



CUTTACK DEVELOPMENT AUTHORITY

ARUNODAYA BHAWAN, LINK ROAD, CUTTACK-753012 (ODISHA)

No: /CDA/Dated:

TENDER CALL NOTICE

Sealed Tenders in prescribed format are invited from Registered Manpower Service Providers having Head Office / Branch Office located in Cuttack/Bhubaneswar City and having valid license, statutory clearance, GST, EPF Registration, ESI Registration and PAN No for **PROVIDING SERVICES OF PRIVATE SECRETARY TO CHAIRMAN, COMPUTER TYPIST, AMINS & CHAINMEN BY MANPOWER SERVICE PROVIDERS** in the office of Cuttack Development Authority, Arunodaya Bhawan, Link Road, Cuttack-753012, for a period of **1(one) year** from the date of agreement of contract with the selected bidder. The contract will be for supply of 1 no of Private Secretary to Chairman, 6 nos. of Computer Typist , 4 nos. of Amins & 4 nos. of Chainmen to be engaged in the office of Cuttack Development Authority, Arunodaya Bhawan, Link Road, Cuttack-753012 as detailed in the tender documents.

1.	Location	CUTTACK DEVELOPMENT AUTHORITY, Arunodaya Bhawan, Link Road, Cuttack-753012 (ODISHA)
2.	Estimated Cost	Rs.28,54,068/-
3.	E.M.D.	Rs. 10,000/- only in favour of Finance & Accounts Member, Cuttack Development Authority, Cuttack , in shape of Demand Draft/Bankers Cheque payable at Cuttack
4.	Cost of Tender	Rs. 2360/- only (Inclusive of 18% GST). (Non Refundable) Tender Paper can be downloaded from Cuttack Development Authority, Arunodaya Bhawan, Link Road, Cuttack-753012 (ODISHA) website. www.cdacuttack.nic.in from 05.01.2023 to 19.01.2023 as DD only in favour of Finance & Accounts Member, Cuttack Development Authority, Cuttack
5.	Last date for submission of Tenders	19.01.2023 till 5.00 P.M.
6.	Opening of Technical bid	20.01.2023 at 3.00 P.M. in the Conference Hall of Cuttack Development Authority, Arunodaya Bhawan, Link Road, Cuttack-753012 (ODISHA).
7.	Opening of Financial bid	To be informed later

Incomplete and conditional Tenders shall be summarily rejected. The Cuttack Development Authority, Cuttack reserves the right to reject any or all the Tenders without assigning any reason thereof.

-Sd/-
Secretary

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Cuttack Development Authority, Cuttack requires the services of reputed, well established and financially sound Manpower Services Providers to provide services of **1 no of Private Secretary to Chairman, 6 nos. of Computer Typist, 4 nos. of Amins & 4 nos. of Chainmen** on contract basis for day to day work of office undergoing in C.D.A.

2. The contract for providing the aforesaid manpower is likely to commence from 1st. February-2023 **and would continue till 31st January-2024**. The period of the contract may be curtailed/ terminated **before 1 (One) year** owing to deficiency in service or substandard quality of manpower deployed by the selected Service provider or because of change in the requirements. The Authority however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service provider.

3. CDA has tentative requirement for **1 no of Private Secretary to Chairman, 6 nos. of Computer Typist, 4 nos. of Amins & 4 nos. of Chainmen**. The requirements may increase /decrease.

4. The interested Manpower Services providers may submit the tender document complete in all respects along with **Earnest Money Deposit (EMD)** of **Rs.10,000/-** and other requisite documents should be sent addressed to the Secretary, CDA Cuttack, by **19.01.2023 up to 5.00 pm** by Registered Post/Speed Post only (No hand delivery is allowed).

(a)	Date and time for submission of Tender Document	19.01.2023 upto 5.00 P.M.
(b)	Date and time for opening of Technical Bid of eligible Tenders and Selection.	20.01.2023 at 3.00 P.M.
(c)	Date and time for opening of Financial Bid of eligible Tenders and Selection.	To be informed later
(d)	Likely date of commencement of deployment of required manpower	_____

5. **The interested agencies are advised to submit the bid covers in an envelope super scribing "Tender for Providing Manpower Services".**

6. The Earnest Money Deposit (EMD) of **Rs.10,000/-**, refundable (without interest), should be necessarily accompanied in the bids of the service provider in the form of Demand Draft /Pay order drawn in *favour of Finance & Accounts Member, Cuttack Development Authority, Cuttack payable at Cuttack, failing which the tender shall be rejected summarily.*

7. The successful bidder will have to deposit a **“Performance Security Deposit”** of **1,00,000/- in the** form of Bank Guarantee from any Nationalized Bank drawn in favour of **“Finance & Accounts Member, CDA, Cuttack”** covering the period of contract . In case the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.

