

Government of West Bengal
Department of Agriculture
Office of the Deputy Director of Agriculture (Admn.)
Old Zilla Parishad Building, Jubilee Compound, Purulia-723101.
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Memo No. 1320 /

dated Purulia the 07/12/2016


QUOTATION NOTICE

Sealed quotation in plain papers are hereby invited from valid trade license holder software agencies to provide the rate of manpower services for computer/Data Entry Operators on daily basis for hiring on contract for atleast two nos of computer operators. The manpower provided should have knowledge to prepare/type letters, reports or Generation and updation of data base. They should have professional knowledge of computer operations including MS office application and LAN/Inter Net functions with good typing speed.

The quotations should reach in the office of the undersigned on or before 19/12/2016 up to 1.00 P.M. The quotation will be opened at 2.00 P.M. on the same date.

-TERMS & CONDITION:-

- 1) Rate should be quoted separately in figures & words.
- 2) The contract Order will be initially awarded to the successful agency for a period of six month from the date of signing the contract. It may be renewed according to the availability of fund and performance of the Agency.
- 3) If the services of the personnel deputed are not found satisfactory, the agency shall provide suitable replace immediately.
- 4) The agency shall pay their employees by following government norms.
- 5) While submitting the quotation, the agency shall quote the rate exclusive of Service Tax if any.
- 6) The contract shall be liable for termination on giving one month notice by either side. During the period of notice, both the parties shall continue to discharge their duties & obligation.
- 7) The agency shall submit the relevant documents as per Govt. rule.
- 8) The authorities reserve the right to reject any or all the quotations/agreement without assigning any reason at any time.



Deputy Director of Agriculture(Admn.),
Purulia.

Memo No. 1320/1(7)

Date 07/12/2016

Copy forwarded for favour of kind information and for wide publicity to:

1. The OSD & Ex-Officio Director of Agriculture, West Bengal
2. The C.A to the Savadhipati, Purulia Zilla Parishad. He is requested to place it before the Savadhipati, Purulia Zilla Parishad.
3. The C.A to the District Magistrate, Purulia. He is requested to place it before the District Magistrate, Purulia.
4. The Asst. Director of Agriculture (Admn.), Purulia Sadar/ Raghunathpur Sub-division
5. The District Information & Cultural Officer, Purulia.
- ✓ 6. The District Informatics Officer, Purulia. He is requested to place it in the website.
7. Notice board of this office


Deputy Director of Agriculture(Admn.),
Purulia.