



Government of West Bengal
Office of the District Magistrate, Cooch Behar
Sagar Dighi Complex, P.O : Cooch Behar, Dist : Cooch Behar, PIN: 736101, West Bengal
(MINORITY SECTION)

No.: 02----

Date: 03/03/2020

As instructed by the Special Secretary of Minority Affairs & Madrasah Education Department to the Government of West Bengal vide No. 2066-MD dated 27.09.2019, fresh quotations are hereby invited from the interested Local Self-Help-Groups (SHGs) / NGOs who shall act as Agencies having experiences in same kind of work & credentials for providing the following services at Cooch Behar Model Madrasah (English Medium), Panthashala Road, Cooch Behar which are as follows :

Sl. No.	Name of the Services to be Required	Required Subject/ Category	Nos. of Personnel Required	Qualifications Required	Base Value of Service Charge @ Rs. per Month Per Personal
1.	Teaching of the students from class PP to X in English Medium	Arabic	01	Kamil / MM with 50% marks, preferable trained.	10,000/-
		English	02	BA (Hons.) / MA with 50% marks, preferable trained.	
		Bengali	01	BA (Hons.) / MA with 50% marks, preferable trained.	
		History	01	BA (Hons.) / MA with 50% marks, preferable trained.	
		Geography	01	BA (Hons.) / MA with 50% marks, preferable trained.	
		Physics / Chemistry	01	B Sc (Hons.)/ M Sc with 50% marks, preferable trained.	
		Mathematics	01	B Sc (Hons.)/ M Sc with 50% marks, preferable trained.	
	Computer Applicants	01	BCA / MCA / B. Tech.		
2.	Clerical Work	-	01	HS / BA with Basic knowledge in Computer.	7,500/-
3.	Security Guard	-	02	Madhyamik / Higher Secondary Pass.	7,000/-
4.	Peon	-	02	Class VIII / Madhyamik Pass.	6,000/-
	Matron	-	01	Class VIII / Madhyamik Pass.	
	Karmabandhu	-	01	Class VIII / Madhyamik Pass.	

Interested Local Self-Help-Groups (SHGs) / NGOs may drop their sealed quotations on their own letter pad mentioning the total amount of the service fees offered by them as a whole (Sl. No. 1 + 2 + 3 + 4) to the Office of the District Officer Minority Affairs, Cooch Behar (Minority Bhavan), DM Office, Cooch Behar in a sealed box on or before 11.03.2020 from 10.00 am to 5.00 pm in any office day.

Box will be opened on 12.03.2020 at 11 am. The participating SHGs/NGOs are expected to remain present at that time. Lowest valid rate should normally be accepted. However, the accepting authority doesn't bind himself to do so and reserves the right to accept any quotation and reject any or all the quotations but not to compromising the quality. The Offer Acceptance Letter will be issued on 12.03.2020 where all the terms & conditions will be mentioned regarding the engagement process which the Agency has to follow strictly.

Along with the Offer Letter they have to submit a credential certificate from the employer where they are providing or provided such kind of services.

They (In case of NGOs) have also to submit IT return of last 3 years with bank account statement , Registration Certificate, Audit Report of last 3(three) years, Office Address proof etc.

In case of SHG the verification of relevant documents will be done by this Office from the concerned department.


District Officer Minority Affairs,
Cooch Behar

Copy forwarded for kind information & necessary action to :

1. The Secretary, Minority Affairs & Madrasah Education Department , Government of West Bengal.
2. The Director of Madrasah Education, Government of West Bengal.
3. The PD, DRDC, Cooch Behar.
4. The Sub-Divisional Officer (All),Cooch Behar.
5. The D.I.O , NIC , Cooch Behar with request to upload this notice on www.coochbehar.nic.in
6. The District Officer, SHG & SE , Cooch Behar.
7. The Block Development Officer (All), Cooch Behar.
8. The District Inspector of School (SE & PE), Cooch Behar.
9. The Head Master, Cooch Behar Model Madrasah (English Medium), Cooch Behar.
10. The CA to The Addl. District Magistrate (D), Cooch Behar.


District Officer of Minority Affairs,
Cooch Behar