



Memo No: 2381 (EN)/DCFS/MSD/2018

Dated: 16 /08/2018

NOTICE INVITING TENDER

SCHEDULE OF IMPORTANT DATES

Particular	Date & Time
Date of Publication of NIT	17.08.2018
Bid Submission start date & time	17.08.2018 11 AM onwards
Last date & time of submission of bid	04.09.2018 up to 12.00 noon
Date of time of bid opening in the Office of District Controller, F&S, Murshidabad	04.08.2018 at 3 PM

As per memo no. 1733-FS/O/Sectt/IT-05/2014 Dt. 11.07.2018 of Joint Secretary Govt. of West Bengal F&S Department, for the purpose of Ration Cards Life Cycle Management in different blocks and Municipalities as mention below of the Murshidabad District, sealed bids are invited from the interested agencies having credential and requisite experience for placement of Data Entry Operator as specified below.

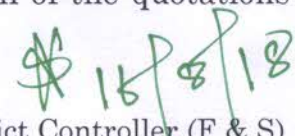
Name of Work	Data Entry Operations for Ration Cards Life Cycle Management <u>In 16 Block/ Municipality Inspector Offices</u>
Location of works	<p><u>1.Berhampore Sub-Division</u> (a) Berhampore Municipality (b) Beldanga-I (c) Hariharpara.</p> <p><u>2.Lalbagh Sub-Division</u> (a)Murshidabad-Jiaganj Block (b)Lalgola Block (c) Bhagawangola-I Block (d) Nabagram Block.</p> <p><u>3.Kandi Sub-Division</u> (a) Kandi Block. (b) Khargram Block. (c) Bharatpur-II Block.</p> <p><u>4.Jangipur Sub-Division</u> (a) Raghunathganj-I Block (b) Farakka Block (c) Suti-I Block d) Sagardighi Block</p> <p><u>5.Domkal Sub-Division</u> a) Jalangi Block (b) Raninagar-II Block</p>
Contact Period	Up to 30.05.2019 from the date of appointment
Tender inviting Authority	District Controller (F&S), Murshidabad
Rate per D.E.O.	Not exceeding 11,500/- per month (inclusive of administrative charges)

Qualification of D.E.O.	<ol style="list-style-type: none"> 1. Not more than 37 years of age as on 01.08.2018 2. He/ She must be local resident of the area of posting. 3. He/ She must have Matriculation and Diploma in Computer (One Year) or equivalent educational qualification.
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Tender Document shall contain the following	<ol style="list-style-type: none"> 1. Documents related to credential of 3 years' experience of Data Entry works at any Govt. Office. 2. Registration Certificate/Trade License 3. GST registration Certificate 4. ESI Certificate 5. EPF Certificate 6. The bids related to rate & payment mode of salary payment to the DEOs per month and also administrative charges by agency. (Annex - 1) 7. Working experience and qualification of the DEOs.
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All bids will be received at the office of the DCF&S Murshidabad in sealed envelopes till 04.09.2018 up to 12.00 noon on all working days during offices hours. Bids will be opened on 04.09.2018 at 3 PM in the office of the District Controller (Food & Supplies) Murshidabad in presence of members of the Tender Committee as selected by the District Magistrate, Murshidabad.

The Tender Committee reserve the right to reject any or all of the quotations without assigning any reason thereof.



 District Controller (F & S)
 Murshidabad

Memo No: 2381/1(45)/DCFS/MSD/2018

Date: 16/08/2018

Copy forwarded for kind information to:

- 01) The District Magistrate, Murshidabad
- 02) The Director, Dte. of DDP&S, F&S Dept., 11/A MirzaGalib Street, Kol-87
- 03) The Joint Secretary to the Govt. Of West Bengal, Dept of F&S 11/A MirzaGalib Street, Kol-87
- 04) The DIO NIC with request to put up the notice at the district website and also to attend the Tender
- 05) The District Information and Culture Officer Murshidabad with a request to put up the notice at a district news paper district news paper.
- 06-11) Sub-Divisional Officer, Berhampore/Kandi/Lalbagh/Jangipur/Domkal with request to make an arrangement for display the notice at your office Notice Board.
- 12-16) The Sub-Divisional Controller,(F&S) Berhampore/Lalbagh/Kandi/Domkal/Jangipur with request to make an arrangement for display the notice at your office Notice Board.
- 17) The Treasury Officer, Berhampore Treasury no-I, attend the Tender Open Schedule.
- 18-45) The Block Development Officer (All)/Chairman of Municipality(All) with request to make an arrangement for display the Notice at your Office Notice Board.


 District Controller (F & S)
 Murshidabad

Annexure-I

FINANCIAL OFFER

I(*Name of agency*), hereby give financial offer of
..... (*Amount/month*) as rate of engaging DEOs
(inclusive of all administrative charges).

.....
Signature of Agency