

## LETTER OF INVITATION

RFTP No.: 108

Date: 08.01.2026

Name of the Assignment: "ENGAGEMENT OF TECHNICAL ASSISTANTS AND MULTI-TASKING STAFF (MTS) FOR THE WORK OF CENSUS 2027.

Collector & District Magistrate, Balasore requires the services of reputed, well established, financially sound and registered IT firms/Service Providing Agencies having registered office at Balasore or within 100Km. radius from Dist. Head Quarter for "ENGAGEMENT OF TECHNICAL ASSISTANTS AND MULTI-TASKING STAFF (MTS) FOR THE WORK OF CENSUS 2027" deploying at District Headquarter, all Tahasils and all Urban Local Bodies of Balasore District.

### 1. Duration

The duration for providing the aforesaid service will be for a period of 18 months from the date of start of the work. The authority reserves right to terminate the order at any time after giving 15 days notice to the service provider.

### 2. Tender Processing Fees:

The intending bidders must provide a letter of Invitation in the Agencies Letterhead along with all documents (specified in point no.-3) self attested by Authorized person. The RFP Document must be accompanied with a Non- refundable amount of Rs.1000/- (Rupees One thousand only) towards Bid Processing Fee and a Refundable amount of Rs. 15,000/- (Rupees Fifteen Thousand only) towards EMD in form of Demand Draft /Banker's Cheque in favour of "Distinct Magistrate, Balasore", drawn in any scheduled commercial bank and payable at Balasore failing which the bid will be rejected.

### 3. The Bid document must include:

- Letter of Invitation [Tech -1] & Company Details [Tech-II]
- Bid Processing Fee & Earnest Money Deposit (EMD).
- Copy of Firm Registration Certificate.
- Copy of PAN
- Copies of IT Return for the last three Assessment Years (AY 2022-23, 2023 -24 &2024-25)
- Copy of GST Registration Certificate
- Copy of EPF & ESI Registration Certificate
- Copy of Labour Registration Certificate.
- List of completed assignments of similar nature (Past Experience Details, along with copies of contracts / work orders / completion certificate from previous Clients for last 5 Financial years having Cost more than One Crore. [Tech-IV]
- One assignment must be completed in Balasore District of similar nature.
- Self Declaration on Organization Letterpad not been blacklisted by any Central/State Government Institutions in the recent past.
- Financial detail as per Format [Tech-6] in separate envelop along with Bid processing Fee and EMD.

4. The critical dates for the bidding process:

Sl.No	Critical Events	Date Line
1	Issue of Tender	08.01.2026
2	Last Date for submission of bid	22.01.2026(11AM)
3	Opening of Technical/Financial Bid	22.01.2026(4:30PM)

5. Submission of Tender:

Bidder must submit their Bids by Registered Post / Speed Post / Courier only to the specified address on or before the last date and time for submission of Bids as mentioned. The Client will not be responsible for postal delay/any consequences in receiving of the Bid. The Bid must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. Any Bid received after the deadline for submission shall be declared late, rejected, and returned unopened to the Bidder.

The procedure for submission of the Bid is described below:

(i) **Technical Bid**

The envelope containing technical Bid shall be sealed and superscripted as **Technical Bid- Name of the Service**". The duly filled-in technical Bid submission forms along with all the supportive documents and information have to be furnished as part of technical Bid as per the requirement.

(ii) **Financial Bid**-The envelope containing financial Bid shall be sealed and superscripted as **"Financial Bid - Name of the Service "**. The duly filled-in financial Bid submission form should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only.

The "Technical Bid" and "Financial Bid" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold

NAME OF THE RFP:

RFP NUMBER AND DATE:

NAME AND COMPLETE ADDRESS OF THE BIDDER:

Any deviation from the prescribed procedures/formats/conditions shall result in out-right rejection of the Bid. All the pages of the Bid have to be sealed and signed by the authorized representative of the bidder.

#### 6. Validity of the Bid:

The bids shall remain valid for a period of 30 (Thirty Days) from the date of opening of the technical Bid. The Client reserves the rights to reject a Bid valid for a shorter period as non-responsive and will make the best efforts to finalize the tender and award of the contract within the bid validity period.

#### 7. Opening of the Bid:

The FIRST ENVELOPE containing TECHNICAL BID will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the Bids submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing FINANCIAL BID only of the qualified bidders will be opened after completion of technical evaluation stage. Any change in date and time for opening of the financial Bid will be intimated accordingly to the qualified bidders well in advance.

#### 8. Evaluation Process:

The bidder with lowest evaluated financial bid (L1) would be considered for award of contract. In case, the lowest bidder (L1) is disqualified after selection for any reason then negotiations will be made with the second lowest (L2) bidder for award of the contract. However, the decision of the authority will be final during the overall selection process. To assist in the analysis, evaluation and computation of the bids, the competent authority, may ask bidder any clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

#### 9. Evaluation of Bid:

A two stage process will be adopted as explained below for evaluation of the Bids:

**Technical EVALUATION (1<sup>st</sup> Stage):** Technical evaluation of the Bids will be done to determine whether the Bids are in order & complete and the requisite documents have been properly furnished by the bidder or not. The bidder whose technical Bid found to be meet the prescribed eligibility criteria of the RFP, will be qualified for opening of the financial Bid.

