



Government of West Bengal
Office of the District Magistrate, Darjeeling
(Food Department)

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Memo M J / Food.

Dated 8th January 2015

Tender Notice

The Department of Food & Supplies has undertaken steps for setting up the Block Food Office infrastructure including WBSWAN connectivity to ensure prompt and time-bound services for ration card life of cycle management under SSDG project. Such infrastructure is being provided with a view to support the delivery of services as notified under the provisions of the West Bengal Public Service Delivery Act. 2013

In this connection, Food & Supplies Department has approved for engagement of 9(nine) Data Entry Operators on hiring basis at a monthly remuneration not exceeding 11,000/- per month in Blocks & Municipalities of Darjeeling District where from such services are to be provided

Each Data Entry Operator shall be assigned for the work of two blocks/municipalities and accordingly hiring of such Data Entry Operator shall be done through agencies who will offer Data Entry Operator to be selected on observance of tender formalities.

As such sealed tenders are hereby invited from reputed and resourceful firms/companies having sufficient credential for supplying Data Entry Operators at various Offices (Government).

Scope of Work:

The agency shall have to provide 9(nine) Data Entry Operators for 12 (twelve) blocks and 5(five) Municipalities of Darjeeling District for 1 (one) year. Such operators may be posted anywhere in the district and for that no additional facilities will be provided except the monthly remuneration through the agency. The Data Entry Operator shall have to perform all kinds of data entry works and compilation of reports, returns etc on all working days and sometimes on holidays, if situation so demands as per instruction of authority in the Food & Supplies Department.

Eligibility Criteria:

1. The firm/agency should have registration under appropriate Act. and shall submit credentials for supplying D.E.O.(s)/ skilled or semi-skilled persons having knowledge of computer to Govt. Offices during the last 5(five) financial years (2009-10, 2010-2011, 2011-12, 2012-13, And 2013-14).
2. The firm should have registration under the Provident Fund and the Employees State Insurance Scheme.
3. The firm should submit the Annual Turnover for the last 3 (three) F.Y. (2011-12, 2012-13, and 2013-14)
4. The firm must submit the latest P.T. clearance.
5. Photocopy of PAN

Financial Offer:

1. **Earnest Money:** An amount of Rs. 20,000 (Rupees twenty thousand only) shall be deposited as earnest money in the form of Call Deposit in favour of District Magistrate, Darjeeling with the application/bid.
2. The bidder shall quote the rate both in figures and in words in their official letter-head in the following format for supplying 9(nine) D.E.O.(s) and monthly remuneration to be paid to a D.E.O. by him shall not exceed Rs. 11,000/- per month.

No. of DEO (s)	Total Remuneration to be given to the 9 DEO(s) for 12 months	Remarks
9 (Nine)		

3. The successful firm/agency shall have to deposit an amount of Rs.50,000 (Rupees fifty thousand only) as security deposit with the District Magistrate, Darjeeling.

Other Terms and Conditions:

1. The tenderer shall be responsible for supplying D.E.O.(s) immediately as when requisition will be placed before him by the authority.
2. The D.E.O. to be offered for work must be a graduate of any stream (except Fine Arts) and must have 6(six) months Diploma Course in Computer Application from Govt. recognized institution.
3. The D.E.O.(s) shall have to work in the block/municipalities from 10:00 A.M. to 5:P.M. and also beyond normal office hours, if necessity arises.
4. Delay in providing D.E.O.(s) as per requisition will make the tenderer liable for deduction of 2% of final amount payable for each day of delay beyond the date fixed up in the final agreement as indicated in the work order.
5. The tenderer must replace any D.E.O./ (s) who is/are found to be insincere, remains absent without prior permission of the authority.
6. The D.E.O. must always abide by the instruction issued by the authority in the Food & Supplies Department in the Block and Sub Divisional level not below the rank of an S.I. F&S.
7. Any other information, if any, may be obtained from the District Controller, Food & Supplies Office at Darjeeling at Siliguri, during office hours on all working days.

Work Completion period: The tenderer must supply required number of D.E.O.(s) within 5 (five) days after the issue of work order.

Tender Submission:

1. The tender documents complete in all respect shall be received in a sealed box kept in office Chamber of ADM(G) Darjeeling up to 2:00 P.M. on or before. *8th February, 2015*
Bids will be opened on the same date at 4:00 P.M. in the office chamber of the ADM(G) Darjeeling.
The bidders may remain present at the time of opening the tenders.
2. The undersigned reserves the right to reject or to accept any tenders without assigning any reason whatsoever.
3. The successful tenders will be given work order only after an agreement in respect of the modalities of the work to be done is signed by him indicating his acceptance of the conditions that would be laid down in the agreement.

Sd/-

**Additional District Magistrate (G)
Darjeeling.**