

GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
JALPAIGURI GOVERNMENT ENGINEERING COLLEGE, JALPAIGURI 735102, WEST BENGAL
Website: www.jgec.ac.in Phone: 03561-255131 Fax: 03561-256143

Notice

Ref. no. COE/P/117-P/2022/Data entry operators

Dated: 16th April, 2022

Sealed quotation are invited from the reputed, eligible interested Companies / Suppliers / Authorized dealers for "outsourcing service of data entry operators". The notice is available in the College website www.jgec.ac.in from 16.04.2022 and it may be downloaded from the website.



Principal/JGEC

1. College Notice Board
2. College website www.jgec.ac.in
3. District Magistrate office
4. Guard file

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Notice for Quotation for “outsourcing service of data entry operators”

Ref. no.COE/117-P/2022

Dated: 16.04.2022

Sealed quotations are invited from the bonafide reputed agencies for engagement of 3-4 Data Entry Operators for COE section of Jalpaiguri Government Engineering College in the following terms and conditions:-

1. The Contract shall commence from the date as mentioned in the work order and will be valid initially for **two months** and it may be renewed as and when it is required within the validity of the quotations and subject to the performance of the data entry operator.
2. Data entry operator should be 10+2 but preferably be a graduate from a recognized University having good knowledge of MS Word, MS Access, Windows, MS Office, MS Excel , power point, internet etc. The candidate should have typing speed of 30WPM(Min) in English.
3. Remuneration will be paid i) Minimum wages act, Govt. of West Bengal ii) Any other rules/regulations to be complied with.
4. The manpower will be supplied by the agency at JGEC premises within 7 days of award of contract.
5. Bidder should be registered Firm / Company / Establishment
6. Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. / GST Certificate and other taxes (whichever applied)
7. The manpower servicing agencies should have been in existence for more than five years.
8. Practical test of the data entry operators may be conducted.
9. The persons shall not be below 18 years of age or above 30 years and they shall not interfere with the duties of the employees of the department.
10. Incompetent data entry operator is immediately replaced by the agency
11. Working hours eight and half hours a day including ½ an hour lunch break in between. However in exigencies they may be required to sit late and the personnel may be called Saturday, Sunday and other Holidays, if required.
12. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it.
13. The service provider shall submit the bill in triplicate , in respect of particular month in the first week of the following month.
14. Payment of the service provider is strictly on certification by the officer with whom the outsourcing personnel is attached.
15. No wage/remuneration will be paid to any staff for the days of absence from duties.

Delivery Place / Works site:

Bidder will supply and deliver the materials / Works / service with requisite number at JGEC premises.

Bid Price:

- a) The Bid Price shall be in Rs. and including all Taxes and other levies such as the transportation expenses, no extra price is payable by the college. Bidder must quote the item wise.
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.

Validity Quotation:

Quotation shall remain valid for a period of one year after the deadline date specified for submission.

The followings must be Submitted with the Quotations/Bid:

1. Copy of Establishment Registration Certificate/ valid trade license in relevant field.
2. Copy of PAN and copy of latest return
3. Copy of GST
4. Copy of PTAX enrolment certificate and copy of latest paid challan of PTAX
5. Detailed office address of the Agency with Office Telephone, Number, Fax Number and Mobile Number and name of the contact person.

Evaluation of Quotations:

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

- a) they are properly signed.
- b) Confirm to terms, conditions, specifications and qualifications and qualifications conditions.

Award of Contract:

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

The bid document may also be downloaded from our web-site : www.jgec.ac.in from 12.00 Noon of 16.04.2022

All bid with documents must be submitted to the Office of the Principal on or before 25.04.2022 till **11.00 AM** in sealed envelope and marked with **Quotation for “outsourcing service of data entry operators”** . All sealed quotations received till then will be opened on the same day before the bidder or their representative who wish to be present, in the office at **12.00 Noon**.

CHECK LIST FOR BIDDERS / APPLICANTS

01. The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.

The following documents form should be submitted with BID:

Sl. No	Documents to be submitted	Documents Submitted (Y/N)
1	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory	
2	Attested copy of GST., GSTIN, Trade license etc.	
3	Attested copy of PAN/Number.	
4	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.	
5	Bid Form	

Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

The bidder whose bid is accepted will be notified of the award of contract by the purchaser.

The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 15 day in exceptional cases.

11. Other Terms & Conditions:

(a) The College reserves the right to postpone/cancel the bid, the bidder will have to abide with the decision.

- (b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel in Charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.
- (c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
- (d) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.
- (e) Successful bidder will have to enter into an agreement with this Campus for timely execution of the Purchase order.
- (f) No payment will be made for incompetent data entry operator.
- (g) Total responsibility of the data entry operators will be with the party only, College is not responsible any way.
- (h) Basic Minimum monthly wages rate will be as per latest G.O. of Govt. of West Bengal, Department of Labour.
- (i) Others Components like EPF, ESI, BONUS & GST (if required) etc. will be as per Govt. rule applicable.
- (j) L1 bidder will be selected on the basis of "LOWEST" agency charges.
- (k) For any clarification/ doubt interested bidder(s) may contact the college office during office hours.

Principal/JGEC

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FORMAT OF BID Form

Supplier ref. no.

dated:

Name of the Firm:

Quotation for "outsourcing service of data entry operators"

Ref. no.

Dated: 16.04.2022,

<i>Sl.No.</i>	<i>Rate of Data entry operators</i>	Mention Agency charges as per state Govt. and agency charges in Rs.
<i>1</i>	Basic Minimum monthly wages rate will be as per latest G.O. of Govt. of West Bengal, Department of Labour. Others Components like EPF, ESI, BONUS & GST (if required) etc. will be as per Govt. rule applicable.	

Total

(Total Amount in Rupees only)

We agree to supply the above mentioned items / works in accordance with technical specification for total contract price of (In words Rupees.....)including taxes, Transportation etc. within one week of the issue of supply order.

2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name: Designation:

Address:

Contact No.:

Date:

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MINUTES OF BID OPENING
JALPAIGURI GOVERNMENT ENGINEERING COLLEGE
Basic Data Sheet

1.	Bid / Quotation Reference Number	<i>Ref. no. COE/P/2020/01/PC Dated:</i>
2.	Item/Work Description	<i>Quotation for “outsourcing service of data entry operators”</i>
3.	(a) Deadline for submission of bids (b) Bid opening date and time	25.04.2022 at 11.00 am 25.04.2022 at 12.00 Noon
4.	Number of bids received	

Name and signature of the Bid Opening Officers:

Name and signature of the Bidder or their representative:

