

NIQ No.MDC/CAL/ 01/2020-21(SI No 1 &2)**TENDER FORM**

Quotations are invited from the reputed suppliers/ printers for supply/printing of Diary as per specification AND Terms and Conditions as mentioned below:-

WBMDFC reserves the right to reject or accept any or all tenders/bids in part or in full without assigning any reason what so ever and does not bind itself to accept the lowest bid. WBMDFC will not take any responsibility for delay/loss/non-receipt of tender documents or any other letter sent by post either way.

1. Name of Work: A) Printing of Wall Calendar (sl.no.1) & Diary (sl.no.2) for the office of WBMDFC, Saltlake, Kolkata:

Size of the Calendar: 22" x 30" (after finishing), 4 colour Offset printing on 130 GSM Foreign Art Paper. The Top and Bottom edge should be metal binded with a loop for hanging the Calendar.

Size of the Diary: : 1/16 25X36; 220 pages & 12 monthly insert pages at 210 GSM art paper as per specification stated in the quotation paper. The rate should be mentioned clearly in the specified Proforma Attached (SI 1 & SI2)

The rate should be mentioned clearly in the following Proforma:

Sl.No.	Quantity	Rate (in Rs.)
1	18,000 pcs. Wall Calendar	
2	2000 pcs. Diary	

2. Earnest Money

- An earnest money for amount of Rs 7000/=(Five thousand)only shall be required to be deposited by every quotationer in favour of West Bengal Minorities Development and Finance Corporation in the form of Demand Draft (other than those who are exempted as per rule)
- 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.
- The technical bid shall be rejected if it is not accompanied with the required EMD.
- Original earnest money papers to be attached.
- Unsuccessful bidders EMD will be refunded.


3. Eligibility Criteria:

- Copy of GST registration & PT Clearance Certificates, Trade Licence and other relevant documents duly self attested are to be submitted along with the tender / Quotation.
- The bidder agency must not have been black listed by any Court of Law or any Government/ State / Central Autonomous bodies/PSU;s and in any such future event ,the agency shall undertake to keep WBMDFC informed declaration in this regard to be submitted.
- The bidder agency must not have been completed at least two similar works with other organizations, such as Central Govt/ Govt of WB, State/ Central Autonomous bodies/PSU or Municipals bodies, etc each costing not less than 40% of tender value.
- The annual turn over of the bidder agency of the previous two financial year 2018-19 &2019-20 should not be less than20 lac(Rupees Twenty Lac)
- The bidder agent should be situated within the Municipals limits of Kolkata & New Town.
- A copy of PAN allotted to the Firm.
- Income tax return for two financial year 2018-19 & 2019-20



TERMS AND CONDITIONS:

01. Cost of the tender is Rs 236/= inclusive of GST and may be downloaded from the website: www.wbmdfc.org and a DD of Rs 236/= only each will be attached with the tender form.
02. Last date of Submission of Tender is **10.11.2020** upto 2.00 P.M. and Tender will be opened at 2:30 p.m. on that day.
03. The original Tender Form must be attached with the Tender
04. Rates to be quoted in the prescribed quotation paper in words and figure both clearly. Any correction should be signed properly.
05. **The rates should be inclusive of all other charges & taxes.**
06. Successive Proofs (in full colour print-out) should be shown till finalisation of the matter.
07. Delivery of calendars should be given positively within 10 days from the final approval of the proof/sample in 50 calendars' bundle. Delivery of Diary to be **completed within in 3 weeks** from the date of the work order. Penal charges @ 5% of work order amount will be levied for delay in delivery per week.
08. WBMDFC reserves the right to reject or accept any or all tenders/bids in part or in full without assigning any reason what so ever and does not bid itself to accept the lowest bid and the decision of the Corporation will be final.
09. WBMDFC will not take any responsibility for delay/loss/non receipt of tender documents or any other letter sent by post either way.
10. **The rate for Calendar and Diary should be inclusive of all art and creative design.**
11. **Diary should be printed as per sample which will be available at the Establishment Section, WBMDFC.**
12. **Pre bid meeting will be held on 05.11.2020 at 11.30 am at the office of WBMDFC.**
12. **The envelope containing the Tender should be superscribed as Tender for Printing of Calendar/ Diary.**



Managing Director

W.B. Minorities Dev. & Fin. Corporation

DETAILS OF TENDERER

NAME OF FIRM :

Address :

Telephone Number :

Mobile No. :

PAN No. (if any) :

Contact Person :

.....
Signature with Office Seal

Price Rs. 236/-

No.CAL/01/2020-21(SI no 1)

BLANK QUOTATION PAPER

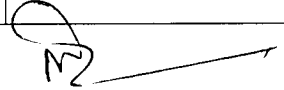
Issued to:

Name of Work: Printing of Wall Calendar for the office of WBMDFC, Saltlake, Kolkata. (SL.No.- 1)

NIQ No.: MDC/CAL/01/2020-21

The rate should be mentioned clearly (word & figure) in the following Proforma:

Description	Specification	Quantity	Rate (in Rs.)
Wall Calendar	Size: 22" x 32" (after finishing). 4 colour Offset Printing on 130 GSM Foreign Art Paper. The Top and Bottom edge should be metal binded with a loop for hanging the Calendar.	18,000 Pcs	



Managing Director

W.B. Minorities Dev. & Fin. Corporation

DETAILS OF QUOTATIONER

NAME OF FIRM :

Address :

Telephone Number :

Mobile No. :

PAN No. (if any) :

Details of D.D. :

Contact Person :

.....
Signature with Office Seal

Price Rs. 236/-

No. Diary/01/2020-21(SI no 2)

BLANK QUOTATION PAPER

Issued to:

Name of Work: Printing of Diary for the office of WBMDFC, Salt Lake, Kolkata. (SI.No.- 2)

NIQ No.: MDC/Diary/02/2020-21(sl no 2)

The rate should be mentioned clearly in the following Proforma:

Description	Specification	Quantity	Rate (in Rs.)
Diary with 2 days in one page. [As per Sample] Including box	Size: 1/16 25X36; Pages: 220 Printing: Inside: 12 monthly insert pages at 210 GSM art paper 4 colour and rest are in Bi-colour printing. Cover: one side 4 color printed. Inside paper : 90 GSM NS paper. Cover: 170 GSM Art paper with hard board binding. Best quality Diary Binding with Kappa Board (40oz) Sample may be seen from the office of WBMDFC for detail.	2000 pcs.	



Managing Director

W.B. Minorities Dev. & Fin. Corporation

DETAILS OF QUOTATIONER

NAME OF FIRM :

Address :

Telephone Number :

Mobile No. :

PAN No. (if any) :

Details of D.D. :

Contact Person :

.....
Signature with Office Seal