



West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

No. 5867-MDC/3C-16

Date: 13.01.2025

Notice Inviting e-Quotation No. Non-Comprehensive Annual Maintenance Contract of Computers & its peripherals/AMC -1 of 2025

Managing Director, WBMDFC invites e-Quotation for the work as detailed in the following table. (Submission of Quotation through online).

Name of work: -

Non-Comprehensive Annual Maintenance Contract of Computers (112), Laptops (25), Colour Laserjet Printer (11), Mono Printer (56), Scanner (16), UPS (112) and other peripherals etc. and posting of one person at WBMDFC Office, Salt Lake.

Earnest money:

- a) An earnest money @Rs.9,000.00 shall be required to be deposited by every tenderer in favour of machine generated Relevant Account no.in the form of RTGS/NEFT of any Bank as per Govt. Order (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, or to pay the Security Deposit.
- c) The Technical Bid shall be rejected if it is not accompanied with the receipt copy of the required EMD.
- d) Refund of EMD: The Earnest money of all the unsuccessful Tenderers will be refunded as per online system as per Govt. Order vide order No: 3975 -F(Y) Dated 28th July, 2016 of Secretary, Finance department, Govt. of West Bengal.

Eligibility Criteria of the Agency/Bidder: -

- 1) The Bidder should be a registered Company or Partnership or LLP or OPC or Proprietary Firm in India. A copy of certificate of incorporation / relevant document to be enclosed.
- 2) The Bidder should have proven working experience in similar nature of work at State/ Central Government undertaking, Statutory/ Autonomous bodies constituted under Central/ State statute providing services/ other reputed Organization. Copy of work orders to be enclosed.
- 3) PAN, Valid Trade License/Certificate of Incorporation, GST registration certificate or a declaration on the total turnover with up to date return copy to be accompanied with the Technical Bid document: Income Tax (Sara) Acknowledgement Receipt for assessment year (2023-2024) to be submitted.
- 4) The bidder must not have been blacklisted by any Court of Law or any Government /Central Autonomous bodies /PSUs and in any such future event. An undertaking on bidder organization's letter head to be enclosed.
- 5) The bidder/agency should have office in West Bengal.
- 6) The Annual Turnover of the bidder/agency in the previous financial year (2023-24) should not be less than Rs.8 lakh (Rupees eight lakh).
- 7) The agency must have completed work under AMC of Computer Hardware and other peripherals of an amount of at least Rs.5 lakh in last 5 years.

Period of Contract:

The contract period for providing support/service to the Corporation would be initially for one year and will be further extended, based on the requirement of the Corporation on yearly basis at the same rate, unless it will stand cancel on expiry of contract or on written notice within 30(thirty) days.



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The agreed price would be applicable throughout the contract period. No hike in price would be admissible;

Other terms and condition of the credentials: -

- i) Certificate issued by the competent authority of a State/ Central Government undertaking, Statutory/ Autonomous bodies constituted under Central/ State statute, on the executed value of completed/ running work will be taken as credential.
- ii) The prospective bidders shall have in their full time engagement experienced technical personnel.
- iii) Registered or Notarized Deed of partnership Firm/ Article of Association & Memorandum, If any.
- iv) If any Agency/Bidder is exempted from payment of EMD, copy of relevant Government order needs to be furnished.
- vi) Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner (even Managing Director), such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload **a separate copy of registered power of attorney** (notarized not to be allowed) showing clear authorization in his favor, by the rest of the directors of such company or the partners of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provision of the Registration Act, 1908.
- vii) No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.
- viii) List of "Technically Qualified Bidders" will be published in the web portal only.
- ix) Financial Bid will be opened after 48 hours of publication of Technical Bid.
- x) If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one.
- xi) The partnership firm shall furnish the registered or Notarized partnership deed and the company shall furnish the Article of Association and Memorandum.

The rate of tender is to be submitted with duly digitally signed in the <https://wbenders.gov.in> within date and time as stipulated in NIT.

The bid shall remain valid for a period not less than 120 days (One hundred twenty days) from the last date of submission of financial bid/sealed bid. If the bidder withdraws the bid during this period of bid validity, his earnest money deposit will be forfeited.

If any tenderer withdraws his offer before acceptance, without giving any satisfactory explanation for such withdrawals, he may be disqualified from participating in any future NIT of this office for a minimum period of 1(one) year and suitable action, as deemed fit, will be taken by the Tender inviting authority.

If the last date falls on holidays or on bundh day or on natural calamity, the date shall automatically defer to the next working day.

All intending Bidders are requested to remain present in the Chamber of the Managing Director, WBMDFC to witness tender opening procedure. After opening financial bid, if situation demand, Managing Director, WBMDFC may call offline open bid/sealed bid against the qualified bidders to lower down the offer rates.

The accepting authority of WBMDFC reserves the right to reject any or all the tender without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tender.

Successful tenderer will have to produce original GST Registration, and PAN Card etc. (as applicable) for verification prior to issuance of Work Order.



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Performance Guarantee:

The successful bidder shall furnish the Bank Guarantee (BG) as per performance security equivalent to 10% of the contract value in the form of Performance Bank Guarantee issued by a public sector Bank in India for a period of contract within thirty days from the date of work order.

Intending Bidders should upload documents as per following:

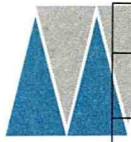
- NIT
- Form-I and Form-II (enclosed with this NIT) on company's letter head must properly filled up, scanned and up- loaded.
- Submission of documents regarding EMD.

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	1. GST registration certificate or a declaration on the total turnover 2. PAN card 3. IT-SARAL for ASSESMENT YEAR (2023-24) 4. Certificate regarding non-black listed
B.	COMPANY DETAILS	COMPANY DETAILS 1	1. PROPRIETORSHIP FIRM {TRADE LICENCE CHALLAN (2023-24)} 2. PARTNERSHIP FIRM {Registered or Notarized Deed of partnership Firm/ Article of Association & Memorandum of company} 3. LTD. COMPANY INCORPORATION CERTIFICATE, TRADE LICENCE CHALLAN (2023-24) 4. SOCIETY {SOCIETY REGISTRATION COPY, TRADE LICENCE CHALLAN (2023-24) & BYE LAW} 5. APPLICATION (FORM-I&FROM-II)
C.	CREDENTIAL	CREDENTIAL1 CREDENTIAL2	SIMILAR NATURE OF WORK DONE in Govt./Semi Govt. Sector /other reputed organization & COMPLETION CERTIFICATE WHICH IS APPLICABLE FOR ELIGIBILITY IN THIS TENDER

Important information's:

DATE AND TIME SCHEDULE:

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. & other Documents	13.01.2025 at 5.00 P.M
2.	Start of Documents downloading.	13.01.2025 at 5.30 P.M
3.	Pre Bid Meeting at WBMDFC Office, Salt Lake (Offline)	15.01.2025 at 3.00 P.M
4.	Start of Bid submission.	15.01.2025 from 5.00 P.M
5.	Last date of Documents downloading	22.01.2025 at 12.00 noon
6.	Last date of Bid submission.	22.01.2025 at 12.00 noon



7.	Date of opening of technical Bid.	27.01.2025 at 2.00 P.M
8.	Date of publication of list for technically qualified Bidders.	To be informed later on.
9.	Date, time and Place for opening of Financial Proposal (Online)	To be informed later on.

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LOCATION OF CRITICAL EVENT.

BID OPENING	At the Office of the Managing Director, West Bengal Minorities' Development & Finance Corporation, "AMBER" DD-27/E, Sect-I, Salt Lake City, Kolkata-700064.
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The intending Tenderer are required to quote their rates with the attached priced schedule.

During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credentials or any other documents are incorrect/manufactured/fabricated or incomplete in any respect then the Tenderer will be out rightly rejected without any prejudice.

Before issuance of the WORK ORDER, the Tender Inviting Authority may verify the original credential and other documents of the lowest tenderer if found necessary. In case, if it is found that the documents submitted by the lowest tenderer is either manufactured or false; the work order shall automatically be cancelled and legal action as per prevailing rules shall be taken.

