

Memo no. 308

Date: 19/01/17

**EXPRESSION OF INTEREST**

Applications are hereby invited from the reputed agencies / individuals for outsourcing of the manpower having requisite skills of Computer i.e. Word, Excel and accessing of e-mails for different health programme under District Health & Family Welfare Samiti, North 24 Parganas. Sealed application along with prescribed format in "Annexure-A" and all relevant documents as per eligibility criteria should be submitted in **drop-box** kept in office of the undersigned **within 30.01.2017, 3.00 P.M.**

This EOI will be published on the notice board in the office of the undersigned @ official website of North 24 Parganas district ([www.north24parganas.gov.in](http://www.north24parganas.gov.in))

**The date of publication of EOI: 19.01.2017**

**The date for submission of applications in sealed envelope: From 19.01.2017**

**to 30.01.2017, 3.00 P.M.**

**The closing date of EOI: 30.01.2017, 3.00 P.M.**

**The date of opening of EOI: 30.01.2017, 4.00 P.M.**

The agencies to be selected on the basis of lowest price among the agencies / individuals found eligible. The details of the eligibility criteria for selection of the agencies and ToR are hereunder-

1. The agencies / individuals has valid VAT, PAN
2. The agencies / individuals has valid last 2(two) years IT return
3. The agencies / individuals has valid trade license of outsourcing
4. The manpower to be outsourced from the eligible agencies should have skills on computerized data processing i.e. Word, Excel and accessing of e-mails.
5. Payment will be made to the selected agency / individual on per day basis through attendance of the engaged manpower.
6. Authority has reserves all right for cancellation of this EOI
7. Authority has reserves all right to give work order to the selected agency / individual as and when required basis within maximum period of 1(one) year.
8. Claim of any benefits, monthly remuneration, TA/DA and others from individual manpower engaged by the selected agency / individual, will not be accepted to this end.

  
Secretary, DH & FWS &

Chief Medical Officer of Health, North 24 Parganas

**"Annexure-A"**

Sl. No.	Name and address of the agency / individual	Rate per manpower per day (from 10.30 AM to 5.30 P.M) in Rs.

*M. Ananya*  
19/01/17

**Secretary, DH & FWS &  
Chief Medical Officer of Health, North 24 Parganas**

*[Signature]*