

Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas. PIN-743 126]
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Memo No.: E-18/DR-2/508

Date: 19/09/2023

NOTICE INVITING e-TENDER

Sub: E-Tender for HR Supply in 14 U.H.W.C. and One Polyclinic under Bhatpara Municipality vide memo no. CMOH(N24Pgs)/NUHM/2022/9970 dated 11/11/2022.

E-Tender notice is hereby given for selecting Qualified HR Agency for Supply of HR in following posts:

Place of Job	Category	Total No. of staff	Gross Remuneration
U.H.W.C.	Clerical Assistant	14	@ 10,000/-
	Cleaning Staff	14	@ 5,000/-
Polyclinic	Clerical Assistant	1	@ 10,000/-
	Cleaning Staff	1	@ 5,000/-

Commission and other Charges for agency to be selected by E-Tender.

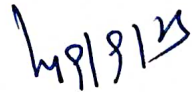
Remuneration & other charges primarily fixed by Mission Director NUHM enclosed herewith (Annexure-A)

Agency should submit their credential and proposal.

Date and Time Schedule

Sl. No.	Particulars	Date & Time
1	Date of Publishing of Nle-T and Tender documents online	20/09/2023 at 17-00 hrs.
2	Documents Download Start date (Online)	20/09/2023 at 18-00 hrs.
3	Tender submission start date (Online)	20/09/2023 at 18-05 hrs.
4	Tender submission closing date (Online)	04/10/2023 at 12-00 hrs.
5	Tender opening date for Technical proposals (Online)	06/10/2023 at 12-00 hrs.
6	Date of uploading list for technically qualified Contractor (Online)	To be notified later
7	Date and place for opening of Financial Proposal (Online)	To be notified later

Details may be seen in the website: <https://wbtenders.gov.in>


Executive Officer
Bhatpara Municipality

Copy forward for information to:

1. The Chairperson,
2. The Vice-Chairman,
3. The Finance Officer,
4. Sri/Smt (All Member C-IN-C),
5. The Medical Officer,
6. The AMMOH,
7. IT Co-ordinator, Bhatpara Municipality, with a request to get the matter published in our office portal & in wbtenders.gov.in
8. Notice Board, Main Office & Branch office, Shyamnagar.


Executive Officer
Bhatpara Municipality



Govt. of West Bengal
Health & Family Welfare Department
National Health Mission
GN-29, 5th Floor, Swasthya Sathi
Swasthya Bhawan Premises, Sector - V
Salt-Lake, Bidhannagar, Kolkata - 7000091
(033) 2333 0432 (Phone)



Email: spmu.nuhm@gmail.com; Web: www.wbhealth.gov.in

Date: 31.01.2023

Memo No: HFW-27038/18/2023-NHM SEC-Dept. of H&FW/ 398

From: Mission Director, NHM &
Secretary, H & FW Deptt.
Govt. of WB

To: 1. CMHO, Kolkata MC
2. CMOH & Secretary
District Health & Family Welfare Samity

Subject: Instruction regarding agency charges of outsourced HR under XV Finance Commission-Health Grant

Sir/Madam,

As you are aware, posts like Clerical Assistant and Cleaning Staff for UHWCs & Polyclinics under XV Finance Commission-Health Grant have been sanctioned for engagement on outsourced basis through HR firm/agency. In this context, districts/ULBs have been seeking clarifications regarding additional cost like GST, agency commission and other statutory benefits of the outsourced employees. The matter was under active consideration of the Department. Now, it has been decided to allow the following charges for hiring of such outsourced HR under XV-FC:

- ESIC @ 3.25% of Gross Pay
- EPF @ 13% of Basic
- Administrative Charges @ 4% to CTC
- Commission @ 1% to CTC
- GST @ 18% on order value

The detailed break up of additional cost per HR (Clerical Assistant and Cleaning Staff) given in the Annexure-A where net payable amount to the agency and net payable amount to employees have been mentioned.

Additional expenses on this account will be borne from XV Finance Commission-Health Grant and fund will be allotted to the districts when such HR is in place and requisition of fund is submitted based on date of joining of the employees. All concerned be informed accordingly.

Mission Director, NHM &
Secretary, H & FW Department
Government of WB

P.T.O

Annexure A

Clerical Assistant

Particulars	Amount (in Rs.)
Basic Pay	10000.00
Gross Pay (A)	10000.00
Bonus (8.33% on Basic)	0.00
Add Statutory payment	325.00
ESIC (3.25% of Gross Pay)	1300.00
EPF (13% of Basic)	1625.00
Total Statutory (B)	11625.00
Cost of Company @ =A+B	465.00
Add Administrative Charges @4%	116.00
Add Commission @ 1%	12206.00
Order value(Per person /Month) (D)	2197.00
Add GST 18% on D	14403.00
Billing Net Amount	Amount (in Rs.)
Net Salary Details	10000.00
Gross Pay (A)	1200.00
Less PF Employees Contribution (12% Basic)	75.00
Less ESI (0.75% of Gross Pay)	0.00
Less P. Tax	8725.00
Net Salary payable	

Clening Staff

Particulars	Amount (in Rs.)
Basic Pay	5000.00
Gross Pay (A)	5000.00
Bonus (8.33% on Basic)	0.00
Add Statutory payment	163.00
ESIC (3.25% of Gross Pay)	650.00
EPF (13% of Basic)	813.00
Total Statutory (B)	5813.00
Cost of Company @ =A+B	233.00
Add Administrative Charges @ 4%	59.00
Add Commission @ 1%	6105.00
Order value(Per person /Month) (D)	1098.90
Add GST 18% on D	7203.90
Billing Net Amount	Amount (in Rs.)
Net Salary Details	5000.00
Gross Pay (A)	600.00
Less PF Employees Contribution (12% Basic)	38.00
Less ESI (0.75% of Gross Pay)	0.00
Less P. Tax	4362.00
Net Salary payable	

Chandrajit

Senior Special Secretary
Health & Family Welfare Department
Government of WB