



Memo. No :- 207 -BCW/BST

Dated- 02 / 02 /2017


### NOTICE INVITING TENDER

Sealed Tender is invited from the bonafied, resourceful and experienced Agencies for providing DATA ENTRY OPERATORS to work in the office of the undersigned and at different office of the Sub-Divisional Officers of the District to perform the different types of computer based works relating to the Schemes & Projects of the Backward Classes Welfare Department & Tribal Development Department.

Rate for each Data Entry Operator per month to be offered in plain paper or won paper with letter Head of his company. The Sealed tenders **to be dropped** at the **office of the undersigned** on **16<sup>th</sup> February 2017 within 3.00 p.m.** and the tenders **will be opened** on the **same day at 4.00 p.m.** in the **office chamber of the undersigned** in presence of the participating tenderers who will be present at that time. If the said day is declared as a holiday, tender will be received and opened on the next working day as per same time schedule and other conditions will remaining unchanged.

#### **Terms and Condition for submission of Tender :-**

- 1) The Agency should have at least two years of credential for providing DEOs in different Govt. Offices and should have wide range of experience to work with the Soft wares of Backward Classes Welfare Department like Oasis, Oscar etc . Credential certificate from competent authorities should be submitted with the tender documents.
- 2) The Agency should have updated and valid Income Tax Clearance Certificate. Document of IT clearance certificate and photocopy of PAN card to be submitted with the tender documents.
- 3) The Agency should submit photocopy of valid VAT registration certificate and clearance certificate with the tender documents..
- 5) Earnest Money of Rs. 9,000/- ( Rupees Nine Thousand ) only to be deposited in the form of Bank Draft issued in favour of the "Project officer cum District Welfare Officer, BCW, North 24 Parganas".
- 6) The Data Entry Operators to be provided by the Agency should have Minimum Qualification of Graduate and have experience to work with the computers with latest configuration. They should be well accustomed with word, excel, power point , photo shop and internet surfing and also with the Soft wares of Backward Classes Welfare Department.
- 7) Before engaging the DEOs, provided by the qualified agency , in the work of the office of the undersigned or in work of the Sub-Divisional Offices a formal interview will be taken by the undersigned to ensure their capability.
- 8) The Successful tenderer should have to go through an agreement regarding terms & conditions on Non-Judicial Stamp Paper of Rs. 10/- ( Rupees Ten only ) with the undersigned.
- 9) The contract with agency to provide DEOs will be for one year only and may be renewed for another year if the work is satisfactory.

  
**P.O. cum D.W.O., BCW,**  
**North 24 Pargonas.**



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Copy forwarded for information and

- 1) The Secretary , North 24 Parganas Zilla Parishad. It is requested to arrange to display the notice on the office Notice Board.
- 2-6) The Sub-Divisional Officer, All Sub-division , North 24 Parganas. It is requested to arrange to display the notice on the Notice Board.
- 7) The Nazarat Deputy Collector, Barasat Collectorate, North 24 Parganas. He is requested to display the notice on the Notice Board.
- 8) The District Informatics officer, NIC, North 24 Parganas. He is requested to upload the notice in the District Web-site within 3<sup>rd</sup> Feb'2017.
- 9) The District Information and Cultural Officer, North 24 Parganas. He is requested to make necessary arrangement for publishing the Notice Inviting Tender on or before 3<sup>rd</sup> Feb'2017 in Sambad Pratidin & in The Statesman.
- 10) CA to the District Magistrate, North 24 Parganas.
- 11) CA to the Addl. District Magistrate ( Treasury) ,North 24 Parganas

*7/02/2017*  
P.O. - cum - D.W.O.,  
B.C.W., North 24 Parganas.