

**QUOTATION CALL NOTICE****CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)**

QUOTATION CALL FOR ENGAGEMENT OF AGENCY FOR
OUTSOURCING SERVICES OF ONE DIARIST, WORKING UNDER
OFFICER ON SPECIAL DUTY, GA & PG (AR) DEPARTMENT

Sealed quotation as per the prescribed format indicated below are invited from manpower service providers to provide services of 1 (one) Diarist, to work under OSD, GA & PG (AR) Department to be placed at Secretariat for a period of one year i.e. 20.06.2022 to 19.06.2023.

Eligibility Criteria:

1. The Bidder should submit the PAN/TAN Number
2. The Bidder should submit the GSTIN Number

The Authority reserves the right to reject any or all the quotations without assigning any reason thereof.

Sealed Quotations should be submitted in the following format:

Description of Work	Monthly Consolidated	Service charges	GST	Total
• To work as Diarist • Record Keeping • Dak Handling • Distribution of Official Letters. • Other work assign by OSD, GA & PG (AR) Department.	5000/-			

Sealed quotations are to be submitted in the address as mentioned below so as to reach on or before 12:00 PM of **10.06.2021** at the address mentioned below.

The Quotation can be downloaded from www.cmgi.org.in

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

By Orders of Executive Director


04.06.2022
Procurement Officer, CMGI