



**Government of West Bengal**  
**Office of the Sub-Divisional Magistrate, Kalyani**  
**Nazareth Section**

Ph. No. : 033 - 25828051 / Email : [sdokly123@gmail.com](mailto:sdokly123@gmail.com)

**Notice Inviting Quotation No. - 04 dated 22/02/2016**

Applications are hereby invited from eligible agencies for engagement of Data Entry Operator(s) till the completion of the entire Electoral Process i.e. WBLA Election 2016.

Specification regarding the Data Entry Operator(s):

Sl. No.	Specification	
1)	Age	18 to 35 years i.e. as on 01-01-2016
2)	Qualification	
3)	Computer Knowledge	
4)	Experience	Respect to Election
5)	Residence	Within Kalyani Municipality Area

Criteria of the eligible agency:

- 1) Trade Licence
- 2) VAT Registration (Up to Date VAT payment Receipt)
- 3) IT (Last three years)
- 4) Registration Certificate

The last date & time of receipt of quotation(s) is 01-03-2016 at 12 noon.

The quotations will be opened on the same day i.e. 01-03-2016 at 2.00 pm in the chamber of Sub-Divisional Office, Kalyani, Nadia.

The rates must be quoted both figures and words and over writing should be avoided. However all cuttings /corrections must be duly authenticated.

1. The quotationer(s) should submit their quotations at the chamber of **Dy. Magistrate & Dy. Collector, Kalyani, Nadia** duly marked "**Quotation No. \_\_\_\_\_ dated \_\_\_\_\_**" on the envelope.
2. The quotations received after closing date / time will not be considered.

3. Validity of Tenders: Tenders shall remain valid upto 31<sup>st</sup> March 2017.

4. The agencies may apply in the format as given below:

To  
The Sub - Divisional Officer, Kalyani  
Dist. : Nadia

Sub.: Quotation for Data Entry Operator(s)  
Ref.: Quotation No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

Following are the criteria of eligible DEO(s).

Sl. No.	Name	Age	Qualification	Computer Knowledge	Experience	Residence	Rates /day

Enclo. : Bio-Data

Signature



Sub-Divisional Officer  
Kalyani, Nadia

Memo. No. 464 (23)/DEO/Nez/Kly. Dated 22/02/2016

Copy forwarded with a request for displaying the notice through his Office Notice Board for wide circulation please to :

1. CA to District Magistrate, Nadia with request to please place it before the District Magistrate, Nadia
2. PA to Addl. District Magistrate (General), Nadia with request to please place it before the Addl. District Magistrate (General), Nadia
3. PA to Addl. District Magistrate (Dev.), Nadia with request to please place it before the Addl. District Magistrate (Dev.), Nadia
4. PA to Addl. District Magistrate (LR), Nadia with request to please place it before the Addl. District Magistrate (LR), Nadia
5. PA to Addl. District Magistrate (ZP), Nadia with request to please place it before the Addl. District Magistrate (ZP), Nadia
6. The Sub - Divisional Officer, Sadar, Nadia
7. The Sub - Divisional Officer, Tehatta, Nadia