

# NORTH DUM DUM MUNICIPALITY

163, M. B. ROAD, BIRATI, KOLKATA - 700051

Website: <http://www.northdumdummunicipality.org>

E-mail ID: [northdumdum@gmail.com](mailto:northdumdum@gmail.com)



Memo No: NDDM/ESTT./3911

Date: 20/07/23

## Notice inviting Quotation ( 2<sup>nd</sup> Notice)

Sealed Quotations are invited from bonafide NGO or any such agency with valid trade license for supplying the following categories of person / persons to be engaged as Clerical Assistant / Cleaning Assistant under XV Finance Commission Health Grant / National Urban Health Mission (NUHM). The Agency will quote the rate as service charge and the selected person will get monthly remuneration as per approved rate of the Chief Medical Officer of Health, North 24 Parganas.

Both the amounts will be reimbursed to the Agency from this end. The remuneration for the Clerical Assistant / Cleaning Assistant staff will be paid at present as follows.

For Clerical Assistant: Rs.10,000/- as monthly remuneration, No. of persons to be engaged is 7 (seven).

For Cleaning Assistant: Rs.5,000/- as monthly remuneration, No. of persons to be engaged is 8 (eight).

Besides the Gross Pay additional cost like GST, agency commission and other statutory benefit will be added as follows: -

- ESIC @ 3.25% of Gross Pay.
- EPF @ 13% of Basic.
- Administrative charges @ 4% to CTC. (Negotiable subject to maximum of 4% to CTC)
- Commission @ 1% to CTC. (Negotiable subject to maximum of 1% to CTC)
- GST @ 18% on order value.

From Gross Salary – P. F. contribution at 12% of the Basic and ESI contribution 0.75% of the Gross Pay will be deducted for deriving the Net payable amount.

Terms and condition for selection of the Clerical Assistant and Cleaning Assistant as follows:

1. The engagement is subject to final outcome of the petition filed WPA (P) 335 of 2022 Jijus Patra Vs. the State of West Bengal.
2. The engagement is made purely on contract basis till 2025-26 i.e., it will be co-terminus with the tenure of XV-Finance Commission Health Grant.
3. However, the contract period will be renewed every year based on satisfactorily performance of the candidate.



Chairman  
North Dum Dum Municipality  
Chairman  
North Dum Dum Municipality

*[Handwritten signature]*

- 1) The District Magistrate, North 24 Pgs.
- 2) The Chief Medical Officer of Health, North 24 Pgs.
- 3) The Member, Chairman-in-council (Health), North Dum Dum Municipality
- 4) The Executive Officer, North Dum Dum Municipality
- 5) Notice Board of this Office/Website

Copy of the above notice is forwarded to:-

Memo No: NDDM/ESTT/3911

Date: 20/07/23

Chairman  
North Dum Dum Municipality  
Chairman  
North Dum Dum Municipality

*[Handwritten signature]*

The application is to be submitted to the Chairman, North Dum Dum Municipality with necessary credentials.

3:00 p.m.

Last date of receiving application 07-08-2023 (3:00 p.m.), Date of opening the Quotation on 07-08-2023 after

Among the agencies who would take part in the rate Quoting the lowest bidder will be selected on the basis of the rate quoted by them of Administrative Charge and Commission Charge.

the time of joining the position.

(holding MBBS degree) in the prescribed format and a valid photo identity proof of himself / herself at

9. The Candidate has to produce a Medical Fitness Certificate from the registered Medical Practitioner

/ her remuneration will be deducted accordingly.

8. If the incumbent proposes to give up his / her work without covering 1 (one) months' notice period, his

7. The service may also be terminated by one month's notice from either side.

6. This engagement will take effect from the date he / she joins the position.

5. No transfer request will be entertained during the engagement period.

4. There will be no enhancement of remuneration during the tenure of his / her contract period.

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**NORTH DUM DUM MUNICIPALITY**  
 163, M. B. ROAD, BIRATI, KOLKATA - 700051  
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 Website: <http://www.northdumdummunipality.org>  
 E-mail ID: [northdumdum@gmail.com](mailto:northdumdum@gmail.com)





Chairman  
North Dum Dum Municipality

*R. M. Jais*

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