

**Government of West Bengal
Office of the Block Development Officer
Nabadwip Development Block
Maheshganj, 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.

Digitizing of N.P.R. Document. (Data Entry)

Sl. No.	Name of Block	Quantity (approx)	Unit	Offered Rates(in Rs.)	Amount (in Rs.)	Time of Completion
1	Nabadwip Development Block	1,36000 (Approx)	As Per Records	2.50(Rs. Two and fifty paise) to 2.80 (Rs. Two and eighty paise) only.		3 months (including Saturdays and Sundays)

A) Date and time for receiving quotation : on 28/09/2016 up to 2.00 P.M.

B) Date and time for opening quotation : on 28/09/2016 at 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 altar successful completion of work subject to availability of fund. No payment for 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 at 3.00 P.M. in presence of the Persons participating in the Quotation.
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-over.

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, Nabadwip Development Block, Nabadwip, 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. Vendors/Agency should supply registered number of computers/laptops with operators (registered) at the disposal of Charge Officer.

8. The Quotation which 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.

9. The Taxes and Govt. duties as applicable will be deducted from the bills of the vendor/ Agency.

10. 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 11.30 A.M. to 4.00 P.M. prior to the date of opening of the quotation.

11. 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.


22/9/16
Block development Officer
Nabadwip Development Block

Memo No: 1849(4)/Nab.

Dated:22/09/2016

Copy forwarded for information to :

- 1) The District Magistrate, Nadia & District Charge Officer, Census, Nadia
- 2) The Sub-Divisional Officer, Sadar, Krishnagar, Nadia
- 3) The D.I.O., NIC with a request for upload in the District Website.
- 4) The Sabhapati, Nabadwip Panchayet Samity.


22/9/16
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Nabadwip Development Block