



MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram
Dist. : North 24 Parganas, Kolkata - 700129

2538-2664 / 0293
Fax : 2538-6442
E-mail : madhyamgrammunicipality@vsnl.net

Ref No.
Memo No: - MM/Chair/3215 /22-23

Date:

Date: - 27.01.2023

NOTICE INVITING TENDER

On behalf of Madhyamgram Municipality, Chairman of Madhyamgram Municipality is hereby inviting Tender/Quotation from eligible, resourceful experienced and bonafide manpower out sourcing agencies as per details given below:-

- a. Name of the work:-
 1. Supply of Clerical Assistant at urban health & wellness centre under Madhyamgram Municipality.
 2. Supply of Cleaning Staff at urban health & wellness centre under Madhyamgram Municipality.
- b. 1. Qualification of Clerical Assistant:-
Graduate and must have knowledge of computer in MS office and internet.
2. Qualification of Cleaning Staff:-
Must Madhyamik or equivalent passed.
- c. Remuneration:- (Monthly consolidated admissible remuneration from 15th Finance Commission Health grant)

Post	Consolidated Remuneration	Administrative expenses/service charges to be charged by the service provider in % on the prescribed remuneration (in figure/in words)	Net amount payable
Clerical Assistant	Rs. 10000/-		
Cleaning Staff	Rs. 5000/-		

Age: - Minimum 20 years for both categories.

Vacancy: - 4 (four) for Clerical Assistant and 4 (four) for Cleaning Staff for 4 UH&WCs presently and it will be increased to 16 UH&WCs very soon.

- d. Eligibility of out sourcing contractor:- Should be reputed and Govt. Statutory compliant company having contract licenses with minimum 5 years' experience in outsourcing of different categories of manpower and possessing compulsorily ESI & EPF registration, Trade License, valid PAN card, GST/ P. Tax registration amongst others, if any. The bonafide contractors should submit the copies of all the requisite documents along with credentials and the tender documents duly attested by the signing authority under his seal & signature.



MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram
Dist. : North 24 Parganas, Kolkata - 700129

Ref No.

Date:

Terms and conditions for engagement:

1. The engagement is subject to the final outcome of the petition filed WPA(P) 335 of 2022 by Pijus Patra vs The State of W.B.
2. The engagement is made purely on contract basis till 2025-26; 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 satisfactory performance of the candidate.
4. There will be no enhancement of remuneration during the tenure of his/her contract period.
5. The agency will have to pay the remuneration to the staff within 7(seven) days after receipt fund from ULB.
6. No transfer request will be entertained during the engagement period.
7. The engagement will take effect from the date of joining.
8. The service may also be terminated by one month's notice from either side.
9. The candidate has to produce a Medical fitness certificate from the registered Medical Practitioner (holding MBBS degree) in the enclosed format and a valid photo identity proof himself/herself at the time of joining.
10. L1 outsourcing agency must engage the candidates in the prescribed format as attached hereto.

Price per copy of tender documents: - Rs. 25/- only

Earnest Money: - Rs. 25000/- EMD in favour of "Office of The Chairman Madhyamgram Municipality" (to be deposited by L1 bidder before issuance of Letter of Acceptance.)

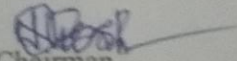
Date of Publishing tender/quotation: - 27.01.2023

Last date of submission of tender/quotation: - 06.02.2023

Date of opening of tender/quotation: - 07.02.2023

Location: Madhyamgram,

Date: 27.01.2023


Chairman

Madhyamgram Municipality