

**OFFICE OF THE BOARD OF COUNCILLORS OF BARASAT**  
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Date: 12/06/2026

Memo No. - 27 - BM /Electric /NIQ-1/2026 - 2027

**From: Chairman,  
Barasat Municipality**

**URGENT NOTICE INVITING SPOT QUOTATION**

Barasat Municipality invites sealed spot quotations from resourceful, experienced, and financially sound vendors/agencies to provide infrastructure, logistics, and catering services for conducting **Jankalyan Shibir Camps** (Public Welfare Camps). The camps will be held on **15/06/2026, 16/06/2026, and 17/06/2026**. The selected vendor must manage **4 distinct camp venues running simultaneously per day** for these 3 days starting from 9:00 AM and ending at 5:00 PM (totaling **12 camp-days**).

1. **Key Schedule:-**

- a) **Quotation Dropping Period:** From June 12, 2026, (Up to 3:00 PM).
- b) **Quotation Opening Date & Time:** June 12, 2026, (At 4:00 PM).
- c) **Submission Venue:** Establishment Department, Barasat Municipality.
- d) **Camp Execution Dates:** **15/06/2026, 16/06/2026, and 17/06/2026** (Daily from 9:00 AM to 5:00 PM).
- e) **Execution Period:** Within two days from the issuance of work order.

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. Scope of work & Financial Bid Format:-

SL NO.	Item Description	Specification/Details	Qty Required (Per Camp/Day)	Unit	Rate per Day (INR)	Total Amount for 12 Camp-Days (INR)
1	Electrification Work	Pedestal fans and electric extention boards for computer connection. (Fans- 05 nos. per camp per day) (Boards- 10 nos. per camp per day)	12	per venue		
2	CCTV installation	CCTV cameras at entry and exit points (CCTV- 2 nos. per camp per day)	8	per day		
3	Table with chair	4ft x 2.5ft. Plastic table & clean commercial grade chairs (Tables- 20 nos. per camp per day) (Chair- 80 nos. per camp per day)	4	per day		
4	Flex/Banners	2300 sq ft With wooden framing	3	per day		
5	Food packets	Standard lunch packet for staff(200 packet per day)	3	per day		
6	Drinking water	20 Litre jars with dispencers (Jars- 2 nos per camp)	3	per day		
7	PA system	Microphones, Speakers, Amplifiers (Microphones- 4 nos. er camp per day) (Speakers - 4 nos. per camp per day) (Amplifier -1 nos. per camp per day)	3	per day		
8	Data Entry operators	Data Entry with computer setup. (Operators- 10 nos. per camp per day) (Computers- 10 nos. per camp per day)	12	per venue		
9	Digital Display Unit	55" LED TV / Smart Screen with stand & HDMI/USB input for public announcements (Display unit- 1nos. Per camp per day)	4	per day		
10	Waterproof pandel	1200 sqft. structure with tarpaulin top	2	per day		
11	Ballon Gate	240 sqft. Gate	3	per day		

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

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

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

4. **Terms & condition:-**

- a) The authority reserves the right to accept or reject any quotation without assigning reasons.
- b) The number of camp venues and camp days may increase and decrease based on administrative decisions.
- c) 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 **8:00 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 9:00 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.

  
**Chairman**  
**Barasat Municipality**  
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Barasat Municipality