



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER, RANAGHAT
RANAGHAT, NADIA.
Notice Inviting Quotation

Sealed Quotations in own letter head pad in separate sealed envelopes are hereby invited by the undersigned in prescribed format from the bonafide, reliable and experienced Vendors/agencies etc. in the concerned field for the following work:-

Name of items	Quantity (approx)	Rate to be offered per record/unit (in Rs.)	Amount (In Rs.)	Time of completion
Digitizing of NPR document for Five (5) nos. of Municipalities/N.A.As under Ranaghat Sub-Division (Data Entry)	70872 records	Per Records		90 days

- A) **Date and time for receiving sealed quotation:** from 19/9/2016 to 29/9/16 upto 2:00 pm (Excluding Saturday, Sunday & declared Public Holiday under N.I Act, 1881)
- B) **Date and time for opening quotation :** on 29/9/16 from 3:00 pm onwards

Terms & Conditions:-

- 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 after successful completion of work subject to availability of fund. No payment of extra work beyond the restricted amount will be made till the fund is received from the authority.
- 3) The sealed quotation will have to be dropped in the Quotation box kept in the Nazareth Section of SDO Office, Ranaghat up to the specified time period and will be opened by the Purchase Committee members of SDO Office, Ranaghat in the office chamber of the undersigned on 29/9/16 at 3:00 pm in presence of participating Quotationers who desire to remain present at that time.
- 4) Acceptance of lowest Quotation is not obligatory and the Purchase Committee reserves the right to reject or accept any or all of the Quotations received at it's discretion without assigning any reason what-so-ever.
- 5) This end will not entertain any loss or damage due to transit, theft or in any other natural calamity. Claim for idle Operators from the Agency will not be entertained under any circumstances. No claim will be entertained for any increase in any kind of freight and tendered rate.
- 6) Finalized vendor/agency should have to submit an earnest money amounting to Rs. 5000/-value calculated on multiplying the real accepted rate with total no. of person's records to be updated in NPR through bank draft in favour of the Sub-Divisional Officer, Ranaghat, Nadia at the time of submission of the Quotation paper. The same will be refunded to the Agency/Vendor after successful completion of the said work as duly accepted by the District Authority.
- 7) Finalized Vendor/agency Should have to supply registered number of Computers/Laptops with Operators (Registered) at the disposal of Charge Officer at Municipality/N.A.A
- 8) The Quotation which does not fulfill any of the above noted terms & conditions will be rejected summarily by the Purchase Committee while opening of sealed Quotation. This Quotation notice will form a part of agreement.
- 9) The taxes and Govt. duties as applicable will be deducted time to time from the bills placed by the Vendor/Agency.

10) Any other information of such relevant matters not initially included in the Quotation notice may be gathered from the Development Section of SDO Office, Ranaghat in any working day during the working hour only prior to the date of the opening of the Quotation.


Sub-Divisional Officer,

Ranaghat, Nadia.

Memo. No. 453 /1(17)/Dev. (R)

Dated: 16/9/16

Copy forwarded for kind information to with a request to make a wide publicity to –

- 1) The District Census Officer & Additional District Magistrate(Dev.), Nadia
- 2-6) The Chairman, Ranaghat/Birnagar/Santipur/Taherpur/Cooper's Camp Municipality/N.A.A
- 7) The District O.C Census, Nadia
- 8-11) The BDO, Ranaghat-I/Ranaghat-II/Santipur/Hanskhali Dev. Block
- 12) The DIO, NIC, Nadia with request to upload the said Quotation notice in the District official website for publicity
- 13-16) The NDC/O.C Dev./SA&AO, SDO Office, Ranaghat & member, Purchase committee, SDO Office, Ranaghat with request to attend at Office Chamber of the undersigned on 29/9/16 at 3:00 pm while opening of Quotation.
- 17) SDO Office notice board.
- 18) SDO Office, Ranaghat's official website


Sub-Divisional Officer,
Ranaghat, Nadia.