity cards printing and supply	Multi colour printing and supply	1 piece	
6	Wide brown adhesive tape	5" breadth	1 piece/roll	
7	Gum	Fevi-gum 200ml bottle	1 piece	
8	Note book rolled	152 pages long with	1 piece	
9	Scissor	Standard Size	1 piece	
10	Envelopes	Size ( 11" x 5")Inside lamination	1 piece	
11	Envelopes	Size ( 5" x 14")Inside lamination	1 piece	
12	Envelopes	Legal size with inside lamination	1 piece	
13	A4 size copier paper	JK Copier 75 GSM	1 pocket (500 sheet)	
14	A4 size copier paper	JK Cemex 75 GSM	1 pocket (500 sheet)	
15	Stapler	Small size	1 piece	
16	Stapler	Big Size	1 piece	
17	Stapler pin	Small size	1 pocket	
18	Stapler pin	Big Size	1 pocket	
19	Cartridge	As per requirement	1 piece	
20	Tag	Good quality	1 bundle	
21	Register	Small binding	1 piece	
22	Colour flag	With wide	1 pocket	
23	Punch	Single hole	1 piece	
24	A4 size full page printing	Black & white	1 page	
25	Xerox cost of A4 full page	Black & white	1 page	
26	Ordinary pencil	Standard Size	1 piece	
27	Stamp ink (30 ml.)	Standard Size	1 piece	
28	Sealing wax	Standard Size	1 piece	
29	Alpin packet (packet containing 25 pieces)	Standard Size	1 packet	
30	Ball point Pen (Blue)	Standard Size	1 piece	
31	Candles stuck	Standard Size	1 piece	
32	Sutuli (bundle containing 100 grams)	Standard Size	1 bundle	
33	Blade	Standard Size	1 piece	

34	Gum paste (50 ml)	Standard Size	1 piece	
35	Match box	Standard Size	1 piece	
36	Blank paper (1/4 DFC) 500 nos.	Standard Size	500 nos	
37	Needle (Big size)	Standard Size	1 piece	
38	Nail	Standard Size	1 piece	
39	Piece of cloth (1/4 mtrs) for removing oil etc.	Standard Size	1 piece	
40	Carbon paper	Standard Size	1 piece	
41	Twin twine thread (bundle containing 20 mtrs)	Standard Size	1 piece	
42	Rubber band (packet containing 20 pieces)	Standard Size	1 piece	
43	Packing paper sheets	Standard Size	1 piece	
44	Cello tape 2"	Standard Size	1 piece	
45	Trunk (size L-1'.28", W - 1'2", H - 20")	Standard Size	1 piece	
46	Stamp pad (purple)	Standard Size	1 piece	
47	Lock & Key	Standard Size	1 piece	
48	Metal Rule	Standard Size	1 piece	
49	Metal seal	Standard Size	1 piece	
50	Spike	Standard Size	1 piece	
51	Drawing pins	Standard Size	1 piece	

Full Signature & Seal