

**GOVERNMENT OF WEST BENGAL  
INFORMATION & CULTURAL AFFAIRS DEPARTMENT  
NANDAN, WEST BENGAL FILM CENTRE  
1/1 A.J.C BOSE ROAD, KOLKATA-20**

**Memo. No. 3149– ICA (N)**

**Date:06/08/2024**

**Quotation Notice**

In connection with the Film Appreciation Course 2024 scheduled to be held from 1<sup>st</sup> September 2024, to 05<sup>th</sup> October 2024, 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 for Supplying of Office Stationeries as mentioned in the annexure. Interested bidders may be submitted 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.

Address: Nabanna, 9<sup>th</sup> Floor, Room No.906, Howrah 711102

The quotation documents will be available between **12.00 noon. to 4.00 P.M. from 07/08/2024 to 16/08/2024** excluding Saturday, Sunday and other Government holidays and the last date of submission of duly filled up quotation papers is on **16/08/2024 up to 5.00 pm** and duly filled up quotation paper shall be submitted at the quotation box kept in the above mentioned address. Quotation will be opened on **20/08/2024 at 1.30 pm** at Nabanna, 9<sup>th</sup> Floor, Room No.906, Howrah 711102, Information & Cultural Affairs Department, Government of West Bengal.

**Sd/-**

**Deputy Director & Course Co –ordinator FAC 2024  
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:** Deputy Director of Film & Course Co-ordinator FAC 2024  
Department of Information & Cultural Affairs,  
325, Sarat Chatterjee Road,  
Howrah-711102.

Sir / Madam,

Having examined the tender 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 Tender vide your No. 3149-ICA(N) dated 06.08.2024 :**

For supply of Branding and Hoarding relating to the Film Appreciation Course 2024.

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. 1,200/- (Rupees One Thousand two hundred) only by Demand Draft drawn in favour of "West Bengal Tele Academy"**, 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 until completion of the programme 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:

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

## A. General Terms and Conditions for Annexure

1. The tender papers should be submitted in the following manner:
  - a) One sealed envelope should contain documents for Technical Bidding with the mention on the envelope as “TECHNICAL BID DOCUMENTS”
  - b) Another sealed envelope should contain the Financial Quotation with the mention on the envelope as “FINANCIAL BID- Not be opened before Technical Bidding.
  - 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 with I&CA Department.**
  - ii. **All papers as mentioned in the heading “Qualifying Requirements (QR)”**
  - iii. **Earnest Money of Rs. 1,200/- (Rupees One Thousand two hundred) only by Demand Draft drawn in favour of “West Bengal Tele Academy” payable at Kolkata shall be deposited along with the offer.**
3. The rates will be inclusive of all charges like transport charges etc.
4. The rates are to be quoted both in words and figures. The evaluation would be made on technical merits and financial quotes as per prescribed evaluation policy.
5. Quality of works or materials should be maintained by the agency.
6. The quotation documents will be available between **12.00 noon. to 4.00 P.M. from 07/08/2024 to 16/08/2024** excluding Saturday, Sunday and other Government holidays and the last date of submission of duly filled up quotation papers is on **16/08/2024 up to 5.00 pm** and duly filled up quotation paper shall be submitted at the quotation box kept in the above mentioned address. Quotation will be opened on **20/08/2024 at 1.30 pm** at Nabanna, 9<sup>th</sup> Floor, Room No.906, Howrah 711102, Information & Cultural Affairs Department, Government of West Bengal
7. The authority reserves the right to accept or reject any tender without assigning reason whatsoever.

The Tender needs to be submitted in favour of Deputy Director of Film, Department of Information & Cultural Affairs, 325, Sarat Chatterjee Road, Howrah-711102., **Nabanna, 325 Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah – 711102.**

1. The agency should have at least 3 years of experience of same nature and volume of work.
2. **Selection of agency should be done on the basis of rates & technical parameters submitted by the bidders.**
3. In order to assure quality of Printing materials relating to the Film Appreciation Course 2024- evaluation of the bids will be made taking into consideration of both the technical (non-price criteria) and financial (price bid) parameters. More over since the programme demands the assurance of quality. The Financial Proposal will be opened only for those bidders whose technical proposal receive the minimum qualifying marks by the Evaluation Committee, i.e. more than 70 marks.

**Procedure of evolution of bid would be as follows:**

<b>Stage -1</b>			
<b>Technical evolution (Non-price criteria)-100</b>	<b>Criteria</b>	<b>Maximum Score</b>	<b>Marks allotted by the evaluator</b>
<b>1</b>	Experience/ Credentials of handling similar nature of work for any Department/ agency of the State Government in the past 3 years	20	
<b>2</b>	Experience/ Credentials of handling similar nature of work for Information and Cultural Affairs Department of the State Government in the past 3 years	20	
<b>3</b>	Quality of performance / service delivered in similar nature of work for Information and Cultural Affairs Department of the State Government in the past 3 years	20	
<b>4</b>	Equipment quality & Brand	20	
<b>5</b>	All necessary documents for participation in bid	20	
<b>Total marks scored at stage 1</b>		<b>100</b>	

**Selection Stage – I (Technical Bid Evaluation)**

On the basis of technical evaluations a short list will be prepared on the basis of the marks obtained by the respective bidder and the list will be prepared. To qualify for the financial bid, the bidders must have to score more than 70 marks for technical bid.

**Selection Stage – II (Financial Bid Evaluation)**

The Financial Proposal will be opened only for those bidders whose technical/creative proposals receive the minimum qualifying marks by the Evaluation Committee. If a Technical Bid does not receive the minimum specified marks, the corresponding Financial Bid will not be opened.

## 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)	Latest income tax return
(h)	Last one year audit report
(i)	Work experience certificate.
(j)	<b>Earnest Money of Rs. 1,200/- (Rupees One Thousand two hundred) only by Demand Draft drawn in favour of “West Bengal Tele Academy”, payable at Kolkata shall be deposited along with the offer.</b>

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

Signature

Address:

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

**ANNEXURE**  
**Vide Memo No:3149-ICA(N) Dated: 06-08-2024**  
**Financial Bid Format**  
(PPrice to be quoted here in this sheet)

**Supplying of Office Stationary for Film Appreciation Course 2024**

SI No.	Items	Quantity	Unit	Rate in Rupees	Total Amount in Rupees
1.	Printed Folder ( With sticker of Approved design)	150 pieces			
2.	Spiral Note Book(Classmate)	150 pieces			
3.	Good quality Pen	150 pieces			
4.	Printed ID Cards along with jackets and lanyards	100			
5.	White board marker (3 Colour)	6 each			
6.	A4 paper	6 reams			
7.	Stapler & pin	2sets			
8.	4 Fold File	6			
9.	Box File	4			
10.	Long Register	4			
11.	Use & Throw pen (black,blue,red)	1 Pack each			
12.	Steel scale 30 cm	2pieces			
13.	HB pencil ,eraser, sharpner	6 each			
14.	Single punch machine	1			
15.	Dispenser with 1inch cello tape	1			
16.	Scissor	1			
17.	Rubber band	1packet			
18.	Fevi stik	6pcs			

19.	White Thread Ball	3 pcs			
20.	Battery for Cordless Mike (AAA size)	40 pcs			
21.	Room Freshener	3 pcs			
22.	Clip Board (Exam Board)	70 Pcs			
23.	Dry Flower Bouquet	2 pcs			
24.	Printed Certificate (As per approved design)	75 pcs			
25.	Duster	6 pcs			
26.	Laser Toner Cartridge Zebronics LPC925	2 pcs			
	Govt. Taxes				
	Total				

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

Signature

Address:

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