

**Government of West Bengal
Office of the District Magistrate
North 24 Parganas, Barasat
[Regional Transport Office]**

TENDER NOTICE

Ten (10) Data Entry Operators will be engaged on contract basis, at the Regional Transport Office, North 24 Parganas, Barasat, under the Office of the District Magistrate, North 24 Parganas. The general terms and condition are as under.

1. The contract shall be in force for one year and can be renewed further depending upon the performance of the firm. The office shall have the right to terminate the contract without any prior notice before expiry of the period without assigning any reason what so ever.
2. The person engaged must be at least a Graduate and must have typing speed of 30 w.p.m. The person engaged must have the knowledge of MS Office including MS Word, MS Excel etc.
3. The selected agency shall be solely responsible for complying with all statutory obligations including Minimum Wages Act etc.
4. The Agency shall not engage the services to any sub-contractor or transfer the contract to any other person.
5. The Agency shall be fully responsible and answerable to the District Magistrate for the performance of the contract entrusted to them under the contract and also for any act of commission and /or omission on the part of the workers deployed by them.
6. The rates quoted shall be net and inclusive of all taxes etc. as per format given below. Escalation of rate shall not be accepted on any grounds during the period when the contract is in force.
7. It may also be ensured that the person engaged will observe office discipline and decorum and will not misbehave with any official.
8. The payment shall be on monthly basis on submission of bills after completion of all formalities.
9. In case services are not given for a particular days(s), proportionate recovery will be made at the quoted rate of rupees per persons divided by thirty.
10. The payment of such engaged contract workers will be subject to providing of satisfactory services which may be certified by the Officer/Sections where they are engaged.

11. The engagement does not confer any right for continuation or extension of the contract on any account. This will be purely short term temporary arrangement on contractual basis.
12. Any liability regarding payment to the workers, or arising due to non compliance with any of the labour laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the Contractor.
13. Work shall start in the mornings from 10.00 A.M., and till to 06:00 P.M. on all working days with usual Lunch Break. Working hours may be extended to holidays also, if situation demands. No extra remuneration will be provided for that.
14. The service provider's employees shall not claim any benefit/ compensation/ absorption/ regularization of services with this office. An undertaking from the person to this effect will be required to be submitted by the service provider to this Department.
15. The successful tenderer will have to Provide Data Entry Operator within 7 (Seven Days) from the date of entering into the agreement.


Sealed quotation (Financial bid as per Annexure- I) indicating the monthly rates per person (inclusive of all charges including EPF, ESI Service Tax, Income Tax, Professional Tax etc.) along with complete credentials may be sent to the undersigned in an envelope superscripted as "**Quotation for providing Data Entry Operator**" within 15-07-2016 on or before 15:00 hrs. The tender will be opened on 18-07-2016 at 16:00 hrs., in the chamber of the Additional District Magistrate (General), North 24 Parganas. However, this office has every right to cancel all or any of the quotation(s) without assigning any reason thereof.


Additional District Magistrate (General)
North 24-Parganas, Barasat

Memo No. 2221(7)/MV/Bst.

6/27/16/16
Dated : 24-06-2016

- Copy forwarded for information and necessary action to :
1. The Secretary, Zilla Parishad, North 24 Parganas. He is requested to display the same in his Notice Board.
 - 2-6. The Sub-Divisional Officer, Bidhannagar / Barasat (Sadar) / Basirhat / Bongaon / Barrackpore, North 24 Parganas. He is requested to display the same in his Notice Board.
 7. District Informatics Officer, National Informatics Centre, North 24 Parganas, with a request to put it up on District Website.


Additional District Magistrate (General)
North 24-Parganas, Barasat

6/27/16/16

ANNEXURE- I

Financial Bid

To
District Magistrate
North 24 Parganas, Barasat.

Sub: Quotation for award of Contract for Providing Services of Ten
(10) Data Entry Operators.

Sir,

With reference to your Memo No. 2221(7)/MV/Bst. dated 24-06-2016 on the subject mentioned above I/we quote the rate for above mentioned work as under.

Rate per person, per month (inclusive of all charges including EPF, ESI service Tax etc.)
Rs. (in figures)
Rs. (in words)
Total amount payable for 10 (Ten) persons Rs.

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

Name & signature of the Authorized
Person of the firm along with seal and
designation

Date :