



# West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

No:3889 - MDC/ OB-06

Dated: .30.08.2024

## Inviting e-Quotation No. Display cum Sales Centre -I of 2024-25(2<sup>nd</sup> call)

WBMDFC invites e-Tender for the work as detailed below:

SL.NO.	Name of the work	Time of Completion	Name of the Authority
1.	Operations to Run the Display cum Sales Centre offered to beneficiaries in West Bengal by WBMDFC <u>during the period from 2024-25 to 2025-2026.</u>	Work will have to be executed on and from 06.09.2024 to 30.11.2026.	West Bengal Minorities' Development & Finance Corporation.

### **Earnest money:**

An earnest money to the tune of Rs.20,000.00(Rupees Twenty 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 .

**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 28<sup>th</sup> july, 2016 of Secretary, Finance department, Govt.of West Bengal.EMD of the successful vendor will be converted into security deposit.

### **Eligibility Criteria of the Agency: -**

- Valid Trade license
- Firm/Company registration certificate
- PAN Card & ITR for last 2 years.
- GST Registration certificate (Vendors/agencies who are not covered under GST registration purview should submit last three years turn over certificate from certified by a chartered accountant.)
- The agency must not have been blacklisted by any court or Govt./Central/state Autonomous bodies/PSU. In this regard, an undertaking will be submitted on their own letter head.
- Credentials for similar nature of work to be executed under any Government organization /Public Sector during last five years' period prior to the date of issue of this Nle-Q documents to be submitted.
- The Registered office of agency/ bidder should be situated within West Bengal.
- Bank solvency certificate for Rs. 10 lacs (Rupees Ten lac) to be submitted.

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

**BIDDING PROCEDURE, SIGNING AND SEALING OF BIDS:** The bidder must submit his e-bid in two parts as mentioned below: **Part 1 :- Called "Technical Bid" & Part 2 "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:**

## Scope of work:

1. The Display cum Sales counter of WBMDFC shall be set-up at the ground floor of "Amber" exclusively for selling the products of WBMDFC beneficiaries.
2. The basic infrastructure including accommodation with requisite furniture and fixture shall be provided by WBMDFC.
3. Operation of the Sales Counter shall be done by competent Agency.
4. The Agency should be capable enough to invest its own fund for procurement of products & business activities. Product may be purchased exclusively from the beneficiaries of WBMDFC. The procurement shall be done by the Agency from the beneficiaries of WBMDFC either in cash or on credit as per the mutual convenience of Agency and beneficiaries. WBMDFC shall extend all possible help to the Agency to procure products from its beneficiaries.
5. To maximize the coverage of beneficiaries, agency shall purchase quality product from the pool of beneficiaries provided by WBMDFC rotationally so as to check monopoly by a few.
6. Manpower deployment for the sales counter/activities should be arranged by the Agency and its cost also to be borne by the Agency. WBMDFC shall have no responsibility and liability in this regard.
7. The Agency shall sell the product at a margin as per market trend and keep WBMDFC informed.
8. Product indexing/categorizing /stock register/purchase register /sales register should be prepared & maintained by the Agency.
9. Initial Publicity of the Display cum Sales Counter will be done by WBMDFC and continuous publicity of products and sales promotion will be done by the Agency.
10. Accounting and maintaining of books of records should be done by the Agency.

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11. WBMDFC will provide service for regular housekeeping (sweeping, cleaning & guarding) and will bear its cost. Cost of electricity shall be borne by the Agency.
12. The cost of printing, designing, packaging, advertising of any promotion matter and cost of up-keeping of counter shall also be borne by the Agency.
13. The agency shall share certain percentage of its profit with WBMDFC. Such payment should be deposited by the Agency in Bank Account No. of WBMDFC on quarterly basis and copy of such deposit document shall be shared with WBMDFC. WBMDFC shall check the margin from Sale and Purchase register maintained by the agency. The register shall be maintained accordingly.
14. Inspection of records and books of accounts should be done by WBMDFC on a quarterly basis or as required.
15. The products of the beneficiaries are to be manufactured by the beneficiaries themselves.
16. In case of any dispute, the decision of Chairman WBMDFC shall be final and binding.
17. In the event of furnishing of false or frivolous information, WBMDFC may take actions as deemed fit by it.

