



Government of West Bengal
Information & Cultural Affairs Department
Nabanna, 325. Sarat Chatterjee Road
Howrah- 711 102

No. 885/ICA/HSC

Date: 09/09/2024

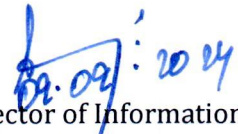
Quotation Notice

In connection with the observance of birth anniversary of Gandhiji scheduled to be held on 02.10.2024, sealed quotations are invited by the undersigned on behalf of the Information & Cultural Affairs Department, Government of West Bengal from the bonafide and reputed agencies having sufficient experience for floral decoration of statue of Mahatma Gandhi at Mayo Road and floral items as mentioned in the annexure. Interested bidder may submit their quotation papers as per annexure.

The quotation forms, quotation documents containing detailed specifications, terms and conditions etc. shall be obtained from the following address on the basis of the applications of the interest bidders.

Hospitality & State Ceremonies Wing, room no.- 906, Information & Cultural Affairs Department, Government of West Bengal, Nabanna, 325. Sarat Chatterjee Road, Howrah- 711102 or the quotation form may be downloaded from the website: www.wb.gov.in/ www.egiyebangla.gov.in

The quotation document will be available between 11 am to 5 pm from 10.09.2024 to 16.09.2024 and the last date of submission of duly filled up quotation papers is on 18.09.2024 up to 1 pm. Duly filled up quotation paper shall be submitted at the quotation box kept in the above mentioned address. The bid will be opened on 19.09.2024 at 3 pm in the conference room (room No. 901), Information & Cultural Affairs Department, Government of West Bengal, Nabanna, 325. Sarat Chatterjee Road, Howrah- 711102.

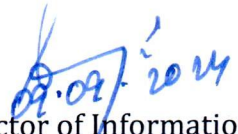

Director of Information
& e.o. Addl Secretary

No. 885 / 1(5)/ICA/HSC

Date: 09/09/2024

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

1. The Asst. Director of Information, I&CA Dept., Govt. of West Bengal.
2. The Dy. Secretary, I&CA Dept., Govt. of West Bengal
3. The Registrar, I&CA Dept., Govt. of West Bengal
4. The Senior Software Developer, I&CA Dept., Govt. of West Bengal
5. Office Copy


Director of Information
& e.o. Addl Secretary

Bid Letter Form

(To be filled by the bidder)

From : _____

Date:

(Registered name and address of the Bidder.)

To: Director of Information & E.O. Addl Secretary,
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. 885/ICA/HSC Date: 09.09.2024**' for the work related to floral decoration of statue of Mahatma Gandhi at Mayo Road and floral items in c/w observance of Birth Day of Gandhiji.

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. Submit all contractual documents as required in the bid document.
3. Abide by all the terms & condition as mentioned in the Quotation Documents.
4. 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.
5. 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

F. General Terms and Conditions for Annexure

D) The quotation papers should be submitted in the following manner:

1. The sealed envelope should contain the Financial Quotation with the mention on the envelope as "FINANCIAL BID".
2. The above mentioned one envelop should be put in a bigger envelop **with the mention of category i.e. (Annexure I)** and it should be submitted in a sealed manner.
6. The agency must give a self declaration **(Annexure II)** that they will abide all the Terms & Conditions as mentioned in the Quotation document.

B. The bid documents will contain the following papers:

- 10. Copy of previous work orders having such type of services rendered with I&CA Department and any Department/ agency of the State Government.**
- 11. Undertaking for supplying the branded items.**
- 12. All papers as mentioned in the heading "Qualifying Requirements (QR)"**

C. The rates will be inclusive of all charges like transport charges etc.

D. The rates are to be quoted both in words and figures. The evaluation would be made on documents submitted and financial quotes as per prescribed evaluation policy.

E. Under any circumstances, no extra payment will be made.

F. Quality of works or materials should be maintained by the agency.

D. The last date and time for submission of quotation is on **16.09.2024 up to 1 pm**. The quotation will be opened on **19.09.2024 at 3 pm**. The bidders or his authorized person may like to present at the time of opening of the quotation.

F. The authority reserves the right to accept or reject any quotation without assigning reason whatsoever.

G. The Quotation needs to be submitted in favour of **The Director of Information & E.O. Addl Secretary, Department of Information & Cultural Affairs, Nabanna, 325 Sarat Chatterjee Road, Shibpur, Howrah - 711102.**

H. The agency should have at least 1 year of experience of same nature and volume of work.

I. Selection of agency should be done on the basis of rates & qualifying requirements 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)	Proof of experience
(f)	Filled up Format of Annexure - I, Annexure-II
(g)	Latest income tax return

Dated this ____ day of _____.

Signature

Address:

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

ANNEXURE II

To,
The Director of Information &
E.O. Addll Secretary,
I & C A Department,
Nabanna, Howrah

Sir,

I have carefully gone through the Terms & Conditions contained in the document [No.] regarding Appointment of an Agency for the work related to **“floral decoration of statue of Mahatma Gandhi at Mayo Road and floral items in c/w observance of birth anniversary of Gandhiji”** being organized by I & C A Department.

I declare that I/ my agency or firm will abide all the Terms & Conditions as mentioned in the Quotation document. I also declare that I have the ability to execute the order within very short notice as when required and for compiling the same with adequate owned mobility facility and resourceful permanent manpower .

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address: