



WEST BENGAL STATE EXPORT PROMOTION SOCIETY

Government of West Bengal

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No. SEPS/331/2023-24

Date : 19/07/23

NOTICE INVITING EOI

EXPRESSION OF ORGANIZATION FOR EDC OPERATION AND SUBMISSION OF ARTISAN WISE DETAIL SALE REPORT WITH BANK DETAILS IN THE WEST BENGAL BALUCHARI, KATHA O SILK FAIR FROM 28.07.2023 TO 13.08.2023 AND WEST BENGAL HANDICRAFTS FAIR FROM 18.08.2023 TO 03.09.2023 AT EASTERN ZONAL CULTURAL CENTRE, AIKATAN, IA-290, SECTOR -II, SALT LAKE.

Sealed quotations are invited from reputed organizations for EDC operation and submission of Artisan wise sale report with bank details in the West Bengal Baluchari, Katha O Silk Fair from 28.07.2023 to 13.08.2023 and West Bengal Handicrafts Fair from 18.08.2023 to 03.09.2023 at Eastern Zonal Cultural Centre, Aikatan, IA-290, Sector -II, Salt Lake.

1. Last date of submission of quotation: 26.07.2023 upto 03.00 PM.
2. Opening of quotation: 26.07.2023 at 3.30 PM.

Detailed terms & conditions will be available in the website of WBSEPS i.e. www.wbseps.com and website of MSME&T Department, Govt. of West Bengal.

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Director & Member Secretary
West Bengal State Export Promotion Society

Memo No. SEPS/331/1(3)/23-24

Date: 19.7.23

Copy forwarded to:

1. The Jt. Secretary (AB) to the Govt. of West Bengal, Department of MSME&T for favour of kind information and arrangement for uploading in the Website of MSME&T Department, Govt. of West Bengal.
2. For uploading in Website of West Bengal State Export Promotion Society.
3. Office Notice Board.

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Director & Member Secretary
West Bengal State Export Promotion Society

**NOTICE INVITING EOI FOR ENGAGEMENT OF A
ORGANIZATION FOR EDC OPERATION AND
SUBMISSION OF ARTISAN WISE DETAIL SALE
REPORT WITH BANK DETAILS**

IN

**THE WEST BENGAL BALUCHARI, KATHA O
SILK FAIR FROM 28.07.2023 TO 13.08.2023**

AND

**WEST BENGAL HANDICRAFTS FAIR FROM
18.08.2023 TO 03.09.2023**

AT

**EASTERN ZONAL CULTURAL CENTRE,
AIKATAN, IA-290, SECTOR -II, SALT LAKE**

1. SCOPE OF WORK:

- I. EDC operation by 2 (two) nos. of operators and computerized entries of sale details of the artisans including Bank details of around 200 artisans each for both the fairs.
- II. Reconciliation of the sale data with the Bank Statement of WBSEPS for both the fairs.
- III. Submission of Artisans wise sale details in accordance with the Bank Statement of WBSEPS at the end of both of fairs and as and when required during the period of both the fairs.
- IV. One Supervisor to be present during hours of operations of the entire fair period of both the fairs.
- V. One Laptop and One LaserJet Printer in the venue for the entire period of both the fairs

2. THE ENGAGEMENT WILL BE MADE DURING:

- a) West Bengal Baluchari, Katha O Silk Fair from 28.07.2023 to 13.08.2023.
- b) West Bengal Handicrafts Fair from 18.08.2023 to 03.09.2023.

1. QUALIFICATION CRITERIA OF THE ORGANIZATION:

- i. No person of the organization is related to any employee of the WBSEPS or have any interest in their activities.
- ii. The team for EDC operations and submission of sale data of artisans including bank details must comprise of two (2) EDC Operators and One (1) Supervisor.
- iii. Experience of similar kind of works will be preferred.

2. PAYMENT TERMS:

Payment will be made after successful completion of entire job and after submission of sale data of the Artisans including bank details. Only GST will be paid extra.

3. SUBMISSION OF EOI:

Duly filled application form in the Letter Head to be submitted within 26.07.2023 upto 03.00 PM in a sealed envelope.

[TO BE FILLED-IN BY BIDDER]

1.	Name of the Organization	:	
2.	Address	:	
3.	Contact No.	:	
4.	E-mail ID	:	
5.	Nos. of Staff	:	

FINANCIAL BID

(TO BE QUOTED IN BOTH FIGURE AND WORDS EXCLUDING OF GST)

Item	Amount (Rs.)
Offer for EDC operation and submission of artisan wise detail report of sale in the West Bengal Baluchari, Katha o Silk Fair from 28.07.2023 to 13.08.2023 and West Bengal Handicrafts Fair from 18.08.2023 to 03.09.2023 at Eastern Zonal Cultural Centre, Aikatan, IA-290, sector -II, Salt Lake.	

Certified that :

1. The above particulars are true and correct.
2. No person of the organization is related to any employee of the WBSEPS or have any interest in their activities.

Date;

Signature

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Name and Designation with Seal