



NORTH DUM DUM MUNICIPALITY

163, M.B. ROAD, BIRATI, KOLKATA - 700051
PHONE: (033) 2514-2101 / 2514 - 2494, FAX-(033)2514-2990
Website: <http://www.northdumdummunicipality.org>
E-mail ID: northdumdum@gmail.com

Memo No: NDDM/ESTT/3405

Date: 02/08/2019

TENDER NOTICE

SEALED tender in two Bid System are invited from reputed agencies for various works as detailed in the appended table in connection with the recruitment/Selection of staff in respect of different permanent posts under this Municipality. Short lists, in respect of each category of eligible candidates have already been prepared and approved by the selection committee as per existing rules. Interested Agencies should furnish their bids to the Chairman, North Dum Dum Municipality, Birati, Kolkata -700051 within closing date & time.

Nature of Work	No of Shortlisted applications from which quantity of printing materials to be assessed
1. Preparation and Dispatch of Admit Cards to the eligible candidates, 2. Printing of question papers, printing of OMR Holding of Written Examination, Evaluation, 3. preparation of merit lists, etc, i.e total management of written Examination and viva-voce for recruitment in vacant permanent posts. 4. total category of Posts – 6 Nos 5. After preparation of merit lists, 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 be done.	3791 nos of Applicants.

TERMS & CONDITIONS:

1. Applications to participate in the tender should be submitted in sealed cover containing two small seal folder. 1st folder should contain technical documents as detailed at Sl- 7 below required to be qualified to participate in technical bid, 2nd folder contains quoted price for such work inclusive all taxes. All the applications should have to be submitted in companies' letter head. Last date of submission of tender documents 17/08/2019 at 1.00 P.M and date of opening tender (tentative) 17/8/2019 at 3.00 P.M at the chamber of Chairman, North Dum Dum Municipality in presence of the authorized representative of the interested bidders.
2. A good quality of paper to be used for printing of OMR answers Sheet.
3. The bidder should be in a position to complete the work mentioned above within 60 days from the date of received of work order.
4. 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.





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5. Submission of Tender:- Intending Agencies/Firms should submit their quotations in sealed covers Addressed to the Chairman, North Dum Dum Municipality, Birati, Kolkata-700051. The Tender No & date must be noted on the sealed envelope. Sealed envelope should be dropped in the "Drop Box" provided for the purpose at the office.
6. An Earnest Money through demand draft for Rs.5000/- (Rupees five thousand) only in favour of the Chairman, North Dum Dum Municipality is to be submitted.
7. The following copy of documents (duly self attested are to be submitted along with the application for Tender.
 - a) Last Year income tax return of AY-2018-2019.
 - b) Valid Pan Card.
 - c) Valid GST returned of April 2019-2020.
 - d) Valid GST registration.
 - e) Valid Trade License of 2019-2020.
 - f) Professional Tax Clearance up to 31.07.2019.
 - g) Credential Certificate for similar nature of works for the last 3years.
8. The Bidder/only one representative of each bidder shall be allowed to remain present during opening of the tender with authorization letter from the bidder.
9. The Bidder selected will have the responsibility to face any legal problem if any in respect of the Examination etc.
10. The Chairman of the Municipality reserves 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 reasons thereof and without thereby incurring any liability to the affected bidder/bidders.
11. If any bidder needs any additional information/clarification he may seek the same from the Chairperson, Selection Committee.



Chairman

North Dum Dum Municipality

North Dum Dum Municipality