



OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, KEONJHAR  
(GENERAL & MISCELLANEOUS SECTION)

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No- 163 / Census

Dated 16.01.2026

**SHORT NOTICE INVITING TENDER**

Sealed Quotations in enclosed format are being invited from the intending Registered Proprietors/ Agencies for **supply of Technical Assistants & Multi-Tasking Staff for 18 months** for the ensuing Census Operation-2027. The details of information and documents to be furnished are given in the following manner.

Schedule of Events		
Sl.No	Activity	Date & Time
1	Publication of tender	16-01-2026
2	Last Date for receipt of bids	27-01-2026 by 5 PM
3	Opening of Technical bids	28-01-2026 at 11.00 AM
4	Notification of qualified bidders based on General bid evaluation	28-01-2026 at 11.00 AM
5	Opening of Financial bid	28-01-2026 at 4.00 PM

Interested bidders can download the tender documents from the district website i.e [www.kendujhar.nic.in](http://www.kendujhar.nic.in) and submit the bid duly filled in along with the EMD of **Rs. 10,000/- (Rupees Ten thousand)** only in shape of demand draft in favour of Collector & Principal Census Officer, Keonjhar.

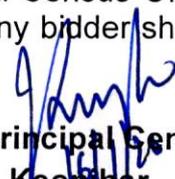
The tender documents are available at General & Misc. Section, Collectorate, Keonjhar. The bidders are advised to visit or contact G&M Section, Collectorate to track any modification /corrigendum etc. or to know the any type of information in this connection. They are also advised to go through the term and condition carefully before submitting the tender paper. Canvassing in any form shall be liable for disqualification.

The last date for submission of tenders is **27.01.2026 up to 5:00 PM**. No tenders shall be accepted after the stipulated date and time. Any tender document received after the aforesaid deadline will not be considered.

The **Collector & Principal Census Officer, Keonjhar** reserves the right to accept, reject, or modify any or all tenders, wholly or partly, without assigning any reason thereof.

The bidders shall submit the sealed tender documents within the stipulated time. **Technical Bid** and **Financial Bid** must be submitted in separate sealed covers, duly superscribed as **"Supply of Technical Assistants & Multi-Tasking Staff for Census-2027."**

The tender documents may be sent **only through Speed Post or Registered Post**, addressed to the Collector & Principal Census Officer, Keonjhar. No other mode of submission of tender documents by any bidder shall be accepted or taken into consideration.

  
Collector & Principal Census Officer,  
Keonjhar

(P.T.O)

Memo No. 164 / Census Dated 16.01.2026

Copy to Notice Board, Collectorate, Keonjhar.

Copy to DIO, NIC, Keonjhar/ DeGM, Collectorate, Keonjhar for information and necessary dissemination of the information / quotation in the district website.

Copy to All Sub-Collectors / All Executive Officers of ULBs/ All BDOs /All Tahasildars for information with a request to publish the notice in their office notice board for wide publicity in the interest of the General public.

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

  
Collector & Principal Census Officer,  
Keonjhar

Memo No. 165 / Census Dated 16.01.2026

Copy to ADM-cum-District Census Officer, Keonjhar / Treasury Officer, District Treasury, Keonjhar / Assistant Collector (Nizarat), Collectorate, Keonjhar / Assistant Collector, (G&M), Collectorate, Keonjhar (all members of Purchase committee) for information and necessary action.

  
Collector & Principal Census Officer,  
Keonjhar

Memo No. 166 / Census Dated 16.01.2026

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

  
Collector & Principal Census Officer,  
Keonjhar

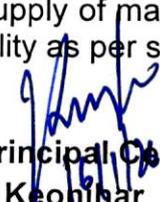
Memo No. 167 / Census Dated 16.01.2026

Copy submitted to the Additional Secretary to Government, Odisha, Bhubaneswar for kind information.

  
Collector & Principal Census Officer,  
Keonjhar

**Terms and conditions :-**

1. Photocopy of valid PAN card, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder along with their proposals. All the pages of the tender papers should be signed with seal of the firms / agencies.
2. EMD of Rs. **10,000/-** (Rupees Ten thousand) only in shape of Demand Draft in favour of Collector, Keonjhar payable at Keonjhar must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender. In case the bidder(s) are local MSEs registered under DIC, O.K & V.I. and Handicraft Industries, OSIC & NSIC will be exempted from EMD, subject to submission of relevant valid certificate as per Finance Department O.M No.-27928/F Dt.16.10.2020.
3. 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.
4. Any legal dispute arises out of this is subject to jurisdiction of Keonjhar District only
5. The bidder should have not been blacklisted by any Govt. organization/court etc. If found later on, action shall be initiated against the firm as per the law by the undersigned.
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 later than the date specified in the order. If the supplier fails to deliver the items or any consignment thereof within the stipulated period, the undersigned will take action as deemed fit.
9. The Collector & Principal Census Officer, Keonjhar 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 items within the stipulated period.
10. No request or prayer to extend the date of supply will be considered at any circumstances & In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Collector, Keonjhar 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. In case of the bidder after fully supply of materials, the EMD will be refunded after receipt of report on good quality as per sample.

  
Collector & Principal Census Officer,  
Keonjhar

**GENERAL INFORMATION**

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

This would enable release of census data in the shortest possible time and will also reduce the data entry work. Accordingly, in order to strengthen the State, District and Charge Level Census Officers, the assistance in terms of hired technical mam power is being provided at the District and Charge level. In addition to this, Multi-Tasking Staff (MTS) for office assistance is also given at District level. Both these manpower will be hired for a maximum period of 18 months starting from January, 2026.

Sl. No.	Administrative Unit	No of unit	Manpower allowed for 18 months	Total manpower required
1.	District	1	2 Technical Assistant, 1 MTS	3
2.	Charge office (Tahasil office)	13	1 Technical Assistant per Tahasil	13
3.	Charge office (Municipality & NAC office)	5	1 Technical Assistant per ULB	5
	<b>Total</b>	19		21

The maximum monthly remuneration for Technical Assistant will be **Rs.25,000/- per month** and for Multi-Tasking Staff will be **Rs.18,000/- per month**. Apart from this amount, no other financial assistance with respect to this manpower will be provided by the Government of India. Further, this assistance, being provided to States/UTs for the work of Census 2027, is for a maximum period of **18 months**. Thereafter, this assistance will automatically cease of exist and there shall be no liability of the Government of India on this account either financially or otherwise.

The engagement of this manpower will be purely on short term contractual basis. The hired manpower (Technical Assistant or MTS) will not be entitled to any claims, rights, interests or further benefits in terms of regularization or consideration of further appointment to any post, including any claims for any causal, 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 Manpower Service Provider Agency.

  
**Collector & Principal Census Officer,  
Keonjhar**

**TECHNICAL BID**

For providing Manpower services to  
District office, Tahasil office and ULBs of Keonjhar district

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

Full Signature and Seal

**RERPRESENTATIVE AUTHORISATION LETTER**

To

The Collector and Principal Census Officer, Keonjhar

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 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

**SELF DECLARATION**

To

The Collector and Principal Census Officer, Keonjhar

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 was not declare ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time.

Signature of the Witness

Date

Place

Signature of the Tenderer

Date

Place

Company Seal

**FINANICAL BID**

**For Providing Technical Assistant and Multi Tasking staff for Census-2027**

1. Name of Tendering Manpower Service Provider: \_\_\_\_\_
2. Rate per person per month) inclusive of all statutory liabilities, taxes, levies, cess etc:

SI No.	Manpower Type	Monthly Rate per Technical Assistant/MTS						Total per person
		Take home remuneration per month	EPF	ESI	Other statutory dues, if any	Service Charge	Service Tax	
1.	Technical Assistant							25000.00
2.	Multi Tasking staff							18000.00

Date:

Signature of Authorized Person.

Place:

Name:

Seal:

[\*] Take home remuneration Rs \_\_\_\_\_/- (Rupees \_\_\_\_\_ ) only include the EPF & ESI share of employee.

**Notes:**

1. The total rates quoted by the tendering agency should be inclusive of all statutory / Taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.

**SIGNATURE & SEAL**