



West Bengal Electronics Industry Development Corporation Limited

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CIN : U52209WB1974SGC029237

Request for proposal for selection of service provider for Scanning / Digitization of documents of Kolkata Police

Tender No: WEBEL/EOT/COM/21-22/00027,

Dated: 04.08.2021

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

Abbreviations	Descriptions
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

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NOTICE INVITING E-TENDER

Tender Reference Number: WEBEL/EOT/COM/21-22/00027, Dated: 04.08.2021

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

Name of the Project	Tender Document Cost in INR (Non-Refundable)	Earnest Money Deposit in INR (Refundable)
Request for Proposal for Selection of Service Provider for Scanning / Digitization of KOLKATA POLICE	Rs.1000/= (Rupees one thousand Only)	Rs. 1,00,000/=(Rupees one lakh 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.1000/= (Rupees one thousand 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 Rs. 1,00,000/=(Rupees one lakh 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/21-22/00027, Dated: 04.08.2021
2.	Tender Version	1.0
3.	Brief description of project	Request for Proposal for selection of Service Provider for Scanning / Digitization of Documents of KOLKATA POLICE
4.	Tender document Fee	Rs.1000/= (Rupees one thousand Only) to be submitted online only.
5.	Earnest Money Deposit	Rs. 1,00,000/=(Rupees one lakh Only) submitted online only.
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)	04.08.2021
8.	Documents download start date (Online)	04.08.2021
9.	Last Date and time of sending the queries	Date: 09-08-2021, 4:00 PM
10.	Corrigendum, if any, will be published on Line	Date: 10-08-2021, 4:00 PM
11.	Bid Submission start date & time (On line)	Date: 10-08-2021, 5:00 PM
12.	Bid Submission closing date & time (On line)	Date: 18-08-2021, 12:00 PM
13.	Bid opening date & time for Technical Proposals (Online)	Date: 20-08-2021, 03:00 PM
14.	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals (if any).	To be notified later.
15.	Opening of Financial Bid (Online) and declaration of result	To be notified later.

16.	Contact Persons	<p>1- Mr. Pratul Show, G.M.(Com) e-Mail: pratul.show@webel-india.com</p> <p>2- Mr. Kausik Halder, Assistant Manager (Com.) e- mail: halder.kausik@webel-india.com</p> <p>3- For Technical queries Mr S J Dutta, Manager Systems: shashanka.dutta@webel-india.com</p>
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SECTION-A: INTRODUCTION & OBJECTIVE OF THE PROJECT

1. Introduction

West Bengal Electronics Industry Development Corporation Limited (a Govt. of West Bengal Undertaking), among other activities, is engaged in execution of various scanning / digitization projects and IT projects of Govt of West Bengal, manufacturing of various electronic products and systems and execution of turn- key projects.

The present project envisages Scanning / Digitization of Records / Documents of different Police Stations and Courts in Kolkata and provide software and database at a central server by which authorised officials of Kolkata Police can search / access the digitized documents.

WBEIDC Limited on behalf of the KOLKATA POLICE, seeks proposal from eligible Bidders for Scanning / Digitization of documents of KOLKATA POLICE.

2. Objective of the Project

There are 80 Police Stations under Kolkata Police administered through Nine (9) Divisions. Each Division is headed by a Deputy Commissioner.

Every Police Station records **General Diary** every day, which has detailed log about all activities and complaints reported with serial nos. and time of day. Every 24 hours, 6.00 am to next day 6.00 am one such document is created. This is a very vital document which is required to be preserved. The records are on handwritten legal size papers. The pages are stitched together by thread. On the carbon copy, there are noting by officials, signatures and seal, one bunch for each day. This copy is required to be scanned and digitized and stored in a central server for quick search and retrieval by authorised officials of the Kolkata Police.

There is also **Case Docket / Case Records**, kept in folders, related to complaints / incidence / crime. These records are submitted to the concerned Court, and during the proceedings most of them are kept at the concerned Police Stations, some of the Records are with the Courts. After the closure of the case the records belong to the Court only. Case Docket / Case Records contain Legal size / A4 size handwritten as well as typed documents, like filled up FIR Form, Memo of Arrest, Inspection Memo, Seizure list, Retention prayer, Medical Details, Magistrates Order / Decision, etc.

