Notice Inviting e-Quotation No. Telecaller -1 of 2019-20

Managing Director, WBMDFC invites e-Quotation for the works as detailed in the following table. (Submission of Quotation through online).

<table>
<thead>
<tr>
<th>Name of the work</th>
<th>Earnest Money (Rs.)</th>
<th>Price of Technical, Financial Bid Documents, &amp; other Annexure (Rs)</th>
<th>Validity of contract</th>
<th>Eligibility of Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Supplying Telecallers etc. for the office of WBMDFC at Amber building, Salt Lake, Kolkata-700064.</td>
<td>Rs. 15000.00</td>
<td>Intending quotationer shall not have to pay the cost of quotation documents for the purpose of participating in e- quotation. The successful bidder will have to execute an agreement after receipt of work order. The cost of quotation document price would be as per notification no. 452A/PW/0/10C-35/10 dated. 26.07.11 of PWD Government of West Bengal shall have to pay during formal agreement after issuance of Work Order.</td>
<td>1 (one) years from the date of issue of work order which will be issued time to time as per requirement of WBMDFC.</td>
<td>Bonafide &amp; resourceful Private Entrepreneurs/Agencies having experience in similar nature of work in Semi Government/Government Organisation having at least 40% of the offered value within last 3 financial years in a single job.</td>
</tr>
</tbody>
</table>

 Earnest money:

An earnest money for Rs 15000/= (Rupees fifteen thousands) shall be required to be deposited by every tenderer in favour of WBMDFC by machine generated Relevant Account no. in the form of RTGS/NEFT of any Bank as per Govt. Order (other than those who are exempted as per rule).

Balance earnest money if required will have to be submitted along with submission of Tender documents for formal agreement.

Refund of EMD: The Earnest money of all the unsuccessful Tenderers will be refunded as per online system as per Govt. Order vide order No: 3975 -F(Y) Dated 28th July, 2016 of Secretary, Finance department, Govt. of West Bengal.
Eligibility Criteria of the Quotationer:- Bonafide Experience Private Entrepreneurs/Agencies having experience in such type of work in Semi Government/Government Organisation having at least 40% of the offered value of work within last 3 financial year in a single job. Willing agencies will have produce through e-filing necessary credential certificates mentioning feature of nature of work value of work done from the competent authority of state/central government, state/central government undertaking statutory/autonomous Bodies constituted under the statute of the Central/State Government.

Following documents to be submitted by the agencies through e-filing:

i). Latest Income Tax clearance certificate.(up to date return)
ii). Professional Tax Clearance certificate (up to date).
iii). Latest Trade License for the related work.
iv) G.S.T Registration with upto date return copy.


vi). Documents in respect of ESI, EPF, Bonus and PAN.

vii). Partnership Deed showing numbers of partners, if any and their respective powers.

The prospective quotationer or any of their constituent partner must neither have abandoned any work or their contract have been rescinded during the last 5(five) years. Such abandonment or rescission will be a reason for disqualification.

The rate of quotation is to be submitted with duly digitally signed in the https://wbtenders.gov.in within date and time as stipulated in e-NIQ.

In case of partnership firm(s), the pledged instrument(s) must reflect the name(s) of the Firm and the name(s) and address (es) of the partner/partners who is/are authorized to pledge the same as in partnership deed(s). The power of Attorney shall have to be registered in accordance with provision of Registration Act-1908.

The bid shall remain valid for a period not less than 2 years from the last date of submission of financial bid sealed bid. If the bidder withdraws his bid during this period of bid validity his earnest money deposit will be forfeited.

If any quotationer withdraws his offer before acceptance without giving any satisfactory explanation for such withdrawals, he may be disqualified from participating in any future NIT/NIQ of this office for a minimum period of 1(one) year and suitable action as deemed fit will be taken as per quotation clause

If the last date falls on holidays or on bandh day or natural calamity, the date shall automatically defer to the next working day.

The accepting authority of WBMDFC reserves the right to reject any or all the quotation without assigning any reason whatsoever and he will not be bound to accept either the lowest quotation or any of the quotation.

1. TECHNICAL BID: ELIGIBILITY CRITERIA:

The tendering Company/Firm/Agency shall fulfill the following technical specifications for Technical Bid:-

(i) The Company/Firm/Agency shall have at least three years' experience in successfully providing similar type of manpower to Government or Public Sector Companies/Banks etc.

(ii) The manpower Company/Firm/Agency shall have been registered with the appropriate registration authority.

(iii) Tenderer shall provide a self-attested copy of valid manpower license from the Regional
Manpower Commissioner for specific number required for the contract under Contract Manpower (Regulation & Abolition) Act, 1970.

(iv) The Head Office/Branch Office of the manpower Company/Firm/Agency shall be located in Kolkata.

(v) The Company/Firm/Agency shall have been registered with the Income Tax and GST Department.

(vi) The Company/Firm/Agency shall have been registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Act as per rule.

Note: Documentary evidence is required to establish the eligibility requirements for the conditions mentioned in TECHNICAL BID.

2. EVALUATION CRITERIA:
   i) Technical and financial Bid will be opened by Designated Evaluation Committee in presence of bidders.
   ii) Technical Bid will be opened first. Only Bidders who qualify Technical Bid will be considered for Financial Bid and only their financial bid will be opened. Financial Bid of the unqualified bidders in Technical Bid will not be opened.
   iii) Price quoted in financial bid will be announced to bidders.
   iv) Evaluation committee will evaluate the Technical and Financial Bid and submit their reports to the competent authority.
   v) On the approval of Competent Authority, Lowest One (L-1) bidder name will be declared.

3. GENERAL INSTRUCTIONS:
   i) Interested Parties shall submit their sealed tenders after inspection of the premises. The inspection of the premises can be made between 11.00 a.m. and 4.00 p.m. on all working days (Saturday and Sunday are Holiday) till the last date of download of Tender.
   ii) WBMDFC reserves the right to accept or reject tender in part or full without assigning any reasons whatsoever.
   iii) WBMDFC takes no responsibility for delay, loss or non-receipt of applications.
   iv) The contract shall commence from the date of receipt of acceptance of the work order. The work order issued by this office shall be accepted by the tendering Company/Firm/Agency within 10 days from the receipt of the order or 15 days from the date of the said order whichever is earlier and the contract will continue initially for a period of one year from the date of award of work order and may be renewed for further period of one year on satisfactory service. The agency will have to execute an agreement after issuance of work order.
   v) The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
   vi) The requirement of the manpower may increase or decrease during the period of initial contract also. In case of decrease in the requirement, the same will be informed to the contractor and additional manpower shall be withdrawn at the given time. If the requirement is increased, the contractor shall provide additional manpower on the same terms and conditions in reasonable time.
   vii) All selected manpower shall wear Identity Card provided by the contractor every day during working hours.
   viii) The tenderer will be bound by the details furnished by him/her to this Office, while submitting the tender or at any subsequent stage. In case any of such documents furnished by
x) If him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract in Kolkata jurisdiction only.
x) The persons deployed shall observe all etiquette and protocol while performing duty and shall be in proper formal dress.

xi) The duty hours is for 8 hours in a day as per schedule with half hour recess time by roaster.

xii) All the documents should be digitally signed by the Tenderer.

4. PERIOD OF CONTRACT / TERMINATION NOTICE

The contract shall be valid initially for a period of one (01) year from the date of award of work order. This contract may be renewed for further period of one year on the same terms and conditions as mentioned in the tender document, provided the requirement of the office for the above manpower persists at that time, or, may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency. Either party can terminate the contract at any time by giving three months prior notice in writing.

5. RIGHT TO ACCEPT OR REJECT TENDER

i) The right of acceptance of tender will rest with WBMDFC

ii) WBMDFC reserves the right to accept the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted. All the tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

6. BIDDER TO GET INFORMED HIM SELF FULLY:

The authorized signatory of tender document will be deemed to have carefully read and understood the tender documents along-with the terms and conditions and thereafter he has filed the tender document for bid process.

7. LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED.

i) Manpower should be provided after consultation with the authority of the WBMDFC.

ii) The contracting company shall provide Bio-data of each person deployed by him in format prescribed by this office.

iii) The contractor shall issue the letter of deployment to every deployed manpower and a copy of same shall be submitted to this office.

iv) The contracting Company/Firm/Agency shall furnish the following documents in respect of the individual Tele caller deployed by them in this office in the given time limit:
   - List of persons deployed.[monthly]
   - Bio-Data with antecedents details of the persons deployed- [at the time of deployment]
   - Birth proof of the candidates- [at the time of deployment]
   - Copy of Aadhaar Card of the candidates
   - Identity Cards issued by agency bearing photograph - [within 8 days]
   - Identity proof and residential proof- [at the time of deployment].

v) In case, the person employed by the Agency commits any act of omission/commission that amounts to misconduct/indiscipline/ incompetence, the contractor shall be liable to take appropriate disciplinary action against such persons, including their removal from the site of work.
The Contractor shall replace immediately any of its personnel found unacceptable to this office because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from this office.

The office hours for the person deployed are 9.00 am to 5.00 pm and 1.00 pm to 9.00 pm in the month of June to November and 10.00 am to 5.30 pm in the month of December to May. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions, one-day wage shall be deducted.

All the issues related to contract, monthly payments etc shall be communicated and processed through the Facility Coordinator appointed by Head of Parent Office.

The contractor shall provide a substitute within immediately in the event of any person leaving the job due to his/her personal reasons.

For all intents and purpose the service providing agency shall be the “Employer” within the meaning of different Manpower Legislations in respect of the manpower employed and deployed in this office.

The Service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed immediately. The office shall, in no way be responsible for settlement of such issues whatsoever.

This office shall not be responsible for any damages, losses, Claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to ad-hoc, regular/confirmed employees of this office during the occurrence or after expiry of the contract.

In no cases the agency withdraw the service without prior notice and approval of the WBMDFC except prescribed time period it will be treated as breach of contract and appropriate legal action will be taken as rule.

8. SCOPE OF WORK:

To provide the requisite manpower in accordance with the minimum rate of wages as per West Bengal – Ministry of Labour and Employment under the scheduled employment – Construction (The work to be carried is of Tele Calls, scanning and digitization. No specific category for such type of work is available in West Bengal.)

(a) Requirement Of Manpower:

<table>
<thead>
<tr>
<th>Manpower required at</th>
<th>Tele Caller Manpower</th>
<th>Working Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBMDFC</td>
<td>June to Nov (2 shift)</td>
<td>9.00 am to 5.00 pm, 1.00 pm to 9.00 pm</td>
</tr>
<tr>
<td></td>
<td>3 persons</td>
<td>2 persons</td>
</tr>
<tr>
<td></td>
<td>Dec to May (one shift)</td>
<td>10 A.M. to 6.00 P.M., 3 persons</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

The number of manpower may be increased or decreased at the option/requirement of the Office from time to time.

The contractor shall pay the minimum rate of wages as applicable in West Bengal Government Wages & Establishment acts rules under construction category.
9. fixation, Experience and Age Limit for the Manpower to be deployed by the Companies/Firms/Agencies:

i) Tele caller Manpower:

   **Educational Qualification:**

   i) 10+2 examination passed from any Board recognized by Central or State Government.
   ii) A person should have basic knowledge to read and write in English and speaks in Hindi. Experience / Certificate in MS Office/ Computer Application / Knowledge of working with MS word, Excel etc.

   **Age:** He/ She shall be between age group of 18 years to 35 years.

10. TERMS AND CONDITIONS FOR CONTRACTOR TO PAY WAGES TO DEPLOYED MANPOWER:

   After consultation with the WBMDFC man power should be provided as per order.

   i) Office will provide the monthly attendance details of deployed manpower to prepare a bill by contractor.
   ii) On the basis of bill, contractor shall pay the wages, EPF to each employee.
   iii) After transferring the monthly wages, to his deployed manpower, contractor shall submit the bill to WBMDFC office with pay bill.
   iv) Pay-slip shall be provided to deployed manpower and pay statement shall be submitted to the WBMDFC Office every month.
   v) The normal time to make the payment by the WBMDFC Office is 45 days to 60 days from the date of receipt of the bill.
   vi) Contractor shall be capable to pay the wages as per tender document timely before 10th of every month from his own resources.
   vii) Contractor shall be capable to pay monthly wages up to 3 - 4 months from his own resources in case of delay in payment by WBMDFC Office due to unavoidable circumstances.
   viii) The deployed manpower may be the employee / contractual employee of the bidder firm but they cannot be employee of Parent Office.
   ix) The contractor shall be liable for any issues arising in relation to EPF, ESI and shall deal with it taking responsibility of the related procedures.
   xi) Requisite manpower shall be provided within 10 days from the acceptance of the contract.
11. TERMS AND CONDITIONS FOR DEPLOYED MANPOWER

i) The deployed manpower will get the benefit of Gazetted holidays as notified/declared by the WBMDFC. For holiday on these days, the manpower will be paid wages at the rate equivalent to the average of his daily wages.

   The bill for Gazetted holidays shall be claimed on month to month basis.

ii) The deployed manpower has to work from Monday to Friday from 9.00am to 9.00 pm (June to Nov, 2 shift) and 10.00 pm to 5.30pm (December to March, 1 shift)

iii) Deployed manpower may be the employee/contractual employees of the Contractor's firm but they cannot be employee or servant of WBMDFC office.

v) On the approval of Competent Authority, Lowest One (L-1) bidder name will be declared, if the agency in otherwise eligible.

12. PERIOD OF CONTRACT / TERMINATION NOTICE

The contract shall be valid initially for a period of two years from the date of award of work order. This contract may be renewed for further period of one year on the same terms and conditions as mentioned in the tender document, provided the requirement of the office for the above manpower persists at that time, or, may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency. Either party can terminate the contract at any time by giving three months prior notice in writing to WBMDFC.

13. RIGHT TO ACCEPT OR REJECT TENDER:

i) The right of acceptance of tender will rest with WBMDFC

ii) WBMDFC reserves the right to accept the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted. All the tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

14. TERMINATION

This agreement may be terminated by either partly or fully by giving one month notice in writing for termination. On termination of the contract, the contractor shall take steps to withdraw all employees in a smooth and orderly manner.

15. MODE OF PAYMENT

(i) The Agency shall raise the bill, in triplicate, along with attendance sheet duly verified by the Facility Coordinator in respect of the persons deployed and submit the same to the Head of Office in the first week of the succeeding month. The bill, in proper form, must be duly accompanied by details of work carried out in that month and shall also be accompanied with the details of ESI & EPF deposit slip for the previous month salary slip of the deployed person. The Contractor's Bills shall be prepared accordingly the actual manpower deployed and the same shall be certified by officer-in-charge respective section of the Office.
(ii) The claims in bills regarding Employees State Insurance, Provident Fund etc. shall be necessarily accompanied with the documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount will be held up till such proof is furnished, at the discretion of the office.

(iii) A successful bidder shall submit necessary bank details for bill payment at the time of entering into contract.

16. ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application - Technical Bid.
2. Attested copy of the registration of agency.
3. Attested copy of the valid manpower license from the Regional Manpower Commissioner.
4. Attested copy of PAN/GIR Card.
5. Attested copy of the latest IT return filed by the agency.
6. Attested copy of the GST certificate.
7. Attested copy of the PF registration letter/certificate.
8. Attested copy of the ESI registration letter/certificate.
9. Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency as token of their acceptance.

17. ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF TELE CALLER.

for deployment in the office with details of the employees as follows:

1. Bio-Data of all persons in the format prescribed by the office
2. Birth proof of the candidates
3. Letter of deployment from the contractor.
4. Copy of Aadhaar card of the candidates
5. Identity Cards issued by contractor bearing photograph.
6. Identity proof and residential proof.
Technical bid should be contain:­
(a) NIQ
(b) Credential certificates of similar nature of work.
(c) Other documents as mentioned in the eligibility criteria of the Quotationer.
(d) Document of submitted earnest money.

(A) Important information’s:

DATE AND TIME SCHEDULE:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Date of uploading of e-N.I.Q. Documents</td>
<td>29/11/2019 at 5 p.m.</td>
</tr>
<tr>
<td>2.</td>
<td>Start of Documents downloading.</td>
<td>29/11/2019 at 5 p.m</td>
</tr>
<tr>
<td>3.</td>
<td>Start of Bid submission.</td>
<td>29/11/2019 at 5 p.m</td>
</tr>
<tr>
<td>4.</td>
<td>Last date of Documents downloading</td>
<td>20/12/2019 up to 4 p.m</td>
</tr>
<tr>
<td>5.</td>
<td>Last date of Bid submission.</td>
<td>20/12/2019 up to 4 p.m</td>
</tr>
<tr>
<td>6.</td>
<td>Date of opening of technical Bid.</td>
<td>23/12/2019 at 4 p.m</td>
</tr>
<tr>
<td>7.</td>
<td>Date of publication of list for technically qualified Bidders.</td>
<td>To be informed later on</td>
</tr>
<tr>
<td>8.</td>
<td>Date, time and Place for opening of Financial Proposal (Online)</td>
<td>To be informed later on</td>
</tr>
</tbody>
</table>

(B) LOCATION OF CRITICAL EVENT.

<table>
<thead>
<tr>
<th>BID OPENING</th>
<th>At the Office of the Managing Director, West Bengal Minorities’ Development &amp; Finance Corporation, “AMBER” DD-27E, Sect-I, Salt Lake City, Kolkata-700064.</th>
</tr>
</thead>
</table>

Conditional/Incomplete quotation will not be accepted.

The intending quotations are required to quote their rate in word and in figure online in the attached schedule.

During scrutiny, if it comes to the notice of the Quotation inviting authority that the credentials or any other documents is incorrect/manufactured/fabricated, that quotation will be out rightly rejected without any prejudice.

Before issuance of WORK ORDER, the quotation inviting authority may verify the original credential and other documents of the lowest quotationer if found necessary. In case, if it is found that the documents submitted by the lowest quotationer either manufactured or false; the work order shall automatically stand cancelled and legal action as per rule of law shall be taken by WBMDFC.
TERMS AND CONDITIONS

1. Agency shall have to quote their rate complying minimum wages Act West Bengal Government E.P.F. E.S.I. & Bonus considering the Government order issued vide memo no. 3790-F(Y) dated 21.07.2014

2. The agency shall be registered with E.S.I. and E.P.F. authorities and must have the license under the contract labour (Regulation and Abolition) Act, 1970 from the Labour Department to engage contractual staff.

3. The agency shall abide by the rules and regulations under the Minimum Wages Act, Employees Provident Funds & Miscellaneous Provision Act, Employees State Insurance Act and payment of Wages Act.

4. The agency shall furnish the bio-data of the Tele caller, engaged duly authenticated by the agency along with recent coloured photograph before engagement. Any changes in the day to day existing worker as well as engagement of new worker after the award of contract shall be done with the intimation to the competent authority of WBMDFC.

5. The agency shall submit a list of clients with copy of completion certificate/experience certificate.

6. It will be the responsibility of the agency to deposit EPF & ESI of the engaged personnel and must submit proof of deposit of EPF & ESI within three weeks from disbursement of wages every month to the WBMDFC. Copy of the vouchers in relation to ESI & EPF subscription deposit with Bank authority should be submitted every month with certified copy of list of deployed personnel against whom the payment is made otherwise payment of wages for the next month shall be withheld.

7. The payment of wages shall be made to the tele caller as per provision of the payment of wages Act but not later than 7th day of every month. The agency shall, however, not refuse/defer the payment of wages on the plea that the bill/bills for the month/months have not been paid by the WBMDFC. All incidental charges in respect of man power should be bourne by the Agency.

8. The contract of service may be terminated by issuing 1 (one) month prior notice from either side.

9. Qualified agency will have to submit rate analysis of rates offered by them through offline after opening the financial bid if desired by WBMDFC.

