

**OFFICE OF THE COLLECTOR-CUM-PRINCIPAL CENSUS OFFICER,  
RAYAGADA**

No. 468 /Census/2026

Date: 13/02/2026

**SHORT NOTICE INVITING TENDER (SNIT)**

**NOTICE INVITING TENDER (NIT) FOR ENGAGEMENT OF TECHNICAL  
MANPOWER & MULTI-TASKING STAFF (MTS) FOR CENSUS WORK THROUGH  
OUTSOURCING AGENCY**

Sealed proposals are invited from reputed and experienced agencies for engagement of an agency for providing professional manpower services consisting of seventeen (17) Technical Assistants and one (01) Multi-Tasking Staff (MTS) for effective implementation of Census of India 2027.

Administrative Unit	Manpower	Total manpower required
Collectorate, Rayagada	02 Technical Assistants and 01 MTS	03
Charge Office (Tahasil Office)	01 Technical Assistant	11
Charge Office (Municipality Office)	01 Technical Assistant	04

Interested agencies fulfilling the prescribed eligibility criteria may participate in this tender process and submit their proposals. The detailed tender document can be downloaded from the district website [www.rayagada.odisha.gov.in](http://www.rayagada.odisha.gov.in) from 14.02.2026 to 23.02.2026.

The engagement shall be purely temporary. The deployment period shall remain valid till June 2027 from the date of deployment or till completion of Census-related activities, whichever is earlier.

**Schedule of Events**

Publication of Tender: 14.02.2026

Last Date for Receipt of Bids: 23.02.2026 up to 04.00 PM

Opening of Technical Bid: 24.02.2026 at 11.00 AM

Opening of Financial Bid: 24.02.2026 at 12.00 Noon

The tender documents are also available in the Census Section, Collectorate, Rayagada. Bidders are advised to regularly check the district website or contact the Census Section for any modification, corrigendum, or additional information in connection with this tender. They are further advised to carefully go through the terms and conditions before submission of the tender.

The bidders shall submit sealed tender papers, comprising the Technical Bid and Financial Bid in separate covers, within the stipulated period through Speed Post or Registered Post addressed to the **Collector-cum-Principal Census Officer, Rayagada, Po-District- Rayagada Pin-765001, Odisha**. The Collector-cum-Principal Census Officer, Rayagada reserves the right to accept or reject any or all tenders without assigning any reason thereof.

  
**Collector-cum-Principal Census Officer  
Rayagada**

Memo No. 469

Date. 13.02.2026

Copy forwarded to All the District Level officers in the district /all Block Development Officer /All Tahasildars in the district for information and necessary action. They are requested to affix a copy of this Notice, in the Notice Board of their office for wide publicity of this tender.

Copy to Notice Board of this Office.

Collector-cum-Principal Census Officer  
Rayagada

Memo No. 470

Date. 13.02.2026

Copy forwarded to DeGM, DeGS Cell, Collectorate, Rayagada for information & necessary action. He is requested to upload the above tender call notice in district website for wide publicity.

Collector-cum-Principal Census Officer  
Rayagada

Memo No. 471

Date. 13.02.2026

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 any one daily Odia news papers by **16.02.2026** (for one day only) for wide publicity within financial limit of Rs.3,000/- (Rupees Three thousand)only. After publication, the Editor of the news paper may be asked to submit the bills in triplicate along with the original copy of the newspaper where the news item is published, to the undersigned for official record and clearance of payment.

**COLLECTORATE, RAYAGADA**

(G&M Section)

**SHORT NOTICE INVITING TENDER**

Sealed tenders are invited from the interested Proprietors/Agencies for the supply of manpower for the services of Technical Assistants & Multi-Tasking Staff for the ensuing Census Operation-2027 on or before 23.02.2026 by 04.00 P.M.

For details please visit our official website <https://rayagada.odisha.gov.in>

Collector-cum-Principal Census Officer  
Rayagada

Memo No. 472

Date. 13.02.2026

Copy submitted to the Director, Census Operations Odisha, Janaganana Bhawan, Janpath, Unit-IX, Po. Bhoi Nagar, Bhubaneswar for favour of information.

Copy submitted to the Additional Secretary to Government Revenue & Disaster Management Deptt, Government of Odisha, Bhubaneswar for favour of information.

Collector-cum-Principal Census Officer  
Rayagada

## **1. Background**

The Collector, Rayagada, being the Principal Census Officer of Rayagada District, plays a vital role in supporting national initiatives and statutory exercises undertaken by the Government of India, including the Census of India 2027, which is proposed to be conducted using advanced digital tools and technology-driven platforms.

As per Census of India 2027 Circular No. 7 dated 24.12.2025, the Census 2027 will involve extensive use of mobile applications, Census Management and Monitoring System (CMMS), House Listing Block Creator (HLBC) web application, self-enumeration portals, and other digital systems, marking a significant shift towards real-time digitized data collection and monitoring.

In order to strengthen Census operations at the district level, the Government of India has approved engagement of technical manpower and Multi-Tasking Staff (MTS) on an outsourcing basis.

Accordingly, the Collector-cum-Principal Census Officer, Rayagada proposes to engage a competent and experienced outsourcing agency for supply of seventeen (17) Technical Assistants and one (01) Multi-Tasking Staff (MTS) to provide technical, operational, and administrative support for effective implementation of Census of India 2027 within the jurisdiction of Rayagada District.

## **2. Vision**

The objective is to ensure smooth, accurate, and timely execution of Census of India 2027 within Rayagada District through deployment of qualified, digitally proficient, and disciplined professional manpower to support Census Officers at Tahasil and Municipality/NAC levels, facilitate seamless use of digital Census applications and portals, ensure secure and error-free digitized data collection, and strengthen monitoring, reporting, and coordination mechanisms during Census operations within prescribed timelines.

## **3. Overview**

The Collector-cum-Principal Census Officer, Rayagada proposes to engage a professional outsourcing agency for supply and management of eighteen (18) personnel comprising seventeen (17) Technical Assistants and one (01) Multi-Tasking Staff (MTS). The deployment period shall remain valid till June 2027 from the date of deployment or till completion of Census-related activities, whichever is earlier.

The selected agency shall be responsible for recruitment, verification, deployment, supervision, replacement, and statutory compliance of all deployed personnel and shall ensure uninterrupted availability, discipline, and performance throughout the contract period. All wage payments shall be made strictly through the outsourcing agency.

## **4. Scope of Work**

- a) The scope of this tender includes outlining the methodology, deployment plan, supervision mechanism, and performance monitoring framework for outsourced manpower engaged for Census of India 2027 under the Collector-cum-Principal Census Officer, Rayagada. All positions must be filled with competent and digitally

skilled manpower within stipulated timelines and in compliance with statutory, administrative, and operational norms prescribed by the Government of India and the State Government.

- b) The selected agency shall provide seventeen (17) Technical Assistants and one (01) Multi-Tasking Staff (MTS) as per prescribed qualifications. All personnel shall remain on the payroll of the agency, and the agency shall ensure timely payment of wages along with statutory benefits including EPF, ESI, and other applicable dues. Antecedent verification, including police and educational verification, shall be conducted by the agency.

<b>Administrative Unit</b>	<b>Manpower</b>	<b>Total manpower required</b>
Collectorate, Rayagada	02 Technical Assistants and 01 MTS	03
Charge Office (Tahasil Office)	01 Technical Assistant	11
Charge Office (Municipality Office)	01 Technical Assistant	04

- c) Any instance of non-performance, negligence, indiscipline, or inability to handle digital applications shall be treated as unsatisfactory performance, and the agency shall replace such manpower within fifteen (15) days of written communication. Failure to do so shall attract penalties.
- d) The agency shall deploy manpower within seven (07) days from issuance of the Work Order.
- e) The Technical Assistants must possess adequate knowledge and hands-on experience in computer operations, digital platforms, Census mobile applications, CMMS portal, HLBC web application, self-enumeration portal, MIS tools, MS Office applications, and related systems.
- f) The Service Provider is responsible for verifying the qualifications and professional experience of all outsourced resources.
- g) The Authority reserves the right to verify the credentials and qualifications of outsourced staff at any time.
- h) Resources must maintain good moral character, a cordial attitude, and strict professional conduct.
- i) Personnel must maintain absolute confidentiality and are prohibited from disclosing official information to unauthorized third parties.
- j) The Service Provider must pay resources a monthly remuneration no less than the amount proposed in the financial bid.
- k) The Service Provider is responsible for adhering to all statutory provisions regarding minimum wages and labour laws.
- l) Deployed resources must be registered employees of the Service Provider and possess the specific qualifications and experience outlined in Annexure -A.

## **Terms and conditions**

### **1. Eligibility Criteria**

The bidder must be registered under GST and other applicable laws and must possess valid EPF, ESI, Labour License, and statutory registrations and all applicable taxes. The bidder must have prior experience in providing manpower services to Government Departments, PSUs, Census or Survey-related works, must be financially sound, and must not have been blacklisted by any Government authority.

### **2. Remuneration**

The **maximum** monthly remuneration shall be **₹ 25,000/- per Technical Assistant and ₹ 18,000/- per MTS**, inclusive of all statutory deductions such as **GST, EPF, and ESI..** No additional financial liability shall be borne by the Government of India or the Collector-cum-Principal Census Officer, Rayagada. Bidders quote **only service charge**, and wages separately. They quote total rate but capped a maximum remuneration as per the agreement.

The approved remuneration is final, firm, and all-inclusive. No escalation or additional claim shall be entertained during or after the contract period.

### **3. Deployment Period:**

- i. The manpower shall be deployed within 07 days from the date of signing of the Agreement till the contract period ending on JUNE-2027 or till completion of Census-related activities, whichever is earlier.
- ii. Under no circumstances shall the deployment period be extended beyond the stipulated period, irrespective of performance, administrative reasons, or mutual consent.
- iii. Upon expiry of the said period, the Contract shall automatically terminate without any requirement of notice, and no extension, renewal, rollover, or continuation shall be permitted under any circumstances, irrespective of the Agency's performance or mutual consent.
- iv. No claim, right, or liability of any nature, financial or otherwise, shall accrue or be enforceable against the Collector-cum-Principal Census Officer, Rayagada, or the Government of India beyond the expiry of the Contract

### **4. Nature of Engagement:**

- i. The manpower shall be engaged strictly on an outsourcing basis only.
- ii. No employer–employee relationship shall exist between Collector-cum-Principal Census Officer, Rayagada / Census authorities and the deployed manpower.
- iii. The Agency shall have full responsibility for recruitment, supervision, payment, replacement, and statutory compliance.
- iv. The Agency shall deploy only suitably qualified, trained, and experienced professional manpower strictly in accordance with the **eligibility, qualification, and experience criteria** specified in this SNIT for **Census of India 2027**.

## 5. Technology-Intensive Operations:

The deployed Technical Assistants shall possess adequate knowledge and hands-on experience in:

- Computer operations and digital platforms
- Census mobile applications
- CMMS Portal, HLBC web application, self-enumeration portal, and other Census-related digital systems
- MIS, MS Word, Excel, PowerPoint, and advanced data handling tools

## 6. Payment Schedule

- a) The agency shall submit monthly tax invoices by the 7th of the succeeding month along with attendance sheets, proof of salary disbursement, and statutory compliance documents. Payment shall be released only after verification and approval by the competent authority. The invoice shall be submitted after the receipt of monthly attendance from this District Census Officer.
- b) No advance payment shall be made. The personnel deployed under this Contract shall be the employees of the Agency only, and all statutory liabilities including **EPF, ESI, GST, insurance, compensation**, and any other applicable statutory dues shall be borne and paid by the Agency. Collector-cum-Principal Census Officer, Rayagada **shall have no liability in this regard**.
- c) The invoice shall be prepared strictly as per the approved all-inclusive remuneration for each category of manpower, namely Technical Assistant and Multi-Tasking Staff (MTS), as specified in this SNIT/Agreement. The approved rates are final, firm, and inclusive of all costs, including wages, statutory dues, service charges, and GST. No additional amount shall be payable under any circumstances.
- d) Payment to the Agency shall be made after due verification and approval by the competent authority of Collector-cum-Principal Census Officer, Rayagada, subject to the following conditions:
  - Satisfactory performance of duties by the deployed personnel;
  - Adherence to all statutory obligations under applicable labour laws;
  - Non-violation of any terms or conditions of the Contract;
  - Submission of all necessary documents as required by Collector-cum-Principal Census Officer, Rayagada; and
  - Submission of complete and correct supporting documents.
- A. The approved remuneration is inclusive of GST and all applicable taxes. No additional GST or tax amount shall be payable by Collector-cum-Principal Census Officer, Rayagada over and above the approved rates. The Agency shall be solely responsible for statutory tax compliance.
- e) No advance payment of any kind shall be made under this Contract
- f) In case of discrepancies, deficiencies, or non-compliance in the invoice or supporting documents, Collector-cum-Principal Census Officer, Rayagada reserves the right to withhold payment until such issues are rectified to its satisfaction.

- g) Collector-cum-Principal Census Officer, Rayagada reserves the right to deduct penalties, recoveries, or statutory dues, if any, from the monthly bill in accordance with the terms of this Agreement.
- h) Collector-cum-Principal Census Officer, Rayagada reserves the right to conduct audit or inspection of the Agency's financial and statutory records relating to this Contract at any time during the contract period or thereafter, to verify compliance with contractual and statutory obligations.
- i) This Contract is strictly time-bound and co-terminus with Census of India 2027. No claim for escalation, revision of rates, or additional payment shall be entertained during or after the contract period.

#### **7. Termination of Contract**

The contract may be terminated for default, non-performance, insolvency, breach of contract, administrative reasons, public interest, force majeure, or for convenience by giving prior notice. Upon termination, the agency shall be entitled only to payment for satisfactorily rendered services up to the date of termination.

Performance Security may be forfeited in case of breach, and the agency may be blacklisted as per decision of the competent authority.

#### **8. Confidentiality**

The agency and its personnel shall not disclose any confidential information obtained during execution of the contract without prior written consent of the authority.

#### **9. Undertaking for Non-Blacklisting**

The bidder should have not been blacklisted by any Government Organization / Court of Law etc. If found later on, action shall be initiated against the firm as per the law by the undersigned. An Undertaking for Non-Blacklisting is to be submitted as per the Annexure-V.

#### **10. Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and the Authority shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language, provided they are accompanied by an accurate translation of the relevant pages in English, with self-certification for accuracy, in which case, for the purposes of interpretation of the proposal, the translated version shall govern.

#### **11. Cost of Bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. A bidder is not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

#### **12. Legal Jurisdiction:**

All disputes shall be subject to exclusive jurisdiction of competent courts at Rayagada, Odisha.

### 13. Governing Law and Penalty Clause:

#### Governing Law:

This Agreement shall be governed by and construed in accordance with the **laws of India**. All disputes, differences, or claims arising out of or in connection with this Agreement shall be subject to the **exclusive jurisdiction of the competent courts at Rayagada headquarter, Odisha**.

#### Penalty:

In order to ensure continuous, disciplined, and quality service delivery, the following penalties shall be imposed on the selected Agency for any non-compliance with contractual obligations, service standards, or instructions issued by Collector-cum-Principal Census Officer, Rayagada). The imposition of penalties shall be without prejudice to any other rights or remedies available to Collector-cum-Principal Census Officer, Rayagada under the Agreement or applicable law.

#### I. **Non-deployment / Short Deployment:**

- a) For non-deployment or short deployment of manpower against the approved requirement for any month, a penalty equivalent to **₹500 per person per day** or actual loss incurred, whichever is higher, shall be levied.
- b) Continued short deployment for more than **seven (07) consecutive days** shall be treated as a **material breach of contract**.

#### II. **Deployment of Unqualified / Unsuitable Manpower:**

- a) If any deployed manpower is found to be not meeting the prescribed qualification, technical competency, or suitability for digital applications and Census-related work, a penalty of **₹2,000 per person per instance** shall be imposed.
- b) The agency shall replace such manpower within **48 hours**, failing which additional penalties shall apply.

#### III. **Absenteeism / Unauthorized Leave:**

- a) For unauthorized absence of deployed manpower, a penalty of **₹500 per person per day** shall be imposed in addition to deduction of wages for the absent period.
- b) Repeated absenteeism shall attract replacement at **no extra cost**.

#### IV. **Delay or Failure in Wage Payment:**

- a) Any delay in payment of wages or statutory dues to manpower shall attract a penalty of **₹1,000 per day per instance**, apart from statutory consequences.
- b) The Authority reserves the right to **withhold payments** due to the agency until compliance is ensured.

#### V. **Non-compliance with Statutory Obligations:**

Failure to comply with labour laws, EPF, ESI, insurance, or other statutory provisions shall result in:

- Immediate penalty as deemed fit by the Authority
- Recovery of any financial liability arising there from
- Possible termination of contract

## VI. Maximum Penalty:

- a. The total penalty imposed shall be recoverable from the **running bills or Performance Security**.
- b. In case the penalty amount exceeds payable dues, the balance shall be recovered from the **Performance Bank Guarantee (PBG)**.

## VII. Termination for Repeated Default:

In case of repeated or continuous defaults, the Authority shall have the right to:

- a. Terminate the contract without assigning any reason.
  - b. Forfeit the Performance Security
  - c. Blacklist the agency for a period as deemed appropriate
14. 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.
  15. Relevant self-attested copies of documents in support of the above criteria must be enclosed along with General bid documents failing which the bid will be liable to be rejected.
  16. Prices shall be quoted in Indian Rupees (both in figures & words) carefully and legibly.
  17. **Tender paper Cost, EMD & Performance Security**

The proposal, complete in all respects as specified in this tender document, must be accompanied by a non-refundable **tender paper cost of Rs. 10,000/- (Rupees Ten Thousand only, inclusive of GST)**, payable in the form of a Demand Draft drawn in favour of the "**Collector, Rayagada**", payable at **SBI, Rayagada**. The proposal must also be accompanied by a Bid Security / **Earnest Money Deposit (EMD) of Rs. 1,42,000/- (Rupees One Lakh Forty-Two Thousand only)**, payable in the form of a Bank Guarantee or Demand Draft drawn in favour of the "**Collector, Rayagada**", payable at **SBI, Rayagada**. Proposals not accompanied by the prescribed tender paper cost and EMD shall be summarily rejected.

The successful bidder shall furnish a Performance Bank Guarantee amounting to five percent (5%) of the total contract value prior to signing of the agreement. The Performance Bank Guarantee shall remain valid up to three months beyond completion of contractual obligations and may be invoked in case of non-performance or breach of contract.

## 18. Submission & Opening of Tender

The tender shall be submitted in two separate sealed envelopes containing the Technical Proposal and Financial Proposal, both enclosed within a single outer sealed cover superscribed as:

**"Tender for Engagement of Technical Assistant & MTS for Census Work through Outsourcing Agency."**

Each page of the proposal shall be numbered and indexed. The bid must be submitted through Registered Post or Speed Post only. Bids received after the prescribed deadline shall be rejected.

### **Documents Comprising the Bid**

The Technical Proposal in **Part-1**, Financial Proposal in **Part-2**, both inside a **single outer envelope**, superscribed with proposal title and bidder details The **2 parts** (collectively referred to as the "Proposal") shall be:

#### **Part-1: Technical Proposal**

Part-1, the "**Technical Proposal**" should have the following documents:

- i. Filled in Bid Submission Checklist in original (**Annexure-B**)
- ii. Covering Letter (**Annexure-I**) on the bidder's letter head
- iii. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- iv. General Details of the Bidder (**Annexure-II**)
- v. Self declaration (**Annexure-III**)
- vi. **Financial Capacity of the Bidder (Annexure-IV)**
- vii. Undertaking for Non-Blacklisting (**Annexure-V**)
- viii. **Project Experience of the Bidder (Annexure-VI)**
- ix. **Representative authorization letter (Annexure-VIII)**
- x. PAN, GST & Incorporation Certificate
- xi. EPF/ESI Registration Certificate
- xii. **Professional manpower / similar categories of manpower, including human resources / highly skilled manpower on its payroll**, with supporting documents such as employee list, salary records, or any other relevant proof
- xiii. Tender Document duly signed by the bidder's Authorized Signatory

#### **Part-2: Financial Proposal**

Part-2, the "**Financial Proposal**", should be submitted as per the format for the Financial Bid given in (**Annexure-VII**)

The Technical Bid shall be opened first, and only technically qualified bidders shall be considered for opening of Financial Bid.

The Collector-cum-Principal Census Officer, Rayagada 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 the man power within the stipulated period.

**In case of multiple bidders quoting the same service charge & remuneration, L-1 shall be selected through a transparent system of lottery.**

## 19. General Terms & Conditions

The engagement does not confer any right to regular employment. The deployed personnel shall remain employees of the agency. The agency shall be fully responsible for payment of wages, statutory compliance, supervision, and replacement.

The contract shall remain valid from the date of deployment till June 2027 and shall automatically cease thereafter without any financial or other liability on the Government.

The Collector-cum-Principal Census Officer, Rayagada reserves the right to accept or reject any or all tenders or cancel the entire selection process at any stage without assigning any reason.

All liabilities arising from labour laws, statutory obligations, accidents, negligence, misconduct, or breach of contract shall be borne exclusively by the agency.

  
Collector-cum-Principal Census Officer  
Rayagada

## Qualification and Job Description of Personnel:

Sl. No.	Category of Manpower	Educational Qualification	Desirable Skills
1	Technical Assistant	B.Tech/BE/Equivalent (any discipline) <b>OR</b> Graduate in any discipline from a recognized/reputed university with additional qualification in <b>Computer Applications</b> such as <b>PGDCA / Diploma in Computer Applications</b> or equivalent	<ul style="list-style-type: none"> <li>• Proficiency in <b>MS Word, Excel, PowerPoint</b>, MIS, web-based application, email, AI-enabled productivity tools and mobile applications.</li> <li>• Good written &amp; spoken communication skill in English, Hindi and Odia</li> <li>• Prior experience in Government / Census / Survey projects will be preferred.</li> <li>• Responsible for carry out all administrative requirements of the client like day-to-day official work, file management, secretarial practices, data entry work &amp; other related work.</li> <li>• Management of day to day office work including travel and logistics of officials.</li> <li>• Responsible for Maintenance of office records with respect to general management and correspondences.</li> <li>• Management of daily official work and logistics support to the officials and other staff.</li> <li>• Any other reasonable work assigned by Office</li> </ul>
2	Multi-Tasking Staff (MTS)	Graduate in any discipline from a recognized/reputed university	<p>Basic computer knowledge, record keeping, file management, discipline, and ability to work in a time-bound environment.</p> <ul style="list-style-type: none"> <li>• Good written &amp; spoken communication skill in English, Hindi and Odia</li> <li>• Any other reasonable work assigned by Census Officer</li> </ul>

**CHECK LIST****Annexure-B**

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL</b>			
1	Covering Letter (ANNEXURE-I)		
1	Rs.10,000 /- in the form of Demand Draft (DD) towards cost of the tender paper/		
2	Rs.1,42,000/- in the form of Demand Draft (DD) towards Earnest Money Deposit (EMD) of the tender		
3	General Details of the Bidder (ANNEXURE-II)		
4	<b>Self declaration (ANNEXURE-III)</b>		
5	Financial Details of the Bidder (ANNEXURE-IV)		
6	Undertaking for Non-Blacklisting on Stamp Paper (ANNEXURE-V)		
7	Similar Project Experience of the Bidder (ANNEXURE-VI)		
8	Financial Bid (ANNEXURE-VII) (To be submitted in a separately sealed cover)		
9	Representative authorization letter (ANNEXURE-VIII)		
10	EPF / ESI Registration Certificate		
11	Proof of Minimum Manpower on Payroll The bidder must have a <b>minimum of ten (10) personnel on its payroll</b> , supported by documents such as employee list, salary registers, wage slips, EPF/ESI records, or any other relevant proof.		
12	Proof of Registered Office/Functional Establishment The bidder must have a <b>registered office or functional establishment within, Odisha</b> , supported by valid documentary evidence.		
13	Copy of the PAN, GST, In corporation certificate		
14	STIN Document duly signed by Bidder's Authorized Signatory.		
15	Copy of valid Goods and Service Tax registration certificate and latest return		

**Undertaking:**

- ❖ All the information have been submitted as per the prescribed format and procedure.
- ❖ Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- ❖ All pages of the proposal have been sealed and signed by the authorized representative.

**Authorized Signatory [In full and initials]:**  
**Name and Designation with Date and Seal:**

**COVERING LETTER**

***(ON BIDDER'S LETTER HEAD)***

To,

The Collector-cum-Principal Census Officer, Rayagada

PO/Dist- Rayagada, Pin-765001, Odisha

**Subject:** Tender for Engagement of an Agency for Providing Professional Manpower Services at Collectorate, Rayagada, Tahasils and Municipalities/NACs in Rayagada District

Dear Sir,

1. With reference to your Tender Notice No. \_\_\_, dated \_\_\_, I/We, having examined the tender Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the proposal and the documents accompanying the proposal for selection of the Agency for the aforesaid Project, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the BID.
4. I acknowledge the right of the Authority to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority, nor have had any contract terminated by any public authority for breach on our part.
6. I declared that
  - a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and
  - b) I have not, directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the SNIT document, in respect of any tender or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and
  - c) I hereby certify that we have taken steps to ensure that, in conformity with the provisions of the tender, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
  - d) The undertakings given by us along with the Application in response to the SNIT for the Project were true and correct as on the date of making the Application and are also true and correct as on the BID Due Date, and I shall continue to abide by them.

7. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Bidders to BID for the Project, without incurring any liability to the Bidders, in accordance with the tender document.
  8. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
  9. I undertake that, in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
  10. I further acknowledge and agree that in the event such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.
  11. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above-mentioned Project and the terms and implementation thereof.
  12. In the event of I/We being declared as the Selected Bidder, I/We agree to enter into an Agreement in accordance with the draft that has been provided to me/us prior to the BID Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
  13. I have studied all the Bidding Documents carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
  14. The BID Security/EMD is attached.
  15. The documents accompanying the Technical Bid, as specified in the tender, have been submitted in separate files.
  16. I agree and understand that the BID is subject to the provisions of the Bidding Documents. In no case shall I have any claim or right of whatsoever nature if the Project/Contract is not awarded to me or our BID is not opened or rejected.
  17. The BID Price has been quoted by me after taking into consideration all the terms and conditions stated in the tender, draft Agreement, our own estimates of costs, and after a careful assessment of the site and all the conditions that may affect the project cost and implementation of the Project.
  18. I agree and undertake to abide by all the terms and conditions of the SNIT document.
  19. I hereby submit our BID and offer a BID Price as indicated in the Financial Bid for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.
- In witness thereof, I submit this BID under and in accordance with the terms of the tender document.

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:**

**Address of Bidder:**

**TECHNICAL BID FORMAT****Bidder's Organization( General Detail)**

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id:	
3	Name of the authorized person Signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id :	
4	Registration/Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes/No
6	Bid Processing Fee Details Amount: Online reference No.: Date: Name of the Bank:	
7	EMD Details Amount: Online reference No.: Date: Name of the Bank:	
8	PAN Number (attach self attested copy)	
	EPF Registration No. (attach self-attested copy)	
	ESI Registration No. (attach self-attested copy)	
9	Goods and Services Tax Identification Number(GSTIN)	
10	Willing to carry out assignments as per the scope of work of the tender	YES
11	Willing to accept all the terms and conditions as specified in the tender	YES

Authorized Signatory [*In full and initials*]:\_\_

Name and Designation with Date and Seal:

**SELF DECLARATION**

To

The Collector-cum-Principal Census Officer, Rayagada

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

Name:

Date:

Place:

Signature of the Tenderer

Name:

Date:

Place:

**Company Seal**

**Bidder Organization (Financial Details)**

Financial Information in INR				
Details	FY22-23	FY23-24	FY24-25	Average
Average Annual Turnover (in Crore).				
<p><i>Supporting Documents:</i></p> <p><b>Audited certified financial statements</b> for the last three (3) financial years (preceding the financial year in which the proposal is due). Submission of copies of <b>Income &amp; Expenditure Statement</b> and <b>Balance Sheet</b> for the respective financial years is mandatory along with this form.</p> <p><b>The filled-in information in this format must be jointly certified and sealed by the Chartered Accountant (CA) and the authorized representative of the bidder, and must be furnished in original along with the technical proposal. Failure to do so will result in the proposal being outrightly rejected. No scanned copy will be entertained.</b></p>				

\_\_\_\_\_  
Signature and Seal of the Company Auditor with Date in original

**Authorized Signatory [In full initials with Date and Seal]:\_**

*Communication Address of the Bidder:*\_\_\_\_\_

{NB- No scanned signature will be entertained}

**Undertaking for Non-Blacklisting on Stamp Paper**

[On the Stamp Paper of appropriate value in shape of a notarized affidavit]

I/We hereby undertake that our organization has not been blacklisted/debarred by any of the Central/State Government Ministry/Department/Office or by any Public Sector Undertaking (PSUs), and I/We are not blacklisted by any authority and that no debarment/blacklisting subsists as on the Proposal Due Date.

