



WEST BENGAL HOUSING BOARD

(ESTD. UNDER WB.ACT XXXII OF 1972)

"A B A S A N"

105, S.N.BANERJEE ROAD,KOLKATA – 700 014.

Phone : 2265-1965; Email: wbhousingboard@gmail.com

Website: www.wbhousingboard.in

No.:241/DD (EP)-III/HB

Date: 10/11/2023

NOTICE INVITING QUOTATION

NIQ No. WBHB/D.D(EP)-III/HB/NIQ- 15/2023-2024

West Bengal Housing Board (WBHB) invites quotation from bonafide resourceful agencies having experience in similar nature of work mentioned below.

1	Name of the work:	Development, hosting and maintenance of Staff Recruitment Application Portal. Development, hosting and maintenance of Staff Recruitment Application System for staff recruitment of West Bengal Housing Board, 105, S.N. Banerjee Road, Kolkata-700014
2	Eligibility criteria:	Bonafide & resourceful Agencies credentials for execution of similar nature of the works, P. Tax certificate, PAN Card, P.F code no.(if any) and /or experience in handling/ developing existing government portals/websites.
3	Name of the Officer-in-Charge:	Jt. Housing Commissioner & Secretary, West Bengal Housing Board
4	Validity of Quotation:	120 days from the date of submission of Quotation.
5	Date and time of issue of Tender Paper	From 10/11/2023 01.00 PM onwards
6	Last date & time for submission of Quotation:	30/11/2023 till 03.00 PM.
7	Date & time for opening of Quotation:	30/11/2023 after 03.00 PM.
8	Time allowed for completion:	15 days from the date of issuance of Work Order by WBHB
9	INITIAL EMD	Initial EMD of Rs.1,000/-(Rupees One Thousand) only, will be deposited in the form of pay order in favour of ' West Bengal Housing Board ', at the time of submission of quotation. Balance amount, if any, should be paid to fulfill 2% of quoted amount before issuance of work order.

10. Scope of Work:- Development, hosting and maintenance of Recruitment Application Portal for West Bengal Housing Board. The portal shall consist of:

MODULE 1: Recruitment Application System.

- i) **Job:** Recruitment of staff in West Bengal Housing Board as a temporary measure on a purely contractual basis for a period of one year (which is renewable subject to satisfactory performance) on a consolidated remuneration Rs.13500/- only per head. The total number of post to be filled up as follows:-
 - a) Staff under group C category for Establishment Wing- **06 job posts**
 - b) Staff under group C category for Pay Bill Cell- **01 job post**
 - c) Staff under group C category for Allotment Section- **01 job post**

- d) Staff under group C category for Documentation Cell- **01 job post**
- e) Staff under group C category for Law Cell- **01 job post**
- f) Staff under group C category for Land Cell- **01 job post**
- g) Staff under group C category for Architects' Wing – **01 job post**
- h) Staff under group C category for Finance Wing – **02 job posts**

ii) **Job:** Recruitment of staff in West Bengal Housing Board as a temporary measure on a purely contractual basis for a period of one year (which is renewable subject to satisfactory performance) on a consolidated remuneration Rs.22500/- only per head. The total number of post to be filled up as follows:-

- a) Staff for Engineering Wing – Technical Assistant(Civil) **02 job posts** and Technical Assistant(Electrical) **01 job post**
- b) Staff for Architects' Wing- Draftsmen (Architecture) – **01 job post**

Eligibility criteria of applicants for above posts:

- a. The candidates must be 21 years age as on 1st January 2023 and shall not be more than 40 years of age as on 1st January 2023.
- b. For Establishment:- Graduate in any stream from recognized university with minimum 55% marks in aggregate. Computer proficiency in MS-Word, MS-Excel, MS-PowerPoint presentation with 2 years experience in similar nature of job.
- c. For Finance, Pay Bill the minimum qualification shall be as follows (as approved by the Board). Commerce Graduate from recognized university with minimum 55% marks in aggregate. Computer proficiency in Tally, MS-Word, MS-Excel, MS-PowerPoint presentation with 2 years experience in similar nature of job.
- d. For Allotment/Documentation minimum qualification:- Graduate (with Honours) in any stream from recognized university with minimum 55% marks in aggregate. Computer proficiency in MS-Word, MS-Excel, MS-PowerPoint presentation with 1 year experience in similar nature of job.
- e. For Law cell, land cell:- Graduate in any stream from recognized university with minimum 55% marks in aggregate. Computer proficiency in MS-Word, MS-Excel, MS-PowerPoint presentation with 1 year experience.
- f. For Engineering:- **Technical Assistant:-** Diploma in Civil Engineering/Electrical Engineering with 1st Class having 3 years experience in civil engineering projects with computer knowledge in AutoCAD, MS-Word, MS-Excel, MS-PowerPoint.
- g. For Draftsmen (Architecture): Diploma in Architecture with 1st Class, from a recognized Institute or equivalent qualification according to West Bengal State Council of Technical Education. Minimum 2 years' work experience. Proficient in use of AutoCAD software.
- h. For Group C in Architects' Wing: Graduate holding Bachelor of Science (Physics / Chemistry / Mathematics / Computer Science / Statistics / Computer Science / Electronics) Degree with minimum 55% marks, from a University/Institute recognized by UGC. Computer proficiency in MS-Office, with 2 years experience in similar nature of job.

iii) **Job:** Recruitment in West Bengal Housing Board as a temporary measure on a purely contractual basis for a period of one year (which is renewable subject to satisfactory performance) on a consolidated remuneration Rs.60,000/- only. The total number of post to be filled up as follows:-

- a) **Compliance Officer(equivalent to Company Secretary)- 01 job post**

ELIGIBILITY FOR APPOINTMENT OF COMPLIANCE OFFICER:

Number of Post: 1 (One)

Educational Qualification & Experience:-

1. Essential: -

Acquired Company Secretary Qualification with Associate/Fellow membership of ICSI along with 3-years LLB from a recognized University/Institute.

2. Post Qualification Experience/Essential Work experience:-

The candidate should preferably be a Retired / Ex-employee with at least 10 years' work experience in Govt. and/or Pvt. Sector.

3. Nature of Experience:

Relevant post qualification experience means relevant work experience in a Company Secretarial set-up with good understanding & knowledge of Companies Act, Rules and Regulations, SCRA, SEBI, Competition Act, FEMA Act, Listing requirements, maintenance of statutory books/ registers/ records/etc., Memorandum and Articles of Association, Corporate Law and Governance, Compliance and Regulatory Knowledge, Communication and Negotiation Skills.

It also includes having good knowledge of process, procedures and formalities of Public issue/ Right issue/ Bonus issue/ Split/ allotment of shares & certificates thereon/ listing of shares/ dividend payment/monitoring activities of share transfer agents regarding share transfer/ Demat/ etc.

Joint Venture Expertise: Company secretary with prior experience in joint ventures or similar collaborative arrangements. Familiarity with the intricacies of joint venture agreements, ownership structures, and exit provisions is crucial.

The Candidates should have expertise in contract management. They should be skilled in reviewing and negotiating contractual terms, identifying exit provisions, and understanding the implications of contract termination.

4. Age: at least 45 years or above but not more than 64 years.

5. **Selection Process:** Selection will be on the basis of Qualification, Relevant Post qualification experience, written test and Personal Interview.

6. Remuneration: (a) Rs. 60,000/- per month (consolidated), initially for 1st year.

(b) 3% annual increment on last remuneration, upon each renewal

(c) In case the candidate is a retired Govt. employee, his remuneration shall be fixed in a manner that his pension and the remuneration together does not exceed his last pay drawn before retirement.

