

Government of West Bengal
Office of the District Controller (Food & Supplies), Nadia
Krishnagar, Nadia
Ph (Fax) NO- 03472-252299, Email dcfs.nad.wb@gmail.com

Memo No. 2889 /DC/F&S/Nadia/2017

Date: 12/12/2017

**Notice: Inviting Tender for Data Entry Agency for Facility Management
Service to the office of Food & Supply Department at Block and
Municipalities level.**

The District Controller of Food & Supplies, Nadia on behalf of FOOD & SUPPLIES DEPTT. Government of West Bengal invites Tender from reputed and experienced agencies of the following personnel for 03(three) months as per terms and conditions laid down below.

Details of Data Entry Operator (DEO) are as per following:

Sl. No.	Particulars	Qualification & Experience and other conditions.
1	Essential Qualification	Essential: H.S. with certified course in computer. Desirable: Graduate with an experience in data entry work preferably in Food & Supplies Department, Govt. of West Bengal (MS Word, Excel, Power Point, Accounting Software and Internet application)
2	No. of Data Entry Operators.	13 (Thirteen) at phase-1 and another 14(forteen)nos. may be hired as and when required at phase-11.
3	Age as on 01.01.2017	Not more than 40(Forty) year.
4.	Job profile:	Date Entry Agency to supply of DEO personnel to the office of the District controller Food & supplies, Nadia, West Bengal, actually work place will be deployed at Block and Municipalities as per discretion of the DCFS,Nadia.
5	Time of work	Personnel are required to attend the office on every working day and also on holidays, if required.
6	Resident.	Preference will be given to those candidates who are residing in Nadia district.

The quotation documents, terms & conditions and further details on the nature of work to be done are available at the office of the DCF&S, Nadia at Krishnagar, Nadia. The service providers who are already empanelled with the work in the Office of the District Controller, Food & Supplies. Nadia for such work are required to apply afresh for empanelment.

The aim of this Quotation is to select Data Entry Agency to supply of DEO personnel to the office the District Controller, Food & Supplies, Nadia, West Bengal.

Eligibility criteria:

- i) Bidder must have experience in similar type of job for at least 03(three) years.
- ii) Bidder or any of its/ their staff should not have been blacklisted by Govt. / Govt. Bodies in the past.
- iii) Bidder must be a registered entity under the respective Act of Govt. of West Bengal.
- vi) Bidder must have a sound financial credibility to pay honorarium to deputed DEOs on monthly basis.
- v) All documents and formats required to be submitted with the Technical Proposal

2. Date and Time Schedule:

Sl. No,	Particulars	Date and Time
A.	Submission of Tender	Within 26.12.17 upto 12 noon
B.	Last date of submission of Earnest Money & Hard Copy of Original Documents submitted for this particular tender.	Within 26 .12.17 upto 12 noon
C.	Bid opening	On 27 .12.17 at 2.00 pm
D.	Selection of Successful agency	To be Notified Later on

A) Technical Proposal.

- i) The Bidder must have valid GST, Professional Tax and Trade Licence.
- ii) **Technical proposal should consist of the following documents:**
 - a) Technical proposal submission form on the letterhead of the firm.
 - b) Detailed profile of the company.
 - c) Audited final accounts of last three years till F.Y 2016-17.
 - d) Photo copy of PAN card, GST, Trade Licence, Professional Tax registration certificate and registration for PF and ESI(if any)
 - e) The address of the firm's local office(s) in West Bengal and its branch in this district, if any. (Allongwith telephone/mobile/fax/e.mail etc)
 - f) List of Projects undertaken with work order values during last three years at least for similar assignment in Govt. office.
 - g) Bidder should submit a certificate on average turnover of the last three consecutive financial years (2014-15, 2015-16 and 2016-17) duly signed by the Professional Chartered Accountant along with Income Tax return.

