



BID DOCUMENT

TENDER FOR: APPOINTMENT OF FIRM FOR ACTUARIAL VALUATION OF GRATUITY SCHEME AND LEAVE BENEFIT SCHEME - REPORTING UNDER AS-15 REVISED -2005 FOR WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED.

Tender no. : WEBEL/EOT/COM/22-23/00080, Date: 15.02.2023

Due Date: 24.02.2023

**WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION
LIMITED**

(A Govt. of West Bengal Undertaking)

**Webel Bhavan, Block-EP & GP, Sector-V, Salt Lake, Bidhannagar,
Kolkata:-700091**

NOTICE INVITING TENDER NO. : WEBEL/EOT/COM/22-23/00080, Date: 15.02.2023

West Bengal Electronics Industry Development Corporation Limited (WBEIDC Limited), under the aegis of Department of IT & Electronics, Government of West Bengal invites RFP for the work detailed in Table 1. e-Tenders are invited by the WBEIDC Limited from the bonafide Vendors for Appointment of firm for actuarial valuation of Gratuity Scheme and Leave Benefit Scheme - reporting under AS-15 Revised -2005 for West Bengal Electronics Industry Development Corporation Limited.

Table 1: Detail of Assignment

Description of Job	Tender Document Cost in INR (Non-Refundable)	Earnest Money Deposit in INR (Refundable)
Appointment of firm for actuarial valuation of Gratuity Scheme and Leave Benefit Scheme - reporting under AS-15 Revised -2005 for West Bengal Electronics Industry Development Corporation Limited	Rs. 500/-	Rs. 3,000/-

- a) In the event of e-filing, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly.
- b) In the event of e-filing, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly. Necessary cost of tender documents (tender fees) of Rs. 500/- (Rupees Five hundred only) has to be remitted 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.
- c) The bidder shall pay an EMD of Rs. 3,000 (Rupees Three thousand only) 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.
- d) The Technical Bid and the Financial Bid, duly digitally signed, will need to be submitted in the website <https://wbtenders.gov.in>
- e) Submission of the Bid should be done as per the stated time schedule mentioned in “IMPORTANT DATES & INFORMATIONS” section of the RFP.

The Financial Bid of the prospective bidder will be considered only if the Technical Bid is found qualified by the ‘Tender Evaluation Committee’. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect.

GENERAL GUIDANCE FOR E-TENDERING

Instructions / guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.

i. 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://wbtenders.gov.in>. The Bidder is to click on the link for e-Tendering site as given on the web portal.

ii. 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 above. DSC is given as a USB e-Token. The Bidder can search & download N.I.T. & BOQ electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iii. Submission of Tenders:

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

IMPORTANT DATES & INFORMATION**Table 2: Fact Sheet**

1.	Tender No. & Date	WEBEL/EOT/COM/22-23/00080, Dated 15-02-2023
2.	Brief description of project	Appointment of firm for actuarial valuation of Gratuity Scheme and Leave Benefit Scheme - reporting under AS-15 Revised -2005 for West Bengal Electronics Industry Development Corporation Limited
3.	Tender document Fee	Rs. 500.00 (Rupees Five hundred only) through net banking or through RTGS/NEFT in the website https://wbtenders.gov.in as per G.O 3975-F(Y) dated 28 th July 2016 issued by Finance Department, Government of West Bengal. For details regarding payment procedure & guidelines on the same, bidders are advised to follow the mentioned order and portal
4.	Earnest Money Deposit	3000.00 (Rupees Three thousand only) through net banking or through RTGS/NEFT in the website https://wbtenders.gov.in as per G.O 3975-F(Y) dated 28 th July 2016 issued by Finance Department, Government of West Bengal. For details regarding payment procedure & guidelines on the same, bidders are advised to follow the mentioned order and portal
5.	Tender issuing entity	West Bengal Electronics Industry Development Corporation Limited (WBEIDCL)
6.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	Date: 15-02-2023
7.	Documents download /Sale start date (Online)	Date: 15-02-2023; 05.00 pm
8.	Last Date and time of sending the queries	Date: 17.02.2023 ; 02:00 pm Through: Email: suman.banerjee@webel-india.com
9.	Corrigendum, if any will be published (Online)	Date: 20.02.2023; 04.00 pm
10.	Bid Submission start date & time (Online)	Date: 20.02.2023; 05.00 pm
11.	Bid Submission closing date & time (Online)	Date: 24.02.2023; 12:00n pm
12.	Bid opening date & time for Technical Proposals (Online)	Date: 27.02.2023; 03:00n pm

Open Tender For Appointment Of Firm For **Actuarial Valuation Of Gratuity Scheme And Leave Benefit Scheme**

13.	Date of uploading the final list of Technically Qualified Bidder (Online) after disposal of appeals (if any).	Date: To be notified later
14.	Date for opening of Financial Bid (Online)	Date: To be notified later
15.	Contact Persons	For Queries, Contact: Wing Commander Pratul Show (Retired) G.M.(Commercial) E-Mail: pratul.show@webel-india.com

CONTENTS

The Tender document comprises the following:

SECTION – A	SCOPE OF WORK
SECTION – B	ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER
SECTION – C	INSTRUCTION TO BIDDERS
SECTION – D	GENERAL TERMS & GENERAL TERMS & CONDITIONS
SECTION – E	SPECIAL TERMS & CONDITIONS
SECTION – F	TECHNICAL EVALUATION CRITERIA
SECTION – G	BID FORM
SECTION – H	PRICE BID
SECTION – I	PERFORMANCE BANK GURRANTEE FORMAT

SECTION-A

SCOPE OF WORK

a) **GRATUITY SCHEME:** To provide actuarial valuation for Gratuity Scheme of WBEIDC employees having employee strength of 300 employees (approx.). Reporting under AS 15(revised, 2005). The report should comply with the Actuarial Practice Standard 27(APS 27) as published by the Institute of Actuaries of India (AI) which came into effect from 1st January 2018

b) **LEAVE BENEFIT SCHEME:** To provide actuarial valuation for Leave Benefit Scheme of WBEIDC employees having employee strength of 300 employees (approx.). Reporting under AS 15(revised, 2005). The report should comply with the Actuarial Practice Standard 27(APS 27) as published by the Institute of Actuaries of India (AI) which came into effect from 1st January 2018

SECTION – B

ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

Criterion to be considered for selection of the firms:

1. The firms shall have a minimum of 2 (two) working experience of actuarial valuation of Gratuity Scheme and Leave Benefit Scheme with Govt. Enterprise in a computerized environment.
(Documentary evidence should be submitted)
2. Currently, the firms must have the assignments of actuarial valuation of Gratuity Scheme and Leave Benefit Scheme of at least 1 (one) company having employee strength of minimum 300 employees for each of such clients or 2 (two) companies having employee strength of minimum 150 employees for each of such clients or 3 (three) companies having employee strength of minimum 100 employees for each of such clients.
(Documentary evidence should be submitted)
3. The firm should have all statutory clearances of PAN, Income Tax Return, Trade License, Certificate of Incorporation and Balance Sheet for last 03 (three) Financial Years, 2019-20, 2020-21, 2021-22.
(Documentary evidence should be submitted)
4. Bidder's Aggregate turn over last 03 Financial years (FY: 2019-20, 2020-21, 2021-22) minimum of Rs. 10.00 Lakhs. Copy of Audited balance sheet for respective financial years should be submitted.
5. Bidder has an office in Kolkata. Documentary evidence should be submitted (Valid trade licence / Certificate of Incorporation). In case the bidder does not have any local office in Kolkata, a self-declaration on bidder's letter head has to be submitted, declaring of opening an office in Kolkata within 30 days of issuance of LOI.

In absence of any one of the above, the offer will be treated as non-responsive and will be summarily rejected.

SECTION – C

INSTRUCTIONS TO BIDDERS:

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. Exemption under NSIC

Bidders who are registered with NSIC, UNDER SINGLE POINT REGISTRATION SCHEME for the TENDERED ITEMS are exempted payment of bid security and Tender Fees up to the amount equal to their monetary limit. A proof regarding current registration with NSIC for the TENDERED ITEMS will have to be attached and documented through e filling, otherwise the Bid will be treated as cancelled. In case of bidders having monetary limit as "NO LIMIT", the exemption will be limited to Rs.50,00,000/- only as per existing policy of WBEIDC Ltd.

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).

6. 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.

7. Opening & Evaluation of Tender

If any Bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

8. Opening of Technical Proposal

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

9. 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.

10. 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.

11. 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.

12. 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.

13. Award of Contract

The Bidder who's 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).

14. The bidders are requested to submit the bank details along with the bid

SECTION – D

GENERAL TERMS AND CONDITIONS

1. Schedule of the Tender

The tender document shall be submitted on or before due date and time through Government e-Procurement System through logging on to <https://wbtenders.gov.in>.

2. Preparation of Tender

Tender shall be submitted in accordance with the following instructions:

- Tenders shall be submitted in the prescribed forms. All signatures shall be in longhand. Where there is conflict between the words and the figures, the figure shall govern.
- All notations must be in ink or type written. No erasing or overwriting will be permitted. Mistakes may be crossed out and corrections typed or written with ink adjacent thereto and must be initialed in ink by the person or persons signing the tender.
- Tenders shall not contain any recapitulation of the work to be done. Alternative proposals will not be considered unless called for. No written, oral, electronic, telegraphic or telephonic proposals for modifications will be acceptable.
- Tenders shall be delivered to the office as notified on or before the date and time set for the opening of tenders in the Notice Inviting Tender. The packet of documents including the tender shall be enclosed in sealed envelope having the title of the work and the name of the bidder.
- Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- Each and every page of the tender document must be signed with date and Firm's Seal by the bidder. This is required to show that the bidder had accepted all the terms and conditions mentioned in this tender document.

