



BID DOCUMENT

Expression of Interest for Empanelment of IT/ Telecom related Products and Solutions of various organization including Startups

EOI No.: EOT/COM/20-21/00023, Dated: 14-08-2020

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

West Bengal Electronics Industry Development Corporation Limited

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NOTICE INVITING TENDER NO.: EOT/COM/20-21/00023

EOI Responses are invited from various organizations including Startups to empanel their IT & Telecom products and solutions.

Brief Description of Work	Tender Document Cost in INR (Non-Refundable)
Expression of Interest for Empanelment of IT/ Telecom related Products and Solutions of various organization including Startups	Rs. 1000/= (Rupees One Thousand Only)

- a) In the event of e-filing, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly.
- b) The proposal duly digitally signed, will need to be submitted online through the website <https://wbtenders.gov.in>
- c) Submission of the Bid should be done as per the stated time schedule mentioned in below table.
- d) For any queries regarding this EOI, please contact
 - d.1. Shri Pratul Show, GM (Commercial & HR), WBEIDCL, e-mail: pratul.show@webel-india.com, Phone no. 033-23392270
 - d.2. Shri Kausik Halder Assistant Manager (Commercial), e-mail: halder.kausik@webel-india.com, Phone no. 033-23392387
- e) WBEIDC Limited reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

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

- a) 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.
- b) 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 Website <https://wbtenders.gov.in> DSC is given as a USB e-Token. The Bidder can search & download N.I.T.

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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.

- c) 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 Application Form) 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).
- d) Tender Document Cost in INR (Non-Refundable):- 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. 1000 (Rupees One Thousand 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.

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1. SECTION-1: Background & Objective

1.1. About WBEIDC

West Bengal Electronics Industry Development Corporation Ltd (WBEIDC) is the nodal agency of the Department of Information Technology & Electronics, Govt. of West Bengal. WBEIDC is entrusted with the responsibility of bringing West Bengal to the forefront of the knowledge industry in India by way of taking a number of proactive initiatives in IT & ITeS and ESDM sector along with facilitating private sector participation in the sector. One of the key objective of WBEIDC is to generate employment in IT, ITeS and ESDM sectors. To make this happen, capacity building in line with industry requirement is one approach. The other approach is to create infrastructure for more investments in IT, ITeS and ESDM sectors. WBEIDC has taken multiple initiatives to ease the access to basic infrastructure for the aforementioned sectors, e.g. IT Parks, Electronic Manufacturing Clusters, Hardware Parks etc. WBEIDC has also equipped themselves with knowledge of cutting-edge technology solutions to establish confidence in clients. WBEIDC wants to further engage themselves in more innovative way of problem solving. In this age of continuous innovation and the fast growing Startup Eco system, WBEIDC intends to partner with capable Startups in their journey to solve critical social and citizens' problems with the help of innovation and emerging technology.

1.2. Main Objectives

The key objectives of the empanelment are to:

- Strengthen the IT ecosystem by promoting organizations for their unique product & services in IT & Telecom domain
- Strengthen Startup ecosystem in Bengal by promoting Startups working in the domain of IT/ Electronics/ Telecom
- Accumulate a pool of citizen centric/ environment friendly/ cyber secured solutions to offer to municipal bodies/ smart city authorities/ Government departments/ other private sector clients.
- Employment Generation in IT/ Electronics & Telecom sector

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2. SECTION-2: Scope of the Tender

2.1. WBEIDC intends to empanel the unique products& solutions of organizations including Startup related to IT, Electronics& Telecom sector. The objective of WBEIDC is to collaborate with different organizations by empanelling their innovative product and solutions to promote IT ecosystem in West Bengal and thereby solve societal and environmental problems with the help of technology. Products to be empanelled either of Hardware Category, Software Category and Solutions combining both Hardware and Software. Primarily WBEIDC focuses on the solutions which may help to deliver citizen centric services that cover the following sectors (but not limited to) -

Sl. No.	Area
1	Education
2	Healthcare
3	Transport Management
4	Traffic Management
5	Solid Waste Management
6	Surveillance
7	Vector control
8	Water Metering
9	Water Quality Control
10	Energy Metering
11	Green Energy
12	Elderly care
13	e-Governance
14	Telecom
15	Other citizen centric solutions using emerging technology

2.2. **Empanelment:** Empanelment doesn't ensure any assured order for the empaneled organizations. WBEIDC may approach their clients with the solutions being provided by the empaneled firms.

2.3. **Empanelment Duration:** The empanelment will be initially for one-year subject to extension of another one year.

2.4. Technical Evaluation:

- This empanelment is solely based on technical evaluation. No commercial quotation will be required at this stage.

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- The minimum qualification mark for technical evaluation will be 80 marks. This will be evaluated based on the uniqueness of the product/ solutions and as per the technical evaluation criteria mentioned in Section 8 of the document.
- WBEIDC will call for commercial proposal from the empanelled firms in case of limited tender(s) is required and the selection of interested firm in such case may be based on Least Cost or Quality Cost Based Selection model depending on the requirement from client on the specific engagement.

3. SECTION-3: Eligibility Criteria:

- 3.1. This EoI is valid only for any organizations including Startups registered in India provided that the Startup have readymade solutions targeted at the categories as mentioned in Section-2
- 3.2. The organizations has to be incorporated as a private limited company (as defined in the Companies Act, 2013) or registered as a partnership firm (under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2008) in India.
- 3.3. The interested firm should have an Annual Turnover of Rs. 15 lakhs or above in the last Financial Year (2018-19).

AND

Aggregate of Turnover of last three (3) Financial Years (2016-17, 2017-18 and 2018-19) should be Rs. 50 lakhs or above. Last three years audited Balance Sheet need to be submitted to comply this clause.

- 3.4. The firm must be working towards innovation, development or improvement of products or processes or services, and should have a scalable business model with a high potential of employment generation or wealth creation.
- 3.5. The firm must have in place implementation-ready solution / product which is being offered for this EoI. The firm with offered solution under development will not be eligible for the empanelment.
- 3.6. The firm should have completed at least one (1) implementation job of the offered solution.
- 3.7. An undertaking (self-certificate) that the firm hasn't been blacklisted by Central/ State Government institution and there has been no litigation with any government department on account of similar services

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4. SECTION-4: Important Dates & Informations

1.	Tender No. & Date	EOT/COM/20-21/00023 Dated: 14-08-2020
2.	Tender Version	1.0
3.	Brief description of project	Expression of Interest for Empanelment of IT/ Telecom related Products and Solutions of various organization including Startups.
4.	Tender document Fee	Rs. 1000 (Rupees One Thousand Only) submitted online only.
5.	Tender issuing entity	West Bengal Electronic Industry Development Corporation (WBEIDC) Limited
6.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	14-08-2020
7.	Documents download start date (Online)	14-08-2020
8.	Last Date and time of sending the queries	Date: 24-08-2020 (4:00 pm)
9.	Pre Bid Meeting date time and link for joining the meeting online	<p>Date: 25-08-2020 (12:00 pm)</p> <p>The person should have proper authorization in respective company Letter Head.</p> <p>Queries will be sent to</p> <p>1- Shri Pratul Show, GM (Commercial & HR), WBEIDCL, e-mail: pratul.show@webel- india.com, Phone no. 033-23392270</p> <p>2- Shri Kausik Halder Assistant Manager (Commercial), e-mail: halder.kausik@webel- india.com, Phone no. 033-23392387</p> <p>Link for joining the meeting :-</p> <p>https://teams.microsoft.com/dl/launcher/launcher.html?type=meetup-join&deeplinkId=a11a4ae6-bobo-436d-aado-e3cf3382d8e8&directDl=true&msLaunch=true&enableMobilePage=true&url=%2F%20%2F%2Fmeetup-join%2F19%3Ameeting_ZjE1ZDIlY2MtYWw3OSooZDVjLTk3NzMtZTc5NDQxNjIzNGNm@thread.v2%2FO%3Fcontext%3D%257b%2522Tid%2522%253a%2522c4061aa3-c121-4077-a58f-ef5d3811fc1%2522%252c%2522Oid%2522%253a%25221b1f979c-e371-44ce-aa50-bee68233e677%2522%257d%26anon%3Dtrue&suppressPrompt=true</p>

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10.	Corrigendum, if any, will be published on Line	Date: 28-08-2020 (4:00 pm)
11.	Bid Submission start date & time (On line)	Date: 28-08-2020 (5:00 pm)
12.	Last Date & time of submission of original Earnest Money Deposit (On line) and Tender Fee (On line)	Date: 04-09-2020 (12:00 pm)
13.	Bid Submission closing date & time (On line)	Date: 04-09-2020 (12:00 pm)
14.	Bid opening date & time for Technical Proposals (Online)	Date: 07-09-2020 (3:00 pm)
15.	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals (if any).	To be notified later.
16.	Contact Persons	1- Shri Pratul Show, GM (Commercial & HR), WBEIDCL, e-mail: pratul.show@webel-india.com , Phone no. 033-23392270 2- Shri Kausik Halder Assistant Manager (Commercial), e-mail: halder.kausik@webel-india.com, Phone no. 033-23392387

Note: The list of Qualified Firm with name of their empaneled product/solutions will be published in the portal of Webel (<https://www.webel.in/>) once the technical evaluation will be over.

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5. SECTION-5: General Instruction to Bidders

5.1. General Eligibility:

- The interested firm marked/considered by WBEIDC to be ineligible to participate for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.
- Breach of general or specific instructions for bidding, general and special conditions of contract with WBEIDC or any of its user organizations may make a firm ineligible to participate in the process.

5.2. Empanelment forms:

- Wherever a specific form is prescribed in the document, the interested firm shall use the form to provide relevant information (Refer to Annexure of the document)
- For any other details (apart from the Annexure provided in this document) if the firm decides is most important, shall design a form and submit the intended information additionally.

5.3. Cost of proposal submission:

- The interested firm shall bear all costs associated with the preparation and submission of its proposal, and WBEIDC will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
- Interested firm is expected to examine all instructions, forms, terms, and specifications in the documents. Failure to furnish all information required by the documents or to submit a proposal not substantially responsive to the documents in every respect will be at the interested firm's risk and may result in the rejection of its proposal.

5.4. Evaluation of Proposal

- The proposal documentation shall be evaluated in two steps.
- In the first step, the documentation furnished by the interested firm will be examined prima facie to see if the technical skill base and financial capacity and other attributes claimed therein are consistent with the needs of WBEIDC as per the Technical Evaluation criteria mentioned in Section-8 of this document
- In the second step, WBEIDC shall ask interested firm(s) to present their solutions in prototype/ in a PPT format before the evaluation committee of WBEIDC. Date for the presentation will be informed to the eligible startups at a later date.
- **The minimum qualifying marks under technical evaluation will be 80 marks**

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5.5. Award of Contract (Empanelment)

- On written communication from WBEIDC for having qualified for empanelment the bidder will sign the contract (letter of empanelment) within 7 days of such communication, failing which the offer will be treated as withdrawn and EMD forfeited. WBEIDC reserves the right to extend the offer to the next eligible bidder.
- WBEIDC will empanel product(s) based on the category. The interested firm may empanel their multiple products for different categories.
- Depending on the project requirements, WBEIDC may extend the period of empanelment for additional one year through mutual consent. The empanelled bidders will have to renew/re-submit the security deposit for the extended period of empanelment.
- The bidders selected for empanelment will give security deposit of **Rs. 50,000/- (Rs. Fifty Thousand)** in the form of **Bank Guarantee from a scheduled commercial bank** for the duration of the empanelment or extended period, if any, in favour of WBEIDC.
- The conditions stipulated in the contract will be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the WBEIDC. In addition, WBEIDC will be free to forfeit the Security Deposit and getting the assigned work done from alternate sources at the risk and cost of the defaulting bidder.

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6. SECTION-6: General Terms & Conditions

- 6.1. WBEIDC reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of WBEIDC in respect of empanelment of parties for various categories of work / items shall be final & binding on all concerned empanelled firms / interested firms in the panel of WBEIDC.
- 6.2. Interested firms once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of WBEIDC and keep the WBEIDC informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc. WBEIDC reserves the right to cancel empanelment of a firm on account of its failure to respond to enquiries/limited tenders for three times or more, during the period of empanelment.
- 6.3. In case, an empanelled firm is found in breach of any terms & condition(s) of WBEIDC or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the interested firm and Security Deposits shall be forfeited by WBEIDC, besides debaring and blacklisting the empanelled firm concerned for at least three years for further dealings with WBEIDC
- 6.4. The empanelled firm should not assign or sublet the empanelment or any part of it to any other empanelled firm in any form. Such Assignment results in termination of empanelment.
- 6.5. All empanelled firm are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
- 6.6. The empanelled firm must sign Non-Disclosure Agreement with WBEIDC along with the contract.
- 6.7. WBEIDC has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the empanelment granted to firms with effect from any date, without assigning any reason(s) for the same. The empanelled firm shall indemnify the WBEIDC and user departments against all third-party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. WBEIDC / User department stand indemnified from any claims that the empanelled firm's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.

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7. SECTION – 7: Special Conditions of Empanelment

- 7.1. If any empanelled firm is blacklisted by WBEIDC or by any State Government / Central government Dept., Local Bodies/PSU/Autonomous Bodies, University etc. the empanelment of the firm during the period of empanelment will be cancelled.
- 7.2. The applicant should clearly read all the pages of the document.
- 7.3. Correct/relevant information/ data have to be furnished by the interested firms
- 7.4. The applicant should make sure before applying for a particular type of Category, that the interested firm/firm has the required eligibility criteria & experience for that category of work/ item.
- 7.5. Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 7.6. The following essential documents (whichever is applicable) should accompany with the application form:
 - GST registration certificate
 - Trade License
 - Income tax Permanent Account No. (In the name of firm if not a proprietorship firm)
 - Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - Audited balance sheet or Profit & loss account, for last three years or from inception, whichever is lower. Or else, Annual turnover certificate, for last three years or from inception, whichever is lower, duly certified by a CA firm.
 - A self-declaration that the interested firm has not been blacklisted by any institution of the Central/ State Government / PSU/Autonomous Bodies, Universities, etc. in the past three years should be submitted in his/her own format.
- 7.7. WBEIDC may ask from the empaneled firm to submit any other certificate from time to time as it may deem fit.

