



# West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

Memo No: 5710-MDC/EIP-1/14

Date: 27.12.2024

## QUOTATION NOTICE

Quotations are invited within a week days from the reputed firms/agencies for the following job of this Corporation.

Sl No	Items	Quantity	Rate
1.	Concept, Design & Creative for Table calendar of 14 pages for the year 2025	1	

### i). Eligibility of Agencies/ Suppliers /Firms

- Valid Trade licence.
- PAN Card.
- GST Registration certificate.
- P.Tax Registration Certificate.

### ii) GENERAL TERMS & CONDITION:

- The rate must be quoted within 03.01.2025 upto 2.00 pm. The quotation will be opened on the same day at 2.30 pm.
- The rates should be exclusive of GST Charges etc.
- Suppliers/Firms/Agency will have to offer their rates in item basis inclusive of G.S.T both in figure and in words in their letter pad in accordance with the attached work schedule
- Conditional rate will not be accepted.
- Multiple quotations by a single agency will not be entertained.
- The items shall have to be supplied in good condition and at punctual time frame.
- Quality and other related things shall not be compromised.
- TDS will be deducted as per financial norms
- No price escalation will be allowed during period.
- The agency will have to carry out his work in coordination with the work of other agency selected by WBMDFC to complete the work in scheduled time.
- All corrections are to be initiated. All participants are requested to be present during opening of sealed quotation.
- No advance payment will be made.
- The Corporation may deduct necessary taxes from the payment to the suppliers as per existing laws.
- The materials to be supplied should be strictly as per specification.

Managing Director, WBMDFC reserves the right to reject any application/quotation or all applications/quotations without assigning any reason thereof.

  
General Manager

Copy forwarded for wide circulation to the:

- 1) The Member Secretary, West Bengal Minorities Commission.
- 2) The Director, Directorate of Madrasah Education.
- 3) Joint Secretary, MA & ME Deptt., Govt. of West Bengal.
- 4) The Chief Executive Officer, Board of Wakf, West Bengal.
- 5) The Secretary, West Bengal Urdu Academy.
- 6) Notice Board of WBMDFC

