



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BARGARH  
(General & Misc Section)

No. 2550 /G&M/ Dtd 18.02.2026

**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 for Bargarh District.

The sealed tender should reach to the office of the Collector & District Magistrate, Bargarh (General & Miscellaneous Section) At/Po-Bargarh Pin-768028 by Speed post or by hand in drop box available in the General & Miscellaneous Section of this office from **18.02.2026 to 05.03.2026**. The tender paper will be received from 10.00 AM to 05.00 PM everyday excluding holiday. Last date of receipt of tender paper is 05.03.2026 by 05.00 PM and it will be opened on **Dt.06.03.2026** at 11.00 AM (General/Technical Bid & Financial Bid) in the conference hall of Collectorate, Bargarh in presence of member of hiring Committee & 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 condition attached with tender call notice.

The Tender papers along with the details of specification of the matter shall be available in the website **www.bargarh.odisha.gov.in** from date **18.02.2026** and can be downloaded from the website.

The details of information and documents to be furnished are given in the following manner.

**Schedule of Events**

<b>Publication of tender</b>	<b>:-</b>	<b>18.02.2026</b>
<b>Last Date for receipt of bids</b>	<b>:-</b>	<b>05.03.2026(5.00 PM)</b>
<b>Opening of General bids</b>	<b>:-</b>	<b>06.03.2026 (11.00 AM)</b>
<b>Notification of qualified bidders based on General bid evaluation</b>	<b>:-</b>	<b>06.03.2026 (11.00 AM)</b>
<b>Opening of Financial bid</b>	<b>:-</b>	<b>06.03.2026</b>

The Earnest Money EMD of **Rs. 10,000/- (Rupees Ten thousand)** only is to be deposited in shape of demand draft in favour of **principal census officer-cum-Collector & District Magistrate, Bargarh** payable at Bargarh from any nationalize Bank along with tender documents transfer or adjustment of EMD will not be entertained. Shortfall of any require documents 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,  
Bargarh**



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

**TENDER DOCUMENTS**

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

(a)	Date of Publication of Tender	18.02.2026
(b)	Last Date and Time for Submission of tender Document	05.03.2026 (5.00 PM)
(c)	Date and Time for Opening of (I) General Bid (II) Financial Bid of eligible Bidders of General Bid	06.03.2026(11.00 AM) 06.03.2026

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## GENERAL INFORMATION

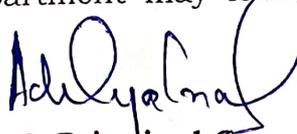
The introduction of many new initiatives like data collection through mobile applications use of Census Management and Monitoring system (CMMS) portal, House listing Block Creator (HLBC) Web Application, self-enumeration portal etc, the Census of India -2027 will be technologically intensive with a target 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 **census operations**.

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	12
03	Charge Office (Municipality)	1 Technical Assistant	06
Total			Technical Assistant- 20nos, 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.

It would be appropriate if the manpower at District, Municipal Corporation and Chargelevel 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 no: by direct appointment. All payments be made through Out sourcing 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 Bargarh**

## Terms and conditions :-

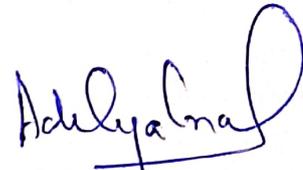
In support of eligibility of bidders must submit following documents.

1. Photocopy of valid PAN card, Aadhar Card, GSTIN registration certificate valid up to 31.01.2026, 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. Detailed profile of the Agency and registration certificate.
3. Form of General Bid applications/declaration 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.
4. EMD of Rs. **10,000/-** (Rupees Ten thousand) only in shape of Demand Draft in favour of Principal Census Officer-cum-Collector & District Magistrate, Bargarh payable at Bargarh from any nationalize Bank 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.
5. Any legal dispute arises out of this is subject to jurisdiction of Bargarh District only.
6. 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.
7. The successful bidder shall not assign or sublet the contract to any other firm.
8. Prices shall be quoted in **Indian Rupees** (both in figures & words) carefully and legibly.
9. 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.
10. The Collector & PCO, Bargarh 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 of L1 bidder fails to provide manpower within the stipulated period. No request or prayer to extend the date will be considered at any circumstances & In case of breach of any terms and conditions and failure to provide required manpower by the successful bidder, the Collector & PCO, Bargarh, 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. The EMD will be refunded on completion of Census 2027.
11. 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 to sealed covers/envelopes must be addressed to the Collector & Principal Census Officer, Bargarh on the top front and superscribed as Tender paper for General Bid and **Tender Paper for Financial Bid** as required. Both the sealed
12. covers will be kept in another large cover addressed to **Principal Census Officer Cum Collector & District Magistrate, Bargarh, At/PO Collectorate Bargarh, Dist- Bargarh Pin-768028** superscribing the mark as written in the point no. 10.

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13. 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.
14. The Out Sourcing Agency may preferably choose the contractual persons of the work place areas for smooth and time bound execution of Census work.
15. 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 Principal Census Officer Cum Collector & District Magistrate, payable at the time of agreement.
16. The bidder shall quoted the rate of service charge adhering with the guidelines communicated as per OM No.19595/F/dtae.11.07.2023.
17. The Authority reserves the right to reject any or all Tender without assigning any reason.
18. The Tender Paper is to be addressed to the Collector & District Magistrate Bargarh having on the Top of the cover/ envelop should be superscribed "**Tender paper for supply of management for Bargarh District for Census-2027**"



**Collector & Principal Census Officer,  
Bargarh**

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

TENDER CALL NOTICE No.....Dt.....

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, Bargarh	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 Adhar 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
14	Undertaking on not having blacklisted by any govt. organization/Court in prescribed forms.	Yes/No
15	Declaration abiding terms and condition in prescribed form.	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:	
	Name	
	Address	
	Telephone Number	
	Email Id	
	Details of Authorised Person	
	Name	
	Address	
	Telephone Number	
	Entity/Agency Details	
	Name of the Entity/Agency	
	Details of Registration of entity / Agency (Enclose Registration Certificate)	
	Address of the Entity/Agency	
	GSTIN Number	
	PAN	
	Aadhar Number of the Owner of the Business	
	Udyam Aadhar Number of the Business Entity	
	Bank Account Details (Enclose copy of the cancelled cheque)	
	Valid ESI/EPF	
	Income Tax Assesment Return of last 03 years (Enclose Copies)	
	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 documents. 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  
Bargarh

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, Bargarh for requirement of Manpower for the forthcoming Census Operation-2027.1 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.

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 statutory liabilities, taxes, levies, cessetc:

Sl No.	Manpower Type	Monthly Rate per DEO/Block						Total Per Person Rupees
		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 remunerationRs \_\_\_\_\_ /-(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.

**SIGNATURE & SEAL**



**RERPRESENTATIVE AUTHORISATION LETTER**

To

The Collector and Principal Census Officer, Bargarh

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

