

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 ( 2<sup>nd</sup> 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 Smanan Bazar, Adjacent Chakbhabani Smanan, 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.





- 6) All quotations will be accompanied by Earnest Money Deposit of 5000/- (Five Thousand Only) by Demand Draft/ equivalent. The EMD will be returned to all unsuccessful quotations and also to selected quotationer upon issue of work order. Selected quotationers will however submit Caution Money Deposit of 25% of the Monthly collection target specified for the market for which selected through cash to Balurghat Municipality before issue of work order.
- 7) Quotationers must have valid IT, GST, Trade License and relevant documents along with the quotations.
- 8) This engagement is purely contractual service as a Commission agent and no claim for municipal service by the engaged Commission agent or their deployed personnel will be entertained whatsoever.
- 9) The Commission agent will remain liable to Balurghat Municipality for any default or fraud or misrepresentation by their deployed personnel or agents by whatever name called and such shall be realized immediately upon detection from the caution money deposited in addition to other penal measures as may be required.
- 10) All quotations will be received by the undersigned up to 2:00 P.M. on 14/08/2020 in the drop box setup for the purpose and the same will be opened on the same date at 3:00 P.M. in presence of intending participants.

The undersigned reserves the right to accept or cancel any or all quotations without assigning any reason whatsoever and is not bound to accept the lowest rate.

  
 31/07/20  
 Chairperson  
 Board Of Administrators  
 Balurghat Municipality

**Memo No** 837 / 1(13)/G-74

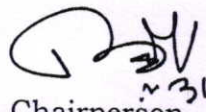
**Date** 31 / 07 / 2020

Copy forwarded for information to :-

1. Smt. Arpita Ghosh, MP (Rajya Sabha), Member, Board of Administrators, Balurghat Municipality
2. Sri. Shankar Chakraborty, Member, Board of Administrators, Balurghat Municipality
3. The Nazarat Deputy Collector, DM Office, D/Dinajpur
4. The Executive Officer, Balurghat Municipality
5. The Finance Officer, Balurghat Municipality
6. The Office Suptd. Balurghat Municipality
7. The Accountant, Balurghat Municipality
8. The D.I.C.O. D/Dinajpur for publicity
9. The Secy, Dakshin Dinajpur Zilla Parishad, D/Dinajpur
10. The Store Keeper(In-Charge), Balurghat Municipality
11. Sri. Mrinmoy Das, IT Support Specialist, Balurghat Municipality for uploading the same in Municipal Website.
12. Municipal Office Notice Board
13. Office File

This has reference to the meeting of the Board Of Administrators, Balurghat Municipality held on 04-02-2020.



  
 31/07/20  
 Chairperson  
 Board Of Administrators  
 Balurghat Municipality