



OFFICE OF THE COLLECTOR & DISTRICT
MAGISTRATE, SAMBALPUR

(CENSUS SECTION)

E-mail: gmcollsambalpur28@gmail.com

No. **3947** /

Date: **20.02.2026**

SHORT NOTICE INVITING TENDER (SNIT)

Sealed Tenders in the enclosed format are invited from the Registered Proprietors/ Agencies for the **supply of manpower for the services of Technical Assistants & Multi-Tasking Staff for the ensuing Census Operation-2027** as per the schedule mentioned below.

Schedule of Events

Publication of tender	20.02.2026
Last Date for receipt of bids	07.03.2026 (3:00 PM)
Opening of General bids	10.03.2026 (4:00 PM)
Notification of qualified bidders based on General bid evaluation	10.03.2026 (4.30 PM)
Opening of Financial bid	10.03.2026 (5:00 PM)

Interested bidders can download the tender documents from the district **website <https://sambalpur.odisha.gov.in/>** and submit the bids duly filled in along with the Tender paper cost of Rs.1,000/- (Rupees One Thousand) only (non-refundable) and Earnest Money Deposit (EMD) Rs.10,000/- (Rupees Ten Thousand) only in shape of a demand draft in favour of the Collector-cum-Principal Census Officer, Sambalpur.

The tender documents are available at Census Section, Collectorate, Sambalpur. Bidders are advised to contact the Census Section, Collectorate, Sambalpur to track any modification/ corrigendum etc. or to know any type of information in this connection. They are also advised to go through the terms and conditions carefully before submission of tender paper.

Canvassing in any form shall be liable for disqualification/ rejection. The last date of submission of tender is **07.03.2026 by 3:00 PM**. No tender 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.

The bidders have to submit sealed tender papers (**General Bid & Financial Bid both in separate cover**) by the stipulated period by Speed Post/ Registered post or may be dropped in the assigned drop box kept at Census Section, Collectorate, Sambalpur in the address of Collector-cum-Principal Census Officer, Sambalpur. The Collector-cum-Principal Census Officer, Sambalpur reserve the right to accept or reject any or all the tenders without assigning any reason thereof.


Collector-cum-Principal Census Officer,
Sambalpur

Collector-Cum-Principal Census officer
Sambalpur

Memo No. 3948 /Census Date: 20.02.2026

Copy to Notice Board, Collectorate, Sambalpur.

Copy to DIO, NIC, Sambalpur for information and wide circulation of the information / quotation in the district website.

Copy to all Sub-Collectors, Sambalpur/all BDOs/all Tahasildar-cum-Charge Census Officers/all Executive Officer-cum-Charge Census Officers of ULBs of this district for information with request to publish in the Notice Board of their respective office for wide publicity in the interest of the general public.

Copy to DI & PRO, Sambalpur for information and necessary action.


Collector-cum-Principal Census Officer,
Sambalpur
Collector-Cum-Principal Census officer
Sambalpur

Memo No. 3949 /Census Date: 20.02.2026

Copy forwarded to the Deputy Director, Advertisement, I & PR Department, Odisha, Bhubaneswar for information and necessary action. He is requested to publish the SNIT in all addition of any two Odia daily by 21.02.2026 (for one day only) for wide publicity. After publication, the proof of the publication along with proforma bill at the existing PR rate may be furnished to this office for payment.


Collector-cum-Principal Census Officer,
Sambalpur
Collector-Cum-Principal Census officer
Sambalpur

Memo No. 3950 /Census Date: 20.02.2026

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


Collector-cum-Principal Census Officer,
Sambalpur
Collector-Cum-Principal Census officer
Sambalpur

Memo No. 3951 /Census Date: 20.02.2026

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


Collector-cum-Principal Census Officer,
Sambalpur
Collector-Cum-Principal Census officer
Sambalpur

Terms and Condition:

- 1 Photocopies of a valid PAN CARD, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder along with their proposal. All pages of the tender papers should be signed with seal of the firms/ agency.
Non-refundable tender paper cost of Rs.1000/- (Rupees Ten Thousand) only and Earnest Money Deposit (EMD) of Rs.10,000/ (Rupees Ten Thousand) only in separate Demand Drafts in favour of the Collector-cum-Principal Census Officer, Sambalpur payable at Sambalpur must be submitted. The EMD of unsuccessful bidders will be refunded after the finalisation of tender.
- 3 The successful bidder will have to deposit a performance Security Deposit of **Rs.3,53,700/- (Rupees Three Lakh Fifty-Three Thousand Seven Hundred) only (5% of the cost of the contract value)** in shape of Bank Guarantee/ Term Deposit Receipt (TDR) from any Nationalized Bank drawn in favour of the Authority covering the period of agreement before commencement of the contract. Successful bidder may deposit the balance amounts after deducting the EMD deposited. The performance security deposit will be refunded after successful completion of engagement of the period.
- 4 Any legal disputes arising from this tender shall be subject to the jurisdiction of Sambalpur District only.
- 5 The bidder should have not been blacklisted by any Govt. Organization / Court of Law 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 latter 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-cum-Principal Census Officer, Sambalpur reserves the right to accept or reject any or all the tenders 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 supply manpower within the stipulated period. No requests or prayers to extend the date of supply will be considered under any circumstances. If, in case of equilibrium, L1 the successful bidder shall be decided through a draw of lots. Further, in case of a breach of any terms and conditions and failure to supply the required manpower by the successful bidder, the Collector-cum-Principal Census Officer, Sambalpur 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.


Collector-cum-Principal Census Officer,
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GENERAL INFORMATION

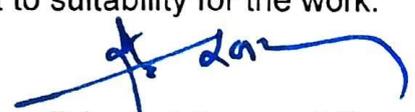
The introduction of many new initiatives like data collection through mobile applications, the use of Census Management and Monitoring System (CMMS) portal, House listing Block Creator (HLBC) Web Application and self-enumeration portal etc. the Census of India-2027 will be technologically intensive with 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 release of census data entry work. Accordingly, in order to strengthen the State, District and Charge Level Census Officers, the assistance in terms of hired technical manpower 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 man power will be hired for a maximum period of **18 months** or until completion of Census operations whichever is earlier.

SL No	Administrative Unit	Manpower allowed for 18 Months against the service.	Total manpower required
1	District	2 Technical Assistants and 1 MTS	03
2	Charge Office (Tahasil Office)	1 Technical Assistant	09
3	Charge Office (ULBs Office)	1 Technical Assistant	04

The maximum monthly remuneration for against 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** or until the completion of Census operations, whichever is earlier. Thereafter, this assistance will automatically cease 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 future appointment to any post, including any claims for any casual, ad-hoc, temporary or regular service in the Government. Further, the responsibility for statutory deductions like EPF, ESIC etc. will rest with the concerned District/ Charge level authorities.

All payments shall be made through Outsourcing Agency to the hired manpower. Retired government officials may also be considered subject to suitability for the work.


Collector-cum-Principal Census Officer,
Sambalpur
Collector-Cum-Principal Census officer
Sambalpur

TECHNICAL BID

For providing Manpower services to District Office, Tahasil Office and ULBs Offices of Sambalpur District.

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

Full Signature and Seal

REPRESENTATIVE AUTHORISATION LETTER

To

The Collector-cum-Principal Census Officer, Sambalpur

Sir,

I Sri _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with reference No. _____ / Census dated _____. She / He is also authorized to attend meeting and submit information as may be required by you in the course of processing the above said application.

Thanking You,

Authorized Signatory

Representative Signature

Signature Attested

Company Seal

SELF DECLARATION

To

The Collector-cum-Principal Census Officer, Sambalpur

Sir,

In response to the Office Notice No. _____./ Census Dated _____,
I Sri _____ as a _____, I/ We hereby declare that our
company/ firm namely _____ is having unblemished past record
and has not declared ineligible for corrupt and fraudulent practices either indefinitely or
for a particular period of time.

Signature of the Witness

Signature of the Tender

Date:

Date:

Place:

Place:

Company Seal

Annexure-IV

FINANCIAL BID

For providing manpower against 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, cess etc.

SI No	Manpower Type	Monthly Rate per person						
		Take home remuneration per month	EPF	ESI	Other statutory dues, if any	Service Charge	Service Tax (GST)	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 including 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 man power.

SIGNATURE & SEAL

SCOPE OF THE WORK

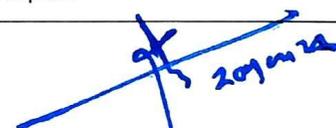
1. The service provider should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The resources to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience & relevant knowledge to perform the required service as per the job description mentioned at Annexure-A : Schedule of Requirement.
2. It shall be the responsibility of the service provider to verify the qualification and experience of the outsourced resources. The deployed resources will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify and check the credentials and qualification of the outsourced resources. If during the course of engagement of any outsourced resources, it comes to notice of authority that he/she has misrepresented the fact about his/her qualification / experience, the service provider will have to terminate the service of such staff immediately.
3. The resources deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
4. The entire financial liability in respect of resources deployed in the client's location shall be that of the service provider and the client will in no way be liable for the same. It will be the responsibility of the service provider to pay to the resources deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
5. The service provider shall provide a substitute well in advance if there occurs any probability of the resources 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 service provider.
6. The service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the resources deployed at the client's location. The service provider should ensure regular payment of monthly remuneration to the resources engaged by 10th of the succeeding month after deduction of applicable statutory dues. The service provider should credit the monthly remuneration in their respective Bank Account.
7. The engagement of outsourced resources shall be purely on contract basis. The service provider shall at all times make it absolutely clear to the outsourced resources hired through them. Any outsourced resource deployed can be removed any time by giving notice to the service provider and the service provider will have to provide suitable replacement acceptable to client within 03 working days from the date of intimation of the notice.

Annexure-A

TECHNICAL REQUIREMENT FOR RESOURCES TO BE DEPLOYED BY THE SUCCESSFUL SERVICE PROVIDER IN THE OFFICE OF DISTRICT CENSUS OFFICE, SAMBALPUR

The tentative requirement along with other details of the required resources to be deployed by the selected service provider at Office of the District Census Office, Sambalpur for the proposed services is given below.

Sl. No.	Description of Resources for providing required services	Age Limit	Qualification	Experience	Job Description
1	Technical Assistant (Fifteen) 15	21-40 years	<ul style="list-style-type: none">• Bachelor's degree in any discipline from any Govt. recognized University / Institution.• A certified course in Computer	<ul style="list-style-type: none">• She/he should have 1 year post qualification working experience in MIS / Administration / Management under any reputed central / state / PSUs / reputed corporate organization• Good Proficiency in MS Office Tools, internet applications with efficient typing & data entry skill.• Sound knowledge to handle minimum hardware / software trouble shooting	<ul style="list-style-type: none">• Responsible for carry out all administrative requirements of the client like day-to-day official work, file management, secretarial practices, data entry work & other related work.• Management of day to day office work including travel and logistics of officials.• Responsible for Maintenance of office records with respect to general management and correspondences.• Assisting officials for generating reports / information for meetings and other official purposes and decision making.• Management of daily official work and logistics support to the officials and other staff.• Any other reasonable work assigned by Office
2	Multi-Tasking Staff (MTS) (One) 1	18 - 40 years	Must be 10 th Pass	-	<ul style="list-style-type: none">• Should be physically fit• Any other reasonable work assigned by Census Office, Sambalpur.


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