



West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

No :- 5046-MDC/MUT-1/25

Dated: .20.11.2024

Notice Inviting e-Quotation No.Gift MU-1 of 2024 -25

Managing Director, WBMDFC invites e-Tender for the work as detailed below.

In the event of e-filing, intending quotationer may download the tender documents from the site: <http://tenders.gov.in> directly with the help of Digital Signature Certificate & earnest money in favour of WBMDFC to be documented through filing.

Earnest money:

An earnest money to the tune of Rs.7,000.00(Rupees seven thousand) only will have to be deposited by each &every tenderer in favour of machine generated Relevant Account no. in the form of RTGS/NEFT as per Govt. Order (**other than those who are exempted as per rule**) .

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 whereas for successful bidder EMD will be converted in to Security deposit.

SL.NO.	Name of the work	Time of Completion	Name of the Authority
1.	Supply of different types of Gift items, Stationary items & articles in connection with Milan U-tsav - 2025 held at Park Circus Maidan, Kolkata.	Work will have to be executed on and from 02/01/2025 to 7/01/2025 .	West Bengal Minorities' Development & Finance Corporation.

Eligibility Criteria of the Contractor:-

i) Bona fide and resourceful agencies having experiences and credentials of similar nature of work of the Government/Semi Government, having at least 40% of the estimated value put to tender.

ii) Willing agencies shall have to produce through e-filing, necessary **credential certificates/ Payment certificate supported by completion certificate with respective BOQ mentioning feature & nature of work, value of work done** from the competent authority of State/Central Government, State/Central Government undertaking statutory/autonomous Bodies constituted under the statute of the Central/State Government issued not below the rank of Executive Engineer.

iii) Must have valid GST Registration number /certificate.

iv) Registered unemployed engineers Co-operative Societies/Registered unemployed labour-Co-operative Societies are required to furnish valid by-law, current audit report and other relevant supporting papers.

v) Valid up to date clearance of Income Tax Return last 3 years.

vi) Professional Tax Clearance Certificate / P.T. (Deposit challan) vii) PAN CARD viii) Trade License, Firm Company registration certificate Voter , Latest Income Tax acknowledgement Receipt for the latest assessment year to be documented through e-filling. (Non Statutory Documents).

vi) The bidder agency must not have been black listed by any Court of Law or any Government/Central Autonomous bodies/PSUs and in any such future event, the agency shall undertake to keep WBMDFC informed. A declaration in this regard to be submitted.

vii) Bank solvency certificate for Rs.3 lac (Rupees three lac) to be submitted. A declaration in this regard to be submitted.

Signature

for



West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

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- viii) The Registered office of agency/bidder should be situated within the Municipal limits of Kolkata/Bidhannagar/Newtown.
ix) The agency must have to be proven experience in the name of work in works of similar nature of works as mentioned.

The prospective tenderer or any of their constituent partner must neither have abandoned any work nor their contract have been rescinded during the last 5(five) years. Such abandonment or rescission will be a reason for disqualification. A declaration to be submitted.

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

In case of partnership firm(s), the pledged instrument(s) must reflect the name(s) of the Firm and the name(s) and address (es) of the partner/partners who is/are authorized to pledge the same as in partnership deed(s). The Power of Attorney shall have to be registered in accordance with provision of Indian Registration Act, 1908 and Indian stamp Act. 1899.

The bid shall remain valid for a period not less than 45 days (Forty five 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 the last date falls on holidays or on bundh day or on natural calamity, the date shall automatically defer to the next working day.

If any Quotationer withdraws his offer before acceptance of such offer and within a reasonable time without giving any satisfactory explanation for such withdrawals, he may be disqualified from participating in any future NleT/NleQ of this office for a minimum period of 1(one) year and suitable action as deemed fit will be taken as per Tender clause. But their E.M.D will be forfeited

Statutory deduction may be made as per rule at the time of bill payment.

