



DR. MEGHNAD SAHA COLLEGE

Recognized by UGC u/s 2(f) & 12 (B)
Affiliated to University of Gour Banga

Website: www.drmscollege.ac.in

NAAC Accredited 'B'
(CGPA 2.42 in Cycle 1)



At - Ranipur
P.O. - Tilna, P.S. - Itahar
Uttar Dinajpur District
West Bengal, India
PIN 733128

Reference No. :

Date:

Notice for Inviting Rate Quotations

NIQ No.: MSC/NIQ /05/2026 - 27

22.08.2026

Sealed Quotations are hereby invited by the **Principal, Dr. Meghnad Saha College**, from registered, reputed, and financially sound Manpower Outsourcing Agencies for providing on need based **Data Entry Operator (DEO)** and **Office Account Assistant (OAA)** for Dr. Meghnad Saha College, Itahar, Uttar Dinajpur. The quotation in a sealed cover should be marked

"Quotation for Data Entry Operator & Office Account Assistant"

Tender should be submitted to the college in hard copy or through college email (drmsctender@gmail.com) within **10th September, 2026 (2:00 P.M.)**. Tender will be opened on **14th September, 2026 at 2:00 P.M.**

Name of the Post	Educational Qualification	Specialization
Data Entry Operator (DEO) (01 Post)	Graduate in any stream	Candidates should have good working knowledge of: • Adobe Photoshop • Canva • MS Word • MS Excel • MS PowerPoint • Data Entry and Internet/Web-based applications • Ability to type in Bengali (using software like Avro) & English
Office Account Assistant (OAA) (01 Post)	Graduate in any stream	Candidates should have good working knowledge of: • Basic knowledge of computer operation and office applications. • Practical working knowledge of Tally software, preferably Tally Prime. • Basic knowledge of accounting, voucher entry, ledger maintenance and related accounts work. • Ability to maintain accuracy and confidentiality in financial and institutional records. • Previous experience in accounts-related computer work will be preferred. • Certification in Tally from a recognized institute.



(+91) 03523 277707
drmsc.itahar@gmail.com



LAT : 25.460298° N
LON : 88.196748° E

Schedule:

Sl. No.	Description of works	Qty	Rate (For 01 Month)	Total (Including of all taxes)
01	01 Data-Entry Operator 01 Office Account Assistant	Total Number 02		
			Total	
			Less Amount	
	Final quoted price after less amount			

Duration of Work 4 Hours (12.00 Noon to 4.00 P.M.)

(Agencies should visit Dr. Meghnad Saha College before submitting quotations)

For detailed information the Agency may contact the office of the Principal or Purchase cum Tender Committee Convenors or Bursar (8240174014/7688037709/9851359590)

Terms and Conditions:

1. Rates to be quoted by the supplier having (1) Valid Trade License & Agency License (2) Copy of GST Registration, (3) Copy of Service Tax Registration in their own Letter head pad with signature & Seal.
2. No advance shall be paid for carrying out the service operations.
3. Duration of Contract: The duration of the contract is 6 months which can be extendable.
4. Payment should be given by generation of bill/invoice in monthly basis.
5. The College reserves the right of whole selection process and terminates the service at any point of date and time.
6. **Liabilities of Agency/Bidder:**
 - All deployed personnel shall maintain strict discipline, punctuality and professional conduct within the college premises.
 - The agency shall remain solely responsible for payment of wages, insurance coverage, statutory benefits, supervision, and all liabilities relating to the deployed personnel.
 - The duration of the contract is 6 months which can be extendable further subject to satisfactory performance and approval by the College Authority.

7. Payment Terms

- Monthly payment shall be made through Account Payee Cheque based on verified attendance records certified by the Field Supervisor and duly approved by the College Authority, subject to satisfactory performance of services.
- All statutory deductions, taxes, liabilities, and compliance obligations shall be borne entirely by the agency.

Dr. Meghnad Saha College's Rights:

- **Right to Accept or Reject:** Dr. Meghnad Saha College may accept or reject any or all tenders, fully or partly. and to cancel the tender process without assigning any reason. The College shall not be bound to accept the lowest bid.
- **Modification of Terms:** The College may modify, amend, or relax any terms and conditions of the tender before the last date of submission, if necessary.
- **Validity of Tender:** The tender shall remain valid for **three months from the date of issue**. If no supply/work order is issued within this period, the tender process may be initiated afresh.
- **Final Authority:** All decisions of Dr. Meghnad Saha College regarding the tender, evaluation, award, rejection, or cancellation shall be final and binding, subject to applicable rules and regulations.

Discretion of the College

Dr. Meghnad Saha College reserves the right to defer, modify, or cancel the proposed purchase, even after selection of the vendor, due to financial constraints, administrative requirements, or other valid reasons. The vendor shall have no claim for compensation or damages in such circumstances.

Dispute Resolution and Arbitration

Any dispute arising out of the contract shall first be resolved through mutual discussion between the College and the Contractor. If the dispute remains unresolved, it shall be referred to arbitration under the **Arbitration and Conciliation Act, 1996**, and applicable rules. The arbitration shall be held at **Raiganj, Uttar Dinajpur, West Bengal**. The Arbitrator shall be appointed by the Principal, Dr. Meghnad Saha College, and the decision shall be binding on both parties, subject to law.

Legal Jurisdiction:

All legal disputes related to this tender or contract shall be dealt with by the competent courts at **Raiganj, Uttar Dinajpur, West Bengal**, only.


22.08.2028

(Dr. Amit Bhowmick)

Principal

Dr. Meghnad Saha College
Itahar, Ranipur, Tilna, U/D

Prof. (Dr.) Amit Bhowmick
Principal
Dr. Meghnad Saha College
Ranipur, Tilna, Itahar
Uttar Dinajpur, 733128, W.B



Copy forwarded for the information and necessary action

1. The Sub-Divisional Officer, Raiganj, U/Dinapur
2. The Block Development Officer, Itahar Block, Itahar, U/Dinapur
3. The Pradhan, Itahar Gram Panchayet, Itahar, U/Dinapur
4. College Notice Board and College Website
5. Convenor, Purchase cum Tender sub-committee, Dr. Meghnad Saha College
6. Convenor, Finance sub-committee, Dr. Meghnad Saha College
7. Convenor, Website Development Committee, Dr. Meghnad Saha College

22/08/2026
Bursar

Dr. Meghnad Saha College
Ranipur, Tilna, Itahar, U/Dinapur

Bursar
Dr. Meghnad Saha College
Itahar (Ranipur), Uttar Dinajpur

22.08.2026
Convenor (s)

Purchase cum Tender sub-committee
Dr. Meghnad Saha College
Ranipur, Tilna, Itahar, U/Dinapur

22-08-2026
Principal

Dr. Meghnad Saha College
Itahar, Ranipur, Tilna, U/D

Prof. (Dr.) Amit Bhattacharya
Principal
Dr. Meghnad Saha College
Ranipur, Tilna, Itahar
Uttar Dinajpur, 733128, W.B