

Siliguri Jalpaiguri Development Authority

Tenzing Norgey Road, Pradhan Nagar



Phone. No. (0353) 2512922, 2515647

Fax: (0353) 2510056

Memo no. 722/S.J.D.A.

Date 16.03.2012

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from the reputed local computer / software / placement agencies, having valid trade license, PAN, VAT & service Tax registration etc. for providing data entry operator / computer assistant to the office of SJDA to perform regular Data Entry Work, computer jobs etc.

Quotation to be submitted in two (2) envelopes:-

- (I) Technical Bid – detailing the following components
 - a) Experience / credential of the agency
 - b) Qualification of the D.E. O.s (minimum requirement – Passed + 2 level with proficiency in computer skill)
 - c) Capacity to provide maximum no. of DEO at a time
- (II) Financial bid – Detailing the following component
 - Rate of each D.E.O per month

Terms & conditions:

- a) A screening test will be taken by the authority of the sponsored DEOs before engagement.
- b) The agency need to furnish an indemnity bond for keeping survey of all the official works.
- c) Each sponsored DEO needs to needs to be submit similar bond alongwith personal details viz EPIC, Address Proof ect.
- d) Payment will be made to the agency on satisfactory service on monthly attendance basis.
- e) If required, the DEOs should be replaced by suitable candidates within 3 days notice to the agency.
- f) The DEOs may have to work beyond regular office hours and on holidays, if required.
- g) Rate should be quoted covering all taxes, specially service tax. However, necessary deduction will be made as per rule by the authority.
- h) The engagement is primarily for six (6) months, may be renewable for further period. However the engagement may be terminated at any point of time with seven (7) days notice from the authority in case of non – satisfactory services of the agency. The Discretion of the authority is final in this regard.

Quotation complete in all respect should reach this office within 26th March, 2012.

Memo No. 722/S.J.D.A.

Copy forwarded for information:-

1. District Magistrate, Darjeeling.
2. Sub Divisional Officer, Siliguri.
3. Commissioner, Municipal Corporation, Siliguri.
4. Additional Executive Officer, Siliguri Mahakuma Parishad, Siliguri.
5. Sub Divisional Land and Land Reform Officer, Siliguri.
6. Sub Divisional Information and Cultural Officer, Ghosh Villa, Siliguri.
7. Accounts Officer, SJDA.
8. Associate Planner (Sri Saibal Thakurata), SJDA for uploading in web site.
9. SJDA Notice Board.

Chief Executive officer,
Siliguri Jalpaiguri Development Authority

Date: 16.03.2012

Chief Executive officer,
Siliguri Jalpaiguri Development Authority