

OFFICE OF THE COUNCILLORS, JHALDA MUNICIPALITY

ঝালদা পৌরসভার কাউন্সিলারগণের কার্যালয়

P.O. – Jhalda, Dist – Purulia

☎ 03254 - 255219

Memo No 170/7/JM

Date: 27 / 08 / 2019

NOTICE INVITING QUOTATION

Sealed Tenders in two bid systems are invited from reputed agencies for various works as detailed in the following, in connection with the recruitment/selection of staffs on different permanent posts under this Municipality. Interested parties should send their bids to the Chairman, Jhalda Municipality, P.O- Jhalda, Dist- Purulia, Pin-723202, (West- Bengal).

Nature of Work	The Quotationers are advise to quote rate for processing of each Application for the entire process
Scrutinizing and processing of applications, preparation and dispatch of admit cards to the eligible candidates, printing of question papers, printing of OMR, Holding of written exam, Evaluation, preparation of result sheets etc. i.e. total management for written examinations for recruitment in vacant permanent posts. After preparation of result sheets, preparation and dispatch of the call letters for Interview and also on the day of interview the work of summation of marks of written exam and average marks of interview will also to be done.	Per Candidate Rs. -----

Terms and conditions:-

1. Applications will be held in two folders. 1st folder will be for Tenders documents and 2nd folder will for rate quote for the tender. All the applications and Rate Quote should have to be submitted in Company's Letter Head. Last date of Submission of Quotation Documents: 03/09/2019 upto 03:00 pm. & Date of opening of Quotation (tentative): 04/09/2019 at 12:00 noon in the Office Chamber of the Undersigned in presence of the authorized representatives of the interested Quotationers.
2. A good quality of paper to be issued for printing of OMR Answer Sheets.
3. The Quotationer should clearly understand that the work as described under 'Nature of Work' above will have to be done separately for the two advertisements as mentioned above, but not by mixing the papers.
4. The Quotationers should be in a position to complete the work mentioned above within 45 (forty five) days (approx).
5. The Quotationer should be registered with the Govt. as required under the Law for carrying out business and should have the experience of working in such type of works.
6. **Submission of Quotation:** Intending Agencies/Firms should submit their Quotations in sealed covers addressed to the Chairman, Jhalda Municipality, PO & PS: Jhalda, Dist: Purulia, WB, PIN: 723202. The Quotation No & Date must be noted on the sealed envelope. The sealed envelope should be dropped in the "DROP BOX" provided for the purpose at this Office.
7. An Earnest money through demand draft for Rs. 5000.00/- (Rs. Five thousand only) in favour of the Chairman, Jhalda Municipality is to be submitted.
8. The following copies of documents (duly self attested) are to be submitted along with application for NIQ.
 - a) Last year Income Tax Return of AY 2018-19
 - b) Valid Pan Card.
 - c) Valid GST Return of April 2019-20
 - d) Valid GST Registration
 - e) Valid Trade License of 2019-20
 - f) Professional Tax clearance certificate upto 31/07/2019

Phone/Fax: 03254 – 255219, email – jhlmunicipal@gmail.com

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- g) Credential Certificate for similar nature of works for the last 3 (three) years.
9. The quotationer or only one representative of each quotationer shall be allowed to remain present during opening of the quotation with authorization letter from the quotationer.
10. The quotationer if selected will have the responsibility to face any legal problem if any in respect of the examination etc.
11. The Chairman, Selection Committee and Chairman of the Municipality reserves the right to accept any quotation or annul the process at any time prior to award of contract or reject any or all bids without assigning any reason thereof and without thereby incurring any liability to the affected quotation or quotationers.
12. If any quotationer needs any additional information/clarifications he may seek the same from the Chairman, Selection Committee.

Sd/
Chairman
Jhalda Municipality

Memo No: 170/7/JM

Date: 27/08/2019

Copy to:-

1. Director of Local Bodies.
2. D.M, Purulia.
3. S.D.O, Jhalda.
4. M.E.Dte, Purulia
5. E.O, Jhalda Municipality.
6. Vice- Chairman, Jhalda Municipality.
7. Website
8. Notice Board
9. Recruitment Committee.


Chairman
Jhalda Municipality