



NOTICE INVITING TENDER

[NIT.NO: WBSHC/e- NIQ/06/2024 dated 20/03/2024]

West Bengal State Haj Committee invites sealed quotations from the willing bonafide & resourceful financial institutions having expertise in similar nature of work to undertake the following work, as per particulars given below:-

- i) **Name of Work** : Stall for disbursement of Saudi Riyal
- ii) **Eligibility Criteria** :
- All nationalised Banks Private banks & Foreign Money Exchangers Having ADI/AD2/FFMC certification
 - Firm/Company registration certificate
 - PAN Card.
 - GST Registration certificate
 - Banks/ Agencies must have at least experience of 1 year of operating Money exchange Business during last 5 years.
 - The agency must not have been Black listed by any court or Govt./Central/state Autonomous bodies/PSU. In this regard, an undertaking will be submitted on their own letter head.
 - P. Tax registration certificate.

Scope of work : Disbursement of Saudi Riyals in cash to the Haj Pilgrims at the Embarkation point and other convenient place(s) as decided by WBSHC before their departure to the Kingdom of Saudi Arabia by Chartered Flights w.e.f 09th May,2024 to 26th May, 2024.

DATE AND TIME SCHEDULE:

Important Date		
Sl No.	Particulars	Date & time
1.	Publishing date and time	21.03.2024 at 6:50 PM
2.	Document download start date(online)	21.03.2024 at 6:50 PM
3.	Bid submission start date (Online)	21.03.2024 at 6:50 PM
4.	Pre Bid Meeting	02.04.2024 at 02:00 PM
5.	Bid Submission closing (Online)	17.04.2024 at 10:00 AM
6.	Bid opening date for Technical Proposals (Online)	19.04.2024 at 11:30 AM
7.	Bid opening date for Financial Proposal (Online)	to be informed later

LOCATION OF CRITICAL EVENT

BID OPENING	At the Office of the Executive Officer, West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area-II/26A, New Town, Kolkata-700 160.
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TERMS AND CONDITIONS TOWARDS FIXATION OF FOREIGN EXCHANGE RATE

Cash distribution of SAR1500/- per head to 15000 pilgrims' approx (Purchase is optional and depend on the Hajis)

1. The number of Pilgrims expected to proceed for Haj 1443 (H) - 2024 through West Bengal State Haj Committee is around 15,000. Every Pilgrim(s) minimum requirement will be 1500 SAR in cash to meet the day to day expenses during Haj journey in the Kingdom of Saudi Arabia. The Saudi Arabian Riyals in cash will be given to the Pilgrims at the Embarkation Point, before their departure to Jeddah/ Madinah (KSA), by Haj Charter Flights. The Haj Flights are expected to commence from 06th May, 2024 or thereafter and continue for around 20 days.
2. The Pilgrims shall travel from Kolkata Embarkation Point; the SAR exchange counter to be installed at the following centers:-
 - A. Madinat-ul-Hujjaj, New Town, Kolkata.
 - B. Haj House, Park Circus, Kolkata.
3. WBSHC will select the first three agencies offering highest rates provided all agree to offer H1 rates. If any of the first three agencies fails to agree to the above terms the offer will automatically move to the 4th agency and so on till three agencies are finalised.
4. The bank shall hold the Saudi Riyals in cash in its custody on behalf of the West Bengal State Haj Committee and make requisite arrangements for its transportation from Saudi Arabia to India and up to various centers of Embarkation Point mentioned above. The bank/ agency shall be required to make appropriate arrangements at the centers of embarkation point for distribution of Saudi Arabian Riyals in cash to the Pilgrims Necessary insurance cover shall also be required to be obtained by the Bank.
5. The West Bengal State Haj Committee will provide general assistance for allocation of a suitable space at the Embarkation points for disbursement of Saudi Riyals in cash to the Pilgrims.
6. The bank/ agency shall provide certified copy of the disbursement statement of accounts daily to the West Bengal State Haj Committee at each facilitation point without any charges.
7. The dress, behavior and appearance of the bank officials dealing with the pilgrims should be commensurate with the spirit of the occasion.
8. The banks interested in handling this assignment may quote the fixed exchange rate in sealed cover for issue of Saudi Arabian Riyals in cash in respect of the Pilgrims of Haj 15000 (approx) pilgrims, in the office of the West Bengal State Haj Committee, Kolkata. The rate shall be fixed and valid for the entire Haj Season.
9. Like all previous years there may be stall from government agencies like State Bank of India etc.

Note :-The finalization of the tender process shall be subject to any instruction issued by Election Commission of India (ECI).

Earnest Money :

As earnest money of Rs. 1 Lakh shall be required to be deposited by every tenderer in favour of machine generated Relevant Account no. in the form of RTGS/NEFT of any Bank as per Govt. Order` (other than there exempted as per rule).

Refund of EMD :

The earnest money of all the unsuccessful tenders will be refunded as per online system as per Govt. Order No. 3975-F(Y) dated 28th July 2016 from Secretary, Finance Department Govt. of West Bengal.

If after issue of work order, Bank/Agency fail to take up the job or left the job halfway/ incomplete, the entire EMD will be forfeited and the firm will be Blacklisted.

Other terms and condition :

- 1) No Conditional /incomplete tender will be accepted under any circumstances.
- 2) List of technical qualified bidders will be published in the web portal only.
- 3) During scrutiny, if it comes to the notice of the tender inviting authority that the credentials or any other documents are incorrect/manufactured /fabricated or incomplete in any respect then the tenderer will be out rightly rejected without any prejudice.
- 4) Before issuance of work order the tender inviting authority may verify the original credential and other documents of the lowest tenderer if found necessary. In case, it is found that the documents submitted by the lowest tender is either manufactured or false, the work order shall automatically stand cancelled and legal action as per prevailing rules shall be taken.

Sd/-
Executive Officer
West Bengal State Haj Committee