

**Model Bidding/Tender Documents**  
**GOVERNMENT OF ORISSA**  
**EXCISE DEPARTMENT**

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Date: 10.05.2011

No. 2204 / Ex.,  
**I OE (SC)-177/2011**

**Tender Notice for award of contract for providing of services of Data Entry Operators, for a period of one year w. e. f. 01.06.2011 to 31.05.2012.**

Sealed tender are invited from reputed manpower agencies/service providers to provide the services of Data Entry Operators for a period of one year w. e. f. **01.06.2011 to 31.05.2012** on contract basis for day to day official work.

The detailed information for outsourcing the service of aforesaid posts has been given in the Tender Document which may either be downloaded from the website [www.orissa.gov.in](http://www.orissa.gov.in), Excise Department or obtained in person from Sri Ganesh Chandra Patra, Under Secretary, Excise Department, Orissa Secretariat, Bhubaneswar-751001 on any working day between **11 A.M. to 4 P.M.** The last date and time for submission of Tender document is 25.05.2011 (date) by 4.00 PM.

Sd/- (G. C. Patra),  
Under Secretary to Government

Memo No. 2205 /Ex., Bhubaneswar, dated the 10<sup>th</sup> May, 2011

Copy alongwith enclosures forwarded to State Portal Group, I.T. Centre, Department of I.T. At-North Annex of the State Secretariat (Ground Floor), Bhubaneswar with a request to transmit the Notice in Government website of the Department.

*G. C. Patra*  
10-5-11  
Under Secretary to Government

Memo No. 2206 /Ex., Bhubaneswar, dated the 10<sup>th</sup> May, 2011

Copy forwarded to All Departments with a request to display the Notice in their Notice Board for wide publicity.

Under Secretary to Government

Memo No. 2207 /Ex., Bhubaneswar, dated the 10<sup>th</sup> May, 2011

Copy to Notice Board of Excise Department.

Under Secretary to Government

**GOVERNMENT OF ORISSA  
EXCISE DEPARTMENT**

**TENDER DOCUMENT**

**For providing Services of Jr. Stenographers, Jr. Clerks, Jr. Typists, Drivers,**

**Data Entry Operators, Attendants, Peon and Watchman**

**to the Excise Department by a Private**

**Manpower Service Provider**

- (a) Period of issue of Tender Document : 10.05.2011 to 24.05.2011 during the Office hour except Govt. holidays.
- (b) Date and time for submission of Tender Document : **25.05.2011 upto 4.00 PM**
- (c) Date and time for opening of  
(i) Technical Bids : **25.05.2011 at 4.30 PM**  
(ii) Financial Bids of eligible Bidders : Intimated later on
- (d) Likely date for commencement of deployment of required manpower : **01.06.2011**

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