



No/62 —MDC/IQ-16

West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

Date: 09.02.2021

NOTICE INVITING QUOTATION

NIQ. NO: CAT -1 of 2020-21

WBMDFC intends to bring out **Catalogue** of handicrafts/ products made particularly by minority communities (Muslims, Christians, Sikhs, Buddhists, Parsees and Jains) across 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** : Development of catalogues of handicrafts/products particularly made by Minority communities.
- ii) **Scope of Work** : 1. Identification of the 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.
3. Content making, specifying very brief history, technical specification, availabilities across the West Bengal and the price ranges.
4. The dimension of each page should be 9" x 9", total pages approximately 80 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 same will not be accepted.
- iii) **Earnest Money** : 1) 2% of the Quoted Rate amount only in favour of WBMDFC through NEFT/RTGS (Beneficiaries Bank-. SBI, Salt lake Kolkata. IFS code No :- SBIN0001612, Bank A/c No :-35632345165
2) EMD of unsuccessful bidder will be refunded after finalisation of the tender.
- iv) **Time of Completion** : 45(Forty five) days after issuing work order.
- v) **Eligibility Criteria** : 1) Trade license, PAN Card, P.Tax, GST Registration Certificate, Certificates of Incorporation.
2) Credentials of similar nature of work.
3) I.T return for last two years to be submitted i.e (2018-19&2019-20) .
4) The Agency should have annual turnover / receipt of Rs.20.00(Twenty)Lakh From the relevant service during the consecutive last two years i .c.(2018-19& 2019-20).
5) 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.)
- vi). **Last date of dropping Quotation** : 15/02/2021 up to 12.00 Noon.
- vii). **Opening date of Quotation** : 15.02.2021 at 4:00 PM



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Managing Director

General Terms & Conditions

- 1) **Penalty** will be imposed as per extant of the Rule for any unreasonable delay in completion of the work.
- 2) Quotationers will have to offer their rates (inclusive of all taxes) both in figure and 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) **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 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

No762 --MDC/IQ-16

Copy forwarded for information & wide circulation to the:

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

No762 --MDC/IQ-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

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WORK SCHEDULE

Name of the Work : Development of catalogues of handicrafts/products particularly made by Minority communities .

Sl.No	Description of Item	Rate in (Rs) /Catalogue (Lumpsum)
1.	<p>Delivery of Catalogue of Handicrafts/products particularly made by minority communities in West Bengal including Photography, designing and content writing etc as narrated in the scope of the work.</p> <p>Page size of Catalogue - (9 inch X9 inch) and Catalogue should contain more or less 80 pages. Finished matter will have to be supplied in Printable Soft copy as well as e-Catalogue to be uploaded for Website.</p> <p>Rate should be quoted for the Complete Job inclusive of all taxes as applicable with GST.</p>	

Handwritten signature and date: 9/2/2021