



OFFICE OF THE COUNCILLORS OF TARAKESWAR MUNICIPALITY

P.O. - TARAKESWAR ◊ DIST.-HOOGHLY

S.T.D. - 03212
276105
PHONE : 276408
278888
278889
Fax : 03212-277932

Ref. No.....

Date 08/8/19

NOTICE INVITING TENDER NO. Adm/1C-19/101

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 staff on different permanent posts under this Municipality. Interested parties should send their bids to the Chairman, Tarakeswar Municipality, Dist. Hooghly.

Nature of work	Approx No. of the applications from which quantity of printing material to be assessed
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, different category of 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.	Approx nos. of applications.

Terms & 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 companies letter head. Last date of submission of Tender documents-19.08.2019 At 12 Noon & date of opening Tender(tentative) 20.08.2019 at 4.00 P.M. at the chamber of the Chairman, Tarakeswar Municipality in presence of the Authorised representative of the interesting bidders.
2. A good quality of paper to be used for printing of OMR Answer Sheet.
3. The bidder 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 bidder should be in a position to complete the work mentioned above within 45 days(approx).
5. The bidder should be registered with the Government as required under the law for carrying out business and should have the experience of working such types of work.
6. Submission of Tender:- Intending Agencies/Firms should their quotations in sealed covers addressed to the Chairman, Selection Committee for Tarakeswar Municipality, P.O. & P.S. Tarakeswar, Dist. Hooghly. The Tender No. & Date must be noted on the sealed envelop. Sealed envelop should be dropped in the "DROP BOX" provided for the purpose at this Office.



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Chairman : Swapan Samanta

Vice-Chairman : Uttam Kundu

7. An Earnest money through demand draft for Rs.5,000/-(Rupees Five thousand)only in favour of the Chairman, Tarakeswar Municipality.
8. The following copies of documents(duly self attested) are to be submitted along with application For the tender
 - (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 up to 31-07-2019
 - (g) Credentional Certificate for similar nature of works for the last 3(three) years
9. The bidder or only one representative of each bidder shall be allowed to remain present during opening of the tender with authorisation letter from the bidder.
10. The bidder if selected will have the responsibility to face any legal problem if any in respect of the examination etc.
11. The Chairman, Selection Committee of the Municipality reserve the right to accept any bid 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 bidder or bidders.
12. If any bidder needs any additional information/clarifications he may seek the same from the Chairman, Selection Committee.


CHAIRMAN
TARAKESWAR MUNICIPALITY
Tarakeswar Municipality
Date:- 08/8/19

Memo No:- Adm/10-19/101 (1-12)

Copy to :-

1. The Hon'ble Minister-In-Charge, MA & UD Department.
2. The Director Of Local Bodies.
3. The Deputy Director of Local Bodies.
4. The District Magistrate, Hooghly.
5. The Sub-Divisional Officer, Chandannagore.
6. The Block Development Officer, Tarakeswar Block.
7. OFFICE NOTICE BOARD.
8. The Officer-in-Charge, Tarakeswar Police Station.
9. The Executive Officer, T/M.
10. The Finance Officer, T/M.
11. Website.
12. Office File.


CHAIRMAN
TARAKESWAR MUNICIPALITY
Tarakeswar Municipality