



# West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

No. 3486(1)-MDC/VT-13-14

Dated: 31/12/2020

## Notice Inviting Quotation

WBMDFC intends to provide Career Guidance/Counseling programme related to academic & professional support programme on digital platform across the state. The programme would be conducted keeping in mind the requirement of students belonging to minority communities. The programme will be conceived field specific for those appearing Medical/Engineering Entrance Exam and also for the students of Arts and Commerce covering Journalism, CLAT, CA Entrance Exam. also for various competitive exam & connecting to career opening on viz. Nursing, Health services, various jobs in Defense Services and Civil Service Exam. etc.

Hence sealed quotations are invited from bonafide, resourceful agencies having experience in arranging and conducting seminar on Career Guidance/Counseling programme on digital platform.

**Name of the Work : Arranging & conducting seminar on Career Guidance/Counseling on Digital platform**

1. Details of Work :

- a) Ideation of the theme, subjects and designing of Episode of each programme
- b) Execution of the Episodes
- c) Feedback and responding to the queries of the candidates
- d) Identification and Selection of qualified persons /dignitaries in concerned field and finalization of their availability as per time slot; and proper briefing about the respective programme.
- e) Finalization of programme contents of various Episode in consultation with WBMDFC
- f) Providing Professional manpower for conducting the programme and Video recording and editing and other allied jobs.
- g) Finalization and approval of WBMDFC for each Episode at least 5 days in advance
- h) Receiving & attending phone calls from the interested candidates on their specific queries and respond suitably.
- i) Supplying various write up and inputs guidance tips for preparing for various competitive exams for jobs information.



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- j) Uploading the briefing, write up on various topic conducted on various dates for publicity.
- k) Preparation of topic-wise FAQ for providing clear ideas for career options.
- l) Any other matter required for smooth conducting the programme.

## 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 in conducting career / coaching related.
- The agency must not have been blacklisted by any Court or by any Government/Central Autonomous bodies/PSUs.
- The Agency should have annual turnover/receipt of Rs.5.00 (five lakhs) from the relevant service during the last two years i.e. 2018-19 and 2019-20.

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

4. **Tenure of programme :** 8 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:** 08/01/2021 at 4:00 p.m.  
**of quotation**

7. **Opening date of Quotation:** 08/01/2021 at 4:30 p.m.

8. **Security Deposit :** The selected Agency shall furnish a security deposit @ 10% of the value of work order which will be deducted from each running account bill. The entire Security deposits are refundable after the expiry of contract and on satisfactory completion of the job.



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9. Earnest Money Deposit: Rs. 5000.00 (Rupees Five thousand only) to be made by DD in favour of "West Bengal Minorities Development & Finance Corporation". EMD of the unsuccessful bidders are refundable after one month from the date of issue of work order to selected agency.

## **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 Episode and it should be inclusive of all other managerial and incidental cost. No separate cost will be entertained.**
- (v) Acceptance of the lowest quotation is not obligatory
- (vi) Conditional rate will not be accepted.
- (vii) All corrections, if any, are to be authenticated with signature.
- (viii) Payment will be made quarterly.
- (ix) No advance payment will be made.
- (x) The agency may withdraw from the contract with one month's prior notice.
- (xi) WBMDFC has the liberty to abort the contract on one week's notice on the complaint of poor quality or objectionable action.
- (xii) **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.

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

  
31/12/2020  
Managing Director



# West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

No.3486(1)-MDC/VT-13-14

Dated: 31/12/2020

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

  
31/12/2020  
Managing Director

**ANNEX. I**

**FORMATS FOR UNDERTAKING**

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(On the letterhead)

{Location, Date}

To  
The MANAGING DIRECTOR  
WEST BENGAL MINORITIES DEVELOPMENT AND FINANCE CORPORATION,  
"AMBER" DD-27/E ,SALT LAKE,  
KOLKATA - 700 064.

Dear Sir,

We, the undersigned, wish to apply in response to NIQ No. 3486(1)-MDC/VT-13-14 dated 31.12.2020 for arranging & conducting seminar on Career Guidance/Counselling on Digital Platform with you in accordance with your above NIQ. We are hereby submitting our Proposal, as per the specified format.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by WBMDFC.
- b) We have no conflict of interest as stated in the above NIQ.
- c) We meet the eligibility requirements as stated in above NIQ.
- d) We undertake to observe the laws against Fraud and corruption, including bribery.
- e) Our Proposal is binding upon us and subject to any modifications resulting from the negotiations.
- f) We give an undertaking and agree to abide by all the provisions of best practices i.e., adhering to guidelines for preventing prohibited activities. In case of breach, you will be free to forfeit our Security Deposit amount.

g) We undertake to submit the requisite security deposit as per NIQ. We also undertake to submit Earnest Money Deposit (EMD) of requisite amount as mentioned in NIQ along with the Application for Bid.

We undertake, if our Proposal is accepted and the Agreement is signed, to initiate the Coaching no later than the date as specified in the Work Order.

We understand that WBMDFC can reject our proposal without giving any reason, whatsoever.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}

Name and Title of Signatory:

Name of Applicant:

In the capacity of:

Address:

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**ANNEX. 2**

**Format for Power of Attorney for Signing of Application**

(To be submitted along with Covering Letter. Refer Section-

Know all men by these presents that We.....  
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..... (Name of the Applicant and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/ Ms (name).....son/daughter/wife of .....and presently residing at.....who is presently employed with us and holding the position of..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for Bid in response to No. 3486(1)-MDC/VT-13-14 dated 31/12/2020 for arranging & conducting seminar on Career Guidance/Counselling on Digital Platform . The attorney is fully authorized for providing information/ responses to the WBMDFC, representing us in all matters before the WBMDFC including negotiations with the WBMDFC, signing and execution of all agreements including the Memorandum of Understanding and undertakings consequent to acceptance of our proposal, and generally dealing with the WBMDFC in all matters in connection with or relating to or arising out of our proposal for the said Empanelment.

**AND** we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, .....,  
THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON  
THIS

.....DAY OF

..... For

.....;

(Signature, name, designation  
and address)

Accepted

.....

ANNEX. 3

Company/Firm details & Application Parameters	
<b>Name and Details of the Applicant:</b>	
Name of Organization / Institution	
Type (Whether Industry/Industry Association, or Coaching, Education, Learning and skill development service provider)	
Whether Partnership/Proprietorship/Society/ Trust	
Registered Address	
Corporate Head-Office Address	
Phone	
Mobile	
Email	
Website	
Registration No./ Trade License No. (w.e.f.)	
PAN	
GST NO.(IF ANY)	
Professional Tax details	
Whether blacklisted/ suspended by any Govt./semi-Govt. organization (If yes, by whom)	
Name of Authorized Representative	
Designation	
Mobile	
Email	
<b>Rate quoted for the job as mentioned in NIQ. Rs.</b>	

(Signature with Seal)



**ANNEX. 4**

**Eligibility Related Information**

<b>Eligibility Parameter</b>	<b>Value</b>	<b>Supporting Document</b>	<b>Page No.</b>
Registration Date		Certificate of Incorporation/Registration	
Turnover (in INR Lakhs) FY 2018-19 FY 2019-20		Audited Financial Statements & CA for 2018-19 and 2019-20 in ANNEX. 5	
Net Worth (in INR Lakhs) as at 31.03.2020		Audited Financial Statements & CA for 2019-20 in ANNEX.	

(Signature with Seal)

**ANNEX. 5**

**Name of Applicant and its registered office**

**CA Certificate on Letter Head**

<b>Turnover (Only related job/ Activities)</b>	
FY2018-19	
FY2019-20	
<b>Net Worth</b>	
As on 31.03.2020	

(Signature & Seal)  
Certified by CA  
with Registration  
Number.

Date :