



**OFFICE OF THE MUNICIPAL COUNCILLORS OF BANSBERIA**  
Rudra Main Road, P.O. Bansberia, District Hooghly, West Bengal, P.I.N. 712502  
Phone No. 033 26346324, Fax No. 26346806, email address: bansb\_04@yahoo.com



**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 Pump Operator.

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 eighty and capable of being answered by a candidate of average merit in eighty minutes, should be so set as to test the knowledge of candidates who have passed Class VIII in subjects like English, Numerical Ability, Science, History and Geography, and, in General Awareness. At least twenty questions out of the eighty should test the knowledge of candidates in the trade Electrical at the ITI level.
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 a separate Merit List for candidates belonging to each of the categories; namely Scheduled Castes and Scheduled Tribes 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.

*Please see overleaf*

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