

NOTICE INVITING QUOTATION

Notice Inviting Quotation no: - WBIDC/Com&Corr(SS)/20-21/1

Date: 08-02-2021

Sealed Quotations are invited by the Managing Director, West Bengal Industrial Development Corporation from reputed and reliable Service providers for “Design and Development of Communication and correspondence app for Silpasathi cell at WBIDCL, Protiti Building, 23, Abanindranath Thakur Sarani, (Camac street), Kolkata – 700017” . The scope of work is enclosed as Annexure A.

Date of publication of Quotation: 09/02/2021 by 10.00A.M, in office notice board.

Bid submission start date: 10/02/2021 by 12.00 noon onward up to 4:00 P.M.
every day (only on working days).

Last date of submission of quotation: 19/02/2021 by 3.00 P.M.

Date of opening of quotation: 19/02/2021 at 4.00 PM.

Terms and Conditions.

1. The quotations to be submitted in sealed envelope in the drop box kept in the office of WBIDC i.e Protiti Building,23, Abanindranath Thakur Sarani, (Camac street), Kolkata – 700017. The envelop should be superscribed as “ Quotation for “Design and Development of Communication and correspondence app for Silpasathi cell at WBIDCL, Protiti Building, 23, Abanindranath Thakur Sarani, (Camac street), Kolkata – 700017” The quotation should contain the name, phone and address of the quotationer along others.
2. The estimated price is Rs. One lakh.
3. Other taxes will be applicable as per norms.
4. The quotationer will have to submit the following documents along with the quotation.
 - a) Self –attested photo copy of valid GST registration certificate.
 - b) Self-attested photocopy of valid trade license.
 - c) Self-attested photocopy of PAN card.
 - d) Credentials of execution of same kind of work.

Quotations received without the above mentioned documents will be summarily rejected.

5. The bidder quoting the lowest rates, if all other conditions are satisfied, may be issued work contract.
6. The quoted price should be in figure and words including GST.
7. The work, mentioned above, to be completed successfully and full satisfaction of the Silpasathi /IT Cell within **15** (fifteen) days from the date of issuance of work order.
8. Other Statutory deduction towards IT etc. or as applicable will be deducted from the bill / bills.
9. Payment will be made only after successful completion of the work in all respect.
10. All payment will be made in account payee cheque / direct bank transfer only.
11. The participant in the quotation process may remain present personally or may send their authorized representative during opening of their quotations.
12. Submission of quotation will imply that the quotationer will abide by all the terms and conditions of this "Notice Inviting Quotation".
13. Conditional quotation will not be accepted and shall be deemed as "informal"
14. In case of any dispute arise during execution of the work or after completion of the work, Managing Director, WBIDCL reserves the right to accept / cancel/ change/ modify this notice completely or partially without giving any notice to anybody.

By order,
Managing Director
WBIDCL

Annexure-A

Communication and Correspondence App for Silpasathi Cell

1. Salient features of the proposed system For letters/Files

- **Receiving and forwarding of letters by Silpasathi cell-** Letters are received (vide hard copy and E-mai) and forwarded or retained for further action.
- **Despatch of Letters** - Letters to be sent outside the office by Silpasathi cell through E-mail or dispatched through Messenger, Speed post, Courier, Registered post etc.
- **Posting** : Update the details of despatched letters after posting by date & Memo number etc
- **Queries option** : Status of the diarised letters by letter number, sender name, etc
- **Summary pendency report**-on opening balance, total received and disposed during a given period of time.
- **Periodical Report on pending-** From Silpasathi cell to the concerned Individual/section in office or outside organisation through email.
- **Reports of letters diarised/ dispatched-**

2. Salient features of the proposed system For Files

- Diarising and forwarding of files to Individuals within Silpasathi Cell.
- Disposal of files – Disposed and closed the file.
- Tracking of files on any parameter such as diary number, File number, subject, etc.
- Pendency report on total files received; Total Files pending at Silpasathi cell / other sections
- Email to the other Sections in office and other departments outside about pendency of files.
- Administrative login to activate/deactivate the user , resetting of password, etc.

3. Query Module (By Phone or attending office only)

- Entrepreneur particulars, Date, Subject, Result
- General Queries or Service related
- Periodical report.