**FINANCIAL EVALUATION (2nd Stage):** The financial Bids of the qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced at this stage.

10. **Award of Contract**

After completion tender process, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 7 days of the notification. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. Sub-contracting is not allowed under this assignment.

11. **Legal Jurisdiction:**

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

12. **Payment:**

The client will release the payments to the agency on monthly basis. The Agency/bidder should raise the monthly bill to the client along with attendance certificate of Technical Assistants and Multi-tasking staff (MTS) by 2nd of every month. Payment will be released to the bidder by the bidder by the client within 7<sup>th</sup> of every month.

13. **Address:**

The Sealed tenders complete in all respect should reach the OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALASORE through Registered Post/ Speed Post/Courier facility latest by 11am of 22.01.2026 in the following address.

**Address:**

To The Dy. Collector,  
(General & Misc.)  
O/o The Collector & DM  
Balasore- 756001.

  
Additional District Magistrate  
Balasore

**TECH-2**  
**Bidder's Organization (General Details)**

SI No	Description	Full Details
1	Name of the Bidder	
2	Address for Communication	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder Mobile No. Email id:	
4	Registration /Incorporation Details	
5	Bank Draft Details ( Rs 1000/- RFP Document Cost) Name of the Bank: Date/DD No	
6	Bank Draft Details Rs 15000/-EMD Name of the Bank: Date/DD No	
7	PAN Number	
8	GST Number	
9	Account Details Bank Name & Address Account No/IFSC Code	
10	Confirm to carry out assignment as per scope of work of the RFP	
11	Confirm to accept all the terms and conditions as specified in the RFP	

Authorized Signatory (In full and initials): \_\_\_\_\_

**TECH-3**  
**Bidder's Organization (General Details)**

Financial Information in INR			
Sl No	FY 2022-23	FY 2023-24	FY 2024-25
Turn Over Amount (In lacks)			

**Supporting Documents:**

Audited financial statements for the last three FYs (2022-23, 2023-24 and 2024-25) (Submission of copies of Income & Expenditure Statement for the respective financial years is mandatory along with this form)

Turnover amount of any three Financial Years may be updated from 2022-23 to 2024-2025 Financial year with Proof (Agreement with Client or Completion or both).

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

**Communication Address of the Bidder:**

**TECH-3**  
**Bidder's Organization (General Details)**

Financial Information in INR			
SI No	FY 2022-23	FY 2023-24	FY 2024-25
Turn Over Amount ( In lacks)			

**Supporting Documents:**

Audited financial statements for the last three FYs (2022-23, 2023-24 and 2024-25) (Submission of copies of Income & Expenditure Statement for the respective financial years is mandatory along with this form)

Turnover amount of any three Financial Years may be updated from 2022-23 to 2024-2025 Financial year with Proof (Agreement with Client or Completion or both).

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

**Communication Address of the Bidder:**

**TECH-4**

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

Table -1 Details of the similar nature services performed by the bidder during last 4-5 years in Odisha)

SI No	Period	Details of the services performed	Name of the Client	Contract Value (in INR)	Date of Award Commencement of assignment	Date Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

Authorized Signatory (in full and initials]:

Name and Designation with Date and Seal:

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 5 Financial Years (20-21, 21-22, 22-23, 23-24 and 24-25) 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 Paper/ Completion Certificate from the previous Clients need to be furnished along with the above information.

TECH-5

Undertaking for Not Blacklisted

To

The Collector & District Magistrate,  
Balasore

Sir,

In response to the RFP No. \_\_\_\_\_ Dated \_\_\_\_\_ We Dated: our company hereby declare that is having unblemished past record and have not been blacklisted by any Central/State Government Institutions in the recent past and there has been no pending litigations with any government departments on any consequence.

[Name of the Bidder)

Authorized Signatory [In full and initials):

Name and Designation with Date and Seal:

[TECH-6]

SUMMARY OF FINANCIAL BID

Particulars	Take Home remuneration	EPF (Both share) 25%	ESI (Both share) 4%	Service Charge	GST (9%+9%)	Total Cost (B+C+D+E+F)
A	B	C	D	E	F	G
Technical Assistant						
Multi-Tasking Staff(MTs)						

The bidder should take care that the rate mentioned sufficiently covers the expenses that the bidder shall incur for resource deployment,

The total amount quoted by the bidder should be inclusive of all statutory dues and liabilities in force at the time of entering into the contract & fixed for entire period of contract. No price escalation shall be allowed.

The financial offer shall be on a fixed price basis and any changes in the taxes will be paid on prevalent rate. The Total cost must not exceed 25000/-for Technical Assistant and 18000/- for Multitasking staff.

There should not be any separate cost and conditional bids will be summarily rejected.

Bids will be evaluated on L1 basis on Service Charge (not less than Rs.200/-) and bidder with lowest evaluated cost (inclusive of tax) for the required service will be awarded with contract.