



No.2971-MDC/1Q-16

Date: 03.12.2020

Notice Inviting Quotation

Sealed quotations are invited from the bonafide & experienced willing agencies having experience in similar nature of work as per particulars given below:-

I). **Name of work:** Preparation of Bank wise files into various .txt file / .xml formats for validation of Bank account particulars , establish SFTP connection, push files into SLIA of SBI & read response file as per the format of SBI-SLIA and its overall management & reconciliation with Scholarship database (AIKYASHREE) of 2020-21 etc., for 35 (thirty five) lacs data (approx).

II) **Earnest money:**

- a. An earnest money for amount of **Rs.5,000/-** (Five Thousand only) shall be required to be deposited by every quotationer in favour of West Bengal Minorities' Development & Finance Corporation in the form of Demand Draft (Other than those who are exempted as per rule).
- b. EMD will be forfeited in the event of a bidder withdrawing or modifying his bid after opening of quotation and till completion of the successful bidder declining to accept the work Order.
- c. The Technical Bid shall be rejected if it is not accompanied with the required EMD.
- d. Original earnest money papers to be attached.
- e. EMD of successful bidder will be converted with security deposit and will be refunded after successful completion of work.
- f. EMD of unsuccessful bidders will be refunded, after finalization of work order.

III) **Eligibility Criteria:**

- a) Trade license/Certificate of incorporation, PAN Card, GST registration Certificate copies along with their quotation papers to be submitted.
- b) An undertaking to be furnished that the agency not has been blacklisted by any court/State Govt./Govt. undertaking, etc.
- c) The bidder should be situated within the West Bengal.
- d) The agency/bidder should have experience in similar nature of work in Govt./Semi Govt. Sector.

IV) **Last date of submission of Quotation:** 10.12.2020 at 12.00 noon at AMBER: DD-27/E, Sector-I, Salt Lake City, Kolkata- 700064.

V) **Opening date of Quotation:** 10.12.2020 at 2.00 pm at AMBER: DD-27/E, Sector-I, Salt Lake City, Kolkata- 700064.

General Terms & Conditions

- The willing agencies will have to quote their rate in their letter pad and rates are to be quoted both in words and in figures. Rate should be excluding of GST.
- All correction are to be initialled.



West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

- All the submitted documents are to be self-attested.
- Original documents are to be checked before issue of work order.
- WBMDFC reserves the right to reject any quotation or all quotations without assigning any reason.
- Statutory deduction as admissible shall be deducted from the bill.
- The successful agency/bidder will have to complete the necessary validation within one month from the date of receipt of the work order.
- Validity of quotation 15(fifteen) days from the date of submission.
- All agencies are requested to be present at the time of the opening of sealed quotation.
- Conditional/Incomplete quotation will not be accepted.
- During scrutiny, if it comes to the notice of the Quotation inviting authority that the credentials or any other documents is incorrect/manufactured/fabricated, that quotation will be out rightly rejected without any prejudice.
- Before issuance of work order, the quotation inviting authority may verify the original credential and other documents of the lowest quotation if found necessary. In case, if it is found that the documents submitted by the lowest quotation either manufactured or false; the work order shall automatically stand cancelled and legal action as per prevailing rules shall be taken by Corporation (WBMDFC).
- The successful bidder has to undertake that data should be preserved with proper security & safely and should not be shared with anybody. Any deviation will attract the concerned Act & Rule of the Govt.
- If there is any breach of contract the terms with the successful bidder will be cancelled forthwith and legal action will be taken as deem fit & proper.
- The successful bidder will have to do the work in presence of Corporation technical person.
- No advance payment will be made. Further, payment will be made as per actual validation of data.
- The Corporation reserves the right to terminate the work order with a sevendays' notice if the service provider failed to provide the required service/work to the Corporation as per time line.


Managing Director

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Copy forwarded for information & wide publicity to the:

- i) Spl. Secretary, MA & ME Deptt., Govt. of West Bengal.
- ii) Director, Directorate of Madrasah Education
- iii) Secretary, Urdu Academy
- iv) General Manager(MN), WBMDFC
- v) Chief Accounts Officer, WBMDFC
- vi) Officer-on-Special Duty, WBMDFC
- vii) Office Notice Board


Managing Director