

Odisha Information Commission
Block B-1, Toshali Bhawan, Satyanagar,
Bhubaneswar-751007

Bid Reference No. 38302/OIC Dt. 17.10.2019

Tender Notice for award of contract for providing services of System Assistant, Legal Scrutinizer-cum-Sheristadar, Court Master, Bench Clerk, Legal Facilitator, Data Processing Asst., Driver, Peon, Sweeper-cum-Night Watchman, Peon-cum-Attendant and other supporting staff for a period of one year w.e.f 01.01.2020

Bids in sealed cover are invited under two-bid system for providing the services of System Assistant, Legal Scrutinizer-cum-Sheristadar, Court Master, Bench Clerk, Legal Facilitator, Data Processing Asst., Driver, Peon, Sweeper-cum-Night Watchman, Peon-cum-Attendant and other supporting staff for a period of one year **w.e.f. 01.01.2020** to Odisha Information Commission on contract basis for day to day official work. The details of the bidding process are as follows:

- a) Period of issue of Tender Documents : 22.10.19 to 15.11.19 upto 04.30 P.M
- b) Date and time for submission of Tender Documents : Till 25.11.19 at 04:30 P.M.
(by Registered/ Speed post only)
- c) Date and time for opening of
 - a. Technical Bids : 26.11.19 at 11.00 A.M.
 - b. Financial Bids of eligible Bidders : 26.11.19 at 3.30 P.M
- d) Tentative date for commencement of deployment of required manpower : 01.01.2020

Bidders are required to submit the technical and financial bids separately. The bids are in sealed cover- I containing "Technical Bid" and sealed cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed "Bid for Outsourcing of Manpower Services" must reach the undersigned on or before **25.11.2019 by 4.30 P.M.** through Speed Post/ Registered Post only.

[Handwritten Signature]
25/11/2019

P.T.O

The detail information for outsourcing the services of aforesaid posts has been given in the Tender Documents which may be downloaded from the website of the Commission i.e. www.oic.nic.in. The last date and time for submission of Tender Documents is **25.11.2019 at 4.30 P.M.** The date of opening of the Tender is fixed to **26.11.2019 at 11.A.M** for technical bid and financial bid thereafter. Intended bidders may participate at the time of opening by self or through representative.

Odisha Information Commission reserves the right to reject any/all the tender without assigning any reason thereof. The decision of the Commission is final.

Complete address for submission of Bid :

AFA-cum-Under Secretary,
Odisha Information Commission,
Block B-1, Toshali Bhawan, Satyanagar,
Bhubaneswar-751007

-Sd-

AFA-cum-Under Secretary

for
18/11/2019