

27.2.20-11.37

**OFFICE OF THE COLLECTOR –CUM- PRINCIPAL CENSUS OFFICER,
BHADRAK**

CORRIGENDUM (EXTENSION OF TENDER)

Notice No. 3408

Date. 27 / 02 /2020

Sl. No	Tender Call Notice No. & Date	Purpose	Previous Date	Extended Date
1	3036/ 19.02.2020	For hiring of Service Provider/Manpower Agency	26.02.2020 up to 2.00 PM	03.03.2020 up to 2.00 PM

The due date for submission of the tender papers has been extended as per schedule mentioned above. The tender details (Tender Call Notice No.3036, Dtd.19.02.2020) are enclosed herewith for ready reference.


26.2.20
Collector-cum-Principal CENSUS Officer,
Bhadrak

Memo No. 3409 /G&M

Dated. 27 / 02 /2020

Copy to the DIO, NIC, Bhadrak for favour of information and necessary action. He is requested to hoist Tender Call Notice in the District Website for wide publication.


26.2.20
Collector-cum-Principal CENSUS Officer,
Bhadrak

Memo No. 3410 /G&M

Dated. 27 / 02 /2020

Copy to all BDOs/Tahasildars/Eos of Bhadrak Municipality, Basudevpur Municipality, Chandabali NAC & Dhamnagar NAC for information and necessary action. They are requested to kindly publish the Tender Call Notice.

Copy to the Notice Board of Collectorate, Bhadrak/Sub-Collector's Office, Bhadrak.


26.2.20
Collector-cum-Principal CENSUS Officer,
Bhadrak

SHORT TENDER CALL NOTICE

OFFICE OF THE COLLECTOR –CUM- PRINCIPAL CENSUS OFFICER, BHADRAK

TENDER CALL NOTICE NO. 3036

Sealed tenders are invited from the eligible Service Providers/Manpower Agencies of Bhadrak District for hiring of manpower of Technical Assistants(T.A) and Multi Tasking Staff (MTS)to be engaged at District /Charge Officer's level (Tahasil) for assisting Census and MTS updation works in connection with Census of India – 2021. As decided by the Technical Manpower Committee the Technical Assistants must possess minimum basic qualification of BSC / B.Tech. (Computer Science)/BCA who will be deployed in 7(seven) Tahasils of Bhadrak District and District Census Cell, Collectorate, Bhadrak, (total No. of Technical Assistants so required in this category = 11). Another 7 (seven) Technical Assistants (TAs) for 7 (seven) Tahasils of Bhadrak District and 2 (two) Multi Tasking staff for District Administrative Unit must be from the retired Govt. employees preferable Section Officer/ Senior Revenue Assistants. The above manpower is required to be engaged from March, 2020 onwards as per the guideline of the Director, Census Operations Odisha issued vide L.No. 155 dated 12.2.2020. The maximum monthly remuneration (all inclusive) for each Technical Assistant is Rs.20,000/- and that the Multi Tasking Staff is Rs. 14,000/-. The hired technical manpower (Technical Assistants / Multi Tasking Staff) will be purely on short term contractual basis through manpower Agency as per the guideline issued vide L.No. 155 dated 12.2.2020 (Annexure – A). The Tender documents shall be submitted in the Office of the under signed duly signed by the authorized signatory in each page and duly authenticated with seal.

The tender documents of the bidder shall be rejected if any of the documents as per check list (Annexure –'B') is not found with the tender documents

- 1) Last date for receipt of the sealed Tender is on **26.02.2020 up to 2 P.M.**
- 2) Date of opening of sealed tenders is on **26.02.2020 at 4 P.M.**
- 3) Place of opening of tender is **Office chamber of the A.D.M. Bhadrak – cum- District Census Officer, Bhadrak.**
- 4) The concerned bidders are required to remain present personally or depute their authorized representatives to remain present during opening of the received tenders on the Date, Time & Venue fixed.
- 5) The tender papers may be submitted either by Speed Post or in the Drop Box kept at the Chamber of the ADM-cum-Dist. Census Officer, Bhadrak
- 6) The tenders received after the stipulated date and time will not be taken in to consideration and liable for rejection.
- 7) Tender Calling Authority has the right to accept or reject the tender without assigning any reason thereof.
- 8) All disputes which may arise relating to tender are subject to judicial jurisdiction of the competent court at Bhadrak only.

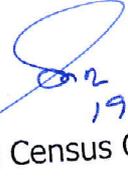
Collector –cum- Principal Census Officer,
Bhadrak

PTO

Memo No. 3037/G&M

Dated. 19/02/2020

Copy to the DIO, NIC, Bhadrak for favour of information and necessary action. He is requested to hoist Tender Call Notice in the District Website for wide publication.

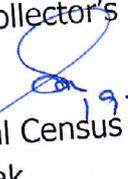

19.2.20
Collector -cum- Principal Census Officer,
Bhadrak.

Memo No. 3038/G&M

Dated. 19/02/2020

Copy to all BDOs/Tahasildars/Eos of Bhadrak Municipality, Basudevpur Municipality, Chandabali NAC & Dhamnagar NAC for information and necessary action. They are requested to kindly publish the Tender Call Notice.

Copy to the Notice Board of Collectorate, Bhadrak/Sub-Collector's Office,
Bhadrak.


19.2.20
Collector -cum- Principal Census Officer,
Bhadrak.



जनगणनाकार्यनिदेशालय, ओडिशा

गृह मंत्रालय, भारत सरकार

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, ODISHA Ministry of Home Affairs, Government of India

No 2012/1/2017- (Census pt-II)/155

Date: 12.02.2020

12 FEB 2020

To

The Additional Chief Secretary,
Revenue and Disaster Management Department,
State Census Coordinator,
Govt. of Odisha, Lok Sevak Building,
Bhubaneswar

Sub: Technical Assistance to State/ District Administration for the Census 2021 – Reg.

Sir,

With reference to the letter no 9/59/2019-CD (CEN) of ORGI, New Delhi dated 10th January, 2020, I am to inform that due to introduction of many new initiatives like mobile data collection, use of CMMS Portal etc., the Census of India 2021 will be more technologically intensive with a target to get the digitized data from the field itself. This would enable release of Census data in the shortest possible time and will also reduce the data entry work of NPR. Accordingly, in order to strengthen the State, District and Charge level Census Officers, the assistance in terms of hired technical manpower is being provided at the State, District and Charge level. In addition to this, Multi-Tasking staff (MTS) for office assistance is also given at State and District level. Both these manpower will be hired for a maximum period of 18 months i.e. from February, 2020 onwards. The details are as under:

Sl. No.	Administrative Unit	Manpower allowed for 18 months
1	State/UT	4 Technical Assistant, 2 MTS
2	District	4 Technical Assistant, 2 MTS
3	M. Corporation	4 Technical Assistant, 2 MTS
4	Charge	2 Technical Assistant

- The maximum monthly remuneration for Technical Assistant will be Rs. 20,000/- per month and for MTS will be Rs. 14,000/- per month. Apart from this amount, no other financial assistance with respect to this manpower will be provided by the Government of India. Further, this assistance, being provided to State/UTs for the work of Census 2021 and NPR, is for a maximum period of 18 months. Thereafter, this assistance will automatically cease to exist and there shall be no liability of the Government of India on this account either financially or otherwise.

Cont..

दि 12/02/20

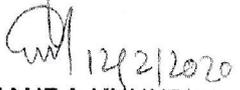
12/02/20

- 7
3. The engagement of this manpower will be purely on short term contractual basis. The hired manpower (Technical Assistant or MTS) will not be entitled to any claims, rights, interests or further benefits in terms of regularisation or consideration of further appointment to any post, including any claims for any casual, ad-hoc, temporary or regular service in the Government. Further, the responsibility of ensuring statutory deductions like EPF, ESIC etc. will be of the concerned State/ District/ Charge level authorities.
 4. It would be appropriate if the manpower at District, Municipal Corporation and Charge level is hired by the Principal Census Officer (District Magistrate/ District Collector/ Dy. Commissioner for her/his jurisdiction and Municipal Commissioner for her/his jurisdiction) by following extant financial rules. The hiring of manpower should be through an agency and not by direct appointment. The retired government officials may also be considered subject to meeting the suitability for the work. For the State/ UT level the nodal department may follow the same procedure.
 5. The financial norms approved by the Government of India for the conduct of Census 2021 and updation of NPR has already been communicated vide Circular no. 9 (Copy enclosed).

In view of the above condition, suitable instructions may kindly be issued to all concerned to hire the man power as early as possible for smooth conduct of HLO & NPR Operations 2020 and Population Enumeration (PE) of 2021 Census.

This may kindly be treated as **MOST URGENT**

Yours faithfully,


(PREMANANDA KHUNTIA)
DIRECTOR

Enc: As above

Copy to: All Collectors & District Magistrates and Principal Census Officers/ Municipal Commissioners.



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e-mail;dco-ori.rgi@censusindia.gov.in
website: www.censusindia.gov.in





भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
भारत के रजिस्ट्रार जनरल का कार्यालय/Office of the Registrar General, India
एनडीसीसी-II बिल्डिंग, प्रथम तल/ NDCC-II Building, 1st Floor
जय सिंह रोड, नई दिल्ली - 110001/ Jai Singh Road, New Delhi - 110001
(जनगणना प्रकोष्ठ/ Census Cell)

No. 9/59/2019-CD (CEN)

Dated: 10th January, 2020

CENSUS OF INDIA 2021 - CIRCULAR No. 9

Subject: **Approved norms under different components for Census 2021 and updation of NPR.**

The Government of India has approved the scheme(s) namely; i) Conduct of Census of India, 2021 and ii) Updation of National Population Register (NPR). Census of India 2021 would be conducted in two phases: i) Houselisting and Housing Census - April to September, 2020 and ii) Population Enumeration - 9th February to 28th February, 2021. The National Population Register (NPR) will also be updated along with Houselisting and Housing Census except in Assam. The expenditure incurred by the State Government/ UT Administration for the work of Census 2021 and updation of NPR shall be reimbursed by the Central Government. The work/ activities envisaged for the State Governments/ UT Administrations vis-à-vis financial norms approved by the Government of India are detailed against each item of work in subsequent paras.

2. **Honorarium to Census Functionaries:**

2.1 All the Census functionaries have to be appointed under the provisions of Census Act, 1948 and Census Rules, 1990. The detailed instructions in this regard have already been issued vide Census Circular 6. Honorarium will be paid to Census functionaries after successful completion of Census and NPR work.

2.2 The amount of honorarium for various level of Census functionaries is as under:

Enumerators and Supervisors

Amount (in Rs.)

Sl. No.	Phase(s)	Mode of submission of data	
		On Paper	On Mobile
1	Houselisting and Housing Census (HLO)	5,500	7,500
2	National Population Register (NPR)	3,750	6,250
3	Population Enumeration (PE)	8,250	11,250
	Total honorarium	17,500	25,000

Other Census functionaries:

Category	Amount (in Rs.)			
	HLO	NPR	PE	Total
State Nodal Officer (State Coordinator)	20,000	25,000	30,000	75,000
Other officers/ officials at State level (Max. 5 per State/ UT)	12,000	15,000	18,000	45,000
Principal/ District Census Officer/ Addl. District Census Officers/ Commissioners/ Divisional Commissioners etc.	16,000	20,000	24,000	60,000
Other officers/ officials in the District Max. 8 per district including District Statistical Officer (DSO), District Informatics Officer (DIO, NIC) etc.	12,000	15,000	18,000	45,000
Sub-Division Officers/ Charge Officers/ Addl. Charge Officers	12,000	15,000	18,000	45,000

2.3 The honorarium will be credited directly to the bank account of the Census functionary through Public Finance Management System (PFMS) platform and Direct Benefit Transfer (DBT) module, after successful completion of work and certification of the same on the Census Management and Monitoring System (CMMS) portal (www.census.gov.in) by the concerned officer(s). For this purpose, all notified and duly appointed Census functionaries need to register themselves on the CMMS portal by providing details namely; Name, Bank Account Number, IFSC Code, Branch Address, Mobile Number etc. Correctness of these details will be vital for payment of honorarium and therefore should be duly vetted by the concerned officer.

2.4 Subsequent to completion of work by the Enumerators and Supervisors and submission of records, the same shall be certified by the Charge and District level Officer(s) on CMMS portal. Thereafter, the same will be vetted by the respective DCO. For Charge Officer(s) and Census Officers in the District, after certification of completeness and cent percent coverage of the work in their respective jurisdiction, the payment will be recommended by Principal Census Officer and vetted by DCO.

3. Training

3.1 One of the most important aspects for the successful conduct of the Census is the training of the enumerators, supervisors and other census functionaries who are appointed to perform these functions under the Census Act, 1948. Training is of vital importance for ensuring quality of data collected especially with the introduction of new initiatives like data collection on mobile app, use of CMMS portal for real time management of entire operations.

3.2 A complete training cascade has been designed starting from 100 National Trainers (NTs) who will train 1,800 Master Trainers (MTs). These MTs will train 43,500 Field Trainers (FTs) who subsequently will train about 30 lakh enumerators and supervisors (including reserves). The National/ State level Training Institutes have been associated to impart training to different administrative levels. Training of National Trainers has already been completed at National Statistical Systems Training Academy (NSSTA), Noida and Institute of Secretariat Training and Management (ISTM), Delhi. The training of 1800 MTs is in progress in 20 Administrative Training Institutes (ATIs) in different parts of the country. The training of FTs will be imparted by MTs at District/Charge level.

3.3 This mammoth exercise will also involve elaborate arrangements requiring sufficient financial and administrative support. Accordingly, an amount of Rs. 350/- per day has been approved as a training allowance for attending training by the Enumerators, Supervisors and other Census functionaries. Further, an amount of Rs. 150/- per person per day has been kept for providing lunch, water, tea etc. to the participants during the training. In addition to it, an amount of Rs. 5,000/- per batch for HLO/NPR and Rs. 5,000/- per batch for PE for organizing training has been approved. This amount will be useful for District Administration for hiring of venue, projector, audio system and other related arrangements while organizing the training.

3.4 The training allowance @ Rs. 350 per day for attending training will be directly credited to the bank account of Census functionaries using PFMS and DBT. This will be provided after successful completion of field work and submission of records to the concerned authorities. Rest of the funds i.e. Rs. 5,000/- per batch for training arrangements and Rs. 150/- for lunch etc. will be provided to State/UT Government who are requested to take necessary steps to ensure disbursal of these funds to respective Districts.

3.5 The Master Trainers and Field Trainers will get honorarium for imparting training to the Field Trainers and Enumerators & Supervisors respectively @Rs. 1,500/- per day of training which will be credited directly to their bank accounts as per the details provided by them on CMMS portal.

4. Technical Assistance to State/District Administration

4.1 With the introduction of many new initiatives like mobile data collection, use of CMMS Portal etc., the Census of India 2021 will be more technologically intensive with a target to get the digitized data from the field itself. This would enable release of Census data in the shortest possible time and will also reduce the data entry work of NPR. Accordingly, in order to strengthen the State, District and Charge level Census Officers, the assistance in terms of hired technical manpower is being provided at the State, District and Charge level. In addition to this, Multi-Tasking staff (MTS) for office assistance is also given at State and District level. Both these manpower will be hired for a maximum period of 18 months i.e. from February, 2020 onwards. The details are as under:

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4.4 It would be appropriate if the manpower at District, Municipal Corporation and Charge level is hired by the Principal Census Officer (District Magistrate/ District Collector/ Dy. Commissioner for her/his jurisdiction and Municipal Commissioner for her/his jurisdiction) by following extant financial rules. The hiring of manpower should be through an agency and not by direct appointment. The retired government officials may also be considered subject to meeting the suitability for the work. For the State/ UT level the nodal department may follow the same procedure.

5. **Assistance to State, District and Charge**

The Government has also approved provisions for providing assistance in terms of infrastructural support at State, District and Charge level. The details are as under:

5.1 **IT Infrastructure** : For Census 2021 and updation of NPR, one time grant has been provisioned for procurement of hardware and software viz., computer, software, printer, UPS, internet connection, table, chair etc. For procurement of hardware, software and other paraphilia, applicable financial rules need to be followed.

5.2 **Petrol, Oil, Lubricant (POL)/ Hiring of Vehicle charges:** The State Government / District Administration / Charge officers will have to undertake extensive touring in order to have proper monitoring, supervision and control within their respective jurisdiction. Accordingly, provision has been made for POL/ Hired vehicle to enable Census Officers to undertake intensive supervision and inspection.

