



Ref No WBERC/Contract-9/Staff/WFH/

Dated, Kolkata, The 8<sup>th</sup> day of July 2020

## NOTICE

WBERC intends to engage a suitable service provider for providing secretarial services of stenography and typing for smooth conducting of Court proceedings and allied matters for a period of three months initially. Accordingly a suitable person possessing requisite dictation skills and typing skills needs to be provided. The person deputed should have experience of taking dictation in judicial matters and preparing judicial orders. He will also be required to provide services of stenography/typing in tariff related matters in MS office software.

The service provider should have experience in providing such services in Government Departments, Statutory Bodies, Public Sector Enterprises etc and should possess necessary supporting documents of statutory requirements such as PF ESI GST registration, PAN etc.

Interested bidders may submit their monthly rate inclusive of provision of statutory liabilities. Service charges may be quoted additionally in percentage terms.

Offers with necessary supporting documents in sealed cover should reach to the following address by 15/07/2020 (5pm):

**Secretary, West Bengal Electricity Regulatory Commission**

**Premises No AH/5, Plot No MAR-1111-16,**

**DEC Building, New Town, Rajarhat, Kolkata-700163**

**Mail I'd [secretary-wberc@gov.in](mailto:secretary-wberc@gov.in)**

**By order of the Commission.**

**Secretary**

Place: Kolkata, the 9<sup>th</sup> day of July 2020