

# OFFICE OF THE BALURGHAT MUNICIPALITY



SOVA MAJUMDER SARANI  
BALURGHAT : DAKSHIN DINAJPUR

e-mail – [bmpality@gmail.com](mailto:bmpality@gmail.com)  
website : [www.balurghatpurasava.webs.com](http://www.balurghatpurasava.webs.com)

Memo No – 3807/PW – 1

Date –  
02/01/2025

## OFF LINE RATE QUOTATION NOTICE NO. 03 OF 2024-25 UNDER BALURGHAT MUNICIPALITY

**Name of work:** - Off-line Seal Bid Rate Quotation for lease to run Night Shelter at District Hospital including fooding & Lodging and maintenance of the Building under Balurghat Municipality.

The Chairman on be-half of Balurghat Municipality invites sealed rate quotation in letter pad from bonafied. Resourceful bidder having similar experience in this field.

1	<b>Name of Work</b>	3(three) storied Night Shelter with 100 nos sitting arrangements and 50 nos Beds (Dormatory) at District Hospital including fooding & Lodging and maintenance of the Building under Balurghat Municipality
6	<b>Starting Price (Base Price)</b>	Rs.30000.00 (Thirty thousand) (Monthly) to be Paid to Balurghat Municipality
8	<b>Lease Period</b>	5 (Five) years

The intending bidder shall have to furnish an Earnest Money of Rs.5000.00 (five thousand) by cash in the cash section of Balurghat Municipality and the receipt is to be attached with the sealed Bid submitted by the Bidder. This EMD will be adjusted with the Bid value.

### **Terms & Conditions: -**

- Documents to be uploaded by Bidders: -
  - PAN Card
  - Professional Tax Clearance Certificate
  - Up to date Trade Licence
  - GST Registration Certificate
  - In case of Partnership Firm/Registered Company, the copy of the DEED of Partnership/relevant document in support of proof is to be submitted with the Bid.
  - Similar type of working experience as credential/ SHG/Govt NGO will be preferable
- The Tender Committee will have sole discretion to decide the eligibility of the bidders on the basis of his submitted documents and evaluation and reserves the right to refuse any explanation to the bidder without assigning any reason thereof and the decision of Balurghat Municipal Authority shall be final and binding in this respect
- The Highest Bidder will have to deposit the rent of 12 months as advance at the time of agreement and it is also mentioned that the Bidder will have to deposit the rent of 12 months as advance in each year to Balurghat Municipality by Bank Draft in favour of Balurghat Municipality. No payment in installment will be entertained.
- Lease period may be continued after 5 years on satisfactory performance of the running Agency with hike of 10% of existing rent after every 5 (five) years.
- All papers will be verified with original documents as and when required.
- Responsibility in respect of Electricity bill will be borne by lessee himself and CCTV installation will be mandatory at his own cost.
- EMD of unsuccessful bidders will be refunded after one month of completion of quotation procedure.

8. Highest Bidder will have to deposit the entire amount within a week after receiving the offer letter from this office end. Otherwise, 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> and onwards position Bidder will be entertained and EMD of the defaulting bidder will be forfeited.
9. The Bidders may visit and examine the Night Shelter at District Hospital on spot, its surrounding and obtain all information that may be necessary for preparing the bid and entering into a contract for lease as mentioned in the Notice. The cost of visiting the site shall be borne by the intending bidders.
10. The leased out space should only be used for Lodging and Fooding of patient parties. No other trade will be entertained.
11. The Bidder will also ensure 10% discount on any cooked meal, snacks etc in the canteen of Night Shelter for health personnel attached to the Hospital
12. The Authority of District Hospital and Balurghat Municipality shall have the right to visit Night Shelter at any time.
13. This is also noted that 5(five) beds will be reserved for the patient party recommended by Balurghat Municipality and 3(three) beds will be reserved for Health staff if recommended by the Superintendent of Balurghat District Hospital.
14. The Bidder shall bear all maintenance cost, servicing cost, staff salary etc.
15. **Day to Day operation & maintenance of Night Shelter includes: -**
  - a) Daily sweeping and cleaning of all rooms, bathrooms & toilet, passage, balcony etc with disinfectant liquid.
  - b) Maintenance of Sanitary & Plumbing condition, electrification as and when required.
  - c) Washing of bed cover, pillow cover etc at regular interval
  - d) Man power should be provided to fulfill basic requirements of the Boarders and any justified complain raised by boarder against the service provider will be punishable and the Municipal Authority can take necessary steps against the Bidder.
16. Quotation to be submitted in sealed envelope super scribing on the top "Quotation for Night Shelter including Day to Day operation & maintenance under Balurghat Municipality" and to be deposited in the Tender box at the chamber of the Chairman, Balurghat Municipality on any working days on or before 21.01.2025.

Indenting Bidders having adequate experience in the respective field and financial solvency of about Rs.1.00 (one) crore (approx.) may visit the building of Night Shelter at District Hospital, Balurghat, Dakshin Dinajpur to inspect between 2.00 p.m to 5.00 p.m on 11.01.2025 to 16.01.2025 with prior information to Sri Kartik Ch Mali, Asst. Head Clerk having mobile no - 9733445727.

Intending bidders may obtain a hard copy of this notice from the Municipal website – [www.balurghatmunicipality.org](http://www.balurghatmunicipality.org).

**Last date of submission of sealed quotation is 21.01.2025**

Executive Officer *8/1/25*  
*can* Balurghat Municipality  
**Date – 08/01/2025**

**Memo No – 3807 /1(13)/PW - 1**

Copy Forwarded for information and for wide circulation to:

1. The District Magistrate, Balurghat, Dakshin Dinajpur
2. The Chairman, Balurghat Municipality
3. The Superintendent, District Hospital, Balurghat, Dakshin Dinajpur. He is requested to please arrange for hanging this Notice on his Notice Board.
4. The MCIC (Health), Balurghat Municipality
5. The Finance Officer, Balurghat Municipality
6. The Assistant Engineer, Balurghat Municipality
7. The Head Clerk, Balurghat Municipality.
8. The Asst. Head Clerk, Balurghat Municipality
9. The Accountant, Balurghat Municipality
10. The Cashier-in-charge, Balurghat Municipality.
11. The Received Section, Balurghat Municipality.
12. Computer Section, Balurghat Municipality for up loading at Municipal web site
13. Municipal Notice Board.

*can* Executive Officer *8/1/25*  
Balurghat Municipality