



West Bengal Minorities Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

No :5383- MDC/1Q-16

Dated: 08.12.2023.

Notice Inviting e-Quotation No.EVMU-1 of 2023 -24

OSD & EO Managing Director, WBMDFC invites e-Tender for the work as detailed below.

In the event of e-filing, intending quotationer may download the tender documents from the site: <http://tenders.gov.in> directly with the help of Digital Signature Certificate & earnest money in favour of WBMDFC to be documented through filing.

Earnest money:

An earnest money to the tune of Rs.20,000.00(Rupees twenty thousand) only will have to be deposited by each & every tenderer in favour of machine generated Relevant Account no.in the form of RTGS/NEFT as per Govt. Order (**other than those who are exempted as per rule**) .

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 whereas for successful bidder ,EMD will be converted in to Security deposit.

SL.NO.	Name of the work	Time of Completion	Name of the Authority
1.	Execution of various activities of Milan Utsav 2024 (Making Publicity, Providing Security Guards of Mela ground with supplying logistic items for accommodation of beneficiaries on hire basis and other allied works etc) at Park Circus Maidan, Kolkata.	Work will have to be executed on and from tentatively 3 rd week of January 2024.	West Bengal Minorities' Development & Finance Corporation.

Eligibility Criteria of the Contractor:-

i)Bonafide and resourceful agencies having experiences and credentials of similar nature of work of the Government/Semi Government, having at least 40% of the estimated value put to tender.

ii)Willing agencies shall have to produce through e-filing, necessary **credential certificates/ Payment certificate supported by completion certificate with respective BOQ mentioning feature & 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 issued not below the rank of Executive Engineer.

iii) Must have valid GST Registration number /certificate.

iv) Registered unemployed engineers Co-operative Societies/Registered unemployed labour-Co-operative Societies are required to furnish valid by-law, current audit report and other relevant supporting papers.

v) Valid up to date clearance of Income Tax Return last 3 years .

/Professional Tax Clearance Certificate/ P.T. (Deposit challan)/PAN CARD/Trade License/ Certificate of incorporation, Voter ID Card , Latest Income Tax acknowledgement Receipt for the latest assessment year to be documented through e-filing. (Non Statutory Documents).

vi) The bidder agency must not have been blacklisted by any Court of Law or any Government/Central Autonomous bodies/PSUs and in any such future event, the agency shall undertake to keep WBMDFC informed. A declaration in this regard to be submitted.

vii) Bank solvency certificate for Rs. 10 lacs (Rupees Ten lac) to be submitted.



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- viii) The Registered office of agency/ bidder should be situated within the Municipal limits of Kolkata/Bidhannagar/Newtown.
ix) The agency must have proven experience in the name of work on in works of similar nature of works as mentioned.

The prospective tenderer or any of their constituent partner must neither have abandoned any work nor their contract have been rescinded during the last 5(five) years. Such abandonment or rescission will be a reason for disqualification. A declaration to be submitted

The rate of tender is to be submitted with duly digitally signed in the <https://wbenders.gov.in> within date and time as stipulated in NleT /NleQ.

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 Indian Registration Act, 1908 and Indian stamp Act. 1899.

The bid shall remain valid for a period not less than 45 days (Forty five days) from the last date of submission of financial bid/sealed bid. If the bidder withdraws the bid during this period of bid validity, his earnest money deposit will be forfeited.

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

If any Quotationer withdraws his offer before acceptance of such offer and within a reasonable time without giving any satisfactory explanation for such withdrawals, he may be disqualified from participating in any future NleT / NleQ of this office for a minimum period of 1(one) year and suitable action as deemed fit will be taken as per Tender clause. But their E.M.D will be forfeited

Statutory deduction may be made as per rule at the time of bill payment.

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

Successful tenderer will be required to obtain valid Registration Certificate & Labour

License from respective Regional Labour Offices where the work are proposed to be carried out as per clauses u/s 7 of West Bengal Building & other

Construction Works' Act. 1996 and u/s 12 of Contract Labour Deptt.

Successful tenderer will have to produce original GST Registration, and PAN Card

etc. (as applicable) for verification prior to issuance of Work Order.

BIDDING PROCEDURE, SIGNING AND SEALING OF BIDS: The bidder must submit his e-bid in two parts as mentioned below: **Part 1 :- Called "Technical Bid" & Part 2 "Financial Bid as per schedule**

Documents establishing Bidders eligibility (Technical Bid)

The following documents should first be self-attested by the authorized signatory of the bidder and then should be scanned and uploaded while submitting the E- tender as mentioned below:

Intending Bidders should be uploaded documents as per following:

- NleT/NleQ
- Form-I and Form-II (enclosed with this NleT) on companies letter head must properly filled up, scanned and up- loaded.



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- c) Submission of documents regarding EMD.
d) Other details of documents to be submitted as per Table :

Sl No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	<p>1. Attested copies of the latest paid GST Challan & registration Certificates</p> <p>2. A self-certified copy of PAN card issued to the entity by the Income Tax Deptt./ Scanned copy of PAN Card of Proprietor, as the case may be.</p> <p>3. P TAX (CHALLAN)</p> <p>4. Duly attested copy acknowledgement of the Income Tax for last two years beginning.</p>
B.	COMPANY DETAILS	COMPANY DETAILS 1	<p>1.. Duly attested copy of the valid TRADE LICENCE / Certificate of incorporation for the last two years beginning.</p> <p>2. Copy of the relevant ownership deed e.g. Proprietorship/Partnership Deed.</p> <p>{Registered or Notarized Deed of partnership Firm/ Article of Association & Memorandum of company}</p> <p>3. The bidder shall submit full details of his ownership and control, or, if the Bidder is a partnership firm, joint venture, company or consortium, full details of ownership and control of each member thereof. In case of the latter, the authorized representative should be duly authorized by all the Owners/Partners/Executive Director in writing & this document must be uploaded along with the Bid documents.</p> <p>4. The bidder shall submit full details of his ownership and control</p> <p>5. In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on any such partner, the Bid and all other related documents must be signed by every partner of the firm.</p> <p>7. Bank solvency certificate for Rs. 10 lac (Rupees Ten lac) is to be submitted.</p> <p>8. APPLICATION (FORM-I & FORM -II)</p>
C.	CREDENTIAL	CREDENTIAL1 CREDENTIAL2	<p>i) SIMILAR NATURE OF WORK DONE & COMPLETION CERTIFICATE WHICH IS APPLICABLE FOR ELIGIBILITY IN THIS TENDER ii) The bidder agency must have completed at least two similar works with other organizations such as State / Central/ Government or Autonomous or PSU or Municipal bodies, etc. each costing not less than 40% of the tender value. iii) Black listing Declaration.</p>

Important information's: DATE AND TIME SCHEDULE:

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.Q. Documents	11.12.2023 at 5.00pm
2.	Start of Documents downloading.	11.12.2023 at 5.30pm
3.	Start of Bid submission.	11.12.2023 at 5.30pm
4.	Last date of Documents downloading	28.12..2023 at 3.30pm
5.	Last date of Bid submission.	28.12..2023 at 3.30pm
6.	Date of opening of technical Bid.	02.01.2024 at 4.00pm
7.	Date and time of uploading list of Technically qualified Bidders (on line)	Will be notified latter on .
8.	Date of publication of list for technically qualified Bidders.	Will be notified latter on
9.	Date ,time and place for opening of Financial Proposal (on line)	Will be notified latter on



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LOCATION OF CRITICAL EVENT.

BID OPENING	At the Office of the Managing Director, West Bengal Minorities' Development & Finance Corporation, "AMBER" DD-27E, Sect-I, Salt Lake City, Kolkata-700064.
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Conditional/Incomplete quotation will not be accepted.

The intending Tenderer are required to quote their rate online inclusive of material cost ,transportation ,erection , mounting ,GST and other taxes with the attached schedule.

Contractor shall have to comply with the provisions of (a) the Contract Labour (Regulation Abolition) Act. (b) Apprentice Act. 1961 and (c) Minimum Wages Act, 1948 or the Notification thereof or any other laws relating to and the Rules made there under and order issued there under from time to time.

During scrutiny, if it comes to the notice of the Tender inviting authority that the credentials or any other documents are incorrect/manufactured/fabricated or incomplete in any respect then the Tenderer will be out rightly rejected without any prejudice.

Before issuance of the WORK ORDER, the tender inviting authority may verify the original credential and other documents of the **lowest / selected** tenderer if found necessary. In case, if it is found that the documents submitted by the lowest tenderer is either manufactured or false; the work order shall automatically stand cancelled and legal action as per prevailing rules shall be taken.

