



Office of the

Kalyani Municipality

PH : (033) 2582 8455, 9569, 9570, FAX: -8630

e-mail : info@kalyanimunicipality.org

City Centre Complex : Kalyani : Nadia : West Bengal : PIN-741235

No.1815/K-M.....

Date: ...6/3/2026.

Notice Inviting Tender

Notice is hereby invited for tender from the registered HR supplying agencies for providing 8(eight) nos clerical staffs and 8(eight) nos cleaning staffs for UHCs and Polyclinic (UPHC) within Kalyani Municipal Area in accordance to the instructions vide memo no HFW-27038/18/2023-NHM SEC-Dept. of H&FW/398 of the Mission Director NHM and Secretary, H&FW Department, Government of West Bengal dated 31.01.2023. The bidder is required to enclose self-attested photo copies of all the following documents. The documents must be signed by the proprietor, for proprietorship establishment. In case of Partnership Firm the documents must be signed by all the partners and in case of Limited Company signed by all the Directors of the company.

DOCUMENTS (SELF ATTESTED) TO BE SUBMITTED :-

- 1) Valid Current Trade Licence (2025-26) for supply of Labour / Manpower.
- 2) Registration Certificates of EPF, ESIC, & P.Tax(Company and Manpower both), last 6 Months payment EPFO challan including 6 months ECR of EPFO, Last 6 months payment challan of ESIC with payment detail sheet of ESIC for last 6 months and last 6 months P. Tax payment challan including P TAX Return for the year 2024-2025 with acknowledgement receipt .
- 3) Registration certificate of GST .
- 4) The bidder has to submit undertaking in his letterhead that he is not a defaulter in payment of EPF, ESIC, P.Tax, GST and minimum wages in due time. Further the bidder has to implement new laws if applicable from time to time & reimbursed the amount from the buyer.
- 5) The bidder has to submit undertaking in his letter head that he will not replace the existing manpower without the permission of Competent Authority.
- 6) Work Experience certificate of providing manpower to any Government Institution.
- 7) Undertaking in letterhead stating that no near relative is working in this Office.

Terms and condition:-

The Chairman , Kalyani Municipality reserves the right to reject any tender or bid wholly or partly without assigning any reason.

The person provided by the agency under this contract will not be the employee of Kalyani Municipality.

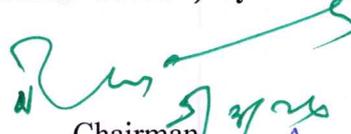
The Institute shall not bear any extra charges on any account whatsoever.

The bidder shall quote a Management fee for providing services as applicable in the tender. The Administrative charges and commission shall be quoted as a percentage of the total statutory monthly emoluments payable to the total number of workers deployed. **The bidder may quote up to a maximum of 4% as Administrative charges and maximum 1% as commission.**

After successful completion of one year of contract the bid may be extended for further 1(one) year.

Enclosure:- Relevant Govt orders and guidelines are attached with the notice for ready reference.

Your bids must be reached to the office of the undersigned (Health Section) by 23.03.2026 within 1 P.M and will be opened on the same day at 3 P.M.


Chairman
Kalyani Municipality 18-3-26



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Kalyani Municipality

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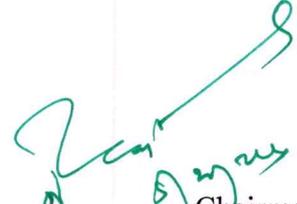
City Centre Complex : Kalyani : Nadia : West Bengal : PIN-741235

Memo no. 1815 (29)/K.M

Date: 6/3/2026

Copy forwarded for information and wide publication to :

1. The Chief Medical Officer of Health ,Nadia.krishnagar, Nadia
2. The Sub-Divisional Officer, Kalyani Sub-Division, Kalyani, Nadia
3. The Vice Chairman, Kalyani Municipality.
4. Shri Sushil Kumar Talukder, Member, CIC, Kalyani Municipality
5. Smt. Nibedita Basu, Member, CIC, Kalyani Municipality
6. Shri Arup Mukherjee, Member, CIC, Kalyani Municipality
7. Executive Officer, Kalyani Municipality
- 8-23., Councillor, Ward no., Kalyani Municipality
24. Finance Officer, Kalyani Municipality
25. Assistant Engineer, Kalyani Municipality
26. Dr. Sahanaj Sultana, Health Officer, Kalyani Municipality
27. Head Clerk, Kalyani Municipality
28. I.T, Kalyani Municipality – for website uploading
29. Notice Board, Kalyani Municipality


Chairman
Kalyani Municipality
26/3/26



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 - 700091
(033) 2333 0432 (Phone)



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

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

Date: 31.01.2023

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**

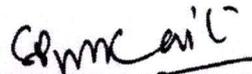
Clerical Assistant

Annexure A

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

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



Senior Special Secretary
Health & Family Welfare Department
Government of WB

WEST BENGAL STATE HEALTH & FAMILY WELFARE SAMITI

Registration No: S/IL/14448 of 2002-2003

Swasthya Bhawan, 'B' Wing, 3rd Floor, GN-29, Sector-V, Salt Lake, Kolkata-700091

Tele Fax No: 033-2357 7901/3636, e-mail-ed_samity@wbhealth.gov.in

Memo No: HFW/NHM-478/2021/370

Date: 03-06-2022

From: Mission Director, NHM &
Executive Director
WB SH & FW Samiti

To: CMOH & Secretary
District Health & Family Welfare Samity
All District/Health District

Subject: Directives on filling of sanctioned posts under XV Finance Commission-Health Grant for Financial Year 2021-2022

Reference: Memorandum issued vide no HFW/NHM-478/2021/314 dated 28/04/2022 (attached)

Sir/Madam,

You are aware, that the Department has taken initiative for strengthening of primary health care infrastructure, in both rural and urban areas, under XV Finance Commission-Health Grant.

This includes, engagement of Human Resource, in the newly created health units, i.e BPHUs in rural areas and UHWCs and Polyclinics in urban areas.

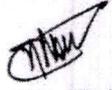
In this regard, a Memorandum has been issued vide no HFW/NHM-478/2021/314 dated 28/04/2022, for creation and filling up of the sanctioned posts from Financial Year 2022-2023 to Financial Year 2025-2026.

In view of the above, you are requested to initiate engagement process of different sanctioned posts as approved in Annual Action Plan of XV Finance Commission-Health Grant for Financial Year 2021-2022.

The engagement process should be done as per approved ToRs (attached) and in compliance with the conditions laid down in Para 5 (i-iii) of the referred Memorandum.

The engagement should be completed within August, 2022 and the joining status of the candidates should be sent to State Head Quarter through e-office or email to wb15fchr@gmail.com after completion of entire engagement process, for release of fund. A report on recruitment status should also be sent in 1st week of August for our perusal.

Encl: Annexure-A 1 (ToR for HR of Block Public Health Unit)
Annexure-A 2 (Scoring Table for HR of Block Public Health Unit)
Annexure-B (ToR for HR of UHWC & Polyclinics)
Annexure-C (Post sanctioned for BPHU, UHWC and Polyclinics)
Annexure-D (Memorandum issued vide no. HFW/NHM-478/2021/314 dated 28/04/2022)


Dr. Saumitra Mohan, IAS
Mission Director, NHM &
Executive Director
WB SH & FW Samiti

Terms of Reference (ToR) for different position under XV FC Commission for UHWC

Sl.	Name of the position	Age Limit (as on 1st January)	Essential Criteria	Desirable Criteria	Monthly Consolidated Remuneration
1	Medical Officer				₹ 60,000/-
2	Staff Nurse				₹ 25,000/-
3	ANM (Community Health Assistant- Urban)				₹ 13,000/-
4	Clerical Assistant (on outsourced basis)				₹ 10,000/-
5	Cleaning Staff (on outsourced basis)				₹ 5,000/-

Terms of Reference (ToR) for different position under XV FC Commission for For Polyclinics / Specialist services

Sl.	Name of the position	Age Limit (as on 1st January)	Essential Criteria	Desirable Criteria	Remuneration
1	Specialist (Medicine)				1. ₹3000/day thrice a week on part time basis
2	Specialist (Paediatrics)				2. ₹3000/day thrice a week on part time basis
3	Specialist (G & O)				3. ₹3000/day thrice a week on part time basis
4	Specialist (Ophthalmologist)				4. ₹3000/day twice a week on part time basis
5	Staff Nurse				₹ 25,000/- per month
6	Counsellor				₹ 20,000/- per month
7	Clerical Assistant (on outsourced basis)				₹ 10,000/- per month
8	Cleaning Staff (on outsourced basis)				₹ 5,000/- per month

GOVERNMENT OF WEST BENGAL
HEALTH & FAMILY WELFARE DEPARTMENT
NATIONAL HEALTH MISSION (NHM)
GN -29, 1ST FLOOR, GRANTHAGAR BHAWAN,
SWASTHYA BHAWAN PREMISES, SECTOR -V
SALT LAKE, BIDHANNAGAR, KOLKATA - 700 091.

☎ 033 - 2357 - 7928, ☎ 033 - 2357 - 7930,
Email ID: amdnhmwb@gmail.com; website: www.wbhealth.gov.in

Memo No. H/SFWB/8H-01-2014/2015/2518

Date: 17.08.2015

From : Addl Mission Director-NHM

To : Chief Medical Officer of Health, (all Districts)

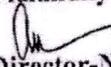
Ref: H/AFWB/8H-01-14/2426, dated: 03.08.2015

Sub: Engagement of Support Staff at U-PHC

Dear Sir,

In continuation to the above reference and subject, I am to state that the consolidated remuneration of Support Staff for U-PHC (one clerical and one class-IV) is Rs. 14,000/- per month. The break-up of this amount is Rs. 9000/- per month for Clerk and Rs. 5,000/- per month for Class IV Staff. **Preferable educational qualification of clerical staff is Graduate and must have knowledge of Computer in M.S. Office and internet and the educational qualification of class-IV staff is Madhyamik pass or equivalent.**

Yours faithfully

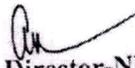

(Addl Mission Director-NHM)

Memo No. H/SFWB/8H-01-2014/2015/2518/1(4)

Date: 17.08.2015

Copy forwarded for information and necessary action to:

1. The Mission Director-NHM, West Bengal
2. Mayor, Howrah/ Siliguri/ Asansol/ Durgapur/ Chadannagar- Municipal Corporations
3. The Chairperson-86 Municipalities
4. IT Cell for web posting
5. Guard file


(Addl. Mission Director-NHM)