



OFFICE OF THE
ODISHA STATE COMMISSION FOR WOMEN

Block No. I & II, 3rd Floor, Toshali Bhawan, Satyanagar, Bhubaneswar-7

Ph: 0674-2573850, Email: osw.od@nic.in



QUOTATION CALL NOTICE

No. SCW-47/15 - 15197

Date: 10/12/21

Sealed quotations are hereby invited from the **Out sourcing agencies** having valid GST/TIN /SRIN/Service Tax/Any other Govt. approved Tax Numbers if any for providing one Consultant to the official purpose of the Commission. The quotation papers should be dropped in the quotation drop box of the Commission on or before **dt. 18.12.2021 by 12.30 P.M.** The contact numbers and quotation purpose of the concerned firms must be quoted on the envelopes. The quotation papers will be opened on **18.12.2021 at 4.00 P.M** in the presence of representatives/authorized representatives of the **Out sourcing agencies**.

Name of the post:-

Consultant

Job description:

- Technically support for organising Consultation, Meetings, Seminars on issues related to women and girls, development of concept notes, documentation, report facilitation and preparation of proposals for training and conduct session on different issues.
- Co-ordinating with Government organisation and Non-Government organisation and other institutions. Compilation of case studies and any other technical support as and when required by the Commission.
- Preparation of IEC materials on Women related laws & Women Rights in Odia, English and Hindi.

Educational Qualification:

The candidate must have the following qualification :

- Master in Women Studies/ Social Work/ Gender Study/ Sociology/ Psychology & Human Rights. Retired Judges/Retired OAS Officers may also eligible for this post through Outsourcing Agencies. The candidate having LLB qualification will be given additional priority. The candidate must have computer knowledge in MS office,
- Fluency in English, Hindi and Odia.

Experience:

Minimum three years experience in women related issues such as Women Empowerment, Violence Against Women, Women Rights, Social development issues in State level/International level/ reputed organisation of Government/ Non Government.

Work assignment :

Annual contract basis. Renewal subject to basing on satisfactory performance.

Monthly Remuneration:-

Keeping in view of the experience & job chart of the Consultant, to get a suitable competent/experienced/requisite highly qualified/smart & energetic person for the official work, the monthly remuneration of the Consultant of the Commission may be fixed to minimum of Rs. 30,000/- excluding GST charges .

Besides the above, TA/DA will be provided to the Consultant after official tour as per the official guideline. Rs.500/- p.m. will be provided as telephone charge on actual performance of Commission's work.

The Selection Committee of the Commission have reserve the right to cancel any quotations without assigning any reason thereof.


Convener Secretary,
Odisha State Commission for Women.

Memo No. 15198 /OSCW

Dated 10/12/21

Copy forwarded to Joint Secretary to Govt., W & CD Deptt., Govt. of Odisha for kind information.


Convener Secretary,
Odisha State Commission for Women.

Memo No. 15199 /OSCW

Dated 10/12/21

Copy forwarded to Special Assistant to Chairperson/Jr. Stenographers, OSCW for kind information of the Hon'ble Chairperson & Members of the Commission.

B. Sasmita
Convenor Secretary,
Odisha State Commission for Women

Memo No. 15200 /OSCW

Dated 10/12/21

Copy forwarded to Accounts Section/Guard File/ Notice Board/Diarist, OSCW for information and necessary action.

B. Sasmita
Convenor Secretary,
Odisha State Commission for Women.

Memo No. 15201 /OSCW

Dated 10/12/21

Copy forwarded to all the Offices of annex building with a request to display the Quotation call notice in their Notice Board for wide publicity.

B. Sasmita
Convenor Secretary,
Odisha State Commission for Women.

Memo No. 15202 /OSCW

Dated 10/12/21

Copy forwarded to JPO/DEO, OSCW to display the same in the official Website of the Commission.

B. Sasmita
Convenor Secretary,
Odisha State Commission for Women.