

Basumati Corporation Limited
(A Govt. of West Bengal Undertaking)
166, Bipin Bihari Ganguly Street, Kolkata – 700 012

Memo. No. 88/QN/WEB/BCL

Dated: Kolkata, 20.02.2023

Quotation Notice

In connection with the “**Development, Uploading to State Owned Server, Testing and Maintenance (1 year) of a new website for Basumati Corporation Limited (www.basumati.wb.gov.in)**”, sealed tenders are invited by the undersigned on behalf of the Basumati Corporation Limited under Information & Cultural Affairs Department, Government of West Bengal from the bona fide and reputed agencies having sufficient experience for execution of work as mentioned in the Annexure-A & B and C and Offer Letter - X.

The Quotation Forms, quotation documents containing detailed specifications, terms & conditions etc. shall be obtained from the following address on the basis of the applications of the interested bidders.

The Quotation may be collected from the Office of Basumati Corporation Limited (BCL), 166, Bipin Bihari Ganguly Street, Kolkata – 700 012.

The quotation documents will be available between 12 noon. to 4 P.M. from 23.02.2023 to 01.03.2023 excluding Saturday, Sunday and other Government holidays and the last date of submission of duly filled up tender papers is on 02.03.2023 up to 2.00 pm and duly filled up tender paper shall be submitted at the tender box kept in the above-mentioned address. Technical bid will be opened on 03.03.2023 at 3.00 pm in the Conference Room, Basumati Corporation Limited, 166, Bipin Bihari Ganguly Street, Kolkata - 700012.

Intended bidders may attend a pre-bid appraisal session at the aforesaid BCL office on 24.02.2023 between 12.30 PM and 2 PM to get technicalities in details and / or further clarification, if required.



Managing Director
Basumati Corporation Limited

Memo. No. 88/1(1)/QN/WEB/BCL

Dated: Kolkata, 20.02.2023

Copy to

1. The Director of Information & e.o Special Secretary to the Govt. of West Bengal, I & CA Department with a request to issue direction for uploading this Quotation Notice to egiebangla portal for wide publicity.




Managing Director
Basumati Corporation Limited

Memo. No. 88/2(12)/QN/WEB/BCL

Dated: Kolkata, 20.02.2023

Copy forwarded for favour of kind information and necessary action for wide publicity:

1. All Member of the BCL Tender Committee.
2. The Administrative Officer, Rabindra Sadan, 1/1 AJC Bose Road, Kolkata -700020
3. The Jt. Director of Information, 1/1 AJC Bose Road, Kolkata -700020
4. The Deputy Director of Culture Sisir Mancha, 1/1 AJC Bose Road, Kolkata -700020
5. The Administrative Officer, Natya Academy, 1/1 AJC Bose Road, Kolkata -700020
6. The Secretary, Paschimbanga Bangla Academy, 1/1 AJC Bose Road, Kolkata -700020
7. The Administrative Officer, Madhusudan Mancha, Dhakuria, Kolkata -700031
8. The Administrative Officer, Girish Mancha, 76/1 , Bagbazar Street , Kolkata -700003
9. The Registrar, I & CA Deptt., Nabanna, 9th Floor, Howrah-711102
10. The P.A. to the Secretary, I & CA Deptt., Nabanna, 9th Floor, Howrah-711102
11. This office Notice Board
12. Copy for Guard file



Managing Director
Basumati Corporation Limited

General Terms and Conditions

I/C/W the “Development, Uploading to State Owned Server, Testing and Maintenance (1 year) of a new website for Basumati Corporation Limited

1. An intended as well as eligible bidder should submit quotation papers in the following manner:
 - a) One sealed envelope should contain documents for Eligibility Criteria with the mention on the envelope as “**ELIGIBILITY CONDITIONS**” (Annexure -B) and written consent to “**GENERAL TERMS AND CONDITIONS**” (Annexure -A).
 - b) Another sealed envelope should contain the Financial Quotation with the mention on the envelope as “**FINANCIAL BID**” (Annexure-C) which is not be opened before fulfilling Eligibility Criteria.
 - c) The above mentioned two separately sealed envelopes and the Offer Letter -X (total three items) should be put in another bigger envelope superscripting in response to **Memo. No. 88/QN/WEB/BCL Dated: Kolkata, 20.02.2023** and be addressed as well as sent to the Managing Director, Basumati Corporation Limited, Department of Information & Cultural Affairs, 166, Bipin Bihari Ganguly Street, Kolkata – 700012 **latest by 02.03.2023 up to 2.00 pm**. All envelopes should properly be sealed. The delay in transit and / or incompleteness in any manner will not be entertained.
2. The rates are to be quoted both in words and figures.
3. Under no circumstances, any extra payment will be made.
4. Quality as well as accuracy of works would not be compromised.
5. An Intended bidder may attend a pre-bid appraisal session at the aforesaid BCL office on **24.02.2023 between 12.30 PM and 2 PM** to get technicalities in details and / or further clarification, if required. Thereafter no plea of ignorance in any manner will be entertained.
6. The last date and time for submission of quotation is on **02.03.2023 up to 2.00 pm**. The quotation will be opened on **03.03.2023 at 3 pm**. The bidders or one of his / her authorized persons may like to present there at the time of opening of the tender.
7. The authority reserves the right to accept or reject any tender without assigning reason whatsoever.
8. **Selection of agency should be done on the basis of rates & eligibility criteria submitted by the bidders.**
9. The Financial Proposal will be opened only meeting eligibility criteria.
10. The work must come into actual operation within **21 days** from the date of issuance of work order.

I / we have read and understood the aforesaid General Terms and Conditions from 1 to 10 and declare that I / We abide by all of them.

Place:

Signature of the Bidder

Date:

Seal

Eligibility Conditions

The Bidder shall provide self-attested signed copies of the following:

(a)	Trade License (homologues nature)
(b)	Proof of office address
(c)	GSTIN Registration No.
(d)	PAN Card no.
(e)	Testimonial / work order from at least two clients.
(f)	Professional Tax Registration Certificate
(g)	Duly filled and signed in original the Annexure -A (General Terms and Conditions)
(h)	Latest Income Tax Return
(k)	URL / Link of the website developed by the Bidder previously
(l)	Earnest Money of Rs. 1000/- (Rupees One Thousand) only by Demand Draft drawn in favour of " Managing Director, Basumati Corporation Limited ", payable at Kolkata shall be deposited along with the offer.

Dated this _____ day of _____.

Signature of the Bidder

Seal

FINANCIAL BID

(Price to be quoted here in this sheet)

Development, Testing and Maintenance (1 year) of website for Basumati Corporation Limited

Sl. No.	Job Description	Quantity	Unit	Rate	Amount
1	<p>Development, Uploading to State Owned Server, Testing and Hosting of a new website for Basumati Corporation Limited (BCL)</p> <p>[(a)All the codes required to develop the website together with complete control panel must be submitted to Basumati Corporation Limited after completion of the development and hosting of website;</p> <p>(b) No open source programming language be used.</p> <p>(c) Data Base must be highly secured and up to dated.</p> <p>(d) Besides Home page, About Us, Dynamic Notice Board, Search Box, Category of Books with clickable pop ups in both Bengali and English languages, Description of Job works, Contact Us, and 3 to 5 additional menu, live visitor counts, design for technical feasibility of integrating payment gateway in near future be designed.</p> <p>(e) Scope of adding Facebook, WhatsApp, twitter etc. with the home page.</p> <p>(f) Changes in layout be incorporated as and when necessary.</p> <p>(g) Other specifications as discussed in pre-bid appraisal session be complied with.]</p>	1	Gross		
2	Maintenance of the website and update for 1 year	1	Gross		
3	Taxes (Inclusive all with details break up)	1	Gross		
Total Rupees in words:					

Place:

Date :

Signature of the Bidder

Seal:

(To be filled by the bidder)

From : (Registered name and address of the Bidder.)

To: Managing Director,
Basumati Corporation Limited
166, Bipin Bihari Ganguly Street,
Kolkata – 700 012.

**Sub: Development, Uploading to State Owned Server, Testing and Maintenance (1 year)
of a new website for Basumati Corporation Limited.**

Sir,

With the reference cited above I / We intend to offer our rate for the job written therein as I / we have the Eligibility Conditions as per Annexure -B.

By agreeing to the Annexure -A, I / we have intended to come in contract with your corporation and abide by all of terms and conditions. Now, I / we submit rate as per Annexure -C.

If our Bid is accepted, we undertake to:

1. Implement the prescribed work as per delivery schedule in conformity with the bid documents at the rate as offered by us in the bid document. Delay in completion the matter may lead to cancellation of work order and the decision of the Managing Director of BCL will be final.
2. Earnest Money of Rs. 1000/- (Rupees One Thousand) only by Demand Draft drawn in favour of "Managing Director, Basumati Corporation Limited", payable at Kolkata shall be deposited along with the offer.
3. Execute all contractual documents as required in the bid document.
4. Abide by all the terms & condition as mentioned in the Tender Documents.
5. Maintain validity of the contract till completion of the work from the date of opening of the tender as specified in the bid documents that shall remain binding upon us on acceptance of our offer.
6. All tender papers duly signed by the authorized person are enclosed herewith.

Dated. this _____ day of _____.

Witness:

Signature

Seal