

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/22-23/00075R (2ND CALL)
Dated: 30-01-23

For: IMPLEMENTATION OF HRMS & PAYROLL SOLUTION AT WBEIDC LTD. AND INTEGRATION WITH MICROSOFT D365 BUSINESS CENTRAL

The G.M (COM) on behalf of WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED invites Tender for the work detailed in table bellow:- (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)	TECHNICAL Bid Opening Date and Time (Online)
Implementation of HRMS & Payroll Solution at WBEIDC Ltd. and integration with Microsoft D365 Business Central	Rs.500/-	Rs. 15,000/-	13 February 2023 12:00 PM	15 February 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	03 February 2023	12:00 PM
Publishing Last Corrigenda (if any)	06 February 2023	5:00 PM
Submission of Bid(s)	13 February 2023	12:00 PM
TECHNICAL Opening	15 February 2023	3:00 PM
PRICE Opening	17 February 2023	3:00 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**

	Tender No. WEBEL/EOT/COM/22-23/00075R (2 ND CALL) Dated: 30-01-23 For IMPLEMENTATION OF HRMS & PAYROLL SOLUTION AT WBEIDC LTD. AND INTEGRATION WITH MICROSOFT D365 BUSINESS CENTRAL	Page No: 1
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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.

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(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 whose bid has been valued as per Price and Other criteria . 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. 15,000 through Net banking or through RTGS NEFT through the <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 DETAILED METHOD OF SELECTION & TECHNICAL EVALUAT ANNEXURE

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 O ONCE PURCHASE ORDER ISSUED NO SUBSEQUENT REQUEST FOR CHANGE IN GST PERCENTAGE WILL BE ENTERTAI

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 Locations

Delivery/Installation location:

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

4. Taxes all inclusive

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

5. 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).

6. Payment Authority

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

7. Payment Terms

THE PAYMENT WILL BE MADE AS PER THE PAYMENT MILESTONE MENTIONED IN ANNEXURE

8. 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.

9. 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

10. 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. 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	HRMS, Payroll & ESS Software	1	Nos.	HO (KOL)
2	Implementation Cost	1	Nos.	HO (KOL)
3	Data Migration Cost	1	Nos.	HO (KOL)
4	Support & Maintenance Cost	4	Years	HO (KOL)

Delivery / Service Location Details

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



COMPLIANCE SHEET

SL. No.	Description / Specification	Qty	UOM	Offered Specification	Compliant (Yes/No)	Deviation Details (if any)
1	HRMS, Payroll & ESS Software	1	Nos.			
2	Implementation Cost	1	Nos.			
3	Data Migration Cost	1	Nos.			
4	Support & Maintenance Cost	4	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

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)

PRICE BID

The price has to be submitted online only.

Annexure: Tender ref. no. WEBEL/EOT/COM/22-23/00075R (2ND CALL), Dated 30.01.2023

Bidder's Pre-Qualification

#	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 80.00 Lakhs per year and must have been a profit-making organisation 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-I	The bidder should have implemented at least one (01) ERP in the area of HRMS & Payroll worth Rs. 27.00 Lakhs or two (02) ERP in the area of HRMS & Payroll worth Rs. 14.00 Lakhs each or three (03) ERP in the area of HRMS & Payroll worth Rs. 9.00 Lakhs each	Copy of order & work completion certificate issued by the customer.
3.	Technical Capability-II	The bidder should have implemented 2 ERP projects in the same version or one version lower across the world, in the area of HRMS & Payroll.	Copy of order & work completion certificate issued by the customer.
4.	Technical Capability-III	The bidder should have implemented one (01) ERP within India in the area of HRMS & Payroll or ERP Projects which are completed as well as Ongoing in nature may be submitted. Copy of PO will be considered as an artefact to substantiate. in a Govt. Deptt. / PSU / Large Corporate 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, Technical Lead, Functional Consultants, Developer, Quality Assurance) has to be in the payroll of the bidder. The Resource team should have at least 5 years of experience.	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 HRMS & Payroll 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 with Microsoft Dynamics 365 ERP solution	Data sheet of the product and certification from OEM.

Bidder's Technical Evaluation (100 Marks / Pass Marks = 50)

A. Bidder's Past Experience (30 Marks)

#	Technical Eval. Criteria	Description	Max. Marks
A1.	Experience in HRMS & Payroll implementation in last 05 years	<ul style="list-style-type: none"> • >=5 ERP Projects = 20 Marks • 2-4 ERP Projects = 15 Marks 	20
A2.	Experience in integration of HRMS & Payroll with Core ERP in last 05 years	Having experience of Integration with MS Dynamics/Core ERP with the proposed product" = 05 marks	5
A3.	Experience in HRMS & Payroll implementation in last 05 years	Experience in implementing HRMS & Payroll in Govt. / PSU = 5 Marks	5

B. Bidder's Technical Proposal (25 Marks)

#	Technical Eval. Criteria	Description	Max. Marks
B1.	Bidder's understanding of Project	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 • Fitment with the Scope of the Work 	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 HRMS & Payroll 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.	Project Lead (01)	Experience > 10+ Yrs of ERP implementation incl. solution designing, business blueprinting etc. in HRMS & Payroll modules only. Educational Qualification = Graduate / Master degree holder	5

D3.	Developer (02)	Experience > 5+ Yrs of the proposed HRMS & Payroll Solution Educational Qualification = Graduate / Master degree holder	10
D4.	Quality Assurance (01)	Experience = 5+ Yrs of QA, Testing & Training of the proposed HRMS & Payroll Solution Educational Qualification = Graduate / Master degree holder	5

Method of Selection: QCBS (Technical- 70 : Commercial - 30)

Scope of Work

Sl. No	Requirements
General	
1.	The software solution should support payroll processing and Employee Self Service for at least 1000 employees.
2.	The system should include all the master data, configuration and rules that enable Personnel and HRD transactions in the application
3.	The system to provide for Holiday master data (for every calendar year) that helps in managing Holiday details such as Holiday date, holiday description etc.
4.	The system to allow Competent Authority (workflow rules) master that helps in assigning the appointing authority, approving authority, leave sanctioning authority and immediate supervisor so as to manage the HR processes workflow
5.	The system to allow different document templates that are used in different HR Modules across the software.
6.	The system to allow Organization Management Master that manages the organization hierarchy immediate supervisor and reportees for every employee. This will help drive workflow for employee and manager self service
7.	The system should have the provision of capturing previous experience and information not limiting to: Names of agencies/ organization, Tenure (from-to), Role.
8.	The system should have the provision of maintaining the following minimum employee information: Employee number, Employee name, Address (Present and permanent), ID & Address Proofs, Phone number(official (extn/personal), mobile number, e-mail ID(official/personal), Gender, Emergency Contact Number, Blood group Marital Status Academic Qualification, Professional qualifications, Designation and Date of birth,
9.	The system should allow to change the cadre/ designation/ pay scale/ reporting structure of the employee after getting promoted or demoted by authorized personnel
10.	The system should able to change the role of the employee (Promotions)
11.	The system should be able to record the retirement date of the employee and update HR record accordingly.
12.	The system should be able to record suspension, termination & retirement of the employee
13.	The system should be able to freeze all the rights of the suspended, terminated & retired employee

