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KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Arnab Roy, IAS
Project Director

Memo No. CMU- 119/2003/1200(85)

Dated $\frac{7^{\text{th}}}{8}$ August 2006

To
The Mayor/Chairperson,

..... Municipal Corporation/Municipality

Sub : Computer training.

Sir/Madam,

Switch over from Cash-based single entry Accounting to Accrual-based Double entry Accounting system is about to commence shortly in your ULB. Before the functions associated with this area are taken up as a continuing programme, it is imperative that the members of staff working in the Accounts and Accounts related departments of your ULB will be conversant with working on Computer. In this view, you are requested to arrange computer training for the employees of your ULB. CMU will bear the cost of computer training for 10 persons of each ULB. First, all employees of Accounts and Accounts related departments should be included in the list of trainees, and then preference should be given to employees of other departments. In case, number of employees in the Accounts department exceeds 10, for the present 10 persons may be selected for training and a proposal for further training-need, may be sent to CMU.

2. For selection of a suitable agency for computer training, Notice inviting technical and financial proposal and terms of business, may be sent to the reputed Computer Institutes in your town, or if sufficient institutions are not available, proposals may be invited from reputed agencies nearby. Selection should be made from at least 4 proposals. Terms of Reference and the Syllabus of the training, are appended under Sections 3 and 6 respectively of the enclosed Specimen of the Contract Document. The specimen Contract Document is to be used for entering into agreement with the selected agency.

3. CMU will bear actual cost of training subject to the limit of Rs. 2800 (Rupees two thousand eight hundred) per participant. The expenditure may be borne out of the initial fund of Rs. 2 lacs already provided by CMU, and is to be booked under the sub-head "Capacity Building - computer training".

4. After successful completion of computer training, CMU will provide financial assistance for procuring 2 (two) Computers to each ULB. Kindly send us a report stating commencement of training, training period,

list of trainees. name of the training institute and venue. After receipt of this report, we shall be making the allotment of purchase of 2(two) Computers.

I hope, you will be able to start this as quickly as possible.

Yours faithfully,

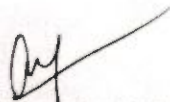

Project Director

Encl : As stated under para 2.

Memo No. CMU- 119/2003/1200 (85)/1(4) Dated 7th August 2006

Copy forwarded for information and necessary action to :

- 1) Principal Secretary, M.A. Department, Govt. of W.B.
- 2) P.S. to MIC, M.A. Department, Govt. of W.B.
- 3) DLB, W.B.
- 4) F.A., CMU


Project Director

Draft Contract Documents

Section 1 - Form of Contract

Contract For: Basic Computer Training

Contract Number: <Number>

This Contract (hereinafter referred to as the Contract) dated _____, is made between
<Name of the ULB> (hereinafter referred to as)

and

_____ (hereinafter referred to as the 'Consultant')

Whereas:

- <Name of the ULB> requires the Consultant to supply certain services under the terms of the Contract, and as more particularly defined in the Contract Letter (hereinafter referred to as the Services) which shall be placed pursuant to the Contract (see Section 3);

and

- the Consultant, having represented to <Name of the ULB> that they have the professional skills, personnel and technical resources, have agreed to supply the services when required during the period of the Contract;

It is hereby agreed as follows:

1. Documents

The Contract shall comprise the following documents:

Section I Form of Contract (this document)

Section 2. Conditions of Consultancy Contracts

Section 3 Terms of Reference

Section 4 Special Conditions

Section 5 Schedule of Fees

Section 6 Schedule of Syllabus

2. Previous Communications

This document constitutes the entire Contract between the parties and supersedes all previous communications, whether oral or written, in relation to the Services to be undertaken in accordance with the Contract.

3. Provision of Services

The Consultant agrees, during the period of the Contract, to make themselves available to provide the Services to be undertaken in accordance with the Contract. The Consultant is required to pass to within one month of completion of a task, all documents and working papers accumulated during the course of the service.

4. Financial Limit

Total financial limit for this Assignment is Rs _____ (Rupees _____)

5. Payment

In consideration of the Services performed by the Consultant under the terms of this Contract, <Name of the ULB> shall make to the Consultant such payments and in such manner as provided in section 5, Schedule of Prices, within the financial limit specified.

6. Commencement of the Services

This Contract will remain in effect from <Date> and expire on <Date> unless terminated earlier in accordance with the provisions of the Contract.

7. Acknowledgement

The Consultants shall confirm acceptance of the terms of this Contract by signing and returning to <Name of the ULB> the duplicate copy enclosed within a period of 30 days.

For and on behalf of <Name of the
ULB>

Name:

Position: Mayor/Chairman, <Name of
the ULB>

Signature:

Date:

For and on behalf of the Consultant

Name:

Position:

Signature:

Date:

Section 2 - Conditions For Consultancy Contracts

1. Construction of Contract

- 1.1. The Contract shall be governed by and construed in accordance with the laws of India.

2. Definitions

- 2.1. "the Consultants" means the firm or company with whom the Contract is placed.
- 2.2. "the Contract" means the contract between <Name of the ULB> and the Consultants consisting of the Form of Contract and the documents listed therein.
- 2.3. "the Services" means those activities more particularly defined in Section 3 (Terms of Reference/Scope of Work), as referred to in clause I of the Form of Contract.
- 2.4. "the Assignment Officer" means the person named in Section 4 who is responsible for issuing instructions and dealing with all correspondence in connection with the technical aspects of the Contract.
- 2.5. "the Contract Officer" means the person named in Section 4 who is responsible for all contractual aspects of the contract.
- 2.6. "the Administration Officer" means the person named in Section 4 to whom all administrative issues should be referred.

3. Instruction and Approvals

- 3.1. Though the Services may be supplied directly to a Sector or Programme Department within, India, instructions for implementation of those services may only be given by the Assignment Officer.
- 3.2. No variation in the terms or scope of the Contract shall be valid or binding unless previously expressly agreed in writing by <Name of the ULB> and the Consultants in the form of a letter entitled "Contract Amendment No". <Name of the ULB> takes no responsibility for work outside the agreed contract, Terms of Reference/Scope of Work.

4. Personnel

- 4.1. The Consultants shall communicate through the proposal the expert personnel to be engaged in providing the services. The prior approval of the Contract Officer will have to be obtained by the Consultants in respect of any new person engaged. All personnel shall perform the Services with all due diligence, efficiency and economy, in accordance with appropriate professional standards.
- 4.2. Nothing contained in this Contract shall be construed or have effect as constituting a relationship of employer and employee or principal and agent between <Name of the ULB> and the Consultants or any staff of the Consultants.
- 4.3. All Consultants' personnel provided shall be suitably qualified, experienced and physically fit to carry out the work required of them. In the event that any are deemed to be

unsuitable, the Assignment Officer may, notwithstanding any prior approval, so notify the Consultants in writing, giving reasons for unsuitability. On receipt of such notification the Consultants shall without charge provide a suitably qualified and acceptable replacement for any such person with the minimum of disruption and delay to the Assignment in relation to which the Services are provided.

- 4.4. The Consultants shall not be entitled to substitute personnel unless the Contract officer gives written consent to such substitution. Consent, to any such substitution shall not be unreasonably withheld but be conditional upon the provision by the Consultants of a suitable replacement. The Contract Officer shall be entitled to withdraw such consent, and to require the reinstatement or further replacement of any substituted personnel if, in the reasonable opinion of the Assignment Officer, the replacement is unsuitable.
- 4.5. <Name of the ULB> shall not be liable to meet any costs arising from the replacement of the Consultants' personnel who are engaged on the Contract.
- 4.6. The Consultants are responsible for all acts and omissions of persons engaged by the Consultants whether or not in the course of performing the services and for the health, safety and security of such persons and their property and the Consultant shall indemnify <Name of the ULB> in respect of any claim (including legal costs incurred by <Name of the ULB> in defending such claim) made against <Name of the ULB> by such persons except where the loss, damage or claim arises out of the negligence of <Name of the ULB> or its employees.

5. Financial Limit

- 5.1. The Financial Limit under this Contract is stated in the Form of Contract, the components of which are set out in the Schedule of Prices, Section 5. No expenditure may be incurred in excess of this limit and no virements between budgets are permitted without the prior written authority of the Contract Officer.

6. Fees & Incidentals

- 6.1. Fees quoted for each productive day are deemed to cover the cost of salary, leave allowances, bonuses, profit, taxes, insurances, superannuation, non-working days and all other costs and expenses of whatsoever nature that may be incurred except those otherwise specifically provided for in the Contract.

7. Payments

- 7.1. Invoices should be submitted in accordance with the specific instructions set out in clause 11 below and Section 5 Schedule of Prices.
- 7.2. Subject to <Name of the ULB> being satisfied that the Consultants are or have been carrying out their duties, obligations and responsibilities under the Contract, sums duly approved shall be paid within 30 days of receipt of a valid invoice.
- 7.3. Payment shall be made in Indian Rupee.
- 7.4. If for any reason <Name of the ULB> is dissatisfied with performance of the Contract, an appropriate sum may be withheld from any payment otherwise due. In such event

<Name of the ULB> shall identify the particular Services with which it is dissatisfied together with the reasons for such dissatisfaction, and payment of the amount outstanding will be made upon remedy of any unsatisfactory work or resolution of outstanding queries.

- 7.5. Should <Name of the ULB> determine after paying for a particular service that the service has not been completed satisfactorily, <Name of the ULB> may recover, or withhold from further payments, an amount not exceeding that previously charged for that service until the unsatisfactory service is remedied to its satisfaction.
- 7.6. In the event that any advance payment made is in excess of the expenditure actually incurred, <Name of the ULB> shall recover the amount of such excess immediately from any amount due to the consultant.

8. Payment to Sub-Contractors

- 8.1. In the event that the Consultants let a sub-contract with a supplier or contractor, such sub-contract shall include the requirement that payments due to be made to the sub-contractor shall be paid within a period not exceeding 30 days of receipt of a valid invoice as defined in the sub-contract. Payment to sub-contractors will be the sole responsibility of the Consultants and <Name of the ULB> will not be involved in it in any way.

9. Corrupt Gifts and Payments of Commission

- 9.1 The Consultants warrant and represent to <Name of the ULB> that the Consultants have not:

- offered to give or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the Contract or for showing or forbearing to show favour or disfavour to any person in relation to the Contract;
- entered into the Contract in connection with which commission has been paid or agreed to be paid by the Consultants or on their behalf, or to their knowledge, unless before the Contract was made, particulars of any such commission and of the terms and conditions of any agreement for the payment thereof were disclosed in writing to the Contract Officer.

- 9.2 Any breach by the Consultants of the warranty and representation contained in clause 8.1, or

- commission of any offence by the Consultants under the Prevention of Corruption Acts in relation to this Contract
- shall entitle <Name of the ULB> to terminate the Contract and recover from the Consultants the amount of any loss resulting from such termination and/or to recover from the Consultants the amount or value of any such gift, consideration or commission.

- 9.3 In clause 8.2 references to the Consultants includes anyone employed by them or acting on their behalf (whether with or without their knowledge).

10. Commissions and Discounts

10.1 The Consultants shall not accept for their own benefit any trade commission, discount or similar payment or benefit, in connection with the Contract. In addition, the Consultants shall endeavour to ensure that neither their subcontractors, nor the personnel or agents of either the Consultants or subcontractors shall receive any such additional remuneration or benefit. Any such discounts, commissions, payments or benefits shall be passed to <Name of the ULB> immediately.

11. Invoicing Instructions

11.1 Invoices for work undertaken by Consultants must be presented in duplicate, on a milestone basis. The Invoice should include the professional fees only. The billing and payment shall be linked to the milestones as follows:

Milestone	Percentage of payment to be released
	Professional Fees
1. On signing of the Contract against Bank Guarantee	20%
2. Mid term payment after two months from the date of commencement	30%
3. On completion of the course after 4 months from the date of commencement	30%
4. On completion of the second orientation workshop after six months from the date of commencement	20%

11.2 Invoices should bear the Contract reference, be numbered sequentially and dated, and marked "For the attention of the Contract Officer" named in Section 4. The final invoice presented in connection with the contract should be endorsed "Final Invoice".

11.3 All invoices should be signed by the Project Leader.

11.4 Any invoice not presented in accordance with the above may be rejected and in any event shall be liable to query and delay in payment.

11.5 All Invoices should be only Certified by the contract officer of the Assignment without which payment will not be processed.

12. Indemnity

12.1 The Consultants shall exercise reasonable skill, care and diligence in the performance of the Contract and indemnify and keep indemnified <Name of the ULB> in respect of any loss, damage or claim howsoever arising out of or related to breach of contract, statutory duty or negligence by the Consultants or the Consultants' servants, agents or subcontractors in relation to the performance or otherwise of the Services to be provided under this Contract.

13. Assigning to Others

- 13.1 The Consultants shall not, without the prior written consent of <Name of the ULB>, assign or transfer or cause to be assigned or transferred, whether actually or as the result of take over, merger or other change of identity or character of the Consultants, any of its rights or obligations under the Contract or any part, share or interest therein. Upon any such assignment or transfer, this engagement may forthwith be terminated by <Name of the ULB>.

14. Termination

- 14.1 <Name of the ULB> may at its sole discretion and at any time terminate the Contract and inform the Consultants of <Name of the ULB>'s decision by written instruction to that effect. In the event of the Contract being so terminated, the Consultants shall take such steps as are necessary to bring the Services to an end, (including terminating any sub-contracts placed by the Consultants) in a cost effective, timely and orderly manner.
- 14.2 Should the Services or any portion thereof not be carried out to the satisfaction of <Name of the ULB> as notified under clause 7.4 or within the time or times specified in or under the Contract, <Name of the ULB> may, without prejudice to any other remedies, by notice in writing to the Consultants terminate the Contract either in respect of the Services which have not been carried out in accordance with the Contract at the time of such termination or in respect of all the Services to which the Contract relates other than those carried out in accordance with the Contract before that time. In such case the Consultants shall not be entitled under the Contract to payment of any amount by way of compensation.
- 14.3 The Contract may be terminated by <Name of the ULB> by notice in writing to the Consultants if at any time the Consultants either directly or through their servants or agents or sub-contractors commit any breach of their obligations hereunder or being an individual or, where the Consultants are a firm, any partner in that firm shall at any time become bankrupt, or shall have a receiving order or administration order made against them or shall make any composition or arrangement with or for the benefit of their creditors or shall make any conveyance or assignment for the benefit of their creditors or if the Consultants being a company, an order is made, or a resolution is passed, for the winding up of the Consultants, otherwise than a member's voluntary winding up for the purpose of amalgamation or reconstruction (subject to the prior approval of <Name of the ULB>) or a receiver or administrator is appointed of the whole or any part of the undertaking of the Consultants, <Name of the ULB> may forthwith terminate the Contract.

15. Force Majeure

- 15.1 If the performance of the Contract by either party is delayed, hindered or prevented or is otherwise frustrated by reason of *force majeure*, which shall mean war, civil commotion, fire, flood, action by any government or any event beyond the reasonable control of the party affected, then the party so affected shall promptly notify the other party in writing specifying the nature of the force majeure and of the anticipated delay in the performance of the Contract and as from the date of that notification <Name of the ULB> may at its discretion either terminate the Contract forthwith or suspend the performance of the Contract for a period not exceeding 6 months. If at the expiry of such period of suspension any of the reasons for the suspension still remain, <Name of the ULB> and

the Consultants may either agree a further period of suspension or treat the Contract as terminated. In the event of the Contract being terminated by reason of *force majeure*, the Consultants shall take such steps as are necessary to bring the Services to an end, (including terminating any sub-contracts placed by the Consultants) in a cost effective, timely and orderly manner. The Consultants shall submit an account in writing which shall state the amount claimed taking into account all fees and costs properly incurred or committed by the Consultants in relation to the Contract or its termination which cannot be recovered. Always provided that payments are within the Financial Limit and not subject to dispute, <Name of the ULB> shall:

- a. pay all fees, expenses and other sums due and outstanding under the terms of this Contract up to and including the date of termination ("the Relevant Date");
- b. reimburse all reasonable expenses necessarily incurred by the Consultants after the Relevant Date in winding up the Contract.

16. Disclosure of Information, Intellectual Property Rights and Official Secrets Act

16.1 The Consultants shall not during or after the termination of the Contract disclose to any third party any Confidential Information arising from the Contract (other than in the proper performance of their duties hereunder or as may be required by a court or arbitration panel of competent jurisdiction) except with the prior written permission of <Name of the ULB>. For the purposes of this clause 16, "Confidential information" shall mean information relating to proprietary, technological, economic, legal, administrative business and technical matters of <Name of the ULB> including but not limited to information disclosed orally, documents, drawings, diagrams, models, programs, computer data or any part or copy of such information. The Consultants shall not use any information in a way which would cause embarrassment to <Name of the ULB> or to State or Central Government.

16.2 Any publication shall contain an express acknowledgement of the Consultants' copyright and the following statement:

"This document is an output from a project funded by DFID for Kolkata Urban Services for the Poor (KUSP) programme. The views expressed are not necessarily those of <Name of the ULB>".

Consultants shall within 10 days of the date of publication, supply <Name of the ULB> with as many copies of any publication as <Name of the ULB> may reasonably request.

16.3 Subject always to the provisions of Clause 16.1 above:

16.4 Where the Consultants are contracted by <Name of the ULB> to supply Services to another Recipient, the originals of any reports should be addressed to that Recipient. Such reports and any other document or materials prepared or inventions or information produced as a result of the performance of the Services and all intellectual property rights therein, unless otherwise specifically stated in the Contract, shall be and shall remain the property of <Name of the ULB>.

16.5 Where the Consultants are contracted to supply Services directly to <Name of the ULB> all reports should be addressed directly to the Assignment Officer. All intellectual property rights in such reports and any other documentation or materials prepared or

inventions or information produced as a result of the performance of the Services shall be and shall remain the property of <Name of the ULB>.

16.6 The Consultants hereby grant to <Name of the ULB> a worldwide non-exclusive irrevocable royalty free licence to use the reports and any other documentation or materials and any intellectual property rights therein. "Use" in this clause shall mean the use, reproduction, publication and transfer of or other dealing with the reports, other documentation, materials and the intellectual property rights therein, including the production and sale of products incorporating the same for use by any person or for sale or other dealing anywhere in the World. <Name of the ULB> shall be entitled to sub-licence the intellectual property rights referred to in this clause to any person or entity (including, but not limited to the Recipient), on any terms which <Name of the ULB> thinks fit.

16.7 When the Services are supplied directly to <Name of the ULB>, the Consultants shall take all reasonable steps to ensure that personnel engaged on the Services have notice that the provisions of the Official Secrets Acts apply to them and will continue to apply after completion or earlier termination of the Contract.

17. Settlement of Disputes

17.1 Should the Consultants and <Name of the ULB> be unable to reach agreement on the meaning or interpretation of any of the terms set out hereto or any other matters arising out of the Contract, the matter in dispute shall be referred to an arbitrator to be agreed between the parties, or failing such agreement to be nominated by the President of the Indian Council of Arbitrators on application of either party, and the decision of the arbitrator shall be final and binding on both parties. The place of arbitration shall be the district in which the ULB is situated.

18. Evaluation

18.1 <Name of the ULB> may undertake post Assignment evaluation of the impact and cost-effectiveness of Assignments or programmes which it funds. The Consultants shall, if required, give <Name of the ULB> or its representatives reasonable access to records held by the Consultants in connection with the Contract and shall give all reasonable co-operation to the evaluators appointed by <Name of the ULB>.

19. Conflict of Interest

19.1 Neither the Consultants, their personnel, nor any sub-contractors or their personnel shall engage in any personal, business or professional activities, either during the course of or after the termination of this Contract, which conflict with or could potentially conflict with the Services

19.2 The Consultant shall notify <Name of the ULB> immediately of any such activities or circumstances which give rise to or could potentially give rise to a conflict with the Services and shall advise <Name of the ULB> how they intend to avoid such a conflict arising.

19.3 In the event of a conflict as described in Sub-clause 18.1 above arising during the course of this Contract <Name of the ULB> reserves the right to terminate the Contract on giving written notice to the Consultants. In the event of such termination the provisions of clause 14 shall apply.

Section 3
Terms of Reference

Name of the Assignment: Basic Computer Training

OVERALL OBJECTIVES

Municipal reforms lie at the heart of this programme. Capacity building of Municipal Staffs at all levels of operation is the key to successful implementation of the said reform process. Accordingly, at the first stage it has been conceived that a basic computer training module be developed and implemented across all ULBs in the state. The need for such training is manifold, viz.

- Ensuring more transparent and speedy day to day functioning
- Better record keeping
- Accessing best practices in other places and innovative ideas through internet browsing
- Keeping in touch with various in line departments through e-mails.
- Creating the idea of e-governance in the ULBs.
- Building capacity to handle hardware peripherals

The project seeks to create a pool of computer literate personnel with all the ULBs. The idea is to impart basic computer proficiency on those who have no exposure / very little exposure to computer handling ever before. Such target group covers employee categories from Group-A to Group-C of the ULBs.

SCOPE OF WORK

The specific scope of work is as follows. Activities to fulfill the objectives, if not a part of scope of work, will also be deemed to be a part thereof.

1. The vendor has to cover during the training the entire syllabus. (Annex 1). The period of assignment is six months. The entire course duration shall be broken up in the following manner viz. 2 hours per day × 3 days a week, allocating at least 96 hours and at most 100 hours and spread over a period of first 4 months (of the said 6 months duration for the assignment).
2. The breakup of time for the entire duration of the training period (of the initial 4 months) shall be so designed so as to allot major time for practical classes and

the remaining for theoretical and tutorial lessons. This can be done in the following manner:

SOFTWARE PART	
Practical	55 hours
Theoretical	25 hours
Tutorial	4 hours
HARDWARE PART	12 hours
TOTAL	96 hours

(The above break up is just indicative)

3. The vendor shall evaluate the students on a regular basis through tutorials, conduct exams at the end every month and maintain progress report for individual student.
4. The vendor shall create a mechanism through which the students can give their feed back on the training programme. Such feed back should be given both to the signing authorities of the vendor and also to the client. The format for such feedback sheet has to be prepared by the vendor.
5. The vendor shall provide a training centre with proper sitting arrangements and drinking water, toilets for both genders. There must be rooms for theory classes accommodating 10-15 trainees in one batch. The medium of instruction shall be the local language
6. The teacher-student ratio of 1:20 for theoretical classes and 1:5 for practical/lab based classes has to be maintained. Man-machine ratio of 1:1 has to be maintained
7. The vendor shall supply all requisite study material/guide books/ manual to the students printed preferably in local language or English.
8. All computers, software and peripherals required for the training are to be supplied by the vendor
9. After the completion of training in the first 4 months (i.e. completing the entire syllabus as provided in Annex 1), the vendor shall ensure that one of its key staffs who was engaged in delivering the training, visits the trainees in their Municipal

office on a bi-monthly basis, i.e. he/she has to visit the Municipal office 4 times in the remaining 2 months of the assignment. He/She has to collect feedback (feedback format to be prepared by the vendor) from the trainees in each of the visits and design and conduct orientation workshops for the same in the Municipal office itself, one at the end of the 5th month and another at the end of the 6th month i.e. the vendor has to ensure that it conducts two orientation workshops in the last 2 months of the assignment.

DELIVERABLES

1. Study material/guide books/ manual to all the students printed preferably in local language or English. Two sets of Study material/guide books/ manual has to be submitted to the Contract Officer.
2. Examination results (along with the progress report) at the end of every month for each individual student has to be submitted to the Contract Officer of the ULB
3. Attendance sheet for each batch has to be maintained and to be submitted to the Contract officer of the ULB in original at the end of each month.
4. Student feed back sheet to all the trainees at the end of every month in two separate copies. The trainees will submit one to the vendor and other to the Contracting Officer.
5. Certificates to be awarded to all the successful students who have undergone the training. Among other things, the certificate must illustrate grades, percentage of marks obtained by the trainees shown separately for theoretical and practical/lab parts.
6. Two orientation workshops, one at the end of the 5th month and another at the end of 6th month.

COMPETENCY AND EXPERTISE REQUIREMENTS

The vendor must have previous experience in similar assignments.

The vendor must ensure that the personnel engaged in delivering the training course:

1. Must be graduates and have done DCA. Personnel with PGDCA will be an added advantage
2. Have exposure of working in West Bengal. Preference will be given to those who have similar experience of working with the Urban Local Bodies

3. Have an experience of at least 2 (two) years as a trainer.

REPORTING REQUIREMENTS

For any kind of communication, the vendor shall report to the Contract Officer. Further the vendor will be fully accountable to the Contract Officer for this assignment.

PAYMENT SCHEDULE OF FEES

1. 20% of the fees will be paid as Mobilisation Advance on signing of the Contract against Bank Guarantee.
2. 30% of the Fees will be paid after two months from the date of commencement of the course.
3. 30% of the Fees on completion of the course and awarding of certificates to all the trainees after 4 months from the date of commencement of the course.
4. 20% of the Fees as Final payment on completion of the second orientation workshop after six months from the date of commencement.

Section 4 – Special Conditions

The Assignment Officer for the assignment shall be: EO / FO,
..... Municipal Corporation / Municipality.

The Contract Officer for the assignment shall be: Mayor / Chairman,
..... Municipal Corporation / Municipality.

The Administrative Officer for the assignment shall be: : EO / FO,
..... Municipal Corporation / Municipality.

Section 5 - SCHEDULE OF FEES

Contract For : Basic Computer Training

Contract Number : _____

ITEM**Amount (Rs.)**

20% of the fees will be paid as Mobilisation Advance
on signing of the Contract against Bank Guarantee.

30% of the Fees will be paid after two months from
the date of commencement of the course.

30% of the Fees on completion of the course and
awarding of certificates to all the trainees after
4 months from the date of commencement of
the course.

20% of the Fees as Final payment on completion
of the second orientation workshop after
six months from the date of commencement
of the course.

Rs. _____

Section 6 - SCHEDULE OF SYLLABUS

Contract For : Basic Computer Training

1. **Introduction to computer**
 - 1.1 **What is computer**
 1. Characteristics of Computers
 2. Basic Applications of Computer
 - 1.2 **Components of Computer System**
 1. Central Processing Unit (CPU)
 2. VDU, Keyboard and Mouse
 3. Other input / output Devices
 4. Computer Memory
 5. Concepts of Hardware and Software
 - 1.3 **Classifications of computers**
 - 1.4 **Representation of data / Information concepts of data processing**
 1. Definition of Information and data
 2. Basic data types
 3. Storage of data / Information as files
2. **Introduction to windows**
 - 2.1 **What is an operating system and basics of Windows**
 - 2.2 **The User Interface**
 1. Using Mouse and Moving Icons on the screen
 2. The My Computer Icon
 3. The Recycle Bin
 4. Status Bar, Start and Menu & Menu – selection
 5. Running an Application
 6. Windows Explorer Viewing of File, Folders and Directories
 7. Creating and Renaming of files and Folders
 8. Opening and closing of different Windows
 - 2.3 **Windows Setting**
 1. Control Panels
 2. Wall paper and Screen savers
 3. Setting the date and Sound
 4. Concept of menu Using help
 - 2.4 **Advanced Windows**
 1. Using right Button of the Mouse
 2. Creating Short cuts
 3. Basic of Window Setup
 4. Notepad
 5. Window Accessories

3. Basic DOS commands

- 3.1 Comparison of DOS and Windows
- 3.2 Switching Between DOS and Windows
- 3.3 Basic DOS Internal & External Commands
 - 1. File / Directory Manipulations
 - 2. Copying of files and Disks
 - 3. Delete / Undelete
 - 4. Edit
 - 5. Formatting a floppy

4. Elements of Word Processing

- 4.1 Word processing Basic
 - 1. An Introduction to Word Processing
 - 2. Opening Word Processing Package
 - 3. The Menu Bar
 - 4. Using the Help
 - 5. Using the Icons below menu bar
- 4.2 Operating Documents and Closing documents
 - 1. Opening Documents
 - 2. Save and Save AS
 - 3. Page Setup
 - 4. Printing of Documents
 - 5. Display / Hiding of Paragraph Marks and Inter Word Space
- 4.3 Moving Around in a Document
 - 1. Scrolling the Document
 - 2. Scrolling by line / paragraph
 - 3. Fast Scrolling and Moving Pages
- 4.4 Using a Document / Help Wizard
- 4.5 Text Creation and Manipulation
 - 1. Paragraph and Tab Setting
 - 2. Text Selection
 - 3. Cut, copy and paste
 - 4. Font and Size selection
 - 5. Bold, Italic and Underline
 - 6. Alignment of Text: Center, Left, Right and Justify
- 4.6 Formatting the Text
 - 1. Changing font, size and Colour
 - 2. Paragraph indenting
 - 3. Bullets and Numbering
 - 4. Use of Tab and Tab setting
 - 5. Changing case

4.7 Handling Multiple Documents

1. Opening and closing of Multiple documents
2. Cut, Copy and Paste across the documents
3. Saving of Clip boards
4. Mail Merge

4.8 Table manipulation

1. Concept of table: Rows Columns and Cells
2. Draw Table
3. Changing cell Width and Height
4. Alignment of Text in Cell
5. Copying of cell
6. Delete / insertion of row and columns
7. Borders for Table

4.9 Printing

1. Printing
2. Print Preview
3. Print a selected page

5. Spread Sheet

5.1 Elements of Electronics Spread Sheet

1. Application. / Usage of Electronic Spread Sheet
2. Opening of Spread Sheet
3. The menu bar
4. Creation of cell and addressing of cells
5. Cell inputting

5.2 Manipulation of cells

1. Enter texts numbers and dates
2. Creation of tables
3. Cell Height and Widths
4. Copying of cells

5.3 Providing Formulas

1. Using basic functions / formalism a cell
2. Sum function
3. Average
4. Percentage
5. Other basic functions

5.4

- Spread sheets for small accountings
1. Maintaining invoices / budgets
 2. Totaling of various transactions
 3. Maintaining daily and monthly sales reports

6. Computer Communication and Internet

6.1 Basic of Computer networks

1. LAN
2. WAN

6.2 Internet

1. Concept of Internet
2. Application of Internet

6.3 Service on Inter Net

1. WWW and Web-sites
2. Electronic mails
3. Communication on Internet

7. WWW and Web Browsers

7.1 Web Browsing software

1. Internet Explorer
2. Netscape Communicator

7.2 Surfing the Internet

1. Giving the URL address
2. Search
3. Moving Around in a web-site
4. Printing or saving portion of web pages
5. Down loading

8. Email

8.1 Basic of electronic mail

1. What is an Electronic mail
2. Email addressing
3. Mailbox: Inbox and outbox

8.2 Using Emails

1. Creating Email ID
2. Viewing an email
3. Sending an Email
4. Saving mails
5. Sending same mail to various users

8.3 Document handling

1. Sending soft copy as attachment
2. Enclosures to email
3. Sending a Portion of document as email

8.4 MS Outlook Express

1. Configure Outlook in Email
2. Email Sending & Viewing from Outlook
3. Address Book

9. Making Small Presentations

9.1 Basics

1. Difference between presentation and document
2. Using Power Point
3. Opening a Power Point Presentation
4. Using Wizard for creating a presentation

9.2 Creation of Presentation

1. Title
2. Text Creation
3. Fonts and Sizes
4. Bullets and indenting
5. Moving to Next Slide

9.3 Preparation of Slides

1. Selection of type of Slides
2. Importing text from word documents
3. Moving to next Slide
4. The Slide manager

9.4 Providing aesthetics

1. Slide Designs
2. Background and Text colours
3. Making your own slide format
4. Footnotes and slide numbering

9.5 Slide Manipulation and Slide Show

9.6 Presentation of the Slides

1. Using the Slide Show
2. Printing the Slides and Handouts
3. Slide sorter
4. Title sorter

10. Data Base

1. Introduction of Data Base/Table
2. Data base/Table open and using Queries
3. Using Forms and Report Wizard.
4. Working from the command Box Window.
5. Concept of RDBMS

11. Hardware

1. Basic concept of Hardware
2. Handling of Printer, Modem, UPS, CD Writer, Scanner and other peripherals and accessories



KOLKATA URBAN SERVICES FOR THE POOR
C H A N G E M A N A G E M E N T U N I T

Memo No. CMU-94/2003(Pt. IV)/3225(14)

Dt. .. 02.03.2006

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairperson

..... Municipal Corporation / Municipality

Sub. : Basic computer training by Health personnel under Health component of KUSP.

Sir,

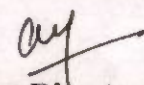
I am to refer to this office earlier communication under memo no. CMU-193/2004/1624(40) dt. 10.01.2006 on the above mentioned subject.

From the monitoring report by DLB official in the month of February, 2006 with regard to your ULB it has been observed that basic computer training for the health personnel i.e. HO, AHO, UHIO, STS has not yet been initiated. You are requested to look into the matter personally towards arranging the said training at the earliest, as detail in our earlier letter.

A feed back on initiation of the training may kindly be forwarded undersign so that necessary Administrative Approval & Financial Sanction be accorded for procurement of computer.

Thanking you.

Yours faithfully,

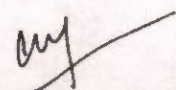

Project Director, CMU

Dt. .. 02.03.2006

Memo No. CMU-94/2003(Pt. IV)/3225(14)/1 (1)

CC

HO / AHO, Municipal Corporation / Municipality


Project Director, CMU



List of the ULBs for Memo no. CMU-94/2003(Pt. IV)/ 3225 (14) dt. 02.03.2006 :

1. Barrackpore Municipality
2. Bidhannagar Municipality
3. Naihati Municipality
4. North Barrackpore Municipality
5. Rajarhat Gopalpur Municipality
6. Gayeshpur Municipality
7. Baidyabati Municipality
8. Bhadreswar Municipality
9. Chandannagar Municipal Corporation
10. Champdany Municipality
11. Hooghly Chinsurah Municipality
12. Konnagar Municipality
13. Rishra Municipality
14. Serampore Municipality



SPECIFICATION OF COMPUTER AND PRINTER ALONG WITH COST ESTIMATE

Items	Specification	Cost Estimate Not exceeding (In Rs.)
1 PC (Branded)	Processor - Intel P-IV; Processor Speed - 3.0 GHz, Prescott HT; RAM - 256 MB DDR RAM (Not less than 333 MHz.); Mother Board - Intel 915 GV Chip set Mother Board with SATA controller; Hard Disk Drive - 80 GB HDD (Not less than 7200 RPM); Monitor - Not less than 15" colour monitor; Floppy Disk Drive - 1.44 FDD; CD-ROM Drive - Not less than 52X; CD Writer - Not less than 52X x 32X x 52X; LAN Card - 10/100 MBPS Ethernet Card; Key Board - 104 Key Board; Scroll Mouse - 2 button optical scroll mouse; Operating System - Pre loaded Windows XP Professional; Anti Virus Software - Pre Loaded Anti-Virus; UPS - Branded 0.5 KVA, minimum 15 minutes back up.	39,000/-
1 Laser Printer	Print Resolution - Not less than 600 x 600 dpi; Print Speed - Not 14 page per minute; Maximum duty cycle - Not less than 5,000 pages per month; Memory - Not less than 8 MB RAM; Print language - HP PCL 5e, HP PCL 6; Warranty - Not less than 1 year onsite.	10,000/-
Computer Table	-	5,000/-
Computer Chair	-	5,000/-
	TOTAL	59,000/-

Saikat Sengupta , KUSP

From: "The British Institutes" <bietcal@vsnl.com>
To: <saikat.sengupta@kusp.in>
Sent: Friday, December 30, 2005 3:00 PM
Subject: Current Status of Computer Training Programme

Kind attention : Mr. Saikat Sengupta

Dear Sir,

As per our telephonic discussion I am forwarding herewith the latest status of the Computer training programme in different ULBs.

Cordially Yours,

Shantanu Dutta
 Sr. Technical Officer

CURRENT STATUS OF ULB PROJECT:**A. COURSE COMPLETED GROUP A TO GROUP C CIC MEMBERS**

1. Konnagore - Course Completed
Not informed
2. Baranagore - Course Completed
Commenced on 19th December,2005
3. Madhyamgram - Course Completed
Completed
4. Chandernagore - Course Completed
Will be commenced on mid of January,2006
5. Dum Dum - Course Completed
Not informed
6. Panihati - Course Completed
Not yet started
7. Chinsurah - Course Completed
Will be completed by the end of Jan.,06.
8. Barasat - Course Completed
Will be completed by the end of Feb.'06.
9. Uttarpara - Course Completed
Not informed

B. COURSE GOING TO BE COMPLETED

10. Bansberia - within next week
Will be completed by the end of Dec. 2005

C. UNDER GOING

11. Bally - 4th Phase is going on.
Not informed
12. New Barrackpore - 4th Phase is going on.
Not informed
13. Bhadreswar - 4th Phase is going on.
Not Informed

14. Bhatpara - 3rd Phase is going on.
Will be commenced 5th Jan.'06.
15. Kanchrapara - 3rd Phase is going on.
Will be commenced 1st week of '06.
16. North Dum Dum - 3rd Phase is going on.
Yet to start
17. Serampore - 3rd Phase is going on.
Started
18. Baruipore - 3rd Phase is going
on. Not Informed
19. Pujali - 3rd Phase is going
on. Not Informed
20. Rishra- 3rd Phase is going on.
Not informed.
21. Rajarhat Gopal pur - 2nd Phase is going on.
Started
22. Naihati- 2nd Phase is going
on. Not Informed
23. Saltlake 1st Phase is going
on. Not Informed
24. Titagarah - 1st Phase is going on.
Not Informed
25. Kamarhati - 1st Phase is going on.
Will be commenced later on.

D. GOING TO BE STARTED

26. Garulia Agreement signed but not
received the work order.
27. Barrackpore - Will be commenced on 2nd January,
'06.
28. Khardaha - Will be commenced on 9th January,
'06.
29. Baidyabati - Will be commenced on 9th
January, '06.
30. South Dum Dum - Will be commenced on 16th January, '06.

Memo No. CMU-107/2003/808

Date: 15.09.05

To : The Chairman
Rishra Municipality
P.O.- Rishra
Dist.- Hooghly
PIN - 712 248

Sub: Procurement of 2 numbers of computers & one printer and furniture.

Sir,

With reference to your letter no. 1045/IX, dated 07.09.05, this is to inform you that you may go ahead to procure 2 computers and one printer for your municipality, if not already procured, so that office computerisation may be initiated in the ULB at an early date. The specification of computer and printer is enclosed which is to be followed during procurement. The computer must be a branded product such as IBM / HP / COMPAQ / HCL / WIPRO etc. You are also to observe the terms and conditions of procurement as laid down by the DFID.

The total fund available for the municipality is Rs. 1,00,000/- inclusive of the cost of 2 computers, one printer, 2 computer tables and 2 chairs.

You are to procure computer and printer from the advance already placed to you under KUSP and actual expenditure may be booked under the accounts head of 'Capacity Building'. If the advance placed is insufficient, you may procure the computers and printer and seek reimbursement from CMU, KUSP.

I would be thankful to you if you kindly do the needful at an early date.

Thanking you,

Yours faithfully,

(Arnab Roy)
Project Director, CMU

Encl: Details of computer and printer specifications

Memo No. CMU- 107/2003/808/1(5)

15.09.05

Copy along with enclosure forwarded for kind information to:

1. Director of Local Bodies
2. Municipal Finance Expert, CMU
3. Financial Adviser, CMU
4. Economist, CMU
5. Computer Programmer, CMU

Project Director, CMU

UNDERTAKING

A key objective of KUSP is to bring efficiency in the management of municipal services and office management through organisational development. In this context, KUSP has agreed to provide two computers and one printer as an aid to familiarising staff with computers for better efficiency.

The Municipal Corporation / Council undertakes to:

- Prepare a brief plan clearly indicating who, how and when the computers will be used. This will include names of persons with designation responsible for maintaining the computer.

Computer Identity No.	Department	Names of responsible key persons with designation	Kind of activities computerised

- Ensure that the accounting staff has full access to one of the computers against the supply of two computers from KUSP.
- Ensure the other computer is available for staff undergoing computer training to practice with (it will be accessible at all times and not placed in a locked “computer room”)
- Computerise ULB pay roll as a matter of priority
- Make plans to computerize other data, that the ULB is able to do like lists of works being carried out, births / deaths etc. in simple spreadsheets in preparation for the future e-governance work.
- Submit reports periodically (quarterly) on the progress as indicated above to CMU.

.....Mayor / Chairperson
.....Corporation / Municipality

SPECIFICATIONS OF COMPUTER AND PRINTER

Items	Salient features
1 PC (Branded)	Intel P-IV, 3.0 GHz, Prescott HT 256 MB DDR RAM (Speed 333 Hz.) 915 GV Chip set Mother Board with SATA controller, 40 GB HDD, 1.44 FDD, 48X CD ROM drive, 52X CD Writer, 10/100 MBPS Ethernet LAN Card, 104 Key Board, Scroll Mouse, operating system Pre loaded Windows XP Professional, Pre loaded Anti-Virus, USB port ✓ No. Branded UPS 15 minutes back up. 15" colour monitor. @ Rs. 43,000/- per PC (Maximum) <i>39,000</i>
<i>Last</i> 1 Desk Jet Printer	Print speed 19 / 40 ppm., 3,000 pages per month, maximum duty cycle, print quality not less than 4,800 optimised DPI colours, memory not less than 8 MB RAM @ 6,000/- per printer (Maximum) <i>10,000</i>

Laser Printer. Specifications & cost

Furniture Computer Table & chair. Cost.

**List of candidates sponsored by different M.Cs/Municipalities
who underwent basic computer training under KUSP**

Name of M.C./Municipality	Name of Candidate with Designation & Department
Bally	<ol style="list-style-type: none"> ✓ 1. Dr. Mahesweta (Deb) Saha, Asstt. H.O., IPP-VIII 2. Shri Pradip kr. Rauth, S.I. Health Deptt. 3. Shri Chitta Ranjan Sarkar, lerk-in-Charge, Health Deptt.
Dum Dum	<ol style="list-style-type: none"> 1. Dr. Dilip Kr. Sadhu, M.O., Hospital-in-Charge. 2. Dr. (Mrs.) Chandana Ghoshal, M.O., Hospital-in-Charge. 3. Shri Ashok Santra, X-ray Technician. 4. Shri Ajay Bhowmick, X-ray Technician. 5. Shri Swapan Kr. Kundu, UDC, Hospital. 6. Shri Sakti Pd. Mukherjee, Ward Master (Hospital) 7. Shri Chandi Das Saha, LDC, Hospital. 8. Shri Samir Ghosh Dastidar, LDC, Hospital 9. Shri Subhas Roy, Store-Keeper, Hospital. 10. Smt. Chhabi Chakrabarty, Typist, Hospital. 11. Shri Subir Lahiri, Asstt. Store Keeper, Hospital.
Howrah Municipal Corpn.	<ol style="list-style-type: none"> 1. Dr. Tushar Kanti Das, M.O. (Allo) 2. Dr. Amarendra Nath Samanta, M.O. (Allo) 3. Dr. Amitava Mukherjee, M.O. (Allo) 4. Dr. swapan Kr. Si, M.O. (Homoeo) 5. Dr. Indrajit Hait, M.O. (Homoeo) 6. Dr. Basab Datta, M.O. (Homoeo) 7. Dr. Nandita Chakrabarty, M.O. (Allo) 8. Dr. Chhaya Mitra, M.O. (Homoeo) 9. Shri Achintya Mukherjee, Gr. II Clerk, Health Deptt. 10. Smt. Krishna Chatterjee, Gr. li Clerk, Health Deptt. 11. Shri Gopal Ch. Basu Mallick, Gr. II Clerk, Health Deptt. 12. Shri Tapan kr. Basu, -do- 13. Shri Swapan Kr. Chakrabarty -do- 14. Shri Ram Chandra Paswan -do- 15. Smt. Hashi Bhattacharjee -do- 16. Shri Biswajit Chakrabarty -do- 17. Smt. Arati Das -do-
Bhadeswar	<ol style="list-style-type: none"> ✓ 1. Dr. Suchita Nandi Majumdar, H.O. 2. Shri Samir Ranjan Das, SI, Public Health 3. Shri Swapan Kr. Nath -do- 4. Shri Sandwip Chatterjee, Jr. Sanitary Asstt., Public Health. 5. Shri Debasish Ghosh, Works Supervisor, Public Halth 6. Shri sanat Kr. Banerjee, Clerk, Public Health. 7. Shri Asit Dey, Clerk, Public Health. 8. Shri Sudhangshu Bagchi, Health Asstt. & Vaccinator, Public Health.
Bhatpara	<ol style="list-style-type: none"> ✓ 1. Shri Tarun Banerjee, S.I., Health & Sanitation Deptt. 2. Shri Nisith Baran Das -do- 3. Shri Suhas ey, Clerk, Health & Sanitation Deptt. 4. Shri Prithviraj Kundu -do- 5. Shri Debasis Bhattacharjee, Death Reporter, Health & Sanitary Deptt.

Name of M.C./Municipality	Name of Candidate with Designation & Department
Uluberia	1. Shri Pinaki Chatterjee, LDC, Health Deptt.
Baranagar	1. Shri Himadri Das, S.I., Health Deptt.
Kanchrapara	1. Shri Amar Sankar Das, S.I., Public Health. 2. Shri Arun Kr. Chowdhury, GA. Public Health. 3. Shri Pradip Ch. Dey -do- 4. Shri Sadhan Kr. Sil, -do-
Uttarpara-Kotrung	1. Shri Chandan dasgupta, Pharmacist, Health Deptt.
Pujali	1. Sk. Siddikul Islam, SI, Health Deptt. 2. Abdul Gaffar Molla -do- 3. Abhijit Mandal -do- 4. Shri Aloke Kr. Koley, Clerk, Health Deptt. 5. Shri Subhas Ch. Mandal, Ambulance Driver, Health Dept. 6. Sk. Rafique Jamadar, Ambulance Driver, Health Deptt. 7. Shri Debasis Das -do- 8. Shri kamal Kr. Roy -do-
South Dum Dum	1. Shri prabhat Chowdhury, Lab. Technician, Health Deptt. 2. Smt. Sulochana Chatterjee, Clerk-cum-Store Keeper, Health Deptt.
Hooghly-Chinsurah	1. Shri Himangshu Chakrabarty, SI, Health Deptt. 2. Shri Kishore Kr. Singh, Health Asstt. Health Deptt. 3. Shri Rajasish Bhattarjee, Asstt. Teacher, Health Dept. 4. Shri Sambhu Roy, Clerk, Health Deptt. 5. Smt. Subimala Saha, Clerk-cum-Typist, Health Deptt.
North Dum Dum	1. Shri Jayana Bhowmick, SI, health Deptt. 2. Shri Amit Chatterjee, TCS, Health Deptt. 3. Shri Ratan Das, GDA, Health Deptt.
Halisahar	1. Dr. Swapan Kr. Dey, M.O., Health Deptt. 2. Dr. Mita Mukherjee, M.O. Health Deptt. 3. Shri Dilip Bhowmick, Clerk, Maternity Deptt. 4. Shri Biren Ch. Roy, Compounder, Dispensary. 5. Smt. Krishna Bhattarjee, Mid Wife, Maternity Deptt. 6. Smt. Shibani Maitra, -do- 7. Smt. Arpita Ghosh -do- 8. Dr. Diganta Chatterjee, Health officer.
North Barrackpore	1. Shri Chandra Mohan Mukherjee, Clerk, health Deptt. 2. Shri Tapan Kr. Ganguly -do-
Garulia	1. Dr. Ashim Kr. Maity, M.O.
Kamarhati	1. Shri Dilip Dey, Clerk, Public Health.
Bansberia	1. Dr. Hari Pada Ghosh, Health Officer.
Panihati	1. Shri Samir Sengupta, Health Officer, Public Health 2. Shri Debasish Chakrabarty, S.I., Public Health 3. Shri Shyamal Kr. Chandra, -do- 4. Shri Sabyasachi Mukherjee, Clerk, Public Health 5. Shri Tapas Chatterjee, Asstt., Public Health.

Name of M.C./Municipality	Name of Candidate with Designation & Department
Titagarh	1. Dr. S.Saha, R.M.O. 2. Dr. M.Sarkar, M.O. 3. Shri Arabinda Datta, Sanitary Inspector 4. Shri ramji Prasad Gypta -do- 5. Shri Pallab Chakrabarty, Health Asstt.
Rajpur-Sonarpur	1. Dr. Suhas Kr. Debnath, Health officer 2. Dr. Madhusudan Mandal, Asstt. Health Officer 3. Shri Shyamal Ghosh, Clerk, Health Dept. 4. Hassan Imam, Asstt., Health Deptt.

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No. 1662/RC-11

COUPON SERVICE

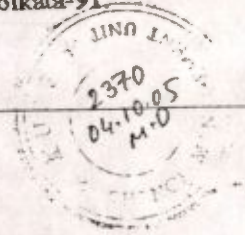
Phone: 2581-2098

Office of the Board of Councillors
NAIHATI

Date: 01.10.2005

From: Sri Rabindra Bhattacharya
Chairman / Vice - Chairman
NAIHATI MUNICIPALITY.

To,
The Project Director,
Change Management Unit (KUSP)
Ilgus Bhaban, Salt Lake,
Bidhan Nagar, Kolkata-91



Sub: Procurement of computer, Printer & Furniture.
Ref: Memo No. 107/2003/07(32) dt. 4.4.05.

Sir,
Enclosed herewith kindly find the undertakings as per your proforma which will speak for itself.
Of late, we have purchased two nos. of computers, one printer along with furniture as per your instruction vide memo no. CMU-107/2003/07(33) dt. 4.4.05.
This is for your information and taking necessary action please.

Yours truly,

Encls: As stated

Rabindra Bhattacharya
Chairman, 30.09.05
Naihati Municipality.

Eco. / CP / Office
J. M. K.

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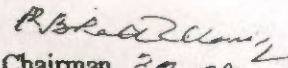
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BRIEF PLAN AND DETAILS OF COMPUTER PURCHASED BY NAIHATI MUNICIPALITY UNDER KUSP PROGRAMME			
Computer Identity No.	Department.	Name of responsible key persons with designation.	Kind of activities computed.
Computer No-1 a) Machine type- 8122KQA. SL No L 9A3909. of I.B.M. make. b) Monitor- Model- 6322-4CE/A. SL No. V116469. of I.B.M. make. c) UPS- Product SL. No. BB0529027430. of APC make.	P.W.D. Department.	Sri G.R. Hazra, Assistant Engineer. Naihati Municipality.	For staff undergoing computer training to practice with and other works as and when required.
Computer No-2 a) Machine type – 8122KQA. SLNo. L9A3876. of I.B.M. make. b) Monitor- Model – 6322-4CE/A. Sl. No. V116487. of I.B.M. make. c) UPS.- Product Sl. No. BB0529025212. of APC make. d) Printer.- Model No. HP Desk jet – 5784. Sl. No. MY4C31X1WC.	Accounts Department.	Smt. Tanusree Ghosh Aich, Accounts & Finance Co-ordinator. Naihati Municipality.	Accounts and Balance Sheet.

UNDERTAKING

In respect of aforesaid computer I do hereby undertake that :-

- a) Out of two computer supplied by KUSP, Accounting staff has full access to computer No. 2 .
- b) Computer No.1 is available for staff undergoing computer training to practice with and will be accessible at all time and not place in a locked 'computer room.'
- c) Priority will be given to computerize ULB pay roll, death & birth certificates, tax demand notice etc.
- d) Report will be submitted quarterly on the progress as indicated above to CMU.


 Chairman, 29.09.05
 Naihati Municipality.