

TENDER NOTICE

1. Sealed Two Part Tenders (Part-I Technical and Part-II Commercial) are invited in prescribed format, from registered companies for engaging Data Entry Operators from time to time as per requirement in the office of Raja Rammohun Roy Library Foundation (RRRLF), Block-DD-34, Sector-1, Salt Lake, Kolkata- 700064.
2. The prerequisites of the Tender are given at Annexure-I to be downloaded from the office Website.
3. Special Clauses of Tender are given at Annexure-II to be downloaded from the office Website.
4. The description/Charter of Duties to be performed under Comprehensive Special Maintenance is given at Annexure-III to be downloaded from the office Website.
5. The description of manpower is given at Annexure-IV to be downloaded from the office Website.
6. The other Annexure-V to VII may also be downloaded from the office Website.
7. All the Annexures to this Tender Notice can be procured from the office of the RRRLF from 11-30 a.m to 4-30 p.m. on weekdays except Saturdays and Sundays upto 3rd April, 2017. Annexure can also be downloaded from the office Website : rrrlf.gov.in
8. This Tender Notice will remain on the Foundation's website upto 3rd April, 2017.
9. **Last date of submission of the Tender is 10th April, 2017 upto 12 noon.**
10. Sealed Tenders (Part-I Technical Bid) will be opened at 12.30 p.m. on 12th April, 2017 in presence of the Bidder or their authorized representative, should they choose to be present in person. Only one representative of each Company/Firm will be allowed to be present during opening of Part-I of the Tender. Date of opening of Part-II (Commercial Bid) of the Tender will be intimated later after approving the Part-I.

[Annexure I](#)

[Annexure II](#)

[Annexure III](#)

[Annexure IV](#)

[Annexure V](#)

[Annexure VI](#)

[Annexure VII](#)

Director General