8. For general eligibility the interested Manpower Service providers are required to enclose photocopies of the following documents (self attested), along with the Technical Bid failing which their bids shall be summarily /out rightly rejected and will not be considered any further:

- (a) Registration certificate of the applicant organization
(certificate of incorporation/ deed etc)
- (b) Copy of PAN card;
- (c) Copy of the IT return duly certified by CA for the last three financial years (2019-20, 2020-21 & 2021-22);
- (d) Copies of EPF and ESI certificate;
- (e) Copy of GST registration certificate
- (f) Certificate extracts of the Bank Account containing transactions of last three years.
- (g) Applicant can be a company/Entity/Proprietorship firm.

9. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

10. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in such cases, the tender shall be summarily rejected.** However, the cuttings, if any in the Technical Bid Application must be initialled by the person authorized to sign tender bids. All pages should be signed by Authorised representative.

11. The tender documents will be opened in the Conference Hall of Cuttack Development Authority, Arunodaya Bhawan, Link Road, Cuttack-753012, in the presence of the members of the selection committee and the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time.

12. The Competent Authority reserves the right to annul all bids without assigning any reason.

13. Indexation of the tender document should be submitted as first page of bid document.

14. Technically qualified 3 bidders quoting the lowest financial proposal shall be the preferred bidder.

15. In case of tie in financial proposal preferred bidder shall be chosen by way of lottery.

**TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER
SERVICE PROVIDER**

1. The tendering manpower service provider should fulfil the following technical specifications:

(a) The registered office of the Manpower Service Provider should be ***located within the Twin City of Cuttack and Bhubaneswar.*** The manpower service provider should provide the name, designation and contact number of the person to liaise with the said office.

(b) They should be ***registered with Labour Department Govt. of Odisha under license and contract labour act. 1970.***

(c) They should have ***at least 3 years of experience in providing manpower*** to Government Departments, Public Sector Companies/Bank etc.

(d) They should have their ***own Bank Account,***

(e) They should be ***registered with Income Tax and Service Tax departments;***

(f) They should be ***registered with appropriate under Employees provident Fund and Employees State Insurance Acts . Latest deposit slip need to be provided. The challan should not be older than 6 months from the bid due date.***

(g) The Agency should have deployed ***minimum 50 nos. of outsourcing personnel (Not security Guards) in Twin city of Cuttack and Bhubaneswar*** in last 3 years from the bid due date.

(i) 3 years Annual turn-over i.e. 2019-20, 2020-21, 2021-22 duly certified by CA.

**QUALIFICATION OF THE MANPOWER TO BE ENGAGED IN CDA BY THE
MANPOWER SERVICE PROVIDER.**

A. FOR PRIVATE SECRETARY TO CHAIRMAN:

- 1) He/ She should be above 21 years of age and not exceeding 37 years.
- 2) He must have graduate in any discipline.
- 3) He must have good knowledge of English-both written and spoken. He has to make correspondence, write reports, minutes etc. in English.
- 4) He should have knowledge of shorthand and typing, fax and computers, e-mails and internet as also internet.
- 5) Having good moral character.

B. FOR COMPUTER TYPIST:

- 1) He/ She should be above 21 years of age and not exceeding 37 years.
- 2) The minimum educational qualification is
 - (a) Degree in any discipline
- 3) Excellent typing and transcription skills including typing at fast speeds
(Both English & Odia)
- 4) Knowledge of Microsoft Word & Microsoft Excel including Internet.
- 5) Knowledge of Microsoft Word & Microsoft Excel including Internet.
- 6) Having good moral Character

7) FOR AMIN:

- 1) He/She should be above 21 years of age and not exceeding 37 years.
- 2) The minimum educational qualification is
 - a) Higher Secondary School Certificate, 10+2/Diploma in Engineering or any equivalent examination.
- 3) He should be successful passed the Amin training from Govt./Govt. recognised Amin training institute.
- 4) Having good moral character.

8) FOR CHAINMAN:

- 1) He/She should be above 21 years of age and not exceeding 37 years.
- 2) The minimum educational qualification are as follows:
 - (a) HSC/ Matriculation or Equivalent
- 3) Having good character

<u>APPLICATION - TECHNICAL BID</u>		
FOR PROVIDING PRIVATE SECRETAY TO CHAIRMAN, COMPUTER TYPIST, AMINS & CHAINMEN IN THE OFFICE OF CUTTACK DEVELOPMENT AUTHORITY, ARUNODAYA BHAWAN, LINK ROAD, CUTTACK-753012		
1	Name of the Manpower Service Provider	
2	Demand Draft towards cost of tender paper:	DD No _____ / Date _____ / drawn _____ in Bank _____
3	Bid security declaration may be taken as per Notification. Details of Earnest Money Deposit:	BD No _____ /Dt. _____ of _____ Rs. _____ of _____ Bank payable at _____
4	Name of Proprietor/ Partner/ Director/ Company/ Entity (Name of all Directors/Partners)	
5	Full Address of Registered Office (with PIN Code)	
	Telephone No:	
	Mobile No:	
	FAX No:	
	E-mail ID:	
6	Full Address of Branch Office (if any)	
7	Name, Telephone No/Mobile No/ E-mail ID of Authorized Officer / Person to co-ordinate with the office of CDA.	
8	Banker of the Manpower Service Provider. (Attach copy of statement of A/C for the last three years)	
9	PAN No: (Attach copy of the PAN)	

10	Statutory Registration No: (under License & Contract Labour Act 1970 obtained from Labour Department, Government of Odisha)	
11	GST Registration No (Enclose copy of the Certificate)	
12	EPF Registration No: (Enclose copy of the Certificate)	
13	ESI Registration No: (Enclose copy of the Certificate)	

14. Financial Turnover of the Manpower Service Provider for the last 3 (three) Financial Year duly certified by CA.

Financial Year	Amount (Rs. in Lakhs)	Remarks if any
2019-2020		
2020-21		
2021-22		

15. Give details of the similar contracts handled by the tendering Manpower Service Provider during the last three financial year in the following format (if the space provided is insufficient, a separate sheet may be attached) :

Sl. No	Name of client, address, telephone & Fax. No.	Manpower services provided		Annual Bill amount (Rs. In Lakhs)	Duration of contract	
		Type of manpower provided	No		From	To

14. Additional information, if any
(Attach separate sheet, if required)

Date:
Place:

Signature of authorized person
Name:
Seal:
Telephone No.
Mobile No.
Email address :

DECLARATION

I, _____ Son / Daughter / Wife of
Shri _____ Proprietor/Part
ner/ Director/authorized signatory of the Service Provider, mentioned above,
and competent to sign this declaration and execute this tender document;

2 I have carefully read and understood all the terms and conditions of the
tender and undertake to abide by them;

3 The information / documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I / we, am / are well
aware of the fact that furnishing of any false information / fabricated document
would lead to rejection of my/our tender at any stage besides liabilities towards
prosecution under appropriate law.

4. I or any of my member including the firm has never been black listed.

Date:

Place:

Signature of authorized person

Full Name:

Seal:

Telephone No.:

Mobile No. :

e-mail id :

APPLICATION – FINANCIAL BID		
FOR PROVIDING PRIVATE SECRETAY TO CHAIRMAN, COMPUTER TYPIST, AMINS & CHAINMEN IN THE OFFICE OF CUTTACK DEVELOPMENT AUTHORITY, ARUNODAYA BHAWAN, LINK ROAD, CUTTACK-753012.		
1	Name of the Manpower Service Provider:	
2	Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes etc. The bidders shall take in to account the expenses to be incurred and statutory dues (Income tax, TDS @ 2%) from gross bill etc. while quoting the service charges. <u>Note: Quoting other service charges less than Statutory Deductions of TDS (IT)@ 2% on Take Home Salary of the persons to be engaged shall liable to be rejected without giving any opportunity.</u>	

3.

Sl. No	Manpower Type	Monthly Rate per Person					Total per Person (Gross)
		Take Home remuneration (Net)	EPF @ 13.00%	ESI @ 3.25%	Service Charges	G.S.T	
1	PS to Chairman	Rs. 21,100/-	1950	-			
2	Computer Typist	Rs. 11,100/-	1443	360.75			
3	Amin	Rs. 10,900/-	1417	354.25			
4	Chainman	Rs. 10,100/-	1313	328.25			

Apart from the quoted proposal the bidder shall be eligible for providing GST additionally.

Date:
Place:

Signature of authorized person
Full Name:
Seal:

Notes:

- 1) The total rates quoted by the Service Provider should be inclusive of all statutory / tax liabilities in force at the time of entering into contract.
- 2) The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.
- 3) GST shall be paid as per prevailing rate.

TERMS & CONDITIONS

GENERAL

1. ***The Tenderer / Service Providers have to submit the Technical Bid and Financial Bid separately. The Financial Bid shall be opened when the Tenderer / Service Providers qualify in the Technical Bid.***
2. The Agreement is likely to be commenced from 1st. February-2023 ***and will continue till 31st January-2024***, terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements.
3. The Agreement shall automatically expire on **1st February-2024** unless extended further by the Secretary, CDA, Cuttack.
4. The Agreement may be extended on the same terms and conditions or with some additions /deletions / modifications, for a further specific period mutually agreed upon by the Manpower Services Provider and the Authority.
5. The manpower Service Provider shall not be allowed to transfer, assign pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
6. The Secretary, CDA, Cuttack at present has tentative requirement of ***1 no of Private Secretary to Chairman, 6 nos. of Computer Typist, 4 nos. of Amins & 4 nos. of Chainmen*** The requirement may be increase or decrease marginally during the period of initial contract also and the tender would have to provide additional manpower services ,if required ,on the same terms and conditions.
7. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage .In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
8. The Authority reserves the right to terminate the Agreement during initial period or during the period of contract also after giving one month notice to manpower Services provider.
9. The person deployed shall be required to report for work at 10.00 AM to the immediate authority or such other Officer as may have been kept in charge of the concerned Branch Officers of CDA and would leave at 5.30 PM and may also be required to work beyond 5.30 PM for which he would not be paid any extra remuneration .In case the person deployed remains

absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made. If Private Secretary to Chairman, Computer Typist, Amins & Chainmen found attending the office in irregular manner or remained unauthorized absent then he/she may be replaced. Private Secretary to Chairman, Computer Typist, Amins & Chainmen have to submit undertaking to this effect through the Service Provider Agency.

10. The manpower Service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Secretary, CDA, Cuttack so that optimal services of the persons deployed could be availed without any disruption.

11. The entire financial liability in respect of manpower deployed in the Officers concerned shall be that of the Manpower Service provider and the Officers Concerned will in no way be liable, It will be the responsibility of the Manpower Service Provider to pay to the persons deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the CDA.

12. For all intents and purpose, the Manpower Service provider shall be "Employer" within the meaning of different Rules & Acts in respect manpower so deployed. The persons deployed by the Manpower Services provider shall not have any claim whatsoever like employer and relationship against the Authority concerned.

13. The Manpower Service provider shall be solely responsible for the redressal of the grievances or resolution of disputes relating to persons deployed .The Department shall, in no way be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a joint Committee consisting of a representative of the CDA Cuttack and an Authorized representative of the Manpower Service provider .

14. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service provider in the course of their performing the functions/duties, or for payment towards any compensation.

15. The person deployed by the Manpower Service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / Confirmed employees during the currency or after expiry of the Agreement.

16. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity in Secretary, CDA, Cuttack.

17. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service provider.

18. The Manpower Service provider must be registered with the concerned Govt Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation & G.S.T etc, and a copy of the registration should be submitted. The Manpower Service provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act 1970 if any, at this own part and Cost.*

19. The manpower Service provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his /her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower service Provider. The Manpower Service provider shall be responsible for contributions towards provident fund and Employees State Insurance & GST, where ever applicable.

20. The persons deployed by the manpower Service provider should have good police records and no criminal case should be pending against them. It should be submitted by the Service provider Agency.

21. The persons deployed should be polite cordial and efficient while handling the assigned work and their actions should be promote good will and enhance the image of this Office. The Manpower Service provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

22. The persons deployed shall during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service provider as well as the persons deployed liable for penal action under the applicable laws besides, action for breach of contract.

23. The Manpower Service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in CDA.

24. The Manpower Service provider shall also be liable for depositing all taxes, levies, Cess etc., on account of Service rendered by it to the offices concerned to the Concerned Tax collection authorities, from time to time as per the rules and regulations in the matter .Attested Xerox copies of such documents shall be furnished to the office.

25. The Manpower Service provider shall maintain statutory records under the Law and shall produce the same, on demand to the authority of the department or office concerned or any other authority under Law.

26. The Tax deduction at source (T.D.S.) shall be done as per the provisions of Income Tax Act/Rules, as amended, from time to time and certificate to this effect shall be provided by this office.

Note :-Registration /License under the Contract Labour (Regulation and Abolition) Act,1970 is applicable to Manpower Service provider employing more than 20 workmen.

