



Government of West Bengal
Directorate of Micro, Small & Medium Enterprises,
Office of the General Manager, District Industries Centre,
Suri Commercial Complex (1st Floor), P.O.- Suri, Dist.- Birbhum Pin-731101
Email Id- dic.bir007@gmail.com

NOTICE INVITING QUOTATION

Sealed quotation are invited from the Bonafied Computer Data Entry Operator with professional competency for Digitisation of applications(Data entry & uploading of the documents) regarding Karmashathi Prakalpa in the Karmasathi Portal.

The quotation is to be submitted to the office of the General Manager, District Industries Centre, Birbhum with the following documents during working days within 10/11/2020 upto 2.00 p.m. Following Papers are to be submitted.

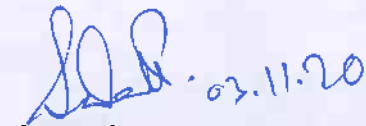
1. The Bidders have to submit Educational/Technical Skill Certificate from recognized Institution/ Organisation.
2. Credential Certificate.
3. Applicants have to submit price bid and minimum price bid will be considered.
4. Educational/Technical skill alongwith credential will be considered first and then price bid will be considered.

Terms & Conditions:

1. The quoted rate both in figure and in words should be submitted in letter head alongwith self-attested photocopy of valid trade license regarding data entry operation, Udyog Aadhaar Memorandum/ Udyam Registration, Pan Card, Valid Professional Tax Certificate, GST Registration Certificate, Credential of similar type of job from Government/ Semi Government Office/ Organisation or Reputed Private Organisation.
2. The DIC reserves the right to carry out the capability assesment of the organisation and the decision shall be final in this regard.
3. The payment will be made through ecs against the submission of bill in duplicate.

Last date of application : 10/11/2020 upto 2.00 p.m.

Quotation opening date : 10/11/2020 at 4.00 p.m.

 03.11.20

General Manager
District Industries Centre
Birbhum

Memo No. 380(10)/DIC/BIR/20-21

Date: 03/11/2020

Copy forwarded for information & taking necessary action to:

1. The Sabhadhipati, Zilla Parishad, Birbhum.
2. The Director, MSME, W.B., N.S. Bldgs(9th fl.), 1, K.S. Roy Road, Kol-700001.
3. The District Magistrate, Birbhum.
4. The Addl. District Magistrate(Dev.), Birbhum.
5. The Treasury Officer, Treasury-I, Birbhum.
6. The D.I.O., NIC, Birbhum with a request to publish in the Govt. Website.
7. The D.J.C.O., Birbhum with a request to publish in two Local News Paper.
8. The Drawing & Disbursing Officer, District Industries Centre, Birbhum.
9. The Manager(E.I.), District Industries Centre, Birbhum.
10. Notice Board of DIC, Birbhum.

 03.11.20
General Manager

KARMASATHI PRAKALPA APPLICATION FORM

PAST HERE
SELF ATTESTED
PASSPORT SIZE
PHOTO

1. NAME OF THE APPLICANT :-
2. FATHER/MOTHER/GURDIAN'S NAME:-
3. DATE OF BIRTH OF THE APPLICANT :-
4. MALE /FEMALE(TICK THE BOX) :- MALE FEMALE
5. NAME OF THE SPOUSE(IF MARRIED) :-
6. FULL COMMUNICATION ADDRESS :-
(WITH MOBILE NUMBER) MUNICIPALITY /BLOCK
7. FULL ADDRESS OF THE UNIT :-
(WITH MOBILE NUMBER) MUNICIPALITY /BLOCK
8. EDUCATIONAL QUALIFICATION :-
9. CATEGORY OF THE APPLICANT :- SC/ST /MIN/PH/GEN (TICK THE APPROPRIATE ONE)
10. NAME OF THE PROJECT/CODE :-
11. COST OF THE PROJECT :- Rs
12. NAME & ADDRESS OF THE CO-OPERATIVE BANK (FOR OFFICE USE)
13. EMPLOYMENT BANK REGISTRATION OF THE STATE GOVERNMENT(IF ANY):-

DECLARATION

ALL INFORMATION GIVEN IN THE APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. NEITHER I NOR MY FAMILY MEMBERS HAS ALREADY AVAILED FINANCIAL ASSISTANCE UNDER "KARMASATHI PRAKALPA" OR HAS NOT APPLIED ANYWHERE. I WILL ABIDE BY THE LAWS, BY-LAWS & RULES FRAMED BY THE BANK CONCERNED TO CARRY THE PROJECT/APPROVED SCHEME/ACTIVITY ASSISTED UNDER THE SCHEME. I UNDERTAKE IF THE INFORMATION FURNISHED BY ME PROVED TO BE FALSE/NOT TRUE AT ANY POINT OF TIME, MY APPLICATION SHALL SUMMARILY BE REJECTED.

DATE

SIGNATURE OF THE APPLICANT

CHECK LIST (DOCUMENTS TO BE ATTACHED WITH APPLICATION)

1. PHOTO IDENTITY PROOF
2. RESIDENCE PROOF
3. AGE PROOF
4. PROOF OF EDUCATIONAL QUALIFICATION
5. CASTE CERTIFICATE(IF APPLICABLE)
6. DETAILED PROJECT REPORT