Memo No.3843(6) -MDC/TF15

Dated: 28.11.2019

Managing Director

Copy forwarded for information and circulation to the:
1) Special Secretary MA & ME Department, Govt. of WB
2) Director, Directorate of Madrasah Education, Govt. of WB
3) Secretary Urdu Academy, Govt. of WB
4) General Manager, WBMDFC
5) Chief Accounts Officer, WBMDFC
6) Departmental website

Managing Director
Memo No. 3843/1 - MDC/TF15

Copy forwarded for kind information to the:
1) PA to Hon'ble Chairman, WBMDFC

Dated: 28.11.2019

Managing Director
TECHNICAL BID

1. For providing Telecaller manpower to the WBMDFC.

2. Name of the Tendering Company/Firm/Agency (Attach certificate of registration)

3. Name of the Proprietor/Director of Company/Firm/Agency

4. Full address of the Registered Office

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

   Telephone Number: ________________________________
   FAX No. ________________________________
   E-Mail Address ________________________________

5. Full address of Branch offices

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

   Telephone Number: ________________________________
   FAX No. ________________________________
   E-Mail Address ________________________________

6. Banker of Company/Firm/Agency
   (Full Address)
   (Attach certified copy of statement of A/c for the last three years)

   Telephone Number of Banker: ________________________________

7. PAN/GIR No.
   (Attach attested copy)

8. GST Registration No.
   (Attach attested copy)

9. E.P.F. registration Number
   (Attach attested copy)

10. E.S.I. Registration Number
    (Attach attested copy)
12. Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years.
(Attach separate sheet if space provided is insufficient)

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Amount in Lakhs</th>
<th>Remarks if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018-19</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details of client along with address, telephone numbers</th>
<th>Type of manpower supplied</th>
<th>Amount of Contract (in Lakhs)</th>
<th>Duration of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>From</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(If the space provided is insufficient, a separate sheet may be attached)

14. Additional information, if any
(Attach separate sheet, if required)

Signature of authorized person

Name: ____________________________

Seal: ____________________________
DECLARATION

1. ___________________________ Son/Daughter/Wife of Shri --------- signatory of the agency/firm mentioned above is competent to sign this declaration and execute this tender document:

2. I have carefully read and understood all the terms and conditions of the tender including Contract Agreement (Annexure A) and Data Security Certificate (Annexure B) and undertake to abide by them:

3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person
Full Name: __________________________
Seal: __________________________

Date:
Place:
# West Bengal Minorities' Development & Finance Corporation
(A Statutory Corporation of Govt. of West Bengal)

## FORM - 2

**FINANCIAL BID (Given in BOQ only)**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Manpower Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>1.01</td>
<td>Daily Minimum Wage Rate (as per West Bengal Minimum Wages Act)</td>
</tr>
<tr>
<td>1.02</td>
<td>Employees Provident Fund @13.16%</td>
</tr>
<tr>
<td>1.03</td>
<td>Employees State Insurance @4.75%</td>
</tr>
<tr>
<td>2</td>
<td>Total (Col 1.01 to 1.03)</td>
</tr>
<tr>
<td>2.01</td>
<td>Contractors Service Charge</td>
</tr>
<tr>
<td>2.02</td>
<td>GST @ 18% (COL2+COL2.01+COL2.03)*18%</td>
</tr>
<tr>
<td>2.03</td>
<td>Any other liability including all legal liabilities including bonus etc. (Pl. indicate)</td>
</tr>
<tr>
<td>2.04</td>
<td>Total Column 2 to 2.03</td>
</tr>
</tbody>
</table>

Head Office: Amber, DD-27E, Sector-1, Salt Lake City, Kolkata - 700 064
Phone: 033-2334-2893/4004-7469, Toll Free No.: 1800-120-2130, Web: www.wbmdfc.org
E-mail: mdfc.wb@gmail.com
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Units</th>
<th>Daily Minimum Wage Rate</th>
<th>Employer Provident Fund (12.50%</th>
<th>Employee State Insurance (6%)</th>
<th>Total (Calculation)</th>
<th>Contractor Service Charge</th>
<th>Any other levy including all safety related fees etc. (if applicable)</th>
<th>GST @ 18%</th>
<th>Total (Calculation)</th>
<th>TOTAL AMOUNT Without Taxes</th>
<th>TOTAL AMOUNT With Taxes</th>
<th>TOTAL AMOUNT in Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Trees</td>
<td>1.000</td>
<td>Nos</td>
<td></td>
<td></td>
<td></td>
<td>Rs. P</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td>NRZ Zero Only</td>
</tr>
</tbody>
</table>

**Price Schedule**: This schedule template must not be modified/changed by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the bidder's name and address only.