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Intending Bidders should be uploaded documents as per following:

- NleT/NleQ
- Form-I and Form-II (enclosed with this NleT) on company's letter head must properly filled up, scanned and up- loaded.
- Submission of documents regarding EMD.
- Other details of documents to be submitted as per Table :

Sl No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	<p>1. A self-certified copies of the latest paid GST Challan &amp; registration Certificates</p> <p>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.</p> <p>3. Copy of acknowledgement of Income Tax fr last two years beginning i.e. for 2022-23 &amp; 2023-24.</p> <p>4. GST Registration certificate (Vendors/agencies who are not covered under GST registration purview should submit last three years turn over certificate from chartered accountant.)</p>
B.	COMPANY DETAILS	COMPANY DETAILS I	<p>1. Copy of valid Trade Licence.</p> <p>2. Copy of the relevant ownership deed s.g. Proprietorship/Partnership Deed. {Registered or Notarized Deed of partnership Firm/ Article of Association &amp; Memorandum of company}</p> <p>3. The bidders 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 representative should be duly authorized by all the Owners/Partners/Executive Director in writing &amp; this document must be uploaded along with the Bid documents.</p> <p>4. The agency must not have been Blacklisted by any court or Govt./Central/state Autonomous bodies/PSU. In this regard, an undertaking will be submitted on their own letter head.</p> <p>5. APPLICATION ( FORM-I &amp; FORM -II)</p>
C.	CREDENTIAL	CREDENTIAL1 CREDENTIAL2	<p>i) SIMILAR NATURE OF WORK DONE &amp; COMPLETION CERTIFICATE WHICH IS APPLICABLE FOR ELIGIBILITY IN THIS TENDER.</p> <p>ii) Bank solvency certificate for Rs. 10 lacs (Rupees Ten lac) to be submitted.</p>

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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	30.08.2024at 5.00pm
2.	Start of Documents downloading.	30.08.2024 at 5.30pm
3.	Start of Bid submission.	30.08.2024 at 5.30pm
4.	Last date of Documents downloading	10.09.2024at at 3.30pm
5.	Last date of Bid submission.	10.09.2024 at 4.00pm
6.	Date of opening of technical Bid.	12.09.2024 at 4.00pm
7.	Date and time of uploading list of Technically qualified Bidders .	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.

<b>BID OPENING</b>	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 with the attached schedule, exclusive of GST.**

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.

  
Managing Director

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## GENERAL TERMS & CONDITION

1. 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
- 2.
3. increase in prices of materials, rise in labour prices or due to any other reasons.
4. Agency shall take every precaution to protect the object of the Corporation and if such happened that will be borne by the contractor.
5. Earnest Money will be forfeited in case of unnecessary delay or non-execution of any part of the agreed work.
6. All quantity of the items are approximate/variable. No claim of the Agency will be entertained if any one item or more than one item is not executed as per site condition or as per decision of the Corporation.
7. **Security deposit Rs.10,00,000.00 of 2% will be deposited by the successful bidder and will be refund within 3 months from the date of satisfactory completion of the Job.**
8. 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 NleT/NleQ.
9. 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.
10. 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.
11. 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.

Work Schedule attached:

Managing Director

No:3889 - MDC/ OB-06

Dated: .30.08.2024

### Copy forwarded for information and circulation to the :

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

Managing Director

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### Copy forwarded for kind information to the:

1. Spl. Commissioner, MA & ME Department, Govt. of West Bengal
2. General Manager (Admn), WBMDFC
3. General Manager (Schlorship), WBMDFC
4. Chief Accounts Officer, WBMDFC
5. PA to Hon'ble Chairman, WBMDFC

Managing Director