



# West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

No.5161-MDC/MU/24

Dated: 28/11/2024

## Short Notice Inviting Quotation

Sealed quotations are invited from bonafide & resourceful willing Person/Agencies having experience & credentials in Career Counselling, Career Check Board and Psychometric Test as part of the interactive stall at the event to be organised in Milan Utsav 2025 to be held from 3<sup>rd</sup> January to 7<sup>th</sup> January, 2025 at Park circus Maidan, Kolkata. The objective is to provide interested participants with insight of their career aspirations, personality traits and aptitude, enabling them to make informed decisions about their academic and professional journeys.

1. Name of the Work : a) Career Counselling b) Career Checker Board  
c) Psychometric Test for career choice
1. Details of Work : Available in **Annexure I**
2. Place of Work : Milan Utsav Ground, Park Circus Maidan, Opposite to Don Bosco School, Kolkata 700 017.
3. Time of completion of work : Within 10 days from the issuance of Work order
4. Eligibility Criteria : Current Trade Licence, PAN Card, Credential of work of similar nature, GST Registration Certificate copies along with their quotation paper to be submitted.

The Agency must not have been blacklisted by any court or any / Central. Autonomous bodies / PSU and in such future event the agency undertake to keep WBMDFC informed and a self declaration to be submitted.

5. Late date of Submission of quotation: 03/12/2024 at 2:30 p.m.

6. Opening time of Quotation: . 04/12/2024 at 2:30 p.m.

### Terms & Condition:-

1. 3% Security deposit will be deducted from the bill. Total security amount will be released after one year from the date of completion.
2. Quotationer will have to offer their rate (including all taxes) both in figure and words.
3. Conditional rate will not be accepted. Acceptance of the lowest quotation is not obligatory. All corrections are to be initialled.
4. The work is to be carried out as per the direction of WBMDFC. All agencies are requested to be present at the time of opening of sealed quotations.
5. Payment will be made after completion of work.
6. Managing Director, WBMDFC reserve the right to reject any quotation or all quotations without assigning any reason.

  
Managing Director

No. 5161(1)-MDC/MU-24

Dated:28/11/2024

Copy forwarded for information and Circulation to the:

1. General Manager (Admin), WBMDFC
2. Manager Loans), WBMDFC
3. Chief Accounts Officer, WBMDFC
4. PA to the Chairman, WBMDFC
5. Sr. PS to the Secretary, MA&ME Department, Govt. of West Bengal
6. Department Website.

  
Managing Director



## Annexure –I

### WORK SCHEDULE

#### 1. Career Counselling

Career counselling is a professional service designed to help individuals make informed decisions about their education, career path, and professional growth. It involves understanding a person's interests, skills, values, and personality to recommend suitable career options.

##### Key Components:

- **Personalized Guidance:** Based on individual strengths, preferences, and life goals.
- **Information and Resources:** Insight into industry trends, educational courses, and career paths.
- **Decision Support:** Helping individuals choose careers aligned with their talents and aspirations.

##### Benefits:

- Clarity on future goals.
- Reduced confusion and stress about career decisions.
- Structured planning for academic and professional milestones.

#### 2. Career Check Board

A career check board is an interactive tool or system designed to help individuals explore various career options and evaluate their suitability for them. It can include quizzes, charts, or digital platforms that outline career paths based on a person's skills and interests.

##### Key Features:

- Provides a quick overview of potential careers.
- Encourages self-assessment through interactive exercises.
- Acts as a first step in identifying areas for further exploration.

##### Benefits:

- Quick and accessible way to explore careers.
- Encourages users to think about their strengths and interests.
- Easy visualization of career paths and growth opportunities.

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### 3. Psychometric Tests

Psychometric tests are scientifically designed assessments that measure psychological attributes such as intelligence, personality, aptitude, and interest. These tests help individuals understand their inherent abilities and preferences, making them invaluable for career planning.

#### Types of Psychometric Tests:

- **Aptitude Tests:** Evaluate problem-solving, numerical ability, and logical reasoning.
- **Personality Tests:** Assess traits such as introversion/extroversion, leadership potential, and emotional stability.
- **Interest Inventories:** Identify areas of interest and hobbies that could translate into careers.

#### Benefits:

- Objective understanding of skills and traits.
- Alignment of career choices with personal strengths and personality.
- Increased self-awareness for personal and professional growth.

**APPLICATION FORMAT:**

1. Name of the Person/ Agency
2. Address:
  
3. a) Telephone No.  
b) Mobile No.  
c) e-mail ID
  
4. Permanent Account No. (PAN) & GST No.
5. Trade License
6. Name of the Organization  
Associated with:
  
7. Years of Experience
8. Nature & Quality of Experience
  
9. Rates Quoted for the Jobs  
as mentioned in NIQ: