

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE BLOCK DEVELOPMENT OFFICER**  
**KALIGANJ DEV. BLOCK, NADIA**

**Notice Inviting Quotation**


Sealed Quotation in own letter head pad in separate sealed cover are hereby invited by the undersigned in prescribed format from the bonafide, reliable and experienced vendors/agencies etc. in this field for the following works.

Sl no.	Name of items	Quantity (approx)	Unit	Offered Rates (in Rs.)	Amount (in Rs.)	Time of completion
1.	Digitizing of N.P.R. document. (Data Entry)	1,50,000 records	Per Records			90 days

A): Date and time for receiving quotation : on 22/09/2016 up to 2.00 P.M.  
B): Date and time for opening quotation : on 22/09/2016 up to 3.00 P.M.

1. Rate should be quoted in figure & words clearly. The rate should be inclusive of all taxes and incidental charges.
2. The payment will be made after successful completion of work subject to availability of fund. No payment of extra work beyond the restricted amount will be made till the fund is received from the authority.
3. The sealed Quotation will be dropped in the Quotation box kept in the office chamber of the undersigned up to the specified date and time and will be opened by the undersigned on the same date at 3.00 P.M. in presence of the participating Quotation who desires to remain present at that time.
4. Acceptance of lowest Quotation is not obligatory and the undersigned reserve the right to reject or accept any or all of the Quotation received at his discretion without assigning any reason what-so-ever.
5. This end will not entertain any loss or damage due to transit, theft or in any other natural calamity. Claim for idle labour from contractor will not be entertained under any circumstances. No claim will be entertained for any increase in any kind of freight and market price.
6. **Vendor/Agency should submit earnest money/Security deposit @2% of total value on offered rate of the concerned Agency through bank draft in favour of the Block Development Officer, Kaliganj Dev. Block, Nadia at the time of submission of quotation paper. The same will be refunded after successful completion of the said work duly accepted by the District Authority.**
7. The Quotation who does not fulfill any or all of the above noted condition and submit incomplete quotation the same will be summarily rejected. This Quotation notice will form a part of agreement.
8. The Taxes and Govt. duties as applicable will be deducted from the bills of the Vendor/Agency.
9. Any other information of such relevant matters not included in the notice may be gathered from the office of the undersigned in any working day during 10.30 A.M. to 4.00 P.M. prior to the date of opening of the quotation.
10. The successful Quotation will have to abide by the provision of West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 as will be force from

time. If no labour license is obtained and produce by the contractor payment will liable to be with held.

 12.9.16

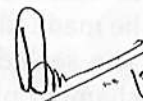
**Block Development Officer  
Kaliganj Dev. Block, Nadia**

**Memo No:- 2535/Klj**

**Dated:- 12/09/2016**

Copy forwarded for favour of his kind information with a request to make a wide publicity to:-

- 1) The District Census Officer, Nadia, Krishnagar, Nadia.
- 2) The Sub-Divisional Officer, Sadar, Krishnagar, Nadia.
- 3) The Officer-in-Charge, District Census Cell, Krishnagar, Nadia.
- 4) The D.I.O, Nadia, Krishnagar, Nadia with a request to publish it in the district website.
- 5) The Savapati, Kaliganj Panchayat Samiti
- 6-21) The Prodhnan (all), Gram Panchayat under Kaliganj Block.
- 22) This Office Notice Board.

 12.9.16

**Block Development Officer  
Kaliganj Dev. Block, Nadia**