

Office of the Bongaon Municipality

BONGAON, NORTH 24 PARGANAS.

Sri. Gopal Seth (Ex-MLA)

CHAIRMAN

BONGAON MUNICIPALITY

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Memo No. : B.M. 245

Dated : 18.01.2023

Quotation Notice

Sealed quotations are invited from the reputed agencies for engagement of two Clerical Assistants and two Cleaning Staffs in UHWC (Urban Health & Wellness Center) purely on contract basis under Bongaon Municipality through outsourcing in the following terms and conditions –

1. Educational Qualification –
 - i) Clerical Assistant – Graduate and must have knowledge in M.S. Office and Internet.
 - ii) Cleaning Staff – Madhyamik Pass or equivalent.
2. Age limit (as on January, 2023) –
As per existing order of the Govt. of West Bengal.
3. Monthly Consolidated Remuneration –
 - i) Clerical Assistant – Rs. 10000/-
 - ii) Cleaning Staff – Rs. 5000/-

Last date for submission of quotation: 31.01.2023

For further details please contact health department of this office.

Chairman
Bongaon Municipality

Memo No.- **B.M. 245(13)**

Date- **18.01.2023**

Copy forwarded for information and taking necessary action to-

1. The MD-NHM, Swasthya Bhawan, Dept. of Health, Govt. of WB.
2. The District Magistrate, North 24 Parganas, Barasat.
3. The Chief Medical Officer of Health, North 24 Parganas, Barasat.
4. The ADM-Health, North 24 Parganas, Barasat.
5. The S.D.O., Bongaon, North 24 Parganas.
6. The A.C.M.O.H., Bongaon, North 24 Parganas.
7. The B.D.O., Bongaon, North 24 Parganas.
8. The Executive Officer, Bongaon Municipality.
9. The Assistant Labour Commissioner, Bongaon, North 24 Parganas.
10. The Superintendent, Dr. J.R.Dhar S.D. Hospital, Bongaon, North 24 Parganas.
11. The Assistant Engineer, P.W.D., Bongaon, North 24 Parganas.
12. The I.T. Coordinator, Bongaon Municipality with a direction to upload the notice in the office website. .
13. Office Notice Board, Bongaon Municipality.

Chairman
Bongaon Municipality