



Expression of Interest (EoI)

EoI No.: EOT/COM/20-21/00055, Dated: 05.01.2021

FOR SELECTION OF AGENCIES AND RATE CONTRACT FOR E-WASTE MANAGEMENT AND HANDLING SERVICES

Issued by:

West Bengal Electronics Industry Development
Corporation Limited (WBEIDC),
(A Govt. of West Bengal Undertaking)
Webel Bhavan, Block-EP & GP, Sector-V,
Salt Lake, Bidhan Nagar,
Kolkata: -700091

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A. Introduction

West Bengal Electronics Industry Development Corporation Limited (WBEIDC Limited), nodal agency of Department of IT & E, Government of West Bengal (GoWB), invites tender for the work mentioned in the Table 1. Tenders are invited from reputed firms. Submission of bid should be in sealed envelope.

Table 1

Brief Description of Work	Tender Document Money (Rs) [Non-refundable]	Earnest Money Deposit (EMD) (Rs) [Refundable]	Last Date and Time of Bid Submission (Physical)	BID Opening Date and Time (Physical)
Selection of agencies and rate contract for e-waste management and handling services	Rs.500 (Rupees Five Hundred Only)	Rs. 3000 (Rupees Three thousand Only)	15-01-2021 12:00 PM	15-01-2021 3:00 PM
Bid Submission & Opening Venue	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			

The EOI documents are available at WBEIDC's office on all working days from 10:30 AM to 4:00 PM, address given above, on submission of Demand Draft of Rs.500.00 (Rupees Five Hundred only) in favour of **WBEIDC Limited** payable at Kolkata.

Alternately, the bidder can download the EOI documents from WBEIDC's website www.webel-india.com and submit the bid with a Demand Draft of Rs.500.00 (Rupees Five Hundred only) duly pledged in favour of **WBEIDC Limited** payable at Kolkata.

For any queries regarding this EOI, please contact General Manager (Commercial), Phone No. 033-23392270 & mail ID pratul.show@webel-india.com or a. Mr. S. J. Dutta, Manager Systems, Email: shashanka.dutta@webel-india.com on or before 15:00 Hrs, 11/01/2021. No queries will be entertained after this time frame. If tender committee feels, suitable corrigendum will be hosted in our website before 11/01/2021 for the information of all prospective bidders.

Canvassing in any form shall be liable for disqualification.

WBEIDC Limited reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

The timelines for the EoI are mentioned in Table 2 below:

Table 2

1.	EoI No. & Date	EOT/COM/20-21/00055, Dated: 05.01.2021
2.	Tender issuing entity	West Bengal Electronics Industry Development Corporation (WBEIDC) Limited
3.	Brief Description of project	Selection of agencies and Rate Contract for E-Waste Management and Handling Services
4.	Tender Document Fee	Rs. 500 (Rupees Five Hundred Only) as Demand Draft
5.	Earnest Money Deposit	Rs. 3000/- (Rupees Three Thousand Only) as Demand Draft / BG
6.	Date of uploading of Tender Document (online) (Publishing Date)	05-01-2021
7.	Documents download /Sale start date (Online/Physical)	05-01-2021
8.	Last Date and time of sending the queries	11-01-2021 (11.00 am)
9.	Pre-Bid Query (through email)	11-01-2021 (11.00 am)
10.	Corrigendum, if any will be published	11-01-2021 (4.00 pm)
11.	Bid Submission start date & time	11-01-2021 (5.00 pm)
12.	Bid Submission closing date & time	15-01-2021 (12.00 PM)
13.	Bid opening date & time for Technical Proposals	15-01-2021 (3.00 PM)
14.	Date of uploading the final list of Qualified Bidder after disposal of appeals (if any).	To be notified later.

B. Instruction to Bidders

- a. Intending bidders may download the EOI document directly from the website <https://webel.in/tenders> or collect the EOI copy from the WBEIDC office. Necessary cost of tender documents (tender fees) of Rs. 500 (Rupees Five Hundred Only) must be submitted through Demand Draft.
- b. The price bid for collection and transportation of the material as given in the Annexure- D from different areas across the state of West Bengal & various states/Union Territories of India for further processing.
- c. The bidder shall pay an EMD of Rs. 200,000 (Rupees Two Lakhs Only) through Demand Draft or Bank Guarantee.
- d. The bid document duly signed, will need to be submitted in an envelope. In the main sealed envelope, the bid envelope and the DD / BG and mention the Tender No. and date.

EOI document in one envelope super-scribed with words: -

“EOI No. **EOT/COM/20-21/00055, Dated: 05.01.2021**” with the text “Do Not Open Before 15/01/2021, at 15:00 Hrs”.

This envelope will also contain the EMD and EOI Document Fees.

The sealed envelope should be addressed to the General Manager (Commercial), WBEIDC Limited, Block-EP & GP, Sector –V, Salt Lake, Kolkata - 700 091, through post/ speed post or dropped personally within the stipulated time in the tender box available 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.

- e. The EOI Response should consist of the following documents:
 - EOI submission letter on the letterhead of the firm clearly indexing the enclosures. This EOI submission letter should bear the reference no. and date, without which the bid will be treated as non-responsive.
 - Bid Form duly filled and signed as per format on the letterhead of the bidder.
 - This EOI document duly stamped & signed on each page, as a token of acceptance of all terms and conditions laid down in the tender document.
 - EMD & EOI Document Fees submit (if downloaded from the web site) at the time of submission of EOI document.
- f. The bid will be evaluated by the ‘Tender Evaluation Committee’. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect.

- g. The successful Bidder (Service provider) is expected to pay WBEIDCL against the e-Waste to be collected. Hence the Bidder who offers highest amount i.e. H1 will be the successful Bidder.
- h. Rate contract for Two Years initially would be executed with the H1 bidder with a scope of further extension for another 2 (two) equal terms i.e. 1 (one) year each depending upon satisfactory performance of the bidder. WBEIDCL reserves the right to engage more than one party who have been found eligible through this tender subject to their agreement to the **H1 rates**. WBEIDCL also reserves the right to publish RFP for further EOI and engage new eligible parties at the above rates during execution of the Rate Contract.

C. Eligibility Criteria

The bidder must possess the requisite prior experience, financial strength and capability in providing the services necessary to meet the requirements as described in the EOI document. The Bidder is required to meet all eligibility criteria and submit documentary proof mentioned below in order to qualify.

1. The bidder must be a company registered under the Companies Act, 1956/2013 or a Partnership or a Proprietary Firm. Documentary (Certificate of incorporation / Partnership Deed) evidence to be submitted.
2. The bidder or its Partner / Agency / Dealer with authorization documents must have an office in West Bengal with valid statutory registration document to be submitted.
3. The bidder must have at least 1 year of experience as on 31st March 2020 in the same activity. Documentary evidence to be submitted.
4. The bidder must be an approved agency of Central / State Pollution Control Board for E-Waste Management Rules. Copy of the approved certificate to be submitted.
5. The bidder must have valid Goods and Service Tax Registration Certificate, PAN etc. Documentary evidence to be submitted.
6. The bidder must have successfully executed similar type (E-Waste Management) of minimum two orders. Copy of Work Order / Agreement to be submitted.
7. The bidder must not have been blacklisted by any State/Central Government or PSU Organization or bilateral / multilateral funding agencies for breach of ethical conduct or fraudulent practices as on date of submission of the proposal. Declaration on bidder's letter head to be submitted.

8. Tender Fees and Earnest Money Deposit (EMD): The Bidder needs to submit Tender Fee of Rs. 500/- as Demand Draft payable to West Bengal Electronics Industry Development Corporation Limited, Kolkata. EMD can be as DD or BG.
9. Performance Security Deposit: The selected bidder must submit a Security Deposit of Rs. 2,00,000/- for the entire contract period of two years and additional three months.

