

## 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 Tender No. EOT/COM/19-20/00076 Dated: 13-12-19**

**For:** PROCUREMENT OF CORPORATE GIFTS & PRINTING OF DAIRIES FOR WBEIDC LTD.

The G.M.(COMMERCIAL) on behalf of WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED invites Tender for the work detailed in table below:-

Brief Description of Work	Tender Document Money (Rs) [Non refundable]	Earnest Money Deposit (EMD) (Rs) [Refundable]	Last Date and Time of Bid Submission	TECHNICAL BID Opening Date and Time
Procurement of Corporate Gifts & Printing of dairies for WBEIDC LTD.	Rs.500/-	Rs. 3,000/-	23 December 2019 5:00 PM	24 December 2019 12:00 PM
<b>BID Opening Venue</b>	<b>WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED Webel Bhavan, Block - EP &amp; GP, Sector - V Bidhannagar, Salt Lake Kolkata 700091</b>			

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

For Technical Queries, Contact: Rama Shankar Ray, ADVISOR (CPR) E-Mail: ramashanker.ray@webel-india.com

## DATE & TIME SCHEDULE

Activity / Event Description	Date	Time
Submission of Bid(s)	23 December 2019	5:00 PM
TECHNICAL BID Opening	24 December 2019	12:00 PM
PRICE BID Opening	24 December 2019	2:00 PM

# ELIGIBILITY CRITERIA

**1 . Experience on the related job area**

The bidder should have executed 1 single order of similar nature of jobs, particularly in PROCUREMENT OF CORPORATE GIFTS & PRINTING OF DAIRIES. of Rs.300 000.00 each or more at any or The bidder should have executed 2 single order of similar nature of jobs, particularly in PROCUREMENT OF CORPORATE GIFTS & PRINTING OF DAIRIES. of Rs.150 000.00 each or more at any or The bidder should have executed 3 single order of similar nature of jobs, particularly in BIOMETRIC ACCESS CONTROL of Rs.100,000.00 each or more at any Govt. Department / Quasi Govt. Dept / PSU / Board / Council/ Large corporate or similar organization in last 3 financial years.

**Statutory**

**2 . 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.

**Non-statutory**

**3 . Minimum Annual Turnover for the last financial year**

Turnover of the last Financial Year (2018 - 2019) should be Rs.900,000.00 or above (Copy of audited Balance Sheet & P/L A/c duly certified by CA is required as proof).

**Non-statutory**

**4 . Aggregate Annual Turnover**

Aggregate of Turnover of last 3 Financial Years (01-04-16 - 31-03-19) should be Rs.2,500,000.00 or above (Copy of audited Balance Sheet & P/L A/c duly certified by CA is required as proof).

**Non-statutory**

**5 . Incorporation certificate**

The bidder should provide the certificate of incorporation under Comapny Act 1956.

**Statutory**

**6 . No Consortium is allowed**

The Bids shall be submitted by only the Bidder; no consortium is allowed in this Bid. Declaration in this regard needs to be submitted.

**Non-statutory**

**7 . 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**

**8 . Statutory Documents-PAN & IT Returns**

Copies of valid PAN along with I-T return documents, for Financial Year 2016 2017, 2017-2018, 2018-2019 are to be enclosed with the bid.

**Statutory**

**9 . Statutory Documents-PAN Only**

Copy of valid PAN Card must be submitted with the bid.

**Statutory**

**10 . Trade License**

Copy of valid Trade License is to be enclosed with the bid.

**Statutory**

**11 . Details of Office Locations**

The Bidder must have office(s) in ITS OWN REGISTERED OFFICE & SERVICE CENTER IN WEST BENGAL FOR LAST FIVE YEARS. (

of Trade License and contact details of the office(s), at the specified locations to be submitted along with the bid).

**Statutory**

**12 . 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**

**13 . Minimum number of years of existence**

The bidding firm must be in existence for 3 years or more. (Documentary evidence has to be provided along with the bid)

**Statutory**

# SECTION A

## INSTRUCTIONS TO BIDDERS

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### GENERAL

**1 . Instruction to submit no. of parts in the bid**

Interested Bidders are required to submit their proposals in 1 sealed envelope(s) as per the instructions given below.

