



URGENT
CENSUS-2027

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BOUDH
(Gen & Misc Section)

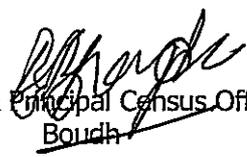
No 900 / CENSUS/2027

Date 30/1 / 2026

Sealed tenders are invited from reputed Manpower Agencies/ Service Providers to provide 07 nos. man power (06 Technical Assistant & 1 MTS) for handling digital applications and other related works for Census 2027 for a period up to June-2027. The engagement of Manpower Agencies/Service Provider Firm shall be made through two Bid systems i.e. Technical & Financial Bid separately. The Technically qualified Manpower Agencies / Service Providers Firms can only participate in the Financial Bid.

For details please visit our website in www.boudh.odisha.gov.in.

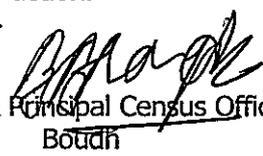
1. Last date of receipt of Sealed Bid is on 06.02.2026 up to 5.00 PM through Registered/ Speed Post only.
2. Opening of Bid papers is on dated 07.02.2026 at 12.30 PM


Collector & Principal Census Officer
Boudh

Memo No 901 / Date 30/1 / 2026

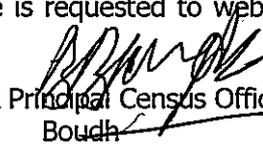
Copy to Tahasildar, Boudh /Harabhanga/ Kantamal / Executive Officer, Boudhgarh NAC/ DIPRO, Boudh for information and necessary action.

Copy to Office Notice Board.


Collector & Principal Census Officer
Boudh

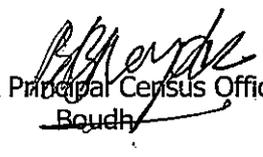
Memo No 902 / Date 30/1 / 2026

Copy to the DeGM, Boudh for information. He is requested to web-host the same in www.boudh.odisha.gov.in.


Collector & Principal Census Officer
Boudh

Memo No. 903 /Dated, 30/1/1 / 2026

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


Collector & Principal Census Officer
Boudh

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The Collector & Principal Census Officer, Boudh requires the services of reputed, well established and financially sound Manpower Service Provider Firms (hereinafter Manpower Service Provider) to provide 6 Nos of Technical Assistant and 1 no of MTS for the Census 2027.
2. The contract for providing the aforesaid Manpower Service is likely to commence after selection of the service provider by the selection committee and would ordinarily continue for a period upto June-2027.
3. The requirement is 7 Nos of Manpower (6 Technical Assistant, 1 MTS). District Office- 2 Technical Assistant & 1 MTS and Charge Office- 1 Technical Assistant
4. The tender document can be downloaded from the official web site of Boudhi. www.boudh.odisha.gov.in.
5. The interested Manpower Service Providers may submit their tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.1000/- and other requisite documents through Registered / Speed Post/Courier by dt. 03.02.2026 upto 5.00 PM in the following addresses: Office of the Collector & District Magistrate, Boudh, 762014, Odisha.
6. The various crucial dates relating to "Tender for providing Manpower Services for the Census-2027 are as below last date and time of receipt of the sealed Tender documents by Speed Post/Registered Post/Courier: dt: 06.02.2026 up to 5.00 PM.

Date and time for opening of		
1	Technical Bid	07.02.2026, 12.30 PM
2	Financial Bid of eligible tenders	07.02.2026, 01.00 PM

Likely date for commencement of work: After finalization of tender

7. The sealed tender shall be of two bids system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing.
8. "Technical Bid for providing Manpower Services to Census-2027" and "Financial Bid for Providing Manpower Services to Census-2027". Both these sealed envelopes should be kept in a third sealed envelope superscripting "Bid papers for providing Manpower Services to Census-2027.



The bidding Manpower Service providing Firm are required to enclose self attested photocopies of the following documents, along with the Technical Bid, failing which their bids shall summarily be rejected and will not be considered any further.

- a) Registration certificate of the applicant's organization
- b) Copy of PAN/GIR card
- c) Copy of the IT returns filed for the last financial years.
- d) Copies of EPF and ESI Certificate
- e) Copy of Service Tax registration Certificate.
- f) Computation of Income Statements of last financial years.
- g) Labour Registration Certificate.

