

OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, PURI
GENERAL & MISC SECTION
(Census Cell)

No. 197 /Gl., Dt. 07.02.2026

SHORT TENDER CALL NOTICE

Sealed Tenders in enclosed format are invited from the intending Registered Proprietors/Agencies for supply of Manpower against the service of Technical Assistants & Multi-Tasking Staff for a Maximum period of 18 months (till June'2027) for ensuing Census Operation-2027 as per the schedule mentioned below.

Schedule of Events

- Publication of tender :- 09.02.2026
Last Date for receipt of bids :- 24.02.2026 by 12:00Noon
Opening of General bids :- 25.02.2026 by 11:00A.M.
Notification of qualified bidders based on General bid Evaluation:- 25.02.2026 by 01:00 P.M.
Opening of Financial bid :- 25.02.2026 by 03:00 P.M.

Interest bidders can download the tender documents from the district website and submit the bid duly filled in alongwith the EMD of Rs.10,000/- (Rs. Ten Thousand) only in shape of demand draft in favour of the Collector, Puri.

The tender documents are available at Gen&Misc. Section (Census Cell), Collectorate, Puri. The bidders are advised to contact Gen&Misc. Section (Census Cell), 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.

Last date of submission of tenders is **24.02.2026 by 12:00 Noon**. 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 Collector, Puri reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

The bidders have to submit sealed tender papers (General bid & Financial bid both in separate cover) by the stipulated time period by Speed Post to Collectorate, Puri, Pin-75200. The undersigned will not be held responsible for any delay in Postal Service.

Collector-cum-Principal Census Officer, Puri

Memo No. 498 / Gl., Date: 07.02.2026

Copy forwarded to the DIO, NIC, Puri/DeGM, Collectorate, Puri for information and necessary action. They are requested to wide circulation of the information / quotation in the district website.

Copy forwarded to the Sub-Collector, Puri/ all BDOs / all Tahasildar-cum-Charge Census Officers/ all Executive Officer-cum-Charge Census Officers of ULBs, Puri District for information with request to publish the notice in their Office notice board for wide publicity in the interest of the General public.

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

Copy to Notice Board, Collectorate, Puri.

Collector-cum-Principal Census Officer, Puri

Memo No. 499 / Gl., 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 Short Tender Call Notice in all editions of any two Odia daily by dt.11-02-2026 (for one day only) for wide publicity. After publication, the proof of the publication alongwith proforma bill at the existing PR rate may be furnished to this office for payment.

Collector-cum-Principal Census Officer, Puri

Memo No. 500 / Gl., Date. 07.02.2026

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

Collector-cum-Principal Census Officer, Puri

Memo No. 501 / Gl., Date. 07.02.2026

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

Collector-cum-Principal Census Officer, Puri

Terms & Conditions:-

1. Photocopy of valid PAN card, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder alongwith 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 the Collector, Puri payable at Puri 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 alongwith 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 Puri 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.
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, Puri 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 (LI) rate in case If L1 bidder fails to supply manpower within the stipulated period. 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 manpower by the successful bidder, the Collector, Puri 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, Puri

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 man 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 or till completion of Census operations 2027 whichever is earlier.

Sl. No.	Administrative Unit	Manpower	Total manpower required
1.	District	2 Technical Assistants, 1 MTS	03
2.	Charge Office (Tahasil Office)	1 Technical Assistant	11
3.	Charge office (Municipality/NAC office)	1 Technical Assistant	04

The maximum monthly remuneration of manpower 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 till completion of census operations whichever is earlier. 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 & MTS) will not be entitled to any claim, 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 District/Charge level authorities.

All payments shall be made through Outsourcing Agency to the hired manpower. The retired government officials may also be considered subject to suitability for the work.

*As per
invited*

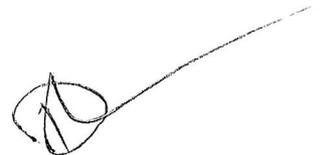
Collector-cum-Principal Census Officer, Puri

TECHNICAL BID

For providing Manpower services to

District Office, Tahasil Office and Municipality / NAC Offices of Puri 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


REPRESENTATIVE AUTHORISATION LETTER

To

The Collector -cum- Principal Census Officer, Puri

Sir;

I Sri _____ is

hereby authorized to sign relevant documents on behalf of the
company in dealing with reference No.
_____/ Gl., 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



Annexure - III

SELF DECLARATION

To

The Collector-cum- Principal Census Officer, Puri

Sir,

In response to the Office Notice No. _____/Gl.,
Dated _____, I Sri _____ as a
_____, I/We hereby declare that our company/firm
namely _____
is having unblemished past record and was not declared ineligible for corrupt
and fraudulent practices either indefinitely or for a particular period of
time.

Signature of the Witness

Signature of the Tenderer

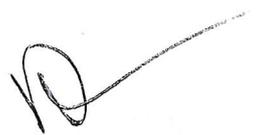
Date

Date

Place

Place

Company Seal



FINANCIAL BID

For providing manpower against Technical Assistant and Multi Tacking Staff.

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 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. (Minimum Graduation with proficiency in computer knowledge)							25000.00
2	Multi Tasting staff. (Minimum +2 with Office Assistant experience)							18000.00

Date:

Signature of Authorized Person.
Name:

Place:

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 manpower.

SIGNATURTE & SEAL