



West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

No. 2738 —MDC/1Q-16

Date: 30.09.2021

NOTICE INVITING QUOTATION NIQ. NO: BRO -1 of 2020-21

WBMDFC intends to bring out brochure of handicrafts/ products made particularly by minority communities (Muslims, Christians, Sikhs, Buddhists, Parsees and Jains) across the state of West Bengal. Accordingly, WBMDFC invites Sealed Quotations from the willing bonafide & resourceful agencies having experience of similar nature of work as per particulars given below:-

i). Name of Work : Design & Development of brochure of identified traditional handicrafts/products particularly made by Minority communities.

ii) Scope of Work : 1. Identification of the traditional handicrafts/products which are mainly made/ manufactured traditionally by minorities in more or less cluster forms and that has to be vetted by competent official / person authorised by WBMDFC.
2. Appropriate photography of the products in suitable forms /range of product- items may be made at the studio.
3. Content write up / making, specifying very brief history, technical specification, availabilities across the West Bengal and the price ranges etc.
4. The dimension of each page should be 9" x 9", total pages approximately 100 pages.
5. The matter has to be in suitable formats in digital forms. The catalogues will be delivered in printable formats (open file) and other formats as will be asked for as well as in appropriate digital formats to be uploaded in website.
6. The extent of space to be given under particular crafts/products and range of items under the product should be justifiable to give commercial promotion of the product.
7. Thus the layout, extent, range of outlay, price, design, cover page presentation and Authenticity of the photo of product, items of the products, and all inputs have to be done to the satisfaction of the appropriate person/persons to be appointed by the Corporation, otherwise the same will not be accepted.

iii) Time of Completion : 45(Forty five) days after issuing work order.

iv) Eligibility Criteria : 1) Trade license / Certificates of Incorporation, PAN Card, P.Tax Registration Certificate/Challan , GST Registration Certificate,
2) Credentials of similar nature of work.
3) I.T return for last two years to be submitted i.e (2019-20&2020-21) .
4) The agency must not have been blacklisted by any court or any Government/ Central/ Autonomous bodies/ PSU and in any future such event, the agency shall undertake to keep WBMDFC informed.
(An undertaking in this respect to be submitted by the participant.)

v). Last date of dropping Quotation : 05/10/2021 up to 12.00 Noon.

vi). Opening date of Quotation : 05/10/2021 at 4:00 PM


Managing Director

Contd..2nd page



West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

Page : 2

General Terms & Conditions

- 1) **Penalty** will be imposed as per extant Rule for any unreasonable delay in completion of the work.
- 2) Quotationers will have to offer their rates (inclusive of all taxes) both in figures and in words.
- 3) Conditional Rates will not be accepted. All corrections are to be initialled.
- 4) The work is to be carried out as per direction of Corporation. All agencies are requested to be present at the time of opening of sealed quotation.
- 5) Payment will be made after successful completion of work and as per actual work to be done or to be supplied.
- 6) No Advance or Part Payment will be made.
- 7) **Arbitrary clause:** 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 Hon'ble Chairman, West Bengal Minorities Development & Finance Corporation to resolve the dispute.
- 8) WBMDFC reserves the right to reject any quotation or all quotations without assigning any reason.

Encl: - Work schedule

No. 2738 —MDC/1Q-16

Copy forwarded for information & wide circulation to the:

- 1) Director, Directorate of Madrasha Education
- 2) Chief Executive officer, Board of Auqaf, West Bengal
- 3) Secretary, Urdu Academy



Managing Director

Date: 30.09.2021

No. 2738 —MDC/1Q-16

Copy forwarded for information to the:

- 1) PA to Hon'ble Chairman, WBMDFC
- 2) General Manager (Admin), WBMDFC.
- 3) Chief Account Officer, WBMDFC.
- 4) Project Manager, WBMDFC
- 5) Office Notice Board.
- 6) Department Website.



Managing Director

Date: 30.09.2021



Managing Director

WORK SCHEDULE

Name of the Work : Design &Development of Brochure of identified traditional handicrafts/products particularly made by Minority communities .

Sl.No.	Description of Item	Rate in (Rs) / Brochure (Lump sum)
1.	<p>Supply of Brochure of identified traditional Handicrafts/products particularly made by minority communities in the state of West Bengal including Photography, designing and content writing etc as narrated in the scope of the work.</p> <p>Page size of Brochure –(9 inch X9 inch) and Brochure should contain more or less 100 pages. Finished matter will have to be supplied in Printable Soft copy in editable format as well as e- Brochure to be uploaded for Website.</p> <p>Rate should be quoted for the Complete Job inclusive of all taxes as applicable with GST.</p>	

