

West Bengal Electronics Industry Development Corporation Limited

Registered Office

Webel Bhavan, Block - EP & GP, Sector - V Bidhannagar, Salt Lake Kolkata 700091
Phone: 9133-2339-2228/226/327/316 'Fax: 9133-2357-1739/1708 email: contact@webel-india.com

NOTICE INVITING OPEN TENDER

Notice Inviting e-Tender No. WEBEL/EOT/COM/22-23/00069 Dated: 16-12-22

For: IMPLEMENTATION OF REALTY MANAGEMENT MODULE AT WBEIDC LTD.

The G.M (COM) on behalf of WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED invites Tender for the work detailed in table below:- (Submission of Bid Through Online Only)

Brief Description of Work	Tender Document Money (Rs) [Non refundable]	Earnest Money Deposit (EMD) (Rs) [Refundable]	Last Date and Time of Bid Submission (Online)	TECHNO-COMMERCIAL Bid Opening Date and Time (Online)
Implementation of Realty Management Module at WBEIDC Ltd.	Rs.1,000/-	Rs. 100,000/-	02 January 2023 12:00 PM	04 January 2023 3:00 PM
BID Opening Venue	WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED Webel Bhavan, Block - EP & GP, Sector - V Bidhannagar, Salt Lake Kolkata 700091			

For Commercial Queries, Contact: Mr. Pratul Show, G.M (COM) E-Mail: pratul.show@webel-india.com

For Technical Queries, Contact: Sourav Guha Thakurta, GM (CIO) E-Mail: sourav.thakurta@webel-india.com

DATE & TIME SCHEDULE

Activity / Event Description	Date	Time
Last Query Submission	22 December 2022	4:00 PM
Pre Bid Conference	23 December 2022	12:00 PM
Publishing Last Corrigenda (if any)	27 December 2022	4:00 PM
Submission of Bid(s)	02 January 2023	12:00 PM
TECHNO-COMMERCIAL Opening	04 January 2023	3:00 PM
PRICE BID Opening	06 January 2023	4:00 PM

NOTICE INVITING TENDER

1 . Technical Bid submission with digitally signed

The TECHNICAL BID is to be submitted duly digitally signed in the website [https //wbtenders.gov.in](https://wbtenders.gov.in)

2 . Financial Bid submission with digitally signed

The FINANCIAL BID is to be submitted duly digitally signed in the website [https //wbtenders.gov.in](https://wbtenders.gov.in)

3 . Price Bid/Financial Offer only if technical bid is qualified

The price bid / financial offer of the tenderer / bidder will be considered only if the technical bid of the tenderer is found qualified by the Tender Evaluation Committee (TEC) of WBEIDC. The decision of the TEC will be final and absolute in this respect.

SECTION A

ELIGIBILITY CRITERIA

- 1 . System Integrator**
The Bidder/ASP/OEM should be a System Integrator.

Statutory
- 2 . Authorisation from OEMs**
Bidders with tender specific authorization(s) from OEM(s), strictly in our format given in ANNEXURE-MAF in this tender document for all the items OEM(s) must accept their responsibility of supply, installation and comprehensive maintenance of services during warranty period as per ANNEXURE MAF.

Statutory
- 3 . Unpriced Bill of Quantities**
Un-priced B.O.Q is to be submitted in company letterhead mentioning the name, make and model no. of all the items.

Statutory
- 4 . Company Profile & Article of Association**
The Bidder must submit detail profile of the company and Articles of Association in the specified area of the job mentioned in this tender.

Non-statutory
- 5 . Incorporation certificate**
The bidder should provide the certificate of incorporation under Comapny Act 1956.

Non-statutory
- 6 . NO PART BID ALLOWED**
Bidders have to quote all the items mentioned in tender document.No part bid will be accepted. Otherwise, the bid(s) will be treated as cancelled.

Non-statutory
- 7 . Statutory Documents-PAN & IT Returns**
Copies of valid PAN along with I-T return documents, for Financial Year 2019 2020, 2020-2021, 2021-2022 are to be enclosed with the bid.

Non-statutory
- 8 . Trade License**
Copy of valid Trade License is to be enclosed with the bid.

Non-statutory
- 9 . Details of Office Locations**
The Bidder must have office(s) in KOLKATA, WEST BENGAL. (Copy of Trade License and contact details of the office(s), at the specified locations to be submitted along with the bid).

Statutory
- 10 . Banned by Govt. or like organizations**
The bidder shall be required to give a declaration in their letter head that they have not been banned by any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization. If any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board Council or similar organization has banned the bidder and later on lifted the ban, the fact must be clearly stated.

Statutory
- 11 . Additional Eligibility Criteria**

SECTION B

INSTRUCTIONS TO BIDDERS

General for e-Tender

1. Registration of Bidder

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in>. The Bidder is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature Certificate (DSC)

Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

3. Search and Download

The Bidder can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

5. Submission of Tenders

Tenders are to be submitted through online to the website stated in Clause A (i). in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

eTender Tender Evaluation Committee

1. Definition of Tender Evaluation Committee

Tender Evaluation Committee constituted as per Order, Department of IT, Government of West Bengal will function as Evaluation Committee for selection of technically qualified bidders.

2. Opening & Evaluation of Tender

3. Opening of Technical Proposal

Technical proposals will be opened by the WBEIDC Tender Committee electronically from the website using their Digital Signature Certificate (DSC).

4. General Procedure

(1) Cover (folder) for Statutory Documents (Ref. Sl. No. A.(v).(a)) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.5.(b).) will be opened. If there is any deficiency in the Statutory Documents the bid will be treated as non-responsive and Tender Committee will have the right to decide accordingly.

(2) Decrypted (transformed into readable formats) documents of the non statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

(3) Summary list of technically qualified tenderers will be uploaded online.

(4) Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

(5) During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

(6) Intending tenderers may remain present if they so desire.

e-Tender Financial Proposal

1. Quoting rate in Price Bid

The financial proposal should contain all items mentioned in the Price Bid. The Bidder is to quote the rate online through computer in the space marked for quoting rate in the Price Bid.

2. Digital Signature

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Bidder. Financial capacity of a bidder will be judged on the basis of information furnished.

3. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

4. Rejection of Bid

WBEIDCL reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

5. Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Intent, the successful bidder shall have to submit a PBG from a scheduled bank amounting to 3% of LOI value (format attached with this tender document).

SECTION C

GENERAL TERMS & CONDITIONS

GENERAL TERMS AND CONDITIONS

1 . Awarding of Contract

WBEIDC Ltd will award the contract to the successful bidder as per Quality and cost-Based Selection method .

WBEIDC reserves the right not to accept the Lowest Price bid with out assigning any reason what so ever and the bidder will not challenge such decision in any forum what so ever WBEIDC also reserves the right to split the order and / or drop any line item as per direction of the end customer. The successful bidder will have to give security deposit of 3% of total value of the LOI in the form of BANK GURANTEE for a period of 60 days+ the maximum warranty period among the items quoted. After receiving the PBG, firm P.O will be issued.

2 . Amendment of Invitation

At any time 1 days prior to the deadline for submission of proposals, WBEIDC reserves the right to add / modify / delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents (Techno Commercial as well as Price Bid).

3 . Amendment of Proposals

In order to afford prospective Bidder reasonable time to make amendment in their proposals, WBEIDC may, at its discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on WBEIDC.

4 . Assignments

Assignment of the job to third party is not allowed without the consent of WBEIDC Ltd.

5 . Rejection of BID

Any deviation from the given specification and make, will be treated as rejected.

6 . Canvassing

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved Contractors.

7 . Date & Time validity of the quotation

Any quotation submitted later than the date and time mentioned above will not be accepted

8 . Discrepancies and Adjustment thereof

Discrepancy between description in words and figures, the rate, which corresponds to the words quoted by the bidder, shall be taken as correct. Discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate, the unit rate shall be regarded as firm. Discrepancy in totaling or carry forward in the amount quoted by the bidder shall be corrected.

9 . Disputes and Arbitrations

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Managing Director, WBEIDC Ltd. or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Managing Director shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The Contractor will have no objection in any such appointment that arbitrator so appointed is employee of WBEIDC Ltd. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof. The arbitration shall be held in Kolkata only.

10 . GTC-EMD-ONLINE PAYMENT

//The bidder shall pay an EMD of Rs. 100,000 through Net banking or through RTGS/NEFT through the [https://wbtenders.gov.in //portal](https://wbtenders.gov.in//portal) as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal. //For detail payment procedure & guideline on the same bidders are advised to follow the same order. //You may find the GO by clicking the link <https://bit.ly/2zZ4i6e>

11 . Force Majeure Condition

If the execution of the contract/supply order is delayed beyond the period stipulated in the supply order as result of outbreak of hostilities, declaration of an embargo or blockade of road, fire, flood or any such act of nature, then WBEIDC LTD may allow such additional time by extending the project execution timeframe as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the WBEIDC LTD, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

12 . Inclusion of freight & insurance

Price quoted should be inclusive of freight & insurance upto the delivery locations.

13 . Formats and Signing of Proposals

The original proposal shall be neatly typed and shall be signed by an authorized signatory / signatories on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the proposal. The person or persons signing the proposal shall initial all pages of the proposal, except for un-amended printed literature. The proposal shall contain no interlineations, erase or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialed with date by the authorized signatory after striking out the original words / figures completely.

14 . Governing Laws

This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

15 . Insertion of Webel's GST in Vendor invoice

All bills/ invoices must be raised / submitted with proper GSTIN No. of WBEIDC Ltd (GSTIN No.- 19AAACW2411Q1Z1) for releasing payment.

16 . Late Proposals

Any proposal received by WBEIDC after the deadline for submission of proposals, as referred above shall not be accepted.

17 . Language of Proposal & Correspondence

The proposal submitted by the Bidder should be in English language only. All the documents relating to the proposal (including brochures) supplied by the firm should also be in English, and the correspondence between the Bidder & WBEIDC will be in English language only. A duly signed formal copy must subsequently confirm the correspondence by Fax / e-mail.

18 . Non escalation of Price

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

19 . Non-eligibility of bid by Webel Group Company

No Webel group company allowed to bid in WBEIDC tenders, and bids will be summarily disqualified if received from any WEBEL group company.

20 . Availability of PAN

Any quotation submitted without PAN of the vendor will be summarily rejected.

21 . Proposal Currency

Prices shall be quoted in Indian Rupees, inclusive of all prevailing taxes, levies, duties, etc.

22 . Cancellation of PO

WBEIDC Ltd. reserves the right to cancel Purchase Order if the agreed delivery schedule is not adhered to by the supplier. Any loss arising out of such delay in the supply of the equipment / service, shall be on the supplier account.

23 . Period of Validity of Proposals

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and / or rate must be valid for a minimum period of 180 Days from the date of opening of the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder. The price validity will remain unaltered irrespective of any reason including foreign exchange rate variation. Variation in statutory rate levied by Government will however be reflected for both reduction and escalation.

24 . Whom to report

Reporting: You have to report to SHRI SOURAV GUHA THAKURTA, GM(CIO) for TECHNICAL purposes.

25 . Detail Specification

DETAILED SCOPE OF WORK AS PER ATTACHED ANNEXURE-2 DETAILED METHOD OF SELECTION & TECHNICAL EVALUATION ANNEXURE-3

26 . Deduction of Tax at Source

Deduction of all statutory and necessary Tax from each bill will be made as per Government Rules prevailing at the time of payment. The Company will issue necessary tax deduction certificate in due course of time.

27 . Additional Terms & Conditions

AT THE TIME ACCEPTING LOI, VENDOR IS ADVISED TO CHECK THE GST PERCENTAGE MENTIONED IN THE LOI. IN CASE OF ANY CHANGE BIDDER MUST INFORM GM (COMMERCIAL) IN WRITING PRIOR TO ISSUE OF THE PURCHASE ONCE PURCHASE ORDER ISSUED NO SUBSEQUENT REQUEST FOR CHANGE IN GST PERCENTAGE WILL BE ENTERTAIN

SECTION D

SPECIAL TERMS & CONDITIONS

SPECIAL TERMS AND CONDITIONS

1 . PBG after LOI

You are requested to convey your acceptance of this Letter of Intent and to submit the desired information at an early date and submit the required Bank Guarantee in the attached prescribed format within a period of 14 days from the date of placement of this Letter of Intent, failing which this Letter of Intent is likely to be treated as cancelled.

2 . Consignee Details

Consignee Details: WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LTD.

3 . Delivery time period

THE MODULE HAS TO BE IMPLEMENTED WITHIN 3 MONTHS FROM ISSUANCE OF PURCHASE ORDER
GO-LIVE DATE: APRIL 2023

4 . Delivery Locations

Delivery/Installation location:

AS DIRECTED BY WBEIDC LTD , WEBEL BHAVAN, BLOCK-EP & GP, SECTOR-V, SALT LAKE, KOLKATA-700091.

5 . Taxes all inclusive

Price will be all inclusive including tax, installation, freight, insurance & any other charges. Tax portion should be mentioned separately.

6 . Liquidated Damage

As per the job mentioned in the tender document; In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the Vendor(s) for sum equivalent to 1.00% of the contract value for each week or part thereof, subject to a ceiling of 5.00% of the contract value (including all taxes & duties and other charges). In the event of LD exceeds 5.00% of the order value, WBEIDC reserves the right to terminate the contract and WBEIDC will get the job completed by any other competent party. The difference of cost incurred by WBEIDC will be recovered from the earnest money deposited / PBG / Invoice submitted by the vendor (as applicable).

7 . Payment Authority

Payment sanctioning authority: SHRI. SOURAV GUHATHAKURTA, GM(CIO).

8 . Payment Terms

THE PAYMENT WILL BE MADE AS PER THE PAYEMENT MILESTONE MENTIONED IN ANNEXURE-4

9 . Security Deposit

Successful bidder will have to submit a performance bank guarantee within 14 DAYS of issuance of LOI, amounting 3% total ordered value in the format given in the tender document for a validity period of 60 DAYS more than the warranty period (5 YEARS from the date of final acceptance of the end customer) of the quoted items.

10 . Service Level Agreement

A SERVICE LEVEL AGREEMENT HAS TO BE EXECUTED WITH THE SELECTED BIDDER, POST SUBMISSION OF PBG
FORMAL PURCHASE ORDER ONLY BE ISSUED SUBJECT TO EXECUTION OF SLA & SUBMISSION OF PBG

11 . Warranty

The bidder will warranty that products supplied under the contract are newly made and are free from defects in the design, engineering and workmanship. The bidder would be responsible for the up keep and maintenance of the infrastructure with a resolution time of 12 HRS and necessary deliverables under the scope of work during the entire on-site warranty period of 5 YEARS from the date of FINAL ACCEPTANCE of the system by the customer. The bidder shall not, without the express prior written consent of WBEIDC, assign to any third party of the contract or part thereof.

SECTION D

Service support for the entire warranty period will be on site and comprehensive and free of cost for the entire warranty period.

BOQ, TECHNICAL SPECIFICATIONS & DELIVERY LOCATIONS


SL. No.	Description / Specification	Qty	UOM	Delivery Location
1	ENTERPRISE LICENSE FOR THE RENT MGMT. SOFTWARE	10	Nos.	HO (KOL)
2	IMPLEMENTATION OF THE APPLICATION	1	Lump Sum	HO (KOL)
3	SUPPORT & MAINTENANCE - FOR 1st YEAR	1	Years	HO (KOL)
4	SUPPORT & MAINTENANCE - FOR 2nd YEAR	1	Years	HO (KOL)
5	SUPPORT & MAINTENANCE - FOR 3rd YEAR	1	Years	HO (KOL)
6	SUPPORT & MAINTENANCE - FOR 4th YEAR	1	Years	HO (KOL)
7	SUPPORT & MAINTENANCE - FOR 5th YEAR	1	Years	HO (KOL)

Delivery / Service Location Details

Location Code	Location Address
HO (KOL)	Webel Bhavan, Block - EP & GP, Sector - VBidhannagar, Salt LakeKolkata700091

Payment Terms Details

Payment Terms Code	Description
30D DELV	Within 30 days after delivery.

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COMPLIANCE SHEET

SL. No.	Description / Specification	Qty	UOM	Offered Specification	Compliant (Yes/No)	Deviation Details (if any)
1	ENTERPRISE LICENSE FOR THE RENT MGMT. SOFTWARE	10	Nos.			
2	IMPLEMENTATION OF THE APPLICATION	1	Lump Sum			
3	SUPPORT & MAINTENANCE - FOR 1st YEAR	1	Years			
4	SUPPORT & MAINTENANCE - FOR 2nd YEAR	1	Years			
5	SUPPORT & MAINTENANCE - FOR 3rd YEAR	1	Years			
6	SUPPORT & MAINTENANCE - FOR 4th YEAR	1	Years			
7	SUPPORT & MAINTENANCE - FOR 5th YEAR	1	Years			

ANNEX – PBG

PERFORMANCE SECURITY GUARANTEE BOND

1. In consideration of the MD , WBEIDC (hereinafter called "WBEIDC") having agreed to exempt _____ (hereinafter called 'the said contractor(s)') from the demand under the terms and conditions of an agreement/Advance Purchase Order No _____ dated _____ made between _____ and _____ for the supply of _____ (hereinafter called "the said agreement "), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for _____ we, (name of the bank) _____ (hereinafter refer to as "the bank") at the request of _____ (contractor(s)) do hereby undertake to pay to the WBEIDC an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by WBEIDC by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the WBEIDC by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of WBEIDC in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding _____.

3. We undertake to pay to the WBEIDC any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We(name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the WBEIDC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____(office/Department) WBEIDC certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of TWO/TWO AND HALF/THREE YEARS (as specified in the tender no.....) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank) _____ further agree with the WBEIDC that the WBEIDC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the WBEIDC against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the WBEIDC or any indulgence by the WBEIDC to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).

7. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the WBEIDC in writing.

Dated the _____ day of _____, 20 _____

for _____
(Indicate the name of bank)

ANNEX - TECHNICAL COMPLIANCE STATEMENT

ALL TECHNICAL PARAMETERS OF ITEMS ARE MANDATORY. NO DOWNWARD DEVIATION IS ALLOWED. IN CASE OF ANY DEVIATIONS IN SPECIFICATIONS OF THESE ITEMS, THE BID WILL BE SUMMERILY REJECTED.

The bidder has to attach a technical compliance sheet in the following format:

Sl. No.	Description of Items	Make & Model No.	Qty	Unit	Offered Specification	Remarks
1						

PRICE BID

The price has to be submitted online only.

ANNEX – EXP PROF
EXPERIENCE PROFILE

Name of the Firm:

List of projects completed that are similar in nature to the works executed during the last 3 (three) years, as stated above.

Sl. No.	Customer's Name	PO No. and Date	Value in Rs.	Date of Successful Completion of the job	Completion Certificate Date issued by Customer

Note:

- i. Certificate from the Customers to be attached
- ii. Non-disclosure of any information in the Schedule will result in disqualification of the firm

Signature of applicant including title
and capacity in which application is made.

ANNEX - SAO
STRUCTURE AND ORGANISATION

1) Name of Applicant	:	
2) Office Address	:	
Telephone No.	:	
Fax No.	:	
3) Name and Address of Bankers	:	
4) Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data.	:	

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

Signature of applicant including title
and capacity in which application is made.

**Tender number: WEBEL/ EOT/COM/22-23/00069 Dated 16-12-2022
Implementation of Realty Management Module at WBEIDC Ltd.**

Bidder's Pre-Qualification Annexure-1

#	Basic Requirement	Eligibility Criteria	Document Proof
1.	Annual Sales Turnover	Average Annual Turnover from ERP related business in last five (5) financial Years ending 31.03.2022 should be minimum INR 10 Crores per year and must have been a profit-making organization for last 3 financial years ending 31.03.2022.	Extracts from the Balance sheet and Profit Loss and Certificate from statutory auditor / Chartered Accountant
2.	Technical Capability	The bidder should have implemented at least two (02) ERP in the area of Realty Management and Project Management worth Rs. 1 Cr. each	Copy of order work Completion certificate issued by the customer.
3.		The bidder should have implemented 15 ERP projects in the same version or one version lower across the world, in the area of Realty Management/Project Management.	Copy of order work Completion certificate issued by the customer.
4.		The bidder should have implemented one (01) ERP within India in a Govt. Deptt. / PSU / Large Corporate with more than 50 users in last five (05) years.	Copy of order work Completion certificate issued by the customer.
5.	Consortium	The bid shall be submitted only by the Bidder; no consortium is allowed in this Bid. Declaration in this regard needs to be submitted.	Copy of declaration
6.	Legal Entity	The bidder must be a Company / Partnership Firm / Sole Proprietorship Firm. The bidder should have existence in India for last ten (10) years at the end of 31 st March 2022.	Copy of incorporation Certificate / Partnership Deed / Proprietorship firm self-declaration Certificate. Copies Balance Sheet, P/L and I-T returns for last 03 Years.
7.	Resource Deployment	The core implementation team (Project Manager, Lead, Technical Lead, and Techno-Functional Consultants) has to be in the payroll of the bidder. The Resource team should have at least 5 years of experience in the same company and should have at least 10 years of installation experience of the offered ERP solution.	Undertaking from the Signing Authority/ HR Head to this effect along with proof of experience in the Company and implementation experience.
8.	Offered Product	The offered product should be a Real Estate vertical based solution with majority of the required functionality available as out-of-the-box solution. The product has to be GST Compliant. The product has to be integrated	Data sheet of the product and certification from OEM.

**Tender number: WEBEL/ EOT/COM/22-23/00069 Dated 16-12-2022
Implementation of Realty Management Module at WBEIDC Ltd.**

Scope of Work-Annexure-2

Sl. No	Requirements
1.	System will gather all information (number of floors, size of the floor, facilities available etc.) of a building after completion and a property code will be
2.	System will allow the user to fix up rent structure
3.	System should integrate with RMC Portal to collect information of the applicants applied for available spaces and will generate an unique identification number for each applicant
4.	System will allow user to select the competent applicant and a customer ID will be created to the eligible vendor after selection process. System will generate a
5.	System will match property ID with the Customer ID and customer property card will be created.
6.	System will send an UIN to each applicant using which they can track their application status
7.	System will send an intimation of allotment of property to customer through mail
8.	System will facilitate issuance of Provisional Allotment, Final Letter of Allotment & Final Letter of Agreement
9.	System will update customer & property details against final allotment & will generate a final allotment letter.
10.	System will generate customer wise monthly rental bill at the end of each month
11.	System will intimate customer about the rental bills through email or SMS
12.	System will create Sub-Tenant Master to gather all relevant informations of the
13.	System will provide No Objection Certificate (NOC) for renting out part of the property built on plot issued
14.	System will generate a permission fee for renting out part of property built on issued
15.	System will track the payment received against the bills generated and issue an alert message for non-responsive tenant
16.	System will generate a money receipt against the payment received
17.	System will generate an alert message to the concerned user for lapse of agreement at the end of agreement period
18.	System will initiate refund of security deposit to Tenant(s) in the event of non-renewal and no dues pending
19.	System will generate a MIS for the status of each property
20.	System will allow to upload the scanned agreement copy in PDF format
21.	System will check for pending dues against each property allotted to a particular customer before final settlement
22.	System will automatically generate an NOC/NDC if all dues are cleared
23.	System will update the property status (as Vacated /Ready to-be-rented)

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Sl. No	Requirements
24.	System should enable integration with the existing application.
25.	System will mark the property if eviction of property is done on the basis of legal document (in case the tenant is absconding). In that case a system generated mail will be issued to customer regarding eviction of property
26.	Online Portal has to be available for the tenants where: <ul style="list-style-type: none"> • An online portal for Rental Tenants or Owners and Property Managers and Tenants - as appropriate. • Allows Commercial Lessee / Tenants to view Rental Invoices, Payments made, Receipts created. • Allows for the raising of Trouble tickets that automatically get routed to the right department for resolution and tracking. • Details of Term sheets, Electricity bills, and various legal documents are made available via the portal. • Contact data for various groups and teams within the organization are available.
27.	A live dashboard has to be made available to understand the following by the top-management. <ul style="list-style-type: none"> • Status of Customer-wise, Property-wise, Bill-wise outstanding • Debtors Age-analysis • Notifications against the following: <ol style="list-style-type: none"> 1. Expiry of Agreement 2. Expiry of due date of invoice 3. Unadjusted receipts of Debtors etc.

Bidder's Technical Evaluation Annexure-3

A. Bidder's Past Experience (30 Marks)

#	Technical Eval. Criteria	Description	Max. Marks
A1.	Experience in Real Estate implementation in last 05 years	<ul style="list-style-type: none"> • 5 Projects worth Rs. 50 lacs each = 20 Marks • 10 Projects worth Rs.25 Lacs each = 15 Marks • 15 Projects worth Rs.10 Lacs each = 10 Marks 	20
A2.	Experience in ERP Implementation	In the area of Project Management = 5 Marks Experience in core ERP integration = 5 Marks	10

B. Bidder's Technical Proposal (25 Marks)

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#	Technical Eval. Criteria	Description	Max. Marks
B1.	Bidder's understanding of	To be evaluated from the technical proposal documentation	10
B2.	Approach & Methodology	The following has to be available in the document. <ul style="list-style-type: none"> • Solution Architecture & Design • Solution Scalability • Project Management Methodology 	15

C. Bidder's Technical Presentation (20 Marks)

#	Eval. Criteria	Description	Max. Marks
C1.	Bidder's Technical Presentation	The eligible bidders will be asked to give a live demonstration on the proposed ERP solution. The Proof of Concept should depict how it proposes to handle various module as mentioned in the scope. The bidder's technical proposal will be evaluated on the basis of the documents submitted along with this presentation.	20

D. Bidder's Resource Deployment (25 Marks)

#	Position	Minimum Requirement	Max. Marks
D1.	Project Manager (01)	Experience = 10+ Yrs of ERP implementation as Project manager Educational Qualification = Graduate / Master degree holder	5
D2.	Solution Architect (01)	Experience = 10+ Yrs of ERP implementation incl. solution designing, business blueprinting etc. Educational Qualification = Graduate / Master degree holder	5
D3.	Functional Lead (01)	Experience = 8+ Yrs of ERP implementation in Real Estate Modules Educational Qualification = Graduate / Master degree holder	5
D4.	Functional Consultant (02)	Experience = 5+ Yrs of ERP implementation in Real Estate Modules, Project management etc. Educational Qualification = Graduate / Master degree holder	10

Selection Method

The evaluation committee will evaluate each of the bids on the basis of Technical Evaluation criteria. At the stage of technical evaluation, WEBEL will assign points (quality of services score) to the pre-qualified bidders based on the technical evaluation criterion mentioned in this RFP.

To qualify the technical evaluation stage, the bidder must score a minimum of 50 marks.

The commercial bid of the technically qualified bidders will then be opened and reviewed to determine whether the commercial bids are substantially responsive in respect of commercial

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Considerations. The evaluation will be made on the basis of QCBS with 70:30 ratio, where the weightage on the Technical part will be 70 percent and the 30 percent weightage to be given in commercial. The bidder with the highest total score would be declared successful.

The cost indicated in the Commercial Proposal shall be deemed as final and reflecting the total cost of services and should be stated in INR only. The lowest Commercial Proposal (Fm) will be given a score (Sf) of 100 points.

The Financial scores (Sf) of the other Commercial Proposals will be determined using the following formula:

$$Sf = 100 \times Fm/F;$$

In which Sf is the Commercial score, Fm is the lowest Commercial Proposal, and F is the Commercial Proposal (in INR) under consideration.

Proposals will be finally be ranked in accordance with their combined technical (St) and financial (Sf) scores:

$$S = St \times Tw + Sf \times Fw;$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Commercial Proposal that will be in the ratio of 0.70:0.30.

For Additional information/clarification (if reqd.), WBEIDC reserves the right to ask for any additional information. Bidders that fail to submit additional information or clarification as sought by evaluation committee within 10 days of the receipt of letter requesting for such additional information and/or clarification from WBEIDC, their bids will be evaluated based on the information furnished along with the bid proposal.

Payment Milestone Annexure-4

Payment will be made within 30 days from bill submission along with all necessary documents and reports certified by competent authority of WBEIDC as per payment schedule given below -

Sl No	Line Items	Payment Schedule
1.	ENTERPRISE LICENSE FOR THE RENT MGMT. SOFTWARE	For Line items No 1 & 2 payment will be made after Go-Live
2.	IMPLEMENTATION OF THE Application	
3.	SUPPORT & MAINTENANCE - FOR 1st YEAR	Will be made annually on deferred basis
4.	SUPPORT & MAINTENANCE - FOR 2nd YEAR	Will be made annually on deferred basis
5.	SUPPORT & MAINTENANCE - FOR 3rd YEAR	Will be made annually on deferred basis
6.	SUPPORT & MAINTENANCE - FOR 4th YEAR	Will be made annually on deferred basis
7.	SUPPORT & MAINTENANCE - FOR 5th YEAR	Will be made annually on deferred basis

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Format for Bidder's Particulars- Annexure-5

<<To be printed on bidder company's letterhead and signed by Authorized signatory>>

(Tender No. WEBEL/ EOT/COM/22-23/00069 Dated 16-12-2022)

Date: dd/mm/yyyy

To

The General Manager (Commercial)

WBEIDC Ltd

Webel Bhavan, Block EP & GP, Sector-V

Salt Lake Electronics Complex Kolkata-700091

Bidder information Format

#	Description	Details (to be filled by the responder to the RFP)
1.	Name of the company	
2.	Official address	
3.	Phone No. and Fax No.	
4.	Corporate Headquarters Address	
5.	Phone No. and Fax No.	
6.	Web Site Address	
7.	Details of Company's Registration (Please enclose copy of the company registration document)	
8.	Name of Registration Authority	
9.	Registration Number and Year of Registration	
10.	Quality Certificates and its validity	
11.	GST registration No.	
12.	Permanent Account Number (PAN)	
13.	Corporate Identity Number (CIN)	

Contact Details of officials for future correspondence regarding the bid process:

Details	Authorized Signatory	Secondary Contact
Name		
Title		
Company Address		
Mobile		
Fax		
Email		

**Tender number: WEBEL/ EOT/COM/22-23/00069 Dated 16-12-2022
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Yours Sincerely,

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone& Fax :

E-mail address :

Annexure-6: Bidder's Annual turnover over last 3 financial years

<<To be printed on bidder company's letterhead and signed by Authorized signatory>>

Date: dd/mm/yyyy

(Tender No. WEBEL/ EOT/COM/22-23/00069 Dated 16-12-2022)

To,

The General Manager (Commercial)

WBEIDC Ltd

Webel Bhavan, Block EP & GP, Sector-V

Salt Lake Electronics Complex Kolkata-700091

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document. I hereby declare that below are the details regarding Overall turnover over last 3 financial years for our organization.

#	Details	FY 2019-20 (in Crores) (a)	FY 2020-21 (in Crores) (b)	FY 2021-22 (in Crores) (c)	Average Turnover [(a+b+c)/3]
1	Overall Annual Turnover				
2	Sales turnover from ERP Business				

Yours Sincerely,

Signature of Statutory Auditor (with official seal)

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Name :
Designation :
Address :
Telephone& Fax :
E-mail address :

Annexure-7: Declaration for not being blacklisted

(Self-declaration for not being blacklisted by any Government Entity)

(To be submitted on the Letterhead of the responding firm)

(Place)

(Date)

To,

The General Manager (Commercial)

WBEIDC Ltd

Webel Bhavan,Block EP & GP, Sector-V

Salt Lake Electronics Complex Kolkata-700091

Ref: Implementation of Realty Management Module at WBEIDC Ltd - Tender No. WEBEL/
EOT/COM/22-23/00069 Dated 16-12-2022

Dear Sir,

In response to the above mentioned RFP I/We, _____, as _____ <Designation>
of M/s _____, hereby declare that we are not blacklisted or ineligible to
participate for bidding by any State/Central Government, Semi-Government or PSU.

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

**Tender number: WEBEL/ EOT/COM/22-23/00069 Dated 16-12-2022
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Annexure-8: Format for Manufacturer's Authorisation Form

(To be submitted on the Letterhead of the Manufacturer and duly signed by an authorized signatory)

Date:

To,

The General Manager (Commercial)

WBEIDC Ltd

Webel Bhavan , Block EP & GP, Sector-V

Salt Lake Electronics Complex Kolkata-700091

Ref: Tender No.: WEBEL/ EOT/COM/22-23/00069 Dated 16-12-2022

WHEREAS _____ who are official producers of _____ and having production facilities at _____ do hereby authorize _____ located at _____ (hereinafter, the "Bidder") to submit a bid of the following Products produced by us, for the Supply Requirements associated with the above Invitation for Bids.

When resold by _____, these products are subject to our applicable standard end user warranty terms till the end of contract period by the SI/bidder.

We assure you that in the event of any failure/issue, not being able to fulfil its obligation as our Service Provider in respect of the warranty we would continue to meet our warranty through alternate arrangements.

We also confirm that _____ is our authorized service provider/system integrator and can hence provide maintenance and upgrade support for our products.

We also confirm that the products quoted are on our current product list and are not likely to be discontinued within 5 years from the day of this letter. We assure availability of spares for the products for the next five years.

We also confirm that the License will be delivered within scheduled delivery dated as per the tender terms from the date of placement of confirmed order.

The Toll free number, ticketing website and escalation matrix with the mail Id and fixed mobile number are as follows. In case of any change it will be intimated to you immediately by us.

Name _____ In the capacity of _____

Signed _____

Duly authorized to sign the authorization for and on behalf of _____

Dated on _____ day of _____ 2022

**Tender number: WEBEL/ EOT/COM/22-23/00069 Dated 16-12-2022
Implementation of Realty Management Module at WBEIDC Ltd.**

Annexure-9: NIT Declaration

(To be submitted on the Letterhead of the bidder)

(Place)

(Date)

To,

The General Manager (Commercial)

WBEIDC Ltd

Webel Bhavan, Block EP 0 GP, Sector-V

Salt Lake Electronics Complex Kolkata-700091

Ref: Tender No. WEBEL/ EOT/COM/22-23/00069 Dated 16-12-2022

Sub: Submission of proposal in response to RFP for Implementation of Realty Management Module at WBEIDC Ltd

Dear Sir,

- i. We have examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP no. _____ Dated _____ for “Implementation of an Integrated Enterprise Resource Planning (ERP) solution for West Bengal Electronics Industry Development Corporation Limited (WEBEL)”, in full conformity with the said RFP document.
- ii. We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
- iii. In the event of acceptance of our bid, we do hereby undertake:-
 - a. To commence services as stipulated in the schedule of delivery forming a part of the attached proposal.
 - b. We affirm that the price quoted are inclusive of all charges and all taxes.
- iv. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 180 days from the date of submission of the bid.
- v. The EMD as given in Notice Inviting Tender Section is attached with this proposal.
- vi. The EMD of INR 1, 00,000 (Rupees One Lakhs only) submitted by us may be encashed if we do not submit the requisite Performance Bank Guarantee within 60 days of award of contract.
- vii. We further declare that we have agreed and accepted all the clauses / sub-clauses / formats / terms & conditions other requirements related to the said tender and we will abide by the same as mentioned in the tender document while participating and executing the said tender.

**Tender number: WEBEL/ EOT/COM/22-23/00069 Dated 16-12-2022
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- viii. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
- ix. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
- x. We understand you are not bound to shortlist / accept any proposal you receive

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

Annexure-10: Technical Capability/ Past Projects

General Instructions on Preparation of the Technical Proposal

Bidders have to submit a very structured and organized technical bid, which will be analysed by the Technical Evaluation Committee for different compliances with regards to the requirements of the project. The document submitted must be searchable and well indexed without any handwritten material. Quality and completeness of the information submitted by the Bidder will matter a lot for carrying out fair evaluation of the bidder's capability.

The past experience in several projects is to be submitted in the format mentioned below:

#	Criteria	Details
	Client Information	
1	Name of the Client	
2	Name of the person who can be referred to from Clients' side, with name, designation, postal address, contact phone, fax number, email id)	
3	Nature of Business / operation of Client	
	Project Details	
4	Brief description of the Project	
5	Version of ERP Product Implemented	
6	ERP Modules implemented	
7	Number of Users of the ERP solution	
8	Date of Contract Award	
9	Date of ERP Go-Live	
10	Functional areas of business covered in the project	
11	Location of ERP implementation in India	
12	Work Order value	
	Supporting Documents	

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13	Copies of Work Order issued by the Customer detailing scope of work and values of project incl. taxes	
14	Work completion certificate by the Customer	

Signature with Official Stamp:

Name of Authorised Signatory:

Designation:

Undertaking on Total Responsibility

(To be submitted on the Letterhead of the bidder)

Date:

(Tender No. WEBEL/ EOT/COM/22-23/00069 Dated 16-12-2022)

To,

The General Manager (Commercial)

WBEIDC Ltd

Webel Bhavan, Block EP & GP, Sector-V

Salt Lake Electronics Complex Kolkata-700091

Dear Sir,

Sub: Self-certificate regarding Total Responsibility

This is to certify that we undertake total responsibility for the successful and defect free operation of the proposed implementation of Realty Management Module at WBEIDC Ltd, as per the requirements of the RFP.

Thanking you,
yours faithfully

(Signature of the Authorized signatory of the Bidding Organisation)

Name :

Designation :

Date :

Time :

Seal :

Business Address: