

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

No. 789 /G&M. Dated. 15/1/2026

**SHORT TENDER CALL NOTICE**

Sealed tenders in the prescribed format are invited from the intending **Registered Outsourcing Agencies** for supply of **Technical Assistants and Multi-Tasking Staff for 18 months** for the ensuing **Census Operations-2027** for Khordha District.

The Sealed tenders should reach to the **Office Of The Collector & District Magistrate, Khordha (Gen & Misc. Section), At/Post-Pallahat, District-Khordha, PIN-752056** by **Speed Post** or by hand in **Drop Box** available in the General & Miscellaneous Section of this office on or before **21.01.2026 by 5.00 P.M.** and it will be opened on **Dt.22.01.2026** (General/Technical Bid & Financial Bid) in the Conference Hall of Collectorate, Khordha in presence of members of Hiring Committee and 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 Conditions attached with the Tender Call Notice.

The Tender Papers along with the details of specification of the matter shall be available in the Website **www.khordha.nic.in** from Dt. 15.01.2026 to 21.01.2026 and can be downloaded from the website.

- (i) Last Date of submission of Tender: **21/01/2026 at 5.00 P.M.**  
(ii) Date of Opening of (General & Financial Bid): **22/01/2026 at 11.00 A.M.**

The Earnest Money (EMD Cost) of Rs.10,000/- (Rupees Ten Thousand) only is to be deposited in shape of Bank Draft drawn in favour of the Collector & District Magistrate, Khordha payable at Khordha from any nationalized bank along with tender documents. Transfer or adjustment of E.M.D. will not be entertained. Shortfall of any required document, 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.

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**Collector & Principal Census Officer,  
Khordha**

Memo No. 790 /G&M. Dtd. 15/1/2026

Copy forwarded to the DeGM, Collectorate, Khordha for information. He is requested to upload the advertisement in the district website for wide publication of the same.

Copy to Notice Board of Collectorate, Khordha / Commissioner, BMC, Bhubaneswar to all Sub-Collectors /Tahasildars / BDOs / All NAC EOs for information and request to publish in their notice boards for wide publicity of general public.

Copy to DIPRO, Khordha / Bhubaneswar for information and necessary action.

**Deputy Collector (G&M), Khordha**

Memo No. 791 /G&M. Dtd. 15/1/2026

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

**Deputy Collector (G&M), Khordha**

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

**TENDER DOCUMENT**

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

(a)	Date of Publication of Tender	15/01/2026
(b)	Last date and time for submission of Tender Document	21/01/2026 at 5.00 P.M.
(c)	Date and time for Opening of (i) General Bid (ii) Financial Bid of eligible Bidders of General Bid	22/01/2026 at 11.00 A.M.

## **TERMS & CONDITIONS**

### **1. General/Technical BID :(Documents to be furnished along with General Bid)**

In support of eligibility, a bidder must submit the EMD & the following documents in shape of hard original copies or attested copies, as the case may be along with the Technical Bid.

- (i) Detailed Profile of the Agency.
  - (ii) Form of General bid application/declaration & check list duly filled.
  - (iii) EMD amount as specified in the schedule of requirement in shape of Demand Draft in favour of Collector & District Magistrate, Khordha, payable at Khordha from any nationalized bank. The EMD will be refunded to the unsuccessful bidders after finalization of tender within 15 days. The EMD money shall be converted to Security Money of the Successful Bidder and the same shall be refunded after completion of the Task / Job. In case the bidder(s) are local MSME registered under DIC, O.K. & V.I. and Handicraft Industries, OSIC & NSIC shall be exempted from EMD, subject to submission of relevant valid certificate as per Finance Department O.M. No.27928/F dt.16.10.2020.
  - (iv) Copy of PAN Card & Aadhar Card of the Head of Business & Agency.
  - (v) Copy of the Income Tax return of last 03 years assessment.
  - (vi) Copy of the up to date GSTIN clearance certificate valid up to 31/12/2025.
  - (vii) Copy of the firm registration certificate.
  - (viii) Xerox copy of Bank Pass Book (front page) with the name & A/C Number of Agency/ Business concern.
  - (ix) Documents related to ESI & EPF registration
2. The Tender paper is to be addressed to the Collector & District Magistrate, Khordha having on the top of the cover/ envelope should be superscribed "**Tender paper for supply of Manpower for Khordha District for Census-2027**"
3. There shall be 03 covers/envelopes. One sealed cover will contain General/Technical Bid papers/documents and another sealed cover will contain Financial Bid papers/documents. These 02 sealed covers/ envelopes must be addressed to the Collector & Principal Census Officer, Khordha on the top front and superscribed as **Tender paper for General Bid and Tender paper for Financial Bid** as required. Both the sealed covers will be kept in another large cover addressed to the **Collector & District Magistrate, Khordha, At/Post-Pallahat, District-Khordha, PIN-752056** superscribing the mark as written in the Point No.2 above.
4. All the required Manpower should be supplied immediately on placement work order.
5. If the successful Agency fails to supply the Manpower within stipulated period, the order will stand automatically cancelled and the EMD amount will be forfeited to Government.
6. The Agency must not have been black listed and shall submit a declaration to this effect accordingly.
7. Previous experience in the field of Data Entry / Computer Operating / Multi-Tasking Staff service will be given preference.

8. During finalization of tender by the District Hiring / Purchase Committee, it is not mandatory to place supply order to lowest price quoted Agency. If pointed out regarding incapability of the agency, the committee shall consider the next rate quoted agency after verifying the capacity and status of the agency(s). The Committee is also empowered to distribute the supply of manpower among more than one Agency at reasonable approved price for convenience of census operation.

**9. General Information and Scope of Work**

A. With the introduction of many modern initiatives like data collection through mobile application, computer operation for 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 shall be technologically intensive exercise with a target to get digitized data from the field itself. This would enable release of Census Data in the shortest 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 level 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 maximum period of 18 months starting from January, 2026.

**WORK PLACE**

Sl. No.	Administrative Unit	Manpower allowed for 18 Months	Total Manpower Required
1	District Office (Collectorate, Khordha)	02 Technical Assistants & 01 MTS	03
2	Charge Office (Tahasil Office)	01 Technical Assistant	10
3	Charge Office (Municipality / NAC Office)	01 Technical Assistant	05

- (i) District Level- Office of the Collector & District Magistrate, Khordha (Census Unit at General & Miscellaneous Section)
- (ii) Tahasil Office – Baliana, Balipatna, Bhubaneswar, Jatni, Khordha, Begunia, Bolagarh, Tangi, Chilika, Banpur.
- (iii) Municipality / NAC Office- Jatni Municipality, Khordha Municipality, Tangi NAC, Balugaon NAC & Banpur NAC.

B. 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 Manpower will be provided by the Govt. 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 Govt. of India on this account either financially or otherwise.

- C. 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 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.
- D. The retired fit Govt. Officials well acquainted and proficient with the extant works shall be considered.
- E. The Outsourcing Agency may preferably choose the contractual persons of the Work Place areas for smooth and time bound execution of Census works.
- 10. The successful Agency must be well aware about the works of Technical Assistant & Multi-Tasking Staff to meet the Census tasks in time. The Agency will also ensure to replace any Technical Assistant / Multi-Tasking Staff immediately if found incompetent and indulgent in indiscipline activities. Any legal dispute arises out of this is subject to jurisdiction of Khordha District only.
- 11. Appropriate legal action shall be taken against the outsourcing person or agency or both in case of any involvement in illegal activities is established in connection with terms and conditions of the tender.
- 12. The successful bidder shall not assign or sublet the contract to any other Agency & execute agreement with this authority after successful bid.
- 13. The authority reserves the right to reject any or all Tender without assigning any reasons thereof.

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

TENDER CALL NOTICE No..... Dt...../01/2026

**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, Khordha.	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 Aadhar 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

## DECLARATION

(To be submitted with General/Technical Bid Application)

To,

**The Collector & Principal Census Officer,  
Khordha**

Ref: Tender Call Notice No. \_\_\_\_\_ / G&M. Dt. \_\_\_\_\_ /01/2026

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, Khordha for requirement of Manpower for the forthcoming Census Operations, 2027. I/We are hereby submitting our bid, which includes this General Bid and Financial Bid sealed under separate envelopes and both kept in another larger 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 black listed & I have not suppressed any material fact.

My/Our bid is valid for a period of 18 months or till completion of the process of Census-2027, subject to the modification of result from contract negotiation; you may subsequently carry out with us to accept our tender. If we are assigned the work during the period of validity of the bid, we undertake to carry out the same as per the terms and conditions of the tender documents.

We have carefully gone through the Terms & 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 Signatory:

Name of the Firm:

(Seal)

## GENERAL/TECHNICAL BID APPLICATION

(To be submitted with General Bid)

General Information about the Manpower supplying Agency

Sl.No.	Particulars	Details to be furnished
<b>Details of Bidder:</b>		
1	Name	:
2	Address	:
3	Telephone Number	:
4	E.Mail Id	:
<b>Details of Authorised Person:</b>		
5	Name	:
6	Address	:
7	Telephone Number	:
<b>Entity/Agency Details:</b>		
8	Name of the Entity/Agency	:
9	Details of Registration of Entity / Agency (Enclose Registration Certificate)	:
10	Address of the Entity/ Agency	:
11	GSTIN Number	:
12	PAN	:
13	Aadhar Number of the Owner of the Business	:
14	Udyam Aadhar Number of Business Entity	:
15	Bank Account Details (Enclose copy of the Cancelled Cheque)	:
16	Valid ESI/EPF	:
17	Income Tax Assessment Return of last 03 years. (Enclose copies)	:
18	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 document. I have carefully read and understood all the Terms & Conditions of the Tender & undertake to abide by them. The information/documents furnished along with the above application 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**

**SUPPLY OF MAN POWER (TECHNICAL ASSISTANT & MULTI-TASKING STAFF) FOR  
KHORDHA DISTRICT FORTHCOMING CENSUS OPERATIONS-2027**

TENDER CALL NOTICE NO. .... DATE: ..... 01.2026

**FINANCIAL BID  
CHECK LIST (FINANCIAL BID)**

Please check whether the following papers have been enclosed in the respective cover, namely, Financial Bid: Please arrange the documents serially in the following order.

- |  |            |
|--|------------|
| 1. Financial Bid Form                        | : Yes / No |
| 2. Declaration of Financial Bid Application. | : Yes / No |

**DECLARATION ON FINANCIAL BID APPLICATION**

To,  
**The Collector & District Magistrate,  
Khordha**

Ref: Tender Call Notice No. \_\_\_\_\_ Dated. \_\_\_\_\_

**Sir,**

I/We, the undersigned offer to supply of Manpower (Technical Assistant & Multi-Tasking Staff) against the above Tender Call Notice for the Census Operation-2027 for Khordha District in accordance with tender referred above clubbed with General Bid proposal.

Our proposal is valid for a period of 18 months or till the Census Operation is over from the date of implementation or work order in respect each manpower provided, subject to the modification of result from contract negotiation; you may subsequently carry out with us to accept our tender. If we are assigned the work during the period of validity of the proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

I have carefully gone through the Terms & Conditions contained in the tender documents and I hereby declare that all the provisions of this tender document are acceptable to my company/dealership/ agency/entity.

**Yours faithfully,**

Authorized Signatory (in full and initials)

Name and Title of Signatory:

Name of the Firm:

(Seal)

**REMUNERATION TO BE QUOTED FOR EACH TECHNICAL ASSISTANT  
& MULTI-TASKING STAFF FOR THE CENSUS OPERATION, 2027 IN  
RESPECT OF KHORDHA DISTRICT**

<b>Sl. No.</b>	<b>Description of Item</b>	<b>Qualification</b>	<b>Numbers required</b>	<b>Remuneration per Month including EPF, ESI etc. (in Rs.) per Person</b>
<b>01</b>	<b>TECHNICAL ASSISTANT</b>	<b>Minimum Graduation with proficiency in Computer Knowledge</b>	<b>17</b>	<b>(Maximum Rs.25,000/-)</b>
<b>01</b>	<b>MULTI-TASKING STAFF</b>	<b>Minimum +2 with Office Assistant experience</b>	<b>01</b>	<b>(Maximum Rs.18,000/-)</b>

N.B. The price quoted shall be in Indian rupees only. The remuneration per person quoted in the tender shall be inclusive of all taxes, ESI, EPF, TA and all other charges up to the work place.

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)

RERPRESENTATIVE AUTHORISATION LETTER

To

The Collector and Principal Census Officer, Khordha

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