



Office of the
Asansol Municipal Corporation
Dr. G.R. Mitra Sarani,
Asansol :: Paschim Bardhaman
PAN : AAALA0642A, GST : 19AAALA0642A2ZV

Memo. No. : 1330 /PW/Eng/2020

Dated. : 04.05.2020

NOTICE INVITING QUOTATION

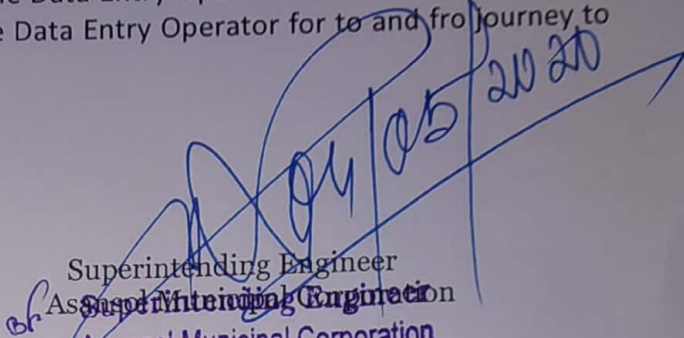
Notice Inviting Quotation No.: 182 /PW/Eng./2020

Dated.: 04.05.2020

Notice is hereby given for seeking bonafide registered Agency / Firm capable of deputing candidates with minimum qualification of Certificate in Computer Application from recognised University / institute to the Office of the Asansol Municipal Corporation , Paschim Bardhaman to the act as Data Entry Operator. The primary duty is related with the works associated with different sections of the office and other works as assigned by the superior officials. The following important specifications in connection with selection of suitable Agency/Firm are given below.

1. The intending bona fide registered Agency / Firm will submit the applications as per format from 11.00 A.M. to 1.00 P.M. on all working days till 11/05/2020 at Engineering Section of this office.
2. The selection of Agency / Firm will be done by the tender committee and they recommended to the higher authority for approval.
3. Weight age will be given on past experience of supply of same type of manpower to the offices in the relevant field. In this respect documentary evidence and certificate must be submitted with application.
4. The authority reserves the right to cancel any selected Agency / Firm without assigning any reasons giving one month's Notice before termination.
5. The Data Entry Operator will have to work in the respective office on all working days during office hours from 10.00 A.M. to 5.30 P.M. and beyond that prescribed hours considering the time of urgency.
6. The Agency shall quote the requirement of fund for payment of remuneration to DEO per head per month. It is mentioned that payment to DEO should not be less than Minimum wages fixed by the Govt.

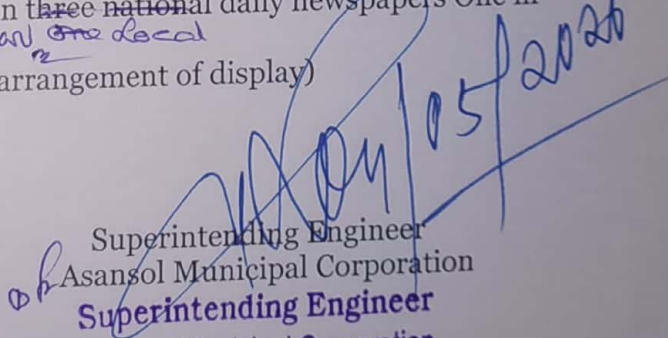
7. The agency must replace any Data Entry Operator, if the authority request the agency to replace them for any act involving moral turpitude.
8. Payment will be made to the agency on monthly basis on production of bill
9. Asansol Corporation will make the payment to agency as per quoted rate on production of bills and agency is liable to make payment to the Data Entry Operator engaged for the work. Asansol Municipal Corporation shall not bear any responsibility of Data Entry Operator.
10. The Agency / Firm will be paid from our end on submission claims by the agency after satisfactory completion of duties assigned to the Data Entry Operator. No other expenses like TA/DA etc will be given to the agency or to the Data Entry Operator for to and fro journey to the office of posting.

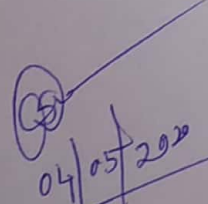

 04/05/2020
 Superintending Engineer
 Asansol Municipal Corporation
 Asansol Municipal Corporation

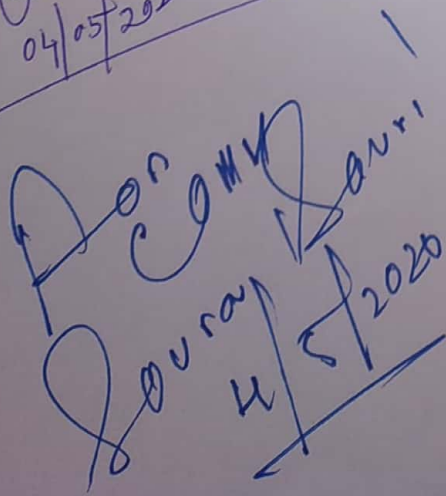
Memo. No. : 1330/10/PW/Eng/2020
 Copy forwarded to :

Dated. : 04/05/2020

1. The Mayor, Asansol Municipal Corporation.
2. The Commissioner, Asansol Municipal Corporation.
3. The Chief Engineer, Asansol Municipal Corporation
4. The Finance Officer, Asansol Municipal Corporation
5. The Executive Engineer, Asansol Municipal Corporation
6. The Assistant Engineer, MTC, Asansol Municipal Corporation
7. B.N. Gupta, I.T. Co-ordinator, for display in A.M.C. Web Site & upload in wbetenders.gov.in.
8. O.S, for arrangement of publication of the Notice in three national daily newspapers One in Hindi one in Bengali & one in English for a day. *tan one local*
9. The Notice Board, A.M.C., (O.S, with a request for arrangement of display)
10. Office Copy


 05/2020
 Superintending Engineer
 Asansol Municipal Corporation
 Superintending Engineer
 Asansol Municipal Corporation


 04/05/2020


 Sourav Barui
 4/5/2020