



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



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L. No. 49 / 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 for 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	:-	08-01-2026
Last Date for receipt of bids	:-	19-01-2026 (5 PM)
Opening of General bids	:-	20-01-2026 (11 AM)
Notification of qualified bidders based on General bid evaluation	:-	20-01-2026 (11 AM)
Opening of Financial bid	:-	20-01-2026 (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 & Principal Census Officer, Ganjam, Chatrapur

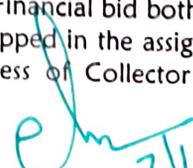
The tender documents are available at G&M Section, Ganjam, Collectorate, Chatrapur. The bidders are advised to visit frequently or contact G&M Section, Collectorate to track any modification /corrigendum etc. or to know the any type of information in this connection. They are also advised to go through 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 **19-01-2026 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. 50 / 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.

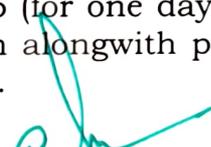
Copy to DIPRO, Ganjam, Chatrapur for information and necessary action.


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

Memo No. 51 / G&M

Dated 7-1-2026

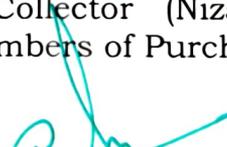
Copy to the Deputy Director, Advertisement, I&PR Department, Odisha, Bhubaneswar for information and necessary action. He is requested to publish the SNIT in all editions of any two Odia daily by 09-1-2026 (for one day only) for wide publicity. After publication, the proof of the publication alongwith proforma bill at the latest PR rate be furnished to this office for payment.


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

Memo No. 52 / G&M

Dated 7-1-2026

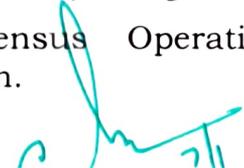
Copy to ADM-cum-District Census Officer, Ganjam / Treasury Officer, District Treasury, Ganjam, Chatrapur / Asst. Collector (Nizarat), Ganjam, Chatrapur / Deputy Collector, (G&M), Ganjam (all members of Purchase committee) for information and necessary action.


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

Memo No. 53 / G&M

Dated 7-1-2026

Copy submitted to the Director, Census Operation, 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 INFORMATION

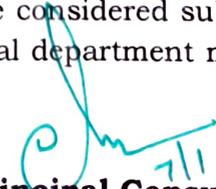
The introduction of many new initiatives like data collection through mobile applications use of Census Management and Monitoring System (CMMS) portal, House listing Block Creator (HLBC) Web Application, self-enumeration portal etc, the Census of India-2027 will be technologically intensive with a target 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 mam 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	22
3.	Charge office (NAC office)	1 Technical Assistant	19

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 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,
Ganjam, Chatrapur**

TECHNICAL BID

For providing Manpower services to
District office, Tahasil office and NAC offices of this district

1.	Name of 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

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:

SI No.	Manpower Type	Monthly Rate per DEO/Block						Total per person
		Take home remuneration per month	EPF	ESI	Other statutory dues, if any	Service Charge	Service Tax	
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 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.

SIGNATURTE & SEAL

RERPRESENTATIVE AUTHORISATION LETTER

To

The Collector and Principal Census Officer, Ganjam

Sir,

I Sri _____ is hereby authorized 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,

Authorized Signatory

Representative Signature

Signature Attested

Company Seal

SELF DECLARATION

To

The Collector and Principal Census Officer, Ganjam

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 declare ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time.

Signature of the Witness

Signature of the Tenderer

Date

Date

Place

Place

Company Seal