

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NAYAGARH
(Census Cell)

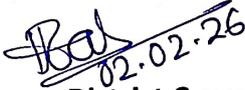
TENDER/QUOTATION

No. 155, Date: 02.02.2026

Tender/ quotation are hereby invited from registered, experienced and eligible firms/ outsourcing agencies for outsourcing of support services in the Census Cell of Collectorate, Nayagarh for a maximum period of 18(Eighteen) months starting from February, 2026, or till completion of Census operations, whichever is earlier and shall be co-terminus with Census work.

The intending registered firms/ outsourcing agencies may submit tender/ quotation along with other supporting documents in Office of the Collector & District Magistrate (Census Cell), At/Po/PS/Dist-Nayagarh, PIN-752069, Odisha latest by date 12.02.2026 up to 5.30PM through speed post only. No tender/quotation paper will be received by hand, e-mail and digital mode.

The prescribed tender/quotation paper is available in the website <https://nayagarh.odisha.gov.in>. The authority reserves every right to reject all or any of the tender/quotation without assigning any reason thereof.


02.02.26
ADM-cum-District Census Officer,
Nayagarh

Memo No. 156, Date: 02.02.2026

Copy forwarded to the District e-Governance Manager, Nayagarh for information and necessary action. It is requested to hoist the above tender/ quotation notice in the District website for wide publicity.


02.02.26
ADM-cum-District Census Officer,
Nayagarh

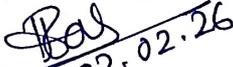
Memo No. 157, Date: 02.02.2026

Copy forwarded to the CDO-cum-EO, Zilla Parishad, Nayagarh/ Sub-Collector, Nayagarh/ All BDOs & Tahasildars of Nayagarh District for information with request to publish the advertisement in office notice board for wide publicity.


02.02.26
ADM-cum-District Census Officer,
Nayagarh

Memo No. 158, Date: 02.02.2026

Copy forwarded to the Director, O/o the Director of Census Operations, Odisha for information.


02.02.26
ADM-cum-District Census Officer,
Nayagarh

OFFICE OF THE COLLECTOR & PRINCIPAL CENSUS OFFICER, NAYAGARH

Tender/ Quotation Call Notice No. 155, Date: 02-02-2026

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) (preferable, from District headquarters) for census related work in the Census Cell Collectorate, Nayagarh, and one (01) no. of Technical Assistant each for 08 (Eight) Tahasildar-cum-Charge Officers and 05 (Five) Urban Local Bodies in Nayagarh 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 required Technical Assistants (15 nos.) and Multi-Tasking Staff (MTS) (01 no.).

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

1. Scope of Work

The deployed man power 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. Qualification & Experience

- i. Graduate and Computer professional having certificate of PGDCA/ MCA/ BCA & etc.
- ii. Preference will be given to experience holder.

3. Eligibility Criteria for Outsourcing Agency

The bidder must:

- i. Annual turn over 2 crore , Experience of 2 years.
- ii. Be registered under GST and other applicable laws.
- iii. Have valid EPF, ESI, Labour License, and other statutory registrations.

- iv. Possess experience in providing manpower to Government/PSU/Census/Survey-related works.
- v. Be financially sound capable of timely payment of wages and statutory dues.
- vi. Not have been blacklisted by any Government authority.

4. 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.

5. 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, Nayagarh (Census) payable at UCO, Nayagarh with the Bid.

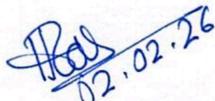
6. Submission & Opening of Tender

- a. Last date & time of submission: 12.02.2026 up to 5.30 PM.
- b. Date & time of opening: 13.02.2026 at 10.00 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".

7. General Terms & Conditions

- i. Engagement does not confer any right to regular employment.

- ii. Deployment personnel shall work under the administrative control of the Principal Census Officer, Nayagarh and different concerned Census charge Officers of the District.
- iii. 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.
- iv. Any violation of Census guidelines or tender conditions shall lead to termination of contract.
- v. The Collector-cum-Principal Census Officer reserves the right to accept or reject any or all tenders.
- vi. Any tender submitted without the prescribed Tender Cost and Earnest Money deposit (EMD) shall be summarily rejected.
- vii. The last date & time for submission of sealed tender to the Collector-cum-Principal census Officer, Nayagarh (G&M section), Collectorate, Nayagarh on 12.02.2026 up to 5.30 PM through speed post only. The sealed tender papers will be opened on 13.02.2026 at 10.00 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.
- viii. The successful bidder will execute an agreement containing terms and conditions of engagement of personnel on outsourcing basis.
- ix. If the bidders will quote equal/same price in the bid papers then, a lottery system will be followed to select the agency.


ADM-cum-District Census Officer,
Nayagarh

ANNEXURES

ANNEXURE-I

TECHNICAL BID

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

FINANCIL BID

Sl. No.	category	Maximum Fixed monthly Remuneration (Rs.)	Service Charge(%)	Remarks
1	Technical Assistant	25,000/-	To be quoted	Remuneration inclusive of statutory deduction 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 of Authorized Signatory:

Seal:

Date:

ANNEXURE- IV

UNDER TAKING

I/we undertaking 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 of Authorized Signatory:

Seal:

Date: