



Expression of Interest (EoI)

EoI No.: WEBEL/EOT/COM/20-21/00070, Dated: 01.02.2021

**Empanelment of Joint Initiative Education Partner
towards Operation and Management of Centre-based Skill Development
Academy And/ Or Government Sponsored Training Projects
(To support the IT/ ITeS/ Electronics Industry and Related Areas)**

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

Abbreviation

Abbreviations	Descriptions
DSC	Digital Signature Certificate
EMD	Earnest Money Deposit
GM	General Manager
GST	Goods & Service Tax
ICT	Information and Communication Technology
LOI	Letter of Intent
LOA	Letter of Award
PBM	Pre-bid Meeting
PAN	Permanent Account Number
PSU	Public Sector Undertaking
PO	Purchase Order
NIT	Notice Inviting e-Tender
TEC	Tender Evaluation Committee
WBEIDCL	West Bengal Electronics Industry Development Corporation Limited

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Expression of Interest (EoI) No.: WEBEL/EOT/COM/20-21/00070

West Bengal Electronics Industry Development Corporation Limited (WBEIDC Limited), under the aegis of Department of IT & Electronics, Government of West Bengal invites EoI for the work detailed in table1 below:-

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	BID Opening Date and Time
Expression of Interest for Empanelment of Joint Initiative Education Partner towards Operation and Management of Centre-based Skill Development Academy And/ Or Government Sponsored Training Projects	Rs. 1,000/- (In the form of DD duly pledged in favour of WBEIDC Limited payable at Kolkata)	Rs. 25,000/- (In the form of DD duly pledged in favour of WBEIDC Limited payable at Kolkata)	18.02.2021 at 3:00 PM	18.02.2021 at 4:00 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 City, Bidhannagar, Kolkata – 700 091.
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For any queries regarding this EOI, please contact:

1. Shri Pratul Show, GM (Commercial & HR), WBEIDCL, e-mail: pratul.show@webel-india.com,
Phone no. 033-23392270
2. Shri Puspall Ghosh, DGM (NI), e-mail: puspal.ghosh@webel-india.com,
Phone no. 9830659577

Table 2 Fact Sheet

1.	Tender No. & Date	WEBEL/EOT/COM/20-21/00070 Dated: 01-02-2021
2.	Tender Version	1.0
3.	Brief description of project	Empanelment of Joint Initiative Education Partner towards Operation and Management of Centre-based Skill Development Academy And/ Or Government Sponsored Training Projects. (To support the IT/ ITes/ Electronics Industry and Related Areas)
4.	Tender issuing entity	West Bengal Electronic Industry Development Corporation (WBEIDC) Limited
5.	Last Date and time of sending the queries	Date: 06-02-2021 (4:00 pm)
6.	Pre Bid Meeting at WBEIDC LTD. Office (Online)	Date: 08-02-2021 (12:00 pm) The person should have proper authorization in respective company Letter Head. Queries will be sent to 1- Shri Pratul Show, GM (Commercial & HR), WBEIDCL, e-mail: pratul.show@webel-india.com, Phone no. 033-23392270 2- Shri Puspall Ghosh, DGM (NI), e-mail: puspal.ghosh@webel-india.com , Phone no. 9830659577
7.	Corrigendum, if any, will be published on Line	Date: 10-02-2021 (2:00 pm)
8.	Bid Submission closing date & time	Date: 18-02-2021 (3:00 pm)
9.	Bid opening date & time for Technical Proposals.	Date: 18-02-2021 (4:00 pm)
10.	Date of uploading the final list of Technically Qualified Bidder after disposal of appeals (if any).	To be notified later.
11.	Contact Persons	1- Shri Pratul Show, GM (Commercial & HR), WBEIDCL, e-mail: pratul.show@webel-india.com, Phone no. 033-23392270 2- Shri Puspall Ghosh, DGM (NI), e-mail: puspal.ghosh@webel-india.com , Phone no. 9830659577

Section-A: Instruction to Bidders

- a. The bidder can download the tender documents from WBEIDC's website www.webel-india.com and submit the bid.
- b. Submission of EoI response will be done as per time schedule stated mentioned in the Table 1 of this document.
- c. EoI response should contain:
 - ✓ This EoI document, with all pages signed by the authorized signatory
 - ✓ Covering letter for submission of bid (Annexure – 1)
 - ✓ Format for Bidder's Particulars (Annexure – 2)
 - ✓ Bidder's Annual Turnover (Annexure – 3)
 - ✓ Declaration of non-blacklisting (Annexure-4)
 - ✓ List of documents submitted (Annexure – 5)
 - ✓ The details of the project executed as per format mentioned in Annexure-6 and Work Order copies along with project completion certificates from the customers duly attested.
 - ✓ Undertaking on Total Responsibility (Annexure – 7)
 - ✓ Undertaking on Minimum Revenue Share (Annexure – 8)
 - ✓ Valid scanned copies of the following documents:
 - Certificate of Incorporation,
 - Power of attorney establishing the authorized signatory (mandatory for partnership firms)
 - Audited Balance Sheets and Profit & Loss Statements for the Financial Years (FY 2017-2018, 2018-2019 and 2019-2020).
- d. **General Instructions on Preparation of the Technical Proposal**

Bidders have to submit a very structured and organized technical bid, which will be analysed by the Technical Evaluation Committee for different compliances with regards to the requirements of the project. The document submitted must be searchable and well indexed without any handwritten material. Quality and completeness of the information submitted by the Bidder will matter a lot for carrying out fair evaluation of the bidder's capability.

Section-B: Eligibility Criteria

The bidder must possess the requisite prior experience, financial strength and technical 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 mentioned below in order to qualify.

#	Basic Requirement	Eligibility Criteria	Document Proof
1.	Annual Turnover	a. Average annual turnover of not less than Rs. 15 Lakhs in last three financial years (FY 2017-2018, 2018-2019 and 2019-2020). b. The firm must have been a profit-making organization for the last three financial years (FY 2017-2018, 2018-2019 and 2019-2020).	<ul style="list-style-type: none">• Audited Financial Accounts & certificates from the statutory auditor / Chartered Accountant• Balance sheet and Profit & Loss Statement from the statutory auditor or Chartered Accountant
2a	Work Experience	Organizations having sufficient experience and credentials for successful operation & management of minimum 5 training courses/ programs on IT, ITeS, Electronics for at least from last five years.	Completion certificate + Work Order issued by the client Or Work Order + Ongoing Certificate issued by the client
2b	Work Experience	The bidder having minimum 3 years of working experience in education and training can only participate.	Supporting documents along with Self-declaration on organization letter head
3.	Quality Certification	<ul style="list-style-type: none">• The bidder must have valid ISO- 9001: 2008 certification	<ul style="list-style-type: none">• Copies of the valid certificates from authorized agencies
4.	Legal Entity	<ul style="list-style-type: none">• The bidder should have existence in India for last five (5) years at the end of 31st March 2020.• The bidder shall be solvent at the date of bidding	<ul style="list-style-type: none">• Certificates of incorporation for Company/ Partnership Deed / Proprietorship firm self-declaration• Certificate from Statutory auditor / Chartered Accountant for existence

			of firm for last five years along with last three years balance sheet.
5.	Other legal documents	<ul style="list-style-type: none"> • Trade License • GST Certificate • Professional Tax Certificate • Income Tax Return (Latest 3 years) • Copy of PAN • Articles of Association/ Company Registration (depending on company type) 	Copy of the valid documents
6.	Legal Requirement	The responding firm must not be blacklisted by any Government Department, Ministry or Agency in any country for breach of ethical conduct or fraudulent practices during the last three financial years.	A self-declaration that the bidder has not been blacklisted is to be submitted. In case it is found after issuing Work Order that the concerned organization is blacklisted by any of the Department of Government of West Bengal, the work order will be cancelled.
7.	Power of Attorney	The bidder shall submit the Power of Attorney of Authorization for signing the bid in Rs.100.00 Non-Judicial Stamp Paper.	Scanned copy of Power of Attorney needs to be uploaded
8.	Submission of EMD	Bidder should submit Earnest Money Deposit (EMD) of Rs. 25,000/-in the form of Demand Draft/ Bank Guarantee from any Scheduled Bank in favour of WBEIDC Ltd. payable at Kolkata.	Scanned copy of EMD needs to be uploaded
9.	Submission of Tender Document Fee	Bidder should submit Tender Document Fee of Rs. 1,000/-in the form of Demand Draft from any Scheduled Bank in favour of WBEIDC Ltd. payable at Kolkata.	Scanned copy of tender fee needs to be uploaded

Note:

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

- In absence of any one of the above, the offer will be treated as non-responsive and WBEIDC will have the right to decide accordingly. WBEIDC reserves the sole right to select successful bidders according to their credentials.

The duration of the empanelment is for 3 years from the date of signing of Letter of Empanelment and it may be renewed for another 2 (two) equal terms i.e. 1 (one) year each based on the evaluation of the performance of the bidder in each year.

Section-C: General Terms & Conditions

i. Schedule of the EoI Document

- a. The EoI response must be received by WBEIDC Limited before the scheduled time.
- b. Beyond scheduled submission time, no response will be accepted by WBEIDC Limited and returned unopened to the Bidder.
- c. WBEIDC Limited shall not be responsible for any delay or non-receipt of the EoI response. No further correspondence on the subject will be entertained.
- d. The EoI Response submitted by fax, e-mail etc. shall not be considered. No correspondence will be entertained on this matter
- e. WBEIDC Limited reserves the right to modify and amend any of the above-stipulated condition/criteria depending upon project priorities vis-à-vis urgent commitments.

ii. Clarification regarding EoI document

- A prospective Bidder requiring any clarification about the EoI document and scope of work may contact the concerned person through e-mail/ letter as mentioned above.
- No queries from the prospective Bidders will be entertained after the date & time mentioned in this document.
- After opening of EoI responses, if tender committee feels, they may ask for supporting documents in respect of the claim of the bidder and the bidder must submit supporting document as well as written clarifications required by the committee within three days.

iii. Language of EoI

The EoI response submitted by the bidder should be in English language only. All the documents relating to the EoI (including brochures) supplied by the firm should also be in English, and the correspondence between the Bidder & WBEIDC Limited will be in English language only.

iv. Formats and Signing of EoI

The original EoI shall be neatly typed and shall be signed by an authorized signatory/ signatory on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the EoI. The

person or persons signing the EoI shall initial all pages of the EoI, except for unamended printed literature. The EoI shall contain no interlineations, erasure 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 completely.

Section-D: Special Terms & Conditions

1. 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 amount in words shall govern.
- ii. All notations must be in typed. No erasures or overwriting will be permitted.
- iii. EoI shall not contain any recapitulation of the work to be done. Alternative EoI will not be considered unless called for. No written, oral, electronic, telegraphic or telephonic EoIs for modifications will be acceptable.
- iv. EoIs shall be uploaded to the website as notified on or before the date and time set for the opening of EoIs in the Instruction to Bidder section.
- v. EoIs subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- vi. 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 has accepted all the terms and conditions mentioned in this EoI document.

2. Opening of EoI

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

3. Acceptance of EoI

The acceptance of the EoI will rest with the accepting authority who is not bound to accept any EoI and reserves the right to reject in part or in full any or all EoI(s) received without assigning any reason thereof.

4. Awarding of contract

- i. WBEIDC will use limited tendering for price discovery amongst the empaneled vendors for their individual project. WBEIDC may use either LCBS or QCBS for awarding the contract for the respective individual project.
- ii. The “Empaneled Vendors” will sign the contract with WBEIDCL within 15 working days of the release of notification and submission of fixed performance security. After signing of the contract, no variation in or modification of the terms of the contract shall be made except by mutual written amendment signed by both the parties.

Section-E: Technical Evaluation Criteria

- i. The Technical Evaluation shall be initiated for only those Bids which will qualify the Pre-Qualification criteria.
- ii. Technical Evaluation of the bids would be carried out based on following criteria:
 - A. Bidder's Revenue (10 Marks)
 - B. Bidder's Past Experience (55 Marks)
 - C. Bidder's Technical Proposal (15 Marks)
 - D. Technical Presentation (20 Marks)
- iii. The bidder is required to submit the relevant supporting documents (work orders / client certificates / completion certificate / payment certificate) for each projects mentioned as work experience as per the criteria mentioned in the table below.
- iv. Above mentioned evaluation criteria would be divided into various sub-criteria, mentioned as follows.

A. Bidder's Revenue (10 Marks)

#	Technical Evaluation Criteria	Description	Max Marks
A1	Average Annual Turnover in last three financial years (FY 2017-2018, 2018-2019 and 2019-2020).	Minimum 15 Lakhs = 5 marks Each additional 1 Lakhs will get 1 mark with maximum 10 Marks	10

B. Bidder's Past Experience (60 Marks)

#	Tech Evaluation Criteria	Description	Max Marks
B1	Skilling/Education programs in the past 3 years ¹	Category – I: Minimum Project Value – 3 lakhs >= 5 but less than 10 completed training programmes for Govt. organization/ PSUs/ Donor Agencies having contract value not less than 3 lakhs each = 5 marks >= 10 but less than 15 completed training programmes for Govt. organization/ PSUs/ Donor Agencies having contract value not less than 3 lakhs each = 10 marks	15

¹ Categorization of projects during the evaluation process will be completely under the discretion of WBEIDCL.

		<p>>= 15 completed training programmes for Govt. organization/ PSUs/ Donor Agencies having contract value not less than 3 lakhs each = 15 marks</p> <p>Category – II: Minimum Project Value – 5 lakhs</p> <p>>= 3 but less than 6 completed training programmes for Govt. organization/ PSUs/ Donor Agencies having contract value not less than 5 lakhs each = 5 marks</p> <p>>= 6 but less than 9 completed training programmes for Govt. organization/ PSUs/ Donor Agencies having contract value not less than 5 lakhs each = 10 marks</p> <p>>= 9 completed training programmes for Govt. organization/ PSUs/ Donor Agencies having contract value not less than 5 lakhs each = 15 marks</p> <p>Category – III: Minimum Project Value – 7.5 lakhs</p> <p>>= 2 but less than 4 completed training programmes for Govt. organization/ PSUs/ Donor Agencies having contract value not less than 7.5 lakhs each = 5 marks</p> <p>>= 4 but less than 6 completed training programmes for Govt. organization/ PSUs/ Donor Agencies having contract value not less than 7.5 lakhs each = 10 marks</p> <p>>= 6 completed training programmes for Govt. organization/ PSUs/ Donor Agencies having contract value not less than 7.5 lakhs each = 15 marks</p> <p>Supporting Document: Project Completion certificate + Work Order issued by the client Or Work Order + Ongoing Certificate issued by the client And Self-declaration on letter head</p>	
B2	Percentage of candidates placed in the past 3 years	<p><25% placement – no marks</p> <p>>= 25%, but less than 50% placement – 3 marks</p> <p>>= 50%, but less than 70% placement – 5 marks</p> <p>>= 70% placement – 8 marks</p>	8

		Supporting Document: Placement Data sheet having candidate & employers contact details along with supporting Certificate(s) from respective employers.	
B3	Total years of existence in Training and Skill Development business	>= 3 years, but less than 5 years – 2 mark >= 5 years, but less than 10 years – 4 marks >= 10 years – 7 marks Supporting Document: Certificates of incorporation/ Certificate of Commencement of Business	7
B4	Award / Recognition from NSDC/ any other premier entity in last 3 years	• Certificate of Award / Recognition = 5 marks Supporting Document: Copy of Award / Recognition with existing validity, if any.	5
B5	Number of candidates certified	>= 500, but less than 1000 candidates – 4 mark >= 1000, but less than 1500 candidates – 7 mark >= 1500 candidates – 10 marks Supporting Document: Undertaking from the Signing Authority on letter head.	10
B6	Manpower Capability (faculty/ trainers on bidders pay-roll for last 3 years in India.)	>= 30, but less than 50 faculty/ trainers – 4 marks >= 50, but less than 80 faculty/ trainers – 7 marks >= 80 faculty/ trainers – 10 marks Supporting Document: List of faculties with contact & valid PF No. Undertaking from the Signing Authority/ HR Head on letter head.	10

C. Bidder's Technical Proposal (15 Marks)

#	Technical Evaluation Criteria	Description	Max Marks
C1	Bidder's Understanding of the Project requirements	To be evaluated from the technical proposal documentation and technical presentation to the TEC. Following parameters will be examined for evaluation: <ul style="list-style-type: none"> • Clarity and depth of understanding of the project's objectives, scope • Vision of the programme and the way forward 	5

C2	Approach & Methodology (A& M)	<p>TEC shall evaluate the Approach and Methodology for the Implementation & Post-Implementation proposed by bidder and evaluate the same on the following parameters:</p> <ul style="list-style-type: none"> • Completeness of the A&M to meet the requirements of the RFP • Business Projection for the Financial Year 2021-22 with this Joint-Initiative. • Any unique project implementation strategy (ies) proposed, which can impact projects outcomes in positive manner • Risks identification and proposed mitigation plan • Placement Assistance • Available Placement partner in IT-ITeS sector with success story • Outreach Strategy 	10
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D. Technical Presentation (20 Marks)

The eligible bidders as per pre-qualification criteria will be asked to give presentation on their understanding of objective, scope, approach & methodologies along with placement, outreach strategies and other unique plans to meet the project objective to the TEC as per scheduled timeline. The bidder should submit the detail of the Proposed Course as per the format given in Annexure – 6 with necessary supporting documents and will be asked to demonstrate the plan of execution of these courses on behalf of WBEIDC during the period of empanelment (in next 3 years).

Note:

- i. To qualify the technical evaluation, the bidder must score a minimum of 70 marks.**
- ii. WBEIDC will notify the name of the eligible vendor in their website**
- iii. The bidder will have to offer revenue share to Webel (subject to minimum of 20% on Course/ Training Fee).**

Section-F: Terms of Reference

a. Introduction

As a part of its ongoing initiatives to educate & train the job aspirants/ youth with professional skills, West Bengal Electronics Industry Development Corporation Limited, (Webel/ WBEIDC) (under Department of IT & Electronics, Government of West Bengal) took a pioneering role in capacity building & has identified 'Industry Oriented Training Programs' as a major thrust area for economic development and employment generation. The critical success factor for a continuous growth is availability of qualified manpower. Keeping this in mind, Webel has decided to extend 'Webel Education' to have joint initiative programs with companies/ partnership firms having good track record in the field of education and skills training in IT/ ITeS/ Electronics & related fields.

The overall operations would be commissioned and executed initially for a period of one year. In this year, the regular up-gradation of Physical & Technical Infrastructure including computer Hardware/Software should be undertaken by the Education Partner.

b. Scope of Work

The Joint-initiative 'Training & Education Partner' will be responsible for Marketing & Delivery of Training Services including but not limited to Centre-based Training delivery and/or Marketing & Training for Government Sponsored Training (including the scope of participation in Tenders for Sponsored and other Training Projects), Corporate Sectors, Institutions (Universities/Colleges).

Reputed Organisations (companies, Partnership Firms) having sufficient and local experience and credentials for successful operation & management of training courses on IT, ITeS, Electronics and/ or conducting Government/ Institution sponsored Training Projects for at least from last three years may be considered as Education Partner.

In this model, the Successful bidder (The Education Partner) will provide physical and technical infrastructure as required necessary for running the approved courses as well as content, manpower and is responsible for training delivery. The successful bidder will also have to play a crucial role in enrolling students for these courses.

The Education Partner will have to make the Academy operational within 90 days from the date of issuance of the Letter of Intent (LOI). The Successful Bidder will have to submit the course curriculum to Webel for approval along with lesson plan after the issuance of the LOI.

Key responsibilities of the successful bidder, but not limited to, are as follows:

- The successful bidder will also have to bear all other costs of operation and management of the training centre like, course material, Marketing & Branding as well as cost towards water, electricity, phone, broadband, etc. The responsibility of security of the whole infrastructure including technical infrastructure lies on the successful bidder, i.e. the Education Partner.

- The Education Partner shall keep visiting all Departments of Government, Education Institutions, Industries, Business Centres & other prospective customers explaining about the Training Programs & submit proposals to those entities.
- The training centre thus formed will be named as 'Webel Academy' (Name of the Initiative / Institute) with XYZ (Name/ Brand of the Partner) as Education Partner.
- The Successful Bidder will have to maintain proper books of accounts and Webel will have the right to check the books of accounts and take copy of same, if required.

The services to be provided by The Education Partner (Successful Bidder) will include the following:

- a) The Education Partner shall appoint faculty/ teaching staff with adequate knowledge in imparting teaching and training to students.
- b) There may be entry level, intermediate and/or final tests during the training program, wherever required.
- c) There will have to be flexibility on the schedule of the training program depending on the exigencies of the situation.
- d) The Education Partner shall deliver course material to participants, wherever applicable.
- e) The Education Partner & Webel shall jointly provide Certificates to all successful participants/ students.
- f) The Education Partner shall be responsible for proper completion of the course.
- g) The Education Partner & Webel shall jointly provide Certificates to all successful participants/ students.
- h) The Education Partner shall provide placement assistance to the successful students as per Industry requirement and Webel has no responsibility towards this.
- i) The Education Partner shall cover all the miscellaneous expenses including Marketing & Branding incurred for imparting training at the Centre.

