

OFFICE OF THE DISTRICT MAGISTRATE  
North 24 Parganas  
Administrative Building, Barasat, Kolkata – 700 124.

Memo No: 1583/Food/N/24/2017

Dated: 18/09.2017

## NOTICE INVITING TENDER

1. In view of G.O No. 1885/FS/O/Sectt/IT-05/2004 dated 28.06.2017 the office of the District Magistrate, North 24 Parganas invites sealed Tender from the bonafide, resourceful and experienced Agencies for hiring of 'Data Entry Operators' in the authenticated bidding sheet. The Data Entry Operator will be deployed in the blocks/Municipalities/RO offices of Food & Supplies Department, North 24 Parganas for Ration Card Life Cycle management under SSDG Project.
2. A) Last date of submission of tender : 10.10.2017 within 2.00 P.M  
B) Date and time of tender opening : 10.10.2017 at 3.00 P.M
3. Earnest Money Deposit (EMD) to be submitted along with the Technical Bid :Rs. 2000/- (Rupees Two thousand only) by a crossed demand draft from any nationalised bank in favour of "**The District Magistrate, North 24 Parganas, payable at Kolkata**".
4. The authority reserves the right to accept/reject any or all of the tenders submitted without assigning any reason what so ever.

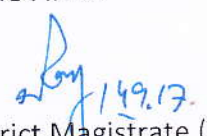
Other details can be seen in the tender document.

## **TERMS AND CONDITIONS :**

1. The contract shall be in force until further order and may be renewed on the basis of depending upon the performance and quality of the Agency. The contract can be terminated by the competent authority at any time without assigning any reasons.
2. The payment to the engaged "Data Entry Operators" will be subject to satisfactory service to be certified by the Officers/Sections, where they are engaged.
3. Escalation clauses towards payment to the engaged "Data Entry Operators" shall not be accepted on any ground during the period the contract is in force.
4. The persons engaged will be expected to observe discipline and decorum in office.
5. The Services of the "Data Entry Operator" may be provided on all working days or any holidays as and when required. The selected agency will immediately provide a substitute in the event of any person remaining absent from the job due to personal reasons.
6. The contractor shall comply with all the labour laws in relation to its employees including payment of minimum wages as laid down by or under any law.
7. The engagement does not confer right for continuation or extension of the contract on any account. This engagement will be purely a short term temporary arrangement on contractual basis.
8. The persons engaged must be graduate from a recognized University with Certificate in Computer Application from recognized University/Institute.
9. The Agreement with the selected Agency will be executed on Rs. 10/- Non-judicial Stamp Paper on awarding of work.
10. The person engaged shall not claim any benefit / compensation/ absorption / regularization of service from this office under the provisions of Industrial Disputes Act 1947 or Contract Labour (Regulation & Abolition) Act, 1970. An undertaking to this effect from the engaged persons shall be required to be submitted by the service provider to this office.
11. Contribution towards GPF, ESI, Gratuity etc. is to be met by the Agency as per rule.
12. No medical facilities or reimbursement thereof will be provided by this office.
13. The firm applying for the tender must possess the following qualification :
  - i) Registration Certificate from a competent Government Authority for running the agency.
  - ii) At least three years relevant experience with any Govt. Deptt./Organisation.
  - iii) The Firm must have PAN No., Service Tax/Sales Tax Registration No. and other relevant documents.
14. The bidding Firm shall quote their bid as per the Minimum Wages Act applicable.

15. The tenderer will fill up the technical information in the Annexure – I which may be put in a sealed cover clearly marking it as 'Technical Bid'. The Technical Bid should be accompanied by an Earnest Money deposit of Rs. 2000/- (Rupees Two thousand) only in the form of a crossed Demand Draft/Pay Order drawn in favour of "The District Magistrate, North 24 Parganas, payable at Kolkata" and the other relevant documents. The tender received without EMD will be rejected summarily. This money is refundable to the bidder after award of the contract. Annexure – II shall consist of rates inclusive of all charges/service tax etc. which should be put in a sealed cover marking it as "Financial Bid". Both the sealed covers can be put in a single cover while submitting the proposal to this Office. The Blank Annexure – I & II are enclosed herewith.
16. If, during the period of contract, the performance of the firm is found to be unsatisfactory at any point of time, the authority may terminate the contract after serving a one month notice and the decision in this regard, of this office shall be final and binding on the Firm.
17. Submit quotation/bid to the "O/C Food, North 24 Parganas, Barasat" at the address : "District Controller (Food & Supplies), North 24 Parganas, Minority Bhawan, Banamalipur Road, Barasat within 2.00 P.M on 10.10.2017".

It may be indicated in the rates quoted that the Service Tax is included/excluded. The envelope containing the quotation should be super scribed as "Quotation for providing manpower to work as "Data Entry Operators". The bids will be opened on 10.10.2017 at 3.00 P.M in the chamber of the undersigned in the presence of the O/C Food and the District Controller (F&S), North 24 Parganas and the representative of the Firms.

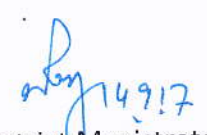
  
Addl. District Magistrate (T),  
North 24 Parganas

Dated: 18/09.2017

Memo No: 1583/1(11)/Food/N/24/2017

Copy forwarded for information and taking necessary action to :

1. The District Magistrate, North 24 Parganas.
2. The AEO Zilla Parishad, north 24 Parganas.
- 3-7) All S.D.O, North 24 Parganas.
- 8) The D.I.C.O, North 24 Parganas... with a request to publish the abridged tender notice in local Newspaper
- 9) The DIO, NIC, North 24 Parganas...with a request to upload the tender notice in District Website.
10. The NDC, North 24 Parganas.
- 11) Office Notice Board

  
Addl. District Magistrate (T)  
North 24 Parganas