9. Any conditional bids shall not be considered and will out rightly be rejected at the very first instance.
10. All entries in the tender form should be legible and filled up clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or correction is permitted in the Financial Bid Form. In such cases, the tender shall be liable for rejection. However, correction, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
11. The Technical bids shall be opened on the scheduled date and time in the presence of the bidders or their authorized representatives.
12. The Financial Bid of only those bidders shall be opened whose Technical bids are found to be in order. The Financial bids shall be opened in the presence of the bidders or their authorized representatives, and anyone who wishes to be present on the spot at that time.
13. The Collector-cum-Principal Census Officer, Boudhis reserves the right to cancel all bids without assigning any reason.



TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER
SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications.
 - a) The registered office or branch office of the manpower service providers should be located within the jurisdiction of the state of Odisha. The manpower service provider should provide the name, designation and contact number of the person to liaise with.
 - b) They should be registered with the appropriate registering authorities within the District/State.
 - c) They should have previous experience in providing manpower to Government Departments/ Public Sector /Private Companies
 - d) They should be registered with Income Tax and Service Tax Department.
 - e) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance etc.
 - f) They should have any other regulatory clearances as specified by Central & State Govt. from time to time.
 - g) The agency should furnish their Computation of Income Statements for last financial year.
 - h) The agency should fulfill all the statutory compliance of Finance Department, Government of Odisha as stipulated from time to time. The rate quoted by the firm should be adequate enough to cover all the statutory dues of Government. Any firm quoting nil or abnormally low service charges will be rejected
 - i) The selected firm is liable to comply with all the terms and conditions stipulated by Government from time to time during the agreement in force.
 - j) In case more than one bidder quote(s) the same price, draw of lot to nominate the L1 bidder shall be adhered to.
 - k) The sealed tender shall be of two bids system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes superscripting. "Technical Bid for providing Manpower Services for Census-2027" and "Financial Bid for Providing Manpower Services for Census-2027." Both these sealed envelopes should be kept in a third sealed envelope superscripting "Bid papers for providing Manpower Services

Census-2027" Three separate envelope one each for Technical Bid, Financial Bid and DD etc shall be made which shall be inserted in one separate envelope super scribing in the top of the envelope "Tender Notice for proving manpower service for Census 2027" and submitted along with the Tender Document by following the above procedure.

- l) The Black listed Firm(s) shall out rightly be rejected. An undertaking by bidder should be furnished that, their firm(s) have never been blacklisted in any district (with affidavit).
- m) Preference will be given to the local firms having registered office in the Boudh District.



**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY
SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE OFFICE OF THE
COLLECTOR & PRINCIPAL CENSUS OFFICER, BOUDH**

- i. He/ She should be above 18 years of age and not be above 40 years as on the date of agreement.
- ii. The minimum Educational Qualification for Technical Assistant and MTS shall be Graduation in any discipline with proficiency in Computers.
- iii. The retired Government Officials may also be considered subject to meeting the suitability for the work. He must be tech savvy for digital data handling.

Level	Designation	Monthly Remuneration	Qualification	Total Person	Remarks
District	Technical Assistant	Rs. 25000/-	Bachelor Degree with Computer Knowledge	6	Preference Should be given Those who have work experience
District	Multi-Tasking Staff	Rs. 18000/-	Bachelor Degree with Computer Knowledge	1	Preference should be given those who have work experience

- iv. The candidate shall have functional knowledge of computers and be well versed in MS Office Software and internet. He should also be proficient in other standard packages and applications.
- v. The candidate shall have working knowledge of English and Odia on computer.
- vi. The candidates nominated by the qualifying firm shall be ready to report for work immediately after deployment by the Collector & Principal Census Officer, Boudh.



