



West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

Dated: .26.08.2022

No :3100- MDC/1Q-16

Inviting e-Quotation No. ImpactStudy- 1 of 2022-23.

WBMDFC invites e-Tender for the work as detailed below:

SL.NO.	Name of the work	Time of Completion	Name of the Authority
1.	Impact study of loan scheme (term loan) offered to Minorities in West Bengal by WBMDFC <u>during the period from 2019-20 to 2021-2022.</u>	Work will have to be executed on and from 26.09.2022 to 30.11.2022.	West Bengal Minorities' Development & Finance Corporation.

Earnest money:

An earnest money to the tune of Rs.10,000.00(Rupees Ten 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.EMD of the successful vendor will be converted into security deposit.

Eligibility Criteria of the Agency:-

- Valid Trade license
- Firm/Company registration certificate
- PAN Card & ITR for last 2 years.
- GST Registration certificate(Vendors/agencies who are not covered under GST registration purview should submit last three years turn over certificate from certified by a chartered accountant.)
- The agency must not have been blacklisted by any court or Govt./Central/state Autonomous bodies/PSU. In this regard, an undertaking will be submitted on their own letter head .
- Credentials for similar nature of work to be executed under any Government organization /Public Sector during last five years period prior to the date of issue of this Nie-Q documents to be submitted.
- The Registered office of agency/ bidder should be situated within theMunicipal limits of Kolkata/Bidhannagar/Newtown.

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Successful tenderer will have to produce all original documents like 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 :

Scope of work : The consultancy agency will have to undertake Socio Economic Impact Study of Beneficiaries financed between 2019-20 & 2020-21 covering at least 6 districts including the indirect employment generated after the Financial assistance by WBMDFC. As part of the study, the agency shall also have to visit the beneficiaries and interact with them to evaluate their functioning, shortcomings and suggest steps for improvement, if any.

The Agency should physically inspecting at least 1000 beneficiaries financed during 2019-20 & 2020-21 for Term Loan of WBMDFC as per list supplied by WBMDFC under the scheme (Term Loan). Agency should have to take Photograph of each Beneficiary with his/her unit. For impact evaluation process, 1000 beneficiaries are to be considered (Term Loan) including the indirect employment generated after WBDFC's intervention from the credit schemes (Term loan only) those financed during 2019-20 & 2020-21 .

The Socio Economic Impact Study and Authoritative study shall comprise of the followings parameters:

1. Physical inspection of the units and beneficiaries to know
 - (i) The assets created by the beneficiaries, if not the reasons thereof
 - (ii) Percentage (%) of beneficiaries found during inspection to have utilized the assistance for the intended purpose, if not, reasons thereof.
 - (iii) Number of beneficiaries whose income increased beyond Rs.98, 000/- in Rural areas and Rs.1,20,000/- in Urban areas after availing loan under WBMDFC schemes.
 - (iv) Recovery from beneficiaries (method, follow-up by WBMDFC, Recovery level)
 - (v) Efforts made to market the products made by the beneficiaries.
 - (vi) Suggestions for improvement in implementation of the schemes at the WBMDFC.

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2. Impact of WBMDFC schemes on Term Loan and indicating increase in income, savings, standard of education and social status.
3. Difficulties, if any faced by beneficiaries in obtaining the loan/assistance and time taken in obtaining the loan.
4. The bidder is required to study the indirect employment generated by the beneficiaries of the WBMDFC under Term Loan Scheme for the year 2019-20 & 2020-21. The report must clearly bring out the indirect employment generated from the units/projects financed under the Term Loan Scheme of WBMDFC.
5. Performance of Districts where impact study in respect of beneficiaries is to be under taken.
6. Evaluate current methodology adopted for identification, sanction & disbursement of loan to the beneficiaries.
7. Suggest & develop the systems and procedures to improve the prevalent practice with a view to increase the coverage & cut down on waiting time for the applicants.
8. Study the existing loan documentation procedure & guarantee norms for release of loan to the beneficiaries.
9. Suggest & develop simplified documents & its procedure for quick & hassle free disbursement of loans.
10. Also suggest guarantee norms which secure the funds by WBMDFC yet they can be arranged by the beneficiaries, keeping into account their economic status.
11. Comment on the adequacy & capability of existing infrastructure & manpower deployed by the WBMDFC at the field level, for implementation of schemes.
12. Suggest organizational structure at the head office & field level, along with the qualification & experience of staff/officials, in terms of size of targeted minority population in the State.
13. Recovery mechanism adopted by the WBMDFC is to be evaluated and suggest measures, systems & procedures for improving existing recovery system, with a view to boost grass root level recoveries.

