



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

EXPRESSION OF INTEREST

for

**SUPPLY OF CONTRACTUAL MANPOWER FOR DEPLOYMENT TO WBEIDC & ITS SUBSIDIRES
AND ALSO TO DIFFERENT GOVT. DEPARTMENT ACROSS WEST BENGAL**

EOI No. : EOT/COM/18-19/00107, Date: 08/01/2019

Due Date: 22/01/2019 (15.00 HRS.)

SINGLE PART BID

	<p>SUPPLY OF CONTRACTUAL MANPOWER FOR DEPLOYMENT TO WBEIDC & ITS SUBSIDIRES AND ALSO TO DIFFERENT GOVT. DEPARTMENT ACROSS WEST BENGAL</p> <p>EOI No. : EOT/COM/18-19/00107, Date: 08/01/2019</p>	<p>Page 1 of 16</p>
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NOTICE INVITING EXPRESSION OF INTEREST

EOI No. : EOT/COM/18-19/00107, Date: 08/01/2019

West Bengal Electronics Industry Development Corporation (WBEIDC) Limited, nodal agency of Department of Information Technology & Electronics (DIT&E), Government of West Bengal (GoWB), invites Expression of Interest for empanelment of agencies for providing contractual manpower services for WBEIDC & its subsidiary units as well as to different Government departments of Government of West Bengal. Submission of Eoi should be through offline mode. The initial empanelment will be for a duration of 12 months from the date of contract. The period of empanelment may extended at the discretion of WBEIDC every year thereafter subject to fulfilment of criteria.

Table 1: Detail of the Expression of Interest

Description	Tender Document Fee in INR (Non-refundable)
Empanelment of agencies for providing contractual manpower services for WBEIDC & its subsidiary units as well as to different Government departments of Government of West Bengal	Rs. 1000 (Rupees One thousand only)

- Intending bidders are requested to download the tender documents from the website <https://www.webel.in/tenders> directly. Necessary cost of tender documents (tender fees) to be remitted through Demand Draft issued from any Scheduled Bank in favour of WBEIDC LTD payable at Kolkata.
- Submission of the Bid should be done as per the stated time schedule mentioned in "IMPORTANT DATES & INFORMATIONS" section of the EOI.
- For any queries regarding this EOI please contact Deputy General Manager (Commercial), Phone No. 033-23392270 & mail ID pratul.show@webel-india.com on or before 15.00 Hrs, **14/01/2019**. No queries will be entertained after this time frame. If tender committee feels, suitable corrigendum will be hosted in our website before **16/01/2019** for the information of all prospective bidders.

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IMPORTANT DATES & INFORMATIONS

Table 2: Fact Sheet

1.	EOI No. & Date	EOT/COM/18-19/00107 dated 08-01-2019
2.	Brief description of project	Empanelment of agencies for providing contractual manpower services for WBEIDC & its subsidiary units as well as to different Government departments of Government of West Bengal
3.	Tender document Fee	Rs. 1000 (Rupees one thousand only) in the form of Demand Draft from any Scheduled bank in favour of WBEIDC LTD. payable at Kolkata, to be submitted along with the bid documents.
4.	Date of uploading of EOI & Bid Submission start date	08-01-2019
5.	Last Date and time of sending the queries	Date: 14-01-2019 (15.00 HRS.)
6.	Pre Bid Meeting at WBEIDC LTD. Office	Date: 15-01-2019, 12.00 HRS. (The person should have proper authorization in respective company Letter Head to attend Pre-bid meeting)
7.	Corrigendum, if any, will be published	Date: 16-01-2019
8.	Bid Submission closing date & time	Date: 22-01-2019 15:00 HRS.
9.	Bid opening date & time for Technical Proposals	Date: 22-01-2019 16:00 HRS.
10.	Date of uploading the final list of Technically Qualified empaneled Bidder	Date: To be notified later on
11.	Contact Person	Mr. Pratul Show, DY. G.M.(COMMERCIAL) E Mail: pratul.show@webel-india.com

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SECTION-A: INSTRUCTIONS TO BIDDERS

1. Any Bidder willing to take part in the Expression of Interest will have search & download EOI Document(s) from the website <https://www.webel.in/tenders> directly. This is the only mode of collection of EOI Documents.
2. EOI are to be submitted through offline as per the timeline mentioned in the Table2 as Single Part Bid i.e. only Technical proposal along with all statutory & eligibility documents as mentioned in Table 3 in sealed cover.
3. Bidders are requested to super scribe EoI no. & date & EOI title on the top of the envelope
4. Bidders are requested to submit Tender document Fee as mentioned above in a separate small sealed envelope with in the single Part Bid cover.

