

OFFICE OF THE MUNICIPAL COUNCILLORS OF BASIRHAT  
NORTH 24 PARGANAS

NOTICE INVITING QUOTATION

NO. 1108

Date : 11/10/2018

Sealed quotations are invited from the reputed and experienced agencies in prescribed format (for sealed quotation) for conducting complete process of recruitment for 13 (thirteen) types of sanctioned vacant posts under Basirhat Municipality in respect of this office employment notification No. 2404/BM/2014-15 dated 11/03/2015 and No. 2580 dated 09/02/2018 read with its amendments. Natures of posts are given below:-

- a) Driver.
- b) Steno-Typist.
- c) Assistant Cashier.
- d) Sanitary Assistant.
- e) Draftsman.
- f) Surveyor.
- g) Sub-Assistant Engineer (Civil)
- h) Assessment-in-charge.
- i) Assessment Inspector.
- j) Sub-Assistant Engineer (Electrical)
- k) Clerk.
- l) Mazdoor.
- m) Helper.

The rates should be quoted for various steps of recruitment process which are given below:-

*“Scrutinizing and processing of applications, preparation and dispatch of admit cards to the eligible candidates, setting and printing of question papers, printing of OMR and answer sheets, holding of written examinations, evaluation of answer sheets, preparation of result sheets etc. i.e. total management for written examinations for recruitment in sanctioned vacant posts (Total thirteen categories of posts). Preparation and dispatch of call letters for appearing before the interview board after preparation of result sheet and also on the day of interview, the work of summation of marks of written examination and average marks of interview will also to be done.”*

Chairman, Basirhat Municipality reserves the right to accept or reject any or all quotations without assigning any reason.

The last date of submission of quotation is 15/11/2018 up to 4.00 p.m. in the box kept in the office chamber of the Executive Officer, Basirhat Municipality and date of opening is 19/11/2018 at 2.00 p.m.

The following terms and conditions should be followed by the bidders:-

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NORTH 24 PARGANAS

(2)

- i) Venue of the written examination will be provided by the Basirhat Municipal authority.
- ii) An agreement will have to be executed between the selected agency and the Basirhat Municipal Authority within 7 (seven) days from the date of selection.
- iii) Each participant will have to submit Demand/Bank Draft for Rs.5,000/- (Rupees five thousand) only along with the quotation as earnest money in favour of Chairman, Basirhat Municipality.
- iv) Copy of the latest income tax clearance certificate, valid trade license, GST registration certificate with up to date GST return, copy of PAN card and credential certificate for similar nature of work will have to submit with the quotation.
- v) Sample of OMR sheet to be used for printing will have to submit with the quotation.
- vi) Short listed bidder will be call for presentation on a date to be communicated later.

Date: 11/10/2018

  
Chairman  
Basirhat Municipality  
  
Chairman,  
BASIRHAT MUNICIPALITY

**SEALED QUOTATION FOR CONDUCTING COMPLETE RECRUITMENT  
PROCESS FOR VARIOUS SANCTIONED VACANT POSTS UNDER  
BASIRHAT MUNICIPALITY.**

To  
The Chairman,  
Basirhat Municipality.  
P.O. Basirhat, Dist. North 24 Parganas.

Sir,

With reference to your notice inviting quotation being No. 1108 dated 11/10/2018 I am here by submitting my rate as follows :-

Sl.No.	Description of work	Rate per unit/Candidate
a.	Scrutinizing and processing of applications, preparation and dispatch of admit cards to the eligible candidates, setting and printing of question papers, printing of OMR and answer sheets, holding of written examinations.	Rs. ....../- (Rupees .....) only per unit/candidate
b.	Evaluation of answer sheets, preparation of result sheets etc. i.e. total management for written examinations for recruitment in sanctioned vacant posts, (Total thirteen categories of posts.)	Rs. ....../- (Rupees .....) only per unit/candidate
c.	Preparation and dispatch of call letters for appearing before the interview board after preparation of result sheet and also on the day of interview, the work of summation of marks of written examination and average marks of interview will also to be done.	Rs. ....../- (Rupees .....) only per unit/candidate

I agree all the terms and conditions as mentioned in the notice inviting quotation as published by the Chairman, Basirhat Municipality vide his notice inviting quotation as noted above.

Date : .....

Signature with office seal .....

Name of the bidder : .....

Encl.:1) Demand/Bank Draft for Rs. 5,000/-  
(Rupees five thousand) only being  
No..... dated.....  
On .....(Name of the Bank)  
..... branch.

2) Copy of the latest income tax clearance certificate, valid trade license, GST registration certificate with up to date GST return, copy of PAN card and credential certificate for similar nature of work.

3) Sample OMR sheet.