



No. 5503-MDC/1Q-16

Date: 13.12.2024

## **Notice Inviting Quotation**

Sealed quotations are invited from the bonafide & willing agencies as per particular work given: -

### **Name of work:-**

Hiring of Laptops, Printers & its peripherals for Milan Utsav 2025 at Park Circus Maidan, Kolkata for Cyber Security awareness programme and Career Counselling programme.

### **Scope of Work:**

Supply, installation and technical support on hire basis of the following Computers & other accessories:

For Cyber Security awareness programme at Park Circus Maidan, Kolkata for 4(four) days (3<sup>rd</sup>, 4<sup>th</sup> and 6<sup>th</sup> to 7<sup>th</sup> January, 2025):

- 11 (eleven) no. of laptops (Specification- Intel i3 processor, 250 GB SSD drive, 4 GB RAM, Keyboard, Mouse, inbuilt Wi-fi, Windows OS).
- 1(one) no. of Laser printer cum scanner with cartridges.

For the Career Counselling programme at Park Circus Maidan, Kolkata for 4(four) days (3<sup>rd</sup>, 4<sup>th</sup> and 6<sup>th</sup> to 7<sup>th</sup> January, 2025):

- 10 (ten) no. of laptops (Specification- Intel i3 processor, 250 GB SSD drive, 4 GB RAM, Keyboard, Mouse, inbuilt Wi-fi, Windows OS)
- 3(three) no. of Laser printers with cartridges
- 8(eight) rims of A4 size paper
- One manpower for hardware support of the provided Computers & other accessories will be deployed at the mela premises.

**Optional Item/service:** The agency shall indicate the charges for the below item/service as optional

Additional cartridge of supplied printers is also be supplied by the selected agency.

**Eligibility Criteria:** The Agency must have

- i. Photo copy of valid Trade license/Certificate of incorporation.
- ii. Photo copy of PAN Card.
- iii. Photo copy of GST registration certificate or a declaration on the total turnover.
- iv. An undertaking to be furnished that the Agency not has been blacklisted by any Court/State Govt./Govt. undertaking, etc.

Last date of submission of Quotation: 19.12.2024 at 12.00 noon at AMBER: DD-27/E, Sector-I, Salt Lake City, Kolkata- 700064.

Opening date of Quotation: 19.12.2024 at 2.00 pm at AMBER: DD-27/E, Sector-I, Salt Lake City, Kolkata- 700064.



# West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

## 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.
- The bidder should have an office at West Bengal.
- All correction is to be initialled.
- The documents which are to be submitted must be self-attested by the authorized person.
- Statutory deduction shall be made as per rule.
- Managing Director, WBMDFC reserves the right to reject any quotation or all quotations without assigning any reason.
- Taxes as admissible shall be deducted from the bill.
- Conditional/Incomplete quotation will not be accepted.
- The deployed manpower should remain present at mela premise from 10 am to 8 pm or end of the programme whichever is later. They should work under the strict guidance of the Nodal Person to be informed in due course.
- The quantity of the items may vary depending upon the requirement of the Corporation.
- No transportation cost for carrying the items will be borne by the Corporation.
- No travelling allowance will be borne by the Corporation to the man power deployed at the mela premise.
- The items provided at the mela premise should be in working condition. In case of any technical problem arises to the supplied material, the items are to be replaced immediately.
- In case the duration of mela is extended, additional payment may be made proportionately for the extended days only.
- The duration of the hired items may vary depending upon the requirement of the Corporation. Payment will be made accordingly.
- The deployed manpower should work at the mela ground till 8 PM or end of the programme whichever is later
- All agencies are requested to be present at the time of the opening of sealed quotation.
- No advance payment will be made. Payment will be made after completion of the work and submission of bill thereof.
- The Corporation reserves the right to terminate the contract with a two days notice if the service provider failed to provide the required support/service/job to the Corporation.

  
Managing Director

No. 5503/1(9)-MDC/1Q-16

Date: 13.12.2024

Copy forwarded for information & wide circulation to the:

- i. PA to the Chairman, WBMDFC
- ii. Director, Directorate of Madrasah Education, Govt. of West Bengal
- iii. Dy. Secretary, MA & ME Deptt., Govt. of West Bengal
- iv. Secretary, Urdu Academy, Govt. of West Bengal
- v. General Manager (Admin), WBMDFC
- vi. General Manager (Scholarship), WBMDFC
- vii. Chief Accounts Officer, WBMDFC
- viii. Manager (System), WBMDFC
- ix. Establishment Section, WBMDFC

  
Managing Director