

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE
MURSHIDABAD
ADMINISTRATIVE BUILDING,
BERHAMPORE, DIST.MURSHIDABAD, PIN-742101**

Memo No. 2220(73)/DCFS/MSD/2016

Dated: 13/06/2016

TENDER NOTICE FOR SELECTION OF AGENCY FOR ENGAGEMENT OF DEOS

For Ration Cards Life Cycle Management 16(sixteen) Data Entry Operators on hiring basis will be engaged in this district at the following places (1or2 Blocks and /or Municipality clubbed together) from July 2016 to March 2017 at monthly remuneration not exceeding Rs. 11500/- per month as Memo No. 777FS dated 01.04.2016 and 5859 F(Y) dated 22.07.2013

1. Berhampore Sub-Division

- a) Beldanga-I & Beldanga-II & Beldanga Municipality
- b) Nowda and Hariharpara
- c) Berhampore Block and Municipality
- d) Jalangi Block and Domkal Block

2. Lalbagh Sub-Division

- a) Murshidabad-Jiaganj Block and Murshidabad Municipality
- b) Jiaganj Azimganj Municipality and Bhagawangola-I Block
- c) Lalgola Block and Bhagawangola-II Block
- d) Nabagram Block
- e) Raninagar-I & Raninagar-II Block

3. Kandi Sub-Division

- a) Kandi Block and Kandi Municipality.
- b) Khargram Block & Burwan Block
- c) Bharatpur-I Block and Bharatpur-II Block

4. Jangipur Sub-Division

- a) Sagardighi Block and Raghunathganj-I Block
- b) Raghunathganj-II Block and Jangipur Municipality
- c) Suti-I & II Block
- d) Samsanganj Block, Farakka Block and Dhulian Municipality

For the above purpose quotations are invited for interested agencies who will offer such Data Entry Operators. Qualifications for DEO shall be as follows:

1. Not more than 37 years of age as on 01.06.2016
2. He/She must be local resident of the area of posting
3. He/She must have Matriculation and Diploma in Computer one or equivalent qualification.

Agencies must submit the following documents along with their applications quoting rate and list of offered DEOs:-

1. Credential of 3 years prior experience at a Govt. Office
2. Statuary component of salary payment proof including EPF and ESI
3. Registration Certificate / Trade License
4. VAT
5. The rate & payment mode of salary to the DEO per month by agency.

All quotations will be received at the office of the DCF&S Murshidabad in sealed envelopes till **27.06.2016 upto 12 PM** on all working days during office hours. Quotation will be opened on **27.06.2016 at 4PM** in the office chamber of the undersigned in presence of members of the Tender Committee as selected by the DM Murshidabad.

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

13/6/16

Tluu
13/06/2016
Addl. District Magistrate (Gen)
Murshidabad.