Recommended Methodology to be adopted by the Successful Bidder/ Education Partner for Test and Evaluation

- The marking of the examination will be based on Course work.
- Course work may consist of Assignment(s) and/or Practical Test(s) as applicable.

Proposed Courses on Emerging Technologies for Centre-based Training (besides Govt. sponsored/ Institution training programs as per Customer's requirement)

- Python
- Data Science including Big Data Analytics, Digital Marketing, etc.
- 3D Printing
- Machine Learning
- IOT
- Artificial Intelligence
- Drone Technology
- Blockchain
- AR / VR / MR / XR

- Nanotechnology
- ERP

Note: This is an indicative list of courses and will be finalised at the time of agreement with the empalened education partner.

Section– G: Annexures

Annexure-1: Covering letter for submission of EoI

(To be submitted on the Letterhead of the bidder)

(Place)

(Date)

To,

The General Manager (Commercial)

WBEIDC Ltd

Webel Bhavan

Block EP & GP, Sector-V

Salt Lake Electronics Complex

Kolkata-700091

Ref: EoI No. WEBEL/EOT/COM/20-21/00070, Dated: 01.02.2021

Sub: Submission of proposal in response to EOI for “Empanelment of Joint Initiative Education Partner towards Operation and Management of Centre-based Skill Development Academy And/ Or Government Sponsored Training Projects”

Dear Sir/Madam,

We have examined the EoI document, we, the undersigned, herewith submit our EoI in response to your EoI no. _____ dated _____ for “Empanelment of Joint Initiative Education Partner towards Operation and Management of Centre-based Skill Development Academy And/ Or Government Sponsored Training Projects”.

- i. We have read the provisions of the EoI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EoI shall not be given effect to.
- ii. We agree to abide by this EoI, consisting of this letter, the detailed response to the EoI and all attachments, for a period of 180 days from the date of submission of the bid.
- iii. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices
- iv. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this EoI.

- v. We hereby declare that all the information and statements made in this EoI are true and accept that any misrepresentation contained in it may lead to our disqualification.
- vi. We understand you are not bound to shortlist / accept any EoI receive.

Yours Sincerely,

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone& Fax :

Annexure–2: Format for Bidder’s Particulars

<<To be printed on bidder company’s letterhead and signed by Authorized signatory>>

To,
The General Manager (Commercial)
WBEIDC Ltd
Webel Bhavan
Block EP & GP, Sector-V
Salt Lake Electronics Complex
Kolkata-700091

Bidder Information Format

#	Description	Details (to be filled by the responder to the EOJ)
1.	Name of the company	
2.	Official address	
3.	Phone No. and Fax No.	
4.	Corporate Headquarters Address	
5.	Phone No. and Fax No.	
6.	Web Site Address	
7.	Details of Company’s Registration (Please enclose copy of the company registration document)	
8.	Name of Registration Authority	
9.	Registration Number and Year of Registration	
10.	Quality Certificates and its validity	
11.	GST registration No.	
12.	Permanent Account Number (PAN)	

Contact Details of officials for future correspondence regarding the bid process:

Details	Authorized Signatory	Secondary Contact
Name		
Title		
Company Address		
Mobile		
Fax		
Email Id		

Yours Sincerely,

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone& Fax :

Annexure-3: Bidder's Annual turnover over last 3 financial years

<<To be printed on bidder company's letterhead and signed by Authorized signatory>>

Date: dd/mm/yyyy

To,
The General Manager (Commercial)
WBEIDC Ltd
Webel Bhavan
Block EP & GP, Sector-V
Salt Lake Electronics Complex
Kolkata-700091

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the EOI Document. I hereby declare that below are the details regarding Overall turnover over last 3 financial years for our organization.

#	Details	FY 2017-18 (in Lakhs) (a)	FY 2018-19 (in Lakhs) (b)	FY 2019-20 (in Lakhs) (c)	Average Turnover [(a+b+c)/3]
1	Overall Annual Turnover				

Yours Sincerely,

Signature of Statutory Auditor (with official seal)

Name :

Designation :

Address :

Telephone& Fax :

E-mail address :

Annexure-4: Declaration for not being blacklisted
(Self-declaration for not being blacklisted by any Government Entity)

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

(Place)

(Date)

To,
The General Manager (Commercial)
WBEIDC Ltd
Webel Bhavan
Block EP & GP, Sector-V
Salt Lake Electronics Complex
Kolkata-700091

Ref: EOI for Empanelment of Joint Initiative Education Partner towards Operation and Management of Centre-based Skill Development Academy And/ Or Government Sponsored Training Projects.

Ref: EOI No. WEBEL/EOT/COM/20-21/00070, Dated: 01.02.2021

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.

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

Annexure-5: List of documents submitted

Technical Solution is to be documented in a structured manner. Checklist for the mentioned documents to be included in the Technical bid in following format:

	Documents to be submitted	Submitted (Y / N)	Documentary Proof (Page No.)
1.	Power of attorney / board resolution to the authorized Signatory of the Bid		
2.	Scanned copy of EMD & Tender Fee		
3.	Bidder's particulars (Annexure-1)		
4.	Bidder's annual turnover for last 3 years (Enclose copy of Audited Balance Sheet for last 3 years, Copy of the audited Profit & Loss Statements for each of the last 3 financial years) (Annexure-2)		
5.	Certified copies of valid PAN, GST registration, Income Tax, Professional Tax, Registration and Trade License		
6.	Declaration for not being blacklisted (Annexure – 3)		
7.	Formats for Technical bid (Section F)		
8.	Covering letter for submission of EoI (Annexure – 5)		
9.	Details of proposed courses (Annexure – 6)		
10.	Undertaking on Total Responsibility (Annexure – 7)		

Annexure-6: Details of the proposed courses

(To be submitted on the Letterhead of the bidder)

Sl. No.	Course/ Trade/ Govt. Sponsored Training	Norms for Compliance							
		Yr(s). of Exp. in Conductin g the trade/ Govt. Training	No. of Students trained	No. of Faculties on payroll	Software & Hardware, Tools / Equipment used	Duration of Course (in Hours.) (applicable for Centre- based Training)	Associatio n with National/ Internatio nal organisatio n	Names of reputed clients	Any other creden tials to highli ght

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone& Fax:

E-mail address :

The past experience in several projects is to be submitted in the format mentioned below:

#	Criteria	Details
1	Name of the Project	
2	Name of the Client	
3	Total Cost of the Project	
4	Project Components	
5	No. of participants	
6	Placement Support (Y/N) If Y, please mention the percentage and number of participants, who received placement and placement assistance	
7	Completion Status (Completed/ Ongoing)	
8	Payments Status (submit proof for payments received)	
9	Describe the Project in Brief	
10	Briefly describe the set of activities carried out by your firm	

Submit Customer Order Copy details of the order indicating the project value, customer contact details, project completion certificate or partial completion certificate, customer satisfaction certificate etc.

Annexure-7: Undertaking on Total Responsibility

Date:

To,

The General Manager (Commercial)

WBEIDC Ltd

Webel Bhavan

Block EP & GP, Sector-V
Salt Lake Electronics Complex
Kolkata-700091

Sub: Self-certificate regarding Total Responsibility

Dear Sir,

This is to certify that we undertake total responsibility for the successful and defect free Operation and Management of Centre-based Skill Development Academy And/ Or Government Sponsored Training Projects as Joint Initiative Education Partner as per the requirements of the EOI.

Thanking you,
Yours faithfully

(Signature of the Authorized signatory of the Bidding Organisation)

Name :

Designation:

Date :

Time :

Seal :

Address:

Annexure-8: Undertaking on Minimum Revenue Share

(On Rs. 100 or above Stamp Paper)

Date:

To,

The General Manager (Commercial)

WBEIDC Ltd

Webel Bhavan

Block EP & GP, Sector-V

Salt Lake Electronics Complex

Kolkata-700091

Sub: Undertaking regarding Minimum Revenue Share

Dear Sir,

This is to certify that we undertake to offer revenue share (subject to minimum 20% of Course/ Training Fee) to Webel as Joint Initiative Education Partner as per the requirements of the EOI.

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the Bidding Organisation)

Name :

Designation:

Date :

Time :

Seal :

Address: