



EOI DOCUMENT

EXPRESSION OF INTEREST FOR VENDOR REGISTRATION IN WBEIDC FOR DIFFERENT FIELDS.

EMPANELMENT PERIOD: 1 YEAR FROM THE DATE OF PUBLISHING OF EMPANELLED VENDOR'S LIST.

EOI No. : EOT/COM/19-20/00086, Date: 12/02/2020

Due Date: 11/03/2020

SINGLE PART BID

**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**

EOI REF. NO. : EOT/COM/19-20/00086, dated 12/02/2020

THE G.M. (COMMERCIAL) ON BEHALF OF WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED INVITES EXPRESSION OF INTEREST FOR VENDOR REGISTRATION IN WBEIDC FOR DIFFERENT FIELDS.

Brief description of work	EOI Document Money (Rs) [Non Refundable]	Earnest Money Deposit (EMD) (Rs) [Refundable]	Last date and time of EOI submission	Date of opening of EOI
EXPRESSION OF INTEREST FOR VENDOR REGISTRATION FOR DIFFERENT FIELDS, IN WBEIDC	Rs. 1,000.00 (Submitted through online only in favour of WBEIDC Limited payable at Kolkata)	Rs. 20,000.00 (Submitted through online only in favour of WBEIDC Limited payable at Kolkata)	11/03/2020 17:00 Hrs.	16/03/2020 15:00 Hrs
Bid Opening Venue	WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LTD. (A Govt. of West Bengal Undertaking) Webel Bhavan, Block-EP&GP, Sector-V, Salt Lake, Bidhannagar Kolkata -700091			

For any queries regarding this EOI please contact General Manager (Commercial), Phone No. 033-23392270 & mail ID pratul.show@webel-india.com on or before 15.00 Hrs, **25/02/2020**. No queries will be entertained after this time frame. If tender committee feels, suitable corrigendum will be hosted in our website before **02/03/2020** for the information of all prospective bidders.

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SECTION – A: LIST OF CATEGORY

SN	Category	Description
1	Category-I	Supply, Installation and Annual Maintenance contract of different Computer Hardware Items like Server, Desktop, Workstations, Laptop, Printer, Scanner, Photocopier, Machine, Fax Machine, UPS etc. and related consumables & accessories
2	Category-II	Supply and Installation of different Operating Systems, Application Software packages , Antivirus packages & other software packages
3	Category-III	Supply, Installation and Annual Maintenance contract of different types active & passive networking equipment/components with cable laying for the configuration of different types of Network (LAN/WIFI/OFC based etc.)
4	Category-IV	Supply, Installation, commissioning and Annual Maintenance contract of CCTV based Security Surveillance related systems
5	Category-V	Supply, Installation, commissioning and Annual Maintenance contract of Smart Card based project and Biometric Attendance System
6	Category-VI	Procurement of Cloud Hosting service and Annual Maintenance contract.
7	Category-VII	Design, development & implementation of web based/mobile based application software projects in different domains
8	Category-VIII	Supply, Installation, commissioning and Annual Maintenance contract of different Medical equipment
9	Category-IX	Event management during exhibitions, seminars in WBEIDC and creation and editing of AV films and Creative, design and printing works including procurement of corporate gifts.
10	Category-X	General order Supplier capable of suppling different Office Stationery items / IT Consumables / Uniform materials etc.

SECTION-B: INSTRUCTIONS TO BIDDERS

1. Registration of Bidder:

Any Bidder willing to take part in the process of e-Procurement 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.

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- 1 above. DSC is given as a USB e-Token.

3. Search and Download:

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

4. Submission of EOI through Online:

EOI are to be submitted through online to the website stated in Clause -1 in Technical 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).

N.B.: Existing empanelled vendors are requested to apply for this Eoi.

SECTION – C: ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE EOI

1. Bidders must submit the valid partnership certificates from OEM's (for Category - 1) with the EOI documents.
2. The bidder should have executed single order of Rs. 1 Lakh, 02(two) orders of Rs.50,000.00 or 03 (Three) orders of Rs. 30,000.00 or more of similar nature of jobs for each category at any Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization other than Webel in last three financial years (2016-17, 2017-18 & 2018-19). Work Order copies along with job completion certificate from the customer duly self-attested are to be submitted, without which the bid will be treated as non-responsive and summarily rejected.
3. The bidder should have an Annual Turnover of Rs.3 lakhs or above in the last Financial Year 2018-19.

AND

Aggregate of Turnover of last three (3) Financial Years (2016-17, 2017-18 & 2018-19) should be Rs. 10 lakhs or above. Last 03 years audited Balance Sheet should be submitted to comply this clause.

4. The Bidder must be detailed profile of the company and Articles of Association. This certificate should be valid at the date of opening of the tender. Photocopy is to be submitted with self-attested.
5. Valid PAN, Registration certificates for GST & Trade License along with its IT return submission documents are to be enclosed with the bid.
6. The bidder/ASP/OEM should be a System Integrator and have at least one registered service center in Kolkata, West Bengal. Supporting documents for existence of Service Centre/s has to be attached with the EOI document.
7. 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.
8. Bid Form duly filled and signed as per format on the letterhead of the bidder.
9. Original EOI document duly stamped & signed on each page, as a token of acceptance of all terms and conditions laid down in the tender document.
10. Bidders to produce ISO 9001:2008 certificate (optional) in the specified area of the job.
11. The company should operate in the same name and style at least for the last three years.

In absence of any one of the above, the offer will be treated as non-responsive and in that case Tender Committee will have right to decide accordingly.

SECTION – D: GENERAL TERMS AND CONDITIONS

1. Schedule of the EOI Document

The EOI document shall be submitted on or before 11/03/2020, at 17.00 Hrs. to General Manager (Commercial), WBEIDC Limited, Block-EP & GP, Sector –V, Salt Lake Electronics Complex, Kolkata -700 091.

2. 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 EOI document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

3. Security Deposit

The firm shall furnish a Security Deposit of **Rs. 20,000.00** in the form of a demand draft from a Scheduled Bank payable at Kolkata duly pledged in favour of WBEIDC Limited. Any bid not accompanied with the valid Demand Draft (as Security Deposit) shall be summarily rejected.

Security Deposit will be refunded to the unsuccessful bidders after receiving application from them on completion of evaluation process. In case of successful bidders earnest money will be retained till security deposit after completion of enlistment period.

Earnest money of the bidder is liable to be forfeited in case of any false submission / statement. In case of any refusal to abide by terms and conditions of our LOI/PO or refusal to enter into a written agreement as per prefixed terms and conditions authority is at liberty to forfeit earnest money and take lawful actions.

4. 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 NIT.

5. Awarding of Contract

Whenever there will be any enquiry from the Govt. Departments / PSUs the Commercial Department of Webel will limited purchase enquiry of float a tender among the empanelled vendors depending on the estimated value of the enquiry up to a limit of **Rs. 1,00,000.00 (Rupees One Lakh only)**. On receipt of the bids from the empanelled vendors, L-1 bidder will be selected and back to back order will be placed on the L-1 bidder.

6. 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.

7. 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.

8. Proposal Currency

Prices will be quoted at the time of participation of tender in **Indian Rupees**, inclusive of all prevailing taxes, levies, duties, etc.

9. 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.

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 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.

SECTION – E: SPECIAL TERMS AND CONDITIONS

1. Interpretation of documents

If any bidder should find discrepancies or omission in the specifications or other tender documents, or if he should be in doubt as to the true meaning of any part thereof, he shall make a written request to the tender inviting authority for correction / clarification or interpretation before 7 days of opening of the bid.

2. Payment Terms

Payment will be made on back to back basis and submission of bills along with the receipted Challan & successful installation certificate FROM THE END CUSTOMER. Payment will be released within 30 days after submission of bills and on receipt of payment from customer.

3. Preparation of EOI

EOI shall be submitted in accordance with the following instructions:

- i) EOI 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) EOI 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) EOI 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) EOI subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- vi) Each and every page of the EOI 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.

4. Withdrawal from EOI

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.

5. Opening of EOI

The EOI document shall be opened at the time set forth in the document.

6. Tax Registration Certificate

Bidders submitting a EOI shall produce up to date PAN & GST 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

7. 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 in part or in full any or all tender(s) received and to split up the work among participants without assigning any reason thereof.

8. 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.

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. Governing Laws

This EOI 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.

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.

SECTION – F: 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 Ltd
Webel Bhavan
Block EP & GP, Sector-V
Salt Lake Electronics Complex
Kolkata-700091

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 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.

Signature

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

(Affix Official Seal)



SECTION – G: VENDOR REGISTRATION FORM

NAME OF THE FIELDS (AS PER EOI DOCUMENT, SECTION-A): (MANDATORY)

SL. NO.	DESCRIPTION	DETAILS
1	Name of the Company :	
2	Address: Phone No.: Fax No.: E-mail id. :	
3	Name of the Fields (as per EOI document, SECTION-A) :	
a)	Address of Registered Office :	
b)	Address of Head Office :	
c)	Address of Kolkata Office:	
3	Name of the Contact Person : Mobile No. Email ID:	
4	Type of Organization: Public Ltd / Private Ltd / Partnership / Proprietary.	
5	Established on (Date as per ROC) :	
6	GST Registration No.:	
7	PAN No :	
8	Validity of ISO: 9001 ::2008 (Optional)	

9	PF Registration No.:	
10	ESI Registration No.:	
11	Nature of Business:	
12	Average Annual turnover for last 3 Years:	2016-17: Rs. 2017-18: Rs. 2018-19: Rs.
13	No. of Employees :	
a)	Technical:	
b)	Qualified:	
c)	Skilled:	
d)	Unskilled:	
14	The Application Fees details:	
15	The security deposit details:	
16	Names of the reputed clients :	1) 2) 3)

Date:

Signature of Director / Partner / Proprietor

(Use separate sheet if required)