



**Government of West Bengal
Information and Cultural Affairs Department**

রবীন্দ্র সঙ্গ

Herasim Lebedeff Sarani, Kolkata-700071

Memo No : 367/RS/ICA

Dated, Kolkata, the 13th June, 2024

QUOTATION NOTICE

In connection with “**Kothay O Gaane – 2024**” programme, scheduled to be held at Rabindra Sadan, from 19th July 2024 to 20th July 2024 (2 days) sealed quotations are invited by the undersigned on behalf of the Rabindra Sadan, Information & Cultural Affairs Department, Government of West Bengal for “**supplying manpower for still & videography along with all necessary equipments** from the bona fide and reputed agencies having sufficient experience for execution of work as mentioned in the annexure. 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.

Office of Rabindra Sadan, Herasim Lebedeff Sarani, Kolkata-700071 or Quotation form may be downloaded from the website: <https://wbicad.in> / www.egiyebangla.gov.in

The quotation documents will be available between 12 noon. to 5 P.M. from 18.06.2024 to 25.06.2024 upto 1:00 PM excluding Saturday, Sunday and other Government holidays and the last date of submission of duly filled up quotation papers is on 26.06.2024 up to 4.00 pm and duly filled up quotation paper shall be submitted at the box kept in the above mentioned address. The quotation will be opened on 26.06.2024 at 4:00 pm.

**Administrative Officer,
Rabindra Sadan
I & CA Department, Govt. of W.B**

Memo. No. 367/1(12)/RS/ICA

Dated, Kolkata, the 13th June, 2024

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

1. All Member of the Tender Committee of Rabindra Sadan
2. The CEO, Nandan, 1/1 AJC Bose Road, Kolkata -700020
3. The Additional Director of Culture, Kolkata information Centre 1/1 AJC Bose Rd, Kolkata -700020
4. The Administrative Officer, Sisir Mancha, 1/1 AJC Bose Road, Kolkata -700020
5. The Secretary, P.B. 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. Sr. P.A. to the Secretary, I & CA Department, Govt. of West Bengal, Nabanna, Howrah- 711102
10. Sr. P.A. to the Spl. Secretary & e.o. Director of Culture, I & CA Deptt, Nabanna, Howrah
11. Section Officer, Cell-IV, I & CA Department, Nabanna, Howrah- 711102
12. Copy for Guard file.

**Administrative Officer,
Rabindra Sadan
I & CA Department, Govt. of W.B**

Bid Letter Form
(To be filled by the bidder)

From : _____

Date:

(Registered name and address of the Bidder.)

To

**The Administrative Officer,
Rabindra Sadan
I & CA Department, Govt. of W.B
Herasim Lebedeff Sarani, Kolkata-700071.**

Sir,

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. 367/RS/ICA dated 13.06.2024:

Supplying manpower for still & videography along with all necessary equipment for **Kothai O Gaane 2024** at Rabindra Sadan.

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. 1000/- (Rupees One 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. Abide by all the terms & condition as mentioned in the Quotation Documents.
5. Maintain validity of the contract until completion of the work 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.
6. 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 QUALIFYING CRITERIA with the mention on the envelope as “Qualifying Bid”.
- b) Another Sealed envelope should contain the Financial Quotation with the mention on the envelope as “FINANCIAL BID- Not to be opened before Qualifying Bid.
- c) The above mentioned two envelopes should be put in a bigger envelope **with the mention of category i.e. (Annexure)** and it should be submitted in a sealed manner.

2. The technical bid documents will contain the following papers:

i. Copy of previous work orders having such type of services rendered.

ii. All papers as mentioned in the heading “Qualifying Requirements (QR)”

iii. Earnest Money of Rs. 1000/- (Rupees One 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 are to be quoted both in words and figures. The evaluation would be made on Qualifying Bid and financial quotes as per prescribed evaluation policy.

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

5. Quality of works should be maintained by the agency.

6. The last date and time for submission of quotation is on **25th June, 2024 up to 3 pm. The quotation will be opened on 26th June, 2024 at 4 pm.** The bidders or his authorized person may like to present at the time of opening of the quotation.

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

8. The Quotation needs to be submitted in favour of **The AO, Rabindra Sadan, Department of Information & Cultural Affairs, Rabindra Sadan, Herasim Lebedeff Sarani, Kolkata-700071.**

9. The agency should have at least 2 years of experience of same nature and volume of work.

10. Selection of agency should be done on the basis of rates & qualifying requirements submitted by the bidders.

11. The Financial Proposal will be opened only for those bidders whose qualifying requirements is upto the mark.

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 1 – Declaration of Acceptance of Terms and Conditions
(h)	Latest income tax return
(i)	Last one year audit report
(j)	Work experience certificate
(k)	Earnest Money of Rs. 1000/- (Rupees One 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. 367/RS/ICA dated 13.6.2024)

Financial Bid Format

(Price to be quoted here in this sheet)

**Supplying manpower for still & videography along with all equipments for Kothai O Gaane
2024 at Rabindra Sadan, scheduled to be held on 19th to 20th July 2024 (2 days)**

Sl. No.	Item Description	Qty	Unit	Rate
1	Supplying manpower for still & videography along with all equipments			
1.01	Supplying manpower for still photography along with all equipments from 19 th July 2024 to 20 th July 2024 (2 days)	1.00	Gross	
1.02	Supplying manpower for videography along with all equipments from 19 th July 2024 to 20 th July 2024 (2 days)	1.00	Gross	
2	Govt Taxes	1.00	Gross	
	Total Amount			

Date :

Signature of the Bidder

Stamp: