



Memo No. 1262 /WBSRLM/11PR-19/Others/2016

Date: 09.10.2017

NOTICE INVITING QUOTATIONS

Quotations in sealed cover are hereby invited from reputed reliable Agencies/Business Organisations for creative works for **13th Kolkata SARAS Mela** to be held from **24th Nov 2017 to 04th Dec 2017** at Bhidhannagar Mela Ground, Central Park, Karunamoyee, Salt Lake, Kolkata-700091.

1. Details of the said creative works are given below :-

Description of Creative Works	Unit	Amount for 12 Units (LS) without Tax in INR	Remarks
Various Creative Works for Hoardings, Banners, Backlit Kiosk, Design for News Paper Advertisement, Invitation Cards, Incoda SMS, Flex for Stage, Gate, Stalls etc,	12		Creative Works are to be presented before the WBSRLM for approval by the Selected Agency.

2. Bid Price

- The contract shall be for the full works as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re-writing.
- All duties, GST and other levies payable for preparation of the said works and components shall be excluded in the total amount.
- The rates quoted by the Bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Prices shall be quoted in Indian Rupees only.

3. Each bidder shall submit only one quotation.

4. Validity of Quotation

Quotation shall remain valid for the said **SARAS Mela** period.

5. Evaluation of Quotations

WBSRLM will evaluate and compare the quotations which contain the following documents :-

- Copy of GST Registration Certificate
- Copy of PAN
- Copy of last year's IT Return.

Contd. [Signature]



- (d) Copy of Trade Licence
- (e) Copy of at least one credential certificate showing similar works
- (f) Earnest Money Deposit – 2% of the quoted lump sum total amount through Demand Draft in favour of “WBSRLM A/C NRLM Fund” payable in Kolkata.

The Quotations would be evaluated for all the items together.

6. Interested Bidders are requested to drop sealed quotation, containing price rate as per format at para 1 above and other documents as stated at para 5 above for the said 12 Creative Works stating lump sum amount without GST and any other charges, in the Tender Box kept at our office address by 23rd October 2017 (1 PM).

7. Opening of Quotations : The Quotations will be opened at 3 PM at this Office on 23rd Oct 2017 in the presence of interested Bidders.

8. Award of contract

The WBSRLM will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price for all items taken together.

8.1 Notwithstanding the above, the WBSRLM reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

8.2 The Bidder whose bid is accepted will be notified of the award of contract by the WBSRLM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work order.

9. Payment & others condition

Payment will be made within 15 days after completion of the said SARAS Mela subject to satisfactory execution of the said works.

We look forward to receive your quotation and would like to thank you for your interest in this Work.


(A.B. Dwari)

Procurement Consultant
For and on behalf of
West Bengal State Rural Livelihood Mission