

**Government of West Bengal
Office of the District Magistrate, Purba Bardhaman
MA & ME Section,**

**Ground & 1st Floor, Minority Bhavan, Court Compound, Bardhaman.
E-mail ID-minoritypurbabdn@gmail.com Phone Number - (0342) 2551325.**

Notice inviting Expression of Interest (2nd Call)

Applications are invited from reputed and resourceful SHG/NGOs for providing teachers and other staff on contract basis for Academic Session 2018 for running and managing the affairs of Burdwan Model Madrasah (English Medium), a Govt. Sponsored Madrasah established and functioning under the aegis of Directorate Madrasah Education, West Bengal, situated at Bamchandaipur, P.O.- Joteram P.S.- Burdwan Sadar, Dist- Purba Bardhaman.

1. Qualification/Eligibility :

Applicants should have the following qualification/eligibility

A) In case of SHG :

- i. The SHG must have at least Three years' experience in running educational projects/coaching classes/schools.
- ii. It should have at least completed first grading.

B) In case of NGO :

- i. The NGO must have at least Three years' experience in running educational projects/coaching classes/schools.
- ii. It should have audited accounts of last three years duly verified by a Chartered Accountant.
- iii. It should possess Annual Report for the last three years.
- iv. It should possess statement of IT return for the last three years.

2. Terms & Conditions of Engagement :

- i. The selected NGO/SHG shall be engaged for 3 months initially after signing the contract, which may be renewed for subsequent periods of 3 months on satisfactory performance till regular teachers/staffs are appointed by the Govt.
- ii. The NGO/SHG will be required to provide at least 10 (Ten) number of competent teachers and staff for conducting classes from LKG to Standard –IV at present.
- iii. The teachers engaged shall be at least H.S. passed or equivalent with English medium back ground having experience of teaching in English as a medium of instruction preferably with Montessori/ D.L.Ed/B.Ed training.
- iv. The teachers and staffs to be provided by the SHG/NGO should be selected as per instruction and in consultation with the Ad-hoc Committee of the Burdwan Model Madrasah.
- v. The teachers shall be required to prepare monthly lesson plan, conduct unit test, evaluate the performance of students on regular basis and publish the result of such evaluation
- vi. The teachers engaged shall be able to impart basic computer training to students
- vii. The teachers shall be able to set effective homework, extension work and project/assignment for the students & evaluate the same for performance appraisal of the students
- viii. The teachers shall be able to use modern TLM & ICT for interactive learning.


3. **How to submit Expression of Interest :**

The expression of interest should be submitted along with Photocopies of (i) audited balance sheet for last year (ii) statement of IT return for the last year (iii) registration certificate/proof of renewal of NGO/SHG, up-to-date (iv) credential/certificate of running educational projects for last three years, as applicable for NGO/SHG, in a sealed envelope on 09.03.2018 from 10.30 AM to 11.30 AM in the Drop Box kept in the Office Chamber of the undersigned.

The offered rate for running and managing the affairs of the Burdwan Model Madrasah should be quoted in Annexure-I in figure and in words and it should not be more than ₹1,00,000/- (Rupees One Lakh) only per month.

The Expression of Interest should be opened at 12.00 Noon on the same day at the Office Chamber of ADM (D), Purba Bardhaman in presence of applicants who will be required to produce original copies of documents as mentioned at Para No. 1 above. Engagement order will be issued to the selected NGO/SHG as per Govt. rules/norms after signing the contract.


The District Magistrate, Purba Bardhaman, reserves the rights to accept or reject any of the rates offered by the participants or to cancel the notice without assigning any reason thereto.


District Officer, Minority Affairs,
Purba Bardhaman.

Memo No. 303(137)/MAME
Copy for information to:-

Date:- 28/02/2018.

1. Joint Secretary, MA & ME Deptt. Govt. of West Bengal, "NABANNA" (3rd Floor), 325, Sarat Chatterjee Road, Howrah-700102.
2. Director of Madrasah Education W.B. Bikash Bhavan (2nd floor), Salt Lake City, Kolkata- 700 091.
3. Sub-Divisional Officer, Sadar (North/South)/Kalna/Katwa.
4. DI of School (SE), Purba Bardhaman.
5. DPO, SSM, Purba Bardhaman.
6. TIC of Burdwan Model Madrasah.
7. A.I.-in-Charge of Madrasah Education, Purba Bardhaman.
8. NDC, Purba Bardhaman.
9. BDO, (All), Purba Bardhaman.
10. DICO, Purba Bardhaman with request to publish the abridged notice (enclosed) in one local Bengali and English newspaper.
11. DIO, Purba Bardhaman with request to publish this notice on district website along with Annexure-I.
12. CA to District Magistrate, Purba Bardhaman for kind appraisal of the authority.
13. CA to Additional District Magistrate (Dev.), Purba Bardhaman for kind appraisal of the authority.


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EOI RATE OFFER

- ❖ Name of the Work : Running and managing the affairs of Burdwan Model Madrasah
(English Medium), Purba Bardhaman
- ❖ Estimated Cost : ₹ 1,00,000/- per month
- ❖ Contract Period : 3 (Three) Month

Rate should be entered in words as well as in figures, which should not be more than ₹ 1,00,000/-

I/We agree to execute the above works on ₹ _____ .
(_____ in words)

Name of the NGO/SHG: _____

Date:

Signature of General Secretary /Group Leader
(With seal of Firm)