

**FILE NO.NAD-17099/7/2019-ELEC SEC**  
**Government of West Bengal**  
**Office of the District Magistrate & District Election Officer, Nadia**  
**District Election Section**

**NOTICE OF INVITING TENDER**

Tenders are invited from the bonafide, reputed, experienced and resourceful agencies for supplying 4 men power (2+2 Shifting basis) to attend various calls that will be received at the DCC located at Ground Floor, Administrative Building, Nadia Collectorate through Toll Free helpline numbers **1950** in connection with the Summary Revision of Electoral Roll 2021 and election to the West Bengal Legislative Assembly 2021 on the basis of following terms and conditions.

**Qualification of Operators & Scope of Works**

1. The minimum qualification of operators of DCC is 12<sup>th</sup> pass with good command on area specific languages (here Bengali & English), good typing skills, good articulation and patience.
2. The operators are at least HS passed, have basic knowledge in Computer.
3. The operations time of District Contact Centre should be 09.00 a.m. to 09.00 p.m. on all working days and may be upscaled during the Election Period.

**Terms & Conditions :**

- 1) The tender must be signed by the tenderer with stamp/seal & the amount per unit must be quoted both in words & figures.
- 2) Self attested copies of Valid Income Tax, Trade Licence should be attached with the tender paper.
- 3) The tenderer shall have to submit the following documents with the tender upto date Income Tax / Trade licenses.
- 4) Tender will not be received by post.
- 5) The Tender shall be received by the District Election Section on or before **05.10.2020 upto 02.00 p.m. & will open on the same day at 2.30 p.m.**
- 6) The Addl. District Magistrate (Election), Nadia reserves the right to cancel the tender without assigning any reasons what so ever.
- 7) The tender Notice can be seen in the Notice Board of the District Election Section, Nadia and at the website of the of the District Magistrate, Nadia : (<http://nadia.gov.in>).

**Addl. District Magistrate,(Elec.) Nadia.**

**Memo No. 84/19 / Elec.**

**Dated : 25/9 /2020.**

Copy forwarded for information and request for wide circulation to the :

1. The Officer-in-Charge, NDC, Nadia.
2. P.A to Dist. Magistrate, Nadia, with a request to place it before the Authority.
- 3-6. P.A to Addl. Dist. Magistrate(Gen.)/ (Dev.)/ (Elec.)/ ZP, Nadia, with a request to place it before the Authority.
7. DIO, NIC, Nadia for placing it at the District Website for wide publicity.
8. DICO, Nadia for wide publicity.
9. Office Notice Board, District Election Section, Nadia Collectorate.

**Addl. District Magistrate,(Elec.) Nadia.**