Accepted tenderer will have to purchase necessary tender documents as per notification No. 452-A/PW/0/10C-35/10, Dated. 25.07.2011 of PWD and make an agreement in non-judicial stamp paper Rs. 100/-

During evaluation the committee may summon of the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

The Earnest Money may be forfeited: -

In case of a successful Bidder, if the Bidder fails within the specified time limit to Sign the agreement.

Financial proposal:

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ) the Agency/Bidder is to quote the rate (percentage above/ below/ At par) online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Agency/Bidder.

1. Penalty for suppression / distortion of facts

Submission of false document by tenderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

2. Opening of Financial Bid:

Financial proposals will be open by the Managing Director, WBMDFC along with/ or his authorized representative electronically.

No objection in this respect will be entertained raised by any Bidders who will be present during opening of tender, or from any Bidder who will be absent at the time of opening of tenders.



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Mode of payment:

- i. No advance payment will be made. Payment will be made Quarterly basis.
- ii. The successful bidder shall submit necessary bank details for bill payment at the time of entering into contract.

General Terms & Conditions:

1. The willing agencies will have to quote their rate in the BOQ at the official website of Govt. of West Bengal for tender i.e. <https://wbtenders.gov.in> and the rate should be exclusive of GST.
2. The documents which are to be uploaded must be self-attested by the authorized person.
3. 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 this Corporation.
4. WBMDFC reserves the right to reject any quotation or all quotations without assigning any reason thereof.
5. Statutory deduction shall be made as per rule.
6. Conditional/Incomplete tender will not be accepted.
7. 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.
8. The Corporation reserves the right to terminate the work order at any time without showing any reasons thereof.
9. The quantity of the items may vary depending upon the requirement of the Corporation.
10. No travelling allowance will be borne by the Corporation to the man power deployed at the WBMDFC Office, Salt Lake.
11. One person having working knowledge on Computer/laptop systems, peripherals like laser/desk jet printers, line/dot matrix-printers, Scanners etc., Installation of system software - Linux, Various Windows O/S, any other software like Visual basic, crystal report, MS-Office, Winrar, browsers etc., Handling virus issues through anti-virus tools, sharing computer/printer etc. should be posted at WBMDFC Office, Salt Lake from 10 AM to 5.30 PM excluding holidays.
12. In case of urgency, he/she may be required to attend the office on Saturday/ Sunday/ any other holidays.
13. Him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract in Kolkata jurisdiction only.
14. Successful bidder needs to support the Corporation with database installation, configuration, upgrade, migration and performance tuning.
15. Posted person qualification should be Graduation from any University recognized by Central or State Government and having knowledge computer hardware and network.
16. The agency shall provide the Bio_data with antecedents of the person deployed along with copy of Aadhar card.
17. The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and all other facilities admissible to AD-Hoc, regular/confirmed employees of this office during the currency or after expiry of contract.
18. In case of termination of this contract on its expiry or otherwise, the person deployed by the service providing agency will not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in regular /any other capacity in the WBMDFC office.



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19. The successful bidder has to undertake that data, software and any hardware parts etc. should be preserved with proper security & safety and should not be shared with anybody.
20. 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.
21. The Corporation reserves the right to terminate the work order with a thirty days' notice if the service provider failed to provide the required service/support to the Corporation. Either party can terminate the contract at any time by giving one month prior notice in writing.
22. Successful bidder will have to make an agreement in NJS (Rs.10/-)

Managing Director

No. 5867/1(14)-MDC/3C-16

Date: 13.01.2025

Copy forwarded for information & wide circulation to the:

- i. Directorate of Madrasah Education, Govt. of West Bengal
- ii. Dy. Secretary, MA& ME Deptt., Govt. of West Bengal.
- iii. Secretary, Urdu Academy, Govt. of West Bengal.
- iv. General Manager (Admin), WBMDFC
- v. General Manager (Scholarship), WBMDFC
- vi. Manager (Scholarship), WBMDFC
- vii. Manager (Loan), WBMDFC
- viii. Chief Accounts Officer, WBMDFC
- ix. Manager (Accounts), WBMDFC
- x. Internal Audit Officer, WBMDFC
- xi. Manager (System), WBMDFC
- xii. Establishment Section, WBMDFC
- xiii. PA to the Chairman, WBMDFC
- xiv. Office Notice Board

Managing Director