Kolkata Police submits such records to Chief Metropolitan Magistrate Court (CMM, ACMM 1 North, ACMM 2 South), Sealdaha Court, Alipore Court in Kolkata Police.

Other than the General Diary and Case Records there are Registers which keeps **Index of Crime**, each page has summary corresponding to one Case Record. Also there is a **Malkhana Register** (Seizure Records) that keeps records of materials seized / returned by Police. This is available at the Police Stations. In the Court GR Section office also there are large size **General Registers** of Cases Cognizable by Police (for very old documents smaller size registers also) wherein every page has vital information (handwritten) related to one case. Other than GR registers in the Courts, there are also other valuable documents / registers for challan, local surety, warrant, petty cases, lockup, motor vehicle, jail, daily cause list, judicial inquest, final reports, etc.

To prevent decay, to save storage space and for ease of retrieval, scanning / digitization of all the above documents are required to be done. Also a search & retrieval software will have to be provided to enable index based search. The software and database will be installed at an existing server at Kolkata Police Headquarters, at Lalbazar. Metadata index will be created against each General Diary, Case Records, Index in the GR /Crime Index Registers / File / Document for the above purpose. Scanned images will be converted as PDF files.

In the current phase work will be undertaken for one Police Station in each Division (total 9 Police Stations) and at the three above mentioned Courts under jurisdiction of Kolkata Police.

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 – 2) 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 commercial evaluation would be based on L1, i.e. the bidder with the least commercial quote shall be eligible for award of contract. **However, WBEIDC reserves the right to award the job contract to more than one eligible party at L1 rate.** The distribution of quantities will be, if two parties are awarded, then at the ratio of 70:30 (70% quantity to L1 bidder), If L2 bidder does not accept L1 rate then L3 bidder will be asked, so on.

- 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-10, 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 Copyrights 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 WBEIDC LTD. will invoke the amount held back from the firm as PBG. Decision of WBEIDC LTD. in this regard 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 upto 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 WBEIDC LTD.

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 labour 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.

43. Payment terms:

Bills will be raised after successful completion of work in major phases, i.e., after completion of work of each Police Station, Court, etc. Bills must accompany successful completion certificate issued by concerned officials of the Kolkata Police. Without this certificate bills will not be accepted. Payment will be released within one month subject to receipt of corresponding payment by WBEIDC Limited from the Department after deduction of TDS / any other deduction as applicable.

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. 2.00 (One) Crore in last 3 (three) financial years (ending with FY 2020-21) 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 31.03.2021	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/ PSUs of minimum amount Rs 60.00 lakhs OR two similar jobs of Rs 30.00 Lakhs each OR three similar jobs of Rs 20.00 Lakhs each. Similar job means Scanning / Digitization of documents and Implementation of Software Solution for Document Management System.	Completion certificates + Work Orders issued by the client
2.b.		The bidder should have successfully completed scanning / digitization of at least 50 lakhs pages in last 5 years from any Govt Dept / Govt Organisation / PSUs.	Completion certificate + Work Order issued by the client
3	Software Strength	Bidder should have successfully implemented Document Management Software solutions at least for two (2) different projects /clients. Bidder should have experienced software professionals (minimum 5 nos.) in their payroll for the above work	Completion certificate + Work Order issued by the client. Bio-data of software professionals and self-declaration by the authorized representative of the firm.

4	Legal Entity	<ul style="list-style-type: none"> • Bidder may be a Company, Partnership Firm or Sole Proprietorship Firm. • The bidder should have existence in India for last five (5) years at the end of 31st March 2021. • The bidder should be into the business of Document Management Software and Scanning / Digitization for the last five (5) years at the end of 31st March, 2021. • The bidder shall be solvent at the date of bidding 	<ul style="list-style-type: none"> - Certificates of incorporation for Company / Partnership Deed / Proprietorship firm self-declaration - Certificate from Statutory auditor / Chartered Accountant for existence of firm for last five years along with last three years balance sheet. - Certificate from Statutory auditor / Chartered Accountant for Market Research services business for last 5 (five) years - Certificate from Statutory auditor / Chartered Accountant / Banker for Solvency declaration
5.	Other legal documents	<ul style="list-style-type: none"> • Certificate of Incorporation • GST Certificate • Income Tax Return (Latest 3 years) • Copy of PAN • Articles of Association/ Company Registration / Certificate of Incorporation (depending on company type) 	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 Authorised Signatory.	Scanned copy of Power of Attorney / Board Resolution needs to be uploaded

8.	Submission of EMD	The Bidder shall pay EMD of Rs.1,00,000/= (Rupees one lakh Only) 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.	
9.	Submission of Tender Document Fee	Bidder should submit Tender Document Fee of Rs. 1000 (Rupees one thousand only) 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.	
10	Local Office	The bidder should have an office in West Bengal 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"> 1. Average turnover of Rs. 2.00 Cr and less than equal to Rs. 5 Cr in Implementation of Software Solution for Document Management System and Scanning/ Digitization jobs during last 3 financial years (ending with FY 2020-21) - 10.5 Marks 2. Average turnover of more than Rs. 5 Cr and less than equal to Rs 10 Cr for last 3 (three) financial years in Implementation of Software Solution for Document Management System and Scanning/ Digitization jobs - 13 Marks 3. Average turnover of more than Rs. 10 Cr for last 3 (three) financial years in Implementation of Software Solution for Document Management System and Scanning/ Digitization jobs - 15 Marks 	15
B	<p>The bidder should have successfully completed projects for Scanning / Digitization / Document Management System Orders of value minimum Rs 20 Lakhs each, for 3 orders in last 5 years OR 2 Orders of Rs 30 lakhs OR one Order of Rs 60 lakhs – total 15 marks</p> <p>AND</p> <p>5 marks for any additional single order of value more than Rs 60 lakhs</p>	20
B	<p>The bidder should have successfully completed at least 50 lakhs pages of Scanning/ Digitization from Govt Orders in last 5 years – 10.5 marks; more than 50 lakhs pages upto 1 crore pages - 13 marks ; 15 marks in case of more than 1 crore pages</p>	15
C	<p>The bidder should have successfully implemented at least two Document Management Software solution against Govt Orders in last 5 years – 10.5 marks for 2 systems implemented, 13 marks for more than two upto 5 systems, 15 marks in case of more than 5 systems/projects implemented</p>	15
D	<p>Detailed Implementation Plan for execution of the said job. Bidder will have to submit detailed write up including approach and methodology, specification of scanners, work flow, break-down of tasks, quality control process, man[power planning, and time schedule in pdf format.</p>	20
E	<p>CVs of professionals available for the Project:</p> <ul style="list-style-type: none"> - Project Manager (1 person) = 4 marks - Software Developers = upto 3 marks (1 each for one CV) 	10

	- Scanning / Digitization Supervisor/ Experienced operator = upto 3 marks (1 each for one CV)	
F	The Bidder has an existing operational office in West Bengal since last 3 (three) years – If Yes = 5 marks, No = 0 Marks	5
Total		100

SECTION-E: SCOPE OF WORK

Scanning and digitization work shall take place at the location / office where the records / documents are available / kept. Documents will not be moved from one place to another.

The successful bidder shall arrange to bring all equipment (computers / laptops / scanners) in the designated Digitization Centres (Police Stations / Court office) along with sufficient personnel and one Supervisor. On receipt of files/documents/registers, we will prepare list of pages/ records missing, if any, in a statement and shall be countersigned by nodal officer (of the client) at the Digitization Centre. Upon completion of digitization, we will hand over the digitized image after proper indexing in external hard disk / DVDs and copy the same in your designated central computer / server internal hard disk. We shall implement the Search & Retrieval Software in the central server computer. The software will be accessible from any desktop / Laptop / smartphone through LAN and Internet, using Browser.

Kolkata Police Department shall make arrangement of space at the Digitization Centres preferably in the vicinity of the Record Room with electrical power supply, furniture, security and documents for scanning.

Mostly Automatic Document Feeder (ADF) Scanners will be used for batch scanning for GD and Case Records. In case of registers / bound volumes, where unbinding is not allowed, face-up scanners / overhead scanners / high end digital cameras will have to be used.

The minimum resolution of the digitized images would be 200 dpi. The resolution will be increased on the basis of state of documents to be digitized for obtaining maximum clarity. Images captured will be converted to 1:1 ratio, with uniformity of borders and the content matter would be vertically and horizontally centered on the page. Scanning will be done in Black & White or Colour, depending on requirement.

The original page sequence of each type of document / file / register will be retained. During quality checking, post scanning editing may be required for brightness / contrast adjustment, cropping, tilt / skew correction, removal of stray noise, etc. maintaining integrity of the information content.

The final image of the documents would be converted into PDF with optimum size having clear resolution / readability. Uniform file naming standard will be followed for saving the multi-page pdf document.

Creation of Metadata Index for each record / document would be as per requirement, namely,

For General Diary :

Police Station Name, PSCode, Division Name, Division Code, GD Sr No. Start, GD Sr No. End, Date fields (Date fields - two nos. as one set of GD is from 6.00 am to next day 6.00 am, there will be two dates corresponding to one GD pdf files)
(GD Serial numbers are reset at the beginning of every month)

For FIRs

FIRs are being scanned since 2017, hence softcopies are available after 2017. However, FIRs before 2017 are to be scanned now in this project. Each FIR is one page, kept as stitched book. Metadata for FIR : PS Name, PS Code, Division Name, Division Code, GD Sr No. Date, Case No.

For Case Docket / Case Records / Index of Crime :

Police Station Name, PSCode, Division Name, Division Code, Case No., Date

For "General Register of case Cognizable by Police" of the Court :

Police Station Name, Police Station Case No., Date, GR No., Date, name of the Court, against each case - single page of the register as well as multi page Case Records.

For Seizure Record (from Malkhana Register) :

Police Station Name, PS Code, Division Name, Division Code, Case No., Date Against each record

The above Index fields are indicative. During execution of the project the same will be finalised. Some of the fields will be from a dropdown list. For estimation purpose assume an average of seven to eight fields per record (pdf).

The entire process involves (a) scanning / image capture, (b) image editing, (c) Re-scanning, if required (d) image quality assurance, (e) saving as pdf files (f) data Entry for Indexing (g) data storage in server and backup.

Estimation of the volume of the scanning job in the current phase:

In the present phase work will be undertaken for one Police Station in each Division and for Bankshall Court, Sealdaha Court and Alipore Court. There are nine Divisions of Kolkata Police namely, North (ND), Central (CD), East Suburban (ESD), South (SD), East (ED), South East (SED), South West (SWD), Port Division (PD) and South Suburban (SSD).

In the next phase Kolkata Police intends to cover all the remaining Police Stations of Kolkata and corresponding Courts and accommodate the digitized files in the same application / database.

Document size-wise estimate for the Project in current phase:

Court General Registers larger than A3 Pages : 2.70 lakhs images
(46 cm x 35 cm, larger than A3 less than A2, bound register pages)

A3 Size Bound Registers Pages : 3.03 lakhs images

Legal Size / A4 Size Pages : 45.00 lakhs images

Unbinding of Registers will not be allowed

Quality Control - The scanned images shall be de-skewed & de-speckled for alignment and noise reduction, thereby giving a clean and well aligned document. The de-skewing and de-speckling process can be either manual or automated.

Documents which are rejected during quality check shall be rescanned. Criteria for maintaining acceptable Image Quality: Removal of Skewness, Sharpness, Brightness, Contrast, Colour Consistency, No truncation, Cropping, Background Noise Removal and De-speckle.

Backup - We shall take backup of incremental data at the end of the day. The backup shall be taken on a hard disk drive and shall be stored in a secured place for data retrieval during emergency.

Uploading - After QC the documents and its metadata shall be uploaded to the server computer of the Police Headquarters at Lalbazar, Kolkata

Handover of original files / documents - After scanning and indexing, the documents would have to be handed over to the authority in their original condition without causing any damage.

Scanning resolution shall also be adjustable from 200 dpi to 600 dpi. Scanning will be done in Black & White or Colour depending on documents. ADF Scanners and Face-up Scanners / Overhead scanners / High end cameras shall be deployed based on requirements

Project Review - Project execution will involve periodic reviews from within Webel and from Kolkata Police. Weekly status reports in xls format shall be submitted.

Handover of data and sign-off will be carried out for major phases, where in all agreed deliverables will be provided to the authority. The following phases are foreseen for handover of deliverables and sign-off: Scanning, Metadata entry and Submission of data in batches (of approx. 100,000 images and / or completion of one Police Station / one category of documents or one record room); Uploading at the designated computer in batches; Implementation of Search & Retrieval Software, Demonstration and Training.

SEARCH & RETRIEVAL SOFTWARE FEATURES

Search & Retrieval Software / Document Management solution will be based on **Open Source Software, DSpace** and the database will be PostgreSQL. Operating System will be Windows 8.1 or 10 .

DSpace is an Open Source Digital Repository software package typically used for creating repositories for digital content / documents. DSpace repository software serves a specific need as a digital archives system, focused on the long-term storage, access and preservation of digital content. DSpace supports besides pdf, many other standard file types.

Customizations / Configurations for DSpace software shall include Submission process, Metadata input form, creation of appropriate groups / users.

DSpace, enables authenticated users to upload the scanned and indexed documents to the centralised data repository and retrieve the documents based on search criteria. DSpace will be installed and hosted on the

Existing Server Computer. The proposed DMS involves Installation of DSpace software along with PostgreSQL and Tomcat Apache Web server on a single system.

The DMS solution proposed has the following features:

- Customize the user interface (according to pre-designed XMLUI or JSPUI themes)
- Organisation name, logo can be placed as required
- Customizable metadata fields and forms - Modify form and fields according to your organisation needs
- Configure browse and search by Document Search Type (Index search, and Keyword search, all in English language)
- **Authenticated user access ; Assigning roles to users**
- Uploading of bulk documents with metadata in batch mode
- Ability to handle multiple file formats (PDF,PDFA, PNG,JPG,MS-Office etc.)
- The system allows users to create a folder (of similar functionality) to group data
- Capability to host on premise intranet and internet
- The DMS runs on Windows as well as Linux OS.

Functionalities -

Functionality Step	User Group	Description
User creation, role assignment	Administrator	Will be able to create users with passwords, assign them roles
File group / collection creation	Administrator	Files can be grouped according to, say, Deptt / Section / Police Station
File access restriction	Administrator	Will be able to allow or block access to files, by file group
Metadata and File upload (in single or batch mode)	Authorised User / Administrator	User can input metadata and upload file into a file group, depending on the permission given to him / her.
Search and Retrieval	Reader	Can search documents

During implementation, we will assign 'Roles' to 'Designated Officials of Kolkata Police as per requirement.

Centralised Database : All data will be centrally located in a database. All the scanned documents after upload will be stored in the centralised file repository. Scanned documents will be saved in single pdf file or multiple pdf files in case of large records.

Hardware Requirement for DSpace (existing Server of Kolkata Police):

RAM: 16GB, Motherboard Processor: i7 or above, Storage: 8 TB Internal HDD

Operating System: Windows 8.1 above 64-bit or Ubuntu 64-bit Desktop version

Maximum no. of concurrent users is estimated : 200

The system accommodates multiple users of different levels and allows security, with multiple layers of user definable security to limit access. Some of the key features of the Software include:

Content Acquisition, Document Management, Security Management, Backup and Recovery

The system will allow for the display of colour images. The ability to store and view multiple page files. PDF documents will be opened in any Browser

Access to, or updating of, information stored in the system should be restricted through use of a password security system.

Access shall be limited to “read only” at the user level.

System security allows / restricts users to add / update / delete functionality by user.

When doing a search on a significant portion of the database, system will display all file names that the search identified. User can point-and-click on any file(s) displayed to retrieve.

Multiple users can view a single stored image simultaneously.

The Software will be installed in such way that it will be accessed through LAN as well as Web by the authorised Users..

Scope of Integration with Existing Application:

Kolkata Police already has a centralised Application for FIRs, named CrimeBabu which is being used regularly. Through Application Program Interface (API), by passing parameters like, PS Code, Year and Case No. this application should be able to access / fetch digitized Case Records / Case Diaries from the proposed Document Management System (Search and Retrieval Software). There will be role based authentication facility in the CrimeBabu Application for such access. The Successful Bidders shall have to implement the above.

Training and Demonstration – The successful bidder shall be responsible for providing adequate training of the software to the users (Kolkata Police employees). It shall provide onsite support, training and demonstration at all the scanning sites and at Headquarters at Lalbazar on an as-needed basis during the project duration.

Documentation - The successful bidder shall develop exhaustive documentation (viz. SRS, user manual, technical manual, etc.) of the software development / implementation that it undertakes. While writing code for any software, it shall adhere to coding standards (with ample and appropriate commenting, version control, etc.)

Source Code – The successful bidder shall handover the entire system along with its source code, SRS, User Manual, Operation manual etc that it has developed to Kolkata Police after completion of the project, i.e. after completion of its support & maintenance period.

The successful bidder shall maintain strict confidentiality of the source code and all content and any information that it becomes privileged to in the course of executing the project. The source code, design, technical documents of the software will be solely Intellectual Property Rights (IPR) with Kolkata Police.

Acceptance Testing - The design, development, deployment and testing of the software shall be considered as complete only after it passes successfully through the acceptance testing to be conducted in the presence of Kolkata Police officials and Webel. KMC shall issue a Certificate of Acceptance after successful Acceptance Testing

SECTION – F: PROJECT TIMELINE

PROJECT DURATION

The work will have to be started at site by the successful bidder within 10 days after release of the LOI / Order.

Entire scope of work defined above will be completed within six (6) months after receipt of Order.

Venue:

Work will be done in the premises of the Police Stations and Courts mentioned below. To complete the work on time successful bidder may have to deploy resources simultaneously at more than 5-6 sites.

Behala PS – South West Division, Survey Park PS – East Division, Karaya PS – South East Division, Watgunj PS – Port Division, Chetla PS – South Division, Burtolla PS – North Division, Ultadanga PS – Eastern Suburban Division, New Market PS – Central Division, Patuli PS – South Suburban Div.

Bankshall Court, Alipore Police Court and Sealdaha Court

Working Hours:

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

The Police Station and Court will provide personnel to assist Operators to obtain documents for the scanning / digitization work. After scanning of the documents, the operators will return them to the concerned nodal officer.

Project Implementation Schedule / Milestone :

These milestones are to be strictly achieved by the successful bidder. Weekly progress report shall be submitted.

Sl. No.	Project Milestone	Timeline (Calender Days)
1.	Issue of Letter of Intent (Lol) to successful Bidder	T
2.	Submission of PBG	T + 7 days
3.	Deployment of resources to Start Scanning work	T + 10 days
4.	Scanning& Editing of one fourth of awarded quantity	T + 60 days
5.	Scanning& Editing of half of awarded quantity	T + 100 days
6.	Implementation of DSpace Software	T+ 100 days
7.	Scanning& Editing of three forth of awarded quantity	T + 140 days
8.	Completion of the awarded quantity	T + 180 days

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: Tender No.

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>>

Tender No. WEBEL/EOT/COM/20-21/00027, Dated 04.08.2021

ELIGIBILITY CRITERIA FOR BIDDER

#	Basic Requirement	Eligibility Criteria	Document Proof
1.	Average Annual Income	Should have average turnover of at least Rs. 2.00 (One) Crore in last 3 (three) financial years (ending with FY 2020-21) 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 31.03.2021	<mention the list of documents uploaded to fulfill the criteria>
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/ PSUs of minimum amount Rs 60.00 lakhs OR two similar jobs of Rs 30.00 Lakhs each OR three similar jobs of Rs 20.00 Lakhs each. Similar job means Scanning / Digitization of documents and Implementation of Software Solution for Document Management System.	<mention the list of documents uploaded to fulfill the criteria>
2.b.		The bidder should have successfully completed scanning / digitization of at least 50 lakhs pages in last 5 years from any Govt Dept / Govt Organisation / PSUs.	<mention the list of documents uploaded to fulfill the criteria>
3.	Software Strength	Bidder should have successfully implemented Document Management Software solutions at least for two (2) different projects /clients. Bidder should have experienced software professionals (minimum 5 nos.) in their payroll for the above work	<mention the list of documents uploaded to fulfill the criteria>
4.	Legal Entity	<ul style="list-style-type: none"> • Bidder may be a Company, Partnership Firm or Sole Proprietorship Firm. • The bidder should have existence in India for last five (5) years at the end of 31st March 2021. • The bidder should be into the business of 	<mention the list of documents uploaded to fulfill the criteria>

		<p>Document Management Software and Scanning / Digitization for the last five (5) years at the end of 31st March, 2021.</p> <ul style="list-style-type: none"> The bidder shall be solvent at the date of bidding 	
5.	Other legal documents	<ul style="list-style-type: none"> Certificate of incorporation GST Certificate Income Tax Return (Latest 5 years) Copy of PAN Articles of Association/ Company Registration (depending on company type) 	<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.1,00,000/= (Rupees one lakh Only) 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.	Upload scanned copy of the document
9	Submission of Tender Document Fee	Bidder should submit Tender Document Fee of Rs. 1000 (Rupees one thousand only) 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	Upload scanned copy of the document

		Mentioned order and portal.	
10	Local Office	The bidder should have an office in West Bengal from where the services are being carried out	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 :

Mobile Phone No :

E-mail address :

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-mail address :

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 2018-19 (in Crores) (a)	FY 2019-20 (in Crores) (b)	FY 2020-21 (in Crores) (c)	Average Turnover [(a+b+c)/3]
1	Overall Annual Turnover				
2	Income from Implementation of Software Solution for Document Management System and Scanning / Digitization Business				

Yours Sincerely,

Signature of Statutory Auditor (with official seal)

Name :
Designation :
Address :
Telephone & Fax :
E-mail address :

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

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

Lake, Bidhan Nagar, Kolkata:-700091

Ref: RFP for Selection of a Ref: RFP No. WEBEL/EOT/COM/21-22/00027 Dated: 04-08-2021

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.

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

Annexure-8: 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-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.	Undertaking on Total Responsibility (Annexure-8)		
8.	NIT Declaration (Annexure – 2)		
9.	Certified copies of valid PAN document/GST registration		
10.	Technical Capability / Past Projects / Firm's Experience (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 WebelBhavan, 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 filled 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 up to _____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 there under.

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 Purchase Order /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 the B.G.
9. In case of extension of a Contract the validity of the B.G. must be extended accordingly.
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 WBEIDC LTD.

SECTION– H: FORMATS FOR COMMERCIAL BID

Annexure-11: Cover Letter for Commercial Bid

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 Commercial Bid documents

Dear Sir,

We, the undersigned, offer to make an estimation of scanning / digitization of documents of Kolkata Police in accordance with your Request for Proposal WEBEL/EOT/COM/21-22/00027 Dated: 04-08-2021.

Our Technical Proposal and Our Technical & Commercial proposal are uploaded as per guideline of the RFP in the e-tender portal.

Our Technical & Commercial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

Name :

Designation :

Date :

Time :

Seal :

Business Address:

FORMAT FOR COMMERCIAL BID (UNPRICED BOQ)

Sl.	Description of work	Unit	Quantity	Remarks
1	Scanning (B&W /Greyscale/Colour), A4 / Legal / Smaller sheets, image editing, Metadata Indexing, creation of pdf files	Per Image	45,00,000	
2	Scanning (B&W/Greyscale/Colour), upto A3 size pages of registers, image editing, Metadata Indexing, creation of pdf files	Per Image	3,03,000	
3	Scanning (B&W/Greyscale / Colour), size upto A2 (larger than A3), pages of General Register(GR) of Courts , image editing, Metadata Indexing, creation of pdf files	Per Image	2,70,000	
4	Installation, configuration and implementation of Document Management System at the Existing Server including Training and annual Support and Maintenance for three years.	Lumpsum	1	