

OFFICE OF THE  
**BALURGHAT MUNICIPALITY**



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Memo No - 1003 /PW - 1

Date - 22.06.2024

**Notice Inviting e-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 online bids for leasing the Balurghat Bhavan Canteen for the purpose of Hotel cum Restaurant at Ground Floor including Day to Day operation & maintenance of Balurghat Bhavan from the bonafied, resourceful and reliable Co-operative Societies/Self Help Groups/SHG Clusters/Hotel Owners/other interested Bidders

**SALIENT FEATURES**

1	Name of Work	Canteen at the Ground Floor including Day to Day operation & maintenance of Balurghat Bhavan, Salt Lake under Balurghat Municipality
2	Area	545 sft
3	EMD (2% of Base Price)	Rs.5000.00 (Rupees five thousand) only
4	Rent of Canteen	Rs.45000.00/month (To be paid by Bidder) (A)
5	Operation & Maintenance cost of Balurghat Bhavan	Rs.25000.00/month (To be paid by Municipality) (B)
6	Starting Price (Base Price)	Rs.20000.00 (Monthly) (A - B)
7	Bid Incremental Value	Rs.2000.00
8	Lease Period	5 (Five) years

Intending bidders may see this notice in the official website - <https://www.balurghatmunicipality.org> and download documents from the e-auction site <https://eauction.gov.in> and also upload/submit the required documents on-line through the same e-portal as per time schedule mentioned below. Balurghat Municipality shall not take any responsibility for the delay caused due to non-availability of internet connection for online bids. The Bidding system will be activated/opened only after approval of all relevant documents and fees.

**Schedule of Dates:**

Sl No	Activity	Date & Time
1	E-Auction Notice Publication	26.06.2024 - 17.00 hrs
2	Bid documents submission Start Date	26.06.2024 - 17.30 hrs
3	Bid documents submission End Date	03.07.2024 - 13.30 hrs
4	Document/Payment Approval (Technical evaluation) Start Date	03.07.2024 - 14.30 hrs
	Document/Payment Approval (Technical evaluation) End Date	04.07.2024 - 18.30 hrs
5	Auction Start Date	05.07.2024 - 12.00 hrs
6	Auction End Date	05.07.2024 - 16.00 hrs

**Terms & Conditions are furnished below: -**

1. Documents to be uploaded by Bidders: -
  - a) PAN Card
  - b) Professional Tax Clearance Certificate
  - c) Upto date Trade Licence
  - d) GST Registration Certificate
  - e) 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.



2. The e-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
3. The Highest Bidder will have to deposit the bid value at Balurghat Municipality by Bank Draft in favour of Balurghat Municipality at once. No payment in installment will be entertained.
4. All papers will be verified with original documents as and when required.
5. Responsibility in respect of Electricity bill will be borne by lessee himself
6. **EMD payment procedure: -**  
Intending Bidders have to submit their bid on-line through e-auction portal <https://eauction.gov.in>. The Earnest Money should be deposited through NEFT or RTGS (as the case may be) to the Bank A/c: 089601000745 (ICICI, Balurghat, IFSC: ICIC 0000896) in favour of Balurghat Municipality. The scanned colour copy of the payment document as earnest money must be uploaded in the appropriate folder.
7. EMD of unsuccessful bidders will be refunded after one month of completion of e-auction 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> 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 etc.
11. The boarders of the Bhavan shall be given priority for supply of food, meal and also should be provided at convenient rate.
12. **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 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.

  
 Chairman  
 can Balurghat Municipality

**Memo No - 1003/1(15)/PW - 1**

**Date - 22.06.2024**

Copy Forwarded for information and for wide circulation to:

1. The District Magistrate, Dakshin Dinajpur, Balurghat.
2. The Additional Executive Officer, Dakshin Dinajpur Zilla Parishad with request to make necessary arrangement to upload the matter (E-Auction of Canteen at Balurghat Bhavan, Salt Lake under Balurghat Municipality) to the website - <https://eauction.gov.in>
3. The Secretary, Dakshin Dinajpur Zilla Parishad
4. The Mayor, Bidhannagar Municipal Corporation, Bidhannagar
5. The DIO, NIC, Dakshin Dinajpur with request to upload the Notice in the official website of Dakshin Dinajpur District for wide publicity.
6. The MCIC (Balurghat Bhavan), Balurghat Municipality
7. The Executive Officer, Balurghat Municipality
8. The Finance Officer, Balurghat Municipality
9. The Assistant Engineer, Balurghat Municipality
10. The Head Clerk, Balurghat Municipality.
11. The Accountant, Balurghat Municipality
12. The Cashier-in-charge, Balurghat Municipality.
13. The Received Section, Balurghat Municipality.
14. The Computer Section for uploading the Notice at Municipal website
15. Municipal Notice Board.

  
 Chairman  
 can, Balurghat Municipality