

NOTICE INVITING QUOTATION

Prospective agencies are invited to submit sealed quotations for the following works in connection with the Saras Mela to be held in Bidhannagar Mela Ground on 20<sup>th</sup> of February'2020 to 2<sup>nd</sup> of March'2020.

**Scope of Work:**

Sl. No	Description	Quantity	Unit	Rate
1	Octonorm panel with velvet cloth shelf rack (10 FT X 1.5 FT X 8 FT (H))	5	Pcs	
2	Table	4	Pcs	
3	Garment stand	1	Pcs	
4	Jewellery Box	2	Pcs	
5	Flex fascia	2	pcs	

**2. Bid Price**

- The contract shall be for the full quantity as mentioned above. Corrections if any shall be made by crossing out, initiating, dating and rewriting.
- All duties, taxes and other levies payable by the selected bidder under the contract shall be included in the total price.
- The rates quoted by the bidder shall include the cost of inland transportation and other incidentals for delivery to the final destination.
- The price is to be quoted in Indian rupees only.

**3. Each Bidder shall submit only one quotation.****4. Evaluation of Quotation:**

- This office will evaluate and compare the quotation determined to be substantially responsive i.e. which are properly signed.
- Conform to the terms and conditions.
- The Bidder whose bid is accepted will be notified of the award of contract by this office prior to expiry of the quotation validity period.
- Payment will be made after completion of the job and against submission of bills.

5. Prospective bidders are requested to submit the quotations in a sealed cover superscribed "Quotation for setting up Octonorm panel with other printing materials with velvet cloth shelf 5 rack (10 FT X 1.5 FT X 8 FT (H)) of 2 stalls, 4 table, 1 garment stand, 2 Jewellery Box & 2 flex fascia. Quotations reach this office on or before 15.00 hrs on 17.02.2020 in the presence of Bidders.

M. Siddhanta.

7c signed

Shankar  
17.02.2020

Kalyan

Amo, nxm

one bill has been received from "G.S. Marketing Associates" regarding 2 stall booking charges & Additional fitting charges of one jewellery table and two table in "INDIA INTERNATIONAL MEGA TRADE FAIR 2019-20" from 13<sup>th</sup> December to 25<sup>th</sup> December'2020 at the science city Ground in Kolkata. **Work order, approval [E FILE NO: - SUDA-14012(15)/7/2019-NULM SEC(SUDA)- SUDA (Computer No:- 244704)] and bill attached on CP side.**

Rs. 251576/- has to be paid below mention A/C for 2 stall booking charges & Additional fitting charges of one jewellery table and two table in "INDIA INTERNATIONAL MEGA TRADE FAIR 2019-20" from 13<sup>th</sup> December to 25<sup>th</sup> December'2020 at the science city Ground in Kolkata .

Account Name: - G S MARKETING ASSOCIATES  
 Account No: - 565101000055979  
 Bank Name: - Corporation Bank.  
 Branch Name: - Rash Behari Avenue, Kolkata.  
 IFSC Code: - CORP0000397

Appd. NULM

X

Proposal submitted to make the payment of total Rs. 251576/- (Two lakh fifty one thousand five hundred seventy six only) to G S MARKETING ASSOCIATES for your kind approval and signature.

16.03.2020

X. May be approved

16.03.2020

Director

Appd.

16.03.2020

AMD, NULM

70

18.03.2020

Acet(P)

Payment may be released for 'x' above in favour of G. S. Marketing Associates amounting to Rs. 2,51,576

18.03.2020

Bills have been received for payment in connection with supply of various logistic requirements for participating at India International Mega Trade fair, Bidhannagar Mela & Mega Trade Fair, New Town.

The details of the Bills have been noted below :

Name of the Payee	Bill No. & Date	Order No.	Particulars / Head	Amount (Rs.)
Bijoy Krishna Basak	Nil Dated 27.12.2019	As per approval (Note Sheet Attached) and requirement (India International Mega Trade Fair)	Providing TATA ACE Transporter Truck on 13.12.2019 & 25.12.2019 for Full days with labour charges for loading and unloading of materials from office to Science City Mela Ground and vice versa under (WBSULM)	12,000.00
	Nil Dated 27.12.2019	As per approval (Note Sheet Attached) and requirement (India International Mega Trade Fair)	Providing full time (12 hrs) attainer cum labour for carryout various jobs as assigned by the members attended the Mela on behalf of SUDA. Total 17 Nos. of labour provided for 13 days @ Rs.600/- per day. (WBSULM)	10,200.00
	Nil Dated 14.01.2020	As per approval (Note Sheet Attached) and requirement (Bidhannagar Mela)	Providing TATA ACE Transporter Truck on 20.12.2019 & 10.01.2019 for Full days with labour charges for loading and unloading of materials from office to Bidhannagar Mela Ground and vice versa under (WBSULM)	12,000.00
	Nil Dated 14.01.2020	As per approval (Note Sheet Attached) and requirement (Bidhannagar Mela)	Providing full time (12 hrs) attainer cum labour for carryout various jobs as assigned by the members attended the Mela on behalf of SUDA. Total 18 Nos. of labour provided for 21 days @ Rs.600/- per day. (WBSULM)	10,800.00
	Nil Dated 14.01.2020	As per approval (Note Sheet Attached) and requirement (Mega Trade Fair New Town)	Providing TATA ACE Transporter Truck on 23.01.2020 & 30.01.2020 for Full days with labour charges for loading and unloading of materials from office to New Town Mela Ground and vice versa under (WBSULM)	12,000.00
	Nil Dated 14.01.2020	As per approval (Note Sheet Attached) and requirement (Mega Trade Fair New Town)	Providing full time (12 hrs) attainer cum labour for carryout various jobs as assigned by the members attended the Mela on behalf of SUDA. Total 10 Nos. of labour provided for 8 days @ Rs.600/- per day. (WBSULM)	6,000.00
				63,000.00
(Rupees Sixty Three Thousand)			Total	63,000.00

The bills have been checked and verified according to the instruction, approval details. Necessary certification has been furnished in the body of the original bills by the respective authority.

If approved the total amount of Rs.63,000.00 (Rupees Sixty Three Thousand) Only may be disburse in favour of above payees.

Submitted for kind approval.

Additional Director  
E.O

*[Signature]*  
27.04.2020

*[Signature]*  
27.04.2020

Acet (P)

Please. process.

*[Signature]*  
27/04/20

As per notes and orders at prepage

As approved by Director, SUDA at prepage, to release the payments in favour of "G.S. Marketing Associates" and "Bijoy Krishna Basak", 02 (Two) nos. of Transfer Advices, 01<sup>st</sup> for Rs.2,43,048/- and 02<sup>nd</sup> for Rs.63,000/- have been prepared and placed herewith for signature of both Finance Officers, SUDA please.

Pay orders endorsed on the body of the bills are for signature of Finance Officer, SUDA please.

Name of Payee	Particulars	Gross Amt.	(2%) TDS Amt.	(2%) IGST Amt.	Net. Amt.
G.S. Marketing Associates	Release of payment for booking charges of 02 stalls & additional fitting charges of one jewellery table and two table in "INDIA INTERNATIONAL MEGA TRADE FAIR 2019-2020 FROM 13 <sup>th</sup> December, 2019 to 25 <sup>th</sup> December, 2019 at the Science City Ground in Kolkata vide invoice no.472, dt. 20.12.2019 against this office order no.SUDA-14012(15)/72019/7914, dt. 12.12.2019.	2,51,576/-	4,264/-	4,264/-	2,43,048/-
<b>(Rupees Two Lakh Forty Three Thousand Forty Eight only)</b>					
Bijoy Krishna Basak	Release of payment for providing TATA ACE Transporter Truck on 13.12.2019 & 25.12.2019 for full days with labour charges for loading and unloading of materials from office to Science City Mela Ground and Vice Versa under WBSULM vide bill no. NIL, dt.27.12.2019 as per approval Note Sheet Attached.	12,000/-	-	-	12,000/-
	Release of payment for providing full time attainer cum labour for carryout various jobs as assigned by the members attended the mela on behalf of SUDA total 17 nos. of labour provided for 13 days @ Rs.600/- per day under WBSULM vide bill no. NIL, dt.27.12.2019 as per approval Note Sheet Attached.	10,200/-	-	-	10,200/-

29/04/2021

Name of Payee	Particulars	Gross Amt.	(2%) TDS Amt.	(2%) IGST Amt.	Net. Amt.
Bijoy Krishna Basak	Release of payment for providing TATA ACE Transporter Truck on 20.12.2019 & 10.01.2020 for full days with labour charges for loading and unloading of materials from office to Science City Mela Ground and Vice Versa under WBSULM vide bill no. NIL, dt.14.01.2020 as per approval Note Sheet Attached.	12,000/-	-	-	12,000/-
	Release of payment for providing full time attainer cum labour for carryout various jobs as assigned by the members attended the mela on behalf of SUDA total 18 nos. of labour provided for 21 days @ Rs.600/- per day under WBSULM vide bill no. NIL, dt.14.01.2020 as per approval Note Sheet Attached.	10,800/-	-	-	10,800/-
	Release of payment for providing TATA ACE Transporter Truck on 23.01.2020 & 30.01.2020 for full days with labour charges for loading and unloading of materials from office to New Town Mela Ground and vice versa under WBSULM vide bill no. NIL, dt.14.01.2020 as per approval Note Sheet Attached.	12,000/-	-	-	12,000/-
	Release of payment for providing full time attainer cum labour for carryout various jobs as assigned by the members attended the mela on behalf of SUDA total 10 nos. of labour provided for 8 days @ Rs.600/- per day under WBSULM vide bill no. NIL, dt.14.01.2020 as per approval Note Sheet Attached.	6,000/-	-	-	6,000/-
		63,000/-	-	-	63,000/-
(Rupees Sixty Three Thousand only)					

Finance Officer, SUDA  
AND  
Finance Officer, SUDA

(RAS)

29/04/2020

29.04.20

2020



**NOTE SHEET**



Copy of notes & orders extracted from E-File No.SUDA-14012(15)/7/2019-NULM SEC(SUDA)-SUDA (Computer No.244704) may kindly be seen.

As approved, to release the fund towards re-imbusement of cost of Handicrafts in favour of 12 nos. of payee, a transfer advice amounting to Rs.62,313/- (Rupees Sixty Two Thousand Three Hundred Thirteen) only is prepared and placed herewith for signature of Finance Officers, SUDA please for transmission of the same to the ICICI Bank Ltd., Salt Lake, Sector-II branch.

Finance Officer

~~(PAS)~~

~~12-06-2020~~

Y. Hore  
12.06.2020

13/6/20

Copy of notes & orders extracted from E-File No.SUDA-14012(15)/7/2019-NULM SEC(SUDA)-SUDA (Computer No.244704) may kindly be seen.

As approved, to release the payment in favour of 12 nos. of payees (except Puja Roy), a transfer advice amounting to Rs.54,290/- (Rupees Fifty Four Thousand Two Hundred Ninety) only is prepared and placed herewith for signature of Finance Officers, SUDA please for transmission of the same to the State Bank of India, Salt Lake, Sector-I branch.

Finance Officer

~~(PAS)~~

~~27-07-2020~~

Y. Hore  
27/07/2020

28/7/20



NOTE SHEET



Copy of notes & orders extracted from E-File No.SUDA-14012(15)/7/2019-NULM SEC(SUDA)-SUDA (Computer No.244704) may kindly be seen.

As approved, to release the payment in favour of Puja Roy, a transfer advice amounting to Rs.3,900/- (Rupees Three Thousand Nine Hundred) only is prepared and placed herewith for signature of Finance Officers, SUDA please for transmission of the same to the State Bank of India, Salt Lake, Sector-I branch.

Finance Officer  
(PAS)

*[Handwritten signature]*  
03-08-2020

*[Handwritten signature]*  
03-08-20.