27. In case the manpower service provider fails to comply with any liability under appropriate law, and as a result thereof, the Authority or the office concerned is put to any loss/ obligation, monetary or otherwise, the Authority or the office concerned will be entitled to get itself re-reimbursed out of the outstanding bill or the performance security deposit of the manpower service provider, to the extent of the loss or obligation in monetary terms. The maximum liability to the MSP should not extend 10% of the Annual Contract Amount.

28. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons employed by the manpower service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the department or office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL

29. The Technical Bid should be accompanied with an ***Earnest Money Deposit (EMD)*** refundable without interest of **Rs. 5,000/-** in the form of Demand Draft / Pay order drawn in favour of “ **Finance & Accounts Member, Cuttack Development Authority, Cuttack**”, failing which, the tender shall be rejected out rightly.

30. The Earnest Money Deposit in respect of the Agencies which do not qualify the technical Bid/ Financial Bid shall be returned to them without any interest. In case of successful tenderer, if the Agency fails to deploy the required Manpower against the initial requirement within 30 days from date of placing the order the EMD shall stand forfeited without giving any further notice.

31. The successful tenderer will have to deposit a security amount of **3% of the annual quoted amount** in the form of Fixed Deposit Receipt (FDR) made in the name of the agency and pledge in the name of **Finance & Accounts Member, Cuttack Development Authority, Cuttack**, covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.

32. In case of breach of any terms and conditions attached to this Agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.

33. The Manpower Service Provider should make payment to the amins & chainmen on monthly basis upon their absentee statements received from their immediate authority/ officer and after disbursement the manpower service provider agency should submit the bill along with EPF, ESI statement to Secretary, CDA, Cuttack for necessary re-reimbursement.

34. The claims in bills regarding Employees State Insurance, Provident Fund & GST etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the authority.

35. The amount of penalty calculated @ Rs.100/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the manpower service provider shall be deducted from its monthly bills in the succeeding month with maximum penalty non exceeding 10% of quoted amount.

36. The Secretary, CDA, Cuttack reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.

37. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation.

38. All disputes shall be under the jurisdiction under the Court at Cuttack City only.

39. The Successful Bidder will enter into an Agreement with the Authority for supply of suitable manpower as per requirement on the above terms and conditions.

40. Technically qualified bidder quoting the lowest total per person (gross) shall be chosen as the preferred bidder.

41. In case of the Financial Proposal is a tie, then it will be chosen by way of lottery.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID.

- (1) Application-Form;
- (2) Attested Copy of Registration of Agency.
- (3) Certified copy of the statement of Bank Account of the Agency for the last three years.
- (4) Attested Copy of PAN Card.
- (5) Attested copy of the latest IT Returned filed by the Agency duly certified by CA (Year- 2019-20, 2020-21, 2021-22).
- (6) Attested Copy of GST Registration Certificate.
- (7) Attested Copy of EPF Registration letter/certificate.
- (8) Attested Copy of ESI letter/ certificate.
- (9) Certified documents in support of the Financial Turnover of the Agency duly certified by CA for year 2019-20, 2020-21, 2021-22..
- (10) Copy of the terms and conditions at Pages In tender document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
- (11) Single tender document and/or any corrigendum if any

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY
BEFORE DEPLOYMENT OF MANPOWER.**

- (1) List of Manpower shortlisted by Agency for deployment in offices of CDA, Cuttack containing full details i.e. date of birth, marital status, address, education qualification etc.
- (2) Bio-Data of all persons.
- (3) Any other documents considered relevant.

The Tender Document shall be submitted through Speed Post/Registered Post only addressed to "The Secretary, Cuttack Development Authority, Arunodaya Bhawan, Link Road, Cuttack-753012 (Odisha)" on or before 19.01.2023 upto 5.00 P.M.

**Sd/-
Secretary
Cuttack Development Authority,
Cuttack**



CUTTACK DEVELOPMENT AUTHORITY

ARUNODAYA BHAWAN: LINK ROAD: CUTTACK-12.

No. 37 /CDA/Dated:-4/01/2023

The detail sealed tenders in prescribed format are invited for providing service of 1(one) P.S. to Chairman, 6 (six) nos. Computer Typist, 4 (four) nos. Amins and 4 (four) nos. of Chainman by Manpower Service Provider in the office of the Cuttack Development Authority, Cuttack. The details are available in the website of CDA i.e. www.cdacuttack.nin.in. The last date of the submission of tender documents is 19.01.2023 by 5.00 P.M. The opening of tender is dt. 20.01.2023 at 3.00 P.M. in the Conference Hall of CDA, Cuttack.


Secretary

Cuttack Development Authority