5.3 **Handling Charges (Contingency):** There might be some miscellaneous expenses during the preparatory work, actual field work and post completion of the Census 2021 & updation of NPR. Some instances are: local publicity, transportation of census material locally, stationery, photocopying, labour charges, packing materials, postal charges, meeting expenses etc. These may be required by the Charge Officers, Principal Census Officer and State Coordinator.

5.4 The amount to meet IT Infrastructure, POL and Handling charges mentioned at para 5.1 to 5.3 above, at various levels for HLO, NPR and PE has been summarized below:

Administrative level(s)	Amount (in Rs) for		
	IT Infrastructure	POL/ Hiring of Vehicle	Handling Charges (Contingency)
State	10,00,000	10,00,000	11,00,000
District	5,00,000	5,00,000	5,20,000
Charge	2,00,000	1,00,000	1,10,000

This amount is for the entire work of HLO, NPR and PE.

5.5 These will be a onetime grants and will be directly released to the State Government / UT Administration. The State/UTs need to ensure the release of amount to Districts and Charges.

6. **Printing of NPR Booklets:** The EB wise NPR data will be made available to Charge Officer in a .pdf format which need to be printed in the form of a booklet. If an enumerator uses mobile application for updation of NPR, the data of that EB may not be printed. For meeting printing cost, Rs. 2/- per page (back-to-back) will be provided. 25 blank NPR schedules will also be printed as a part of EB wise booklet. These will be used to fill the details of new households, new member(s) in a household etc. for a particular EB. Further, a maximum of Rs. 75/- per booklet will be provided for binding purposes. The amount stated is the upper ceiling and optimisation may be done while printing the NPR booklets.

7. The requisite funds for items detailed in para 3, 4 and 5 above, will be provided to the State/UT Governments. For this purpose, a separate budget head needs to be opened by the State Government(s)/ UT Administration(s). Funds would be transferred as Grant-in-aid by the office of the Registrar General and Census Commissioner, India. Accordingly, the State Governments/ UT Administrations are requested to take necessary steps for timely disbursal of the funds to the District Administration so as to ensure the availability of requisite funds in the budgets of the Districts/ Sub-Divisions/ Tehsils or Taluka and of the urban local bodies concerned, during the current and subsequent financial years for meeting the expenditure on this account.

8. The authorities are requested to maintain complete details of all the expenses for Census and NPR work and for furnishing a quarterly consolidated statement of such expenditure at each level and for the State/UT as a whole, duly certified by the concerned authority of your State /UT. The requisite format(s) will be provided separately.

9. Summarising the above, the item-wise gist is as under:

Sl. No.	Item	Total amount for HLO, NPR, PE	Funds
1	Honorarium	(i) Enumerators/ Supervisors 17,500 - On paper 25,000 - On mobile (ii) Other Census functionaries as per details in para 2.2	To be directly credited to the bank account of field functionaries
2	Training	(i) Rs. 5000/- per batch for HLO/NPR & Rs. 5000/- per batch for PE (ii) Rs. 150/- per day per person for lunch, tea etc.	To State/UT Govt. as Grant-in-aid

ANNEXURE – 'B'**CHECK LIST OF DOCUMENTS TO BE ENCLOSED TO GENERAL BID FORM.**

The tender document of the bidder shall be rejected if any of the following documents is not found with the tender document.

Sl.No.	Nature and type of documents required	Whether enclosed		Page reference	
		Yes	No.		
1	Copy of registration of the agency				
2	Certified copy of the statement of bank account for two years (2017-18 & 2018-19)				
3	Copy of Pan Card				
4	Copies of the IT return filed by agency for last three assessment years				
5	Audit report for the last three financial years (Form No. 3 CB/3CD data submit with Audit report and Unique document identification Number of the Chartered Accountant who has conducted the audit should be mentioned in audit report in last financial year 2018-19)				
6	Copy of GST registration certificate and submit return copy and challan for the Financial year 2018- 2019 and last three months)				
7	Copy of the E.P.F. registration Certificate and copy of ECR challan for the month of Nov & Dec, 2019.				
8	Copy of the E.S.I. registration certificate copy of payment challan for the month of Nov. & Dec, 2019				
9	Copy of valid Labour license				
10	Copy of similar type of work Experience certificate / Order / Agreement for the year of 2016-17, 2017-18, 2018-19				
11	Copy of the certificate of ISO certified .				

Signature of the Bidder