

DISTRICT OFFICE: JHARSUGUDA

(Census Section)

No. 1855 /Census Date 07.02.2026

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

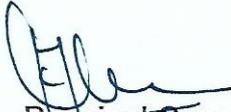
Publication of tender	06.02.2026
Last Date for receipt of bids	21.02.2026(3:00 PM)
Opening of General bids	21.02.2026 (4:00 PM)
Notification of qualified bidders based on General bid evaluation	21.02.2026 (4.30 PM)
Opening of Financial bid	21.02.2026 (5:00 PM)

Interested bidders can download the tender documents from the district **website** <https://jharsuguda.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, Jharsuguda.

The tender documents are available at Census Section, Collectorate, Jharsuguda. Bidders are advised to contact the Census Section, Collectorate 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 21.02.2026 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, Jharsuguda in the address of Collector-cum-Principal Census Officer, Jharsuguda. The Collector-cum-Principal Census Officer, Jharsuguda reserve the right to accept or reject any or all the tenders without assigning any reason thereof.


Collector-cum-Principal Census Officer,
Jharsuguda

Memo No. 1856 /Census

Date 07.02.2026

Copy to Notice Board, Collectorate, Jharsuguda.

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

Copy to Sub-Collector, Jhasuguda/all BDOs/all Tahasildar-cum-charge census Officer/all Executive Officer-cum-charge-Census Officer of ULBs of this district for information with request to publish the notice in the Notice Board for wide publicity in the interest of the general public.

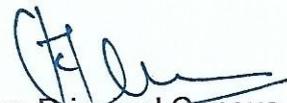
Copy to DI&PRO, Jharsuguda for information and necessary action.


Collector-cum-Principal Census Officer,
Jharsuguda

Memo No. 1857 /Census

Date 07.02.2026

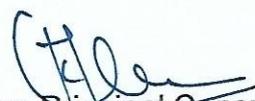
Copy forwarded to the Deputy Director, Advertisement, I&PR Department, Odisha, Bhubaneswar for information and necessary action. He is requested to publish the SNIT in all addition of any two Odia daily by 07.02.2026 (for one day only) for wide publicity. After publication, the proof of the publication along with proforma bill at the existing PR rate may be furnished to this office for payment.


Collector-cum-Principal Census Officer,
Jharsuguda

Memo No. 1858/Census

Date 07.02.2026

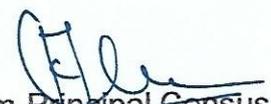
Copy to ADM-cum-District Census Officer, Jharsuguda/ Trasury Officer, District Treasury, Jharsuguda / Deputy Collector, Nizarat, Collectorate, Jharsuguda for information and necessary action.


Collector-cum-Principal Census Officer,
Jharsuguda

Memo No. 1859 /Census

Date 07.02.2026

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


Collector-cum-Principal Census Officer,
Jharsuguda

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.
- 2 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, Jharsuguda payable at Jharsuguda must be submitted. The EMD of unsuccessful bidders will be refunded after the finalisation of tender. In case of bidder(s) are local MSEs registered under DIC, O.K & V. I, Handicraft Industries, OSIC & NSIC are exempted from EMD, subject to the submission of a relevant valid certificate as per Finance Department O.M.No.-27928/F Dt. 16.10.2020.
- 3 The successful bidder will have to deposit a performance Security Deposit of Rs.2,41,200/- (Rupees Two Lakh Forty-one Thousand two 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. However local MSME will pay a concessional performance security of Rs.60,300/- (Rupees Sixty Thousand Three Hundred) only. 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 Jharsuguda 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, Jharsuguda 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. 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, Jharsuguda 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,
Jharsuguda

GENERAL INFORMATION

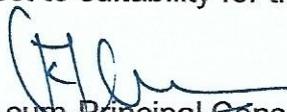
The introduction of many new initiatives like data collection through mobile applications, the use of Census Management and Monitoring System (CMMS) portal, House listing Block Creator (HLBC) Web Application and self-enumeration portal etc, the Census of India-2027 will be technologically intensive with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

SI 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	05
3	Charge Office (Municipality Office)	1 Technical Assistant	03

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,
Jharsuguda

SCOPE OF WORK

1. The Service Provider shall provide ten (10) Technical Assistants and one (1) Multi-Tasking Staff (MTS) to handle technical and administrative tasks for Census 2027 on an outsourced basis.
2. All resources must be managed by trained support staff provided by the Service Provider.
3. Deployed resources must be registered employees of the Service Provider and possess the specific qualifications and experience outlined in Annexure -A.
4. Personnel must possess the necessary skills to manage the digital components of the assignment.
5. The Service Provider is responsible for verifying the qualifications and professional experience of all outsourced resources.
6. Deployed resources are obligated to perform all duties assigned by the Authority from time to time.
7. The Authority reserves the right to verify the credentials and qualifications of outsourced staff at any time.
8. If a staff member is found to have misrepresented their qualifications or experience, the Service Provider must terminate their services immediately.
9. Resources must maintain good moral character, a cordial attitude, and strict professional conduct.
10. Personnel must maintain absolute confidentiality and are prohibited from disclosing official information to unauthorized third parties.
11. The Service Provider assumes full financial liability for all deployed resources; the Client shall bear no financial responsibility.
12. The Service Provider must pay resources a monthly remuneration no less than the amount proposed in the financial bid.
13. The Service Provider is responsible for adhering to all statutory provisions regarding minimum wages and labour laws.
14. Monthly remuneration must be credited to the resources' respective bank accounts by the 10th day of the following month, after all mandatory statutory deductions.
15. 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

16. The engagement of outsourced resources is strictly on a contract basis for a maximum period of 18 months.
17. The Service Provider must ensure that all hired resources clearly understand the contractual nature of their engagement.
18. The Client may request the removal of any deployed resource at any time by providing notice to the Service Provider.

A suitable replacement, acceptable to the Client, must be provided within three (3) working days of such notice.



**Collector-cum-Principal Census Officer,
Jharsuguda**

Annexure-A

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

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, Jharsuguda for the proposed services is given below.

Sl. No.	Description of Resources for required services	Age Limit	Qualification	Experience	Job Description
1	Technical Assistant (Ten) 10	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 10th Pass	-	<ul style="list-style-type: none"> Should be physically fit Any other reasonable work assigned by Census Office, Jharsuguda.


 Collector-cum-Principal Census Officer,
 Jharsuguda

TECHNICAL BID

For providing Manpower services to District Office, Tahasil Office and Municipality Offices of Jharsuguda 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, Jharsuguda
Sri,

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, Jharsuguda

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

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.

Sl No	Manpower Type	Monthly Rate per DEO/ Block						
		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