

**OFFICE OF THE BOARD OF COUNCILLORS OF BARASAT**  
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Date: 07/07/2026

Memo No. - 50 - BM /Electric /NIQ-2/2026 - 2027

**From: Finance Officer,  
Barasat Municipality**

**URGENT NOTICE INVITING QUOTATION**

Sealed spot quotations are hereby invited from resourceful, experienced, and bonafide suppliers/contractors for supplying, installing, and maintaining various amenities on a hire basis. These items are required for a 12-day Census Training Programme organized by **Barasat Municipality** to train enumerators and supervisors across two designated venues.

**1. Key Schedule:-**

- a) **Issue of Quotation:** 07.07.2026
- b) **Submission Deadline:** 14.07.2026 up to 02:00 PM
- c) **Opening of Quotations:** 14.07.2026 at 03:00 PM
- d) **Camp Schedule:** 17/07/26 to 31/07/26 (these are tentative dates incl. holidays which may change as per requirement but will not exceed 12 camp days)
- e) **Submission Venue:** Establishment Department, Barasat Municipality.

**2. Technical & Eligibility Criteria:-**

- a) Valid Trade License.
- b) PAN Card and GST Registration Certificate.
- c) Credential Certificate of executing similar event / camp management.

### 3. Venue-Wise Schedule of Items and Specifications

#### Venue 1: Barasat Municipal Office Annex Building

#### A. Scope of work & Financial Bid Format:-

SL NO.	Description of Amenities	Qty Required (Per venue/Day)	Unit	Rate per Day (INR)	Total Amount for 12 Camp-Days (INR)
1	Ceiling Fans (With temporary installation & wiring)	18	Nos.		
2	Stand Fans (High-speed pedestal fans)	6	Nos.		
3	Extension Electric Boards (Multi-plug points)	6	Nos.		
4	Digital Display Unit (LED Screen / High-end Monitor)	2	Nos.		
5	Laptops (With updated OS and office software)	2	Nos.		
6	Public Address (PA) System (Amplifier, speakers, mics)	2	Nos.		
7	CCTV Camera	5	Nos.		
8	Internet	1	Set		



**Venue 2: UPHC-1 at Nabapally (Beside Boys School)**

**B. Scope of work & Financial Bid Format:-**

SL NO.	Description of Amenities	Qty Required (Per venue/Day)	Unit	Rate per Day (INR)	Total Amount for 12 Camp-Days (INR)
1	Ceiling Fans (With temporary installation & wiring)	20	Nos.		
2	Tube Lights(With temporary installation & wiring)	20	Nos.		
3	Extension Electric Boards (Multi-plug points)	6	Nos.		
4	Digital Display Unit (LED Screen / High-end Monitor)	2	Nos.		
5	Laptops (With updated OS and office software)	2	Nos.		
6	Public Address (PA) System (Amplifier, speakers, mics)	2	Nos.		
7	CCTV Camera	4	Nos.		
8	Internet	1	Set		



**Note: 1. All rates must include transport, installation and dismantling charges.**

**2. All rates must be excluding GST.**

**3. Vendors must mention serial nos. for which they are quoting their rate.**

**4. Terms & condition:-**

- d) The authority reserves the right to accept or reject any quotation without assigning reasons.
- e) The number of camp venues and camp days may increase and decrease based on administrative decisions.
- f) Payment will be processed only after successful completion of the camps and submission of certificate bills.

**5. Penalty Clause for Delayed Setup: -**

**a) Mandatory Readiness:** Complete venue readiness (including pandal, AV systems, display units, and furniture) must be ensured at all 4 designated locations by **9:00 AM** on each camp day for final inspection.

**b) Financial Deduction:** Failure to deliver fully ready venues by the stipulated time will attract a strict penalty of **Rs. 2,000/- per hour of delay per venue**, deductible directly from the final bill.

**c) Severe Delay / Default:** If any venue is not fully operational by **9:30 AM**, the municipality reserves the right to arrange alternative logistics from the open market at the selected vendor's risk and cost, alongside the forfeiture of any pending dues.

*APR 07/2025*

**Finance Officer  
Barasat Municipality**

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