

**OFFICE OF THE COLLECTOR & PRINCIPAL CENSUS OFFICER,  
NABARANGPUR**

No. **739** /XXI-02/2026

Date. **16** .01.2026

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

Sealed tenders are invited from registered, experienced, and eligible Manpower / Outsourcing Agencies for providing two (02) Nos. of Technical Assistants and one (01) No. of Multi-Tasking Staff (MTS) (preferably from District head quarters )for Census-related work in the Census Cell, Collectorate, Nabarangpur, and one (01) No. of Technical Assistant each for 10 (Ten) Tahasildar-cum-Charge Officers and 02 (Two) Municipalities in Nabarangpur District( preferably from concerned Census Charge office head quarter), in accordance with the guidelines issued by the Office of the Director of Census Operations, Odisha, Bhubaneswar. Total manpower's required Technical Assistants 14 Nos. and Multi-Tasking Staff (MTF) 01 No.

The engagement is purely temporary and for a maximum period of 18 (eighteen) months starting from January, 2026, or till completion of Census operations, whichever is earlier, and shall be co-terminus with Census work.

**1. Scope of Work**

The deployed manpower shall assist in:

- i. Office support and clerical work
- ii. Data handling, data entry, and MIS-related work
- iii. Census logistics and co-ordination
- iv. Any other Census related duties assigned by the Principal Census Officer/ Higher Authorities as and when required.

**2. Eligibility Criteria for Outsourcing Agency**

The bidder must:

1. Be registered under GST and other applicable laws.
2. Have valid EPF, ESI, Labour License, and other statutory registrations.
3. Possess experience in providing manpower to Government / PSU / Census / Survey-related works.
4. Be financially sound and capable of timely payment of wages and statutory dues.
5. Not have been blacklisted by any Government authority.

**3. Remuneration**

- i. Technical Assistant: maximum remuneration @ Rs.25,000/- per month including all statutory deduction like GST,EPF & ESI

- ii. MTS: Maximum remuneration @ Rs.18,000/- per month including all statutory deduction like GST,EPF & ESI.

No deviation in wages is permitted. Apart from the above, no other financial assistance shall be provided by the Government of India. Service charges shall be quoted separately clearly, without over writing in the Financial Bid.

#### **4. Tender Cost, EMD & Security Deposit**

- i. Tender Cost: Rs.500/- (Rupees five Hundred )only.- (non-refundable)
- ii. EMD: Rs.10,000/- (Rupees ten thousand )only - (non-interest bearing)
- iii. The EMD of unsuccessful bidders shall be returned after completion of the tender process. The EMD of the successful bidder shall be adjusted towards the Security Deposit of Rs.50,000/-, to be submitted in the form of Bank Draft, non-interest bearing. The Security Deposit shall be refunded after successful completion of the engagement period.
- iv. The tender paper cost and EMD amount should be paid in shape of Bank Draft (Account Payee ) in favour of Collector, Nabarangpur (Census ) payable at SBI, Nabarangpur with the Bid.

#### **5. Submission & Opening of Tender**

- i. Last date & time of submission: **30.01.2026 up to 5.00 PM**
- ii. Date & time of opening: **31.01.2026 at 11.00 AM** in this office.


The tender shall be submitted in a sealed cover super scribed as: "Tender for Engagement of Technical Assistant & MTS for Census Work through Outsourcing Agency."

#### **6. General Terms & Conditions**

1. Engagement does not confer any right to regular employment.
2. Deployed personnel shall work under the administrative control of the Principal Census Officer, Nabarangpur and different concerned Census Charge Officers of the District.
3. The agency shall be responsible for payment of wages and all statutory dues including GST/EPF & ESI, if any during the period of engagement to the engaged staff every month by account transfer .
4. Any violation of Census guidelines or tender conditions shall lead to termination of contract.
5. The Collector-cum-Principal Census Officer reserves the right to accept or reject any or all tenders.
6. Any tender submitted without the prescribed Tender Cost and Earnest Money


Deposit (EMD) shall be summarily rejected.

7. The last date & time for submission of sealed tender to the Collector –cum- Principal Census Officer, Nabarangpur (G&M Section), Collectorate, Nabarangpur on **30.01.2026** up to **5.00 PM** through speed post only. The sealed tender papers will be opened: on **31.01.2026** at **11.00 AM**. in this office, in the presence of the Bidders or their Authorised Agents. The bid received after due date and time will not be taken into consideration and simply rejected. The Technical bid will be opened first and then the Financial Bid will be opened .
8. The successful bidder will execute an agreement containing terms and conditions of engagement of personnels on out sourcing basis .
9. If the bidders will quote equal/same price in the bid papers then, a lottery system will be followed to select the agency.

  
Collector cum-  
Principal Census Officer,  
Nabarangpur  
Date. 16 .01.2026


Memo No. 740 /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,  
Nabarangpur  
Date. 16 .01.2026


Memo No. 741 /2026

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

  
Collector cum-  
Principal Census Officer,  
Nabarangpur  
Date. 16 .01.2026

Memo No. 742 /2026

Copy submitted to Deputy Director of Census Operations Odisha, Janaganana Bhawan, Janpath, Unit-IX, Po. Bhoi Nagar, Bhubaneswar /The Additional Secretary to Govt. Revenue & Disaster Management Deptt, Govt. of Odisha, Bhubaneswar for favour of information. .

  
Collector cum-  
Principal Census Officer,  
Nabarangpur

## ANNEXURES

### ANNEXURE-I: TECHNICAL BID FORMAT

1. Name of the Agency:
2. Address of the Agency:
3. Contact Person & Mobile No.:
4. Email ID:
5. GST Registration No.:
6. EPF Registration No.:
7. ESI Registration No.:
8. Labour License No.:
9. Years of Experience in Manpower Supply:
10. Details of similar works executed (attach proof):

Declaration: All documents enclosed are true and correct.

Signature of Authorized Signatory:

Name:

Seal: Date:

### ANNEXURE-II : FINANCIAL BID FORMAT

Sl. No.	Category	Maximum Fixed Monthly remuneration (Rs.)	Service Charge (%)	Remarks
1	Technical Assistant	25,000	To be quoted	Remuneration Inclusive of statutory deductions like GST/EPF/ESI, service charges, etc
2	MTS	18,000	To be quoted	

Note: No deviation in wages/remuneration is allowed.

Signature of Authorized Signatory:

Seal: Date:

### **ANNEXURE-III: DECLARATION**

I/We hereby declare that the information furnished is true and correct. The agency has not been blacklisted by any Government authority. We agree to abide by all terms and conditions of the tender.

Signature: Name & Designation:

Seal: Date:

### **ANNEXURE-IV: UNDERTAKING**

I/We undertake to deploy qualified and suitable manpower as per tender conditions and Census guidelines and shall comply with all statutory obligations. Any violation/deviation shall make us liable for termination and forfeiture of Security Deposit.

Signature: Name & Designation:

Seal: Date: