

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

Tender Notice No. 28517/OIC Dt. 23.07.19

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 01.09.2018 to 31.08.2020

Sealed tenders are invited from reputed manpower agencies/ service providers to provide 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. 01.09.2019 to 31.08.2020 to Odisha Information Commission on contract basis for day to day official work.

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 08.08.2019 at 4.00 P.M. The date of opening of the Tender is fixed to 09.08.2019 at 11.00 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 the tender without assigning any reason thereof. The decision of the Commission is final.

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23.07.2019

AFA-cum-Under Secretary

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

Tender Documents

For providing Services of System Assistant, Legal Scrutinizer-cum-Sheristadar, Court Master, Bench Clerk, Legal Facilitator, Data Processing Assistant, Driver, Peon, Sweeper-cum-Night Watchman and Peon-cum-Attendant to Odisha Information Commission by a well established, financially sound Private Manpower Service Provider.

- a) Period of issue of Tender Documents : 23.07.19 to 08.08.19
- b) Date and time for submission of Tender Documents : Till 08.08.19 at 4:00 P.M.
- c) Date and time for opening of
- a. Technical Bids : 09.08.19 at 11.00 A.M.
 - b. Financial Bids of eligible Bidders : 09.08.19 at 3.30 P.M
- d) Likely date for commencement of deployment of required manpower : 01.09.19

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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Odisha Information Commission, Block B-1, Toshali Bhawan, Satyanagar, Bhubaneswar-751007 requires the services of reputed, well established and financially sound Manpower Service Provider(s) to provide services of **System Assistant, Legal Scrutinizer-cum-Sheristadar, Court Master, Bench Clerk, Legal Facilitator, Data Processing Assistants, Driver, Peon, Sweeper-cum-Night Watchman and Peon-cum-Attendant** on contract basis for day to day official work.
2. The contract for providing the aforesaid manpower is likely to commence from dt. **01.09.19** and would continue till **31.08.20**. The period of contract may be further extended beyond **31.08.20** provided the requirement of the Commission for manpower persists at the time or may be curtailed / terminated before **31.08.20** owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Commission's requirements. The Commission, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. This Commission has tentative requirement for **01 no. of System Assistant, 01 no. of Legal Scrutinizer-cum-Sheristadar, 01 no. of Court Master, 02 nos. of Bench Clerks, 01 no. of Legal Facilitator, 09 nos. of Data Processing Assistant, 02 nos. of Driver, 08 nos. of Peon, 01 no. of Sweeper-cum-Night Watchman and 01 no. of Peon-cum-Night Watchman**. The requirements may increase/decrease in any/all the categories.
4. The estimated cost of the contract is **Rs. 38,00,000/- per annum (approx)**.
5. The interested Manpower Service Providers may submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) for **Rs. 19,000/-** and other requisite documents by dt. **08.08.19** upto **4:00 P.M.** at Odisha Information Commission.
6. The various crucial dates relating to **"Tender for Providing Manpower Services to the Odisha Information Commission, Block B-1, Toshali Bhawan, Satyanagar, Bhubaneswar-751007"** are cited as under.
 - a. Period of issue of Tender Documents : dt. 23.07.19 to 08.08.19
 - b. Date and time for submission of Tender Documents : Till 08.08.19 at 4:00 P.M.
 - c. Date and time for opening of
 - i. Technical Bid : dt. 09.08.19 at 11.00 A.M.
 - ii. Financial Bid of eligible tenders and selection : dt. 09.08.19 at 3.30 P.M.
 - d. Likely date for commencement of Deployment of required manpower : dt. 01.09.19

Handwritten signature

