

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

Memo No: 87 /DCFS/MSD/2018

Dated: 15 /01 /2018

TENDER NOTICE FOR SELECTION OF AGENCIES FOR ENGAGEMENT OF DEO,S

For the purpose of 'Ration Cards Life Cycle Management' in different Blocks and Municipalities as mentioned bellow of the Murshidabad District , 17(seventeen) Data Entry operators will be engaged on hiring basis upto March,2018 at the rate of monthly remuneration not exceeding Rs. 11000/ per month . Therefore , sealed quotations are invited from the interested agencies having credential and requisite experience for placement of such qualified Data Entry Operators as specified bellow .

1.Berhampore Sub-Division

- a) Berhampore Block
- b) Beldanga Miunicipality
- c) Beldanga-II Block
- d) Nowda Block

2.Lalbagh Sub-Division

- a) Murshidabad Municipality
- b) Jiaganj-Azimganj Municipality
- c) Bhagawangola-II Block

3.Kandi Sub-Division

- a) Kandi Block.
- b) Burwan Block
- c) Bharatpur-I Block

4.Jangipur Sub-Division

- a) Raghunathganj-II Block
- b) Jangipur Municipality
- c) Suti-II Block
- d) Samserganj Block,
- e) Dhulian Municipality

5.Domkal Sub-Division

- a) Domkal Block
- b) Raninagar-I Block

Qualification of Data Entry Operators :

1. Not more than 37 years of age as on 01.01.2018
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.

Terms & Conditions applicable for the Agencies for placement of DEOs :

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

1. Credential of 3 years experience of Data Entry works at any Govt. Office
2. Statuary component of salary payment proof including EPF and ESI deposition
3. Registration Certificate / Trade License
4. GST registration.
5. The rate & payment mode of salary payment to the DEO per month and also administrative charge by agency.
6. Working experience and qualifications of the DEOs will be checked and verified by the authority first then the rate offered by the agencies will be considered .

All quotations will be received at the office of the DCF&S Murshidabad in sealed envelopes till **29.01.2018 upto 12.00** Noon on all working days during offices hours. Quotation will be opened on **29.01.2018 at 2PM** in the office chamber of the undersigned in pursuance of members of the Tender Committee as selected by the DM Murshidabad.

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


Addl. District Magistrate (Gen)
Murshidabad.

Memo No: 87/1(73) /DCFS/MSD/2018

Dated: 15 /01/2018

Copy forwarded for kind information to:-

1. The District Magistrate, Murshidabad.
2. The Shavadhipati, Murshidabad Zila Parishad
3. The Director, Dte. of DDP&S, F&S Dept., 11/A Mirza Galib Street, Kol-87
4. The Commissioner in Food & Supplies Dept., 11/A Mirza Galib Street, Kol-87
5. The DIO NIC with request to put up the notice at the district website and also to attend the Tender Open Schedule.
5. The District Information and Culture Officer Murshidabad with a request to put up the notice at a district news paper.
- 6-10. All SDO(s) Berhampore/Kandi/Lalbagh/Jangipur/Domkal— with request to make an arrangement for display the notice at your office Notice Board.
- 11-14. The Sub-Divisional Controller, F&S Berhampore/Lalbagh/Kandi/Domkal with request to make an arrangement for display the notice at your office Notice Board
- 15-73. The BDO(s)/Savapati /Chairman, Block/Municipality.....with request to make an arrangement for display the Notice at your office Notice Board.


Addl. District Magistrate (Gen)
Murshidabad