

**The Eastern Railway Employees' Co-operative Bank Ltd.**  
**10, Strand Road, Kolkata – 700 001**

**NOTICE**

No: DE/2015-16/1

Date: 24<sup>th</sup> July 2015

The Bank has decided to engage a Professional Data Entry Firm as stated herein below.

The data entry job will be done in 2 separate screens, namely “CO7 Summary Batch Vouchers” screen & “CO7 Details Capture” screen. The screens with the available documents will be demonstrated in person on enquiry. Total requirement is 2 – 4 Lakh data entry. Each entry should be perfect and CO7 & Bill Unit wise amount reconciliation to be done after each month's Batch entry.

Quotation for data entry is required per record basis. Total time allotted for 2 – 4 Lakh data entry is 6 months with 2 – 3 Data Entry operators.

We invite quotations in the same sealed envelope for the above job from suitable qualified and experienced vendors. Vendors are requested to apply with related credentials and submit in the above mentioned address.

Above offer is open till 7<sup>th</sup> August 2015.

**Sr. System Manager**  
E R E C Bank Ltd.