Yours sincerely,

**Authorized Signature**

[In full and initials]:

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

Details of the similar assignments undertaken / completed during the last Five years:

S. No.	Name of Project	Name of Client with address and contact numbers	Date of Award of Contract	Date of completion of assignment (for both completed and ongoing projects)	Period of Service	Description of project area	Contract Value (in INR)	Description of services provided
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**Note: Bidders are requested to furnish the list of assignments of similar nature undertaken during the last 5 Years (preceding the Proposal Due Date) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document and Completion Certificate from the previous Clients need to be furnished along with the above information.**

**FINANCIAL PROPOSAL SUBMISSION FORM***(On the Letterhead of the Bidder)*

To

The Collector-cum-Principal Census Officer, Rayagada  
PO/Dist- Rayagada, Pin-765001, Odisha

**Subject:** Financial proposal for providing manpower against Technical Assistant and Multi Tasking staff.

Sir,

Being duly authorized to represent and act on behalf of **(Name of the Bidder)**, and having carefully examined and fully understood all the terms, conditions, scope of work, and requirements of the SNIT issued by Collector-cum-Principal Census Officer, Rayagada for Census of India 2027, we hereby submit our **Financial Proposal** as under:

**Financial Quote (Monthly)**

Sl.No.	Category of Manpower	No. of Personnel	Maximum Monthly Rate per Person(₹) (All-inclusive, including Service Charge, statutory dues & GST)
1	Technical Assistant	17	25,000/-
2	Multi-Tasking Staff(MTS)	1	18,000/-
	<b>Total</b>	<b>18 Nos.</b>	

Rate per person per month inclusive of all statutory liabilities, taxes, levies, Cess etc.

Sl. No.	Manpower Type	Monthly rate per Employee						
		Take home remuneration per month	Employer Share of EPF (in ₹)	Employer Share of ESI (in ₹)	Other Statutory dues (if any) (in ₹)	Service Charge (in ₹)	Service Tax (GST) (in ₹)	Total per Person (in ₹)
1.	Technical Assistant							
2	Multi Tasking staff							

**Note:**

The Service Charge quoted above is only for disclosure and evaluation purposes. The same shall be deemed to be fully included in the total cost quoted by the Bidder. No separate or additional payment towards Service Charge shall be payable by Collector-cum-Principal Census Officer, Rayagada under any circumstances.

## Declaration

1. We hereby declare that the rates quoted are final, firm, and all-inclusive, including wages/salaries, Service Charge, EPF, ESI, insurance, GST, and all other statutory dues, taxes, levies, overheads, and incidental expenses. No additional payment or escalation shall be claimed during or after the contract period.
2. We understand and agree that the Service Charge quoted by us is embedded within the total cost and shall not be paid separately by Collector-cum-Principal Census Officer, Rayagada.
3. We confirm that the quoted rates shall remain valid for the entire contract period, which is non-extendable and co-terminus with Census of India 2027 activities.
4. We undertake full responsibility for timely payment of wages to all deployed personnel and for compliance with all applicable labour laws, statutory obligations, and tax regulations, without any liability on Collector-cum-Principal Census Officer, Rayagada.
5. We certify that no hidden charges, conditional pricing, or additional claims are attached to this Financial Proposal.
6. We agree to abide by all terms and conditions laid down in the SNIT/Agreement issued by Collector-cum-Principal Census Officer, Rayagada and instructions issued from time to time by the competent authority.
7. We acknowledge that Collector-cum-Principal Census Officer, Rayagada reserves the right to accept or reject any or all bids, modify the scope of work, or cancel/postpone/terminate the tender process at any stage without assigning any reason, and no claim whatsoever shall be entertained on this account.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

### Seal & Signature of the Authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email ID: \_\_\_\_\_

**REPRESENTATIVE AUTHORISATION LETTER**

To

The Collector-cum-Principal Census Officer,  
Rayagada

Sir,

I Sri .....is hereby authorized to Sri  
..... 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 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,