

OFFICE OF THE
RAIURGHAT MUNICIPALITY



**SOVA MAJUMDER SARANI
BALURGHAT : DAKSHIN DINAJPUR**

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Memo No. 808/G-8

Date. 05.06.2025

NOTICE INVITING QUOTATION

The Executive Officer, Balurghat Municipality invites sealed rate for supplying of Sweet Pedas and Sweet Gojas for the Ward No. 11,12,13,14 and 15 under Balurghat Municipality. The quotationers submit their quotation (Rate) along with the supporting documents in a sealed cover to the receive section of Balurghat Municipality by hand, courier or by post.

DESCRIPTIONS OF THE SWEETS

SL NO	NAME OF THE SWEETS WITH SPECIFICATION	QUANTITY	MAXIMUM RATE PER PIECE (IN RS.) INCLUDING GST,ETC.(ALL TAXES)	TIME ALLOWED FOR COMPLETION	RATE PER PIECE
1	2	3	4	5	6
1.	Sweet Peda Diameter 4.8 cm, Thickness 1.1 cm, Weight 20 gm Primary ingredients:- Milk, Milk Solid (Khoya/Khir) Sugar and Cardamom Colour:- Yellowish	As per requirement	Rs. 10.00	As per delivery instruction by the Quotation Inviting Authority	
2.	Sweet Goja Length 3.2 cm, Height 3.1 cm, Weight 60 gm Primary ingredients:- Flour, Ghee, Khoya/Khir, Sugar, Sugar Serum and Jaiphal Colour:- Brownish	As per requirement	Rs. 10.00	As per delivery instruction by the Quotation Inviting Authority	

Eligibility Criteria for Participation in Quotation & Information to Quotationers.

1. The intending quotationers should have experience of making the sweet.
2. Self-attested copies of Trade license, Pan Card, IT Return up to date, FSSAI LICENCE and GST Registration Certificate are to be submitted in appropriate cover. The Quotation Inviting Authority will have sole discretion to decide the eligibility of the suppliers on the basis of his/her submitted documents and evaluation and reserves the right to accept or reject any quotation without assigning any reason thereof.
3. FSSAI LICENCE is must for participating in the Quotation.
4. Manufacturing of items will start only after inspection of the production centre from the end of Quotation Inviting Authority.
5. CCTV cameras should be installed at the manufacturing place of sweets.
6. The intending quotationers should know the fact that the rates are inclusive all taxes.
7. The rates are inclusive of packaging. Packets, Boxes and all other packaging material will be supplied by the Quotation Inviting Authority.
8. Sweet items to be prepared maintaining all existing statutory provisions of hygiene and health.
9. Sweet items should have 10 days shelf life. Each sweet item is to be delivered in a food graded zip packet provided by Quotation Inviting Authority.
10. During packaging all standard protocol of hygiene and health should be maintained strictly.
11. In this quotation no arbitration will be allowed.
12. The intending quotationers should furnish a list of works executed by them / him / her of similar nature as mentioned above with necessary certificate from the concerned authority.
13. All the related documents are to be produced IN ORIGINAL to this office as and when asked for.

14. No advance will be paid to the selected agency.
15. Time and schedule are the essence of the contract which should be strictly adhered to.
16. Quotation Inviting Authority reserves the right to reject any or whole quotation without assigning any reason thereof.
17. Last date of Submission of the Quotation is 16.06.2025, on working days of Balurghat Municipality, up to 4.00 PM and the same will be opened on 4.30 PM.
 - QUOTATION SUBMISSION PLACE- Receive Section, Balurghat Municipality.
 - QUOTATION OPENING PLACE - Chamber of the Chairman/ The Executive Officer, Balurghat Municipality.

Documents to be enclosed along with the Quotation:

- i. Trade License.
- ii. Pan Card.
- iii. IT Return up to date.
- iv. GST Registration
- v. FSSAI License
- vi. Others documents as mentioned in Eligibility Criteria/Terms and Condition.

Terms and Conditions:

- 1) No preconditioned rate will be accepted.
- 2) All the rates of works are inclusive of all taxes.
- 3) The Successful quotationer, herein after called the Contractor, will have to execute an agreement on a Non-Judicial Stamp worth Rs. 100/- only.
- 4) Time & Cost over-run will not be permitted. In case of work not being completed by the supplier within the stipulated time-frame, necessary Penal measure, in the tune of deduction of an amount, as decided by the Quotation Inviting Authority.
- 5) Sub-allotment of work under any circumstances will not be permitted.
- 6) Escalation claimed by the Agency will not be entertained by the Authority.
- 7) Payment will be made on the basis of Actual work done and availability of fund.
- 8) Updated financial Rules and guidelines are applicable.


Executive Officer,
Balurghat Municipality

Memo No. 808/1(3)/G-8

Date. 05.06.2025

Copy Forwarded for favour of kind information to:-

1. The District Magistrate, Dakshin Dinajpur.
2. The Sub-Divisional Officer, Balurghat SADAR, Balurghat, Dakshin Dinajpur.
3. The District Information and Cultural Officer, Dakshin Dinajpur, Balurghat.


Executive Officer,
Balurghat Municipality

Memo No. 808/2(18)/G-8

Date. 05.06.2025

Copy forwarded for information and necessary action to :-

1. The Chairman, Balurghat Municipality.
2. All the MCIC, Balurghat Municipality.
3. The Councillors, Ward No. 11,12,13,14 and 15, Balurghat Municipality.
4. The Finance Officer, Balurghat Municipality.
5. The Asstt. Engineer, Balurghat Municipality.
6. The Head Clerk, Balurghat Municipality.
7. The Accountant, Balurghat Municipality.
8. The Market Section-In-Charge, Balurghat Municipality.
9. The Receive Section, Balurghat Municipality.
10. The IT Section, Balurghat Municipality for uploading this on municipal website.
11. Municipal Notice Board, Balurghat Municipality.


Executive Officer,
Balurghat Municipality