

Tender no. WBTBCL-202406-0010 Dated 07-06-2024

West Bengal Text Book Corporation Ltd invites sealed offer from the willing bonafide & resourceful bidders for the work on emergent basis for the Felicitation Program-2024 as per particulars given below:-

- Name of Work:
Modification work and making live of the existing online portal for registration of the state level toppers for felicitation program.
- Documents to be submitted:
 - a. Valid Trade license/ Certificate of Incorporation.
 - b. PAN Card.
 - c. GST Certificate, if any.
- Scope of Work:
 1. Modification of the existing online portal for registration to the felicitation program of the state level toppers of the various board examinations.
 2. Technical support through email, whatsapp and telephonic call to the students or guardians and to the district or state level officers regarding the online portal till the felicitation program.
 3. Identification of the students registered at the online portal.
 4. Verification of the data entered by the eligible students in the portal.
 5. Preparation of identity card for the students to attend the felicitation program. The card will be generated through the portal based on the data entered by the students.
 6. Generation of the attendance sheet of the students for the day of the felicitation program.
 7. Collection of bank account details of the students/guardians for remittance of the allowance amount to attend the felicitation program through a declaration form generated through the portal. The same will be printed, be signed by the students and be collected by the officials of the School Education Department.

8. Generation of the students personal details for “Gems of Bengal”, a compendium of the toppers personal details.
 9. Provision for login into the portal for the district level officers to get the registered students details. It will help them to identify the students already registered and the students not registered thereof.
- **GENERALTERMS & CONDITION:**
 - a. The cost regarding renewal of the domain, hosting plan, SSL certificate, SMS package etc. should be borne by the selected bidders.
 - b. At least one technical person for technical support and two persons for general support from the selected bidder’s end should be available for all the days during the registration period from 10 am to 10 pm.
 - c. The cost regarding support in form of whatsapp and telephonic call will be borne by the selected bidder.
 - d. The bidders will have to offer their rates exclusive of all taxes both in figure and in words in their letter pad in accordance with the scope of work.
 - e. Conditional rate will not be accepted.
 - f. Multiple quotations by a single agency will not be entertained.
 - g. Quality of the work and other related matters shall not be compromised.
 - h. TDS will be deducted as per financial norms.
 - i. No price escalation will be allowed during the working period.
 - j. The bid shall remain valid for a period not less than 45 days (forty five days) from the last date of submission of financial bid/sealed bid.
 - k. The bidder will have to carry out his work under the supervision of the designated officer of the School Education Department, Govt. of West Bengal and to complete the work in scheduled date and time positively.
 - l. All corrections are to be initialed.

Offer must be submitted within 10-06-2024 by 2 pm to the Purchase Committee, West Bengal Text Book Corporation Ltd, 11 B T Road, Kolkata 700056, Phone 2564-7469. The Company reserves the right to accept, negotiate or reject any or all offer with any vendor at its own discretion.