TERMS & CONDITIONS

1. The Agreement shall commence from ----- and shall continue till June-2027 unless it is curtailed or enhanced due to deployment, breach of contract etc. or change in requirements.
2. The Agreement shall automatically be terminated date i.e. expiry of agreement period unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and condition or with some additions deletions/ modification, for a further specific period mutually agreed upon by the Manpower Service Provider and Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract, its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The Manpower Service Provider will be bound by the terms and conditions as furnished by it to the Authority while submitting the tender or at any subsequent stage. In case, any of such documents furnished by it, is found to be false at any stage, It would be deemed to be breach of terms of Agreement, making it liable for legal action besides termination of the Agreement.
6. The Authority reserves the right to terminate the Agreement at any time after giving 15 days notice to the Manpower service provider.
7. The manpower service provider will have to deploy manpower within three days of signing the agreement
8. The person deployed shall be required to report for work at 10.00 AM in the assigned offices and would leave at 5.30 PM. He would not be paid any extra remuneration for additional work as and when required by Census Authority. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made
9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the District Census Officer, Boudh, So that optimal services of the persons deployed could be availed without any disruption

10. The entire, financial liability in respect of manpower service deployed in the O/o the Principal Census Officer, Boudh or office concerned shall be that of the Manpower Service Provider and the O/o the Principal Census Officer, Boudh & office concerned shall in no way be liable for any lapses. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the O/o the Principal Census Officer, Boudh or Office concerned for reimbursement of Bill of the firm for the succeeding month. If at any point of time it is noticed that the agency paying lesser remuneration to the candidates than the rate quoted, the agreement shall be terminated and EMD & security etc. deposits shall be forfeited forthwith
11. The payment of remuneration to the manpower has to be through bank account only. No cash payment shall be entertained
12. For all intents and purposes, the Manpower Service Provider shall be Employer within the meaning of all applicable laws in respect of manpower so deployed. The person deployed by the Manpower Service firm shall not have any claim whatsoever like employer and employee relationship against the O/o the Principal Census Officer, Boudh or any office concerned
13. The Manpower Service Provider shall be solely responsible for the redressal of grievance or resolution of disputes relating to person deployed.
14. The O/o the Principal Census Officer, Boudh shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions / duties, or for payment towards any compensation
15. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.
16. In case of termination of this Agreement in its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim



whatsoever for any absorption in regular or other capacity in O/o the Principal Census Officer, Boudh or any offices attached to him /her.

17. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under any provision of law. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
18. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employment State Insurance Corporation etc. and a copy of the same shall be submitted.
19. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable
20. The Person deployed by the Manpower Service should have good police records and no criminal case should be pending against them
21. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the of the O/o the Principal Census Officer, Boudh or office concerned. The Manpower Service Provider responsible for any act of indiscipline on the part of the person deployed

LEGAL

22. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws, besides action for breach of contract.



23. The Manpower Service Provider shall also be liable for depositing all taxes, levies Cess etc. on account of service rendered by it to the O/o the Principal Census Officer, Boudh or office concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Self Attested photo copies of such documents shall be furnished to the O/o the Principal Census Officer, Boudh
24. The Manpower Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the authority of the O/o the Principal Census Officer, Boudh or office concerned or any other authority under Law.
25. The Tax deduction at source (TDS) shall be done as per the provision of income Tax Act / Rule, as amended, from time to time and certificate to this effect shall be provided by the office concerned.
26. In case, the Manpower Service Provider fails to comply with any liability under appropriate Law and as result thereof, the O/o the Principal Census Officer, Boudh of the office concerned is put to any loss / obligation, monetary or otherwise, the O/o the Principal Census Officer, Boudh or the office concerned will be entailed to get itself reimbursed out of the outstanding bills or the performance Security Deposit of the Manpower Service Provider, to the extent to the loss or obligation in monetary terms.
27. Agreement is liable to the terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues or for any other reason. The O/o the Principal Census Officer, Boudh or office concerned will have no liability towards on-payment of remuneration to the person employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the O/o the Principal Census Officer, Boudh or office concerned by the person deployed, the same shall be recovered, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.



FINANCIAL

28. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of (refundable without interest) Rs.1000/- (Rupees One Thousand) only in the form of Demand Draft drawn in favour of Collector & Principal Census Officer, Boudh payable at Boudh failing which the tender of the concerned agencies/firms shall be rejected out rightly,
29. The Earnest Money Deposit in respect of agencies/firms which do not qualify the technical Bid (first state) or Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful tender, if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
30. In case of breach of any terms and condition attached to this agreement the performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
31. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the O/o the Principal Census Officer, Boudh, in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
32. The claim in bills regarding Employees State Insurance, provident fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the O/o the Principal Census Officer, Boudh or office concerned.
33. The amount of penalty calculated @Rs.100 per day on account of delay. If any, providing a suitable substitute for the period beyond three working days by Manpower Service Provider shall be deducted from monthly bills in the succeeding month.



34. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
35. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher Authority or controlling officer for his decision and the same shall be binding on all parties.
36. All disputes shall be under the jurisdiction of the court located in Boudh District.
37. The successful bidder will enter into an agreement with the Collector-cum-Principal Census Officer, Boudh for supply of suitable and qualified manpower as per requirement of the O/o the Principal Census Officer, Boudh on the above terms and conditions.



D

DOCUMENTS TO BE PROVIDED WITH TECHNICAL BID

1. Application Technical Bid
2. Attested copy of registration of agency.
3. Attested copy of PAN/GIR Card
4. Attested copy of the last year IT return filed by agency.
5. Attested copy of the Service Tax registration Certificate.
6. Attested copy of the PF Registration Letter / Certificate.
7. Attested copy of the ESI registration letter / Certificate.
8. Certified document in support of the financial turnover the agency.
9. Copy of the terms and conditions at pages 10 to 15 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
10. Original Demand Draft / Pay Order amounting Rs. 1000/- towards EMD.
11. Income Statements for the last financial year.



DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE
DEPLOYMENT OF MANPOWER

1. List of manpower shortlisted by agency for deployment in O/o the Principal Census Officer, Boudh, containing full details i.e. date of birth, marital status, address, educational qualifications etc.
2. Bio-Data of all candidates.
3. Any other document considered relevant.

A handwritten signature in black ink, appearing to be 'PAM', is written below the third list item.

APPLICATION - TECHNICAL BID

For Providing Manpower Services to O/o the Principal Census Officer, Boudh

1. Name of Tendering Manpower Service Provider (Attach Self attested Photo/ ID Card/ PAN/EPIC/DL/Pass Port _____)
2. Details of Earnest Money Deposit: DD No. _____ date _____ of _____ drawn on Bank _____
3. Name of Proprietor / Partner / Director: _____
4. Full Address of Registered Office: _____

Telephone No _____
FAX No. _____
E-mail Address _____
5. Full Address of Operating / Branch Officer: _____

Telephone No _____
FAX No _____
E-mail Address _____
6. Name & Telephone No. of Authorized Officer/ Person to liaise with Field Office (s): _____

7. Banker of Manpower Service Provider (Attach certified copy of statement of A/c for the last Financial Year): _____
8. PAN/ GIR No. (Attach attested copy): _____
9. Service Tax Registration No. (Attach Attested copy): _____

10. EPF Registration No. (Attach attested copy):

11. _____
ESI Registration No. (Attach attested copy):

12. Financial Turnover of the tendering Manpower Service Provider for the last Financial Year:

13. Additional Information, If any (Attach Separate Sheet if space provided is insufficient):

14. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last financial year in the following format.

(If the space provided is insufficient, a Separate Sheet may be attached)

Sl. No.	Name of Client, address, telephone & FAX No.	Manpower services provided		Amount of contract in Lakhs	Duration of contract	
		Type of manpower provider	No.		From	To

15. Additional information if any (attach separate sheet, if required)

Date:

Place:

Signature of Authorized person

Full Name: _____

Seal: _____

DECLARATION

- i. I, _____ Son/ Daughter / Wife of Sri Proprietor/ Director/ Authorized Signatory of the Service Provider, mentioned above that, I am competent to sign this declaration and execute this tender documents.
- ii. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them
- iii. The information/ documents furnished along with the above application are true and authentic and to the best of my knowledge and belief. I/ We do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities onwards prosecution under appropriate law.

Date:

Place:

Signature of Authorized person

Full Name: _____

Seal: _____

APPLICATION - FINANCIAL BID

For providing Manpower Assistance to O/o the Principal Census Officer,
Boudh

- i. Name of Tendering Manpower Service Provider: _____
- ii. Rate per person per month inclusive all statutory liabilities, taxes, levies, cess, etc: _____

Sl. No.	Name of the post	Monthly take home remuneration per	EPF (employee contribution)	EPF (employer contribution)	ESI	Other statutory dues if any	Service charge	GST	Total person	Total amount

Date:

Place:

Signature of Authorized person

Full Name: _____

Seal: _____

Notes:

- i. 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.
- ii. 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.