



West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

Dated: 18 /01/2021

No. 289- MDC/DBP-1/19

Short Notice Inviting Quotation

Sealed quotations are invited from bonafide agency for the work of documentation, photography and content of different programmes, events, beneficiaries. The work will cover the areas throughout the state.

Name of the Work : Documentation a of different programmes, events etc. of WBMDFC

1. Scope of Work :

- a) Photography of different programmes, events, beneficiaries and training programmes along with content
- b) Facilitating publication of books and publicity materials
- c) Write-up for press release, publications and schemes
- d) Maintaining ,arranging photos and utilizing them as per requirement

2. Eligibility Criteria :

- Should have a valid Trade Registration from competent authority like Trade License or Certificate of Incorporation
- Should have a valid PAN Card
- Should have GST Registration, if any.
- Should have experience of content writing, photography and publication for the general people (documentary evidence to be submitted)
- Should have one photographer and photography instruments –both still and video.
- Should provide competent personnel who will have to attend office at least two days a week and to continue service 24x7 hours as far as practicable. However , on requirement the said personnel may have to attend as and when required.
- The bidder agency must not have been blacklisted by any Court of law or any Govt. /State autonomous body and in any future event the agency shall undertake to keep informed (A declaration in this regard to be submitted)

3. **Place of Work** : As may be advised by WBMDFC from time to time.

4. **Tenure of programme** : 3 months

5. **Schedule of Programme & its completion** : The programme would be conducted on a regular interval, say weekly. However , on specific items, programme may be specially arranged on any other day on the instruction of WBMDFC.

6. **Last date of Submission of quotation**: 20/01/2021 at 2:00 p.m.

7. **Opening date of Quotation**: 20/01/2020 at 5- p.m.



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8. General Terms & Conditions:

- (i) All willing Person/Agencies are requested to quote consolidated rate per month their rate in the specific format (enclosed) in accordance to the work scheduled mentioned above with necessary documents within 20/01/2021 (by 2:00 p.m.) 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 for consolidated rate per month in words & figures (excluding taxes)
- (iii) Acceptance of the lowest quotation is not obligatory
- (iv) Conditional rate will not be accepted.
- (v) All quotations will have to be accompanied with self attested copies of relevant credentials including self-attested copies of PAN card, Trade License, and GSTIN etc.
- (vi) Rate quoted should be excluding all taxes.
- (vii) All corrections are to be initialed
- (viii) No advance payment will be made.

10. Other Terms:

- (i) Transport will be arranged or cost will be borne by WBMDFC if directed by WBMDFC.
- (ii) While in work if the service of any expert is required if directed by WBMDFC, the cost will be borne by the Corporation with prior approval.
- (iii) Accommodation outside the office, if directed by WBMDFC, for the work will be arranged or cost will be borne by Corporation.

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

Managing Director

No. 289- MDC/DBP-1/19

Dated: /01/2021

Copy forwarded for information and Circulation to the:

- 1 Special Secretary, MA&ME Department Govt. of West Bengal
- 2 Director of Madrasah Education
- 3 Secretary, Urdu Academy
- 4 General Manager (MN), WBMDFC
- 5 General Manager (SR), WBMDFC
- 6 Chief Accounts Officer, WBMDFC

Managing Director



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Date: 18.01.2021

WORK SCHEDULE

SNIQ NO: - P(BG)-1of 2019-20.

Name of the work: Documentation a of different programmes, events etc. of WBMDFC

Sl.No.	Description of Item	Rate (Rs.) per month	Amount (Rs.)
1.	a) Photography of different programmes, events, beneficiaries and training programmes along with content b) Facilitating publication of books and publicity materials c) Write-up for press release, publications and schemes d) Maintaining ,arranging photos and utilizing them as per requirement.		

Managing Director