

**MALDA ZILLA PARISHAD  
MALDA**

Memo no. 300 /MZP/2026

Date : 24 / 02 / 2026

**NOTICE INVITING QUOTATION (NIQ)**

Sealed quotations are hereby invited from **reputed and experienced agencies/contractors** for the **Annual Maintenance and Servicing of six (06) Passenger Lifts** installed at the Malda Zilla Parishad Office Premises for a period of **three (03) years**.

**Scope of Work**

1. Routine maintenance, safety checks, and timely repairs of all six (06) passenger lifts.
2. Immediate response and rectification of breakdown calls.
3. Supply and replacement of minor spare parts as and when required.

**Contract Details**

- **Period of Contract:** 03 (Three) Years
- **Estimated Cost:** Rs. 66,000.00 (Rupees sixty-six Thousand only) including all taxes per annum
- **Total Estimated Cost for 03 Years:** Rs. 1,98,000.00 (Rupees one Lakh ninety-eighty Thousand only)

**Terms and Conditions**

1. The quoted amount must not exceed the estimated cost.
2. The agency must possess experience in lift maintenance and submit self-attested copies of:
  - Valid Trade License
  - GST Registration Certificate
  - Credentials of similar works executed earlier
3. The work shall be executed to the full satisfaction of the competent authority.
4. Lifts must be maintained regularly so that service is not disrupted.
5. **Necessary minor parts required to keep the lifts in running condition shall be supplied by the firm at no extra cost.**
6. Periodical supervision must be carried out by an expert mechanic of the firm to avoid accidents or malfunctioning.
7. Execution of work will be guided by the clauses of the formal agreement and the **Panchayat Accounts Rules, 2003.**
8. **Charges for heavy replacement of lift parts, if required, shall be borne by this office as per approval.**
9. Payment will be made on a **half-yearly basis** subject to satisfactory performance.
10. The expert mechanic shall carry out regular maintenance in consultation with the concerned Sub-Assistant Engineer.
11. A visit card must be issued by the agency where the expert mechanic will record date of visit and remarks regarding equipment check.
12. The authority reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.



### Submission & Opening of Quotation

- **Last Date of Submission:** 10 / 3 / 2026 up to 3:00 P.M.
- **Place of Submission:** Tender Box kept in the office chamber of the Deputy Secretary, Malda Zilla Parishad, Malda.
- **Date & Time of Opening:** Same day at 3:00 P.M. in presence of the quotationers.

Additional District Magistrate (ZP)  
Malda

Memo no. 300/1 (17) MZP/2026

Date : 24 / 02 / 2026

Copy forwarded for information and taking necessary action to :-

1. The Sahakari Sabhadhipati, Malda Zilla Parishad, Malda.
2. The Adhakshya, Malda Zilla Parishad, Malda.
3. The Secretary, Malda Zilla Parishad, Malda.
4. The Deputy Secretary, Malda Zilla Parishad, Malda.
5. The Financial Controller & Chief Accounts Officer, Malda Zilla Parishad, Malda.
6. The District Engineer, Malda Zilla Parishad, Malda.
7. The SDO(Sadar), Malda.
8. The SDO, Chanchal Sub-Division, Malda.
9. The Karmadhakshya, Purta Karya-O-Paribahan Sthayee Samity, Malda Zilla Parishad, Malda.
10. The Adhakshya, Malda Zilla Parishad, Malda.
11. DIO, NIC, Malda with a request to publish the notice in the District Website:  
<http://www.malda.gov.in>
12. The District Information Analyst, Malda Zilla Parishad, Malda for publishing the Quotation Notice in website: [maldazillaparishad.in](http://maldazillaparishad.in)
13. The Office Superintendent, Malda Zilla Parishad, Malda.
14. P.A. to the Sabhadhipati, Malda Zilla Parishad, Malda.
15. C.A. to the District Magistrate, Malda.
16. C.A. to the Additional District Magistrate (ZP), Malda.
17. NOTICE BOARD, Malda Zilla Parishad, Malda.

Additional District Magistrate (ZP)  
Malda