*[Handwritten signature]*  
3/8/20

**Note No. #22**

16/01/2020 12:41 PM

SUBRATA GUPTA  
(PRSECY(UDMA))

**Note No. #23**

Approved

19/01/2020 9:22 AM

FIRHAD HAKIM  
(MIC(UDMA))

**Note No. #24**

21/01/2020 9:36 AM

SUBRATA GUPTA  
(PRSECY(UDMA))

**Note No. #25**

21/01/2020 2:16 PM

DEBARATI DATTA GUPTA  
(DIR(SUDA))

**Note No. #26**

Please proceed.

22/01/2020 2:24 PM

JOLY CHAUDHURI  
(AD DIR(SUDA))

**Note No. #27**

As discussed with AMD WBSULM and Jt. Secretary UD&MA department SARAS Fair 2020 at at Karunamoyee Mela Prangan, Bidhannagar The mela will be held from 20<sup>th</sup> of



February to 3<sup>rd</sup> of March, 2020 organised by PN&RD department. 2 different stalls with 10m X 10 m and 4 kiosks have been allotted by the department for Swamsiddha – State Urban Livelihood Mission.

To introduce our branding, this year WBSULM are going to present ourselves in a different mode. WBSULM will participate in this SARAS Fair 2020 as an organization. Various products from different SHGs from different municipalities will be introduced this year.

In this Fair we may introduce ourselves as same as State Sabala Mela and other melas.

The following assignments are entrusted to the WBSULM Cell.

1. Selection of 10 CSP team for Mela
2. Stall Installation with Swamsiddha branding (if required)
3. Letter for State Level Mela Management Team for better performance at mela
4. Collection and management of product inventory for the mela
5. Provision of TA and DA to the CSP team @ ₹300 (₹200 for wage rate & ₹100 for @ 50 Tiffin cost (Night) & @ 50 Travelling Allowance per day for 10 CSP Team). Total cost ₹300 X 10 X 15 = ₹52,500 (Fifty two thousand & five hundred rupees for daily wage and tiffin cost for 10 CSP)
6. Provision of @ 50 tiffin cost for other 4 officials & persons. Total cost ₹50 X 4 X 15 = ₹3000 (Three thousand rupees for daily wage and tiffin cost for 4 other officials posted in the mela ground).
7. 500 tissue bags (if required) with the logo & brand to be made by a SHG for Mela. Approximate total cost for 300 paper bags 500 X 10 = 5000
8. 1000 copies of leaflet printing (if required)
9. Work order may be issued on installation of stalls with branding, paper bags, stickers, Bill Tags
10. Letter to the ULBs for SARAS Fair 2020 Team
11. All expenditure may be booked at IEC component of NULM.

#### State Level Mela Management Team :

1. Soma Parui Das, SMM-SM&ID
2. Srijita Goswami, CMM-Barasat Municipality
3. Namita Sarkar, CMM-Rishra Municipality
4. Moumita Ghosh, CMM-Madhyamgram Municipality
5. Anindita Halder, CMM-Dum Dum Municipality
6. Tapan Kumar Jana, CMM-New Barrackpore Municipality
7. Arpita Das, CMM-Kalyani Municipality
8. Suman Chattopadhyay - CMM-S. Dum Dum Municipality
9. Indranil Bose - CMM- Kamarhati Municipality
10. Tanmoy Dutta - CMM- Baruipur Municipality

#### Terms of reference of the Mission Manager Team in context of :

1. Collection of Products
2. Prepare SHG wise Product Inventory
3. Tagging of Products ( Pricing / Raw material used/ SHG name / ULB Name)

4. Stall wise CSP Allocation
5. CSP wise product distribution
6. Day wise , Stall wise Sales Register maintain
7. Return the not - sold Items
8. Final Inventory Submission with Stall wise /SHG wise sale Report
9. Proper Documentation .

**Special Focus : IEC on Swachha Bharat Mission will be displayed and Hand Book will be distributed in this Mela if approved .**

Proposal submitted for your kind approval and signature.

05/02/2020 4:49 PM

**SOMA PARUI DAS  
(SMM-WBSULM(NULM)(SUDA))**