

DISTRICT RURAL DEVELOPMENT CELL,

7th FLOOR, NEW TREASURY BUILDING, KOLKATA - 700027

Ph No. 033-2479-2242, Email. pddrdc.24pgs@gmail.com

Memo No. VII/35A/2007/ 106 /DRDC/ ZP

Dated 17/08/2020

NOTICE FOR ENGAGEMENT OF ONE DATA ENTRY OPERATOR AT THE DISTRICT RURAL DEVELOPMENT CELL, SOUTH 24 PARGANAS.


Scaled quotations are invited from the reputed concerns and agencies for engagement of one DATA ENTRY OPERATOR for data entry and allied works at the District Rural Development Cell, South 24 Parganas. The Data Entry Operators should have the following qualification.

- Qualification : Graduate form recognized university and completed at least 'O'- Level/ Diploma course in Computer Application from Govt. registered institute.
- Working knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet.
- Having experience in data recording and data analysis required for handling of official correspondences.

- ❖ The Sealed Quotation will be dropped by the tenderer/ quotationer in sealed box meant for the purpose placed at the District Rural Development Cell, 7th Floor, New Treasury Building, Kolkata - 700027 from 17.08.2020 to 25.08.2020 on every official working days except Government holidays. The last date of dropping the quotation is 25.08.2020 upto 3.00 pm.
- ❖ Quotation (scanned copies) can also be submitted through e-mail id- pd-drddc.s24p@nic.in upto 25.08.2020 till 3:00 P.M. Original papers shall have to be produced at the time of final selection.
- ❖ Quotations should clearly quote the monthly charges inclusive of all charges.
- ❖ The quotations will be opened on 25.08.2020 at 4.00 P.M. . The tenderers / quotationers are requested to remain present at the time of the opening of the quotations.
- ❖ *The rate should be quoted against the matter on the "LETTER HEAD" of the quotationers as prescribe proforma. Copy of PAN Card, GST Registration Certificate, Experience Certificate of the agency shall be enclosed with the quotation paper.*

The undersigned is not bound to accept the lowest quotation and reserves the reject any or all quotations or a part there of without assigning any reasons whatsoever.

Quotations should be inclusive of any other charges and any conditions may clearly be stated thereof. Payment will be made as per standard Government procedure.


Project Director
District Rural Development Cell,
South 24 Parganas

Memo No. VII/35A/2007/179/106/8 /DRDC/ ZP

Dated 17/08/2020

Copy forwarded for wide publicity to the:-

1. D.I.O., NIC , South 24 Parganas, for uploading in the district website and arranging for wide publishing of the notice.
2. N.D.C. South 24 Parganas.
3. D.I.C.O., South 24 Parganas for wide publication.
4. Treasury Officer, Alipore – I.
5. CA to the District Magistrate, South 24 Parganas.
6. CA to the Additional District Magistrate (All), South 24 Parganas.
7. Notice Board
8. Office copy to District Rural Development Cell, South 24 Parganas.


Project Director
District Rural Development Cell,
South 24 Parganas