

**OFFICE OF THE DEPUTY DIRECTOR OF MINES
KHORDHA CIRCLE, KHORDHA
BDA Colony, Near New Bus Stand, District Khordha
(E-Mail: ddgmines.khordha@gmail.com)**

Letter No.....1336...../Mines, Khordha.

Date.....04.10.2024.

TENDER NOTICE

FOR

PROVIDING OFFICE SUPPORT STAFF SERVICE

THROUGH OUTSOURCING

Bids in sealed cover are invited under two-bid system from reputed and experienced manpower service providing **OFFICE SUPPORT STAFF SERVICE** for **OFFICE OF THE DEPUTY DIRECTOR OF MINES, KHORDHA CIRCLE, KHORDHA AND MINING OFFICE, PURI** on outsourcing basis.

The details of the bidding process are as follows:

| S | BIDDING SCHEDULE | DATELINE |
|----------|--|--|
| 1 | Date of commencement of Sale of Tender Paper | 05.10.2024 |
| 2 | Last date of Issue of Tender Paper | 23.10.2024 |
| 3 | Cost of Tender document / Bid processing fee | ₹500+ GST@ 18% |
| 4 | Last date of Receipt of Tender Paper (Only through Regd. Post/Speed Post/Courier) | 24.10.2024 |
| 5 | Date of Opening of the Tender | 25.10.2024 at 11.30 am |
| 6 | Place of opening tender paper | Deputy Director of Mines, Khordha |
| 7 | Address to receipt of Bid documents | Deputy Director of Mines, Khordha BDA Colony. Near New Bus Stand, Khordha - 752056 |

(E-Mail: ddgmines.khordha@gmail.com)

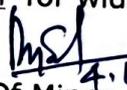
Bidders are required to submit the Technical and Financial Bids separately. The bids in sealed **Cover-I** containing "**Technical Bid**" and sealed **Cover-II** containing "**Financial Bid**" should be placed in a third sealed cover super scribed "**BID FOR PROVIDING OFFICE SUPPORT STAFF SERVICE THROUGH OUTSOURCING**" must reach the undersigned on or before **dt. 24.10.2024 by 5.00 PM by Speed Post/Registered Post only.**

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement can be downloaded from www.orissaminerals.gov.in & District portal of Khordha & Puri District.


4.10.24
Deputy Director Of Mines (I/C),
Khordha Circle, Khordha

Memo No.....1337...../Mines, Khordha. Date: 04.10.2024

Copy forwarded to IT Cell, Directorate of Mines & Geology, Odisha. Bhubaneswar for kind information and necessary action. He is requested to upload in the Departmental Website [http:// www.orissaminerals.gov.in](http://www.orissaminerals.gov.in) for wide publicity.


4.10.24
Deputy Director Of Mines (I/C),
Khordha Circle, Khordha

Memo No.....1338...../Mines, Khordha. Date: 04.10.2024

Copy forwarded to District E-Governance Manager, Khordha & Puri with a request to publish the tender document in their district Portal for wide publicity.


4.10.24
Deputy Director Of Mines (I/C),
Khordha Circle, Khordha