

OFFICE OF THE BOARD OF COUNCILLORS OF KANDI  
MUNICIPALITY

KANDI, MURSHIDABAD, Telephone No. 03484257346,  
Email: chairmankandimunicipality@gmail.com

No. 957/I-K.M/18

Date: 26/10/18

Notice Inviting Quotation

Sealed quotations are invited from the companies/institutions/Business Firm for execution of the following jobs relating to recruitment to the post of 'Clerk', 'Driver', 'Steno Typist', 'Assistant Mistry', 'Peon', 'Sanitary Inspector', 'Mazdoor', 'Pipe Line Inspector', 'Assistant Cashier' and 'Helper' under Kandi Municipality. The last date of submission of quotation is 03/11/2018 up to 2-00 p.m. and the same will be opened on the same day at 2-30 p.m.

List of jobs

- (i) OMR sheet designing-
- (ii) Printing of OMR Sheet(As per sample)
- (iii) Supply of OMR sheet-
- (iv) Packing of OMR sheet as per sitting arrangement(Room wise &venue wise)
- (v) Scanning of OMR sheet
- (vi) Evaluation through system
- (vii) Tabulation and merit list generation both category wise and rank wise

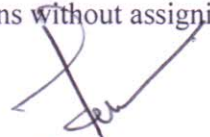
Terms and conditions

01. Supply must be made strictly as per approved proof;
02. Delivery must be made before seven days of scheduled written Examination.
03. The Municipal Authority has right to accept or reject any or all quotations without assigning any reason(s);
04. The quantity as mentioned above may be increased or decreased.



Copy forwarded for information and necessary action to:-

01. The Vice-Chairman, Kandi Municipality,
02. The Executive Officer, Kandi Municipality,
03. The Head Clerk, Kandi Municipality,
04. The Accountant, Kandi Municipality,
05. Office file.

  
Chairman  
Kandi Municipality

**CHAIRMAN**  
**KANDI MUNICIPALITY**

Chairman,  
Kandi Municipality

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List of jobs

Sl.	Item	Quantity
01	Opening of sealed envelope containing application, Scrutiny, generation of application number (Alfa-numeric & special character) on application forms etc.in term of Employment Notice No.520/I-K.M/EMP/18 dated 01/09/2018 for above-mentioned posts	Actual
02	Data digitalization in Excel Sheet	Actual
03	Downloading of candidates from Employment Bank	Existing norms of GOWB.
04	Data Digitalization of the records downloaded from Employment Bank	Actual
05	Data Digitalization of the records supplied by the Exempted Category Cell, 67, Bentinck Street, Kolkata for candidates belonging to Exempted Category.	Actual
06	Supply of window envelope (based on actual number of candidates)	Actual
07	Admit Card Generation, envelopment and submission of Admit Card to the Municipality for dispatching of the same to the candidates concerned at the end of Municipality	Actual
08	Generation of call letters for interview (Based on candidates qualified in the written examination), supply of window envelope, envelopment and submission of the same to the Municipality for dispatching of the same to the candidates concerned.	Based on candidates qualified in the written examination

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List of jobs

Sl.	Item	Quantity
01	Preparation of question Booklet for all the posts separately consisting of eighty(80) questions in MCQ Mode(English Version & Bengali version for Bengali questions only, where applicable) as per direction of the Chairman of the Selection Committee, Kandi Municipality	Actual
02	Printing & supply of question booklet	Actual
03	Packing of question booklets according to sitting arrangement of candidates (Room wise for each venue separately)	Actual
04	Preparation of display sheet according to sitting arrangement (both room wise and venue wise)	Actual
05	Preparation and supply of roll numberchit for sitting arrangement of the candidates (Room wise for each venue separately)	Actual

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Chairman

Kandi Municipality

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