

OFFICE OF THE
BALURGHAT MUNICIPALITY



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N/B
GSR

Memo No - 837 IG-74

Date 31/07/2020

Notice Inviting Quotation for selection of Rent Collecting Agencies on Commission basis (2nd Call)

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 / Stall under Balurghat Municipality on monthly commission basis as per details given below.

Interested quotationers willing to apply may do so to the Chairperson, 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, Balurghat	Rs. 3,000/-
3	Bus Stand Market Complex, Municipal Bus Stand	Rs. 65,000/-
4	Municipal Mini Market Coplex, Balurghat	Rs. 25,000/-
5	Saraj Ranjan Sarani Markets Complex, Dunlop More, Balurghat	Rs. 1,000/-
6	Old Sub Jail Market, Near SP Office, Balurghat	Rs. 1,500/-
7	BADP Market Complex, Saheb Kachari, Balurghat	Rs. 12,500/-
8	BADP Godown, Saheb Kachari, Balurghat	Rs. 2,500/-
9	Saheb Kachari Agri. Market Complex, Saheb Kachari, Balurghat	Rs. 2,500/-
10	Chakbhabani Smasan Bazar, Adjacent Chakbhabani Smasan, Balurghat	Rs. 2,000/-

TERMS & CONDITION

- 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.
- 3) The initial Contract will be for one year period from 01/09/2020 up to 31/08/2021. The contract may be renewed after the above period upon satisfactory performance to be decided by the Board Of Administrators at that time.
- 4) 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.
- 5) Selected Commission agents will be required to deposit the daily collection to Cash Section of Balurghat Municipality by next working day. Any retention will be charged penalty at the rate of 2% of the retained amount per day for each day of retention.

