

**Government of West Bengal,
Office of the Sub-Divisional Officer,
Suri (Sadar), Birbhum.
731101**

NIT No. 1301 /2007

Dated SURI, July 25, 2007

Tender

Sealed tenders are invited from interested and credible agency to for executing the work data entry of Caste identification certificate in this office. detailed particulars of work is mentioned below.

1:0: Description of works: The particulars of nearly 40,000 no. of caste certificates since 1982 are required to be entered through VB.NEI programme. For each case/ record nearly 17 no. of filed consisting of 4 fields to be selected from combo, are required to be filled up. The programme will be supplied by this end. The selected agency is required to enter data in their own computer in this office. No record will be allowed to take it out side the office. Once data entry work is completed, one copy to be printed in A4 paper for validation. After validation, necessary correction should be made to make the database error free. On completion of validation, the correct data base should be handed over to the undersigned in CD-ROM.

2:0: Source of fund: The bill of the data entry work shall be made out of 'contingency' fund of allotted to the SDO. (Sadar) Suri.

3:0: Time Frame: The selected agency will be expected to complete the work as mentioned in paragraph 1:0 within one (1) months from the date of placing the order which includes submission of total data base both in soft copy and hard copy printed in both side of A4 page for validation in full. The bill will be paid after necessary correction of the validated data.

4:0: Credentials: The intended agency should possess required work experience and possess due credentials.

5:0: Mode of application: The interested agency may offer rate in plain paper bearing their seal and signature separately, for work of data entry and supply of print copy of database as mentioned in paragraph 1:0, under sealed cover along with attested copies of certificate in support of their credentials as mentioned in paragraph 4:0.

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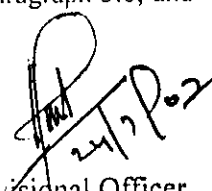
5:1: Last date of dropping tender: The interested agency may offer rate in the manner prescribed in paragraph 5:0 in the tender box to be kept in the Office of the SDO, Sadar upto 2.00 pm of 14th August, 2007.

5:2: Date of opening tender: The tender will be opened on 14th August, 2007 after 3.00 pm in presence of the representative of agency, who may be present at the time of opening tender.

6:0: Mode of Payment: Payment shall be made only after completion of work upto the satisfaction of the authority and submission of database and its components as mentioned in paragraph 1:0.

7:0: Other conditions:

- a) The authority reserves the right to cancel/ or modify/ or extend/ or curtails any of the tender conditions without showing any reasons whatsoever.
- b) The selected agency will have to bear the expenditure related to transportation, accommodations and foods for their member while working in this district.
- c) The database will have be prepared in consultation of the System Manager and if required need to be modified.
- d) No advance, whatsoever, will be paid to the selected agency.
- e) The selected agency must adhere the time frame as mentioned in the paragraph 3:0; and no prayer for extension of time frame will be allowed.


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Memo: 1301/(8)/S

Dated: SURE July 25 2007

Copy forwarded to :-

1. The Sabhadhipati, Birbhum Zilla Parishad, Suri, Birbhum.
2. The Additional District Magistrate (Dev.), Birbhum.
3. The Additional District Magistrate (Gen.), Birbhum.
4. The Additional Executive Officer, Birbhum Zilla Parishad, Suri, Birbhum.
5. The Project Director, DRDC, Birbhum Zilla Parishad, Suri, Birbhum.
6. The Secretary, Birbhum Zilla Parishad, Suri, Birbhum with the request for wide circulation.
7. The Sub-Divisional Officer, Bolpur with the request for wide circulation.
8. The Sub-Divisional Officer, Rampurhat with the request for wide circulation.
9. The District Information & Cultural Officer, Suri, Birbhum with the request for wide circulation.
10. The District Information Officer, NICNFT, Suri, Birbhum with the request to give in web site.
- 11-17. The Block Development Officer, with the request for wide circulation.
18. The CA to District Magistrate, Birbhum


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