Accepted tenderer will have to purchase necessary tender documents as per notification No. 452-A/PW/0/10C-35/10, dated. 26.07.2011 of PWD and make an agreement in non-judicial stamp paper Rs. 100/- within 05 (five)days from the issuing of Work order.

OSD & EO
Managing Director



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GENERAL TERMS & CONDITION

1. No idle labour charges will be entertained at any circumstances.
2. The contractor shall procure and provide the best available materials as specified in work schedule duly approved by the engineering in-charge.
3. No secured advance on materials is admissible.
4. No mobilisation in advance is admissible under this contract.
5. Necessary safety and security measure (viz. uses of safety belt nets helmets etc) to the workers are to be taken by the quotationer at his own cost. During execution of the work and till winding up of the programme, if any accident or mishap occurs, the entire responsibility will lie on the executive agency.
6. **Value of work tendered for may be increased or decreased at the absolute discretion of WBMFC in that case all the other terms and conditions of contract shall remain valid and binding notwithstanding such alteration. Hence, payment will be made on the actual quantity of work performed & certified.**
7. Supply of logistic items will have to be supplied at the required location nearer to the Park Circus Maidan.
8. The Agency will be liable to maintain the work at the appropriate service level to the satisfaction of the Engineer-in Charge at his own cost for the entire security period from the date of completion. If any defect/damage is, found during the period
9. The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labour prices or due to any other reasons.
10. Contractor shall take every precaution to protect against damage breakage or pilferage of any material of Corporation and if such happened that will be borne by the contractor.
11. All quantity of the items are approximate/variable. No claim of the contractor will be entertained if any one item or more than one item is not executed as per direction of the WBMDFC.
12. **The work shall not be treated as complete until and unless**
13. The site is clear from all unused, excess, waste material etc.
14. The Contractor to the satisfaction of the Employer has rectified any damage caused by the Contractor to the location where the work is executed.

Work Schedule attached:

OSD & EO
Managing Director



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Dated: 08.12.2023.

Copy forwarded for information and circulation the :

1. Director, Directorate of Madrasah Education , Govt. of West Bengal
2. PA to Spl. Secretary, MA & ME Department, Govt. of West Bengal
3. Secretary Urdu Academy
4. CEO, Board of Auqaf
5. Departmental website

OSD & EO
Managing Director

No :5383- MDC/1Q-16

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Copy forwarded for kind information to the:

1. PA to Hon'ble Chairman, WBMDFC
2. PA to Principal Secretary, MA & ME Department, Govt. of West Bengal
3. General Manager (Admn), WBMDFC
4. Chief Accounts Officer, WBMDFC
5. Project Manager, WBMDFC

OSD & EO
Managing Director



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Form-I

(To be furnished on Company's Letter Head)

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S.....nor any of constituent partner had been debarred to participate in any tender/quotations by any Govt. Organization/Undertaking during the last 3 (three) years prior to the date of this N.I.T/N.I.Q.
- 3) The under-singed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Corporation /Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Corporation/ Department.
- 5) Certified that I have applied in the tender in the capacity of individual/as a partner of a firm and I have not applied severally for the same job.

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date:.....


OSD & EO
Managing Director



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Form-II

STRUCTURE AND ORGANISATION

1) Name of Applicant :

2) Office Address :

Telephone No. :

Fax No. :

3) Name and Address of Bankers:.....

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Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation

Signature of applicant including title and
capacity in which application is made

seal and Signature of the Quotationer .

OSD & EO
Managing Director

Work Schedule

Name of work :- "Execution of various activities of Milan Utsav 2024 (Making Publicity, Providing Security Guards of Mela ground with supplying logistic items for accommodation of beneficiaries on hire basis and other allied works etc) at Park Circus Maidan,Kolkata."

Ref e-NIQ No:- EVMU-1 of 2023 -24

SL NO	DESCRIPTION	QTY	UNITS	RATE	AMOUNT
A	Making Publicity for Milan Utsav-2024				
1	<p>Supplying, Printing and erection of Signage Board, Hoarding, Banner of approved matter to be supplied by WBMDFC and made with flex on wooden frame work & all the necessary materials & instruments such as signage board, Hoarding, Banner will be installed in different place of Kolkata as per direction of WBMDFC. It will be the sole responsibility of the vender for obtaining necessary permission from respective authority required to complete such job. Incase of any damage occurred to the signage Board, Hoarding, Banner for reasons what so ever, The agency will have to replaced those similar item of Flex/Banner. The printing matter may be different for different places. It will be sole responsibility of the agency for safety of the structure & to dismantle & remove all such Hoarding, Banner& flex after completion of the programme. All works will carry out as per direction WBMDFC . Size of Hoarding, Banner, flex are as follows:</p> <p>(i)200(nos)x10ftx8ft= 16000 sq.ft . (ii) 150(nos)x3ftx2ft=900 sq.ft. (iii)pillar 12(nos)x10ftx4ftx4ft=1920 sq.ft. (iv)100 (nos) x6ftx10ft=6000 sq.ft (vi) 150 nos 6ft x 8ft =7200 (v) 2nos 40ftx20ft =1600 Total area of flex= 33,620 sq.ft</p> <p>Note :- Salvage materials for the above item of work will have to be taken back by the agency and for which 3% of the quoted rate will be deducted from the bill of work.</p>	33,620.00	sqft		
2	Publicity through moving decorated Tableau, sufficiently illuminated by loud speaker / recorded advertisement all over Kolkata, 3nos Tableau for 10 days. (10 am to 6pm)	3	Nos		
3	Publicity through Auto rickshaw by loud speaker/ & distribution of leaflet inside minority concentrated area for Milan Utsav- 2023 to be held at Park Circus Maidan, Kolkata . 5 nos Autos for 10days (10 a.m. to 6p.m.)	5	Nos		
B	Supplying Logistic items(Supply on hire basis and such supply may be made at the venue or nearer to the venue as per direction of the WBMDFC Authority.)				
4	Supplying on hire basis pillow with cover inclusive all incidental charges (loading & unloading etc) for Milan Utsav 2024 to be held at Park circus Maidan, Kolkata." 130 nos for 12 days only	130	Nos		
5	Supplying on hire basis single bed sheet inclusive all incidental charges (loading & unloading etc) for Milan Utsav 2024 to be held at Park circus Maidan, Kolkata." 130 nos for 12 days only.	130	Nos		

James Mendel
SAE (WBMDFC)

6	Supplying on hire basis Blanket inclusive all incidental charges (loading & unloading etc) for Milan Utsav 2024 to be held at Park circus Maidan, Kolkata." 130 nos for 12 days only.	130	Nos		
7	Supplying on hire basis Foam gadda inclusive all incidental charges (loading & unloading etc) ffor Milan Utsav 2024 to be held at Park circus Maidan, Kolkata." 130 nos for 12 days only	130	Nos		
8	Supplying on hire basis nylon Cords inclusive all incidental charges (loading & unloading etc) for Milan Utsav 2024 to be held at Park circus Maidan, Kolkata." 250 metre (5mm dia) . .i.e 12 days only	25	Nos		
9	Supplying on hire basis Dustbin inclusive all incidental charges (loading & unloading etc) for Milan Utsav 2024 to be held at Park circus Maidan, Kolkata." 06 nos for 12 days only	6	Nos		
10	Supplying & spraying room freshener (275gm@5nos/day & providing bleaching powder @50Kg/day (As per requirment of WBMDFC) .i.e 12 days only	1	job		
11	Supplying fitting fixing of view cutter on hire basis from . .i.e 12days only at the location to be shown by the Authority of WBMDFC.	500	sqft		
C	Providing Security Guards for guarding the Milan Utsav Administrative office at Mela ground during Milan Utsav-2023 .				
12	Providing Security Guards for guarding Milan Utsav Administrative office in two shifts from 8 am to 8 pm & 8 pm to 8 am @ 3 (three) persons per twelve hrs shift per day from on 0/0/24 to 0/0/24 up to 8 pm.@ 3 persons per 12 hours shift for {10 (days) x 2 (shift) x3 (person) } = 60 nos	60	Nos		
13	Providing Security Guards for providing Milan Utsav at Park circus Maidan at Entry & Exit Gates two shifts @ 12 (twelve) persons per day @ 12 persons per 12 hours shift for 6 days =72 nos	72	nos		
	Total Amount with out tax				
	Adding 18% GST				
	Total Amount inclusive of all taxes				

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SHE(WBMDFC)

