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OFFICE OF THE ADMINISTRATOR

Chakdaha Municipality
Shyamaprasad Maidan, P.O.-Chakdaha, Dist.-Nadia, PIN-741222
(West Bengal)

Memo No.- 976/C.M

Dated-06-08-2026

N.I.O No.-03/Elec.(R&M)/C.M/2026-2027, Dated-06-08-2026

Sealed quotation notice are invited from reputed, bonafied, reliable & resourceful Supplier/Contractors for Supplying 05 (Five) persons of semi-skilled electrician (One Year Contract) for various electrical repairing & maintenance works (Different places under jurisdiction of Chakdaha Municipal area) under PWD Electrical Department of Chakdaha Municipality possessing upto date GST Registration, Trade Liesence, Professional Tax (P.T Challan), Income tax clearance certificate with balance sheet (Three Years), PAN Card, Electrical Contractor Liesence & similar nature of supplying manpower asper following schedule:

- * Last date & time of Application: 14/08/2026, upto 03:00 P.M.
- * Date & time of purchasing of Quotaion paper: 18/08/2026, upto 02:00 P.M.
- * Date & time of submission of Quotaion paper: 20/08/2026, upto 02:00 P.M.
- * Quotaion paper will be opened on: 20/08/2026, at 04:00 P.M.

-in presence of the Quotaioner(s) who will remain present at the time of opening.

TERMS & CONDITION:

1. Quotationer will have to deposit an earnest money amounting of Rs.5,000.00 (Rupees Five Thousand only) in cash/demand draft in favour of Administrator, Chakdaha Municipality & copy of money receipt must accompany with the quotation paper, otherwise the rate shall not be considered.
2. Quotation paper will be available from cashier Chakdaha Municipality upto 02:00 P.M. of 18/08/2026 on payment of Rs.500.00 (Five hundred only)/set on recommendation of the under-signed.
3. The payment will be released on pro data basis i.e on the bases of the attendance of the all personnel deployed for a maximum 26 days in a month. For any absence, proportionate deduction will be made from the gross claim submitted by the agency.
4. Accepted rate of manpower (Electrician) will remain valid upto 01 (One) Year & may be extended for another 06 (Six) months if it's desired by the undersigned.
5. The Agency will have to attend any kind of electrical fault during 10:00A.M to 05:00P.M normally, but on emergency situation they have to attend breakdown site on call prompt basis.
6. The Contractor shall have to arrange for all tools, instruments, ladder etc. as may be required for repair maintenance, new equipment installation work.
7. The contractor should provide responsible, experienced, semi-skilled, maintenance staff for carrying out the repair & maintenance works smoothly. The risk guarantee of the maintenance staff would be borne by the contractor himself asper Government rule.
8. If any major breakdown occurred in worksite, that should be informed to the SAE concerned instantly by the agency.
9. The Agency shall be responsible incase of any damage, loss or pilferage etc. by his staff, the agency is to compensate the loss.
10. All the maintenance materials to be supplied departmentally. Cleaning materials like Soap, Soda, Jute, Duster etc. which are to be provided by the agency as per requirement of site. Daily accounts statement of the department supplied materials are to be submitted to the Store Keeper.
11. For maintenance work, materials have to collect from municipal Elec. Store & return to be made of damage or the scraps material to same.
12. A log book should be maintained at the site by the agency. Maintaining of all maintenance work done by him should be countersigned by the Executive Officer.
13. Bill Should be submitted by the agency within 1st/2nd working day and electrician payment (salary) should be paid by the agency within 10th working day of every month positively. Accidental damage benefit payment must be borne by the agency.

[Signature]
06/08/26

14. Any Complain by occupying authority against the deputed on duty agency staff, the agency shall have to replace the said staff from duty immediately.

15. The contractor may be terminated from either side with one month notice.

16. Right for canceling of quotation notice & any or all the application(s) of agency/quotationer(s) reserved by the undersigned.

PM
06.08.2026
Executive Officer
Chakdaha Municipality
Executive Officer
Chakdaha Municipality
Chakdaha, Nadia.

Memo No.- 976 (5) /C.M

Dated-06-08-2026

Copy forwarded for information & with a request to display in his office notice board to:

1. The Executive officer, Chakdaha Panchayet samity, Chakdaha, Nadia.
2. The Post Master, Chakdaha Post office, Chakdaha, Nadia.
3. The A.D.S.R.O, Chakdaha, Nadia.
4. Receive & Despatch Section, Chakdaha Municipality, Chakdaha, Nadia.
5. The Station Manager, E.Railway, Chakdaha Station, Chakdaha, Nadia.

PM
06.08.2026
Executive Officer
Chakdaha Municipality
Executive Officer
Chakdaha Municipality
Chakdaha, Nadia.

Memo No.- 976 (9) C.M

Dated-06-08-2026

Copy forwarded for information to:

1. The Administrator, Chakdaha Municipality, Chakdaha, Nadia.
2. The Finance Officer, Chakdaha Municipality, Chakdaha, Nadia.
3. The Head Clerk, Chakdaha Municipality, Chakdaha, Nadia for display of office notice board.
4. The Sub Assistant Engineer (Electrical), Chakdaha Municipality, Chakdaha, Nadia.
5. The Accountant-In-Charge, Chakdaha Municipality, Chakdaha, Nadia.
6. The Cashier, Chakdaha Municipality, Chakdaha, Nadia.
7. The Store Keeper, Chakdaha Municipality, Chakdaha, Nadia.
8. The Lighting-Supervisor (Electrical), Chakdaha Municipality, Chakdaha, Nadia.
9. Sri Saikat Dey, Chakdaha Municipality, Chakdaha, Nadia for news paper & website publication.

PM
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Executive Officer
Chakdaha Municipality
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Chakdaha Municipality
Chakdaha, Nadia.

Sd/-
06/08/2026