

Request for Proposal (RFP)

Preparation of an inventory of investors claims under custody of Directorate of Economic Offences (DEO)

**RFP No.: WEBEL/EOT/COM/20-21/000077R (2ND CALL)R (2ND CALL),
Dated 13.05.2021**

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**

Contents

A.Introduction	3
B.Instruction to Bidders	5
C.Eligibility Criteria	6
D.General Terms & Conditions	8
E.Special Terms & Conditions	12
F.Scope of Work	13
Annexure	
Annexure A: Format for Bidder Details	19
Annexure B: Format for Covering Letter	21
Annexure C: – Declaration for not being blacklisted	22
Annexure D- Checklist for list of documents to be submitted:	23

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 to be through E-tender.

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 (online)	BID Opening Date and Time (online)
Selection of Service Provider for Preparation of an inventory of investors claims under custody of DEO	Rs.2000 (Rupees two thousand Only)	Rs. 100,000.00 (Rupees One lakh Only)	03.06.2021 12.00 PM	07.06.2021 15.00 PM
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				

- a) In the event of e-filing, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly.
- b) 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. 2,000/- (Rupees Two Thousand) 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.
- c) The bidder shall pay an EMD of Rs. 1,00,000 (Rupees One Lakhs only) 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.
- d) The Technical Bid and the Financial Bid, duly digitally signed, will need to be submitted in the website <https://wbtenders.gov.in>
- e) Submission of the Bid should be done as per the stated time schedule mentioned in “IMPORTANT DATES & INFORMATIONS” section of the RFP.

The Financial Bid of the prospective bidder will be considered only if the Technical Bid is found qualified by the ‘Tender Evaluation Committee’. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect. For any queries regarding this RFP, please contact General Manager

<Preparation of an inventory of investors claims under custody of DEO>



(Commercial), Phone No. 033-23392270 & mail ID pratul.show@webel-india.com and Advisor (WBEIDC-WIL div), Phone No. 033-22833568 & mail ID surajit.mandal@webel-india.com on or before 20.05.2021,11:00 Hrs. No queries will be entertained after this time frame. If the tender committee feels, suitable corrigendum will be hosted in our website before 25.05.2021, 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	WEBEL/EOT/COM/20-21/000077R (2ND CALL), Dated 13.05.2021
2	Tender issuing entity	West Bengal Electronics Industry Development Corporation (WBEIDC) Limited
3	Brief Description of project	FOR SELECTION OF SERVICE PROVIDER FOR Preparation of an inventory of investors claims under custody of DEO
4	Tender Document Fee	Rs. 2000 (Rupees Two thousand Only)
5	Earnest Money Deposit	Rs. 1,00,000.00 (Rupees One lakh Only)
6	Date of uploading of Tender Document (Publishing Date)	13.05.2021
7	Documents download /Sale start date	13.05.2021
8	Last Date and time of sending the queries	20.05.2021 (11.00 AM)
9	Corrigendum, if any will be published	25.05.2021 (5.00 PM)
10	Bid Submission start date & time	25.05.2021 (7.00 PM)
11	Bid Submission closing date & time	03.06.2021 (12.00 PM)
12	Bid opening date & time for Technical Proposals	07.06.2021 (3.00 PM)

<Preparation of an inventory of investors claims under custody of DEO>



13	Bid Technical Presentation	To be notified later.
14	Date of uploading the final list of Qualified Bidder after disposal of appeals (if any).	To be notified later.

GENERAL GUIDANCE FOR E-TENDERING

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

i. 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.

ii. Digital Signature Certificate (DSC):

Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token. The Bidder can search & download N.I.T. & BOQ 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.

iii. 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 Financial Proposal) 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).

B. Instruction to Bidders

- a. The RFP Response should consist of the following documents:
 - 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.
- b. 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.
- c. The work will be awarded to the Rank - 1 bidder after QCBS evaluation.
- d. 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. The bidder should provide the certificate of ISO 9001:2015
4. The bidder should provide the certificate of PF, ESI and GST.
5. Un-priced B.O.Q is to be submitted in company letterhead mentioning the name, make and model no. of all the items.
6. The bidder with authorization documents must have an office in West Bengal with valid statutory registration documents to be submitted.
7. The bidder must have at least 5 years of experience as on 31st March 2020 in the same activity. Documentary evidence to be submitted.
8. The bidder must have a valid Goods and Service Tax Registration Certificate, PAN etc. Documentary evidence to be submitted.
9. The bidder should have executed Minimum Order execution of minimum one order of 1 cr or two orders of .75 cr each or three orders of Rs 50 lakhs and completed successfully in Govt. Projects. For all the above cases the orders should be from any Govt. Department / Quasi Govt. Dept / PSU / Board / Council in the last 5 financial years. Work Order copies along with a 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 documents for verification, without which the bid will be treated as non-responsive and summarily rejected.
10. The Bidder's average annual turnover during the last 5 financial years to be 25 Cr/year. Balance Sheet and P&L Account shall be submitted for the last 5 financial years.
11. 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.

12. The Bids shall be submitted by only the Bidder; no consortium is allowed in this Bid. Declaration in this regard needs to be submitted.

13. Bidders have to quote all the items mentioned in the tender document. No part bid will be accepted. Otherwise, the bid(s) will be treated as cancelled.

14. Copy of valid Trade License is to be enclosed with the bid.

15. 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.

16. Performance Security Deposit: The selected bidder must submit a Security Deposit of 3% of the Order amount including Taxes for the entire contract period and additional three months.

The bidder must present a detailed plan of execution of the current project.

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 WEBEL 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

<Preparation of an inventory of investors claims under custody of DEO>



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

Bid submission through online only.

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: . DEO.

3. Job Location: Any remote Premises of DEO.

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. Surajit Mandal, ADV-WIL.

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

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

A. Functional Requirements Overview

The project envisages Preparation of an inventory of investors claims under custody of DEO. There are hand written text in colour inks as well as pencil. Colour scanning shall be required and scanning resolution/quality will be such that no information is lost.

Estimated Volume of Job:

Estimated volume of Application Data Entry is around 10 Lakhs and documents for Scanning is around 60 Lakhs. As discussed with the Departmental officials volume of Applications is around **10,00,000 nos.** along with **6 nos.** of attachments.

- Place of work –Any remote Premises of DEO (> 1 & < 5)
- **Bidder must deploy** scanning operators and data entry operators and QC staff and supervisor

Scope of Work:

- Arranging papers lot wise before scanning
- Arrangements of Computer and Scanner in the office premises
- Scanning of application data along with the attachments as per lot of applications given by the Department.
- Numbering of the Scanned Images (PDF) with the Key Number / Serial Number
- Data Entry in the **25 Fields/Columns** in Excel Sheet from Scanned Documents i.e. Application Form and other attachments (fields like Folio No., Certificate No., PAN etc.) as prescribed by the Department.
- Linking of the Excel Record with the Scanned Images using the same Key Number/Serial Number.
- Checking of Data
- Regular backup of the Data in External Hard Disk Drive.
- Handing over Work Done Statement every after fifteen days.

1. Cloud hosting and cloud facility to be provided.

= Number of (scanning operators + Data entry operators + Quality control officers + Designated officers of DEO + Court personnels)

2. A Cloud based application needs to be developed so that Scanned IB images of Inspection Books could be stored in the cloud and could be downloaded by designated and authorized users.
3. Size of documents to be scanned is: A4 / Legal
4. Colour scanning is required to exactly replicate the information page/record.
5. **Collection of MetaData indexing** - A format shall be created for capturing the administrative and descriptive metadata. The successful bidder shall have to fill in the metadata. The metadata tags should be alphanumeric, in English.
6. **Scanning of Documents** - Pages shall be scanned in JPEG format with resolution of 300 dpi or higher. Color scanning is required. Final images will be required both in jpg as well as pdf format.
7. **Quality Control** – Dedicated workstation and staff shall be deployed to ensure quality control (QC) of the scanned documents. Amongst other things, the QC operator shall check and verify the no. of pages being scanned, sequence of pages, image quality of the document and verification with original document to ensure 100% accuracy. Image enhancement activities like De-skew (to make images straight), contrast ratio setting etc have to be done.
8. In the situation of rejecting any page due to any reason the system should be capable of capture the reason for rejecting the same from the operator and this information shall be available and intimated to the rescanning station for future use meaning for re-scan etc. and only rejected records will be flagged and will be stored in file server. Separate report MIS will be generated.
9. The system should display the information about the rejected documents by image QC which is to be rescanned. System shall have the capability of image assisted Data Entry with zooming in and zooming out facility.
10. Random sample of the scanned data will be validated by DEO personnel, which will be displayed in a screen of the software application.
11. No information from the documents or original contents should get erased or overwritten or lost in the process of cleaning the data. Final scanning figure would be on actual basis.

• **Supervision & Quality Check:**

- Two officials from the Directorate need to be assigned to monitor the progress of the job. They would confirm the monthly output based on which we would submit a monthly invoice within the 5th of the following month.
- **Completion Period:** Bills will be raised every month along with acceptance certificate issued by DEO. Work will have to be completed within 11 months after place of order on successful bidder.
- **Reporting:** The successful bidder shall submit weekly report.

<Preparation of an inventory of investors claims under custody of DEO>



- 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).
- **Sign-off:** DEO /SEBI / WEBEL Nodal Officer shall do random checking to verify the data and shall issue acceptance certificate, in a predetermined format.

Language of Data Entry: English

Language in the Physical Registers: English, Bengali (Handwritten)

B. Software development

- 1.** The Software shall be developed using technology appropriate for Maintenance, Version Control and Online Viewing of the documents. The successful bidder can develop fresh software. The present scope of work includes indexing of the newly scanned images and migration / inclusion of the existing information and completion of the indexing work to the new Software. Existing datas are in .xls format. They need to be converted to a new format to match is also as part of the present project.
- 2.** The application software should have provision for

 - Role based access. The system must facilitate management of users and users access right and privilege.
 - Mechanism to search the document based on user defined Queries, parameters, Document identity etc.
 - View, printing and download facility.
 - Scope for entry of additional data.
 - The application software should be web enabled and should be stored in CLOUD.
- 3.** The document should be scanned and stored with unique document identification (will be decided by department).
- 4.** Software should be ready at the time of Proof of Concept (POC). Data should be taken for POC. POC should be shown by vendor within one month of issuing work order.
- 5.** The search engine shall allow the retrieval of records using the meta-data fields. The search engine shall be available on the DEO intranet as a web based online solution, using which authorized users can search and navigate through the list of the digitized documents. The software shall have an access and authorization mechanism and shall enable authorized users to download non-editable copies of a document.
- 6.** The vendor should design the application software package using latest available tools and technologies, standard etc. The application should have a web enable module to display the scanned data.
- 7.** The software should facilitate adding scan data in a progressive manner, post implementation, while in use by the user. Facility to backup and restore the complete data without loss to be provided without redoing the whole process.
- 8.** Appropriate data compression techniques should be used by the vendor to minimize / optimize the storage space, without compromising the system performance and time for retrieval of information.
- 9.** The system should be able to generate output in hard copies as well as softcopies.
- 10.** Once a document is scanned, it should not be able to be removed from the archived data by any unauthorized person. An appropriate workflow for approval at suitable stage be incorporated for deletion of such data.

11. The application shall be hosted in a secured Cloud Service Provider. The bidder shall quote for such hosting and maintenance services for one year.
12. **Training and Demonstration** – The selected firm shall be responsible for providing adequate training of the new software to the users (DEO employees). It shall provide onsite support, training and demonstration to designated Officers on an as-needed basis during the project duration.
13. **Source Code** – The selected vendor shall hand over the entire backup to DEO or any other firm authorized by DEO after completion of the project, i.e. after completion of its support & maintenance period. The selected firm shall maintain strict confidentiality.
14. **Acceptance Testing** - The DEO shall issue a Certificate of Acceptance of backup after successful completion.

G. TECHNICAL EVALUATION CRITERIA

1. Technical Evaluation : Evaluation of Technical Bids will be as follows:

Sl. No.	Type	Max Marks
A	1. Average turnover of Rs. 25 Cr and less than equal to Rs. 30 Cr for last 5 financial years - 10.5 Marks 2. Average turnover of more than Rs. 30 Cr and less than equal to Rs 40 Cr for last 5 financial years - 13 Marks 3. Average turnover of more than Rs. 40 Cr for last 5 (three) financial years - 15 Marks	15
B	The Bidder should have completed a number of digitisation projects for Govt/PSUs/PCBs/Govt bodies during the last 5 years – 5 marks for each completed project, max 15 marks.	15
C	1. Order Values of completed digitisation Projects during last five years of Govt/PSUs/PCBs/Govt Bodies: For each Completed Project of Value Rs 10 Lakhs or more - 5 marks for each project, max 15 marks OR For each Completed Project of Value Rs 20 Lakhs or more - 7.5 marks for each project, max 15 marks OR For at least one Completed Project of Value Rs 30 Lakhs - 15 marks 2. For at least one On-Going digitisation Project for Govt/PSUs/PCBs/Govt Bodies of value more than Rs 10 Lakhs – 5 marks	20
E	Detailed Implementation Plan for execution of the said job. Bidders will have to give a presentation and submit a write up including approach and methodology, break-down of tasks and schedule in pdf format.	30
G	CVs of professionals to be deployed for digitisation: - Project Manager (1 person) = 9 marks - Assistants (1 Person) = 2 marks, up to 3 persons = max 6 marks **Declaration to be submitted on organization letterhead by authorized signatory.	15
H	The Bidder has an existing operational office in Kolkata since last 3 (three) years – If Yes = 5 marks, No = 0 Marks	5
Total		100

2. Selection Methodology

The evaluation committee will evaluate each of the bids on the basis of Technical Evaluation Criteria. At the stage of technical evaluation, WBEIDC LTD. will assign points (quality of services score) to the pre-qualified bidders based on the technical evaluation criterion mentioned in this RFP.

To qualify the technical evaluation stage, the bidder must score a minimum of 70 marks. The commercial bid of the technically qualified bidders will then be opened and reviewed to determine whether the commercial bids are substantially responsive in respect of commercial considerations.

The evaluation will be made on the basis of QCBS with 70:30 ratio, where the weightage on the Technical part will be 70 percent and the 30 percent weightage to be given in commercial. The bidder with the highest total score would be declared successful.

The cost indicated in the Commercial Proposal shall be deemed as final and reflecting the total cost of services and should be stated in INR only.

The lowest Commercial Proposal (Fm) will be given a score (Sf) of 100 points.

The Financial scores (Sf) of the other Commercial Proposals will be determined using the following formula:

$$Sf = 100 \times Fm/F;$$

In which Sf is the Commercial score, Fm is the lowest Commercial Proposal, and F is the Commercial Proposal (in INR) under consideration.

Proposals will be finally be ranked in accordance with their combined technical (St) and financial (Sf) scores:

$$S = St \times Tw + Sf \times Fw;$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Commercial Proposal that will be in the ratio of 70:30.

For Additional information/clarification (if reqd.), WBEIDC LTD. reserves the right to ask for any additional information. Bidders that fail to submit additional information or clarification as sought by the evaluation committee within 10 days of the receipt of letter requesting for such additional information and/or clarification from WBEIDC LTD., their bids will be evaluated based on the information furnished along with the bid proposal.

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	
3.	Office at Kolkata	
	Office Address	
	Name & Designation of Contact person	
	Contact Number	
4.	E-mail Address	
	Is the firm a registered company? If yes, submit documentary proof	
5.	Year and Place of the establishment of the company	
	Is the firm.	
	• 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 “Preparation of an inventory of investors claims under custody of DEO”.

Ref no. : **WEBEL/EOT/COM/20-21/000077R (2ND CALL), Dated 13.05.2021**

Sub: Submission of **Bid** for “Preparation of an inventory of investors claims under custody of DEO”.

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 "Preparation of an inventory of investors claims under custody of DEO".

Ref no. : **WEBEL/EOT/COM/20-21/000077R (2ND CALL), Dated 13.05.2021**

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:

AnnexureD- 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.		
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	

<Preparation of an inventory of investors claims under custody of DEO>



BOQ Fields:

Srl	Item Description	Quantity and Unit
01	Cost of Scanning of Application & other Documents. Page Size -- A4 / Legal.	1 page
02	Cost of Data Entry from Application Form and required fields from attachments. (Max ^m 25 no. of data fields).	1 form
03	External Hard Disk Drive for storage purpose.	4 pcs
04	Software Development	1 job
	Total	