

Government of West Bengal
Information & Cultural Affairs Department
325 S.C. Road Nabanna, Howrah-711102

Memo. No. 36- ICA(E)

Date: 12.07.2024

Quotation Notice

In connection with the transportation of exhibition sets titled "Karar oi Lauhakapat", to all the 22 District Head Quarters as mentioned in the annexure, sealed quotations are invited by the undersigned on behalf of the Information & Cultural Affairs Department, Government of West Bengal from the bona fide and reputed agencies having sufficient experience of Transportation. Interested bidders may submit their quotation papers as per annexure.

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.

Conference Room, Room No. 901, 9th Floor, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102

The quotation documents will be available between 12 noon. and 5 P.M. from 12.07.2024 to 19.07.2024 excluding Saturday, Sunday and other Government holidays and the last date of submission of duly filled up quotation papers is on 19.07.2024 up to 2.00 pm and duly filled up quotation paper shall be submitted at the tender box kept in the above mentioned address. The bid will be opened on 19.07.2024 at 3.00 pm in the Conference Room, Room No. 901, 9th Floor, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102.

Sd/-
Director of Information
I & CA Department, Govt. of W.B
Nabanna, Howrah

Memo. No. 36/(10) -ICA(E)

Date: 19.07.2024

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

1. All Member of the Exhibition Tender Committee
2. The Additional Director of Culture, 1/1 AJC Bose Road, Kolkata -700020
3. The Administrative Officer, Rabindra Sadan, 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. P.A. to the Secretary, I & CA Department, Govt. of West Bengal, Nabanna, Howrah- 711102
10. Copy for Guard file

Sd/-
Director of Information
I & CA Department, Govt. of W.B
Nabanna, Howrah

Bid Letter Form

(To be filled by the bidder)

From : _____

Date:

(Registered name and address of the Bidder.)

To: Director of Information,
Department of Information & Cultural Affairs,
325, Sarat Chatterjee Road,
Howrah-711102.

Sir / Madam,

Having examined the quotation documents, I/we the undersigned, offer the rates as per prescribed Financial Bid Format for the following works as per detailed in the bid document in response to your '**Notice inviting Quotation vide your No. 36-ICA(E) dated 12.07.2024:**

Transportation of exhibition sets titled "Karar oi Lauhakapat" to all the 22 District Head Quarters

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.
2. Earnest Money of **Rs. 2000/- (Rupees Two Thousand)** only by Demand Draft drawn in favour of "Secretary, Folk and Tribal Cultural Centre", payable at Kolkata shall be deposited along with the offer.
3. Execute all contractual documents as required in the bid document.
4. Handover the materials to the consignee in good conditions as required from the consigner. In case of any damage of the material, the charge will be @ Rs.556/- (Rupees Five hundred fifty six) only per board/display.
5. Shall claim the bill after submission of receipts of all the consignees in good conditions/ with remarks of damages
6. Abide by all the terms & conditions as mentioned in the Quotation Documents.
7. Maintain validity of the contract until completion of the programme from the date of opening of the quotation as specified in the bid documents that shall remain binding upon us on acceptance of our offer.
8. All quotation papers duly signed by the authorized person are enclosed herewith.

Dated. this ____ day of _____.

Witness:

Signature:

Address: (in the capacity of Duly Authorised to sign bid for and on behalf of).

A. General Terms and Conditions for Annexure

1. The quotation papers should be submitted in the following manner:
 - a) Sealed envelope should contain the Financial Quotation with the mention on the envelope as "FINANCIAL BID".
2. **The technical bid documents will contain the following papers:**
 - i. **Copy of previous work orders having such type of services rendered with I&CA Department.**
 - ii. **All papers as mentioned in the heading "Qualifying Requirements (QR)"**
 - iii. **Earnest Money of Rs. 2000/- (Rupees Two Thousand) only by Demand Draft drawn in favour of "Secretary, Folk and Tribal Cultural Centre", payable at Kolkata shall be deposited along with the offer.**
3. The rates will be inclusive of all charges like transport charges, handling charges etc.
4. The rates are to be quoted both in words and figures. The evaluation would be made on eligibility and financial quotes as per prescribed evaluation policy.
5. Under any circumstances, no extra payment will be made.
6. Quality of materials should be maintained by the agency.
7. The last date and time for submission of quotation is on **19th July, 2024 up to 2 pm**. The quotation will be opened on **19th July, 2024 at 3 pm**. The bidders or his authorized person may remain present at the time of opening of the quotation.
8. The authority reserves the right to accept or reject any quotation without assigning reason whatsoever.
9. The Quotation needs to be submitted in favour of The Director of Information, Department of Information & Cultural Affairs, Nabanna, 325 Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah – 711102.
10. The agency should have at least 3 years of experience of same nature and volume of work.
11. Selection of agency should be done on the basis of rates & eligibility parameters submitted by the bidders.

Qualifying Requirements (QR):

The Bidder shall provide:

(a)	Trade License
(b)	Proof of office address
(c)	GSTIN Registration Certificate (if any)
(d)	PAN Card
(e)	Testimonial from at least two clients
(f)	P Tax Registration Certificate
(g)	Filled up Format of Bid Letter Form
(h)	Latest income tax return
(i)	Last one year audit report
(j)	Work experience certificate.
(k)	Earnest Money of Rs. 2000/- (Rupees Two Thousand) only by Demand Draft drawn in favour of " Secretary, Folk and Tribal Cultural Centre ", payable at Kolkata shall be deposited along with the offer.

Dated this ____ day of _____.

Signature

Address:

(in the capacity of Duly Authorized to sign bid for and on behalf of).

ANNEXURE
(Enclosure to quotation notice no. 36-ICA(E) dated 12.07.2024
Financial Bid Format

(Price to be quoted here in this sheet)

Quotation for Transportation of exhibition sets titled “Karar oi Lauhakapat” to all the 22 District Head Quarters

Sl. No.	Item Description	Quantity	Unit	Rate (in Rs)	Amount (in Rs)
1	Transportation of exhibition sets titled “Karar oi Lauhakapat” to all the 22 District Head Quarters	61 sets	Gross		
2	Govt. taxes	For 61 sets	Gross		
Total					

Date :

Signature of the Bidder

Stamp:

Note:-

- Work Schedule : 1. Exhibition sets to be delivered at the office of the D.I&C.O.s
2. Each set will contain 35 nos of board. Total deliverable sets -61

Sl.No.	O/o District Information & Cultural Officer	Address	No. of exhibition set to be delivered
1	Alipurduar	P.O.- Alipurduar Court, Suryanagar, Pin- 736 121	01
2	Coochbehar	Victor Palace, Sagar Dighi Square, Temple Street, Pin-736 101	03
3	Jalpaiguri	Sarojendra Deb Raykat Kala Kendra (Art Gallery), Hakimpara, Pin-735 101	02
4	Darjeeling	Old Secretariat Building, Darjeeling, Pin-734 101/ Mainak Tourist Lodge, Annex Building, Post+P.S.- Pradhan Nagar, Siliguri, Pin-734 003	03
5	Kalimpong	Town Hall, Post + P.S.- Kalimpong, Pin-734 301	01
6	Uttar Dinajpur	M-84, Karnojora, Raigunj, Pin-7332 130	02
7	Dakshin Dinajpur	Balurghat Rabindra Bhawan, Balurghat, Pin-733 101	01
8	Malda	Netaji Commercial Market (Rathbari), Pin-732 101	01
9	Murshidabad	Old Collectorate Building, Barrack Square Baharampur, Pin-742 149	05
10	Nadia	Krishnanagore Rabindra Bhaban M.M.Ghosh Street, Krishnanagar, Pin-741 101	04
11	North 24 Parganas	Rishi Bankim Sarani, (Kachari Maidan)	05

		Barasat, Pin-700 124	
12	South 24 Parganas	'Minority Bhavan (4th Floor), 12 ,Biplabi Kanailal Bhattacharjee Sarani, Alipore, Kolkata-27.	05
13	Howrah	Howrah Hat Complex 28, Nityadhan Mukherjee Road, Pin-711 101	03
14	Hooghly	Chinsurah Rabindra Bhawan, Chinsurah, Pin-712 102	04
15	Purba Bardhaman	3rd Floor, Treasury Building, Court Compound, Burdwan, Pin-713 101	03
16	Paschim Bardhaman	Ashoka Mansion , 2nd Floor, Burnpur Road. Asansol, Pin: 713304.	02
17	Bankura	Schooldanga . Gandhi Bichar Parishad, Bankura Pin-722101	03
18	Purulia	Kachari Road, Near DM Office, Purulia, Pin-723 101	02
19	Birbhum	Sidhu Kanhu Bhaban (Old Circuit House), P.O- Suri, Pin: 731101	03
20	Purba Medinipur	Thana More, Raja Bazar, Tamluk, Pin-721636	04
21	Paschim Medinipur	Pradyut Bhawan, Zilla Parisad Complex, Pin-721101	03
22	Jhargram	461/10, Pandit Raghunath Murmu Sarani, Raghunathpur, Jhargram, Pin: 721 507	01
	Total		61

3. Challans duly signed by the DICO or his representative with seal after delivery of the exhibition materials must be attached with the bills for payment.