

# Office of the Municipal Councillors, Kamarhati

[Address: 1, M.M. Feeder Road, Rathala, Belgharia, North 24 Parganas, Kolkata - 700 056  
Ph : 033-2564-9580, 033-2564-8646. Fax: (033) 2564-1361. Email : kamarhati\_municipality@rediffmail.com

## NOTICE INVITING QUOTATION

Quotation No. 80/Gm

Date : 26/05/2018

Sealed Quotations are invited from bonafide agency/individual who have the capacity of Data Entry of new appointment for Kamarhati Municipality which will be supplied by the office.

Quotations are to be given in their Letter Head, enclosing their past experience, Credential Certificate, Trade License and other necessary documents which will be verified later with its original. Rate to be given in Per Record basis(Format Attached).

Computer and its Accessories and data will be supplied by this office. No manpower will be supplied by this office. Approximately 20,000 entry to be made which may increase or decrease time to time.

- |    |                                      |            |               |
|----|--------------------------------------|------------|---------------|
| 1. | Last date of submission of quotation | 05.06.2015 | up to 3:00 PM |
| 2. | Quotation will be opened on          | 05.06.2015 | at 3:30 PM    |

## TERMS OF CONDITIONS

01. Approximately 20 thousand data to be entered in computer (may be increased or decreased).
02. The agency/individual to whom the work is awarded shall have to ensure secrecy and security of data provided by the department. The information/data so provided shall not be passes on to any unauthorised persons, agencies or organizations.
03. The agency/individual shall not use the computer or any data media/processors for any personal work.
04. Total entry of data is to be completed approximately within 30 days.
05. Payment will be made after successful completion of total fault free entry.
06. The authority reserves the right to accept / reject any offer without assigning the reason.
07. The undersigned does not bind himself to accept the lowest rate and not to ascribe any reason for rejecting any or all the Quotations whatsoever.
08. Preference will be given for those firms who have possessed credentials of same nature of work.

  
Chairman  
Kamarhati Municipality  
Chairman  
Kamarhati Municipality

Please see overleaf for Attached Format

Quotation No.

80/Gm

Date:

26/05/2015

NEW Appointment For K.M.

Enrolment No	Date	Name & Address	Post Applied For	Category S.C/ S.T/ OBC/ E.C.	Date of Birth	Qualification	Extra Curiculam Accivities	Remarks

  
Chairman  
Kamarhati Municipality  
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No. 80/Gm

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Copy forwarded for information to –

01. The Executive Officer, Kamarhati Municipality.
02. The Office Superintendent, Kamarhati Municipality.
03. The Accountant, Kamarhati Municipality.
04. Establishment Department, Kamarhati Municipality
05. Receiving Clerk.
06. Office Notice Board, Kamarhati Municipality.
- ✓ 07. Website of Kamarhati Municipality

  
Chairman  
Kamarhati Municipality  
Chairman  
Kamarhati Municipality