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8. SECTION-8: Technical Evaluation Criteria

SR. NO.	EVALUATION CRITERIA	MAX.MARK (100)
1	Registered Firm / Company	(5)
	Limited/Private Limited Company	5
	Partnership/ Proprietorship	4
2	No. of Years of Experience	(5)
	> 5 Years	5
	> 3 Years	4
	> 1 Year	3
3	Annual Turnover	(12)
	15 Lakhs to 1 Crore	8
	1 Crore to 10 Crore	10
	>10 Crore	12
4	No. of Products/Solutions executed/implemented	(10)
	> = 3	10
	2	7.5
	1	5
5	Technical & Qualified Manpower	(18)
	> Organization with total Manpower 15 and qualified and experienced engineer 7 (in any stream)	18
	> Organization with total Manpower 10 and qualified and experienced engineer 5 (in any stream)	12
	> Organization with total Manpower 5 and qualified and experienced engineer 2 (in any stream)	6
	Note: Qualified means person with min education of Bachelor of Engineering, Minimum experience means minimum 3 years of experience in similar industry	
6	Qualitative Evaluation	(50)
6a	PPT presentation of the solution(s) being offered(the solutions/product must be at a stage of ready to implement)	20
6b	Product/ Solution must be unique in nature in comparison with other product in the market	10
6c	IPR exists or not; if exist mention in detail	10
6d	Does the product/ solution is ready for up gradation	10

Note: The bidder has to submit all relevant supporting documents against each criteria mentioned above.

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The proposals will be evaluated by a duly constituted Technical Evaluation Committee (TEC). Bids, not satisfying the eligibility criteria will be rejected. The TEC will then evaluate information submitted as per tender terms and work out marks obtained by each bidder on the basis of information submitted. **Bidder securing minimum 80 marks will only be considered technically qualified.** On request from the TEC, the bidders may have to submit additional information. The TEC will call the eligible bidders for a presentation of the projects handled by them and quoted here. The time limit, in which the bidders' have to submit the additional information or present their projects, will be decided by the TEC and its decision will be final in this regard. Bidders failing to adhere to the specified time limit will be rejected.

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9. SECTION 9 Annexure

Annexure 1 -Covering Letter Format

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling all the Blanks and submit this on Letter Head)

Ref No: (Mandatory)

Date: (Mandatory)

To,
The General Manager (Commercial & HR)
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 “EMPANELMENT” as per the EOI No. _____ dated _____.

We agree to abide by this bid for the period of 12 (twelve) months from the date of 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.

Signature

(In capacity of)

Duly authorized to sign bid for and on behalf of

(Name and Address of the Bidder)

(Affix Official Seal)

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10. Annexure 2-Company details

Sl. No.	Description	Details
1.	Name of the Company	
2.	Address, Phone No., Fax No. & e-mail id	
a)	Registered Office	
b)	Head Office	
c)	Kolkata Office	
3.	Name of the Contact Person with Mobile No. and Email ID	
4.	Type of Organization: Public Ltd./ Private Ltd./ Partnership/ Proprietary	
5.	Established on	
6.	GST Registration No.	
7.	PAN No.	
8.	Service Tax Registration No.	
9.	PF Registration No.	
10.	ESI Registration No.	
11.	Nature of Business	
12.	Average Annual Turnover for last 3 Years	<ul style="list-style-type: none"> • 2016-2017: • 2017-2018: • 2018-2019:

Date: _____

Signature of Director/ Partner/ Proprietor
(use separate sheet if required)

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11. Annexure 3- Manpower details

Sl. No.	Description	Number of employees	Highest Qualification	Average Qualification
a)	Technically Qualified			
b)	Technically Skilled			
d)	Unskilled			

Date: _____
(use separate sheet if required)

Signature of Director/ Partner/ Proprietor

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12. Annexure 4-Product/Solution details

Sl. No.	Description	Options	Descriptions
1.	Category	Product/Solution	
2.	If Product	Hardware/Software	
3.	If Solution	Hardware/Software/ Combinations of both	
4.	Generic Name		
5.	Version		
6.	Area of application of the product/solutions as per table in page 5		
7.	Brief Description of the product/solutions		
8.	Trade Mark details (If any)		
9.	Manufacturing Unit/Laboratory details		
10.	Hardware Product related Certifications includes Compliances, Testing and other related documentations	If any	
11.	Software Product related Certifications includes Security Compliances, Audit and other related documentations	If any	
12.	Solution related Certifications includes customer satisfactions related documentations	If any	

Date: _____

Signature of Director/ Partner/ Proprietor
(use separate sheet if required)