
Govt. of West Bengal
OFFICE OF THE
DISTRICT PROJECT OFFICER
Sarva Shiksha Mission, Dakshin Dinajpur.

Memo No. 170 /SSM

Dated : 12/07/18

Tender Notice

Sealed tender is hereby invited from the bonafied agencies/firms within the district of Dakshin Dinajpur for the Data Entry Work of SD MIS for the year 2017-18 under the District project Officer, Sarva Siksha Mission, Dakshin Dinajpur in the specific pro-forma noted below.

Pro-forma of Tender

1. Name and full corresponding address of the Agencies/firm(including Ph. No.):
2. Name of the proprietor(s):
3. Item of work :

Sl. No	Description of work	Quantity	Quality	Unit Rate	Amount In Rs. (Write both in figure and words)
1	School wise student wise data entry work of each & every school of the district and Download and Upload excel template in SD MIS Portal	Approx. 3.50 lakh students individual data (DCF)	Data entry work must be completed within stipulated time frame and be accurate positively		

4. Remarks:

Signature of the bidder(s) or authorized With seal

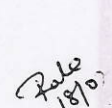
Notes

1. The bidders will have to submit the latest income tax (I.T.), copy of the actual professional certificates i.e. Trade License along with the quotation papers.
2. The bidders will have to submit their rates both in figure and word with official seal on the pad of their concern.
3. The bidders will have to submit Credential certificate of the similar work (Minimum 1.75 lakh data entry)
4. There shall be no binding to accept the lowest rate.
5. This office shall have the all right to cancel all the quotation papers or part thereof at anytime without assigning any reason to the party concerned
6. The successful bidder shall have to entry SD MIS Data of individual student of each & every school of the district and Download and Upload excel template in SD MIS Portal as per time line after receiving the work order form this office.
7. Upload of pre-populated excel template in SD MIS Portal must be done by 10th August, 2018 and Upload of blank excel template in SD MIS Portal must be done by 20th August, 2018 positively.
8. Rate for data entry per Student should not exceeding Rs. 1.00.
9. Payment will have to be paid to the bidder after final correction of data and performance of data entry.
10. The last date to submit the quotation is 25.07.2018 , up to 12.00 noon and will be opened in the same day, at 02.00 pm, in the chamber of the DPO, SSM, DD, if possible.
11. The bidders should enclose all the supporting and necessary documents duly self attested.
12. The quotation should addressed to the District Project Officer, Sarva Siksha Mission, PO – B.T.Park, Dist-Dakshin Dinajpur. PIN-733103 and must accompany into the specific Tender Box in this office .

Memo No. 170/1(5)/SSM

Copy forwarded with a request to take necessary action for hanging this notice on their office Notice Board.

1. The Sabhadhipati , DDZP, Dakshin Dinajpur.
2. The District Magistrate, Dakshin Dinajpur.
3. The Addl. District Magistrate(Gen) , Dakshin Dinajpur.
4. The DIO, NIC, DD to upload in the district website.
5. The District Information and Cultural Officer, Dakshin Dinajpur.


 District Project Officer
 SSM, Dakshin Dinajpur
 Date 12/07/18