



**Government of India**  
**Central Water Commission**

Office of Executive Engineer  
Lower Ganga Division

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NO-26/1, S.S.SEN ROAD,  
BERHAMPORE, MURSHIDABAD  
WEST BENGAL-742101

No.LGD/W-15/2011/ 113-21

Dated: 14/6/11

**NOTICE INVITING QUOTATION**

Sealed quotations are invited by the undersigned for and on behalf of the President of India, for providing experienced part time Data Entry Operator cum Typist on Computer for Lower Ganga Division, Berhampore, West Bengal for 12 months subject to the terms and conditions mentioned below. The Quotations should reach this office on or before 15.00 hrs of 28.06.2011. The quotations will be opened on the same day at 15.30 Hrs in the presence of Quotationers who intend to be present.

Sl.No.	Description	Particular of worker	Quantity	Period	Rate
1	To carry out hydrological data entry, Accounts related data entry on Computer cum Typist having typing speed:- 30 words/minute (English), Duration of work:- 4 hours per day (Except holidays)	Part time Data Entry Operator on computer cum Typist	One	1(One year)	Amount per month

**Terms & conditions:-**

1. The envelope containing quotation should be superscribed "Quotation for Part time Data Entry Operator cum Typist" with NIQ No. and date of opening.
2. Qualification of Data Entry Operator cum Typist:-
  - a) Should have good knowledge of working on computer programmes, such as spreadsheet, word processor, presentation software, database, internet surfing etc.
  - b) Should be a graduate in any discipline.
  - c) Should have working knowledge of English
  - d) Should have good working knowledge of Stenography in English.
3. Work should start within seven days from the date of issue of work order.
4. The rates should be quoted in figures as well as in words. Any overwriting/erasures should be attested.
5. The department reserves the right to reject any or all quotations without assigning any reason.
6. The officer in-charge of the work will accept or reject the work executed, according to his judgment.
7. Entire responsibility and liability towards the safety of the employee of the Agency shall rest with them and the department shall stand fully indemnified against any such claims.
8. Payment will be made by A/c Payee cheque on State Bank of India, Berhampore on presentation of bills in triplicate.
9. The Agency is fully responsible for emoluments of aforesaid Part time Data Entry Operator cum Typist on computer and his/her discipline and work.
10. Deduction shall be made from the bill for the period of absence.

(Terms and conditions continued in page-2)

(Terms and Conditions continued from pre-page)

11. The competent authority reserve the right to discontinue the service of the Data Entry Operator cum Typist on computer without any notice, if the work executed is found unsatisfactory, and the contract stands automatically cancelled.
12. The Data Entry Operator cum Typist will in no way be absorbed into regular Govt. service.

J. Harsha 14/06/21  
(J. HARSHA)  
EXECUTIVE ENGINEER

Copy To:-

1. The Chief Engineer, LGBO, CWC, Patna.
2. ✓ Director, S.M. Directorate, CWC, New Delhi, with a request for uploading on CWC web site and this copy has also been sent to the e-mail: [smdte@nic.in](mailto:smdte@nic.in)
3. The Superintending Engineer, HOC, CWC, Maithon.
4. The Executive Engineer, Damodar division, CWC, Asansol.
5. Account Branch, L.G. Division, CWC, Berhampore (WB).
6. Correspondence branch L.G. Division, CWC, Berhampore (WB).
7. Assistant Engineer, L.G. sub-division, Farakka.
8. Assistant Engineer, B.J. sub-division, Krishnanagar.
9. Notice Board.