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

BIDDINGPROCEDURE,SIGNINGANDSEALINGOFBIDS: The bidder must submit his e-bid in two parts as mentioned below:**Part1:-Called“ Technical Bid”& Part2“Financial Bid as per schedule**

Documents establishing Bidders eligibility (Technical Bid)

The following documents should first be self-attested by the authorized signatory of the bidder and then should be scanned and uploaded while submitting the E-tender as mentioned below:

Intending Bidders should be uploaded documents as per following:

- NleT/NleQ
- Form-I and Form-II (enclosed with this NleT) on companies letter head must properly filled up, scanned and up- loaded.

20/04/25 Hmdc



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- c) Submission of documents regarding EMD.
d) Other details of documents to be submitted as per Table :

Sl No	Category Name	Sub Category Description	Details
A.	CERTIFICATE S	CERTIFICATE S	1. Attested copies of the latest paid GST Challan & registration Certificates 2. A self-certified copy of PAN card issued to the entity by the Income Tax Deptt./ Scanned copy of PAN Card of Proprietor, as the case may be. 3. P TAX (CHALLAN) 4. Duly attested copy acknowledgement of the Income Tax for last two years beginning.
B.	COMPANY DETAILS	COMPANY DETAILS 1	1. Duly attested copy of the valid TRADE LICENCE CHALLAN for the last two years beginning. 2. Firm / Company registration Certificate . 3. Copy of the relevant ownership deed e.g. Proprietorship/Partnership Deed. {Registered or Notarized Deed of partnership Firm/ Article of Association & Memorandum of company} 4. The bidder shall submit full details of his ownership and control, or, if the Bidder is a partnership firm, joint venture, company or consortium, full details of ownership and control of each member thereof. In case of the latter, the authorized representatives should be duly authorized by all the Owners/Partners/Executive Director in writing & this document must be uploaded along with the Bid documents. 5. The bidder shall submit full details of his ownership and control 6. In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on any such partner, the Bid and all other related documents must be signed by every partner of the firm. 7. Bank solvency certificate for Rs.03 lac (Rupees three lac) is to be submitted. 8. APPLICATION (FORM-I & FORM -II)
C.	CREDENTIAL	CREDENTIAL 1 CREDENTIAL 2	i) SIMILAR NATURE OF WORK DONE & COMPLETION CERTIFICATE WHICH IS APPLICABLE FOR ELIGIBILITY IN THIS TENDER ii) The bidder agency must have completed at least two similar works with other organizations such as State /Central/ Government or Autonomous or PSU or Municipal bodies, etc. each costing not less than 40% of the tender value.

Jeems Mondal



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Important information's:DATE AND TIME SCHEDULE:

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.Q. Documents	25.11.2024 at 5.00pm
2.	Start of Documents downloading.	25.11.2024 at 5.30pm
3.	Start of Bid submission.	25.11.2024 at 5.30pm
4.	Last date of Documents downloading	4.12.2024 at 3.30pm
5.	Last date of Bid submission.	4.12.2024 at 4.00pm
6.	Date of opening of technical Bid.	06.12.2024 at 4.00pm
7.	Date and time of uploading list of Technically qualified Bidders (on line)	Will be notified latter on
8.	Date of publication of list for technically qualified Bidders.	Will be notified latter on
9.	Date ,time and place for opening of Financial Proposal (on line)	Will be notified latter on

LOCATION OF CRITICAL EVENT.

PRE BID MEETING	On 29.11.2024 at 3.30PM at the Office of the Managing Director, West Bengal Minorities' Development & Finance Corporation, "AMBER" DD-27E, Sect-I, Salt Lake City, Kolkata-700064.
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Conditional/Incomplete quotation will not be accepted.

The intending Tenderer are required to quote their rate online inclusive of material cost ,transportation ,erection , mounting ,GST and other taxes with the attached 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 / selected** 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 stand 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. 26.07.2011 of PWD and make an agreement in non-judicial stamp paper Rs. 100/- within 05 (five) days from the issuing of Work order.


Managing Director

James Mandi



West Bengal Minorities' Development & Finance Corporation

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GENERAL TERMS & CONDITION

1. Value of work tendered for may be increased or decreased at the absolute discretion of WBMFC in that case all the other terms and conditions of contract shall remain valid and binding notwithstanding such alteration. Hence, payment will be made on the actual quantity of work performed & certified.
2. Supply of items to be supplied at the required location nearer to the Mela ground / WBMDFC office.
3. The Agency will be liable to maintain the work at the appropriate service level to the satisfaction of the Engineer-in Charge at his own cost for the entire security period from the date of completion. If any defect/damage is, found during the period
4. The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labour prices or due to any other reasons.
5. Contractor shall take every precaution to protect against damage breakage or pilferage of any material of Corporation and if such happened that will be borne by the contractor.
6. All quantity of the items are approximate/variable. No claim of the contractor will be entertained if any one item or more than one item is not executed as per direction of the WBMDFC.

Work Schedule attached:

Managing Director

No :-5046- MDC/MUT-1/2

Dated: 20.11.2024

Copy forwarded for information and circulation to the :

1. Director, Directorate of Madrasah Education , Govt. of West Bengal
2. PA to Spl. Secretary, MA & ME Department, Govt. of West Bengal
3. Secretary Urdu Academy
4. CEO, Board of Auqaf
5. Departmental website

Managing Director

No :- 5046-MDC/MUT-1/24

Dated: 20.11.2024

Copy forwarded for kind information to the:

1. Special Commissioner, MA & ME Department, Govt. of West Bengal
2. General Manager (Admn), WBMDFC
3. General Manager (Scholarship), WBMDFC
4. Chief Accounts Officer, WBMDFC
1. PA to the Chairman, WBMDFC

Managing Director

Handwritten note: Review Model



West Bengal Minorities' Development & Finance Corporation

Form (A) Statutory Corporation of Govt. of West Bengal

(To be furnished on Company's Letter Head)

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S.....nor any of constituent partner had been debarred to participate in any tender/quotations by any Govt. Organization/Undertaking during the last 3 (three) years prior to the date of this N.I.T/N.I.Q.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Corporation /Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Corporation/Department.
- 5) Certified that I have applied in the tender in the capacity of individual/as a partner of a firm and I have not applied severally for the same job.

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date:.....


Managing Director

James Mandal



West Bengal Minorities' Development & Finance Corporation

Form A (Statutory Corporation of Govt. of West Bengal)

STRUCTURE AND ORGANISATION

1) Name of Applicant :

2) Office Address :

Telephone No. :

Fax No. :

3) Name and Address of Bankers:

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Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation

Signature of applicant including title and capacity in which application is made

seal and Signature of the Quotationer


Managing Director

Seema Handal

Item Rate BoQ

Tender Inviting Authority: Managing Director,MDFC

Name of Work: Supply of different Gift, Stationary items & articles in connection with Milan Utsav - 2025 held at Park Circus Maidan Kolkata

Contract No: Gift MU-1 of 2024-25

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE
 (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the (with Taxes) Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	3	4	5	13	54	55
1	Gift Items	1					
1.01	Supply of Pen and printing with logo of Milan Utsav (refillable fluid ink system), as per sample to be approved by WBMDFC.	2	1100.000	Nos		0.000	INR Zero Only
1.02	Supply of Big Size Mug and printing with logo of Milan Utsav) as per sample to be approved by WBMDFC.	3	450.000	Nos		0.000	INR Zero Only
1.03	Tiffin Box (with Milan Utsav branding), as per sample to be approved by WBMDFC.	4	650.000	Nos		0.000	INR Zero Only
Total in Figures						0.000	INR Zero Only
Quoted Rate in Words						INR Zero Only	

Jayans Mondal
 SAE(WBMDFC)
 19/11/2024



NP Panwar
 19.11.24.