D. General Terms & Conditions

1. Whenever there will be any enquiry from the Govt. Departments/ PSUs, the Commercial Department of WEBEL will float a limited tender among the empaneled vendors depending on the estimated value of the enquiry. On receipt of the bids from the empaneled vendors, L-1 bidder will be selected and back to back order will be placed to the L-1 bidder.
2. The tender document shall be submitted on or before 15/01/2021, at 12:00 Hrs. to General Manager (Commercial), WBEIDC Limited, Block: EP & GP, Sector –V, Salt Lake Electronics Complex, Kolkata -700 091.
3. All the pages of the bid document including documents submitted therein must be duly signed and stamped failing which the offer shall be liable to be rejected.
4. All the documents to be submitted by the bidder should be duly authenticated by the person signing the offer and if at any point of time during process or subsequently it is detected that documents submitted are forged/tampered/manipulated in any way, the total responsibility lies with the bidder and WBEIDCL reserves the full right to take action as may be deemed fit including rejection of the offer and such case is to be kept recorded for any future dealing with them.
5. The firm shall furnish Earnest Money of Rs. 3,000.00 in the form of a demand draft from a payable at Kolkata in favor of WBEIDC Limited. Any bid not accompanied with the valid Demand Draft (as Earnest Money) shall be summarily rejected.

Earnest Money will be refunded to the unsuccessful bidders after receiving application from them on completion of tender process. In case of successful bidders, earnest money will be retained till 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, the authority is at liberty to forfeit earnest money and take lawful actions.

6. No clarification will be entertained after opening of the bid.
7. WBEIDCL reserve the right to reject or accept or withdraw the TENDER in full or part without assigning the reasons thereof. No dispute of any kind can be raised.
8. WBEIDCL reserve the right to ask for clarification in the bid documents submitted by the bidder. Documents may be taken if decided by the committee.
9. No dispute by the bidders in regard to evaluation will be entertained by WBEIDCL and decision taken by the WBEIDCL Committee will be final.
10. The bidder must be present at the time of opening of the TENDER. We are not answerable for any queries of any bidder who remain absent at that time.
11. The Court of Kolkata only will have the jurisdiction to deal with and decide any legal matters or dispute whatsoever arising out of the contract.
12. Rate quoted by the bidders shall be valid for a minimum period of two (02) years from the date of awarding the contract.
13. Entry tax, freight, packing, forwarding, chungli, naka etc. are to be borne by the qualified bidder.

E. Special Terms & Conditions

i. Bidder Disqualification

- a. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming proposal.
- b. The bidder imposes his own conditions in the proposal.
- c. Proposal is received in incomplete form.
- d. Proposal is not accompanied by all the requisite documents.
- e. Information submitted in the proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the agreement (no matter at what stage) or during the tenure of the agreement including the extension period if any.

- f. Bidder tries to influence the proposal evaluation process by unlawful / corrupt / fraudulent means at any point of time during the bid process.
- g. In case any one party submits multiple proposals under one methodology or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals/bidders are withdrawn upon notice immediately.
- h. Bidders may specifically note that while evaluating the proposals, if it comes to, Webel's knowledge expressly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal then the bidders so involved are liable to be disqualified for this agreement as well as for a further period of three years from participation in any of the tenders floated by Webel.

ii. 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, if any. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

iii. Interpretation of Documents

If any Bidder finds discrepancies or omission in the TENDER documents or if he is in doubt as true meaning of any part thereof, he shall make a written request to the WBEIDCL authority for Correction / clarification or interpretation before the submission of the tender.

iv. Language of Bid & Correspondence

The documents must be prepared by the Bidder 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 & WBEIDCL will be in English language only. The correspondence by fax/E-mail must be subsequently confirmed by a duly signed formal copy.

v. Terms of Payment

All the payments will be made by the selected bidder inclusive of all taxes (CGST/ SGST) and submit in advance.

vi. Work Order

The work order will be awarded to the respective empaneled firm based on the order received from other client departments for handling specific E-Waste items mentioned in the order.

vii. Governing Laws

This contract shall be governed by and interpreted by Arbitration clause in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract. The Contractor shall keep himself fully informed of all current national, state and municipal law and ordinances. The Contractor shall at their own expense, obtain all necessary permits and license and pay all fees and taxes required by law.

viii. Corrupt or Fraudulent Practices

WBEIDCL Committee requires that the bidders under this TENDER observe the highest standards of ethics during the procurement and execution of such contracts. For this purpose, the definition of corrupt and fraudulent practices will follow the provisions of the relevant laws in force. WBEIDCL Committee will reject a proposal for award if it detects that the bidder has engaged in corrupt or fraudulent practices in competing for the contract in question. WBEIDCL Committee will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

ix. Enforcement of Terms

The failure of either party to enforce at any time any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

x. Minor Alterations

WBEIDCL, may at its discretion, waive any minor non-conformity or any minor irregularity in the offer. This shall be binding on all bidders and the WBEIDCL Committee reserves the right for such waivers.

xi. Sealing, Marking and Submission of Bid

Bidder shall seal & mark various parts of the proposal as mentioned in the Instruction to bidders above. Interested Bidders are required to submit their bids in sealed envelope only, addressed to:

The General Manager (Commercial), West Bengal Electronics Industry Development Corporation Limited, Webel Bhawan, Block- EP & GP, Sector-V, Salt Lake, Bidhan Nagar, Kolkata-700091, West Bengal

The envelope should bear the name and address of the bidder very neatly written in the left lower corner, without which the bids cannot be recognized and hence will be summarily rejected. If the envelopes are not sealed and marked as required above, WBEIDC shall assume no responsibility for the proposal's misplacement or premature opening. The bid may be summarily rejected.

xii. Deadline for Submission of Proposals

Proposals will be received by WBEIDC at the specified address not later than xx/xx/2020, up to xx:00 Hrs. WBEIDC may, at its discretion, extend this deadline. WBEIDC may also extend this deadline for any other administrative reason.

xiii. Late Proposals

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

F. Scope of Work

WBEIDC Limited, a Government of West Bengal Undertaking, is looking for interested agencies to work with WBEIDC Limited for Segregation & Waste handling / procurement of E-waste from different Govt. departments / Directorates & PSUs across the state of West Bengal & various other states/Union Territories of India. The electrical and electronic waste (e-waste) is one of the fastest growing waste streams in the world. In accordance with the National Environmental Policy (NEP) and to address sustainable development concerns, there is a need to facilitate the recovery and/or reuse of useful materials from waste generated from a process and/or from the use of any material thereby, reducing the wastes destined for final disposal and to ensure the environmentally sound management of all materials.

The broad scope of works is as follows:

1. The selected bidder shall arrange to transit all the allotted e-waste materials given in Annexure – D allotted to them by employing their own labour and transport at their own cost within the stipulated time from various location in/outside the state.

2. The Selected bidder will either do the processing including recycling or handover the e-waste to the state's authorized agencies for further processing. The valid certificate is to be submitted within 60 days after transporting the total allocated material.
3. The selected bidder shall maintain record of Traceability of e-waste picked up by them.
4. The selected bidder may be required to carry out audit in different Govt. departments/ directorates & PSUs across the state of West Bengal & various states/Union Territories of India.
5. Selected bidder must inform WBEIDCL in advance if the bidder wants to handover the e-waste to any other agency. On confirmation from WBEIDCL the handing over of e-waste to another agency can be done.

Annexure

Annexure A: Format for Bidder Details

Tender Reference Number:

1.	Name of the Firm	
2.	Correspondence / Contact address	
	Name & Designation of Contact person	
	Address	
	Contact Number	
	PAN	
	Fax Number	
	E-mail Address	
3.	Office at Kolkata	
	Office Address	
	Name & Designation of Contact person	
	Contact Number	
	E-mail Address	
4.	Is the firm a registered company? If yes, submit documentary proof	
	Year and Place of the establishment of the company	
5.	Is the firm. <ul style="list-style-type: none"> ● a Government/ Public Sector Undertaking ● a propriety firm ● a partnership firm (if yes, give partnership deed) ● a limited company or limited corporation ● a member of a group of companies, (if yes, give name and address and description of other companies) ● A subsidiary of a large corporation (if yes give the name and address of the parent organization). If the company is subsidiary, state what involvement if any, will the parent company have in the project. 	
6.	Is the firm registered for Goods and Service tax? If yes, submit a valid GST Registration certificate.	
7.	Total number of employees in this organisation.	
8.	Are you registered with any Pollution Control Board (if yes, give details with copy of certificate)	

9.	How many years has your organization been in business under your present name? What were your fields when you established your organization	
10.	List the major clients with whom your organization has been / is currently associated.	

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Company Rubber Stamp: _____

Annexure B: Format for Covering Letter

(To be submitted on the letterhead of the bidder)

To,
General Manager (Commercial)
West Bengal Electronics Industry Development Corporation Limited (WBEIDCL)
Webel Bhawan, Block- EP & GP, Sector-V, Salt Lake, Bidhan Nagar,
Kolkata-700091, West Bengal

Ref: EoI for “Selection of agencies and rate contract for e-waste management and handling services”.
Ref no. : **EOT/COM/20-21/00055, Dated: 05.01.2021**

Sub: Submission of EoI for “Selection of agencies and rate contract for e-waste management and handling services”.

Dear Sir,

1. We the undersigned bidder having read and examined in details the scope of work and other documents of the subject TENDER no. Dated..... do hereby propose to execute the job as per details as set forth in the documents.
2. We are enclosing necessary information according to the desired format. The information furnished by us in this Expression of Interest is correct and best to our knowledge. If later it is revealed that any declaration made by us is false / incorrect, then our bid would automatically stand cancelled.
3. We further agree that if our proposal is accepted and qualified then we shall abide by all the instruction of WBEIDCL and provide our services.
4. We understand that WBEIDC Limited. reserves the right to decide whether to pre-qualify our firm without disclosing the reason whatsoever.

Dated, thisday of2020

Signature.....

Name in full.....

Designation.....

Company Stamp

Annexure C: – Declaration for not being blacklisted

(To be submitted on the Letterhead of the responding firm)

(Date)

To,

General Manager (Commercial),

West Bengal Electronics Industry Development Corporation Limited (WBEIDCL)

Webel Bhavan, Block-EP & GP, Sector-V,

Salt Lake, Bidhan Nagar, Kolkata:-700091

Ref: EoI for “Selection of agencies and rate contract for e-waste management and handling services”.

Ref no. : EOT/COM/20-21/00055, Dated: 05.01.2021

Sub: Declaration for not being debarred / black-listed by Central / any State Government in India as on the date of submission of the bid

Dear Sir/Madam,

In response to the above mentioned EoI I/We, _____, as _____ <Designation> of M/s _____, hereby declare that we are having unblemished past record and are not declared blacklisted or ineligible to participate for bidding by any State/Central Government, Semi-Government or PSU.

Thanking you,

Yours faithfully,

Signature of Authorized Signatory (with official seal)

Date:

Name:

Designation:

Address:

Telephone & Fax:

E-mail address:

Annexure D: Format for Commercial Bid

ELECTRONIC/ELECTRICAL SCRAP ITEM	WEIGHT (APPROXIMATE)	Unit Rate Offered (Rs) Without GST
CATEGORY 1: CRT Monitors	11.25 kgs	
CATEGORY 2: Flat Screen Monitors		
LCD Monitor	3.0 kgs	
LED Monitor	3.5 kgs	
CATEGORY 3: CPU		
a) Fully intact complete CPU (with all components)	8.0 kgs	
b) CPU (With missing components)	5.0 kgs	
c) CPU Cabinet without any components	3.0 kgs	
CATEGORY 4: Printers		
a) DeskJet Printer	3.0 kgs	
b) Dot Matrix Printer	4.0 kgs	
c) LaserJet Printer - with toner	2.8 kgs	
d) all in one (AOI)	5.0 kgs	
e) Line Printer	20.0 kgs	
CATEGORY 5: Scanner	1.0 kgs	
CATEGORY 6: Networking Switch	1.0 kgs	
CATEGORY 7: Keyboards	0.5 kgs	
CATEGORY 8: Mouse	0.1 kgs	
CATEGORY 9: UPS		
a) UPS With Battery	3.0 kgs	
b) UPS Without Battery	1.5 kgs	
CATEGORY 10: UPS Battery	2.0 kgs	

ELECTRONIC/ELECTRICAL SCRAP ITEM	WEIGHT (APPROXIMATE)	Unit Rate Offered (Rs) Without GST
CATEGORY 11: Server	15.0 kgs	
CATEGORY 12: Laptop	3.0 kgs	
CATEGORY 13: Washing Machine	20.0 kgs	
CATEGORY 14: Air Conditioners	50.0 kgs	
CATEGORY 15: Refrigerator	40.0 kgs	
CATEGORY 16: Telecomm. Devices		
Mobile Phone (with battery)	0.5 kgs	
Tablet	0.8 kgs	
Telephone	0.8 kgs	
Projector	0.8 kgs	
CATEGORY 17: Domestic Appliances		
Microwave Oven	12.0 kgs	
Water Heater/Geyser	15.0 kgs	
CRT TV	15.0 kgs	
LCD/Plasma/LED TV	8.0 kgs	
Coffee Machine	30.0 kgs	
Water purifier/dispenser	10.0 kgs	
Exhaust Fan	5.0 kgs	
CATEGORY 18: Office Equipment		
Xerox Machine	35.0 kgs	

Mention GST Rates applicable as on date separately against each item

Unit Rate is to be offered i.e., amount to be mentioned for one no. of each item.

Note:

- Bidder quoting the aggregate highest unit price for the entire list of items will be considered as successful bidder (H1).
- WBEIDC Limited will enter into a Rate Contract Agreement with the successful bidder (H1).
- WBEIDC Limited reserves the right to engage other eligible bidders also provided they agree to the H1 rates.

Annexure E- Checklist for list of documents to be submitted:

Sl. No	Type of Document	Submitted (Y/N)
1.	Documentary evidence (Certificate of incorporation / Relevant document) as per Clause – 1 of Eligibility Criteria	
2.	Documentary evidence as per Clause – 2 of Eligibility Criteria	
3.	Documentary evidence as per Clause – 3 of Eligibility Criteria	
4.	Documentary evidence as per Clause – 4 of Eligibility Criteria	
5.	Documentary evidence as per Clause – 5 of Eligibility Criteria	
6.	Documentary evidence as per Clause – 6 of Eligibility Criteria	
7.	Declaration on letter head as per Clause – 7 of Eligibility Criteria	
8.	EMD of Rs. 2,00,000/- as Demand Draft drawn from any scheduled bank in favour of “West Bengal Electronics Industry Development Corporation Limited” Payable at Kolkata as per Clause – 8 of Eligibility Criteria	
9.	Bidder’s Details format as per Annexure-A	
10.	Covering Letter format as per Annexure-B	
11.	Copy of TENDER duly stamped and signed	
12.	Format for Declaration by The Bidder for Not Being Blacklisted / Debarred as Per Annexure-C	
13.	Valid scan copies of Audited Balance Sheets and Profit & Loss Statements for the Financial Years 2017-2018, 2018-2019 and 2019-2020	