

**REQUEST For PROPOSAL**  
**For Selection of Service Provider**  
**For Bibliographic Data Entry and implementation of KOHA**  
**Library Management Software at**  
**West Bengal Secretariat Library, Home and Hill Affairs**  
**Department, GoWB**

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**Tender No: WEBEL/EOT/COM/21-22/00004,**

**Dated: 11-06-2021**

**Issued By:-**

**West Bengal Electronics Industry**  
**Development Corporation Limited Webel**  
**Bhavan, Block- EP & GP, Sector-V, Salt Lake,**  
**Bidhan Nagar, Kolkata - 700091 West Bengal**

## **Disclaimer**

This Notice Inviting e-Tender (NIT) contains brief information about the project, qualification requirements and the selection process for the successful applicant (bidder). The purpose of this NIT document is to provide applicants (bidders) with information to assist the formulation of their bid application (the "application").

Whilst the information in this NIT has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither West Bengal Electronics Industry Development Corporation Limited (WBEIDC LTD.) , nor any of its officers or employees, nor any of their advisers accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the NIT, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed project, or makes any representation or warranty, express or implied, with respect to the information contained in this NIT is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information ('Information') contained in this NIT document or subsequently provided to interested parties (the "applicant(s)), in writing by or on behalf of WBEIDC LTD. is provided to applicant(s) on the terms and conditions set out in this NIT documents and any other terms and conditions subject to which such information is provided.

This NIT document is not an agreement and is not an offer or invitation by WBEIDC LTD. to any other party. The terms on which the project is to be developed and the right of the successful applicant shall be as set out in separate agreements. WBEIDC LTD. reserves the right to accept or reject any or all applications without giving any reasons thereof. WBEIDC LTD. will not entertain any claim for expenses in relation to the preparation of NIT submissions.

## Abbreviation

<b>Abbreviations</b>	<b>Descriptions</b>
DSC	Digital Signature Certificate
GM	General Manager
EMD	Earnest Money Deposit
GST	Goods & Service Tax
IT	Information Technology
LOI	Letter of Intent
PBM	Pre Bid Meeting
PAN	Permanent Account Number
PBG	Performance Bank Guarantee
PO	Purchase Order
NIT	Notice Inviting e-Tender
WBEIDC LTD.	West Bengal Electronics Industry Development Corporation Limited
WB Sectt. Library	West Bengal Secretariat Library, Home and Hill Affairs Department, GoWB, Writers' Building

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## NOTICE INVITING E-TENDER

**Tender Reference Number: WEBEL/EOT/COM/21-22/00004, Dated: 11-06-2021**

West Bengal Electronics Industry Development Corporation (WBEIDC) Limited, nodal agency of Department of Information Technology & Electronics (DIT&E), Government of West Bengal (GoWB), invites e-tender for the work mentioned in the Table-1 below. Bids are invited from reputed Companies specialized in Data Entry of Bibliographic details and Implementation of KOHA Library Management Software. Submission of bid should be through an electronic bidding process.

**Table 1: Detail of the Project**

<b>Name of the Project</b>	<b>Tender Document Cost in INR ( Non-Refundable)</b>	<b>Earnest Money Deposit in INR (Refundable)</b>
Request for Proposal for Selection of Service Provider for Bibliographic Data Entry and implementation of KOHA Library Management Software at West Bengal Secretariat Library, Writers' Building.	Rs.500/= (Rupees Five Hundred Only)	Rs. 35,000/=(Rupees Thirty five Thousand Only)

- a) Intending bidders to 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. 500 (Rupees Five Hundred Only) has to be remitted through Net banking or through RTGS NEFT through the <https://wbtenders.gov.in> //portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance Dept, Govt. of West Bengal.
- c) The bidder shall pay an EMD of Rs. 35,000/-(Rupees Thirty five Thousand 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 Dept, Govt. of West Bengal.
- d) Digitally signed Technical Bid and Financial Bid, to be submitted through 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.
- f) 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.

## **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 Website <https://wbtenders.gov.in>. DSC is given as a USB e-Token. The Bidder can search & download N.I.T. & BOQ (Bill of quantity) 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).

## **IMPORTANT DATES & INFORMATIONS**

**Table 2: Fact Sheet**

1.	Tender No. & Date	WEBEL/EOT/COM/21-22/00004, Dated: 11-06-2021
2.	Tender Version	1.0
3.	Brief description of project	Request for Proposal for selection of Consultancy firm for Bibliographic Data Entry and Implementation of KOHA Library Management Software at West Bengal Secretariat Library, Home and Hill Affairs Department, Writers' Building, Kolkata
4.	Tender document Fee	Rs.500 (Rupees Five Hundred Only) to be submitted online only. This is mandatory for all Bidders
5.	Earnest Money Deposit	Rs. 35000/= (Rupees Thirty five thousand) submitted online only. Through Net banking or through RTGS NEFT through the <a href="https://wbtenders.gov.in//portal">https://wbtenders.gov.in //portal</a> as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance Dept, Govt. of West Bengal. Exemption of EMD is allowed in case of MSME Registered Companies subject to submission of relevant certificates in the name of the Bidder and notices from MSME
6.	Tender issuing entity	West Bengal Electronic Industry Development Corporation(WBEIDC) Limited
7.	Date of uploading of N.I.T. & other Documents (online)(Publishing Date)	11-06-2021
8.	Documents download start date (Online)	11-06-2021
9.	Last Date and time of sending the Queries	Date: 16.06.2021, 4:00 PM
10.	Corrigendum, if any, will be published on Line	Date: 17.06.2021, 3:00 PM
11.	Bid Submission start date & time (On line)	Date: 19.06.2021, 5:00 PM
12.	Last Date & time of submission of original Earnest Money Deposit (On line) and Tender Fee (On line)	Date: 25-06-2021, 12:00 PM
13.	Bid Submission closing date & time (On line)	Date: 25-06-2021, 12:00 PM
14.	Bid opening date & time for Technical Proposals (Online)	Date: 28-06-2021, 03:00 PM

15.	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals (if any).	To be notified later.
16.	Opening of Financial Bid (Online) and declaration of result	To be notified later.
17.	Contact Persons	Mr. Pratul Show, G.M.(Com) e-Mail: <a href="mailto:pratul.show@webel-india.com">pratul.show@webel-india.com</a> Mr. Kausik Halder, Assistant Manager (Com.) e-mail: <a href="mailto:halder.kausik@webel-india.com">halder.kausik@webel-india.com</a> For Technical queries Mr. S J Dutta, Manager Systems: <a href="mailto:shashanka.dutta@webel-india.com">shashanka.dutta@webel-india.com</a>



## **SECTION-A: INTRODUCTION & OBJECTIVE OF THE PROJECT**

### **1. Introduction**

The West Bengal Electronics Industry Development Corporation Limited (WBEIDC), incorporated in 1974, is the nodal agency of the Government of West Bengal (GoWB) for overall development of Information Technology (IT), Electronics and Information Technology enabled Services (ITeS) industries in the State of West Bengal. It is under the administrative control of Department of Information Technology and Electronics (DITE), Government of West Bengal. WBEIDC has been spearheading all the digital progression in the State.

WBEIDC Limited on behalf of the West Bengal Secretariat Library, Home and Hill Affairs Department, Govt. of West Bengal seeks proposal from eligible Bidders for Bibliographic Data Entry and Implementation of KOHA Library Management Software.

### **2. Objective of the Project**

The current proposal envisages automation of the West Bengal Secretariat Library at Writers' Building, Kolkata, which is one of the oldest and largest libraries under Government of West Bengal. The library has a rich collection of books dating back from the British era. The proposal covers bibliographic data entry of approx.1, 00,000 no's of library books and implementation of KOHA Library Management Software including Annual Maintenance Contract for 1 year.

## **SECTION - B: INSTRUCTION TO BIDDER**

In this document, the following terms shall have following respective meanings:

**"Agreement"** means the Agreement to be signed between the successful firm and West Bengal Electronics Industry Development Corporation (WBEIDC) Limited including all attachments, appendices, all documents incorporated by reference thereto together with any subsequent modifications, the RFP, the bid offer, the acceptance and all related correspondences, clarifications, presentations.

**"Bidder"** means the firm who applies the tender

**"Contract"** is used synonymously with Agreement.

**"Deliverables"** means the documents as mentioned in this RFP

**"Default Notice"** shall mean the written notice of Default of the Agreement issued by one Party to the other.

**"Fraudulent Practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the WBEIDC LTD. and eventually Govt. of West Bengal of the benefits of free and open competition.

**"Law"** shall mean any Act, notification, by law, rules and regulations, directive, ordinance, order or instruction having the force of law enacted or issued by the Government of India and/or the Government of West Bengal or any other Government or regulatory authority or political subdivision of government agency.

**"LOI"** means issuing of Letter of Intent shall constitute the intention of the WBEIDC LTD. to place the Purchase Order with the successful firm.

**"Services"** means the work to be performed by the Bidder pursuant to this Contract, as described in the detailed Scope of Work.

### **1. Submission of BID**

Bids are to be submitted online to the website stated earlier in two folders at a time, one is Techno Commercial Proposal & the other is Financial Proposal, before the prescribed date & time using the Digital Signature Certificate (DSC). Only the Digitally Signed documents are to be uploaded after proper virus scanning. The documents will be encrypted (transformed into non-readable formats).

### **2. Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of the bid. WBEIDC LTD. shall not be responsible for these costs regardless of the conduct or outcome of the bidding process.

### **3. Bid Document**

Bidders to examine all instructions, forms, terms and requirement in the bid document. The invitation to bid together with all its attachment thereto shall be considered to be read, understood and accepted by the bidder. No deviations will be accepted. Failure to furnish all information required by the bid document or a bid not substantially responsive to the bid document in every respect may result in rejection of the bid, subject to the

discretion of tender evaluation committee

#### **4. Amendment of Bid Document**

At any time prior to the deadline for submission of proposals, WBEIDC LTD. reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the website. The Corrigendum shall be binding on all bidders and will form part of the bid documents. Corrigendum can be published at least 3 days prior to the last date of Bid submission, with extension of 4 days of bid submissions deadline, such that the bidders gets at least 7 days to submit the bid after a corrigendum is published.

#### **5. Modification and Withdrawal of Bids**

The bidder may modify or withdraw its bid after submission, before the deadline prescribed for bid submission.

#### **6. Language of Bid & Correspondence**

The proposal will 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 & WBEIDC LTD. will be in English language only. The correspondence by e-mail must be subsequently confirmed by a duly signed formal copy.

#### **7. Earnest Money Deposit (EMD)**

The Bidder shall pay EMD through net banking or through RTGS/NEFT in the portal of the website: <https://wbtenders.gov.in> as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal.

#### **8. Forfeiture of EMD**

EMD by Bidder may be forfeited under the following conditions:

- If Bidder withdraws the proposal before the expiry of bid validity period.
- During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process. The decision of WBEIDC LTD. regarding forfeiture of EMD shall be final and shall not be called upon for explanation under any circumstances.
- If Bidder violates any of the provisions of the terms and conditions of the proposal.
- In the case of successful Bidder, if Bidder fails to :
  - a) Accept the work order along with the terms and conditions.
  - b) Furnish performance security.
  - c) Abide by any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
  - d) Ensure submitting false/misleading information/declaration/documents/proof/etc.

The decision of WBEIDC LTD. regarding forfeiture of EMD shall be final and shall not be called upon to any explanation under any circumstances.

EMD of unsuccessful bidders shall be returned after the signing of LoA with the successful bidder.

#### **9. Forms and Formats**

The various inputs for the Technical as well as Price bid are to be submitted in the format specified. The bidder shall use the form, wherever specified, to provide relevant information. If form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. For all other cases, the bidder shall design a form to hold the required information.

#### **10. Lack of Information to Bidder**

The bidder shall be deemed to have carefully examined the Bid document to his entire satisfaction. Any lack of information shall not relieve the bidder of his responsibility to fulfil his obligation under the bid. If bidder has any queries related to bid document then they can send the queries before/during the Pre Bid Meeting.

#### **11. Evaluation Procedure**

- Bidders who have submitted the valid Bid Security, i.e., EMD, Tender Document Fee & NIT Declaration (Annexure – 12) as per requirement shall be considered as pre-qualified for further evaluation. Absence of these pre-qualifying documents may lead to rejection of the bid.
- The Eligibility Criteria (Annexure – 3) will be evaluated by Tender Committee and those who qualify will be considered for further evaluation.
- The Tender Committee would perform the Technical Evaluation of the bidders who qualified the eligibility criteria as per the tender document. Bidders securing a minimum of **70 marks** in the Technical Evaluation will **only** be considered for Price Bid evaluation.
- Price bid will be opened for evaluation only for those bidders who have technically qualified.
- The Successful Bidder will be decided on **“L-1 Basis”**
- The quoted cost will be firm for the entire duration of the project.

#### **12. Performance Bank Guarantee (PBG)**

Within 14 days of notifying the acceptance of proposal for the award of contract, the successful bidder shall furnish a Performance Bank Guarantee (PBG) from an Indian nationalized bank, as per Annexure-11, amounting to the 3% of the total bid value for the entire contract period as its commitment to perform services under the contract.

PBG should be valid for the contract period and 90 days beyond the contract end date. Bidder may be asked to extend the PBG according to project progress.

Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released after expiry of contract provided there is no breach of contract on the part of the bidder.

No interest will be paid on the PBG.

### **13. Signing of Agreement**

WBEIDC LTD. will award the contract to the bidder as per the evaluation process stated in the tender.

### **14. Liability**

In case of any default on bidder's part or other liability, WBEIDC LTD. shall be entitled to recover damages from the firm. In each such instance, regardless of the basis on which WBEIDC LTD. is entitled to claim damages from the firm (including fundamental breach, negligence, misrepresentation, or other contract or tort claim), firm shall be liable for no more than:

- Payment referred to in the Patents and Copy rights clause.
- Liability for bodily injury (including death) or damage to real property and tangible personal property limited to that cause by the firm's negligence.
- As to any other actual damage arising in any situation involving non-performance by firm pursuant to or in any way related to the subject of this RFP, the charge paid by WBEIDC LTD. for the individual product or Service that is the subject of the Claim.
- However, the firm shall not be liable for any indirect, consequential loss or damage, lost profits, third party loss or damage to property or loss of or damage to data or for any direct loss or damage that exceeds the total payment for Contract Price made or expected to be made to the firm hereunder.

### **15. Patents & Copyright**

If a third party claims that a product delivered by the firm to WBEIDC LTD. under this project, infringes that party's patent or copyright, the firm shall defend WBEIDC LTD. against that claim at firm's expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement approved by the firm.

### **16. Governing Laws**

This contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract. The firm shall keep himself fully informed of all current national, state and municipal law and ordinances. The firm shall at their own expense, obtain all necessary permits and license and pay all fees and taxes required by law. These will be firm's entire obligation regarding any claim of infringement.

### **17. Termination for Default**

In case the performance of firm is deemed unsatisfactory (manifested in delays, lack of quality, unavailability of resources, and lack of results/outcomes as expected and agreed) the client reserves the right to issue a letter of

concern in case of dissatisfaction with selected bidder's work. Selected bidder may be asked to submit clarifications or a reply regarding the same. In case of incomplete/delayed/dissatisfactory response or if the concerns are not adequately addressed, the client reserves right to issue letter of dissatisfaction to the firm stating the reasons. On issuance of two or more such letters of dissatisfaction, the client (WBEIDC LTD.) reserves the right to terminate the contract by issuing a 30 days' notice period to the firm. In such eventuality WBEIDCLTD.willinvoketheamountheldbackfromthefirmasPBG.DecisionofWBEIDCLTD.inthisregard will be final and abiding without any prejudice to any other remedy or right of claim for breach of contract for the firm.

#### **18. Jurisdiction Clause**

Jurisdiction of the engagement would be limited only to courts in Kolkata.

#### **19. Arbitration Clause**

In case of any disputes, the arbitrator may be selected based on mutual agreement between the client WBEIDC Ltd. and the successful firm.

#### **20. Force Majeure**

It is hereby defined as any cause, which is beyond the control of the firm or WBEIDC LTD. as the case may be, which such party could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as

- War, Hostilities or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy and civil war.
- Rebellion, revolution, insurrection, mutiny, usurpation of civil or military, government, conspiracy, riot, civil commotion and terrorist activity.
- Confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de facto authority or ruler, or any other act or failure to act of any local state or national government authority.
- Strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage of power supply epidemics, quarantine and plague.
- Earthquake, landslide, volcanic activity, fire flood or inundation, tidal wave, typhoon or cyclone, hurricane, nuclear disaster and pressure waves or other natural or physical disaster.

If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen days after the occurrence of such event. The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered or delayed.

The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure up to its or their performance of the Contract and to fulfil its or their obligation under the Contract but without prejudice to either party's right to terminate the Contract.

No delay or non-performance by either party to this Contract caused by the occurrence of any event of Force Majeure shall.

- Constitute a default or breach of the contract.
- Give rise to any claim for damages or additional cost or expense occurred by the delay or non-performance. If, and to the extent, that such delay or non-performance is caused by the occurrence of an event of Force Majeure

### **21. Corrupt or Fraudulent Practices**

The Tender 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.

The Tender 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.

The Tender 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.

### **22. Binding Clause**

All decisions taken by the Tender Committee regarding the processing of this tender and award of contract shall be final and binding on all parties concerned. The Tender Committee reserves the right:

- To vary, modify, revise, amend or change any of the terms and conditions mentioned above and,
- To reject any or all the Tender/s without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision

### **23. Grafts, Commissions, Gifts, etc.**

It is the Purchaser's policy to require that the bidder under contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Any graft, commission, gift or advantage given, promised or offered by or on behalf of the firm or any one on his or their behalf in relation to the obtaining or to the execution of this or any other contract with WBEIDC LTD. Shall in addition to any criminal liability which it may incur, subject the firm to the cancellation of this and all other contracts and also to payment of any loss or damage to WBEIDC LTD. Resulting from any cancellation. WBEIDC LTD. Shall then be entitled to deduct the amount so payable from any monies otherwise due to the firm under contract.

#### **24. 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.

#### **25. Period of Validity of Offer**

For the purpose of placing the order, the proposals shall remain valid till 180 days from bid submission date. During the period of validity of proposals, the rates quoted shall not change.

#### **26. Taxes & Duties**

- **The prices quoted shall be exclusive of all taxes, applicable GST rates are also to be mentioned in the commercial bid format. Total Price of the Bid will be auto-calculated.**
- Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the Company.
- Bidder submitting a tender shall produce up to date, Income Tax and Profession Taxes Certificate as well as the GST certificate issued by the concerned Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of submission.

#### **27. Discrepancies in Bid**

Discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate then the unit rate shall be regarded as firm.

#### **28. Late Bid**

Late bid shall not be accepted by WBEIDC LIMITED.

#### **29. Contacting WBEIDCLTD.**

Bidder shall not approach WBEIDC LTD. officers beyond office hours and/or outside WBEIDC LTD. office premises from the time of the Bid opening to the time of finalization of successful bidder. Any effort by bidder to influence WBEIDC LTD. office in the decision on Bid evaluation, Bid comparison or finalization may result in rejection of the Bidder's offer. If the bidder wishes to bring additional information to the notice of WBEIDC LTD., it should be in writing.

#### **30. WBEIDC LTD's Right to reject any or all Bids**



WBEIDC LTD. reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

### **31. Bid Currencies**

Prices shall be quoted in Indian Rupees, inclusive of all prevailing taxes, levies, duties, cess etc.

### **32. Price**

Price should be quoted in the Price Bid (BOQ) format only. No deviation in any form in the Price Bid sheet is acceptable and it should as directed in the online e-tendering site where the price has to be submitted and in no way it should in any other folder. Objective is price should only be submitted in the folder where price has to be declared.

Price quoted should be firm, inclusive of all charges, taxes and duties.

### **33. Canvassing**

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved firms.

### **34. Non-Transferability of Tender**

This tender document is not transferable. Only the bidder, who has purchased this tender form, is entitled to quote.

### **35. Formats & Signing of Bid**

The original and all copies of the proposals shall be neatly typed and shall be signed by an authorized signatory (ies) on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the proposal. All pages of the proposal, except for un-amended printed literature, shall be initialed by the person or persons signing the proposal. The proposal shall contain no interlineations, erase 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/figures completely.

### **36. Withdrawal of Bid**

Bid cannot be withdrawn during the interval between their submission and expiry of Bid's validity period. Fresh Bid may be called from eligible vendors for any item(s) of work, if so required.

### **37. Interpretation of documents**

If any bidder should find discrepancies or omission in the specifications or other tender documents, or in doubt as to the true meaning of any part thereof, it shall make a written request to the tender inviting

Authority for correction/clarification or interpretation or can put in a separate sheet along with his technical

bid document.

### **38. Compliance with Law**

The firm hereto agrees that it shall comply with all applicable central, state and local laws, ordinances, regulations and codes in performing its obligations hereunder, including the procurement of licenses, permits certificates and payment of taxes where required.

The firm shall establish and maintain all proper records (particularly, but without limitation, accounting records) required by any law, code/practice of corporate policy applicable to it from time to time including records and returns as applicable under labor legislation.

### **39. Clarification of Bids**

During evaluation of the bids, the Customer/Tender Committee, at its discretion may ask the bidder for clarification of its bid. The request for the clarification and the response shall be in writing (email) and no change in the substance of the bid shall be offered or permitted.

### **40. Authentication of Bids**

The Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal.

### **41. General Obligations of the Bidder**

- An agreement is to be signed between the successful bidder and WBEIDC Ltd within thirty days from the date of placement of order.
- Tender conditions will be part of the agreement.
- Successful bidder may consider setting up branch office in Kolkata, West Bengal, India (clause is not binding upon the successful bidder).
- Exit Management: The Bidder shall provide all such information as may reasonably be necessary to effect as seamless a handover as practicable in the circumstances to the WBEIDC LTD. and which the Bidder has in its possession or control at any time during the exit management period.
- The Bidder shall commit adequate resources to comply with its obligations under Exit Management Schedule.

### **42. Consortium**

- No consortium will be allowed.

## **SECTION - C: ELIGIBILITY CRITERIA**

**Table 4: Eligibility Criteria**

#	Basic Requirement	Eligibility Criteria	Document Proof
1.	Average Annual Turnover	Should have average turnover of at least Rs. 1.00 (One) Crore in last 3 (three) financial years (ending with FY 2019-20) in Implementation of Software Solution for Document Management System/Library Management System and Data Digitization/ITeS jobs.  Must have been a profit-making organization, each year, for last 3 (three) financial years ending 31.03.2020	Extracts from the Balance sheet and Profit & Loss/Certificate from the statutory auditor or Chartered Accountant/Self Certification by Managing Director or equivalent authorized signatory of the firm
2.a	Work Experience	The prospective bidder, during the last 5 (five) years, shall have satisfactorily completed at least one similar job of any Govt Dept. / Govt Organisation/ PSU of minimum amount Rs 30.00 lakhs OR two similar jobs of Rs 15.00 Lakhs each OR Three similar jobs of Rs 10.00 Lakhs each.  Similar job means Implementation of Software Solution for Document Management System/Library Management System and Data Digitization/ITeS jobs.	Completion certificates + Work Orders issued by the client
2.b.		The bidder should have successfully completed at least one Library Digitization job of value Rs 5 Lakh in last 5 years from any Govt Dept. / Got Organization.	Completion certificate + Work Order issued by the client
3	Manpower Strength	Bidder shall have minimum 50 persons in regular employment. Among the employees, the bidder shall have Library Science Graduate / Post Graduate and Software Developer shaving technical experience in KOHA Library Management Software.	A self-declaration of the authorized representative of the firm
4	Legal Entity	<ul style="list-style-type: none"> <li>• Bidder may be a Company, Partnership Firm or Sole Proprietorship Firm.</li> <li>• The bidder should have existence in India for last five (5) years at the end</li> </ul>	- 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. -Certificate from Statutory auditor

		<p>of 31<sup>st</sup> March 2020.</p> <ul style="list-style-type: none"> <li>The bidder should be into the business of Library Management System / Document Management Software and Scanning / Digitization for the last five (5) years at the end of 31<sup>st</sup> March, 2020.</li> <li>The bidder shall be solvent at the date of bidding</li> </ul>	<p>/ Chartered Accountant for Market Research services business for last 5 (five) years -Certificate from Statutory auditor / Chartered Accountant / Banker for Solvency declaration</p>
5.	Other legal documents	<ul style="list-style-type: none"> <li>Trade License</li> <li>GST Certificate</li> <li>Income Tax Return ( Latest 3 years)</li> <li>Copy of PAN</li> <li>Articles of Association/Company Registration / Certificate of Incorporation (depending on company type)</li> </ul>	Copy of the valid documents
6.	Blacklisting	The responding firm must not be blacklisted by any Department of Government of West Bengal or any other state/central Government entity for breach of ethical conduct or fraudulent practices.	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, 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 Or Copy of their Board Resolution for Authorized Signatory.	Scanned copy of Power of Attorney / Board Resolution needs to be uploaded
8.	Submission of EMD	The Bidder shall pay EMD of Rs. 35000/= (Rupees Thirty Thousand Only) through net banking or through RTGS/NEFT in the portal of the website: <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal. Exemption of EMD is allowed in case of MSME Registered Companies subject to submission of relevant certificates in the name of the Bidder and notices from	

		MSME	
9.	Submission of Tender Document Fee	Bidder should submit Tender Document Fee of Rs. 500 (Rupees Five Hundred only) through net banking or through RTGS/NEFT in the portal of the website: <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> as per G.O 3975- F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the Mentioned order and portal.	
10	Local Office	The bidder should have an office in Kolkata from where the services are being carried out	Scanned copy of valid supporting documents
11	Certification	The bidder must be ISO 9001:2015 and ISO 27001:2013 Company. Documentary evidence, valid at the time of bidding, to be submitted.	Scanned copy of the certificates

**Note:**

- No Consortium will be allowed
- No sub-contracting will be allowed
- In absence of any of the above, the bid will be treated as non-responsive and summarily rejected.

## **SECTION - D: TECHNICAL EVALUATION CRITERIA**

### **1. Technical Evaluation**

Evaluation of Technical Bids will be as follows:

Sl. No.	Type	Max Marks
A	<ol style="list-style-type: none"><li>1. Average turnover of Rs. 1.00 Cr and less than equal to Rs. 5 Cr in Implementation of Software Solution for Document Management System/Library Management System and Data Digitization/ITeS jobs - 10.5Marks</li><li>2. Average turnover of more than Rs. 5 Cr and less than equal to Rs 10 Cr for last 3 (three) financial years (ending with FY 2019-20)from ) in Implementation of Software Solution for Document Management System/Library Management System and Data Digitization/ITeS jobs - 13 Marks</li><li>3. Average turnover of more than Rs. 10 Cr for last 3 (three) financial years (ending with FY 2019-20) from ) in Implementation of Software Solution for Document Management System/Library Management System and Data Digitization/ITeS jobs- 15 Marks</li></ol>	15
B	The bidder should have successfully completed projects for Library Management System / Document management System /Data Digitization/ITeS Order of value minimum Rs 10 Lakhs each in last 5 years for 3 orders OR 2 Orders of Rs 15 lakhs OR one Order of Rs 30 lakhs – total 15 marks AND 5 marks for any additional single order of value more than Rs 30 lakhs	20
C	The bidder should have successfully completed at least one Govt Library Digitization job of value Rs 5 Lakh in last 5 years – 10.5 marks for one project, 13 marks for two projects, 15 marks in case of more than 2 projects	15
D	Detailed Implementation Plan for execution of the said job. Bidder will have to submit detailed write up including approach and methodology, bibliographic database formats, examples, break-down of tasks, quality checking process and schedule in pdf format.	30
E	CVs of professionals to be deployed for the Project: <ul style="list-style-type: none"><li>- Project Manager (1person ) = 5 marks</li><li>- Software Developers = 3 marks</li><li>- Bibliographic Data Entry operators / Library Science Graduate / Post Graduate (7 Persons) = 1marks each, total max 7 marks</li></ul>	15

F	The Bidder has an existing operational office in Kolkata since last 3 (three) years – If Yes = 5 marks, No = 0 Marks	5
<b>Total</b>		100

### **SECTION-E: SCOPE OF WORK**

Scope of work would include data entry of bibliographic details of approx. 1, 00,000 Books and also some Reports. Call nos. are already available on existing catalogue cards and pasted on the books. Most of the books will not be available in online database of Library of Congress or similar. Most of the books are in English language and data entry will be done in English. However, few are also in Bengali. In that case data entry of these books will be done in Bengali. Data entry will have to be done from the books not from the catalogues. Persons engaged in the work should have Library Science background. The successful bidder will have to bring their computers for data entry work at the library and on completion they will be taken back. Internet connection, Space, Furniture and Electricity will be provided by the Library. Library shall engage one coordinator to interact with the Project Supervisor / team for smooth execution of the work and acceptance / certification in batches.

#### **Venue:**

Work will be done in the premises of West Bengal Secretariat Library, Block-II, Ground Floor, Writers' Buildings, and Kolkata – 700001.

#### **Working Hours:**

Between 10:00AM to 5:30PM on all working day (excluding Saturdays & Sundays).

The Department will provide personnel to assist Data Entry Operator to bring the books from the rack.

After Data Entry of the books, the operators will place the books in the rack according to the classification no.

#### **Manpower:**

Successful bidders shall engage seven (7) operators and one (1) supervisor for bibliographic data entry work, having minimum qualification of Graduation in Library Science from reputed university and preferably having working experience in KOHA software. The Supervisor shall have minimum qualification of Master's Degree in Library Science from reputed University and training and knowledge in KOHA library management software. The supervisor shall monitor the work done by team of operators and also do proof reading.

Bibliographic Data Entry of books will be done in the MARC21 format.

The operators / supervisor to be engaged in the project are subject to approval of the concerned officials of the Department / Secretariat Library. Even during execution of the order if any operator is found to be deficient, replacement will have to be arranged immediately.

The prospective bidders shall appreciate that the successful / satisfactory execution of the order depends on deployment of only efficient/ knowledgeable /sincere operators having required qualification from Reputed Universities.

#### **Daily Backup:**

Daily backup of the work done should be stored in a computer, by the staff of successful bidder, as specified by the Library Authority. After final checking of the data entry work by the Project Supervisor, the designated staff of the Library will check the same on a weekly basis. In case of any anomaly detected,

It will be brought to the notice of the Project Supervisor for necessary correction.

Based on the above, the work process will include the following:

- The operator will pick up the books from shelf
- Proper configuration of KOHA for setting up library and configuration for entry will have to be done.
- Bibliographic records, except content description, to be entered into KOHA as per chart given below

000## - HEADER  
005## - DATE & TIME  
008## - FIXED LENGTH  
020## - ISBN  
022## - ISSN  
024## - Other Standard Identifier  
040# - Cataloguing Source  
041## - Language Code  
082## - DDC  
100## - MAIN ENTRY—PERSONAL NAME  
110## - MAIN ENTRY – CORPORATE NAME  
130## - MAIN ENTRY-MEETING NAME  
240## - UNIFORM TITLE  
245## - TITLE STATEMENT  
246## - VARYING FORM OF TITLE  
250## - EDITION STATEMENT  
260## - IMPRINT  
300## - PHYSICAL DESCRIPTION  
440## - SERIES STATEMENT  
500## - GENERAL NOTE  
505## - CONTENTS NOTE  
600## - SUBJECT ADDED ENTRY – PERSONAL NAME  
650## - SUBJECT ADDED ENTRY – CORPORATE NAME  
700## - ADDED ENTRY – PERSONAL NAME  
710## - ADDED ENTRY – CORPORATE NAME  
942## - ADDED ENTRY ELEMENTS (KOHA)  
960## - PHYSICAL LOCATION

- All relevant values will be entered in MARC 21 fields / format, multiple headings will be entered into field 650.
- Proof reading / checking of the data entered will have to be done and errors, if any, will be marked.
- Rectifications will be done by the entry operator.
- A report of the entry will be exported each end of day.
- Barcodes, derived from accession numbers, will be printed from KOHA (or open-source tool such as V-Barcode) and pasted and covered with duct tapes on corresponding books. (successful bidders shall bring barcode printers, provide all stationeries / labels )
- Labels, generated from KOHA, will be pasted on book spines.
- The books will be returned to the shelf. Re-shelving the books according to call no. /Accession No. (As per requirement of the library) will have to be done.
- Each month, a batch of books, checked and verified by proof reader will be sent to Library for verification and acceptance.
- Once User Acceptance is done, catalogue cards should be generated from KOHA and updated catalogue card/AACR2 will be printed on paper.
- Submission of KOHA database and data exported from KOHA generated in excel format will be handed over to Library Authority in USB drive / DVD.

### **Equipment for data entry (returnable):**

The following minimum hardware should be brought by the successful bidder at the site for the data entry work. After the end of the project the equipment may be taken back.



8 desktops  
1 network switch  
1 printer for barcode printing

### **KOHA Library Management Software**

Successful bidder shall implement KOHA, full featured modern integrated library software (ILS), supporting Full MARC21 for professional cataloging. The implementation scope covers online reservation, full catalog, circulation, acquisitions, library stock management, public to search the catalog, Print bar code, Export and import records etc.

### **Server Computer for installing KOHA:**

West Bengal Secretariat Library shall arrange Computer Server, storage and accessories (locally at Library and/or centrally at State Data Centre) required to install KOHA Library Management Software. .

### **Training:**

Successful bidder shall provide training to the staff of the West Bengal Secretariat Library on the usage of the KOHA software for circulation (issue / return), membership, etc.

## **SECTION – F: PROJECT TIMELINE**

### **1. Project Duration: Eighteen (18) months**

**SECTION- G: FORMATS FOR ELIGIBILITY CRITERIA**

**Annexure-1: Power of Attorney**

**FORMAT FOR POWER OF ATTORNEY FOR SIGNING BID**

(On a Stamp Paper of Rs. 100/- )

Know all men by these presents, we.....(Name and address of the registered office)do hereby  
Constitute, appoint and authorize Mr. / Ms/Mrs..... (Name and address of  
residence)who is presently employed with us and holding the position of .....as our attorney,  
to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental  
to our Bid for the Selection of Consultancy Firm to make an estimation of annual e-waste generation in the state,  
including signing and submission of all documents and providing information/responses to West Bengal  
Electronics Industry Development Corporation (WBEIDC) Limited, representing us in all matters before West  
Bengal Electronics Industry Development Corporation (WBEIDC) Limited , and generally dealing with West  
Bengal Electronics Industry Development Corporation (WBEIDC) Limited in all matters in connection with our  
Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of  
Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to  
have been done by us.

Signature

(Name, Title and Address)

I Accept

..... (Signature)

(Name Title and Address of the Attorney)

## **Annexure-2: NIT Declaration**

(To be submitted on the Letterhead of the bidder)

(Place)

(Date)

To,

The General Manager (Commercial)

WBEIDC Limited

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

Salt Lake, Bidhan Nagar, and Kolkata:-700091

**Ref: WEBEL/EOT/COM/21-22/00004, Dated: 11-06-2021**

**Sub:** Submission of proposal in response to RFP for .....

Dear Sir,

- We have examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP no. dated for “.....” in full conformity with the said RFP document.
- We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
- In the event of acceptance of our bid, we do hereby undertake:-
  - To commence services as stipulated in the schedule of delivery forming a part of the attached proposal.
  - We affirm that the price quoted is inclusive of all taxes.
- We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 180 days from the date of submission of the bid.
- We further declare that we have agreed and accepted all the clauses / sub-clauses / formats / terms & conditions other requirements related to the said tender and we will abide by the same as mentioned in the tender document while participating and executing the said tender.

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

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

### **Annexure-3: Declaration for Eligibility Criteria**

<<To be printed on lead bidder company's letterhead and signed by Authorized signatory>>**WEBEL/EOT/COM/21-22/00004, Dated: 11-06-2021**

#### **ELIGIBILITY CRITERIA FOR BIDDER**

#	Basic Requirement	Eligibility Criteria	Document Proof
1.	Average Annual Income	Should have average turnover of at least Rs. 1.00 (One) Crore in last 3 (three) financial years (ending with FY 2019-20) in Implementation of Software Solution for Document Management System/Library Management System and Data Digitization/ITeS jobs.  Must have been a profit-making organization, each year, for last 3 (three) financial years ending 31.03.2020	<mention the list of documents uploaded to fulfill the criteria>
2.	Work Experience	The prospective bidder, during the last 5 (five) years, shall have satisfactorily completed at least one similar job of any Govt Dept / Govt Organization/ PSU of minimum amountRs 30.00 lakhs OR two similar jobs ofRs 15.00Lakhs each OR three similar jobs ofRs 10.00Lakhs each.  Similar job means Implementation of Software Solution for Document Management System/Library Management System and Data Digitization/ITeS jobs  The bidder should have successfully completed at least one Library Digitization job of value Rs 5 Lakh in last 5 years from any Govt Dept. / Govt Organization	<mention the list of documents uploaded to fulfill the criteria>
3.	Manpower Strength	Bidder shall have minimum 50 persons in regular employment. Among the employees, the bidder shall have Library Science Graduate / Post Graduate and Software Developers having technical experience in KOHA Library Management Software.	<mention the list of documents uploaded to fulfill the criteria>

4.	Legal Entity	<ul style="list-style-type: none"> <li>• Bidder may be a Company, Partnership Firm or Sole Proprietorship Firm.</li> <li>• The bidder should have existence in India for last five (5) years at the end of 31<sup>st</sup> March 2020.</li> <li>• The bidder should be into the business of Library Management System / Document Management Software and Scanning / Digitization for the last five (5) years at the end of 31<sup>st</sup> March, 2020.</li> <li>• The bidder shall be solvent at the date of bidding</li> </ul>	<mention the list of documents uploaded to fulfill the criteria>
5.	Other legal documents	<ul style="list-style-type: none"> <li>• Trade License</li> <li>• GST Certificate</li> <li>• Income Tax Return ( Latest 5 years)</li> <li>• Copy of PAN</li> <li>• Articles of Association/ Company Registration (depending on company type)</li> </ul>	<mention the list of documents uploaded to fulfill the criteria>
6.	Blacklisting	The responding firm must not be blacklisted by any Department of Government of West Bengal or any other state/central Government entity for breach of ethical conduct or fraudulent practices.	A self-declaration that the bidder has not been blacklisted is to be submitted.
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	The Bidder shall pay EMD of Rs. 35000/= (Rupees Thirty five Thousand Only) through net banking or through RTGS/NEFT in the portal of the website: <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guide line on the same, bidders are advised to follow the mentioned order and portal.  Exemption of EMD is allowed in case of MSME	Upload scanned copy of the document

		Registered Companies subject to submission of relevant certificates in the name of the Bidder and notices from MSME	
9	Submission of Tender Document Fee	Bidder should submit Tender Document Fee of Rs. 500 (Rupees Five Hundred only) through net banking or through RTGS/NEFT in the portal of the website: <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> as per G.O 3975- F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the Mentioned order and portal.	Upload scanned copy of the document
10	Local Office	The bidder should have an office in Kolkata for last 3 years	Scan copy of valid supporting documents
11	Certification	The bidder must be ISO 9001:2015 and ISO 27001:2013 Company. Documentary evidence, valid at the time of bidding, to be submitted.	Scan copy of valid supporting documents

\_\_\_\_\_

Signature of Authorized Signatory (with official seal) Name :  
Designation :  
Address :  
Telephone&Fax :  
MobilePhoneNo :  
E-mailaddress :

## **Annexure-4: Format for Bidder's Particulars**

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

To,  
The General Manager (Commercial)  
WBEIDC Limited  
Webel Bhavan, Block-EP & GP, Sector-V,  
Salt Lake, Bidhan Nagar,  
Kolkata - 700091

### **Bidder Information Format**

#	Description	Details (to be filled by the Bidder)
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)	
13.	Corporate Identity Number (CIN)	

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 :

E-mailaddress :

## **Annexure-5: 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 Limited  
Webel Bhavan, Block-EP & GP, Sector-V,  
Salt Lake, Bidhan Nagar, and Kolkata:-700091

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFP 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 Crores) (a)	FY 2018-19 (in Crores) (b)	FY 2019-20 (in Crores) (c)	Average Turnover [(a+b+c)/3]
1	Overall Annual Turnover				
2	Income from Implementation of Software Solution for Document Management System/Library Management System and Data Digitization/ITeS Business				

Yours Sincerely,

\_\_\_\_\_  
Signature of Statutory Auditor (with official seal)

Name :

Designation :

Address :

Telephone&Fax :

E-mailaddress :

## **Annexure-6: 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

WebelBhavan, Block-EP & GP, Sector-V,

Salt Lake, Bidhan Nagar, Kolkata:-700091

**Ref:** RFP for Selection of a ..... Ref: RFP No. **WEBEL/EOT/COM/21-22/00004, Dated:**

**11-06-2021**

Dear Sir,

In response to the above mentioned RFP I/We, \_\_\_\_\_, as \_\_\_\_\_ <Designation> of  
M/s \_\_\_\_\_, hereby declare that we are not 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-7: Firm's Experience**

- i. A brief description of the firm's experience with relevant supporting documents to be submitted. An indicative format is given below.
- ii. List only previous assignments successfully completed/ ongoing in the last 5 years from date of bid submission.
- iii. List only those assignments for which the firm was legally contracted by the Client as a company. The firm should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

<b>Duration</b>	<b>Assignment name/&amp; brief description of main deliverables/outputs</b>	<b>Name of Client</b>	<b>Order / Contract Value ( Rs Lakhs)</b>

## **Undertaking on Total Responsibility**

Date:

To,

The General Manager (Commercial)

WBEIDC Ltd

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

Salt Lake, Bidhan Nagar, Kolkata:-700091

Dear Sir,

Sub: Self-certificate regarding Total Responsibility

This is to certify that we undertake total responsibility for the successful completion of the assignment as per the scope of work mentioned in this RFP.

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the Bidding

Organization) Name :

Designation :

Date :

Time :

Seal :

Business Address:

**Annexure-8: Schedule**

**< Submit project execution schedule >**

**Curriculum Vitae (CV)**

Proposed Position: <<to be inserted later>>

Name of Firm:

Name of Staff:

Date of Birth:

Nationality:

Education:

Year	Degree	Institution/Name of University

Countries of Work Experience:

Languages:

Language	Speaking	Reading	Writing

**Employment Record:**

From [Year]	To [Year]	Employer	Position held

**Certification and training:**

<<to be inserted >>

**Detailed Tasks Assigned:**

<<to be inserted >>

**Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:**

<b>Name of Assignment/job Orproject</b>	
Year	
Location	
Client	
Main project features	



Positions held	
Activities performed	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

Signature: <<to be inserted >>

### **Annexure-9: List of documents submitted**

Technical Solution is to be documented in a structured manner. Check-list 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.	Eligibility Criteria Cover letter (Annexure-3)		
2.	Power of attorney / board resolution to the authorized Signatory of the Bid (Annexure-1)		
3.	Scanned copy of EMD & Tender Fee		
4.	Bidder's particulars (Annexure-4)		
5.	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-5)		
6.	Declaration for not being black-listed (Annexure - 6)		
7.	Team Composition, Assignment & Key Experts (Annexure-8)		
8.	NIT Declaration (Annexure - 2)		
9.	Certified copies of valid PAN document/GST registration		
10.	Technical Capability / Past Projects with undertaking total responsibilities (Annexure - 7)		
11.	Cover Letter for Commercial Bid (as per Annexure-11)		

## **Annexure-10: Format for Performance Bank Guarantee**

(On non-judicial stamp paper of appropriate value to be purchased in the name of executing Bank)

PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT-CUM-PERFORMANCE GUARANTEE

Ref ..... Bank Guarantee no .....

Date .....

PROFORMA OF BG FOR SECURITY DEPOSIT

KNOW ALL MEN BY THESE PRESENTS that in consideration of WBEIDC Ltd, a Government of West Bengal Enterprise under the Department IT & Electronics, Govt. of West Bengal having its registered office at Webel Bhavan, Block-EP & GP, Sector-V, Salt Lake, Bidhan Nagar, Kolkata:-700091, (hereinafter called "The Purchaser") having agreed to accept from \_\_\_\_\_ (hereinafter called "The firm") Having its Head Office at \_\_\_\_\_, a Bank guarantee for Rs. \_\_\_\_\_ in lieu of Cash Security Deposit for the due fulfilment by the firm of the terms & conditions of the Work Order No. dated \_\_\_\_\_ issued by the Purchaser for \_\_\_\_\_ (hereinafter called "the said work order \_\_\_\_\_ dated \_\_\_\_\_"). We \_\_\_\_\_ (Name & detailed address of the branch) (hereinafter called "the Guarantor") do hereby undertake to indemnify and keep indemnified the Purchaser to the extent of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only against any loss or damage caused to or suffered by the Purchaser by reason of any breach by the firm of any of the terms and conditions contained in the said Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ of which breach the opinion of the Purchaser shall be final and conclusive.

(2) AND WE, \_\_\_\_\_ DO HEREBY Guarantee and undertake to pay forthwith on demand to the Purchaser such sum not exceeding the said sum of \_\_\_\_\_ Rupees \_\_\_\_\_) only as may be specified in such demand, in the event of the firm failing or neglecting to execute fully efficiently and satisfactorily the order for \_\_\_\_\_ Work Order no., \_\_\_\_\_ dated \_\_\_\_\_

(3) WE \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order as laid down in the said Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ including the warranty obligations and that it shall continue to be enforceable till all the dues of the Purchaser under or by virtue of the said Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ have been fully paid and its claims satisfied or is charged or till the Purchaser or its authorized representative certified that the terms and conditions of the said Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ have been fully and properly carried out by the said firm and accordingly discharged the guarantee.

(4) We \_\_\_\_\_ the Guarantor undertake to extend the validity of Bank Guarantee at the request of the firm for further period of periods from time to time beyond its present validity period failing which we shall pay the Purchaser the amount of Guarantee.

(5) The liability under the Guarantee is restricted to Rs. (Rupees \_\_\_\_\_) only and will expire on \_\_\_\_\_ and unless a claim in writing is presented to us or an action or suit to enforce the claim is filed against us within 6 months from \_\_\_\_\_ all your rights will be forfeited and we shall be relieved of and discharged from all our liabilities (thereinafter)

(6) The Guarantee herein contained shall not be determined or affected by liquidation or winding up or insolvency or closer of the firm.

(7) The executants has the power to issue this guarantee on behalf of Guarantor and holds full and valid power of Attorney granted in his favour by the Guarantor authorizing him to execute the Guarantee.

(8) Notwithstanding anything contained herein above, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only and our guarantee shall remain in force upto \_\_\_\_\_ and unless a demand or claim under the guarantee is made on us in writing on or before \_\_\_\_\_ all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

WE, \_\_\_\_\_ lastly undertake not to revoke this guarantee during the currency except with the previous consent of the Purchaser in writing. In witness whereof we \_\_\_\_\_ have set and subscribed our hand on this \_\_\_\_\_ day of \_\_\_\_\_.

SIGNED, SEALED AND DELIVERED

\_\_\_\_\_  
(Stamp of the executants)

WITNESS

1) \_\_\_\_\_

2) \_\_\_\_\_

(Name & address in full with Rubber Stamp)

#### INSTRUCTIONS FOR FURNISHING BANK GUARANTEE

1. B.G. for security Deposit-cum-Performance Guarantee, Earnest Money should be executed on the Non-Judicial Stamp paper of the applicable value and to be purchased in the name of the Bank.
2. The Executor (Bank authorities) may mention the Power of Attorney No. and date of execution in his/her favour with authorization to sign the documents. The Power of Attorney is to be witnessed by two persons mentioning their full name and address.
3. The B.G. should be executed by a Nationalised Bank/ Scheduled Commercial Bank preferably on a branch located in Kolkata. B.G. from Co-operative Bank / Rural Banks is not acceptable.
4. A Confirmation Letter of the concerned Bank must be furnished as a proof of genuineness of the Guarantee issued by them.
5. Any B.G. if executed on Non-Judicial Stamp paper after 6 (six) months of the purchase of such stamp shall be treated as Non-valid.
6. Each page of the B.G. must bear signature and seal of the Bank and B.G. Number.

7. The content of the B.G. shall be strictly as Proforma prescribed by WBEIDC Ltd.in line with PurchaseOrder /LOI/ Work Order etc. and must contain all factual details.
8. Any correction, deletion etc. in the B.G. should be authenticated by the Bank Officials signing theB.G.
9. In case of extension of a Contract the validity of the B.G. must be extendedaccordingly.
10. B.G. must be furnished within the stipulated period as mentioned in Purchase Order / LOI / Work Order etc.
11. Issuing Bank / The Vendor are requested to mention the Purchase Order / Contract / Work Order reference along with the B.G. No. For making any future queries to WBEIDCLTD.

## **SECTION-H: Unpriced BOQ**

Date:

To

The General Manager (Commercial)

WBEIDC Ltd

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

Salt Lake, Bidhan Nagar, and Kolkata:-700091

Sub: Submission of Unpriced BOQ

Sl.	Description of work	Unit	Quantity	Detail Specification
1	Data entry of bibliographic details of Unique Books in KOHA software including:  -Generation of Barcode Printing & pasting of labels with duct tape.  -Pasting of labels on book spine.  -Making catalogue cards, as per scope of work.	No.	95,000	
2	Data entry of bibliographic details of Duplicate Books / Copies in KOHA software including:  -Generation of Barcode Printing & pasting of labels with duct tape.  -Pasting of labels on book spine.  -Making catalogue cards, as per scope of work.	No.	5,000	
3	Installation, Configuration and Customization of KOHA Library Management Software including maintenance for 1year.	No.	Lump sum	
4	Bar Code Scanner  Specification:	No.	2	

	Dimensions - 6 in. H x 2.5 in. W x 3.34 in. D 15.2 cm H x 6.3 cm W x 8.4 cm Weight - 5.29 oz./150 gm Sealing - IP30 Drop Tolerance - Unit functions normally after repeated 5 ft./1.5 m drops to concrete Scan Technology - Laser Decoding Capability - 1D			
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Thanking you,  
 Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

Name :  
 Designation :  
 Date :  
 Time :  
 Seal :  
 Business Address: