



**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE ,CUTTACK**

Notice No. 562

Date: 03.02.2026

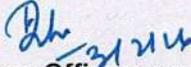
**REQUEST FOR PROPOSAL FOR**  
**ENGAGEMENT OF AN AGENCY FOR PROVIDING PROFESSIONAL IT MANPOWER SERVICES TO**  
**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE ,CUTTACK FOR CENSUS 2027.**

Collector, Cuttack invites proposals from reputed and experienced agencies for Engagement of an Agency for Providing Professional Manpower Services to the Office of the Collector and District Magistrate, Cuttack

. Interested agencies fulfilling the prescribed eligibility criteria may participate in this tender process and submit their proposals. The detailed **Request for Proposal (RFP)** document can be downloaded from the Collectorate, Cuttack website: <https://cuttack.odisha.gov.in/or> from **03:00 PM of 04.02.2026 to 03:00 PM of 11.02.2026**.

The last date of receipt of technical and financial bids is **11.02.2026 up to 03:00 PM**, and the bids will be opened on the same day at **04:00 PM** in the presence of the bidders or their authorized representatives. A **Pre-Bid Meeting** will be held on **06.02.2026 at 04:00 PM** in the 2<sup>nd</sup> Floor, Old Conference Hall of Collectorate, Cuttack. Further details, including any addendum, corrigendum, or cancellation notice, shall be available only on the Collectorate, Cuttack website <https://cuttack.odisha.gov.in/or>.

Collector, Cuttack reserves the right to cancel this invitation and/or issue a fresh RFP with or without amendments, without any liability or obligation and without assigning any reason thereof. Collector, Cuttack also reserves the right to accept or reject any or all proposals without assigning any reason whatsoever.

  
District Census Officer-cum-A.D.M.,  
Cuttack



RFP No.- 562

Date:03.02.2026

**REQUEST FOR PROPOSAL  
FOR  
ENGAGEMENT OF AN AGENCY FOR PROVIDING PROFESSIONAL IT MANPOWER  
SERVICES TO OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, CUTTACK**

**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, CUTTACK**

Chandinichowk,

Cuttack-753001

Website- <https://cuttack.odisha.gov.in/or>.

## DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or any other information subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to the Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to the RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused or arising from reliance of any Bidder upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the selected Agency, as the case maybe, to provide the Services and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process.

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## DATA SHEET

Sl.No	Particulars	Details
1.	Name of the Authority	Principal Census Officer-cum- Collector and District Magistrate, Cuttack , Chandinichowk,Cuttack-753001 Odisha
2.	Method of Selection	Quality Based Selection
3.	Mode	Offline Mode
4.	Proposal Validity	180 Days
5.	Publication of RFP	04/02/2026, 03:00 P.M
6.	Deadline for Submission of Pre-Proposal / Pre-Bid Queries	Pre-bid queries shall be sent by 11/02/2026 till 03:00 P.M to <a href="https://cuttack.odisha.gov.in/or">https://cuttack.odisha.gov.in/or</a> .
7.	Pre-bid meeting	The pre-bid meeting shall be held on 06/02/2026, 04:00 P.M at Conference Hall, 2 <sup>nd</sup> Floor, Old Conference Hall Office of the Collector and District Magistrate, Cuttack , Chandinichowk, Cuttack-753001
8.	Last date & time for submission of RFP document	11/02/2026, 03:00 P.M Bids shall be submitted through registered/speed post or courier service only (no by hand delivery or drop box facility available) at the address mentioned below: Principal Census Officer-cum- Collector and District Magistrate, Cuttack, 2 <sup>nd</sup> Floor, Old Conference Hall Office of the Collector and District Magistrate, Cuttack, Chandinichowk, Cuttack-753001
9.	Date of opening of Technical Proposal	11/02/2026, 04:00 P.M
10.	Date of opening of Financial Proposal	NA
11.	Bid Processing Fee (Non-Refundable)	Rs. 11,800/- (Rupees Eleven Thousand eight hundred only)- including GST) in form of Demand Draft in favour of "Office of the Collector and District Magistrate, Cuttack" payable at Cuttack.
12.	Earnest Money Deposit (EMD)	Rs.2,00,000 (Rupees Two Lakhs only) /- in the form of BG/DD in favour of Office of the Collector and District Magistrate, Cuttack.
13.	Performance Bank Guarantee (PBG)	5 % of the contract agreement amount
14.	Contact Person	Principal Census Officer-cum- Collector and District Magistrate, Cuttack, Chandinichowk,Cuttack-753001, Odisha

**Request for Proposal for Engagement of an Agency for Providing Professional Manpower Services to office of the Collector and DM , Cuttack**

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15	Place of Opening of Proposal:	Venue: 2 <sup>nd</sup> Floor, Old Conference Hall, Office of the Collector and District Magistrate, Cuttack.Chandinichowk, Cuttack-753001
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1. RFP can be downloaded from : <https://cuttack.odisha.gov.in/or>.
2. Subsequent corrigendum, if required, shall appear in this website or website

## ABBREVIATIONS:

	OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, CUTTACK
EMD	Earnest Money Deposit
FY	Financial Year
GST	Goods and Services Tax
PAN	Permanent Account Number
GSTIN	GST Identification Number
JV	Joint Venture
LOA	Letter of Award
RFP	Request for Proposal

SECTION: 1

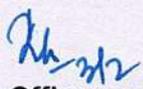
LETTER OF INVITATION

## LETTER OF INVITATION

**Name of the Assignment: Engagement of an Agency for Providing Professional Manpower Services to office of the Collector and District Magistrate, Cuttack.**

1. Collector and District Magistrate, Cuttack,(the "**Authority**") invites proposal from reputed agencies for providing for Selection of an agency for providing Professional Manpower Services to office of the Collector and District Magistrate, Cuttack.
2. A bidder will be selected under Quality Based Selection procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.
3. This tender is invited by **the Collector and District Magistrate, Cuttack** through an **offline tendering process**. The proposal must be submitted in **physical form (hard copy)** as specified in this tender document. The detailed address for submission, along with the procedure to be followed, is provided in the relevant section of this RFP.
4. The contract shall be valid for a period from the date of deployment of the manpower and till **31.05.2027**. The contract shall cease to exist automatically after this date. There shall be no liability of government on this account either financially or otherwise.
5. Selection will be done on the basis of 2-stage process. In the 1st stage, Preliminary evaluation of the proposals will be done to determine whether the requisite documents / information have been properly furnished by the bidder or not (as per Clause 1 of ITB). The technical proposal is required to be submitted in hard bound/ Spiral form exactly as per submission made with all pages numbered serially along with an index of submission. (Hard bound implies binding between two cover through stitching or otherwise where by it may not be possible to replace any paper without disturbing the documents) loose form, etc. will not be accepted. The Bids which meet all the compliances will only be considered as responsive. In the 2nd stage, Financial Proposals of those Agencies whose bids are found responsive will be opened. Interested consulting firms are requested to submit the documents in separate sealed covers: 1. General Eligibility and Compliances & 2. Financial Proposal. Proposals shall finally be ranked according to their financial quote. The award of work shall be done on Quality Based Selection among the qualifying Agencies.
6. The proposal, complete in all respects as specified in this RFP document, must be accompanied by a non-refundable tender fee of **Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred only, inclusive of GST)** payable in the form of a Demand Draft drawn in favor of "the Collector and District Magistrate, Cuttack", payable at Cuttack, and a Bid Security / Earnest Money Deposit (EMD) of **Rs. 2,00,000/- (Rupees Two Lakh only)** payable in the form of a Bank Guarantee or Demand Draft in favor of "the Collector and District Magistrate, Cuttack", payable at Cuttack. Proposals not **accompanied** by the required tender fee and EMD shall be summarily rejected.

7. The last date and time for submission of proposal, date of opening of technical proposal as mentioned in the Bidder Data Sheet.
8. This RFP includes following sections:
  - a) Letter of Invitation **[Section – 1]**
  - b) Information to the Bidder **[Section – 2]**
  - c) Terms of Reference **[Section – 3]**
  - d) Technical Proposal Submission Forms **[Section – 4]**
  - e) Financial Proposal **[Section –5]**
  - f) Bid Submission Checklist & Performance Bank Guarantee Format provided **[Section –6]**
9. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Authority's knowledge, the Authority holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Authority reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

  
**District Census Officer-cum-A.D.M., Cuttack  
On behalf of Principal Census Officer-cum- Collector  
and District Magistrate, Cuttack**

## SECTION: 2

# INSTRUCTION TO BIDDERS

## 1. Pre-Qualification Criteria:

Prior to the evaluation of the Qualification Proposals, each Bidder's Eligibility Proposal will be assessed based on the following Eligibility Criteria (**Eligibility Criteria**). Each Bidder is required to provide copies of the following supporting documents/information as part of its Eligibility Proposal failing which the Proposal will be rejected.

SI No.	Description	Supporting Document
1	The Applicant/Bidder shall be a Private Limited Company incorporated under the Companies Act, or a Company incorporated under the Companies Act, or a Limited Liability Partnership (LLP), or a Partnership Firm registered in India, or a Proprietorship Firm, duly constituted under the laws in force in India (Copies of Incorporation/ Registration certificate to be enclosed).	Documentary evidence shall have to be submitted along with the Proposal.
2	The Bidder must have ISO/CMM Level3/Level5 Certification.	Documentary Evidence have to be submitted along with the proposal
3	The Agency must have a minimum of <b>Twenty three (23)</b> years' experience in providing IT manpower services to State Government / Central Government / PSU or Corporations for a minimum period of Five (5) year supported by copies of valid Experience Certificates issued by the respective client(s).	Copy of Work orders/Agreement along with the completion/experienced certificate as per Form TECH-5.
4	The Bidder shall have experience in providing a minimum of Two Hundred (200) numbers of Professional / IT Manpower / Highly Skilled Manpower to any Government Department, State Government or Central Government Department, Government Corporation, Public Sector Undertaking (PSU) including Central PSUs, for a minimum continuous period of one (1) year during the last five (5) years, reckoned from the date of issue of this RFP.	Documentary evidence shall have to be submitted along with the Proposal.
5	The Agency must have experience in providing minimum of 200 nos. of professional manpower services to at least two (02) or more State Government / Central Government / PSU or Corporations for a minimum period of five (05) year supported by copies of valid Experience Certificates issued by the respective client(s).	Copy of Work orders/Agreement along with the completion certificate/CA Certificate as per Form TECH-5.
6	The bidder should have a minimum average annual turnover of Rs. 5.00 Crore during the last three (3) financial years, i.e., FY 2022-23, FY 2023-24, and FY 2024-25.	Statutory Auditor certificate along with Balance Sheet and Profit & Loss Statement as per Form TECH-3

**Request for Proposal for Engagement of an Agency for Providing Professional Manpower Services to office of the Collector and DM , Cuttack.**

7	The bidder must have a registered office or functional establishment within the jurisdiction of Cuttack.	As proof of the registered or operational office in Cuttack, the bidder shall submit <b>any one</b> of the following valid documents along with the technical bid: <ul style="list-style-type: none"> <li>• Copy of valid <b>Trade License</b> issued by Cuttack Municipal Corporation (CMC); or</li> <li>• Copy of <b>Rent / Lease Agreement</b> or <b>Ownership Document</b> of the office premises; or</li> <li>• Valid <b>GST Registration Certificate</b> indicating the office address within Cuttack</li> </ul>
8	Bidder must not have been barred or blacklisted by the Govt, any state government, or any of its organisations from participating in any project or being awarded any contract and the bar subsists on the Proposal Due Date.	Undertaking as per <b>Form TECH-7</b> on stamp paper of appropriate value.
9	A Bidder shall not have a Conflict of Interest. A Bidder shall be considered to have a Conflict of Interest if any of the conditions set out in Clause 13 of this RFP apply to the Bidder.	Self-Declaration from the Bidder as per <b>Form TECH-6</b>

**Please note - For the purposes of this RFP, consortium / JV is not allowed.**

**1.1 Documents / Formats need to be submitted along with TECHNICAL PROPOSAL:**

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (TECH- 1) on Bidder's letterhead.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- General Details of the Bidder (TECH - 2)
- Financial Capacity of the Bidder (TECH - 3)
- Power of Attorney (TECH - 4) in favour of the person signing the Proposal on behalf of the Bidder.
- Project Experience of the bidder (TECH - 5)
- Undertaking regarding Conflict of Interest (TECH - 6)
- Undertaking for Non-Blacklisting (TECH-7)
- PAN, GST & Incorporation Certificate
- EFP/ ESI Registration Certificate
- Professional Manpower's / similar categories of manpower, including human resources/ highly

skilled manpower on its payroll, with supporting documents such as employee list, salary records, or any other relevant proof.

*Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above may lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect and indexed. Each page should be numbered and signed by the authorized representative.*

## 2. Bid Processing Fee:

The proposal must be accompanied by a **non-refundable Bid Processing Fee of Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred only, inclusive of GST)**. The fee shall be submitted in the form of a **Demand Draft (DD)** drawn in favor of **"THE COLLECTOR AND DISTRICT MAGISTRATE, CUTTACK"**, payable at **Cuttack**. Proposals submitted without the required Bid Processing Fee shall be **summarily rejected**.

## 3. Earnest Money Deposit/ Bid Security:

The bidder shall furnish, as part of its proposal, a **Bid Security of Rs. 5,00,000/- (Rupees Five Lakh only)** through Demand Draft or Bank Guarantee as prescribed in this RFP, failing which the bid shall be rejected. The **Bid Security** shall be **returnable not later than 180 days** from the Proposal Due Date. In the event that the **first-ranked bidder** commences the assignment, the **Bid Security of the second-ranked bidder**, whose proposal has been kept in reserve, shall be returned forthwith, but in no case later than 180 days from the Proposal Due Date.

In case a successful bidder is announced:

- The Bid Security of all **unsuccessful bidders** shall be returned.
- The Bid Security of the **successful bidder** shall continue to be effective until the successful bidder furnishes the **Performance Bank Guarantee** as per the provisions of this RFP.

The Bid Security shall be **forfeited** if:

- a. The successful bidder **fails to sign the Agreement** for any reason, or
- b. The bidder **withdraws the tender during the validity period** of the tender during the validity period of tender.

## 4. Validity of the Proposal:

Proposals shall remain valid for a period of 180 (One hundred and eighty) days from the date of opening of the technical proposal. The Authority reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

## 5. Pre -bid Queries/ Pre-bid Meeting:

- a) Bidders are allowed to submit their queries in respect of the RFP and other details if any to through e-mail to [cuttackcensus2027@gmail.com](mailto:cuttackcensus2027@gmail.com) till the timeline as per Bidder Data Sheet. Clarifications to the above will be uploaded on the Website.

- b) The pre-bid meeting shall be held as per schedule mentioned in the bidder data sheet.
- c) If any information about the subject is required by the prospective bidder prior to 3 (three) days from the last date of bid submission, the same can be obtained from:  
District Census Officer-cum-A.D.M.,Cuttack  
OFFICE OF THE COLLECTOR AND  
DISTRICT MAGISTRATE, CUTTACK ,  
Chandinichowk, Cuttack-753001,
- d) Reserves the right not to offer clarifications on any issue or if it perceives that the clarifications can only be made at a later stage, it can do so at a later date.
- e) No extension of any deadline will be granted on the basis or grounds that have not responded to any question or not provided any clarification

**6. Submission of Proposals Packing, Sealing and Marking of Proposals**

**6.1 Documents Comprising the Bid**

The proposal shall be submitted in 2 (Two) parts in 2 (Two) separate envelopes/packages put together in 1 (one) single outer envelope. The outer envelope should be superscribed with the Bidder Name and Bidder Number. The 2 parts (collectively referred to as 'Proposal') shall be:

**Part 1- Technical Proposal**

Part 1, the "**Technical Proposal**" should have the following documents.

- i. Filled in Bid Submission Check List in Original (Annexure-I)
- ii. Covering letter (TECH- 1) on Bidder's letterhead.
- iii. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- iv. General Details of the Bidder (TECH - 2)
- v. Financial Capacity of the Bidder (TECH - 3)
- vi. Power of Attorney (TECH - 4) in favour of the person signing the Proposal on behalf of the Bidder.
- vii. Project Experience of the bidder (TECH - 5)
- viii. Undertaking for Non-Blacklisting (TECH-7)
- ix. Undertaking regarding Conflict of Interest (TECH - 6)
- x. Approach, Methodology & Work Plan to undertake the assignment (TECH - 8)
- xi. PAN, GST & Incorporation Certificate
- xii. EFP/ ESI Registration Certificate
- xiii. Professional Manpower's / similar categories of manpower, including human resources/ highly skilled manpower on its payroll, with supporting documents such as employee list, salary records, or any other relevant proof
- xiv. RFP Document duly signed by Bidder's Authorized Signatory.

## Part 2- Financial Proposal

The Part 2, the “Financial Proposal” should be submitted as per the format for Financial Bid given in Section 5.

### 6.2 Submission of Bids

Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Authority will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Authority

The **Technical proposal (Part A)** and **Financial Proposal (Part B)** must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope.

Both the envelopes i.e. envelope for **Part-A** and Envelope for **Part-B** must be packed in a separate sealed outer cover and clearly super scribed with the following:

#### Proposal for

**“ENGAGEMENT OF AN AGENCY FOR PROVIDING PROFESSIONAL MANPOWER SERVICES TO  
OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, CUTTACK”**

The Bidder's Name & address shall be mentioned in the left-hand corner of the outer envelope. The inner and outer envelopes shall be addressed to , Cuttack at the following address: District Census Officer-cum-A.D.M.,Cuttack  
OFFICE OF THE COLLECTOR AND  
DISTRICT MAGISTRATE, CUTTACK (),  
Chandinichowk, Cuttack-753001

#### **Note:**

- a. If the outer envelope is not sealed and marked as mentioned above, then office of the Collector and District Magistrate, Cuttack will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.
- b. Bids shall be submitted through registered post or courier service at the address mentioned above. Office of the Collector and District Magistrate, Cuttack shall not take any cognizance and shall not be responsible for delay/loss in transit or non-submission of the Bid in time.
- c. The Scope of Work to be carried out by the Selected Agency is detailed in Clause 2.1 and Annexure 6. The Bidders are required to quote for the entire scope of work detailed in Annexure 6, failing which the Bid will not be considered for evaluation.

***Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected***

## 7. Bid Due Date

- i. The Bids in the prescribed form as mentioned above must be delivered and received at the address mentioned above on or before the scheduled date and time of submission of bid as stated in the schedule of bidding process. Bids submitted by fax transmission /e-mail shall not be accepted
- ii. Proposals received without requisite tender document cost and EMD shall be summarily rejected.
- iii. Office of the Collector and District Magistrate, Cuttack may, in exceptional circumstances and its sole discretion, extend the Bid Due Date by issuing an Addendum uniformly for all bidders only on its website.

## 8. Late Bids:

Bids received by the office of the Collector and District Magistrate, Cuttack after the specified date and time as mentioned in the schedule of bidding process shall not be eligible for consideration and shall be summarily rejected

## 9. Acknowledgement by the Bidder:

It would be deemed that by submitting the proposal, the Bidder has:

- a) Made a complete and careful examination of the RFP document;
  - b) Received all relevant information requested from the office of the Collector and District Magistrate, Cuttack;
  - c) Accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the office of the Collector and District Magistrate, Cuttack ;
  - d) agreed to be bound by the undertakings provided by it under and in terms hereof; and
  - e) Independently verified all information received from the office of the Collector and District Magistrate, Cuttack.
- i. Office of the Collector and District Magistrate, Cuttack shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP or the Selection Process, including any error or mistake therein or in any information or data given by the office of the Collector and District Magistrate, Cuttack.
  - ii. Office of the Collector and District Magistrate, Cuttack shall not be liable for any mistake or error on the part of the Bidder in respect of the above

## 10. Opening of the proposal:

- i. Completed proposals must be submitted on or before the time and date specified in the Data Sheet of this RFP.
- ii. The Technical Proposals will be opened in the presence of bidders or their authorized representatives who wish to attend. Only proposals received through courier, registered post, or speed post will be considered for opening.

- iii. The Financial Proposals will be opened only for those applicants who are shortlisted based on the evaluation of Technical Proposals, in accordance with the provisions of this RFP. The date, time, and venue for opening of Financial Proposals will be notified separately to the shortlisted bidders.
- iv. Office of the Collector and District Magistrate, Cuttack's decision regarding the opening and evaluation of proposals shall be final and binding on all bidders.

#### **11. Evaluation of Proposal:**

A **three-step evaluation process** based on the **Quality Based Selection** method shall be adopted for the evaluation of proposals, as detailed below:

##### **11.1 Preliminary Evaluation (1<sup>st</sup> Stage):**

**Request for Proposal for Engagement of an Agency for Providing Professional Manpower Services to office of the Collector and DM , Cuttack.**

- i. Office of the Collector and District Magistrate, Cuttack constituted "Tender Evaluation Committee" shall be responsible for evaluation of proposals received based on the responsiveness of the Bidder to the terms & conditions using the eligibility criteria as specified in this RFP.
- ii. Preliminary Evaluation (1st Stage): Preliminary evaluation of the proposals will be done to determine whether the proposal comply with the prescribed eligibility condition (pre-qualification criteria as mentioned in Sl. 1, Section-2) and the requisite documents / information (as per Clause 6.1) have been properly furnished by the bidder or not. \* **Bids not complying with any of the above requirement will be out rightly rejected at the discretion of the Authority's authority.**
- iii. If any information furnished by the Bidder is found to be incomplete, or contained in formats other than those specified herein, the office of the Collector and District Magistrate, Cuttack may, in its sole discretion, seek clarifications/ information in writing from any Bidder regarding its Bid. Any clarification submitted by a Bidder with regard to its Bid that is not in response to a request by office of the Collector and District Magistrate, Cuttack shall not be considered.
- iv. Bidders are advised that qualification of Bidders will be entirely at the discretion of office of the Collector and District Magistrate, Cuttack. Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Bidding Process or selection will be given.

**11.2 Technical Capability:** Technical evaluation will be done only for those applicants who clear the requirements set in the 'Pre-Qualification Criteria'. The Technical eligibility of the candidate shall be assessed based on the following criteria:

S. N.	Evaluation Criteria	Maximum Marks	Relevant Technical Form
1	<p>The Agency must have a minimum of Five (05) years' experience in providing IT manpower services to State Government / Central Government / PSU or Corporations for a minimum period of one (05) year supported by copies of valid Experience Certificates issued by the respective client(s).</p> <ul style="list-style-type: none"> <li>• Minimum Five (05) years up to Seven (07) years = 05 Marks</li> <li>• Seven (07) years up to Twenty three (23) years = 10 Marks</li> <li>• More than 10 years = 15 Marks</li> </ul>	15	TECH-5
2	<p>Average Annual Turnover of the bidder in the last 3 Financial Years (FY 2022-23, FY 2023-24, FY 2024-25)</p> <ul style="list-style-type: none"> <li>• 10 Marks for meeting minimum requirement (Rs: 5.00 Crore)</li> <li>• Additional 1 mark for every additional Rs. 50 Lakhs turnover</li> </ul>	15	TECH-3

**Request for Proposal for Engagement of an Agency for Providing Professional Manpower Services to office of the Collector and DM , Cuttack.**

3	<p>The Agency must have a experience in providing minimum of 200 nos. of IT manpower services to atleast two (02) or more State Government / Central Government / PSU or Corporations for a minimum period of Five (05) year supported by copies of valid Experience Certificates issued by the respective client(s).</p> <ul style="list-style-type: none"> <li>• Two (02) such completed assignment = 10 Marks</li> <li>• 2.5 marks each for similar additional assignments</li> </ul>	15	TECH-5
4	ISO/CMM Level 3/5 Certification	05	
5	Previous Experience with Census Related work	05	
5	<p>Manpower Strength on Payroll</p> <p>Availability of Personnel on the Agency's payroll as on the date of bid submission.</p> <ul style="list-style-type: none"> <li>• Two Hundred (200) to Five Hundred (500) personnel = 10 Marks</li> <li>• More than Five Hundred (500) personnel = 15 Marks</li> </ul>	15	
5	<p>Technical Presentation (Approach &amp; Methodology)</p> <p>Quality of the presentation – the presentation should contain.</p> <ol style="list-style-type: none"> <li>Company profile, Differentiating factors &amp; Similar work experience</li> <li>Deployment Plan, Monitoring &amp; Supervision Mechanism =</li> <li>Approach &amp; Methodology for service delivery and issue handling</li> <li>Compliance with statutory norms, HR &amp; operational systems =</li> <li>Quality of presentation, clarity, and ability to respond to committee queries</li> </ol>	30	
<b>Total</b>		<b>100</b>	

In the first stage, the Technical Proposal will be evaluated based on the parameters stated above. For each Technical Proposal, the total points that can be awarded for each Bidder are 100 and bidders must secure a **minimum of 70% marks** in the **Technical Evaluation** to qualify. The **Technical Presentation** shall be made by the eligible bidders before the **Evaluation Committee** on a date, time, and venue to be communicated separately by **OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, CUTTACK**.

**11.3 FINANCIAL EVALUATION (3rd Stage) :** The financial proposals of the bidders qualifying the technical evaluation (2<sup>nd</sup> Stage) only shall be opened. Completeness of the Financial Proposal shall be checked as per the terms of the RFP. Financial Proposal must be strictly using the formats attached in Section 5. No additional items/ quantities other than that specified in the formats should be proposed by the Agency since the same shall not be considered for the evaluation/award.

## 12. Evaluation Process:

The highest evaluated Technical Proposal shall be given maximum Technical Score (St) out of 100. Proposals shall be ranked according to their technical score. The Selected Applicant shall be the First Ranked Applicant (having the highest technical score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

The award of work shall be done on QBS basis (Quality Based Selection) among the qualifying bidders.

## 13. Contract Negotiation

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and scope of work.

## 14. Award of Contract:

Upon completion of the evaluation and contract negotiation process, the office of the Collector and District Magistrate, Cuttack shall issue a Letter of Award (LoA) to the successful bidder, notifying them of their selection for providing professionals on a contractual basis as per the terms of this RFP. The Letter of Award (LoA) shall be issued within seven (7) days of the finalization of negotiations. The successful bidder shall be required to sign the Contract Agreement within fifteen (15) days from the date of receipt of the LoA, subject to submission of the Performance Bank Guarantee (PBG) as stipulated in this RFP. In case of any delay, office of the Collector and District Magistrate, Cuttack at its sole discretion, may grant an extension of time for the issuance of the LoA or execution of the Contract Agreement, based on the justification provided and the circumstances of the delay. Such extensions shall be duly communicated in writing to the concerned bidder. Failure of the successful bidder to sign the contract within the stipulated period, without prior approval or an extension granted by, office of the Collector and District Magistrate, Cuttack shall result in forfeiture of the Bid Security / Earnest Money Deposit (EMD) and/or cancellation of the award, at the sole discretion of office of the Collector and District Magistrate, Cuttack .

#### 15. Performance Bank Guarantee (PBG):

The successful bidder shall furnish a Performance Bank Guarantee (PBG) amounting to **five percent (5%)** of the total contract value in the prescribed format, issued by a nationalized or scheduled commercial bank, in favor of the "the Collector and District Magistrate, Cuttack", payable at Cuttack. The PBG must be submitted prior to the signing of the Contract Agreement. The Performance Bank Guarantee shall remain valid three months beyond the entire duration of the contract, including any extension period, and shall cover the bidder's performance obligations, warranty, and defect liability period, as specified in the contract. The PBG shall be released only after the successful completion of all contractual obligations to the satisfaction of office of the Collector and District Magistrate, Cuttack and upon issuance of the Final Completion Certificate by the competent authority of office of the Collector and District Magistrate, Cuttack. In the event of non-performance, breach of contract, or failure to fulfill contractual obligations, office of the Collector and District Magistrate, Cuttack reserves the right to invoke the PBG, either in full or in part, without prejudice to any other remedies available under the contract or applicable law.

#### 16. Conflict of Interest:

Conflict of interest exists in the event of:

- (i). Conflicting assignments, typically monitoring and evaluation of the same project by the empaneled bidder;
- (ii). Agency, agencies or institutions (individuals or organizations) who have a business or family relation with the Authority directly or indirectly; and
- (iii). Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Authority as this would amount to their disqualification and breach of contract.
- (iv). Has participated directly or through an Associate as a consultant or advisor in the preparation of the design of or technical specifications for the Project.

#### 17. Disclosure:

- (i). Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
  - Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

- (ii). Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
  - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

### 18. Anti-corruption Measure:

- (i). Any effort by Bidder(s) to influence the Authority in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- (ii). A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Authority shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

### 19. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Authority shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

### 20. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. A bidder is not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

### 21. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Cuttack only.

### 22. Governing Law and Penalty Clause:

### 21.1 Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of India. All disputes, differences, or claims arising out of or in connection with this Agreement shall be subject to the exclusive jurisdiction of the competent courts at Cuttack, Odisha.

### 21.2 Penalty:

In order to ensure **continuous, disciplined, and quality service delivery**, the following penalties shall be imposed on the selected Agency for **any non-compliance with contractual obligations, service standards, or instructions issued by office of the Collector and District Magistrate, Cuttack**. The imposition of penalties shall be **without prejudice** to any other rights or remedies available to office of the Collector and District Magistrate, Cuttack under the Agreement or applicable law.

#### I. Non-deployment / Short Deployment:

- a. For **non-deployment or short deployment** of manpower against the approved requirement for any month, a **penalty equivalent to ₹500 per person per day or actual loss incurred**, whichever is higher, shall be levied.
- b. Continued short deployment for more than **seven (07) consecutive days** shall be treated as a **material breach of contract**.

#### II. Deployment of Unqualified / Unsuitable Manpower:

- a. If any deployed manpower is found to be **not meeting the prescribed qualification, technical competency, or suitability for digital applications and Census-related work**, a penalty of **₹2,000 per person per instance** shall be imposed.
- b. The agency shall **replace such manpower within 48 hours**, failing which additional penalties shall apply.

#### III. Absenteeism / Unauthorized Leave

- a. For **unauthorized absence** of deployed manpower, a penalty of **₹500 per person per day** shall be imposed in addition to deduction of wages for the absent period.
- b. Repeated absenteeism shall attract replacement at no extra cost.

#### IV. Delay or Failure in Wage Payment:

- a. Any delay in payment of wages or statutory dues to manpower shall attract a **penalty of ₹1,000 per day per instance**, apart from statutory consequences.
- b. The Authority reserves the right to **withhold payments** due to the agency until compliance is ensured.

#### V. Non-compliance with Statutory Obligations

- a. Failure to comply with labour laws, EPF, ESI, insurance, or other statutory provisions shall result in:
  - Immediate penalty as deemed fit by the Authority
  - Recovery of any financial liability arising therefrom
  - Possible termination of contract

**VI. Maximum Penalty:**

- a. The total penalty imposed shall be recoverable from the running bills or Performance Security.
- b. In case the penalty amount exceeds payable dues, the balance shall be recovered from the Performance Bank Guarantee (PBG).

**VII. Termination for Repeated Default :**

In case of repeated or continuous defaults, the Authority shall have the right to:

- a. Terminate the contract without assigning any reason
- b. Forfeit the Performance Security
- c. Blacklist the agency for a period as deemed appropriate

**23. Confidentiality:**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Agency of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Authority's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Authority, the agency or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

**24. Amendment of the RFP Document:**

At any time before submission of proposals, the Authority may amend the RFP by issuing an addendum either at <https://cuttack.odisha.gov.in/or> only. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Authority may, at its discretion, extend the deadline for the submission of the proposals.

**25. Single Application Eligibility:**

Each applicant is eligible to submit only one application. It is imperative that applicants carefully review and consolidate all relevant information and details into a single, comprehensive application. This policy ensures fairness in the application process, allowing each applicant an equal opportunity to present their qualifications and proposals. Multiple applications from the same applicant will not be considered, and only the first received application will be evaluated.

**26. Authority's right to accept any proposal and to reject any or all proposal(s):**

The Authority reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

**27. Copyright, Patents and Other Proprietary Rights:**

Office of the Collector and District Magistrate, Cuttack shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Authority's request, the Agency shall take all necessary steps to submit them to the Authority in compliance with the requirements of the contract.

**28. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the Agency, which prevents or delays the execution of the work. If a force Majeure situation arises, the Agency shall promptly notify Authority in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Authority in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall advise Authority in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than 15 days, if arising out of causes of Force Majeure, Authority reserve the right to cancel the contract without any obligation to compensate the Agency in any manner for whatsoever reason.

**29. Settlement of Dispute:**

In the case of dispute arising upon or in relation to or in connection with the contract between the Authority and the Agency, which has not been settled amicably, the same shall be resolved or settled by way of arbitration by the sole arbitrator to be appointed by the Collector and District Magistrate, Cuttack, and the decision of the arbitrator shall be final & binding on both the parties. The arbitration shall be held in accordance to the provisions of Arbitration and Conciliation Act 1996 and the place of arbitration shall be only at Cuttack.

### 30. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee & EMD as applicable.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
- Proposal is received in incomplete form.
- Proposal is received after due date and time for submission of bid.
- Proposal is not accompanied by all the requisite documents / information.
- A commercial bid submitted with assumptions, conditions or uncertainty.
- Bids with any conditional technical and financial offer.
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value.
- Proposal is not properly signed.
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/ fraudulent means at any point of time during the bid process..
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
  - Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices

### 31. Liability:

The Liability of the selected Agency under this agreement in any case shall not be beyond the amount of fees payable to the selected Agency under this agreement.

### 32. Indemnity:

Selected Agency shall at its expense and to the maximum extent permitted by law, will indemnify, defend and hold harmless from all claims, judgements, actions or suits, proceedings, demands, liabilities, costs, losses damages and expenses arising out of or relating to (a) any negligent act or omission or intentional wrongdoing of the Selected Agency or its representatives; (b) any claim that the provision or utilisation of services or any portion thereof is not in compliance applicable laws, rules, regulations, orders of any governmental agency; (c) for injuries or damages to persons or property sustained by or claimed to have been sustained by anyone whomsoever by reason of the works undertaken by the Agency.

## SECTION: 3

### TERMS OF REFERENCE (TOR)

## Terms of Reference (ToR)

### 1. Background

Office of the Collector and District Magistrate, Cuttack, being one of the principal Urban Local Bodies (ULBs) in the State of Odisha, plays a vital role in supporting national initiatives and statutory exercises undertaken by the Government of India. One such critical national exercise is the **Census of India 2027**, which is proposed to be conducted using advanced digital tools and technology-driven platforms.

As per **Census of India 2027 – Circular No. 7 dated 24.12.2025**, the Census 2027 will involve extensive use of **mobile applications, Census Management and Monitoring System (CMMS), Houselisting Block Creator (HLBC) web application, self-enumeration portals**, and other digital systems. This marks a significant shift towards real-time digitized data collection and monitoring.

In order to strengthen Census operations at the **District and Charge level**, the Government of India has approved the engagement of **technical manpower and Multi-Tasking Staff (MTS)** on an **outsourcing basis**.

Accordingly, office of the Collector and District Magistrate, Cuttack proposes to engage a competent and experienced **Outsourcing Agency** for the supply of **twenty three (23) Technical Assistants and one (01) Multi-Tasking Staff (MTS)** to provide technical, operational, and administrative support for the effective implementation of **Census of India 2027** within the jurisdiction of Office of the Collector and District Magistrate, Cuttack.

