



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL – 700117

No. KdM(m)/350/19

Date. 05/6/19.....

QUOTATION NOTICE

Quotation under sealed cover is invited from the reputed, bonafied institute / firm for process of Recruitment under Khardah Municipality.

Sl No.	Job Description	Time Span
1	Collection of Application	Day of receiving of work order = A
2	Data Entry, Prepare eligible and ineligible post wise candidate list	A+12 days
3	Arrangement of Venues by Municipality	A+12+7 days
4	Admit Card prepare and send SMS to candidate for download Admit Card from Municipality Web Site	A+12+7+7 days
5	Written Examination	A+12+7+7+21 days
6	Scanning of OMR and prepare Merit List and hand over the same to Municipality	A+12+7+7+21+5 days

1. The last date for submission of quotation is 05/07/2019 upto 2 p.m... The quotation will have to be dropped at the tender box in the Front Office of the Municipality.
2. The vendor has to deposit his latest I.T., P.T. VAT, Current Trade License, clearance certificate along with the quotation.
3. Rate should be quoted inclusive of delivery charges and G.S.T.
4. The Authority has the right to cancel/reject any offer without assigning any reason.


Chairman
Khardah Municipality
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