14.	The System should allow to record, update and manage the following: <ul style="list-style-type: none"> • Employee basic information • Grade and Pay related particulars • Service Record • Loans & Advances • Appraisal information • Skills & Training • Leave information • Perquisites & eligibility information • Actions initiated information
Recruitment	
15.	The system should be able to view the vacancy position in different views to meet the recruitment authority requirements. OCR/ other screening software. Per job posting OCR should scan 200 pages (approximately). Backlog: 3000 pages need to undergo OCR activity to create CV database.
16.	The system should allow to design the resource requirement plan
17.	System should be able to accept duly-filled applications & documents from applicants for the designated vacant posts
18.	System should be able to conduct preliminary screening of the applications for incomplete/missing or invalid information and other ineligible applications
19.	System should allow to fix up the pay against the approved vacant post
20.	The system should generate the office orders to respective authorities responsible for recruitment to specific post
21.	System should allow to incorporate the details of the shortlisted candidates
22.	System should be able to link the selected candidate and generate the offer letter accordingly
23.	System should intimate the details of the selected candidate to the concerned/indenting department
24.	System should open a personal file of the new joinee.
25.	System should be able to capture data from CVs during shortlisting of candidates.
Appraisal	
26.	System should intimate each employee about the Annual Performance Appraisal process at the end of each financial year
27.	System should allow each employee (including new joinee tenure more than 6 months) to fill up form based on his own assessment.
28.	System should automatically send the appraisal form to the supervisor/ Project manager/Departmental Head of the concerned employee.
29.	System will intimate the concerned employee after finalisation of rating and percentage of salary increment.
30.	System will intimate Finance Department for salary increment and Payment to employees
Promotion	

31.	The System should provide name of the officials, posting profile and promotion records
32.	The system should provide access to Vigilance report and 5 years ACR of the candidate to authorized users
33.	The system should capture status of the promotion process
34.	The system should have the ability to define grade advancements within departments across all offices
35.	The system should be able to upload promotion list and print Promotion Letters of candidates found suitable for promotion
36.	The system should support prospective/wait listed promotions
37.	The system should be able to release promotion only on reporting at new place in case of officer getting transferred on promotion and generate periodical detailed report on non- reporting
38.	The system should be able to do salary fitment on promotion & intimate Finance Department accordingly
39.	The system should have the capability to handle Back Dated promotions with respective promotion policy
40.	The system should capture the departmental promotion committee formulation & procedures in case of promotions and appraisals
Attendance	
41.	The system should have the provision for maintaining calendar of working days and holidays
42.	The system should integrate with the existing Bio-metric Attendance system
43.	The system should allow the facility to reconcile attendance data with leave application, time off, on duty travel, etc. to be facilitated
44.	The system should provide interface to payroll and employee service record wherever necessary
45.	The system should provide alerts pertaining to attendance records to the reporting officer
46.	The system should generate reports on absentee employees and alert the associated functions like payroll, cash etc.
47.	The system should deduct Casual Leave as per applicable conditions
48. T	The system should intimate the employee for notifying employee for leave application update, status update of Casual Leave & deduction in Casual Leave
Leave Management	
49.	The system should have a provision for Leave crediting system to update leave accruals as per organizations policy (with applicable limit on leave carryover)
50.	The system should be able to provide facility to award and maintain different types of leave to employee as per the grade and eligibility criteria

51.	The System should support workflow with authorized Officer crediting leave to employees depending on their grades.
52.	The system should provide a facility for Authorizing Officer to review the credited leave records and endorse. Shall also be in a position to authenticate, confirm or reject and update specific/ set of leave credit depending on the requirements by the authorizing officer
53.	The system should provide an interface with Attendance and payroll system to take care of consumption of leave and update records accordingly
54.	The system should provide a workflow based Leave Operation system.
55.	The system should allow leave requirements to be initiated and forwarded to his/her superior for sanction and approval and shall get a feedback whether leave has been approved, rejected or conditional etc.
56.	The system should allow approving authority to approve the leave after checking eligibility and availability. Approval shall be sent by way of sanction order with appropriate comments
57.	The system should have the provision of specifying the type of leave, leave with strictures like half pay, loss of pay etc. in the sanction order, depending on the eligibility and availability.
58.	The system to update the sanctioned leave in the leave records and wherever wages/pay is involved, it shall interface with the payroll system. It shall also update the employee's service record
59.	Leave Encashment: employees accumulating more than 300 days earned leave are eligible for leave encashment due in the month of December every year. This financial figure is sent to Accounts department for payment along with salary.
60.	The system should allow employees to submit "Joining Report" for resuming their offices wherever, prescribed for such requirements.
61.	The system should have the capability to credit leave balances through an accrual process in the system automatically based on user defined criteria
62.	The system should have the capability to maintain local holidays and integrate with the leave management
63.	The system should be capable of record keeping and maintenance of historical data
64.	The system should have the capability to integrate with pay-roll module for calculation and recovery of loss of pay etc.
65.	The system should have the capability to provide the Section-in charge consolidated status of present/absent employees working under him/her.
66.	The system should have the ability for online approval/rejection of leave
67.	The system should have the provision for sending notification to the employee with status of approval or rejection
68.	MONTHLY REIMBURSEMENTS : Medical, Mobile, Telephone, Car, Vehicle
Loans & Advances	

69.	The system should be able to maintain the types of loans as per the eligibility, along with limits for such loans for each category of employees.
70.	The system should have a provision of maintaining loan application, approval and disbursement information, such information can be submitted either by forms or data entry
71.	The system should have a provision to define a record schedule for the loan
72.	The system should allow advice recovery to payroll each month based on the prescribed percentage of each individuals loan
73.	The system should allow to record details of references made by payroll for each employee
74.	The system should have the facility to suspend or modify the record schedule for any given loan, including reversals of any wrong recoveries that have been made
75.	The system should be able to provide information at any time to P&A departments to facilitate loan management activities
76.	Individual employees to get information on loans that they are eligible loans analysed by them and status of recoveries of such availed loans as on any given day
77.	The system should notify employee-applicant with the loan schedule & EMI details fixed by P&A department and about sanction & release of loan
78.	Facility to generate hard copy, printouts of statutory registers, brief details
79.	Provide upload facility for the scanned copies of the documents associated for any given loan
80.	Provision to calculate penalties / penal finance charges
81.	The system should support pre-Closure of loans and should be able to calculate interest till such period
82.	The system should have a facility of showing decreasing number of EMIs loan
83.	The system should provide the upper limits of loan amount for employees based on cadre & type of loan
84.	The System should be able to generate report regarding loan sanctioned during particular month, details of outstanding loans with interest
85.	All orders for all loans/ advances should be generated by system. Orders in case of medical loan, computer loan, festival advance should have a validity of one month and the system should be able to issue alert in case of non- utilization of such loans.
86.	In case of computer loan or any other type of loans, the system should provide alerts to be given in case of non- submission of required documents. Facility to upload scanned copies of documents.
Exit & Retirement	
87.	The system should be able to identify the reason of exit e.g. retirement/ compulsory retirement/voluntary retirement/death/resignation/dismissal etc.
88.	The system should have the ability to process the voluntary retirement application as per the rules defined for the particular scheme
89.	The system should initiate Clearance process and notify concerned employee accordingly

90.	The system should have provisions to facilitate approval of Clearance report & Full and Final Settlement report
91.	The system should have the capability to generate retirement notice to concerned departments and retirement proposal at least 3 months in advance in case of superannuation for sanction. For other type of retirement/exit as soon as the papers are submitted/ on-line request is received.
92.	The system should have the capability to initiate the process for making payment of the retirement as per applicable rules
93.	The system should have the ability to analyse data relating to exits/ retirements
94.	The system should have the ability to conduct on-line near real time exit interviews and record observations/comments of the authority.
95.	The System should be able to calculate Gratuity and leave encashment of employee exiting due to superannuation/VRS/CRS/ Death/ resignation/dismissal etc.
96.	System should mark the employee record after proper exit management and make the payroll inactive
97.	The system should enable management of various stages and activities related to the Exit/ Superannuation processes.
Payroll Management	
98.	The System to maintain history of records in the system (Example: changes made to compensation structure etc.
99.	The System to generate costing at various levels and be integrated with ERP GL for posting of the payroll
100.	The System to generate employee related reports-based on cost center wise / SBU wise , level wise, location wise, etc.
101.	The system should have the ability of system to generate statutory reports/ challans /forms of the applicable statutes
102.	The system should have the ability of system to restrict duplication of payment to employees
103.	The system should have the ability of system to generate data that is compatible for filing of returns with the IT department
104.	The system should have provision for separate payroll (for permanent or contract staff) processing for different groups of employees
105.	<p>The system should have the capability to make computation of the following elements:</p> <ul style="list-style-type: none"> • Fixed pay elements applicable to all employees like basic, PF, special allowance, conveyance allowance etc. • Variable pay elements based on parameters like options exercised by the employee, place of duty etc. (CCA, HRA, Recoveries like LIC, NIC etc.) • Formula based pay elements like (DA as a % of basic) and combination of the above

106.	The system should have the capability for making calculation of pay based on Compensation Rules like: <ul style="list-style-type: none"> • Scale of Pay • Years of Service • Grade • Location • Employee type like permanent staff and contractual staff Others (user defined)
107.	The system should have the capability to maintain/ configure pay elements like LTA, CPF and Medical, Service Award etc.
108.	The system should allow pay types based on defined monthly cycles of pay
109.	The system should have the capability to allow the authorized user to override the standard rate of pay for individual employees
110.	The system should have the capability to allow restriction of administrative functions to a few select payroll users
111.	The system should have the capability to provide data upload facility to upload history payroll data
112.	The system should have the capability to allow the maintenance of slab wise details for statutory elements like Income Tax, Professional Tax as well as user defined elements
113.	The system should have the facility to calculate tax as per the Income tax act without the manual intervention. The Tax regime Selection, tax slabs, rates and surcharges shall be maintained by the system and the tax shall be computed automatically
114.	The system should have a provision for handling payroll claim process such as LTC claim, medical reimbursement claims and off-cycle payment for the same
115.	The system should have provision to generate the statutory forms such as Form 16, Form 24 etc. and same should be available in the system itself.
116.	The system should have a provision for withholding salary of the suspended/ absentee employee
117.	The system should have a provision for generating bank transfer report for monthly payments.
118.	The system should have provision for generation of pay slip electronically with the applicable payment of allowances and deduction heads. Pay slip should be in printable form and should also be available online.
119.	The system should have ability to support Gratuity and superannuation computation supporting user definable contributions
120.	The system should have the provision for computing final settlement to arrive at payable and recovery amount
121.	The system should have provision for handling financial year end tax declaration and subsequent calculation for generating statutory forms
122.	The system should have the capability to process arrear and backdated payment calculations
123.	The system should have the capability to handle LTA and medical exemptions as per the income tax rules
124.	The system should have the capability to calculate HRA rebate

125.	The system should have the capability to provide linkage to leave, punishments, promotion, location, qualifications
126.	The system should have the capability to define tax rules to determine employees tax liability as per changes by the central government/ local statutory legislation for actual tax liability of employee
127.	The system should have the capability to provide investment declaration form in electronic format. The employee will be required to fill and submit the form electronically so as to automatically updating of salary record and tax calculation by the system
128.	The system should have the capability to project the tax liability of each employee for the period within a tax calendar based on the employee declaration of savings etc. and providing tax planners to the employee.
129.	The system should have the capability to handle Exemptions and Rebates as per the Income Tax Rules
130.	The system should have the capability to support PF settlement process including generation of settlement sheets and relevant vouchers for accounting
131.	The system should have the facility to maintain following types of allowances: <ul style="list-style-type: none"> • House Rent Allowance • Festival Allowance • Dearness Allowance
132.	The system should have the facility to maintain following types of deductions: <ul style="list-style-type: none"> • Computer Advance • Festival Advance • Medical Advance etc.
133.	System should have facility for providing any updates or changes to any of the Allowances and Deductions: Processing of arrears and preparation of supplementary pay bill tax deduction as per existing laws
134.	System should provide information related to cash, cheque payment and direct deposit to employee's Bank account
135.	System should Generate consolidated information on income tax deducted including generation of Form 16
136.	System should be able to Include Salary and other benefits
137.	System should be able to include revised salary and benefits
138.	System should show all the information to check and reconcile payroll to competent authorities
139.	System should allow integration with HR and Finance function with Core ERP
140.	System should be able to show complete payment history
141.	System should show the component view of pay structure
142.	System should allow to print pay slip on demand
143.	Required accounting entries related to the Payroll should be generated by the system.
Tour & Travel Management	

144.	The System should provide application of official travel plans
145.	The system should provide facility to upload travel and expenditure related documents
146.	The System should facilitate application/approval/rejection of travel plan to the reporting officer
147.	The system should be able to record advances paid towards an approved travel for any employee
148.	The system should keep record of travel and travel related expenses as applicable and / or approved for the given trip. The location, duration and purpose of trip including authorization of appropriate authority
149.	The system should be able to calculate refunds or payables for a given trip and also keep information regarding refunds / reimbursements made by / to employee
150.	The system should be able to generate report to recover unsettled travel
151.	The system should have a facility to generate an alert to the employee who have taken the advances to repay/adjust within a specified period of time. There should be an option to recover the same from salary after the specified period.
152.	The system should be able to provide facilities for travel related to transfers and promotions
153.	The system should allow for recording travel arrangements booked against each travel requisition
154.	The system should automatically account for the travel expense report after approval
155.	The system should allow for final settlement of a travel (i.e. adjusting against any advance)
156.	The system should intimate employee upon approval/rejection of the travel reimbursement application
157.	The system should intimate Finance Department with final settlement amount for Travel expense reimbursement for payment
Third Party & Sub Contractor Management	
158.	System should have facility to enter the details of selected vendor for guest house, canteen, security service management, third party contractual employees and sub-contractor management.
159.	There should be a management tool which can be managed the compliance of sub-contractors
160.	The system should facilitate receipt of Limited tender documents & Bills
161.	System should cater all the bills received from these vendors and processing of those bills under Finance module
162.	The system should send verified bills to Finance Department for processing and payments to Vendor(s)
Employee Self Service (ESS)	
163.	The system should allow employee to access his personal & professional records

164.	The system should be able to display the payslip / Form 16 on demand
165.	The system should allow employee to submit request for Car pool service
166.	The system should allow employee to print the payslip
167.	The system should allow employee to view their eligibility of various benefits like loans, advances, leaves, travel allowances etc.
168.	The system should provide the facility to the employee to raise business travel request and book necessary train/ flight tickets and hotels based on approvals. After completion of travel they should be able to submit the relevant vouchers/documents against that travel
169.	The system should show various training programs scheduled across the department and enable application for such programs based on approval
170.	The system should allow to perform all the training related task listed in training sub module
171.	The system should allow to manage the dashboard view of critical activities
172.	The system should be single point access for accessing all the functions and features of the system (in accordance with permitted access provisions)
173.	Learning & Development IDP (Individual Development Plan): Individual employee should be able to enter individual requirements/plan for undergoing training in the system for future growth.
174.	The system should have the capability to empower employees to enter the data/view/edit pre-defined data on self for e.g. updation of personal records like details, marital status, record/change nomination etc. and leave balance, leave status (Cannot be modified), Salary details, liabilities, declare investments for IT returns, Property returns, Lease data, Medical & Entertainment etc.
175.	The system should have the capability to provide links to the important items hosted in various in-house websites/ intranet e.g. important circulars/ instructions/ policy documents etc.
176.	The system should provide access to staff training information
177.	The system should enable managers to review staff training history
178.	The system should give managers the ability to create and save their own custom reports
179.	The system should allow managers to view their direct reports as well as drill down to lower levels under their area of responsibility
External Integrations	
180.	API integration to be made with the following: <ul style="list-style-type: none"> • Microsoft Dynamics 365 - Business Central • E-Mail gateway • SMS Gateway • Biometric Attendance Device
181.	Posting Accounting entries into Journal in Microsoft Dynamics 365 system.
182.	Workflow management for approval

Reports	
183.	Monthly Pay Register
184.	Bank Advice for salary
185.	TDS 24Q Report
186.	Salary Variance
187.	Salary Reconciliation
188.	PF Distribution Register
189.	ESIC Register
190.	LWP Report
191.	Professional Tax Register
192.	Form 5, Form 16
193.	Income Tax Statement
194.	Employee Arrear Details Report
195.	Full and Final Settlement Register
196.	Salary Certificate & YTD Summary
197.	Income Tax Declaration
198.	Assets & Consumables issued to Employees
199.	Employee service contract renewal report
200.	Leave Register
201.	Employee retirement report
202.	HR Budget Report
203.	Service Record
204.	Recruitment Report
205.	Monthly Reports/Bills: Bills of employee staff cost for employees deployed under rolls of 3rd party/outsourced agencies. This bill should be integrated with existing ERP system used by Finance deptt to enable bill generation and final payment by Accounts deptt.
Data Migration	
206.	Master data has to be migrated from existing system.
207.	All open transactions, employee-wise, data have to be migrated to the new system.

BOQ

S/No.	Item Description	Qty.	UOM	Rate	Amount
01.	HRMS, Payroll & ESS Software	1	JOB		
02.	Implementation Cost	1	Job		
03.	Data Migration Cost	1	Job		
04.	Support & Maintenance Cost for 04 Years	4	Years		

Project Timeline

S/No.	Job Description	Timeline
01.	AS-IS Study	T1 = T + 02 Weeks
02.	Fit-gap Analysis	T2 = T1 + 02 Weeks
03.	Configuration of Solution	T3 = T1 + 04 Weeks
04.	Infra Mobilization	T4 = T2+ 02 Weeks
05.	Data Migration	T5 = T3 + 03 Weeks
06.	User Acceptance Test	T6 = T5 + 02 Weeks
07.	User Training	T7 = T6 + 01 Week

Total Project Timeline = 12 Weeks

Payment Milestone

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 – SI No Line Items Payment Schedule

Sl No.	Item Description	Payment schedule
1	HRMS, Payroll & ESS Software	For Line items No 1 & 2 & 3 payment will be made after Go-Live
2	Implementation Cost	
3	Data Migration Cost	
4	Support & Maintenance Cost for 04 Years	Will be made annually on deferred basis

**Tender number: WEBEL/ EOT/COM/22-23/00075R (2ND CALL) Dated 30-01-2023
Implementation of HRMS & Payroll Solution at WBEIDC Ltd. and integration with
Microsoft D365 Business Central.**

Format for Bidder's Particulars

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

(Tender No. WEBEL/ EOT/COM/22-23/00075R (2ND CALL) Dated 30-01-2023)

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 Id		

Tender number: WEBEL/ EOT/COM/22-23/00075R (2ND CALL) Dated 30-01-2023
Implementation of HRMS & Payroll Solution at WBEIDC Ltd. and integration with Microsoft D365 Business Central.

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/22-23/00075R (2ND CALL) Dated 30-01-2023)

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)	FY 2021-22 (in Crores)	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)

**Tender number: WEBEL/ EOT/COM/22-23/00075R (2ND CALL) Dated 30-01-2023
Implementation of HRMS & Payroll Solution at WBEIDC Ltd. and integration with
Microsoft D365 Business Central.**

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 HRMS & Payroll Solution at WBEIDC Ltd. and integration with Microsoft
D365 Business Central - Tender No. WEBEL/ EOT/COM/22-23/00075R (2ND CALL) Dated 14-
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/22-23/00075R (2ND CALL) Dated 30-01-2023
Implementation of HRMS & Payroll Solution at WBEIDC Ltd. and integration with
Microsoft D365 Business Central.**

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/22-23/00075R (2ND CALL)Dated 30-01-2023

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/22-23/00075R (2ND CALL) Dated 30-01-2023
Implementation of HRMS & Payroll Solution at WBEIDC Ltd. and integration with Microsoft D365 Business Central.

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 & GP, Sector-V

Salt Lake Electronics Complex Kolkata-700091

Ref: Tender No. WEBEL/ EOT/COM/22-23/00075R (2ND CALL) Dated 30-01-2023

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/22-23/00075R (2ND CALL) Dated 30-01-2023
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D365 Business Central.**

- 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/22-23/00075R (2ND CALL) Dated 30-01-2023)

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 HRMS & Payroll Solution at WBEIDC Ltd. and integration with Microsoft D365 Business Central, as per the requirements of the RFP.

Thanking you,

yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

Name :

Designation :

Date :

Time :

Seal :

Business Address: