



**Government of West Bengal
Office of the Chief Medical Officer of Health
Alipurduar**

NOTICE INVITING QUOTAION (NIQ)

NIQ No. CMOH/RECRUITMENT AGENCY/01

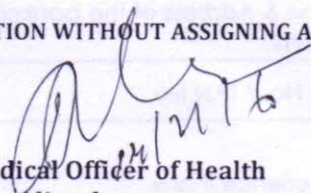
Dated-14-12-2016

The Chief Medical Officer of Health (CMOH), Alipurduar Invites sealed quotations from the authorised agency for supply of manpower for of Data Entry operator for Financial Year 2016-2017 under overall control of the CMOH, Alipurduar. As per terms and condition given below

1. The data Entry Operators should be at least graduate from recognized university with a fair command on English.
2. He/ She should have sufficient knowledge of Computer operations typically like MS office, Excel, Access, Word, and should be able to handle the data operations efficiently.
3. The nature of services shall include carrying out all the functions generally performed in this office by computer operators including but not limited to the work of maintenance of office record etc.
4. The Companies/ Firms/ Agencies may submit the quotation in their letter pad along with photocopy of following documents
 - i. Trade License
 - ii. PAN Card
 - iii. Bank Account details along with IFSC code
 - iv. Service tax certificate if any.
5. **The Maximum consolidated monthly remuneration is Rs.10,000/-**
6. The lowest quoting agency/ firm may be preferred. However in case of a tie in rates quoted, the agency/firm with better credential may be selected.
7. The Companies/Firms/ Agencies may submit the tender document complete in all respects from 11:00 AM on 15.12.2016 up to 05.00 PM on 26.12.2016 in the tender Box kept in the

**OFFICE OF THE CMOH,
MATRISADAN, WARD NO- XVI,
NEW ALIPURDUAR,
ALIPURDUAR, PIN: 736121.**

THE UNDERSIGNED RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL QUOTATION WITHOUT ASSIGNING ANY REASON THERE OFF.

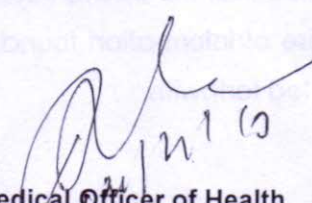

Chief Medical Officer of Health
Alipurduar

Memo No.: DA 2 FWS/APD - 663/1(11)

Date: 14.12.2016

Copy forwarded with a request to display in their respective Office Notice Board for wide circulation to:-

1. The Hon'ble Sabhadipati, Alipurduar Zilla Parishad, Alipurduar
2. The District Magistrate, Alipurduar.
3. The Chairman, Alipurduar Municipality, Alipurduar.
4. to 6. The Dy. Chief Medical Officer of Health, I /II /III, Alipurduar
7. The Asstt. Chief Medical of Health, Alipurduar
8. The Sub-Divisional Information & Cultural Officer, Alipurduar.
9. The Accounts Officer, Office of the CMOH, Alipurduar.
10. The DPMU, DH&FWS, Alipurduar
11. Office copy


Chief Medical Officer of Health
Alipurduar



Government of West Bengal
Office of the Chief Medical Officer of Health
Alipurduar

Technical & Financial Bid:

1. Name of the Work	Supply of manpower for of Data Entry operator
2. Quotation Notice No.	
3. Due date of the submission of quotation	
4. Name of the bidder	
5. Full Address	Email ID:
	Telephone No/ Mobile No:
	Fax No:
6. Local Address, if any	
7. Maximum Consolidated Wages Per Month quoted <i>(to be quoted)</i>	
8. Legal entry of the bidder whether Firm/Society/Company/Other entry	
a. Registration No.	
b. Authority with whom registered	
9. Name & Address of the banker of the bidders	
10. PAN No. / TAN No.	
11. experience if any	
12. Details of past experience providing Computers & Accessories to Govt/ PSU/ Reputed Pvt. Organization (Please give credentials, if any)	

Certified that the above information is correct and true to the best of my knowledge and belief.

In case of information found incorrect later on, I'll be responsible and my application/bid be liable to be rejected forthwith.

Date:

Full Signature of the Bidder