B. Financial proposal.

Rate to be quoted in the shape of at per/less in percentage of the rate offered in point no. 02 under terms and condition clause owing to obtain minimum rate of profit margin subject to condition

providing honorarium to deployed DEOs in accordance with mentioned in point no.09 under terms and condition clause.

Terms and Conditions

1. Closing Date of Quotation submission on: .12.2017 at 12.00 noon.
2. **Offered Price:** Selected agency will be entitled to get not exceeding Rs. 11,000(Rupess Eleven thousand only) per DEO and per month as per order No 207-JS/FS/P/Sectt/1T-05/2014 date 31.07.2014 issued by Joint Secretary to the Govt.of West Bengal, Food and Supplies Department until further order and Tax as applicable will be deducted on payment to the Agency.
3. They will be under the pay roll of the agency and payments as per contract shall be made only to the agency.
4. The agency will be liable to replace within 7 (seven) days any person engaged, if he is not found suitable.
5. DC(F&S),Nadia may extend the period of contract on the basis of satisfactory performance .
6. The agency shall submit the bill in duplicate to this office on monthly basis and will be paid as per availability of fund.
7. Earnest Money: Earnest money of Rs. 5000/- Rupees Five Thousand) only to be paid in the form of Demand Draft/ Banker's Cheque drawn in favour of **“District Controller, Food & Supplies, Nadia” Payable at “SBI Krishnagar”**.
8. Under no circumstances this office entertains any claim towards the wages and other facilities of the personnel.
9. The Agency shall be liable to pay monthly wages to the persons deputed here within 3rd of working day of the next month at the rate laid down as per order regarding minimum wages, issued by Labour Department, Govt of West Bengal with the concurrence of Finance Department's in order to avert the dissatisfaction and deprivation of deputed personnel.
10. All the personnel shall be liable to maintain the healthy environment, peace and the code of conduct of this office.
11. The agency shall be liable for any damage of the property of this office by the personnel placed by them.
12. The personnel are liable to discharge the duties as per order of the Head of the Office or any person authorized by the Head of the Office.
13. This office with a prior notice of seven days shall make discontinuation of the service of any personnel.
14. The agency shall be liable to place the similar personnel with the same rate, and Terms & conditions, if required, during the period of engagement.
15. Service shall be terminated by either of the parties after serving one month's notice.
16. The tender shall be opening date : will be notified later.
17. **Acceptance of Quotation:** District Controller(F&S), Nadia reserves the right to accept or reject any or all Quotations without assigning any reason thereto.

18. **Right to cancel or withdraw the proposal:**

Notwithstanding anything else contained to the contrary in the proposal documents, the District Magistrate , Nadia reserves the right to cancel/withdraw/modify fully or partially the Invitation of proposals or to reject one or more of the proposals without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

19. **Influence:** Any attempt to exercise influence in the matter of acceptance of Bid is strictly prohibited and the Bidder resorting to it will render his Bid liable to rejection.

20. **Intimation:** The successful Bidders will be notified regarding acceptance of Bid through e-mail at any time during the evaluation process. District Magistrate, Nadia reserves the right to call for any such information / clarification from any or all the bidders and they will be obliged to provide the same within a reasonable timeframe.

21. Sealed Tender to be dropped in the Tender Box of the office of the DC(F&S),Nadia within specific time as mentioned above.

22. **Termination for default:**

District Controller(F&S), Nadia may, without prejudice to any other remedy for breach of terms & conditions, terminate the work/task in whole or in part by written order after sending a notice to the agency in this regard & may select the immediate next bidder-

a) If the firm fails to deliver or complete the Job assignment in the terms & condition within the time period(s) specified in the work order.

b) If the firms fails to perform any other obligation under the terms & condition.

c) If the Food and Supplies Deptt. discontinues the project.

23. Name and Address of the nodal officer of the work:- District Controller (F&S),Nadia

Ph No- 03472 223521


District Controller
Food & Supplies Deptt.
Nadia