



QUOTATION CALL NOTICE

CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE

ENGAGEMENT OF AGENCY FOR OUTSOURCING SERVICES OF ONE PERSONAL ASSISTANT (PA) TO EXECUTIVE DIRECTOR, CMGI

Sealed quotation as per the prescribed format are invited from firms/ Agencies to engage 1 (one) post of Personal Assistant(PA) to Executive Director, CMGI to be placed at CMGI Headquarters, Toshali Bhawan, Satya Nagar, Bhubaneswar, Odisha for a period of 6-month i.e. 01.07.2021. The PA to Director should have experience working as PS/PA under any Senior Government/Private Official. Preference will be given to agencies having experience in working with Government of Odisha in manpower outsourcing field.

Sealed Quotation should be submitted in the address as mentioned below so as to reach on or before 2:00 PM of 23.06.2021 at the address mentioned below. The Authority reserves the right to reject any or all the quotations without assigning any reason thereof. No charge towards ESI & EPF should be applicable for this person.

Quotation Format:

SL NO	Name of the position	Job description	Monthly Consolidated Fee(In Rs)	Service charges	GST	Total
1	PA to Executive Director	Taking dictation from the Executive Director, Draft notes, letter orders, Orders, Maintaining EDs appointment schedule by planning and scheduling meetings, conference, Undertaking the task of receiving calls, take messages and and routing clerical correspondence through the ED Maintaining diaries and making appointment the Executive Director Other assignments as and when directed by the Executive Director, etc.				

Procurement Officer, **CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE**, Block-A2, 1st Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar-751007.

By order of Executive Director

17-06-2021
Procurement Officer, CMGI