**2 . Preperation of Tender**

Tender shall be submitted in accordance with the following instructions:

- i) 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.
- ii) 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.
- iii) 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.
- iv) 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.
- v) Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- vi) Each and every page of the tender document must be signed with date and company 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 . Instruction to mark the techno-commercial bid envelope**

The firm shall seal and mark the Techno Commercial Bid in one envelope super scribed with words:- "Techno Commercial Bid for "Procurement of Corporate Gifts & Printing of dairies for WBEIDC LTD.". "Tender no.EOT/COM/19-20/00076, dated 13-12-19 11:16" & "Do Not Open Before 24 12-19 12:00 Hrs". This envelope will also contain the EMD and Tender Document Fees (if the tender document is downloaded from the website) in a separate small envelope inside it.

**4 . Instruction to mark the pricel bid envelope**

The firm shall seal and mark the Price Bid in one envelope super-scribed with words:- "Price Bid for "Procurement of Corporate Gifts & Printing of dairies for WBEIDC LTD.". "Tender no.EOT/COM/19-20/00076, dated 13-12-19 11:16".

**5 . Instruction to mark the both techno-commercial and price bid envelope**

All the envelopes shall be sealed in a covering envelope super scribed with words Techno Commercial Bid & Price Bid for "Procurement of Corporate Gifts & Printing of dairies for WBEIDC LTD." "Tender no.EOT/COM/19-20/00076, dated 13-12-19 11:16" & "Do Not Open Before 24 12-19 12:00 Hrs". The sealed envelope containing the sealed Techno Commercial Bid and Price Bid should be addressed to the Mr. Pratul Show, through post / speed post / Courier or dropped personally within the stipulated time in the tender box kept with him. No other mode of delivery shall be accepted. WBEIDC Ltd will not be responsible for any postal delay. Late submission of Bid will not be accepted.

**6 . Exemption under NSIC**

The bidders (small scale units) who are registered with National Small Scale Industries Corporation, i.e, NSIC, UNDER SINGLE POINT REGISTRATION SCHEME for the TENDERED ITEMS are exempted from payment of bid security 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 along with the bid. Registration other than NSIC & Under Single Point Registration Scheme) will not be entertained.

# SECTION B

## GENERAL TERMS & CONDITIONS

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### 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 contract will be awarded to the bidder securing lowest price as per their offer. The successful bidder will have to give security deposit of 5% 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 . PBG SUBMISSION 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.

**6 . Rejection of BID**

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

**7 . 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.

**8 . 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 above in NIT.

**9 . Date & Time validity of the quotation**

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

**10 . 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.

**11 . 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.

#### 12 . **Deadline for Submission of Proposals**

Proposals will be received by WBEIDC at the specified address not later than 23 12-19 17:00 Hrs. WBEIDC may, at its discretion, extend this deadline. WBEIDC may also extend this deadline for any other administrative reason.

#### 13 . **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.

#### 14 . **Inclusion of freight & insurance**

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

#### 15 . **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.

#### 16 . **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.

#### 17 . **Late Proposals**

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

#### 18 . **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.

#### 19 . **Non escalation of Price**

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

#### 20 . **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.

#### 21 . **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.

**22 . 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.

**23 . Whom to report**

Reporting: You have to report to MR. RAMA SHANKAR RAY, ADVISOR-CPR for ALL purposes.

**24 . Schedule of the Tender**

The tender document shall be submitted on or before 23-12-19 17:00 Hrs. to Mr. Pratul Show

**25 . 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.

**26 . Opening of Tender**

The tenders shall be opened at the time set forth in the document. Bidders or their authorized representatives are invited to be present and to put their signatures on the records of tender opening as each tender is opened

**27 . Withdrawal from Tender**

Any bidder may withdraw his tender by written request at any time prior to the scheduled closing time for receipt of tenders and not thereafter.

**28 . Additional Terms & Conditions**

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



## SECTION C

# SPECIAL TERMS & CONDITIONS

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### SPECIAL TERMS AND CONDITIONS

**1. Consignee Details**

Consignee Details: WBEIDC LTD

**2. Delivery time period**

ALL ITEMS must be delivered and installed within 2 WEEKS from the date of issuance of LOI.

**3. Delivery Locations**

Delivery/Installation location:

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. Payment Authority**

Payment sanctioning authority: MR. RAMA SHANKAR ROY, ADV. CPR.

**6. Payment Terms**

Payment will be made on submission of bills along with the receipted Challan certificate from the END CUSTOMER.

Payment will be released within 30 days

**7. Additional Terms & Conditions**

BIDDERS ARE REQUESTED TO COLLECT THE SAMPLE COPY OF TENDER ITEMS FROM WBEIDC CPR DEPARTMENT BEFORE SUBMISSION OF BIDS.

# BOQ, TECHNICAL SPECIFICATIONS & DELIVERY LOCATIONS

SL. No.	Description / Specification	Qty	UOM	Delivery Location
1	DIARY PRINTING Working Diaries  100 sheet diary with ruled on both side with Webel logo and spiral bound Front cover with Webel logo(logo will be provided)	400	Nos.	HO (KOL)
2	CORPORATE GIFT ITEMS Pen, Diary & Card Holder  Diary size 4x6 inches with black velvet cover	600	Nos.	HO (KOL)

## Delivery / Service Location Details

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

## Payment Terms Details

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

# COMPLIANCE SHEET

SL. No.	Description / Specification	Qty	UOM	Offered Specification	Compliant (Yes/No)	Deviation Details (if any)
1	DIARY PRINTING Working Diaries  100 sheet diary with ruled on both side with Webel logo and spiral bound Front cover with Webel logo (logo will be provided)	400	Nos.			
2	CORPORATE GIFT ITEMS Pen, Diary & Card Holder  Diary size 4x6 inches with black velvet cover	600	Nos.			

## ANNEX - 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,  
Dy. 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, offer to undertake the job of "<Tender Title>" as per the Tender No. \_\_\_\_\_ dated \_\_\_\_\_.

We agree to abide by this bid for the period of 6 (six) months from the date for fixed for price 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 L-1 bid for placement of order.

We had given an EMD/BG of Rs. \_\_\_\_\_ (DD/BG No \_\_\_\_\_ dated \_\_\_\_\_ on \_\_\_\_\_) along with the technical document.

Dated, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature

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

(Affix Official Seal)

**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)

## ANNEX - PRICE BID

**(Bidders have to submit the price bid strictly in this format, otherwise the bid will be rejected)**

Ref . No.  ( Mandatory )

Date:  ( Mandatory )

Tender for \_\_\_\_\_ <Tender Title> \_\_\_\_\_, \_\_\_\_\_ <Tender No.>, \_\_\_\_\_ <Tender Date>

To,  
Dy. General Manager (Commercial)  
WBEIDC Ltd.

Dear Sir,

In response to the above tender, we offer our price as given below:-

Sl. No.	Item Description	Make & Model / Part No.	Total Qty.	Unit Rate	Amount (Rs.)	VAT Rate (%)	VAT Amount (Rs.)	Service Tax Rate (%)	Service Tax Amount (Rs.)	Total Amount (Rs.)
1										
2										
...										
n										
<b>Total</b>										

**In words:** Rupees \_\_\_\_\_

**(Signature and Seal of authorized signatory & a copy of power of attorney is to be enclosed)**

**ANNEX – EXP PROF**  
**EXPERIENCE PROFILE**

Name of the Firm: .....

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

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

Note:

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

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



**ANNEX - SAO**  
**STRUCTURE AND ORGANISATION**

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

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

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

**BANK GUARANTEE (BG) FORM**  
**BID SECURITY**

Whereas

.....  
(Hereinafter called "the Bidder") has submitted his bid dated..... against the RFP floated by WBEIDC Limited RFP ref:.....dated ..... (hereinafter called "the Bid").

KNOW ALL MEN by these presents that WE.....(Branch Name) of ..... (Bank Name) having our registered office at ..... (hereinafter called "the BANK") are bound unto WBEIDC Ltd. in the sum of Rs. .... for which payment well and truly to be made to the said WBEIDC Ltd, the BANK binds itself, its successors and assigns by these presents.

The Conditions of this obligation are:

1. If the Bidder withdraws its bid during the period of bid validity specified by the Purchaser.
2. If the Bidder does not accept an arithmetical correction in its Bid Price.
3. In the case of a successful Bidder, if the Bidder fails within the specified time limit to furnish the acceptance of Letter of Intent.
4. In the case of a successful Bidder, if the Bidder fails within the specified time limit to furnish the required Contract Performance Guarantee in accordance with the RFP.

We undertake to pay WBEIDC Ltd up to the above amount upon receipt of its first written demand, without the WBEIDC Ltd having to substantiate its demand, provided that in its demand the WBEIDC Ltd will note that the amount claimed by it is due to it owing to the occurrence of anyone or more of the above conditions specifying the occurred condition or conditions.

BG will be valid up to .....

This Guarantee will remain in force upto and including 60 days after the period of price validity, and any demand in respect thereof should reach the BANK not later than the above date.

(Signature of the BANK)

SEAL OF THE BANK

Dated: ----- day of -----(month) 20.....

Name of Witness (Signature of the Witness)

Address of Witness Date: