

**W.B.MINORITIES DEVELOPMENT &
FINANCE CORPORATION**

(A Statutory Corporation under
MA&ME Deptt., Govt. of West Bengal)

WBMDFC invites NIQ from reputed
Institute/Organisation for providing
On-line Pre-Recruitment Coaching for
Combined Services Competitive
Examination.

**Last date of Bid submission:
20.01.2024.**

Corrigendum or addendum if any, will
be uploaded only in Corporation
website.

Details at www.wbmdfc.org &
<http://wbtenders.gov.in>

Contact No. 1800-120-2130.

Sd/OSD & EO Managing Director





West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

No.306-MDC/VT-13-14

Dated: 12/01/2024

Notice Inviting Quotation (NIQ)

West Bengal Minorities Development & Finance Corporation (WBMDFC) intends to provide online coaching to the youth belonging to notified minority communities (Buddhist, Christian, Jain, Muslim, Parsee & Sikh) for preparation of various Competitive Examinations recently announced by the West Bengal Public Service Commission viz. Sub-Inspector for Food & Supplies, Miscellaneous Service Recruitment Exam & Clerkship Examinations and also for the recruitment examinations that would be conducted by the State Govt. & Central Govt., PSUs, etc. in the near future.

Hence, sealed quotations are invited from bonafide, resourceful agencies having experience in conducting coaching for preparation of candidates for competitive examinations for recruitment conducted by State Govt., Central Govt., PSUs & Autonomous Bodies etc.

Name of work: Conducting Coaching on digital platform for preparing candidates for Competitive Examinations for various Govt. Jobs recently announced by the West Bengal Public Service Commission viz. Sub-Inspector for Food & Supplies, Miscellaneous Service Recruitment Exam & Clerkship Examinations etc.

1. Details of Work :

- a) Providing coaching on digital platform for various competitive examinations as per the direction of WBMDFC.
- b) Class duration will be 1 1/2 hour (one & half hour) and the number of classes on each subject and module would be given by WBMDFC.
- c) Taking Mock Test
- d) The course content, no. of classes will be decided by WBMDFC. If required simultaneous classes may be held.
- e) Feedback and responding to the queries of the candidates.
- f) Assessment of the performance of the candidates.
- g) The Digital platform for conducting classes will be provided by WBMDFC.
- h) Identification and Selection of qualified Faculty members in concern field and finalization of their availability as per the time slot and proper briefing about their respective programme. However final selection of the faculty will be done with the approval of WBMDFC.



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- i) The study materials or any other hard copy material if any will be provided by WBMDFC separately.
- j) No class can be conducted without written intimation of WBMDFC.
- k) Any other matter require for smooth conducting of online coaching.

2. Eligibility Criteria :

The Agency/Person -

- Should have a valid Trade Registration or Certificate of Incorporation
- Should have a valid PAN Card
- Should have valid Professional Tax payment certificate
- Should have GST Registration, if applicable.
- Should have proven experience in conducting coaching for various competitive examinations conducted by WBPSK for at least for a period of three years.
- Should have a panel of appropriate qualified faculties of numbering at least 5.
- Should have placement record of Govt. service during the last two years.
- The Agency must not be blacklisted by any Court or by any Government/Central Autonomous bodies/PSUs.
- The Agency should have annual turnover/receipt of Rs.15 (fifteen) lakhs from the relevant service during last two years i.e. FY 2020-21 and FY 2021-22 or more than 30 lakhs during 2021-22.

2. **Place of Work :** At Kolkata, exact venue will be decided mutually..

3. **Tenure of contract :** 03 (three) months (approx.)

4. **Last date of Submission:** 20/01/2024 at 5:00 p.m.

Of Bid/quotation

5. **Opening date of Bid/Quotation:** 22/01/2024 at 12.00 noon

8. **Security Deposit :** The selected Agency shall furnish a security deposit of 10% out of running account bill. The entire Security deposits are refundable after the expiry of contract and on satisfactory completion of the job. Total amount of Security Deposit should not exceed 10% of the total work value.

9. **Earnest Money Deposit:** Rs.5000/- (Rupees five thousand only) to be made by DD in favour of " West Bengal Minorities Development & Finance Corporation". EMD of the unsuccessful bidder are refundable after one month from the date of issue of work order while the EMD of the successful bidder will be converted into security deposit.



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10. General Terms & Conditions:

- (i) All willing Agencies are requested to quote the rate in the specific format (enclosed as Annexure I) to the Managing Director, West Bengal Minorities Development & Finance Corporation, Amber, DD-27 / E, Salt Lake, Sector I, Kolkata 700064.
- (ii) Rate is to be quoted in words & figures
- (iii) Rate quoted should be excluding all taxes
- (iv) The rate should be quoted @ per class and it should be inclusive of all other managerial and incidental cost. No separate cost will be entertained separately out of the term.
- (v) Acceptance of the lowest quotation is not obligatory
- (vi) Conditional rate will not be accepted.
- (vii) All quotationers will have to produce relevant credential including self-attested copies of PAN card, Trade License or certificate of incorporation and GSTIN (if any) and Professional Tax Certificate etc.
- (viii) All corrections, if any, are to be authenticated with signature.
- (ix) Payment will be made quarterly.
- (x) No advance payment will be made.
- (xi) The agency may withdraw from the contract with one month's prior notice.
- (xii) WBMDFC has the liberty to abort the contract on one week's notice on the complaint of poor quality of teaching or objectionable action.
- (xiii) DISPUTE RESOLUTION: In case of any dispute arising out between the parties on any subject or interpretation of the terms, the matter will be referred to the Chairman, West Bengal Minorities Development & Finance Corporation for conciliation.
- (xiv) AA DD amounting to Rs.5000/- (Rupees five thousand) only in favour of "West Bengal Minorities Development & Finance Corporation" towards EMD will have to be submitted along with the application.

Managing Director, WBMDFC reserves the right to reject any quotations without assigning any reason.

OSD & EO Managing Director



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Copy forwarded for information and wide Circulation to the:

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1. Sr. P.A to Secretary, MA&ME Department Govt. of West Bengal
2. P.A to Chairman, WBMDFC
3. Director of Madrasah Education
4. Secretary, Urdu Academy
5. General Manager (Loans & Training), WBMDFC
6. Manager (Scholarship & Training), WBMDFC
7. Chief Accounts Officer, WBMDFC
8. Training Section, WBMDFC
9. IT Section, WBMDFC for uploading in website and necessary action/circulation.

OSD & EO Managing Director



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Annexure-1

APPLICATION FORMAT:

1. Name of the Person/ Agency

2. Address:

3. a) Telephone No.

b) Mobile No.

c) e-mail ID

4. Permanent Account No. (PAN) & GST No (if any).

5. Trade License No.

6. Professional Tax :

1 Annual Turn Over /receipt : 2020-21 - Rs.

2021-22: Rs.

2 No. of Qualified Faculties:

9. Years of Experience:

10. Nature & Quality of Experience:

11. Placement record of last two years:

12. Details of Technical Infrastructure:

13. Rates Quoted for the Jobs

as mentioned in NIQ: Rs.

14. EMD details : DD No.

date:

Bank Name:

Signature