

**ODISHA MOTOR TRANSPORT DRIVER & WORKERS' WELFARE BOARD**  
(BOARD CONSTITUTED UNDER ODISHA MOTOR TRANSPORT DRIVER & WORKERS' WELFARE  
SCHEME 2023)

Letter No. LX-135/2023/ 2374 /TC

Date- 12.02.2024

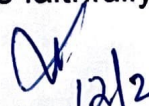
**SHORT QUOTATION CALL NOTICE FOR SERVICE PROVIDER**

Short Quotation is invited from registered authorized service providing agencies for providing following resources for their temporary deployment with Odisha Motor Transport Driver & Workers' Welfare Board:

Sr. No	Designation	Required Qualification	Numbers
1.	Young Professional	Graduate with MBA qualification having minimum one year experience in the following areas a. Accounting b. Financial management c. Record Keeping	2 Nos
2.	Multi-tasking staff	HSC Graduate	1 No

- Quotation for the same shall be submitted on or before 21<sup>st</sup> Feb 2024, 5:00 PM.
- The intending agency shall furnish their quotation in prescribed format attached here with in a sealed envelope by superscribing "QUOTATION FOR OMTDWW BOARD".
- The quotation shall be submitted to Member Secretary cum Transport Commissioner, Odisha, 6th Floor, Rajaswa Bhawan, Cuttack-753002. (In person only, Quotation submitted through any other means shall not be accepted.)
- The quotation shall be accompanied with self-affected copies of the following document:
  - Valid GST Certificate
  - PAN Card
  - ESIC registration certificate & Deposit Receipt
  - EPF registration certificate & Deposit Receipt
  - Audited Net worth certificate form Chartered Accountant.
  - Prior Experience Certificate of Providing similar services to any Government Agencies (at least one).
  - Declaration of Non-Blacklisting as provided in Annexure – A.

Yours faithfully

  
Joint Commissioner Transport  
(Tech.) STA, Odisha, Cuttack  
-Cum-Member, OMTDWWB

**Format for Quotation:**

Sr. No.	Description	Full Details
1.	<b>Name of the Bidder</b>	
2.	<b>Address for communication:</b> Tel: Fax: Email id:	
3.	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No.: Email id:	
4.	<b>PAN Number</b>	
5.	Goods and Services Tax Identification Number ( <b>GSTIN</b> )	

**Notes:**

Name of the bidder: \_\_\_\_\_

Signature of the Authorised Signatory: \_\_\_\_\_

Name of the Authorised Signatory with Date and seal: \_\_\_\_\_

### Financial format for Quotation

Sr. No	Designation	Number	Minimum Wage Inclusive of EPF/ESIC Per Resource Per Month in INR fixed by the board	Service Charges in %	Service Tax in %
1.	Young Professional	2 Nos	Rs. 45,000/- per resource per month		
2.	Multi-tasking staff	1 No	Rs. 15,000/- per resource per month		
Total Wage Quoted inclusive of EPF/ESIC, Service Charges and Taxes					

Total Wage Quoted inclusive of EPF/ESIC, Service Charges and Taxes in words:

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**Signature of Authorized  
Person with Seal**

Annexure-A

(On the Letterhead of the Agency)

To,

The Transport Commissioner,  
Transport Commissioner Office, Odisha  
6th Floor, Rajaswa Bhawan, Cuttack-753002  
Government of Odisha

Subject: Selection of a service provider service provider for temporary utilization of manpower for the following personals with Odisha Motor Transport Driver & Workers' Welfare Board for eleven (11) Months

I, M/s. ....(bidder), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoters/directors are not barred or blacklisted by Transport Commissioner Office, Odisha or any State Government or Central Government or any Government agency / Department from participating in projects as on the proposal due date.

We undertake that, in the event of us or any of our promoters/directors being blacklisted / barred at any time post the date of this affidavit, we shall intimate Transport Commissioner Office, Odisha of such blacklisting.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_.

Name of the bidder: \_\_\_\_\_

Signature of the Authorised Signatory: \_\_\_\_\_

Name of the Authorised Signatory with Date and seal: \_\_\_\_\_