

# OFFICE OF THE BALURGHAT MUNICIPALITY



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Memo No – 4786/PW – 1

Date – 23'03'25

## OFF LINE AUCTION NOTICE NO. 02 OF 2024-25 UNDER BALURGHAT MUNICIPALITY (3<sup>rd</sup> Call)

**Name of work:** - Off-line Seal Bid/Auction for lease to run Canteen at the Ground Floor including Day to Day operation & maintenance of Balurghat Bhavan at Salt Lake under Balurghat Municipality.

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

1	<b>Name of Work</b>	Canteen at the Ground Floor including Day to Day operation & maintenance of Balurghat Bhavan, Salt Lake under Balurghat Municipality
2	<b>Area</b>	545 sft
4	<b>Rent of Canteen</b>	Rs.40000.00/month (To be paid by Bidder) (A)
5	<b>Operation &amp; Maintenance cost of Balurghat Bhavan</b>	Rs.25000.00/month (To be paid by Municipality) (B)
6	<b>Starting Price (Base Price)</b>	Rs.15000.00 (Monthly) (A – B) Paid to 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) in the form of Bank Draft / D.C.R in favour of Balurghat Municipality and this EMD will be adjusted with the value submitted by the Bidder.

### **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 are requested to submit the copy of the DEED of Partnership/relevant document in support of proof if so.
  - Minimum Financial turnover will be Rs.1.00 (one) crore
  - Similar type of working experience as credential and SHG/Govt NGO will be preferable.
  - The participated Bidder must be residence of Dakshin Dinajpur
- 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 bid value of 12 months as advance at the time of agreement and it is also mentioned that the Bidder will deposit bid value of 12 months as advance in each year at Balurghat Municipality by Bank Draft in favour of Balurghat Municipality at once. No payment in installment will be entertained.
- Lease period may be continued after 5 years on satisfactory performance of the running Agency
- 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 Water supply arrangement including source will be done by lessee himself. CCTV installation will be mandatory at his own cost.
- EMD of unsuccessful bidders will be refunded after one month of completion of auction procedure.
- 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 at their own responsibility and risk are encouraged to visit and examine the Canteen cum Restaurant 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 Canteen, food & confectionaries, Restaurant only. No other trade will be entertained.
11. The boarders of the Bhavan shall be given priority for supply of food, meal and also should be provided at convenient rate and the quality of rice must be local variety of Dakshin Dinajpur and Uttar Dinajpur like as Sampa Masuri / Katari / Tulai Panji etc
12. The name of the canteen will be "UTTORER SWAD"
13. **Day to Day operation & maintenance of Balurghat Bhavan 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, servicing of AC machine, Water purifier machine etc.
  - 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.
14. Auction bid to be submitted in sealed envelope super scribing on the top "Auction for Canteen at the Ground Floor including Day to Day operation & maintenance of Balurghat Bhavan, Salt Lake under Balurghat Municipality" and to be deposited in the Tender box at the chamber of the Chairman, Balurghat Municipality on 09.04.2025.
15. Amount of auction bid to be paid by the selected bidder within 7 (seven) working days from the date of receiving the work order from this office.

Indenting Bidders having adequate experience in the respective field and financial solvency may visit the building of Balurghat Bhavan, Salt Lake, Kolkata to inspect the items between 2.00 p.m to 5.00 p.m on 02.04.2025 to 06.04.2025.

Intending bidders may obtain a hard copy of this notice from Municipal website – [www.balurghatmunicipality.org](http://www.balurghatmunicipality.org) and submit the same along with his offer duly signed and sealed as part of offer.

**Last date of submission of sealed auction is 09.04.2025**

  
 Chairman  
 Balurghat Municipality

**Memo No - 4786 /1(13)/PW - 1**

**Date - 25.03.25**

Copy Forwarded for information and for wide circulation to:

1. The District Magistrate, Dakshin Dinajpur, Balurghat.
2. The MCIC (Balurghat Bhavan), Balurghat Municipality
3. The District Information & Cultural Officer, Dakshin Dinajpur, Balurghat.
4. The Executive Officer, Balurghat Municipality.
5. The Finance Officer, Balurghat Municipality
6. The Assistant Engineer, Balurghat Municipality
7. The Assistant Engineer, MED, Balurghat Sub-Division, Malda Division
8. The 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.

  
 Chairman  
 Balurghat Municipality