

NORTH BENGAL STATE TRANSPORT CORPORATION COOCHBEHAR

PARIBAHAN BHAWAN

NOTICE INVITING QUOTATION

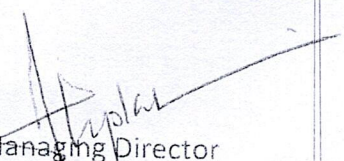
Sealed quotations are invited from experienced agency/registered society or firm for supply of two heads Computer knowing personnel on daily basis for utilization in NBSTC Head Quarter setup for an initial period of three months, on the following terms and conditions:

1. Rate of Managerial charges to be quoted in proper letterhead of the agency as the wages will be as per Minimum Wages Act applicable for Information Technology Industry in West Bengal.
2. Credential of the agency to be attached with the quotation.
3. Weekly engagement will be on Monday, Tuesday, Wednesday and Friday during usual office hours. Payment will be made on weekly basis for which proper bill in duplicate to be submitted along with a working statement and certificate of the concerned officer.
4. The person engaged must have working knowledge in English and should be conversant with application of computer in day to day office work like MS Word, MS Excel, data entry, etc.
5. Sealed quotations are to dropped in box placed at Paribahan Bhawan by 7th of August, 2023, 3 pm. The quotations will be opened on **08.8.2023 at 4pm** at the Conference Hall of Paribahan Bhawan. Bidders or their representative may remain present at the time of opening of the quotations.

Schedule:

Name of work	Supply of two heads Computer knowing personnel in NBSTC, Head Quarter.
Date of Publication	31.7.2023
Dropping of bids	On any working days from 01.8.2023 to 07.8.2023 (up to 3:00 pm)
Date & time of opening the bids	08.8.2023 at 4:00 pm

Dated, Coochbehar
The 31st July, 2023


Managing Director
NBSTC, Cooch Behar.