

OFFICE OF THE
BALURGHAT MUNICIPALITY



SOVA MAJUMDER SARANI
BALURGHAT: DAKSHIN DINAJPUR

PH. NO: 03522 – 255450 / 255680 / 256930 / 255649 / 256931 / 255655

E-mail – bmpality@gmail.com / bmpality@hotmail.com

website : www.balurghatpurasava.webs.com

Memo No- 3067 /G-74

Date:- 27.02.2020,

Notice Inviting Quotation for selection of Rent Collecting Agencies on Commission basis

Sealed quotations are hereby invited from reputed firms/agencies as Commission Agents for monthly collection of rent/ daily collection from the shop keepers/stall owners, firms etc from the various Markets / Stalls under Balurghat Municipality on monthly commission basis as per details given below.

Interested quotationers willing to apply may do so to the Chairman, Board of Administrators, Balurghat Municipality in their own letter head stating clearly the Name of the Market/s and Percentage of Commission (both in figure and words) on which they propose to work as rent collecting agents.

Sl. No	Name of the Markets	Rent Collection target per month
1	Taha Bazar, Balurghat	Rs. 22,500/-
2	Chakbhabani Market Complex, Chakbhabani, Blg.	Rs. 3,000/-
3	Bus Stand Market Complex, Municipal Bus Stand	Rs. 65,000/-
4	Municipal Mini Market Complex, Balurghat	Rs. 25,000/-
5	Saroj Ranjan Sarani Market Complex, Dunlop More, Blg.	Rs. 1,000/-
6	Old Sub Jail Market, Near SP Office, Blg.	Rs. 1,500/-
7	BADP Market Complex, Sahebkachari, Blg.	Rs. 12,500/-
8	BADP Godown, Sahebkachari, Blg.	Rs. 2,500/-
9	Sahebkachari Agri. Market Complex, Sahebkachari, Blg.	Rs. 2,500/-
10	Chakbhabani Smanan Bazar, adjacent Chakbhabani Smanan, Balurghat.	Rs. 2,000/-

TERMS & CONDITIONS

- 1) Quotations will be selected on the basis of lowest Commission rate offered on monthly rent collection subject to a maximum limit of 25% commission on the rent collected. Quotationers may bid for multiple markets also through single quotation.
- 2) Minimum monthly collection will not be less than target specified in NIQ, failing which, the deficit amount will be adjusted from commission payable to the selected Commission Agent.
- 2) The initial Contract will be for one year period from 01-04-2020 up to 31-03-2021. The contract may be renewed after the above period upon satisfactory performance to be decided by the Board of Administrators at that time.
- 3) Preprinted Booklets/ Receipts/Coupons for monthly rent collection will be provided by Balurghat Municipality to the selected Commission agent against requisition to be submitted in advance.



[Signature]
Chairperson
Board of Administrators
Balurghat Municipality