### 2. Vision

To ensure **smooth, accurate, and timely execution of Census of India 2027** within the jurisdiction of Office of the Collector and District Magistrate, Cuttack through the deployment of **qualified, digitally proficient, and disciplined professional manpower**.

The broader vision is to:

- Support Census Officers at Municipal and Charge levels through skilled technical assistance.
- Facilitate seamless use of digital census applications and portals.
- Ensure timely, error-free, and secure digitized data collection.
- Strengthen monitoring, reporting, and coordination mechanisms during Census operations.
- Complete Census activities within the prescribed timelines and approved norms.

### 3. Overview:

Collector and District Magistrate, Cuttack office proposes to engage a professional **Outsourcing Agency** for supply and management of **twenty four (24) professional manpower** for Census of India 2027, comprising:

- **Technical Assistant – 23 Nos.**
- **Multi-Tasking Staff (MTS) – 1 No.**

The total deployment period shall be for a **maximum period till 31.05.2027**, starting from the date of **deployment of manpower**, or till completion of Census-related activities, whichever is earlier.

**Request for Proposal for Engagement of an Agency for Providing Professional Manpower Services to Office of the Collector and District Magistrate, Cuttack.**

The selected Agency shall be responsible for:

- Recruitment, verification, and deployment of suitably qualified technical manpower and MTS.
- Ensuring uninterrupted availability, discipline, and performance of deployed personnel.
- Providing timely replacements in case of resignation, absenteeism, or unsatisfactory performance.
- Compliance with all statutory labour laws including EPF, ESI, insurance, and other applicable provisions.
- Making all wage payments strictly through the Outsourcing Agency.

#### **4. Scope of Services**

##### **4.1 General Scope:**

The scope of this RFP is to outline the methodology, deployment plan, supervision mechanism, and performance monitoring for outsourced manpower engaged for Census of India 2027 under office of the Collector and District Magistrate, Cuttack.

The objective is to ensure that:

- All positions are filled with competent, digitally skilled manpower within stipulated timelines.
- Census activities are carried out efficiently using approved digital platforms.
- All services are delivered in compliance with statutory, administrative, and operational norms prescribed by the Government of India and State Government.

##### **4.2 Provision of Technical Manpower & MTS**

- I. The selected Agency shall provide twenty three (23) Technical Assistants and one (01) Multi-Tasking Staff (MTS) as per qualifications and eligibility criteria specified in the RFP.
- II. All deployed manpower shall be on the rolls/payroll of the Agency, and the Agency shall ensure timely payment of wages along with statutory benefits such as EPF, ESI, and other applicable dues.
- III. The Agency shall conduct antecedent verification (police, educational, and professional) of all deployed manpower and submit an Undertaking of Verification to the Principal Census Officer-cum-Collector and DM, Cuttack, prior to deployment.
- IV. All Technical Assistants shall work under the supervision of designated Census Officers and shall assist in handling digital census applications, data monitoring, reporting, and related technical work.

##### **4.3 Replacement of Manpower**

- I. Any act of non-performance, negligence, indiscipline, or inability to handle digital applications shall be treated as **unsatisfactory performance**.
- II. Upon written instruction from office of the Collector and District Magistrate, Cuttack the Agency shall replace such manpower within **fifteen (15) days** with a candidate of equal or higher qualification.
- III. In case of resignation, prolonged absence, or medical unfitness, replacement shall be provided within **fifteen (15) days** to ensure continuity of Census operations.
- IV. Failure to replace manpower within the stipulated period shall attract penalties as per the **Penalty Clause**.

#### 4.4 Manpower Deployment:

The selected Agency shall submit a **comprehensive Manpower Deployment Plan within seven (07) days** from the date of issue of the Work Order. The Deployment Plan shall clearly outline the methodology, timelines, and systems to be adopted for recruitment, selection, deployment, supervision, and monitoring of manpower engaged for **Census of India 2027**, which is a **time-bound and target-oriented national exercise**.

##### a. Hiring Procedure:

- The Agency shall follow a transparent, merit-based, and competitive recruitment process.
- Only professional manpower with strong knowledge and hands-on experience in computers and digital systems shall be considered.
- Verification of educational qualifications, computer proficiency, and digital skill competency shall be mandatory.

##### b. Selection Procedure:

**The Agency shall conduct the first round of screening, which shall include:**

- Personal interviews; and/or
- Skill assessments related to computer operations and digital platforms.

**Candidates shall be evaluated on:**

- Written and spoken communication skills;
- Working knowledge of MS Word, MS Excel, MS PowerPoint;
- Understanding of MIS, data handling, and use of advanced digital applications;
- Prior experience in Government / Census / large-scale field projects, which shall be given preference.

Only candidates found suitable in the **first-round interview by the Agency** shall be shortlisted.

##### c. Submission of CVs & Interview by office of the Collector and District Magistrate, Cuttack .

- i. The Agency shall submit minimum three (03) CVs per position to office of the Collector and District Magistrate, Cuttack for scrutiny.
- ii. reserves the right to conduct its own interviews / assessments of the shortlisted candidates at its discretion.
- iii. Final selection and approval of manpower shall rest solely with office of the Collector and District Magistrate, Cuttack .
- iv. Deployment shall be permitted only after written approval of the selected candidates by office of the Collector and District Magistrate, Cuttack.

**d. Antecedent Verification:**

The Agency shall carry out thorough antecedent verification, including:

- Police verification of residential address and criminal antecedents;
- Verification of educational and professional credentials;
- Reference checks from previous employers.

A Verification Undertaking confirming completion of the above shall be submitted to office of the Collector and District Magistrate, Cuttack prior to deployment.

**e. Training & Orientation:**

The Agency shall provide orientation training on:

- Census digital applications such as CMMS Portal, HLBC web application, mobile census apps, self-enumeration portals, etc.;
- Data security, confidentiality, reporting protocols, and official conduct.

Refresher training shall be organized as and when required to meet operational needs.

**f. Emergency Deployment**

The Agency shall maintain standby manpower and ensure deployment of suitable replacements within forty-eight (48) hours in case of:

- Emergency requirements;
- Sudden absenteeism;
- Resignation or non-performance.

**g. Statutory Compliance:**

- The Agency shall ensure full compliance with EPF, ESI, insurance, and all applicable labour laws.
- All statutory obligations shall be the sole responsibility of the Agency.

**h. Documentation & MIS:**

The Agency shall maintain proper records including:

- Attendance registers;
- Wage disbursement records;
- Statutory compliance records;
- Performance logs.

A Monthly MIS Report covering manpower deployment status, performance, attendance, and compliance shall be submitted to the office of the Collector and District Magistrate, Cuttack.

**i. Reporting and Review:**

- The Agency shall submit monthly and quarterly performance reports.
- Authorized representatives of the Agency shall attend review meetings convened by the office of the Collector and District Magistrate, Cuttack from time to time.

**j. Feedback and Corrective Action:**

- The Agency shall take immediate corrective action on any feedback, complaint, or instruction issued by the office of the Collector and District Magistrate, Cuttack or Census authorities.

**k. Miscellaneous Provisions:**

- The Agency shall comply with any additional Census-related work assigned by the Principal Census Officer- cum- Collector and District Magistrate, Cuttack in furtherance of Census 2027 objectives.
- This engagement is strictly for Census of India 2027, which is time-bound and target-specific.
- No claim for extension beyond the contract period shall be entertained under any circumstances.

**4.5 Digital & Technology Support for Census 2027:**

With the introduction of multiple technology-driven initiatives such as data collection through mobile applications, Census Management and Monitoring System (CMMS) Portal, Houselisting Block Creator (HLBC) web application, self-enumeration portal, and other digital platforms as may be notified by the Census authorities from time to time, Census of India 2027 shall be a highly technology-intensive exercise.

Accordingly, the scope of services of the selected Agency shall include, but not be limited to, the following:

**a. Technical Support for Digital Applications:**

Assisting Census Officers and field functionaries in the use and operation of mobile census applications, CMMS Portal, HLBC web application, self-enumeration portal, and other related digital tools.

Providing on-site and off-site technical support during data collection, validation, and monitoring phases.

**b. Data Handling & Monitoring Support:**

- Supporting real-time monitoring of census activities through CMMS dashboards and reports.
- Assisting in verification, validation, and troubleshooting of digitized data received from the field.

**c. User Training & Hand-Holding:**

Providing hand-holding support and guidance to enumerators, supervisors, and charge-level staff on the use of census applications and digital devices.

Assisting in training sessions, mock drills, and dry runs related to digital census operations.

**d. Troubleshooting & Issue Resolution:**

- Identifying and resolving technical issues related to application login, data syncing, device functionality, and system access.
- Escalating unresolved issues to higher technical authorities in a timely manner.

**e. Data Security & Confidentiality:**

- Ensuring strict adherence to data security protocols and confidentiality norms prescribed for Census 2027.
- Preventing unauthorized access, data leakage, or misuse of census data.

**f. Reporting & Documentation:**

- Assisting in preparation of daily, weekly, and monthly digital progress reports.
- Supporting documentation of technical issues, resolutions, and best practices for review by Census authorities.

**4.6 Team Composition and Remuneration Structure:**

The manpower engagement under this RFP shall be **purely on an outsourcing basis** for the implementation of **Census of India 2027**, which is a **technology-intensive, time-bound national exercise**.

**A. Total Manpower Requirement:**

Sl. No.	Category of Manpower	Number of Personnel	Monthly Remuneration (₹)
1	Technical Assistant	23 Nos.	₹25,000/- per person
2	Multi-Tasking Staff (MTS)	1 No.	₹18,000/- per person
<b>Total</b>		<b>24 Nos.</b>	

**B. Remuneration Terms:**

The above monthly remuneration is inclusive of all costs, including but not limited to:

- Wages / salary
  - Employer's contribution towards EPF, ESI, insurance, and other statutory dues
  - GST and all applicable taxes
  - Administrative and service charges of the Agency
- i. No additional payment, escalation, or claim of any nature whatsoever shall be admissible beyond the rates specified above.
- ii. The Agency shall be solely responsible for timely payment of wages and statutory compliances to the deployed manpower.

**C. Deployment Period:**

- i. The manpower shall be deployed within **07** days from the date of signing of the Agreement till the contract period ending on 31.05.2027 or till completion of Census-related activities, whichever is earlier.
- ii. Under no circumstances shall the deployment period be extended beyond the stipulated period, irrespective of performance, administrative reasons, or mutual consent.

**D. Nature of Engagement:**

- i. The manpower shall be engaged strictly on an outsourcing basis only.
- ii. No employer–employee relationship shall exist between the office of the Collector and District Magistrate, Cuttack / Census authorities and the deployed manpower.
- iii. The Agency shall have full responsibility for recruitment, supervision, payment, replacement, and statutory compliance.

**E. Technology-Intensive Operations:**

The deployed Technical Assistants shall possess adequate knowledge and hands-on experience in:

- Computer operations and digital platforms
- Census mobile applications
- **CMMS Portal, HLBC web application, self-enumeration portal**, and other Census-related digital systems
- **MIS, MS Word, Excel, PowerPoint**, and advanced data handling tools

**Note: The remuneration specified above is final, firm, and all-inclusive (GST inclusive). No additional financial liability shall devolve upon the office of the Collector and District Magistrate, Cuttack or the Government of India at any stage during or after completion of the contract period.**

#### 4.7 Qualification and Job Description of Personnel:

Sl. No.	Category of Manpower	Educational Qualification	Experience Requirement	Desirable Skills
1	Technical Assistant	B.Tech / BE / Equivalent (any discipline) OR Graduate in any discipline from a recognized/reputed university with additional qualification in <b>Computer Applications</b> such as <b>PGDCA / Diploma in Computer Applications</b> or equivalent	Minimum <b>03 (three) years</b> of post-qualification experience in computer operations, data handling, MIS preparation, reporting, and use of digital applications/portals	<ul style="list-style-type: none"> <li>• Proficiency in <b>MS Word, Excel, PowerPoint</b>, MIS, web-based, email, Agentic AI tools like Chat GPT and mobile applications.</li> <li>• Good written &amp; spoken in English, Hindi and Odia</li> <li>• <b>Prior experience in Government / Census / Survey projects will be preferred.</b></li> </ul>
2	Multi-Tasking Staff (MTS)	Graduate in any discipline from a recognized/reputed university	Minimum <b>01 (one) year</b> of experience in office support, clerical, or administrative assistance work	Basic computer knowledge, record keeping, file management, discipline, and ability to work in a time-bound environment

#### 4.8 Contract Period:

The duration of this Contract shall be for a fixed and non-extendable beyond 31.05.2027, effective from the date of deployment of manpower. Upon expiry of the said period, the Contract shall automatically stand terminated without any requirement of notice, and no extension, renewal, rollover, or continuation of the Contract shall be permitted under any circumstances, irrespective of the performance of the Agency or mutual consent of the parties. No claim, right, or liability of any nature whatsoever financial or otherwise shall accrue or be enforceable against the office of the Collector and District Magistrate, Cuttack or the Government of India beyond the expiry of the aforesaid contract period.

#### 4.9 General Terms and Conditions:

- The personnel deployed under this Contract shall be the employees of the Agency only, and all statutory liabilities including EPF, ESI, GST, insurance, compensation, and any other applicable statutory dues shall be borne and paid by the Agency. shall have no liability in this regard.
- The Agency shall deploy only suitably qualified, trained, and experienced professional manpower strictly in accordance with the eligibility, qualification, and experience criteria specified in this RFP for Census of India 2027.

- iii. The Agency shall maintain its own organizational setup and supervision mechanism to ensure proper performance, discipline, and compliance by its deployed manpower throughout the contract period.
- iv. The Agency shall be responsible for ensuring the health, safety, and well-being of all outsourced personnel deployed for Census-related work.
- v. Office of the Collector and District Magistrate, Cuttack reserves the right to conduct periodic verification of fitness, conduct, and suitability of deployed personnel, at the cost of the Agency, if required.
- vi. The Agency shall deploy only those personnel whose antecedents, character, credentials, and police verification have been duly completed. The Agency shall be fully responsible for the conduct and integrity of its staff.
- vii. The Agency shall at all times indemnify and keep the office of the Collector and District Magistrate, Cuttack indemnified against all claims, damages, losses, or liabilities arising under applicable labour laws including but not limited to the Payment of Wages Act, Minimum Wages Act, Employees' Compensation Act, Industrial Disputes Act, and other statutory provisions. the office of the Collector and District Magistrate, Cuttack shall bear no responsibility whatsoever.
- viii. The deployed personnel shall not claim any right for absorption, regularization, or employment under the office of the Collector and District Magistrate, Cuttack , the State Government, or Government of India. The Agency shall obtain a written undertaking to this effect from each deployed personnel and submit the same to the office of the Collector and District Magistrate, Cuttack .
- ix. The remuneration payable to the Agency is fixed, firm, and all-inclusive (GST inclusive). Any statutory revision such as minimum wages taxes, or levies during the contract period shall be borne by the Agency, and no additional financial claim shall be admissible.
- x. The deployed personnel may be required to work on holidays, weekends, or extended hours as per Census operational requirements, without any additional cost to the office of the Collector and District Magistrate, Cuttack .
- xi. All liabilities arising out of accident, injury, or death of any deployed personnel while on duty shall be the sole responsibility of the Agency.
- xii. The Agency shall provide adequate supervision and coordination to ensure effective and uninterrupted performance of Census-related services.
- xiii. The Agency and its personnel shall take all necessary precautions to prevent loss, misuse, damage, or unauthorized access to government property, documents, devices, records, or digital data.
- xiv. Any loss or damage caused due to negligence, misconduct, or lapse on the part of the Agency or its personnel shall be recovered from the dues or Performance Security, and the decision of the office of the Collector and District Magistrate, Cuttack shall be final and binding.
- xv. The Agency shall be responsible for the safe custody and proper use of all materials, devices, or assets entrusted during Census operations.
- xvi. Any legal proceedings, claims, or liabilities arising due to acts or omissions of the Agency or its personnel shall be entirely borne by the Agency, including costs, penalties, and legal expenses.
- xvii. The deployed personnel shall maintain strict discipline, sobriety, and professional conduct and shall not indulge in misconduct, gambling, intoxication, or any disorderly behavior during duty hours.

- xviii. The Agency shall not assign, transfer, or sublet this Agreement or any part thereof to any third party. Any violation shall result in forfeiture of Performance Security and termination of the Contract.
- xix. In case the office of the Collector and District Magistrate, Cuttack requires replacement of any deployed personnel due to non-performance, misconduct, or operational requirement, the Agency shall provide a replacement of equal or higher qualification within fifteen (15) days from the date of communication.
- xx. Failure to replace manpower within the stipulated time shall attract penalties as specified in the Penalty Clause, and may lead to forfeiture of Performance Security and termination of the Contract.
- xxi. The manpower requirement specified in this RFP is indicative and may be increased or decreased by the office of the Collector and District Magistrate, Cuttack depending upon Census workload, operational necessity, or directions of Census authorities, without any claim for compensation.
- xxii. The Agency shall ensure uninterrupted services by providing alternative manpower in case of absence, leave, resignation, or non-availability of deployed personnel, at no additional cost to the office of the Collector and District Magistrate, Cuttack .
- xxiii. The Agency shall submit all reports, data, MIS, and compliance documents as required by the office of the Collector and District Magistrate, Cuttack and shall participate in review meetings convened by the Municipal Commissioner / Principal Census Officer.
- xxiv. The Agency shall comply with all instructions, guidelines, and directions issued by the office of the Collector and District Magistrate, Cuttack or Census authorities from time to time in the interest of successful completion of Census of India 2027.
- xxv. This engagement is strictly time-bound, target-specific, and co-terminus with Census of India 2027

## **5. Termination of Contract:**

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, CUTTACK () reserves the right to terminate this Contract, in whole or in part, at any time during its validity, under the circumstances detailed below, **without incurring any liability**, except for payments expressly admissible under this Agreement.

### **I. Termination for Default / Non-Performance**

Office of the Collector and District Magistrate, Cuttack may terminate the Contract, in whole or in part, by serving a written notice to the Agency, if the Agency:

- a. Fails to deliver the services as per the agreed schedule, quality standards, or scope of work;
- b. Commits a material breach or persistent violation of any term or condition of the Contract;
- c. Engages in fraudulent, corrupt, collusive, coercive, or unethical practices; or
- d. Receives more than **two (02) written warnings** from the office of the Collector and District Magistrate, Cuttack regarding poor performance, service lapses, absenteeism, or non-compliance with contractual obligations.

**II. Termination for Unsatisfactory Performance**

If the performance of deployed manpower is found unsatisfactory, including but not limited to repeated instances of absenteeism, inability to handle digital census applications, lack of technical competence, indiscipline, or failure to meet Census-related operational requirements, **the office of the Collector and District Magistrate, Cuttack shall have the right to terminate the Contract forthwith without prior notice.**

**III. Termination due to Insolvency or Bankruptcy**

If the Agency becomes insolvent, bankrupt, is wound up, or enters into any arrangement or compromise with its creditors, the office of the Collector and District Magistrate, Cuttack may terminate the Contract immediately, without prejudice to any other rights or remedies available under applicable law.

**IV. Termination for Public Interest or Administrative Reasons:**

The office of the Collector and District Magistrate, Cuttack reserves the right to terminate the Contract at any time if continuation of the services is considered not in public interest, or due to administrative exigencies, policy changes, budgetary constraints, or directions issued by Census authorities or Government agencies.

**V. Termination for Convenience:**

The office of the Collector and District Magistrate, Cuttack may, at its sole discretion and without assigning any reason, terminate the Contract in whole or in part by giving **fifteen (15) days' prior written notice** to the Agency. In such cases, the Agency

shall not be entitled to any compensation, damages, or loss of profit, except for payment for services satisfactorily rendered up to the effective date of termination.

**VI. Termination Due to Force Majeure:**

Either Party may terminate the Contract if a Force Majeure event continues for a period exceeding **thirty (30) consecutive days**, by giving written notice to the other Party. No financial claim shall be entertained by either Party except for payment for services rendered up to the date of termination.

**VII. Notice of Termination:**

In all cases of termination, the office of the Collector and District Magistrate, Cuttack shall issue a written notice specifying the grounds and the effective date of termination. The Agency shall acknowledge receipt of such notice and shall immediately comply with instructions issued by the office of the Collector and District Magistrate, Cuttack for orderly disengagement.

**VIII. Effect of Termination:**

Upon termination of the Contract:

1. The Agency shall be entitled only to payment for services satisfactorily rendered up to the date of termination, subject to deductions for penalties, recoveries, or statutory liabilities, if any;
2. The Agency shall hand over to the office of the Collector and District Magistrate, Cuttack all records, reports, documents, data, devices, and materials related to Census operations;

**IX.** The Agency shall ensure smooth handover and transition as directed by the Principal Census Officer- cum- Collector and District Magistrate, Cuttack.

X. Consequences of Termination:

1. In cases of termination due to default, breach, or non-performance, the **Performance Security Deposit shall be forfeited**, either in full or in part, at the discretion of the office of the Collector and District Magistrate, Cuttack;
2. The Agency may be **blacklisted or debarred** from participating in future tenders of the office of the Collector and District Magistrate, Cuttack for a minimum period of **two (02) years** or as decided by the competent authority;
3. reserves the right to engage the **next eligible bidder (next highest scorer)** or any other agency at approved rates, without prejudice to the office of the Collector and District Magistrate, Cuttack's right to recover losses or damages from the terminated Agency.

XI. Recovery of Penalties:

All penalties, damages, or recoveries imposed under this Contract shall be recoverable from:

- Pending or future payments due to the Agency; and/or
- Performance Security Deposit; and/or
- As arrears of land revenue, in accordance with applicable laws.

6. Payment Schedule:

- A. The Agency shall submit its **monthly tax invoice/bill** to the office of the **District Census Officer-cum-A.D.M.,Cuttack / Principal Census Officer-cum-Collector and District Magistrate, Cuttack** by the **7th (seventh) day of the succeeding month** for services rendered during the preceding month.
- B. The invoice shall be prepared strictly as per the approved all-inclusive remuneration for each category of manpower, namely Technical Assistant and Multi-Tasking Staff (MTS), as specified in this RFP/Agreement. The approved rates are final, firm, and inclusive of all costs, including wages, statutory dues, service charges, and GST. No additional amount shall be payable under any circumstances.
- C. Each monthly bill shall be accompanied with the following supporting documents:
  - Attendance sheets duly certified by the designated office of the Collector and District Magistrate, Cuttack /Census authority;
  - Wage/salary sheets of all deployed manpower for the billing month;
  - Proof of salary disbursement to deployed personnel through bank transfer only (bank statement / salary slips);
  - Certified copies of EPF, ESI, and other statutory compliance records, wherever applicable;
  - Any other document reasonably required by the office of the Collector and District Magistrate, Cuttack for verification or audit.
- D. The invoice, complete in all respects, shall be verified and certified by the concerned /Census officials and thereafter forwarded to the competent authority of the office of the Collector and District Magistrate, Cuttack for processing and approval.

**Request for Proposal for Engagement of an Agency for Providing Professional Manpower Services to office of the Collector and District Magistrate, Cuttack.**

- E. Payment to the Agency shall be made after due verification and approval by the competent authority of the office of the Collector and District Magistrate, Cuttack, subject to the following conditions:
- Satisfactory performance of duties by the deployed personnel;
  - Adherence to all statutory obligations under applicable labour laws;
  - Non-violation of any terms or conditions of the contract; and
  - Submission of all necessary documents as required by the office of the Collector and District Magistrate, Cuttack.
  - Submission of complete and correct supporting documents.
- F. The approved remuneration is inclusive of GST and all applicable taxes. No additional GST or tax amount shall be payable by the office of the Collector and District Magistrate, Cuttack over and above the approved rates. The Agency shall be solely responsible for statutory tax compliance.
- G. No advance payment of any kind shall be made under this Contract.
- H. In case of discrepancies, deficiencies, or non-compliance in the invoice or supporting documents, the office of the Collector and District Magistrate, Cuttack reserves the right to withhold payment until such issues are rectified to its satisfaction.
- I. Office of the Collector and District Magistrate, Cuttack reserves the right to deduct penalties, recoveries, or statutory dues, if any, from the monthly bill in accordance with the terms of this Agreement.
- J. Office of the Collector and District Magistrate, Cuttack reserves the right to conduct audit or inspection of the Agency's financial and statutory records relating to this Contract at any time during the contract period or thereafter, to verify compliance with contractual and statutory obligations.
- K. This Contract is strictly time-bound and co-terminus with Census of India 2027. No claim for escalation, revision of rates, or additional payment shall be entertained during or after the contract period.

## SECTION : 4

# TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

**COVERING LETTER**

**(ON BIDDER'S LETTER HEAD)**

*[Location, Date]*

To,

**The District Census Officer-cum-  
A.D.M.,Cuttack**

Office of the Collector and District Magistrate,  
Chandinichowk , Cuttack-753001, Odisha

**Subject: RFP for Engagement of an Agency for Providing Professional Manpower Services to the office of the Collector and District Magistrate, Cuttack.**

**Dear Sir,**

1. With reference to your RFP document no. \_\_\_\_\_, dated \_\_\_\_\_, I/We, having examined the RFP Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the Agency for the aforesaid Project, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the BID.
4. I acknowledge the right of the Authority to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I declare that:
  - (a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and

- (b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
  - (c) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
  - (e) the undertakings given by us along with the Application in response to the RFP for the Project were true and correct as on the date of making the Application and are also true and correct as on the BID Due Date and I shall continue to abide by them.
7. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Bidders to BID for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.
  8. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
  9. I undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
  10. I further acknowledge and agree that in the event such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.
  11. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
  12. In the event of i/we were declared as the Selected Bidder, I/we agree to enter into an Agreement in accordance with the draft that has been provided to me/us prior to the BID Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
  13. I have studied all the Bidding Documents carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
  14. The BID Security/EMD is attached.
  15. The documents accompanying the Technical Bid, as specified in the RFP, have been submitted in separate files.

**Request for Proposal for Engagement of an Agency for Providing Professional Manpower Services to the office of the Collector and District Magistrate, Cuttack.**

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17. I agree and understand that the BID is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Contract is not awarded to me or our BID is not opened or rejected.
18. The BID Price has been quoted by me after taking into consideration all the terms and conditions stated in the RFP, draft Agreement, our own estimates of costs and after a careful assessment of the site and all the conditions that may affect the project cost and implementation of the project.
19. I agree and undertake to abide by all the terms and conditions of the RFP document.
20. I shall keep this offer valid for 180 (one hundred and eighty) days from the BID Due Date specified in the RFP.
21. I hereby submit our BID and offer a BID Price as indicated in Financial Bid for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

In witness thereof, I submit this BID under and in accordance with the terms of the RFP document.

Yours faithfully,

**Authorized Signatory with Date and Seal:**

Name and Designation: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

TECH -2

**Bidder's Organization (General Detail)**

Sl. No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel : Fax: Email id:	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details</b>	<b>Yes / No</b>
6	<b>Bid Processing Fee Details</b> Amount: Online reference No. : Date: Name of the Bank:	

**Request for Proposal for Engagement of an Agency for Providing Professional Manpower Services to the office of the Collector and District Magistrate, Cuttack.**

7	<b>EMD Details</b> Amount : Online reference No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	<b>Willing to accept all the terms and conditions as specified in the RFP</b>	YES

**Authorized Signatory [In full and initials]:** \_

**Name and Designation with Date and Seal:**

TECH -3

**Bidder Organization (Financial Details)**

Financial Information in INR				
Details	FY <u>22-23</u>	FY <u>23-24</u>	FY <u>24-25</u>	Average
Average Annual Turnover (in Crore).				
<b>Supporting Documents:</b>  Audited certified financial statements for the last <b>Three FYs (preceding the Financial year in which the proposal is due)</b> (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).  <b><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></b>				

\_\_\_\_\_  
**Signature and Seal of the Company Auditor with Date in original**

Authorized Signatory [*In full initials with Date and Seal*]: \_

Communication Address of the Bidder: \_\_\_\_\_

**[NB: No Scanned Signature will be entertained]**

TECH -4

**FORMAT FOR POWER OF ATTORNEY**

**(On Stamp Paper)**

Know all men by these presents, We ..... [name of the company/firm/trust/organization/agency and address of the registered office] do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms. (name),..... and presently residing at ....., who is presently employed with us, as our true and lawful attorney (hereinafter referred to as the **Attorney**) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for providing \_\_\_\_\_ Services to the office of the Collector and District Magistrate, Cuttack ), including but not limited to signing and submission of all Proposal documents and other documents and writings, participate in investor consultations and other conferences and providing information/responses to the office of the Collector and District Magistrate, Cuttack , representing us in all matters before , signing and execution of all contracts including undertakings consequent to acceptance of our Proposal, and generally dealing with the office of the Collector and District Magistrate, Cuttack in all matters in connection with or relating to or arising out of our Proposal and/or upon award of the Project to us and/or till the entering into of the service agreement with the office of the Collector and District Magistrate, Cuttack.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20.....

For

.....

(Signature, name, designation and address)

Witnesses:

1.

2.

(Notarized)

Accepted

.....

(Signature)

TECH-5

**(BIDDER'S PAST EXPERIENCE DETAILS)**

Details of the similar assignments undertaken / completed during the last Five years:

S. No.	Name of Project	Name of Client with address and contact numbers	Date of Award of Contract	Date of completion of assignment (for both completed and ongoing projects)	Period of Service	Description of project area	Contract Value (in INR)	Description of services provided
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**Note: Bidders are requested to furnish the list of assignments of similar nature undertaken during the last 5 Years (preceding the Proposal Due Date) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document and Completion Certificate from the previous Clients need to be furnished along with the above information..**

TECH -6

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF**

***Are there any activities carried out by your Agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Clause 1, Point (9). If yes, please furnish details of any such activities.***

If no, please certify,

**IN BIDDER' S LETTER HEAD**

I, hereby declare that our Agency \_\_\_\_\_ as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Clause 1, Point (9).**

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Authority which shall be binding on us.

**Authorized Signatory [In full initials with Date and Seal]:** \_

**Communication Address of the Bidder:** \_\_\_\_\_

TECH-7

Undertaking for Non-Blacklisting on Stamp Paper

***[On the Stamp Paper of appropriate value in shape of a notarized affidavit]***

I/we, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office or by any Public Sector Undertaking (PSUs) and I/we are not blacklisted by any authority and that no debarment/blacklisting subsists as on the Proposal Due Date.

Yours sincerely,

**Authorized Signature**

**[In full and initials]:** \_\_\_\_\_

**Name and Designation of the Signatory:**

**Name of the Bidder and Address**

**FINANCIAL PROPOSAL SUBMISSION FORM**

(TECH-8)

(On the Letter head of The Bidder)

FROM

(NAME OF THE FIRM)

TO

**The District Census Officer-cum-  
A.D.M.,Cuttack**

Office of the Collector and District Magistrate,  
Chandinichowk , Cuttack-753001, Odisha

**Subject: RFP for Engagement of an Agency for Providing Professional Manpower Services to Office of the Collector and District Magistrate, Cuttack**

Dear Sir/Madam.

Being duly authorized to represent and act on behalf of \_\_\_\_\_ (**Name of the Bidder**), and having carefully examined and fully understood all the terms, conditions, scope of work, and requirements of the RFP issued by Office of the Collector and District Magistrate, Cuttack for **Census of India 2027**, we hereby submit our **Financial Proposal** as under:

Sl. No.	Category of Manpower	No. of Personnel	Monthly Rate per Person (₹) (All-inclusive, GST inclusive)
1	Technical Assistant	23	25,000.00
2	Multi-Tasking Staff (MTS)	1	18,000.00
	<b>Total</b>	<b>24 Nos.</b>	<b>43,000.00</b>

Note: The Service Charge quoted above is **only for disclosure and evaluation purposes**. The same shall be **deemed to be fully included in the total cost** quoted by the Bidder. **No separate or additional payment** towards Service Charge shall be payable by Office of the Collector and District Magistrate, Cuttack under any circumstances.

**Grand Total (Per Month)**

1 Total Monthly Cost (All-inclusive, including Service Charge, statutory dues & GST) ₹ 43,000.00

**Request for Proposal for Engagement of an Agency for Providing Professional Manpower Services to the office of the Collector and District Magistrate, Cuttack.**

**Declaration**

- 1 We hereby declare that the rates quoted are final, firm, and all-inclusive, including wages/salaries, Service Charge, EPF, ESI, insurance, GST, and all other statutory dues, taxes, levies, overheads, and incidental expenses. No additional payment or escalation shall be claimed during or after the contract period.
- 2 We understand and agree that the Service Charge quoted by us is embedded within the total cost and shall not be paid separately by the Office of the Collector and District Magistrate, Cuttack .
- 3 We confirm that the quoted rates shall remain valid for the entire contract period, which is non-extendable and co-terminus with Census of India 2027 activities.
- 4 We undertake full responsibility for timely payment of wages to all deployed personnel and for compliance with all applicable labour laws, statutory obligations, and tax regulations, without any liability on Office of the Collector and District Magistrate, Cuttack .
- 5 We certify that no hidden charges, conditional pricing, or additional claims are attached to this Financial Proposal.
- 6 We agree to abide by all terms and conditions laid down in the RFP/Agreement issued by the Office of the Collector and District Magistrate, Cuttack and instructions issued from time to time by the competent authority.
- 7 We acknowledge that the Office of the Collector and District Magistrate, Cuttack reserves the right to accept or reject any or all bids, modify the scope of work, or cancel/postpone/terminate the tender process at any stage without assigning any reason, and no claim whatsoever shall be entertained on this account.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Seal & Signature of the Authorized Signatory**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email ID: \_\_\_\_\_

SECTION 6

BID SUBMISSION CHECK LIST

**Annexure – I**

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE-I</b> )		
2	Covering Letter ( <b>TECH -1</b> )		
3	Bid Processing Fee of Rs. ___/- in form of DD/BG		
4	Bid Security/ EMD		
5	General Details of the Bidder ( <b>TECH - 2</b> )		
6	Financial Details of the Bidder ( <b>TECH - 3</b> )		
7	Power of Attorney ( <b>TECH - 4</b> ) in favour of the person signing the bid on behalf of the bidder.		
8	Similar Project Experience of the Bidder ( <b>TECH - 5</b> )		
9	Self-Declaration on Potential Conflict of Interest ( <b>TECH - 6</b> )		
10	Undertaking for Non-Blacklisting on Stamp Paper ( <b>TECH – 7</b> )		
11	Financial Bid ( <b>TECH-8</b> ) ( <b>Separately sealed</b> )		
12	EFP/ ESI Registration Certificate		
13	Proof of Minimum Manpower on Payroll The bidder must have a <b>minimum of twenty three (23) personnel on its payroll</b> , supported by documents such as employee list, salary registers, wage slips, EPF/ESI records, or any other relevant proof.		
14	Proof of Registered Office / Functional Establishment The bidder must have a <b>registered office or functional establishment within Cuttack/ Bhubaneswar, Odisha</b> , supported by valid documentary evidence.		
15	PAN, GST, Incorporation certificate		
16	RFP Document duly signed by Bidder's Authorized Signatory.		

**Undertaking:**

- All the information have been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_