



**Government of West Bengal
Nandan, West Bengal Film Centre
1/1 A.J.C Bose road, Kolkata-20**

Memo. No. 142 – ICA (KIFF)

Date: 20/12/2021

Quotation Notice

In connection with the “27th Kolkata International Film Festival”, scheduled to be held from 7th January 2022 to 14th January 2022, 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 execution of Making and Supply of Metal Mementos 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.

Nandan, Information & Cultural Affairs Department, Government of West Bengal, 1/1, A.J.C Bose Road, Kolkata -700020

The quotation documents will be available between 12.00 noon. to 4.00 P.M. from 21/12/2021 to 27/12/2021 excluding Saturday, Sunday and other Government holidays and the last date of submission of duly filled up quotation papers is on 27/12/2021 up to 4.00 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 27/12/2021 at 5.30 pm at Nandan, Information & Cultural Affairs Department, Government of West Bengal, 1/1, A.J.C Bose Road, Kolkata -700020.

**Sd/-
Director, 27th KIFF
Nandan
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 Director, 27th KIFF,
Department of Information & Cultural Affairs,
Nandan,
1/1, AJC Bose Road,
Kolkata-700020.

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. 142 - ICA(KIFF) dated:20/12/2021**

For Supplying of Memento related to the Kolkata International Film Festival

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. Execute 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:

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



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A. General Terms and Conditions for Annexure

1. The quotation 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"
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. **Undertaking for supplying the branded equipments (please mention the name of maker/manufacturing Company).**
 - iii. **All papers as mentioned in the heading "Qualifying Requirements (QR)"**
3. Rates should be quoted for individual item in gross including all taxes and duties etc. The rate should also include the carrying and delivering cost.
4. The rate should be quoted both in figure and words. All correction to rates and amounts in the quotation shall be initiated by the contractor. Every page including the blank pages of the quotation shall be signed by the contractor.
5. The rate quoted by the quotationer shall be fixed for the entire period of completion and till handling over the items. No revision to rates or any escalation shall be allowed on account of any increase in price of materials, labor etc.
6. Nandan authority reserves the right to accept or reject any quotation including the lowest one without assigning any reason whatsoever.
7. The selected bidder will supply the materials as per requirement of the Nandan authority.
8. Materials will be supplied within six working days after receiving the work order.
9. The last date and time for submission of quotation is on 27/12/2021 **up to 5 pm**. The quotation will be opened on 27/12/2021 **at 5.30 pm**. The bidders or his authorized person may like to present at the time of opening of the quotation.
10. The authority reserves the right to accept or reject any quotation without assigning any reason whatsoever.
11. Estimated cost to making and supply of Mementos made of metal for forth coming 27th KIFF,2022 is Rs.-70,000/-
12. The Quotation needs to be submitted in favor of **The Director, 27th KIFF, Nandan, Department of Information & Cultural Affairs, 1/1, AJC Bose Road, Kolkata-20.**

**Director, 27th KIFF
Nandan
I & CA Department, Govt. of W.B**

Copy forwarded for kind information and for publicity through the notice board:-

1. The Administrative Officer, Rabindra Sadan 1/1, A.J.C Bose Road .Kolkata-700020
2. The Secretary, Paschim Banga Bangla Academy, 1/1, A.J.C Bose Road .Kolkata-700020.
3. The Asst. Director of Information, Kolkata Information Centre, 1/1, A.J.C Bose Road .Kolkata-700020.
4. Administrative Officer, Paschim Banga Natya academy, 1/1, A.J.C Bose Road .Kolkata-700020.
5. The Executive Officer, Rajya Charukala Parshad, 1/1, A.J.C Bose Road .Kolkata-700020.
6. Notice Board of Nandan.

**Director, 27th KIFF
Nandan
I & CA Department, Govt. of W.B**

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.

Dated this _____ day of _____.

Signature

Address:

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

Annexure

Memo. No. 142-ICA (KIFF)

Date: 20/12/2021

(Price to be quoted including all Applicable Govt. Taxes)

Quotation for making and supply of metal mementos for 27th Kolkata International Film Festival

Sl. no	Details of Memento	Quantity	Rate in Rs. (including all taxes)	Amount in Rs. (including all taxes)
1.	MEMENTO OF METAL 1) The size & height of the wooden base of the memento will be 4inches X 4 inches X 4 inches. 2) The height of metallic part will be 7inches with Golden colour along with a globe which is made of Crystal as per approved design.	35 pc		

Signature

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