

OFFICE OF THE BOARD OF ADMINISTRATOR  
NAIHATI MUNICIPALITY

1 No. R.B.C Road, Naihati, North 24 Parganas, Pin - 743165, West Bengal  
Phone : 2581 2098; Fax : 2580 0290

E-Mail : [cnaihati@yahoo.com](mailto:cnaihati@yahoo.com),

Website : [www.naihatimunicipality.in](http://www.naihatimunicipality.in)

Memo No. 2648/me-11

Date: 18/12/2020

TENDER NOTICE

Sealed Tenders are invited from the reputed bonafide Company for and on behalf of the office of the Administrator of Naihati Municipality for Half yearly maintains contact.

1. Tender will be received before 1.30 pm from 24/12/2020 to 26/12/2020
3. Tender will be open at 1 pm on 27/12/2020.

**Term & Condition**

1. The nature of Agreement: Maintenance of 14 cum capacity 1no Station Compactor (JN0588564) under the Naihati Municipality.
2. All preventive and breakdown maintenance of compactor to be done by selected Agency.
3. Preventive maintenance must be done once in a month with prior approval of the Municipal Authority. Preventive maintenance of the said vehicle will be done by the Agency In turn and the Agency will take care to clear the back lock work for that day ( day on which preventive maintenance is done ) by extra time for which on payment will be made by the Municipality.
4. Normal security for the equipment for Vehicle will be provided by the Agency during operation.
5. Daily/Monthly routine checkups, preventive maintenance and breakdown Maintenance /repairing works, servicing eta will be done by the Agency.
6. All spare parts shall be supplied by the Agency.
7. The Agency will hand over the damage spare parts to the Store department within a week from the date of replacement and obtained a certificate of receipt against such spares from the Garage Department.
8. The Agency must arrange safety measures while carrying out service maintenance Activities.
9. Payment will be made within 15 days from the date of submission of bill duly certified and everything related to O & M service is satisfactory.
10. The Agreement shall be for a period at one year with effect from the date of work order and may be with mutual concert or decision of Municipal Authority.
11. The prospective bidder must be bonafide Suppliers/ Caterers who have the satisfactory completion as a prime agency during the last 3(three) years from the date of issue of this notice of similar nature of suppliers/caterers.

12. Self-attested copies of Trade License, Pan Card, Professional Tax clearance certificate, IT return(Saral), GST Enrollment Certificate and last quarter Return must be enclosed along with Tender Paper.

The undersigned reserves the right to accept or reject any or all Tender Paper(s) without any reason.

Memo No. 2648 / 1(6) / me-11

*A. K. S.*  
18/12/20  
Chairperson  
Naihati Municipality  
Board of Administrators  
Date:  
Naihati Municipality

Copy Forwarded for information & necessary action Lo :

E.O /F.O/Members of Board of Administrator)/Accountant/ SI/ Cashier

*A. K. S.*  
18/12/20  
Chairperson  
Naihati Municipality  
Chairperson  
Board of Administrators  
Naihati Municipality