

OFFICE OF THE DISTRICT MAGISTRATE NORTH 24 PARGANAS


Administrative Building, Barasat, Kolkata 700124


MEMO NO : 281 / Food

Date : 12.09.2014

NOTICE INVITING TENDER

1. The office of the District Magistrate, North 24 Parganas invites sealed Tender from the bonafide , resourceful and experienced Agencies for hiring of “ Data Entry Operator” in the authenticated bidding sheet for Seven Months from the date of finalization of the tender. The Data Entry Operator will be deployed in the Blocks / Municipalities / RO offices of Food& Supplies Department, North 24 Parganas.
2. A) Last date of submission of tender : 25.08.2014 within 2:00 PM
B) Date and Time of tender opening : 25.08.2014 at 3:00 PM at O/C Food North 24 Parganas Administrative Building (District Magistrate Office, 2nd Floor, Room No 332, Barasat)
3. Earnest Money Deposit (EMD) to be submitted along with the Technical Bid: Rs. 2000/- (Rs. 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 the tender without assigning any reason what so ever.
Other details can be seen in the tender document.


11.09.14

Addl District Magistrate(T)
North 24 Parganas

11.9.14

HIRING OF DATA ENTRY OPERATOR THROUGH AGENCY

TERMS AND CONDITIONS:

- 1) The contract shall be in force for Seven Months and can be renewed further 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.
- 3i) Escalation clause 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 1974 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 CPF,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 document.

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/- (Rs. 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 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 and 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 : O/C, Food, North 24 Parganas, Administrative Building/District Magistrate Office, 2nd Floor, Room No. 332, Barasat within 2 :00 PM on 25.09.2014.

It may be indicated in the rates quoted that the Service Tax is included/excluded. The envelope containing the quotation should be superscribed as “Quotation for providing manpower to work as Data Entry Operators. The bids will be opened on 25.09.2014 at 3:00 P.M in the chamber of the undersigned in the presence of the representative of the firms.

Rg 11.09.14

Addl. District Magistrate(T),
North 24 Parganas.

Date : *Rg*
11-9-14

MEMO NO :

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. The District Controller, (F&S), North 24 Parganas.
4. (All) SDO's, North 24 Parganas.
5. The D.I.C.O, North 24 Parganas. – With a request to publish the tender notice in local Newspaper
- ✓ 6. The DIO, NIC, North 24 Parganas. – With a request to upload the tender notice in District website
7. The NDC, North 24 Parganas.
8. Office Copy.

Rg 11.09.14

Addl District Magistrate(T)
North 24 Parganas

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PART I - TECHNICAL BID

(Quotation Tender Form)

INFORMATION OF TENDERER FOR PROVIDING DATA ENTRY OPERATOR

1. Brief Bio data with check list of the Tender (Please enclose separately)
2. Name, Address with Telephone _____ Number of the Firm/agency _____
3. Name, Designation, Address _____
and Telephone _____ Number of Authorised _____
person of the firm/agency _____
4. Please specify as to whether _____ Tenderer is sole proprietor/ _____
5. PAN number & Income tax _____
return of the last 2/(two) years _____
6. Service Tax/Sales Tax Regn. No. _____
07. Details of earnest money deposited
 - a) Amount _____ Rs. _____ Rs.(in words)
 - b) Bank Draft _____
 - c) Date of issue of Bank Draft/ _____
 - d) Name of issuing Authority _____
8. Details of experience in _____
the relevant field over _____
full details of the _____
organization where such _____
services was performed _____
along with copies _____
of the satisfactory report _____
9. Any other information _____
10. Declaration by the Contractor _____

This is to certify that I/ we signed this tender have read and fully understood all the terms and conditions hereina and I/we undertake myself / our selves abide by them.

Dated:

(Signature of Tenderer) Name:

Designation: Address:

Phone (00)

APPLICATION-FINANCIAL BID
(For Providing Data Entry Operators)

1. Name of tendering Company/Firm/Agency.
2. Details of Earnest Money Deposit: Rs. 2000/-(Two Thousand only) D.D. /P.O. No. Date and Drawn on Bank:
3. All the Data Entry Operators deployed will be paid their wages on the monthly basis by the Company/Firm/Agency and the proof of disbursement will be submitted to this Department.
4. Rates are to be quoted in accordance with the Minimum Wages act 1948, as applicable in the NTC of Delhi.

Rate per person per month Rs. _____
(Rupees _____) inclusive of all statutory liabilities, taxes, levies, cess/edu. Cess. Etc.

Offer Rate per Data Entry Operator per month

(Signature of Tenderer)

Name:

Designation:

Address

Seal:

Date:

Place:

Notes:

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been pertained by each man power.