3. Amendment of Invitation

At any time 3 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 Financial Bid).

4. Clarification Regarding Tender Document

A prospective Bidder requiring any clarification about the tender document and scope of work may contact the person through e-mail / letter as mentioned aforesaid in the Notice Inviting Tender.

5. 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 without 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 contract period among the items quoted. After receiving the PBG, firm P.O will be issued.

6. Amendment of Proposals

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

7. Language of Proposal & Correspondence

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

8. Proposal Currency

Prices shall be quoted in Indian Rupees as in the Financial Bid.

9. Period of Validity of Proposals

The price offers as in the Financial Bid 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.

Variation in statutory rates of taxes and duties as levied by the Government on professional services will however be reflected for both reduction and escalation.

10. 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 and as per notarized copy of the Registered Deed of Partnership 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, erasures 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

Open Tender For Appointment Of Firm For **Actuarial Valuation Of Gratuity Scheme And Leave Benefit Scheme**
the original words / figures completely.

11. 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.

12. Acceptance of Tender

The acceptance of the tender will rest with the accepting authority who is not bound to accept the lowest or any tender and reserves the right to reject any or all tender(s) received.

13. Withdrawal from Tender

If any bidder withdraws his tender before acceptance or refusal within a reasonable time without giving any satisfactory explanation for his withdrawal, he/she shall be disqualified for participation in any tender of this organization for a minimum period of 2 (two) years.

14. Non escalation of Price

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

15. Assignments

No Consortiums will be allowed.

16. 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.

17. Tax Registration Certificate

Bidders submitting a tender shall produce up to date GST, Income Tax and Professional Tax registration as well as copy of latest returns submitted in the standard form from the Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of permission.

18. 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 panel of Firms as may be maintained by WBEIDC Limited.

19. Price Validity

The quoted offer and/ or rate must be valid for a minimum period of 180 Days from the date of opening the

Open Tender For Appointment Of Firm For **Actuarial Valuation Of Gratuity Scheme And Leave Benefit Scheme**
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.

20. Price

Price should be quoted in the Financial Bid format only in Indian Rupees

No deviation in any form in the Price Bid sheet is acceptable.

Price quoted should be firm.

Percentage / specified amount of taxes & duties should be clearly mentioned otherwise WBEIDC Limited reserves the right to reject such offer.

The total cost of the entire job should be inclusive of all prices as mentioned in the enclosed Price Bid format.

No extra cost, other than that mentioned in Price Bid would be taken into account.

21. Discrepancies and Adjustment thereof

In the event of any discrepancy between description in words and figures, that which is in words quoted by the bidder, shall be taken as correct. Discrepancy in totaling or carry forward in the amount quoted by the bidder shall be corrected.

22. 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 Firm will have no objection in any such appointment and that the arbitrator so appointed being an employee of WBEIDC Ltd. The adjudication of such arbitrator shall be governed by the provisions 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.

23. 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.

24. Force Majeure Condition

If the execution of the contract is delayed beyond the period(s) stipulated in contract as result of outbreak of hostilities, declaration of an embargo or blockade of road, fire, flood, natural calamities', terrorism or any

Open Tender For Appointment Of Firm For **Actuarial Valuation Of Gratuity Scheme And Leave Benefit Scheme**
Such act of nature, then WBEIDC LTD may allow such additional time by extending the execution timeframe in respective intervals of reporting deliverables as considered to be justified under the circumstances and its decision will be final. If additional time is granted by the WBEIDC Limited, contract shall be read and understood as if it had contained since its inception with the execution date(s) as if extended.

SECTION – E

SPECIAL TERMS AND CONDITIONS

1. Consignee Details

West Bengal Electronics Industry Development Corporation Limited (WBEIDC Limited), WEBEL BHAVAN, BLOCK-EP&GP, SECTOR-V, SALT LAKE, KOLKATA – 700091

2. Job Locations

West Bengal Electronics Industry Development Corporation Limited (WBEIDC Limited), WEBEL BHAVAN, BLOCK-EP&GP, SECTOR-V, SALT LAKE, KOLKATA – 700091

3. Whom to report

Reporting: You have to report to Mr. Suman Banerjee, DGM (HR) for ALL purposes.

4. Payment Authority

Payment sanctioning authority: Mr. Suman Banerjee, DGM (HR).

5. Payment Terms

Payment will be made within 30 (Thirty) days after submission of Final Reports of all segments described in the scope of work against submission of bills and satisfactory performance certificate.

6. Contract Period

The initial engagement will be for two years which may be extended further for maximum of another one year depending upon the satisfactory performance as per discretion of WBEIDC. A report for satisfactory performance certified by competent authority need to be submitted for consideration of extension.

7. 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 contract period (2 years from the date of final acceptance of the competent authority).

SECTION - F: TECHNICAL EVALUATION CRITERIA

1. Evaluation of Technical Bids

- i. The Technical Evaluation shall be initiated for only those Bids who qualify in the Pre-Qualification stage and will be evaluated as per the evaluation criteria in this clause.
- ii. Tender Evaluation Committee (TEC) may require written clarifications from Bidders to clarify ambiguities / uncertainties arising out of the evaluation of Bid documents.
- iii. Technical Evaluation of the bids would be carried out on following criteria of the Bidder as given below:
 - A. Bidder's Past Experience (40 Marks)
 - B. Organization strength (30 Marks)
 - C. Technical Presentation (30 Marks)
- iv. For each of the citations that the bidder will furnish to support the criteria mentioned in the table below, bidder is required to submit the relevant supporting documents (work orders / client certificates / completion certificate / payment certificate / statutory auditor's certificate / invoices etc.).
- v. Above mentioned evaluation criteria would be divided into various sub-criteria, mentioned as follows.

A. Bidder's Past Experience (40 Marks)

#	Tech Evaluation Criteria	Description	Max Marks
A1	Experience in actuarial valuation of Gratuity Scheme and Leave Benefit Scheme with Govt. Enterprise in a computerized environment - reporting under AS-15 Revised - 2005 (completed) in India.	>= 2 but less than 5 no. of experience = 10 marks >= 5 but less than 7 no. of experience = 15 marks >= 7 no. of experience = 20 marks (Customer's order copy / Go-Live Certificate / Completion Certificate issued by Customer has to be produced as evidences)	20
A2	Currently, the firms must have the assignments of actuarial valuation of Gratuity Scheme and Leave Benefit Scheme of at least 1 (one) company having employee strength such clients	Minimum 300 nos. of employees = 10 marks >= 300 but less than 500 no. of employees = 15 marks >= 500 no. of employees = 20 marks	20

B. Organization strength (30 Marks)

#	Technical Evaluation Criteria	Description	Max Marks
B1	Bidder's Aggregate turn over last 03 Financial years (FY: 2019-20, 2020-21, 2021-22)	>= 10 lakh but less than 25 lakh = 10 marks >= 25 lakh but less than 50 lakh = 15 marks >= 50 lakh = 20 marks	20
B2	Local Office Setup	Bidder has an office in Kolkata. Documentary evidence should be submitted (Valid trade licence / Certificate of Incorporation)	10

C. Technical Presentation (30 Marks)

#	Technical Evaluation Criteria	Description	Max Marks
C1	Technical Presentation	Approach Methodology	30

2. 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 considerations. The evaluation will be made on the basis of QCBS with 80:20 ratio, where the weightage on the Technical part will be 80 percent and the 20 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:

Open Tender For Appointment Of Firm For **Actuarial Valuation Of Gratuity Scheme And Leave Benefit Scheme**

$$S = S_t \times T_w + S_f \times F_w;$$

Where S is the combined score, and T_w and F_w are weights assigned to Technical Proposal and Commercial Proposal that will be in the ratio of 0.80:0.20.

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.

SECTION - G

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head)

Ref No: (Mandatory)

Date: (Mandatory)

To,
The General Manager (Commercial) WBEIDC Limited
Webel Bhavan, Block EP & GP, Sector-V
Salt Lake Electronics Complex Kolkata-700091

Dear Sir,

Having examined the Bid documents we, the undersigned, and offer to undertake the job of “Appointment of Firm -----” as per the Tender No. ----- dated ----

We agree to abide by this bid for the period of 6 (six) months from the date fixed for the opening of the Financial Bid and it shall remain binding upon us for acceptance at any time before the expiry of the aforesaid period.

This bid, together with your written acceptance thereof and your order / notification of award, shall constitute a binding contract between us.

We understand that WBEIDC Limited reserves the right to accept in full / part or reject any or all the bids received or split the successful bids without any explanation to bidders and its decision on the subject will be final and binding on the Bidder. We also understand that WBEIDC Limited is not bound to accept the lowest price quote viz. L-1 bid as qualifying for placement of order.

Dated, thisday of 2023

..... Signature
.....

(In capacity of duly authorized to sign bid for and on behalf of (Name and Address of the Bidding Firm)
(Affix Official Seal)

SECTION – H
FINANCIAL BID

Price should be quoted in BOQ through online ref.website: <https://wbtenders.gov.in>

SECTION – I

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)