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14. Current procedure adopted by the WBMDFC for Publicity & Advertisement of schemes amongst the targeted Minority communities.
15. Suggest measures to improve publicity of schemes & integrate it with loaning process, so as to bring the schemes of WBMDFC, nearer to the targeted Minority communities.
16. To study existing level of computerization of activities in the WBMDFC & suggest further scope of computerization through process re-engineering by integrating all the activities , starting with loan application, loan sanction/disbursement, its recovery & accounting, with a view to make loaning faster, credible & transparent.
17. Time limit for Evaluation Studies: The consultancy agencies shall carry out and finish the verification of beneficiaries for Term Loan Scheme of WBMDFC.
18. Submission of Evaluation Reports: The Consultancy agencies shall submit the evaluation reports to WBMDFC as per the following schedule; (i) The consultancy agencies shall submit five copies of the draft reports including success stories within fifteen days from the date of completion of studies. (ii) The consultancy agencies shall submit ten copies of final reports including success stories (Hard Copy) & a CD (Digitized Copy) within fifteen days from the date of presentation of draft reports after incorporating the suggestions given by WBMDFC.
19. In case of any dispute, the decision of Chairman WBMDFC shall be final and binding.
20. In the event of furnishing of false or frivolous information, WBMDFC may take actions as deemed fit by it on a case to case basis.

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Intending Bidders should be uploaded documents as per following:

- NIE/T/NIEQ
- Form-I and Form-II (enclosed with this NIE/T) on companies letter head must properly filled up, scanned and up- loaded.
- Submission of documents regarding EMD.
- Other details of documents to be submitted as per Table :

Sl No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	<ol style="list-style-type: none">1. Attested copies of the latest paid GST Challan & registration Certificates2 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.3. Dulyattestedcopy acknowledgement oftheIncome Tax for last two years beginning01/04/2019i.e.for2020-21&2021-22.4. GST Registration certificate(Vendors/agencies who are not covered under GST registration purview should submit last three years turn over certificate from chartered accountant.)
B.	COMPANY DETAILS	COMPANY DETAILS 1	<ol style="list-style-type: none">1.. Dulyattestedcopyo f thevalid TRADE LICENCE CHALLAN for the last two years beginning01/04/2020i.e.for2020-21&2021-222. Copyoftherelevantownershipdeedse.g.Proprietorship/PartnershipDeed. {Registered or Notarized Deed of partnership Firm/ Article of Association & Memorandum of company}3.Thebiddershallsubmitfulldetailsofhisownership 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/ExecutiveDirector inwriting&this document must be uploaded along with the Bid documents.4.Thebiddershall submitfulldetails of his ownership and control5.In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on anys such partner,theBid andallother related documents must be signed by every partner of thefirm.6. The agency must not have been Blacklisted by any court or Govt./Central/state Autonomous bodies/PSU. In this regard, an undertaking will be submitted on their own letter head .7. APPLICATION (FORM-I & FORM -II)
C.	CREDENTIAL	CREDENTIAL1 CREDENTIAL2	<ol style="list-style-type: none">i) SIMILAR NATURE OF WORK DONE & COMPLETION CERTIFICATE WHICH IS APPLICABLE FOR ELIGIBILITY IN THIS TENDERii) 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..

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Important information's: DATE AND TIME SCHEDULE:

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.Q. Documents	26.08.2022 at 5.00pm
2.	Start of Documents downloading.	26.08.2022 at 5.30pm
3.	Start of Bid submission.	26.08.2022 at 5.30pm
4.	Last date of Documents downloading	05.09.2022 at 3.30pm
5.	Last date of Bid submission.	05.09.2022 at 4.00pm
6.	Date of opening of technical Bid.	08.09.2022 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

LOCATION OF CRITICAL EVENT.

PRE BID MEETING	On 29.08.2022 at 2.30PM at the Office of the Managing Director, West Bengal Minorities' Development & Finance Corporation, "AMBER" DD-27E, Sect-I, Salt Lake City, Kolkata-700064.
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.

Conditional/Incomplete quotation will not be accepted.

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

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.

Managing Director

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GENERAL TERMS & CONDITION

1. 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.
2. Agency shall take every precaution to protect the object of the Corporation and if such happened that will be borne by the contractor.
3. Earnest Money will be forfeited in case of unnecessary delay or non-execution of any part of the agreed work.
4. All quantity of the items are approximate/variable. No claim of the Agency will be entertained if any one item or more than one item is not executed as per site condition or as per decision of the Corporation.
5. Photographs & all others items related to the Impact Study are to be submitted to the Appropriate authority of the WBMDFC and also to be submitted with the bills.
6. Security deposit of 8% will be deducted from the bill and will be refund within 3 months from the date of satisfactory completion of the Job.
7. The rate of tender is to be submitted with duly digitally signed in the <https://wbtenders.gov.in> within date and time as stipulated in NIEI /NIEQ.
8. 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.
9. 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.
10. 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.

Work Schedule attached:

Managing Director

Dated: .26.08.2022

No :3100- MDC/1Q-16

Copy forwarded for information and circulation to the :

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

Managing Director

Dated: 26.08.2022

No :3100- MDC/1Q-16

Copy forwarded for kind information to the:

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

Managing Director



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WORK SCHEDULE					
Name of the Work : Impact Study of the Term LoanScheme offered to Minorities in West Bengal by WBMDFC .					
Sl.No.	Description	Qty.	Unit	Rate inRs. Exclusive of GST	Amount in Rs.
1	Impact study of loan scheme (term loan) offered to Minorities in West Bengal by WBMDFC during the period from 2019-20 to 2021-2022.	1	Job		