



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
INFRASTRUCTURE CELL (NAZARAT SECTION)
RANAGHAT, NADIA**

QUOTATION NOTICE


Sealed quotations are hereby invited from the reputed agency/ vendor for Date entry works of Caste Certificates approximately 50,000 (Fifty thousand) at Backward Class Welfare Section under Office of the Sub-Divisional Officer, Ranaghat Subdivision, Nadia as per enclosed format.

SI no.	Items	Rate offered for per individual basis (₹)
1	Date entry works of Caste Certificate and uploading Scan copy of document (In Offline and Online mode)	

Interested agency / vendor must submit quotation with following documents.

1. Income tax, Professional Tax, Trade License, VAT clearance certificate should be enclosed with the quotation paper.
2. Credential in same nature of works in Govt / Semi Govt / Sami Govt, offices or similar type of organizations, if any, should be attached with the Tender paper.
3. Selected quotation will have to execute agreement in Non-Judicial Stamp Paper as to smooth & timely completion of the assigned works.
4. Any dislocation, delay, willful negligence will make this office compelled to forfeit the entire claim without assigning any reason whatsoever & initiate penal action against the defaulting Agency / Vendor as per rules.
5. The entire work will be supervised by the Backward Class welfare Section under S.D.O., Ranaghat formed for this purpose and if necessary, opinion regarding satisfactory completion of works form said Section under S.D.O., Ranaghat may be obtained before making payment.
6. **Selected Agency/ vender will be responsible for providing of Computer, Scanner, Printer and other necessary accessories for proper completion of whole work.**
7. The tender quoting the rate both in word and figures should be dropped in the Tender Box kept in the Office Chamber of the Sub – Divisional Officer, Ranaghat Sub – Division, Nadia on or before **08.09.2016 by 02.00 P.M.**
8. The quotation will be opened on the same day i.e. **08.09.2016 at 03.00 P.M.** in the Office Chamber of Sub – Divisional Officer, Ranaghat Sub – Division, Nadia. The willing tenderers may remain present at the time of opening the tenders.
9. The sealed envelope should be superscripted **“Quotation for Data Entry work of Caste Certificates at Office of the Sub-Divisional Officer, Ranaghat, Nadia”**. The rate should be quoted as per prescribed format only.
10. quotation papers will be available at Nazarat Section under Office of the Sub-Divisional Officer, Ranaghat Sub-Division, Nadia from **02.09.2016 in any working days** at Nazarat Section of the Sub – Divisional Officer, Ranaghat Sub – Division, Nadia. Quotation Paper may also be downloaded from the Official Website of the Office of the Sub-Divisional Officer, Ranaghat, Nadia. (ranaghat.gov.in)

No quotation will be received by post. The undersigned reserves the right to accept or reject any of the tenders in part or full without assigning any reason or making correspondence.


Sub – Divisional Officer,
Ranaghat Sub – Division, Nadia.

Memo No.: 291 (1) (16)/Nez

Date : 01.09.2016

Copy forwarded for information & wide circulation to the:

1. The District Magistrate, Nadia.
2. The Secretary, Nadia ZillaParisad, Krishnanagar, Nadia.
3. The District Informatic Officer, National Informatic Center, Krishnagar, Nadia with request to display in the District Website.
4. Sub – Divisional Officer, Sadar, Krishnagar/Tehatta/Kalyani, Nadia.
- 5 – 9. The Chairman, Ranaghat/ Birnagar/Santipur/ Coopers Camp// Taherpur, Nadia.
10. The Sub – Divisional Information & cultural officer, Nadia, Krishnanagar.
11. The Post Master, Head Post Office, Krishnagar, Nadia.
12. The Post Master, Head Post Office, Ranaghat, Nadia.
13. The Officer – in – Charge, Election Section, Ranaghat Sub – Division, Nadia.
14. The Block Development Officer Ranaghat – I/ Ranaghat – II/ Santipur / Hanskhali / Krishnaganj, Nadia.
15. C.A. to the Sub – Divisional Officer, Ranaghat Sub – Division, Nadia.
16. Office Notice Board, Ranaght Sub – Division, Nadia.


Sub – Divisional Officer,
Ranaghat Sub – Division, Nadia.

Name & Address of the Agency / vendor :

Contact No.:

Name of the Contact Person & his contact no.:

ANNEXURE

Sl. No.	Nature of work	Rate offered for per individual basis (₹)
1	Date entry works of Caste Certificate and uploading Scan copy of document (In Offline and Online mode)	

Signature of the applicant

Name of the Applicant / Organization