

Request for Proposal (RFP)

RFP No.: EOT/COM/20-21/00069, Dated: 03.02.2021

**FOR SELECTION OF SERVICE PROVIDER FOR DATA ENTRY WORK OF BIRTH
RECORDS OF THE KOLKATA MUNICIPAL CORPORATION**

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 Service Provider for Data Entry Work of Birth Records of the Kolkata Municipal Corporation	Rs.500 (Rupees Five Hundred Only)	Rs. 3000 (Rupees Three Thousand Only)	11.02.2021 3.00 PM	12.02.2021 12.00 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 RFP documents are available at WBEIDC's office on all working days from 10:30 AM to 5:30 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 RFP documents from WBEIDC's website www.webel.in 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 RFP, 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 08.02.2021,11:00 Hrs. No queries will be entertained after this time frame. If tender committee feels, suitable corrigendum will be hosted in our website before 08.02.2021, 17.00 Hrs. 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/20-21/00069 Dated 03.02.2021
2.	Tender issuing entity	West Bengal Electronics Industry Development Corporation (WBEIDC) Limited
3.	Brief Description of project	FOR SELECTION OF SERVICE PROVIDER FOR DATA ENTRY WORK OF BIRTH RECORDS OF THE KOLKATA MUNICIPAL
4.	Tender Document Fee	Rs. 500 (Rupees Five Hundred Only) as Demand Draft
5.	Earnest Money Deposit	Rs. 3000.00 (Rupees Three Thousand Only) as Demand Draft
6.	Date of uploading of Tender Document (Publishing Date)	03.02.2021
7.	Documents download /Sale start date	03.02.2021
8.	Last Date and time of sending the queries	08.02.2021(11.00 AM)
9.	Corrigendum, if any will be published	08.02.2021 (5.00 PM)
10.	Bid Submission start date & time	08.02.2021 (7.00 PM)
11.	Bid Submission closing date & time	11.02.2021 (3.00 PM)
12.	Bid opening date & time for Technical Proposals	12.02.2021 (12.00 PM)
13.	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 RFP document directly from the website <https://webel.in/tenders>. Necessary cost of tender documents (tender fees) of Rs. 500 (Rupees Five Hundred Only) must be submitted through Demand Draft.
- b. The bidder shall pay an EMD of Rs. 3000.00 (Rupees Three thousand Only) through Demand Draft.
- c. The bid document duly signed, will need to be submitted in a sealed envelope and mention the Tender No. and date on the envelope:
“RFP No. EOT/COM/20-21/00069 dated 03.02.2021” with the text “Do Not Open Before 11.02.2021, at 15.00 Hrs”.

In the main sealed envelope, put the Technical Bid envelope and the DDs of EMD & Tender Document Fees and sealed Commercial Bid envelope.

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.

- d. The RFP Response should consist of the following documents:
 - RFP submission letter on the letterhead of the firm clearly indexing the enclosures. This RFP 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 RFP document duly stamped & signed on each page, as a token of acceptance of all terms and conditions laid down in the tender document.
- e. 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.
- f. The Eligible Bidder who quotes the lowest amount i.e. L1 will be the Successful Bidder.
- g. Rate quoted shall remain firm during the order execution period and also shall remain valid for minimum two (2) years.

C. Eligibility Criteria of Bidders

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 RFP 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 should provide the certificate of incorporation under Company Act 1956.
3. Un-priced B.O.Q is to be submitted in company letterhead mentioning the name, make and model no. of all the items.
4. 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.
5. The bidder must have at least 3 years of experience as on 31st March 2020 in the same activity. Documentary evidence to be submitted.
6. The bidder must have valid Goods and Service Tax Registration Certificate, PAN etc. Documentary evidence to be submitted.
7. The bidder should have executed 1 single order of similar nature of jobs, particularly in data entry / data digitization work of Rs.3,00,000.00 each or more or The bidder should have executed 2 single orders of similar nature of jobs, particularly in data entry / data digitization work of Rs.1,50,000.00 each or more or The bidder should have executed 3 single order of similar nature of jobs, particularly in data entry / data digitization work of Rs.1,00,000.00 each or more. For all the above cases the orders should be from any Govt. Department / Quasi Govt. Dept / PSU / Board / Council in last 3 financial years. Govt. Department / Govt. Organisation / PSU / Board / Council in last 3 financial years. Work Order copies along with job completion certificate from the customer duly self-attested are to be submitted. In case of non-availability of attestation from Gazetted Officer, the bidder will have to produce original document for verification, without which the bid will be treated as non-responsive and summarily rejected.
8. The Bidder's average annual turnover during last three financial years from data entry / data digitization / similar ITeS work job should be minimum Rs 10.00 lakhs and also the Bidders should be profit making company during all three financial years. Balance Sheet and P&L Account shall be submitted for last 3 financial years.

9. Copies of valid PAN along with I-T return documents, for Financial Year 2017- 2018, 2018-2019, 2019-2020 are to be enclosed with the bid.
10. The Bids shall be submitted by only the Bidder; no consortium is allowed in this Bid. Declaration in this regard needs to be submitted.
11. 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.
12. Copy of valid Trade License is to be enclosed with the bid.
13. The bidder must have at least 1 registered office for COMMUNICATION in KOLKATA/ WEST BENGAL. Supporting documents for existence of office has to be attached with the tender document.
14. 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.
15. Tender Fees and Earnest Money Deposit (EMD): The Bidder needs to submit Tender Fee of Rs. 500/- and EMD of Rs 3000.00 as separate Demand Drafts payable to West Bengal Electronics Industry Development Corporation Limited, Kolkata.
16. Performance Security Deposit: The selected bidder must submit a Security Deposit of 10% of the Order amount including Taxes for the entire contract period and additional three months.

D. General Terms & Conditions

1. 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.

2. 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.
3. 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 bidder, earnest money will be retained till completion of the order.

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.

4. No clarification will be entertained after opening of the bid.
5. 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.
6. 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.
7. No dispute by the bidders in regard to evaluation will be entertained by WBEIDCL and decision taken by the WBEIDCL Committee will be final.
8. 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.
9. 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.
10. Reporting: You have to report to MR. Mr. S. J. Dutta, Manager Systems for ALL purposes.

11. **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.

12. 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.

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.

i. 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.

ii. Work Order

The work order will be awarded to the successful bidder after receipt of Security Deposit / PBG.

iii. 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.

iv. 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.

v. 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.

vi. 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.

vii. 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.

viii. Deadline for Submission of Proposals

Proposals will be received by WBEIDC at the specified address not later than 11.02.2021, up to 15:00 Hrs. WBEIDC may, at its discretion, extend this deadline. WBEIDC may also extend this deadline for any other administrative reason.

ix. Late Proposals

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

E. Special Terms & Conditions

1. PBG 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.

2. Consignee Details

Consignee Details: . KOLKATA MUNICIPAL CORPORATION.

3. Job Location: HQ of KOLKATA MUNICIPAL CORPORATION.

4. Liquidated Damage : As per the job mentioned in the tender document; In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the Vendor(s) for sum equivalent to 1.00% of the contract value for each week or part thereof, subject to a ceiling of 5.00% of the contract value (including all taxes & duties and other charges). In the event of LD exceeds 5.00% of the order value, WBEIDC reserves the right to terminate the contract and WBEIDC will get the job completed by any other competent party. The difference of cost incurred by WBEIDC will be recovered from the earnest money deposited / PBG / Invoice submitted by the vendor (as applicable).

5. Payment Authority: Payment sanctioning authority: MR. Arup Ratan Bhattacharya, ADV-WML.

6. Terms of Payment: Payments will be made to the successful bidder on completion of the work ONLY after receipt of corresponding payment from KMC.

7. Security Deposit: Successful bidder will have to submit a performance bank guarantee within 14 DAYS of issuance of LOI, amounting 10% total ordered value in the format given in the tender document for a validity period of 60 DAYS more than the warranty period (2 YEARS from the date of final acceptance of the end customer) of the quoted items.

8. Taxes all inclusive: Price will be all inclusive including tax, installation, freight, insurance & any other charges. Tax portion should be mentioned separately.

F. Scope of Work

Brief Description of the Work:

1. The Kolkata Municipal Corporation (KMC) already has a software and database for birth records. The present job envisages data entry of remaining old records to complete the database. The physical records are available in bound registers. The registers are of 100 pages each for old records, recent books are of 50 pages each. The cut-off year upto which we shall proceed backward is 1980. We shall begin from year 1999 backward. It is estimated that around **2,10,000 records** are to be entered in the database upto the year 1980.
2. Work will have to be done at the premise of KMC Headquarters, Kolkata only. The successful bidder will have to bring the computers / laptops at the site and provide data entry operators. On completion they can take back their computers. The computers will be connected to the in-house LAN and the operators will have access to the data entry live screens. KMC will arrange space, furniture, electrical power points and LAN Ports at the desks.
3. The successful bidder shall deploy minimum 10 data entry operators and one supervisor. Data Entry operators and supervisor shall be minimum Graduate in any discipline having basic computer knowledge.

Detailed Description of the Work Process:

1. The supervisor shall collect the Birth Registers from the Record Room and shall maintain a physical register of such issues and returns of the Birth Registers with signature of both the supervisor and the concerned person of KMC. During receipt of the books, if any page(s) are found to be missing or mutilated that information shall be written in the issue registers.
2. At the beginning of data entry of each record the operator will have to first search the database whether the record already exists or not, by entering Date of Birth and Parents' Names. If the record is not found in the database then only the data entry will have to be done.
3. Each birth record shall have the following Fields where data needs to be entered:
 - DOB
 - Name
 - Gender
 - Father's Name
 - Mother's Name
 - Address of Parents at the time of birth and Permanent Address
 - Birth Place (LOV)
 - Institution (Select)
 - Address of Institution (only in few cases)
 - Police Station
 - Old Registration No. & Registration Date.

Entries to the following fields to be made if corresponding values are available:

Informant Details (where available) – Name, Address, Date;

Information of Parents (wherever available) - Religion (LOV), Fathers Occupation (LOV)
Father's Education (dropdown), Mother's Occupation (dropdown), Mother's marriage age,
Mother's age at baby birth, Total Children; (where available)
Delivery Details: Attention Type (drop down), Method (drop down), Baby weight;

4. **Language of Data Entry:** English
Language in the Physical Registers: English (Handwritten)
In case of illegibility of handwritten information (as some of the registers are very old), KMC Nodal Officer shall guide the operators.
5. **Quality Check:** The Successful bidders shall ensure zero error in the data entry. The Supervisor shall do double checking to ensure correctness. For erroneous entry (including spelling mistake), suitable penalty may be imposed (e.g. occurrence of error in one record may lead to deduction of charges for 10 records).
6. **Sign-off:** KMC Nodal Officer shall do random checking to verify the data and shall issue acceptance certificate, in a pre-determined format.
7. **Reporting:** The successful bidder shall submit weekly report mentioning physical Birth Register Id. and total number of Records entered.
8. **Completion Period:** Work will have to be completed within 10 months after place of order on successful bidder. Bills will be raised every month along with acceptance certificate issued by KMC.

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	
	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 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.	PAN No. (submit copy)	
8.	Total number of employees in this organisation.	
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: _____

BID FORM

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: RFP for “Selection of Service Provider for Data Entry of Birth Records”. Ref no. : EOT/COM/20-21/00069 dated 03.02.2021

Sub: Submission of **Bid** for “Selection of Service Provider for Data Entry of Birth Records”.

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 Bid 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 qualify our firm without disclosing the reason whatsoever.

Dated, thisday of2021

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: RFP for “Selection of Service Provider for Data Entry of Birth Records”. Ref no. : EOT/COM/20-21/00069 dated 03.02.2021

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 RFP 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

Description	Unit	Rate (In Rs)	Quantity	Total (in Rs)
Data Entry of Birth Records	Per Record		2,10,000	
GST Rate (in %)				
GST Amount (In Rs)				
Grand Total Amount (In Rs)				

Grand Total Amount (In Words) (In Rs).....

Note:

- Bidder quoting the Lowest Grand Total Amount will be considered as successful bidder (L1).
- Payment will be made against actual number of records for which data entry will be done. The above quantity is an estimated figure.

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. 3000 /- 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	
