



Phone : 033-2593-2028, 033-2592-0429
Fax : 033-2592-6004

NORTH BARRACKPORE MUNICIPALITY

PALTA, POST : BARRACKPORE
DIST : NORTH 24 PARGANAS
PIN - 700120



Ref:- 4321/NBM/ESTT.

Date:- 25.04.2018

TENDER NOTICE

Sealed Tenders are invited from the Agency/ Agencies having expertise for holding written examination and preparation of result sheets after scrutinizing & processing of thousands of applications as received for filling up of 2 (Two) vacant posts of Group "B" category, 8(Eight) vacant posts of Group "C" category and 49(Forty Nine) vacant posts of Group "D" as already circulated vide our earlier Employment Notice No.- 2128/NBM/Estt. Dt-30/11/2017.

Description of working steps for computerization of recruitment process enclosed (Annexure-A).

Tender(s) addressed to the Chairman, North Barrackpore Municipality, Palta, Post-Barrackpore, North 24 Parganas will be received by this Office on or before 08.05.2018 upto 2.00 p.m. and the same will be opened on 08.05.2018 at 4.00 p.m.

Rate should be quoted including all kinds of Taxes and Service charge, if any. The participant should enclose documents in connection with up-to-date returns of IT/PAN, GSTIN, Professional Tax and valid Trade License issued by the appropriate authority.

The recruitment process will have to be completed within the month of September'2018.

Token earnest money of Rs.8,000/- (Rupees Eight thousand only) in cash/Demand Draft (Demand Draft will be drawn in favour of Chairman, North Barrackpore Municipality) has to be deposited along with the Tender.

No conditional Tender will be accepted.

Municipal Authority reserves the right to accept or cancel the Tender without assigning any reason thereof and is not bound to accept lowest Tender also.

Chairman,
North Barrackpore Municipality

Chairman
North Barrackpore Municipality

Copy to:

- 1.Vice-Chairperson.
- 2-4.Member, C.I.C.
- 5-22. All Councilors.
23. E.O., 24. F.O., 25.O.S.
- 26.Cashier(Acting).
27. IT Co-ordinator. *With the request to upload in the Municipal Website*
- 28.Accounts Department.
29. Office Notice Boards.

Chairman,
North Barrackpore Municipality

Chairman
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Annexure - A

Enclosure to Ref. No. 4321/NBM/Esq

Date 25-04-2018

**Description of working steps for computerization of recruitment process.**

Sl. No.	Description
1	Application Form Shorting (Post & Category wise)
2	Checking and Data Entry.
3	Candidates Details Print.
4	Admit Card Print with Envelop.
5	Website Admit Upload.
6	SMS.
7	Venue wise Attendance Sheet Print.
8	Venue and Room wise Sticker Print.
9	Question Paper Set and print.
10	OMR Sheet Print.
11	OMR Scan.
12	Score Sheet.
13	OMR Answer Details.
14	Present List.
15	Absent List.
16	Viva Admit upload and print.
17	Viva Marks entry.
18	Individual Score Sheet.
19	Compilation Sheet.
20	Final Panel Print.


Chairman,
North Barrackpore Municipality

Chairman
North Barrackpore Municipality