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## NOTICE INVITING TENDER

[NIT.NO: WBSHC/e- NIQ/06/2023 dated 13/04/2023]

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** :
- A) All nationalised Banks Private banks & Foreign Money Exchangers Having ADI/AD2/FFMC certification
  - a) Firm/Company registration certificate
  - b) PAN Card.
  - c) GST Registration certificate
  - d) Banks/ Agencies must have at least experience of 1 year of operating Money exchange Business during last 5 years.
  - e) 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.
  - f) P. Tax registration certificate.
- Scope of work** : Disbursement of Saudi Riyals in cash to the Haj Pilgrims at the Embarkation point before their departure to the Kingdom of Saudi Arabia by Chartered Flights w.e.f 21st May,2023 to 26th June, 2023.

**Important information****DATE AND TIME SCHEDULE:**

Sl. No.	Particulars	Date & Time
1	Date of pre Bid meeting	19.04.2023 at 1:30 PM
2	Last date of Bid submission.	24.04.2023 at 6:00 PM
3	Date of opening of technical Bid.	27.04.2023 at 11:00 AM
4	Date of publication of list for technically qualified Bidders.	27.04.2023 at 11:00 AM

**LOCATION OF CRITICAL EVENT**

BID OPENING	<b>At the Office of the Executive Officer, West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area-II/26A, New Town, Kolkata-700 160.</b>
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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) - 2023 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 21st May, 2023 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. 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.
4. 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.
5. 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.
6. The dress, behavior and appearance of the bank officials dealing with the pilgrims should be commensurate with the spirit of the occasion.
7. 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.

**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 28<sup>th</sup> 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.

I/386445/2020 **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.
- 5) Bidder will be selected **who offer highest amount(H1)** will be considered.

Sd/-  
Executive Officer  
West Bengal State Haj Committee