



**OFFICE OF THE MUNICIPAL COUNCILLORS OF BANSBERIA**  
Rudra Main Road, P.O. Bansberia, District Hooghly, West Bengal, P.I.N. 712502  
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**NOTICE INVITING TENDERS**

Tenders in sealed envelopes are invited from bonafide service providers with experience in the conduct of examinations at government level for selection of candidates for appointment to various posts in Municipalities in West Bengal for providing the following services to Bansberia Municipality for recruitment to four vacancies in the post of Clerk.

Sl. No.	Description of service required
1	Designing of Admit Cards to be issued to each candidate for the written examination, printing of the same addressed to candidates, packing the printed Admit Cards in window envelopes bearing the name and address of this Municipality and distribution (if necessary) and handing over of the same at least three weeks before the scheduled date of the examination.
2	Preparation of question papers for the Written Examination. The question, of the Multiple Choice Type numbering sixty of one mark each and capable of being answered by a candidate of average merit in sixty minutes, should be so set as to test the knowledge of candidates who have passed the Secondary Examination in subjects like English, Numerical Ability, Science, History and Geography, and, in General Awareness.
3	Supply of copies of the question papers at the venue of the examination, packed and sealed according to the number of copies required in each room of the venue of the examination, at least two hours before the scheduled commencement of the examination.
4	Preparation of sheets to be used by candidates for answering the questions set. The sheets should be so designed as to enable evaluation using Optical Marking Recognition (OMR) System.
5	Supply of copies of sheets for answering question at the venue of the examination, packed and sealed according to the number required in each room of the venue of the examination, at least two hours before the scheduled commencement of the examination.
6	Planning of seating arrangement for candidates at the venue of the examination and preparation of rooms by display of the Room Number at the entrance of each room and preparation of tables by affixing a sticker on each table prominently showing the Roll Number of the candidate to whom the table will be allotted. The work is to be completed at least eighteen hours before the scheduled time for the commencement of the examination.
7	Preparation and display of signage at suitable places at the venue of the examination in order to help candidates reach the seats allotted to them. This work is to be completed at least two hours before the scheduled commencement of the examination.
8	Evaluation of used answer sheets using the Optical Marking Recognition (OMR) System.
9	Tabulation of marks obtained by candidates and supply of ten printed copies thereof.
10	Preparation of one Common Merit List and one Merit List for candidates belonging to the Scheduled Castes and one Merit List for candidates belonging to the Scheduled Tribes and supply of ten copies of each Merit List thus prepared.
11	Preparation of question paper for the Computer Test of twenty minutes duration designed to test the proficiency of candidates in working with MS Words and MS Excel. The level of difficulty will be reasonable working knowledge.
12	Supply of copies of the question paper at the venue of the examination of the Computer Test at least two hours before the scheduled time for the commencement of the

*Please see overleaf*




	examination.
13	Supply of ten computers of the appropriate configuration with printer for the duration of the Computer Test for use by one hundred examinees who will be called up for the Computer Test on the basis of merit. Setting up of the computers supplied at the venue will have to be completed at least two hours before the time scheduled for the commencement of the Computer Test.
14	Evaluation of the print outs generated by candidates during the Computer Test.
15	Tabulation of marks obtained by candidates at the Computer Test and supply of ten printed copies thereof.
16	Preparation of one Common Merit List and one Merit List for candidates belonging to the Scheduled Castes and one Merit List for candidates belonging to the Scheduled Tribes on the basis of marks obtained by them in the and supply of ten copies of each Merit List thus prepared
17	Preparation of one Common Merit List and one Merit List for candidates belongs to the Scheduled Castes and one Merit List for candidates belonging to the Scheduled Tribes on the basis of marks obtained by candidates in the Written Examination and the Computer Test taken together and supply of ten copies of each Merit List thus prepared.

The last date for submission of Tender with all relevant credentials will be 5.00 pm of 8<sup>th</sup> June 2018. Rates are to be shown for each item of work separately and a lump sum rate will not suffice. The agency should submit their previous credentials.

It is emphasized that secrecy is of the essence of the work and disclosure at any stage will entail prosecution under provisions contained in the Indian Penal Code, 1860.

The right of the Municipality to allot all items of the work described above to any bidder or to divide the work among two or more bidders without assigning any reason for the same is reserved. The right of the Municipality to reject any or all of the Tenders without assigning any reason for the same is reserved.

  
**Arijita Sil**  
 Chairperson  
 Bansberia Municipality