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SECTION – B: ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE EOI

#	Basic Requirement	Eligibility Criteria	Document Proof
1.	Presence	The Bidder Should have established office in Kolkata and have minimum infrastructure to support contractual manpower supply business preferably in district level	Declaration from authorized signatory regarding the clause of Kolkata presence mentioning address for the districts with contact details Declaration from authorized signatory regarding details of the employees in Key Position with contact details
2	Annual Turnover	The Bidder should have annual turnover of at least Rs. 20 crores for last three financial years from Manpower services	Extracts from the Balance sheet and Profit & Loss/Certificate from the statutory auditor or Chartered Accountant
3	Work experience	The Bidder should have experience in providing trained qualified manpower in the any one or more area as below to Govt. establishments: i) IT/ITES ii)e-Governance iii) Infrastructure development iv) Sales & Marketing v)Procurement & related services vi) Training & Skill Development with documental evidence of providing at least 300 employee per year in last three year	Completion Certificate or Work Order issued by the client with documental evidence of manpower quantity
4.	Legal Entity	<ul style="list-style-type: none"> • Bidder may be a consulting firm • The bidder should have existence in India for last three (3) years at the end of 31st March 2018. • The bidder shall be solvent at the date of bidding & capability to handle Government Project 	<ul style="list-style-type: none"> • Certificates of incorporation for Company/ Partnership Deed / Proprietorship firm self-declaration • Certificate from Statutory auditor / Chartered Accountant for Solvency declaration

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5.	Other legal documents	<ul style="list-style-type: none"> • Trade License • GST Certificate • Income Tax Return (Latest 3 years) • Copy of PAN • Articles of Association/ Company Registration (depending on company type) 	Copy of the valid documents
6.	Blacklisting	The Bidder must not be blacklisted by any Department of Government of West Bengal for breach of ethical conduct or fraudulent practices.	A self-declaration that the bidder has not been blacklisted is to be submitted. In case it is found after issuing Work Order that the concerned organization is blacklisted by any of the Department of Government of West Bengal, the work order will be cancelled.
7.	ISO Certification	The Bidder must have ISO Certification	Copy of ISO Certificate/s with up to date validity
8.	Submission of Tender Document Fee	Bidder should submit Tender Document Fee of Rs. 1,000(Rupees one thousand only) in the form of Demand Draft from any Scheduled Bank in favour of WBEIDC LTD. payable at Kolkata.	To be submitted in separate sealed envelope mentioning " Tender document Fee" along with EOI no date

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SECTION – C: PROCEDURE FOR SUBMISSION OF TECHNICAL PROPOSAL

1. All bidders are requested to submit Technical Proposal as per the procedure detailed below:
 - a. Technical proposals should be submitted in single cover
 - i. Prequalification "Presence" clause should be submitted as per sealed & signed Annexure-I along with copies of documental proof
 - ii. Prequalification "Annual turnover" clause should be submitted as per sealed & signed Annexure-II along with copies of documental proof
 - iii. Prequalification "Work experience" clause should be submitted as per sealed & signed Annexure-III along with copies of documental proof
 - iv. Prequalification documents sealed & signed for "Legal Entity", "Other legal documents", "Blacklisting" clause ISO Certification should be submitted as per Section-B
 - v. Demand Draft for Tender Document Fee(TDF) a from any Scheduled Bank in favour of "WBEIDC Ltd", payable at Kolkata should be submitted in a separate small envelope with in the cover of Technical proposal
 - vi. Sealed & Signed Bid Form as per Annexure-IV

Note: Bidders who are registered with NSIC, UNDER SINGLE POINT REGISTRATION SCHEME for the TENDERED ITEMS are exempted from payment of 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.

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SECTION – D: EVALUATION OF EXPRESSION OF INTEREST

1. Tender Evaluation Committee: Tender Evaluation Committee constituted as per Purchase Procedure of WBEIDC & prevailing orders will function as Evaluation Committee for selection of technically qualified bidders for empanelment.
2. If any Bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished
3. Opening of Technical Proposal: Technical proposals will be opened by the WBEIDC Tender Committee
4. General Procedure: Single Cover for Technical proposal will be opened If there is any deficiency in the Pre-Qualification Documents the bid will be treated as non-responsive and Tender Committee will have the right to decide accordingly
5. During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection
6. Technically qualified bidders eligible for empanelment will be informed in due course of time
7. Decision of Tender Evaluation Committee is final & binding on the bidder
8. 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
9. 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
10. Award of Contract: This EOI is for empanelment of agencies for providing contractual manpower services for WBEIDC & its subsidiary units as well as to different Government departments of Government of West Bengal. Empanelment with multiple agencies may be allowed subject to fulfilment of Technical eligibility

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SECTION – E: GENERAL TERMS AND CONDITIONS

- 1. 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.
- 2. 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.
- 3. Assignments:** Assignment of the job to third party is not allowed without the consent of WBEIDC Ltd.
- 4. Rejection of BID:** Any deviation from the given specification and make, will be treated as rejected.
- 5. 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.
- 6. Clarification Regarding EOI Document:** A prospective Bidder requiring any clarification about the EOI document and scope of work may contact the person through e-mail / letter as mentioned above in EOI
- 7. 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 totalling or carry forward in the amount quoted by the bidder shall be corrected.
- 8. 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

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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.

9. **Deadline for Submission of Proposals:** Proposals will be received by WBEIDC at the specified address not later than 22-01-2019 15:00 HRS. WBEIDC may, at its discretion, extend this deadline. WBEIDC may also extend this deadline for any other administrative reason.
10. **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.
11. **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 & initialled with date by the authorized signatory after striking out the original words /figures completely.
12. **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.
13. **Late Proposals:** Any proposal received by WBEIDC after the deadline for submission of proposals, as referred above shall not be accepted.
14. **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.

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15. **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.
16. **Availability of PAN:** Any quotation submitted without PAN of the vendor will be summarily rejected.
17. Consortium is not allowed in this EOI
18. Any Financial information/indication regarding rate of manpower will not be accepted and bid will be treated as rejected. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect
19. In case of any Award of Contract amongst the empanelment bidder Payment Terms will be Back to Back basis
20. Bidder should be capable of undertaking two months payment liability

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Annexure-I **Organizational Presence & Structure**

Sl.	Name of organization/ Branch Office	Detail Address	Contact Number	Website/E-mail

Sl.	Name of Key Personnel	Designation	Contact Number	Website/E-mail

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Annexure-II
Annual Turnover

Sl.	Financial Year	Annual Turnover	Complied with tender terms(Y/N)	Supporting documents attached
1.	2015-2016			
2.	2016-2017			
3.	2017-2018			

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Annexure-III **Work Experience**

Sl.	Name of the Organization	No. of Manpower supplied	Financial Year	Supporting documents attached

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Annexure-IV : 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 Deputy General Manager (Commercial)
WBEIDC Ltd
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 "EMPANELMENT" as per the EOI No. ----- Dated-----

We agree to abide by this bid for the period of empanelment from the date for Technical bid opening and it shall remain binding upon us for acceptance at any time before the expiry of the 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 reserves the right to accept in full / part or reject any or all the bids received or split order within successful bidding without any explanation to bidders and its decision on the subject will be final and binding on Bidder. We also understand that WBEIDC is not bound to accept the Technically qualified bid for placement of empanelment order.

We had given an EOI Document Fees of Rs. 1000.00 (DD No _____ dated _____ on _____) along with the technical document.

Signature

.....
(In capacity of)
Duly authorized to sign bid for and on behalf of
(Name and Address of the Bidder)

(Affix Official Seal)

	<p>SUPPLY OF CONTRACTUAL MANPOWER FOR DEPLOYMENT TO WBEIDC & ITS SUBSIDIRES AND ALSO TO DIFFERENT GOVT. DEPARTMENT ACROSS WEST BENGAL EOI No. : EOT/COM/18-19/00107, Date: 08/01/2019</p>	<p>Page 16 of 16</p>
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