7. Type of engagement : Contractual.

8. Term of engagement : One year (renewable). The candidate may serve till attaining the age of 65 years, if renewed.

9. Leave : 30 days leave and 10 days medical leave in the contractual period of one year.

I GROUP C CATEGORY (Assistant)

- (A) Written examination of 60 marks of duration 2 hrs for all eligible applicants. In case of Finance, Pay Bill the written test may be as follows:-
 30 marks accounts/law & taxation (direct/indirect) of B.Com standard.
 10 marks English of 10th Standard
 10 marks Bengali of 10th standard
 10 marks General knowledge
In case of Allotment and Documentation the written test may be as follows:-
 15 marks English of 10th standard
 15 marks Bengali of 10th standard
 15 marks Arithmetic of 10th standard
 15 marks General Knowledge
In case of Architects' Wing the written test may be as follows:-
 15 marks English of 10th standard
 15 marks Arithmetic of 10th standard
 15 marks General Knowledge
- (B) Based on the result of the written examination 15 candidates for each position may be called for computer test. Computer test will consist of 25 marks. For Architects' Wing Computer test will consist of 40 marks.
- (C) Following computer test, candidates may be interviewed. Interview will carry 15 marks. A merit list for each position will be drawn based on the combined marks of written test, computer test and interview.
- (D) Candidates are allowed to apply for only one post.

II ARCHITECTS' WING

1) Draftsmen (Architecture) – 1 no.

Essential qualifications: Diploma in Architecture with 1st Class, from a recognized Institute or equivalent qualification according to West Bengal State Council of Technical Education.

Work experience: Minimum 2 years' work experience in the post of Architectural Assistant / Junior Architect in reputed Architectural Consultancy firm/s. Proficient in use of AutoCAD software.

Age: Not more than 40 years on 1st January of the year of advertisement.

Remuneration: Rs. 22,500/- (twenty Two Thousand Five Hundred) only per month (consolidated).

Selection procedure: The selection procedure shall consist of two parts viz, Part-I and Part-II. Candidates short listed on the basis of performance in Part-I, shall be eligible to appear for Part-II. Part-I will carry 100 marks having multiple choice objective type questions on English (15 marks), General Knowledge (15 marks) and Arithmetic (15 marks). The standard of examination in Part-I shall be similar to that of Madhyamik Examination of the West Bengal Board of Secondary Education.

Part-II will carry 50 marks having Practical Computer based Architectural Design and Drawing by using AutoCAD software.

Interview will carry 5 marks.

2) Group C (Assistant for Architects' Wing) – 1 no.

Essential qualifications: Graduate holding Bachelor of Science (Physics / Chemistry / Mathematics / Computer Science / Statistics / Computer Science / Electronics) Degree with minimum 55% marks, from a University/Institute recognized by UGC.

Work experience: Minimum 2 years' work experience in public/private organization dealing with clerical, documentation, record keeping work. Proficient in the use of computer with MS-OFFICE software.

Age: Not more than 40 years on 1st January of the year of advertisement.

Remuneration: Rs. 13,500/- (Thirteen thousand Five Hundred) only per month (consolidated).

Selection procedure: As mentioned for Group C Category.

III ENGINEERING WING

The selection procedure shall consist of following for **Technical Assistant:-**

Part-I

- (i) English (Written)- 15 marks.
- (ii) Technical Examination (Written)- 50 marks.

Part II

- (i) Computer based- MS-Word, MS-Excel and Drawing by using AutoCAD software- 15 marks.
- (ii) Interviews – 15 marks.
- (iii) Marks obtained in Madhyamik and/or Higher Secondary or equivalent, Diploma Engineering – 5 marks.

1. **Registration:-** a) Name b) Father's name (Husband's name c) Mobile No. d) Date of Birth # registration confirmation by mail submission of above details with an email verification link # After email verification- Proceed for Application submission.
2. **Apply Online** (Step 2) a) Permanent Address b) Address for communication c) Educational Qualification- Secondary Examination – percentage of total marks – Higher Secondary- percentage of total marks – Graduation- percentage of total marks – Master Degree - percentage of total marks – others (An extra field added to mention, if selected. d) Passport size photo upload (under 50kb) e) signature upload (under 50kb) # After providing the info, proceed to select and apply for the desired job post.
3. **Job select** (step 3) a) Select desired job post from the list b) check the criteria of the particular post c) Accept the terms and policy d) Apply # mail confirmation after successful submission of the application form.
4. **Admit card generation** in preformed template – Name – Father's / Husband's name – Mobile No., - date of birth – address for communication – photo – signature – venue of examination – date & time of examination # Admit Card ready to be downloaded intimation to be sent via email # admit card download and print option for applicant.
5. **Domain registration/ renewal** with Transfer “.com”. Domain registration for 1 year.
6. **Webhosting space** (on shared server) 5000 MB hosting space with adequate bandwidth per month for 1 year.
7. **Duration** : 60 working days [from date as may be fixed by WBHB]

MODULE II: email newsletter system to send Admit Card intimation mail.

Special & latest technology features for website - HTML5 – CSS3 –Jquery framework (for interactivity & animation) – advanced WYSWYG editor – fully dynamic CMS website – media compatible.

Optimized for smart phones – no flash component used Tableless design – SEO friendly structure – totally customized individual design – perfect corporate look – proper navigation – updation throughout the year.

11. Agency has to submit completion certificate showing detail of executed works and time taken for completion including comments on their up to date performance from the respective Deptt./ Authority.

12. The Agency will quote the rate (in both words and figures) in its **official LETTERHEAD with seal** as per the name of work/scope of work mentioned in the NIQ documents and the quoted rate should be inclusive of all taxes (including GST)

13. Quotation in sealed cover **must be delivered to Deputy Director (Engineering Planning)-III**, West Bengal Housing Board or in absence to any authorized officer of West Bengal Housing Board and will be opened on the same day in the presence of bidders or their authorized representatives.

14. **If the office happens to be closed on the date of receipt of quotation** as specified in the NIQ, it will be received and opened on the next working day at the same time and venue.

15. No conditional quotation will be accepted.

16. Tender paper shall be available free of cost from the office chamber of **Deputy Director(Engineering Planning)-III**, West Bengal Housing Board on 3rd floor, ABASAN, 105, S.N. Banerjee Road Kolkata 700014 and also can be downloaded from the **website <https://wbhousingboard.in/>**

17. Quotations **will be received only in the Quotation Box** kept in the office chamber of **Deputy Director (Engineering Planning)-III**, West Bengal Housing Board on 3rd floor, ABASAN, 105, S.N. Banerjee Road Kolkata 700014 and nowhere else.

18. **Submission of false misleading** and fabricated statement/documents/information etc. found at any point of time will lead to cancellation of the tender.

19. **Acceptance** of quotation **will rest entirely with the WBHB** which does not bind itself to accept the lowest quotation and the authority reserves the right itself to reject any or all the quotation/ tenders received without assigning any reasons thereof.

20. Requirements of WBHB Recruitment System are as follows -

- Applicant's Mobile No. and Email ID should be verified by OTP.
- Restrict the applicants not to apply for more than 1 Job by using their Aadhaar Number.
- Display the list of Applicants for whom Admit Card generated at the user end.
- Send SMS intimations to the Applicants regarding Admit Card.
- Written Test exam marks upload paper wise (4 Papers) - Admin Entry
- Computer Test exam marks upload - Admin Entry
- Display the list of Qualified Applicants for Interview with Total Marks and Obtained Marks of Written and Computer Test at user end.
- Interview marks upload - Admin Entry
- Display the list of Selected Candidates at the user end.

21. Mode of Payment

- i) 50% upon hosting the domain as per instructions of WBHB
- ii) Balance 50% upon completion of the period of hosting.

[Handwritten Signature]
10/11/2023

Deputy Director (EP)-III
West Bengal Housing Board

No.:

Date:

Copy forwarded for information to the:-

- 1) Housing Commissioner, West Bengal Housing Board.
- 2) Jt. Housing Commissioner & Secretary, West Bengal Housing Board.
- 3) CA cum AP, West Bengal Housing Board.
- 4) FA cum CAO, West Bengal Housing Board.
- 5) Director (Engg). West Bengal Housing Board.
- 6) Spl. Law Officer, West Bengal Housing Board.
- 7) Asst. Housing Commissioner-I/II, West Bengal Housing Board.
- 8) Administrative Officer (General), West Bengal Housing Board.
- 9) Notice Board, West Bengal Housing Board.
- 10) Guard File of Establishment Section, West Bengal Housing Board.

Sd/

Deputy Director (EP)-III
West Bengal Housing Board