

**REQUEST for PROPOSAL**  
**for Selection of Service Provider**  
**for Scanning & Digitization of Inspection Book Records**  
**and Cloud Based Document Management Software**  
**of The Kolkata Municipal Corporation**

**Tender No: WEBEL/EOT/COM/20-21/00074R 3<sup>rd</sup> Call Dated: 01.10.2021**

**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
KMC	The Kolkata Municipal Corporation

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**NOTICE INVITING E-TENDER**

**Tender Reference Number: WEBEL/EOT/COM/20-21/00074R 3<sup>rd</sup> Call Dated: 01.10.2021**

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 Scanning / Digitization of old records and implementation of Document Management Software Application. 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 Scanning & Digitization of Inspection Book Records and Cloud Based Document Management Software of the Kolkata Municipal Corporation	Rs.500/= (Rupees Five Hundred Only)	Rs. 15,000/=(Rupees Fifteen 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. 15,000/=(Rupees Ten 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	<b>WEBEL/EOT/COM/20-21/00074R 2<sup>nd</sup> Call Dated: 25.06.2021</b>
2.	Tender Version	1.0
3.	Brief description of project	Request for Proposal for Selection of Service Provider for Scanning & Digitization of Inspection Book Records and Cloud Based Document Management Software of The Kolkata Municipal Corporation.
4.	Tender document Fee	Rs.500 (Rupees Five Hundred Only)
5.	Earnest Money Deposit	Rs. 15,000/= (Rupees Fifteen Thousand )
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)	<b>01.10.2021</b>
8.	Documents download start date (Online)	<b>01.10.2021</b>
9.	Last Date and time of sending the queries	Date: <b>06.10.2021, 16:00 PM</b>
10.	Pre Bid Meeting at WBEIDC LTD. Office (Online)	Date : <b>07.10-2021, 12:00 PM</b>
11.	Corrigendum, if any, will be published on Line	Date: <b>08-10-2021, 3:00 PM</b>
12.	Bid Submission start date & time (On line)	Date: <b>09-10-2021, 5:00 PM</b>
13.	Bid Submission closing date & time (On line)	Date: <b>22.10.2021, 12:00 PM</b>
14.	Bid opening date & time for Technical Proposals (Online)	Date: <b>25.10-2021, 03:00 PM</b>
15.	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals (if any).	<b>To be notified later.</b>
16.	Opening of Financial Bid (Online) and declaration of result	<b>To be notified later.</b>



17.	Contact Persons	<ol style="list-style-type: none"><li>1- Mr. Pratul Show, G.M.(Com) e-Mail: <a href="mailto:pratul.show@webel-india.com">pratul.show@webel-india.com</a></li><li>2- Mr. Kausik Halder, Assistant Manager (Com.) e- mail: <a href="mailto:halder.kausik@webel-india.com">halder.kausik@webel-india.com</a></li><li>3- For Technical queries Mr S J Dutta, Manager Systems: e-mail: <a href="mailto:shashanka.dutta@webel-india.com">shashanka.dutta@webel-india.com</a></li></ol>
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Pre Bid Meeting at WBEIDC LTD. Office (Online)

Click Here - [Join conversation \(microsoft.com\)](#)

## **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 Kolkata Municipal Corporation seeks proposal from eligible Bidders for Scanning & Digitization of Inspection Book Records and implementation of Cloud Based Document Management Software and hosting of the application in a Govt empaneled Cloud.

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

The project envisages digitization of Inspection Books of KMC. The inspection books are bound registers, having information related to properties. High end colour book scanners only shall be used to capture the images. Metadata indexing will have to be done for the property records. A cloud based application software needs to be developed and hosted. The software will be accessed by authorized users to search and retrieve the property records and the scanned images. Existing digitized property records of KMC also will have to be incorporated in the newly developed application to complete the database.

## **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. Bidder are requested to visit the office of Assessor Collector (South) of KMC at 5, S.N. Banerjee Road, Kolkata- 700 013 to review one or more sample copy of Inspection Book (IB) which need to be scanned and digitized.

## **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 10% 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.

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

**Table 4: Eligibility Criteria**

#	Basic Requirement	Eligibility Criteria	Document Proof
1.	Average Annual Income	Should have average turnover of more than Rs. 50.00 (Fifty) Lakhs for last 3 (three) financial years (ending with FY 2019-20) from Scanning, Digitization, ITeS and Document Management Software domain. 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.	Work Experience	The prospective bidder, during the last 7 (seven) years, shall have satisfactorily completed at least one similar job of any Govt Dept / Govt Organisation/ PSU of minimum amount Rs 15.00 lakhs OR two similar jobs of Rs 7.50 Lakhs each OR three similar jobs of Rs 5.00 Lakhs each. Similar job means scanning / digitization, ITeS and implementation of DMS / Cloud Hosted DMS. The bidders must have scanned and digitised minimum 15 lakhs images during last 3 years for any Govt Dept / Govt Organisation / PSU / Govt Institutes. The bidder must have successfully developed at least one DMS. Proof should be submitted.	Completion certificates + Work Orders issued by the client
3.	Manpower Strength	The prospective bidders shall have in their full-time engagement experienced technical personnel, specially having proficiency in Software Development, Scanning & Digitization. Minimum 20 persons in regular employment.	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 of 31<sup>st</sup> March 2021.</li> <li>• The bidder should be into the business of Scanning &amp; Digitization &amp; DMS Software for the last five (5) years at the end of 31<sup>st</sup> March, 2021.</li> <li>• The bidder shall be solvent at the date of bidding</li> </ul>	<ul style="list-style-type: none"> <li>- Certificates of incorporation for Company / Partnership Deed / Proprietorship firm self- declaration</li> <li>- Certificate from Statutory auditor / Chartered Accountant for existence of firm for last five years along with last three years balance sheet.</li> <li>- Certificate from Statutory auditor / Chartered Accountant for Market Research services business for last 5 (five) years</li> <li>- Certificate from Statutory auditor / Chartered Accountant / Banker for Solvency declaration</li> </ul>
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 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. 15,000/= (Rupees Ten 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 West Bengal from where the services are being carried out ELSE submit undertaking that within 14 days of receipt of LOI/P.O bidder shall open office in Kolkata, W.B.	Scanned copy of valid supporting documents
11	Certification	The bidder must be ISO 9001:2015 and ISO 27001 Organisation. 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. 50.00 Lakhs and less than equal to Rs. 2 Cr for last 3 (three) financial years (ending with FY 2019-20) from scanning / digitization / ITeS and DMS domain- 10.5 Marks</li> <li>2. Average turnover of more than Rs. 2 Cr and less than equal to Rs 5 Cr for last 3 (three) financial years (ending with FY 2019-20) from scanning / digitization / ITeS and DMS domain - 13 Marks</li> <li>3. Average turnover of more than Rs. 5 Cr for last 3 (three) financial years (ending with FY 2019-20) from scanning / digitization / ITeS and DMS domain - 15 Marks</li> </ol>	15
B	The Bidder should have completed number of projects for 'Scanning / Digitization / ITeS and DMS Software' of Govt Dept/PSUs/ Govt bodies during last 7 years – 3 marks for each completed project, max 15 marks.	15
C	Order Values of completed Projects during last seven years on Scanning / Digitization / ITeS of Govt Dept/PSUs/Govt Bodies: For each Completed Project of Value Rs 10.00 Lakhs or more - 5 marks for each project, max 10 marks  AND  For at least one Project for Implementation of DMS and Cloud Hosting Services of Govt Dept/PSUs/Govt Bodies of value more than Rs 10.00 Lakhs – 10 marks	20
E	Detailed Implementation Plan for execution of the said job. Bidder will have to submit write up including approach and methodology, break-down of tasks and schedule in pdf format.	30
G	CVs of professionals to be deployed for the Project: <ul style="list-style-type: none"> <li>- Project Manager (1 person) = 2 marks</li> <li>- Software Developers (2 Persons) = 1 marks each, total max 2 marks</li> <li>- Supervisor = 1 marks</li> </ul>	5

H	<p>The Bidder has scanned minimum 15 lakhs and <math>\leq</math> 40 lakhs images against orders from Govt Dept/PSU/Govt Organisations – 5 marks</p> <p>The Bidder has scanned more that 40 lakhs images against orders from Govt Dept/PSU/Govt Organisations – 10 marks</p>	10
I	<p>The Bidder has an existing operational office in Kolkata since last 3 (three) years – If Yes = 5 marks, No = 0 Marks</p>	5
<b>Total</b>		100



## SECTION-E: SCOPE OF WORK

### A. **Functional Requirements Overview**

The project envisages digitization of Inspection Books of KMC. The inspection books are bound registers. When the register is opened both left and right side pages contain information related to same properties, therefore high end colour book scanners only shall be used to capture image of both right and left side pages simultaneously and saved as a single image. Size of left and right side pages together shall be A3 size. Each such image can have records related to two properties demarcated by horizontal line, sometimes there is entry of one property because of length of text. There are hand written text in colour inks as well as pencil. Colour scanning shall be required and scanning resolution/quality will be such that no information is lost.

KMC is presently having 11,58,000 approx scanned IB Images, starting from 1/1984. The scanning was done in the year 2014-15. These images are in .jpg format. A search and retrieval software also exists developed in Java and the indexing database is in Oracle.

1. Fresh scanning under the present scope ( **approximately 2.0 lakhs images** ) is required for IB Records of 4/1983 and earlier and also of Inspection Books (IBs) which were made and matured after 2014-15 and upto date.
2. Cloud hosting and cloud facility to be provided.
3. A Cloud based application needs to be developed so that Scanned IB images of Inspection Books could be stored in cloud and could be downloaded by designated and authorized users.
4. Presently 200 numbers of users from 7/8 different locations of Assessment Collection Offices of KMC will access and retrieve the scanned documents. 10 more non-KMC users may also be allowed to access and view these scanned IB images.
5. Restricted access need to be given users for downloading the scanned images of IB Copies. Downloaded images should be saved as .pdf format.
6. **Receiving the IBs** - Keeping records of IBs received from KMC department for scanning in a log register along with IB number, no. of pages etc. After collecting the IBs, it will be responsibility of the vendor to maintain and return the documents in their original form. The IBs shall be cleaned before scanning if required.
7. A total of approximately 2.0 lakhs pages of IB records need to be scanned afresh under the present scope. The IB registers are retained at 7 KMC premises which are HQ at Dharmotolla and offices at Gariahat, Baghajatin, Santoshpur, Taratolla, Garden-Reach and Joka.  
Address of Seven different Assessment Collections offices headed by corresponding Assessor Collectors (AC) are as follows:-
  - Assessor Collector (N) & Assessor Collector (S) : 5 S.N. Banerjee Road, Kolkata 13.
  - Assessor Collector (TTD) : Gariahat Market, 212 Rashbehari Avenue, Kolkata 19.
  - Assessor Collector (JU), Br-XI : Baghajatin Market Complex, Unit-I, Kolkata 92.
  - Assessor Collector (JU), Br-XII : Santoshpur Avenue, KMC Super Market, Kolkata 75.
  - Assessor Collector (SSU) : 1 Diamond Harbour Road, Kolkata 38.
  - Assessor Collector (GRU) : E-3 Circular Garden Reach Road, Kolkata 24.
  - Assessor Collector (Joka) : 4 Diamond Park, Joka, Kolkata 104.
8. The IBs are bound registers, if bindings of documents are required to be removed / loosen during the process of scanning then the books are to be returned with proper binding.

9. Size of documents to be scanned is: A3, consisting of two successive pages side by side of the bound register.
10. Colour scanning is required to exactly replicate information page/record.
11. **Collection of Meta Data indexing** - A format shall be created for capturing the administrative and descriptive metadata of the IBs being scanned, for each KMC Inspection Book. The successful bidder shall have to fill in the metadata (Assessee No., GR / IR, Quarter (GR/IR), IB Information (IB No, Page No etc). The firm also need to migrate data from MAS (Municipal Administration System) application wherein some other details of the assessee like Office Code, Ward No, Street code, Premises No, Owner name, Owner address, contact No etc. as metadata. The metadata tags should be alphanumeric, in English.
12. **Scanning of Documents** - About approximately 2.0 lakh pages shall be scanned in JPEG format with resolution of 300 dpi or higher. Color scanning is required as Inspection Books are written on different colours and with pencil also bearing different meaning. The scanning shall be undertaken using technically compatible instruments / scanners at the 6 different Assessment Collection offices / units of KMC across the city. All the documents/pages need to digitized and no pages / documents shall be digitized more than once. Final images will be required both in jpg as well as pdf format.
13. **Quality Control** – Dedicated workstation and staff shall be deployed to ensure quality control (QC) of the scanned documents. Amongst other things, the QC operator shall check and verify the no. of pages being scanned, sequence of pages, image quality of the document and verification with original document to ensure 100% accuracy. Image enhancement activities like De-skew (to make images straight), contrast ratio setting etc have to be done. Cropping and cleaning of images like removing black noises around the text, de-sparkle (removing small dots between the texts). In case the documents are not legible, the documents need to be scanned on higher resolution.
14. In the situation of rejecting any page due to any reason the system should be capable of capture the reason for rejecting the same from the operator and this information shall be available and intimated to the rescanning station for future use meaning for re-scan etc. and only rejected records will be flagged and will be stored in file server. Separate report MIS will be generated.
15. The system should display the information about the rejected documents by image QC which is to be rescanned. System shall have the capability of image assisted Data Entry with zooming in and zooming out facility.
16. The data to be retrieved by matching only the assessee no. if the data is not found, KMC will be notified through report.
17. Random sample of the scanned data of IBs will be validated by KMC personnel, which will be displayed in a screen of the software application.
18. No information from the documents or original contents should get erased or overwritten or lost in the process of cleaning the data. Final scanning figure would be on actual basis.

## **B. Software development**

1. The Software shall be developed using technology appropriate for Maintenance, Version Control and Online Viewing of the scanned Inspection Books and other documents. Source Code of the existing software developed in Java / Oracle is available. The successful bidder can develop fresh software or if they choose to work on the existing codes and incorporate further additions /

modifications the existing codes can be made available. The present scope of work includes indexing of the newly scanned images ( approx. 2.0 lakhs) and migration / inclusion of the existing index information and completion of the indexing work of 11.58 lakhs existing images in the new Software. Existing 11.58 images are in .jpg format. They need to be converted to pdf format also as part of the present project.

2. The application software should have provision for
  - Data entry of additional features, Access Key Definitions etc. for each document during scanning.
  - Role based access. The system must facilitate management of users and users access right and privilege.
  - Mechanism to search the document based on user defined Queries, parameters, Document identity etc.
  - View, printing and download facility.
  - Scope for entry of additional data.
  - The application software should be web enabled and should be stored in CLOUD.
3. The document should be scanned and stored with unique document identification (will be decided by department).
4. Software should be ready at the time of Proof of Concept (POC). Data of one Ward should be taken for POC. POC should be shown by vendor within two month of issuing work order.
5. The search engine shall allow the retrieval of records using the meta-data fields such as Assessee No., Office Code, Ward No., Street Name, Premises No., GR / IR, Effective Quarter etc. The search engine shall be available on the KMC intranet as a web based online solution, using which authorized users can search and navigate through the list of the digitized documents. The software shall have an access and authorization mechanism and shall enable authorized users to download non-editable copies of a document. While downloading there should be facility to download jpg original file and also provision for automatic conversion to pdf during downloading.
6. The vendor should design the application software package using latest available tools and technologies, standard etc. The application should have web enable module to display the scanned data. The web module should be developed in Java platform.
7. The software should facilitate adding scan data in a progressive manner, post implementation, while in use by the user. Facility to backup and restore the complete data without loss to be provided without redoing the whole process. Software should have clear scope of Fresh Scanning, Conversion to .pdf format, Uploading, Indexing facility so that KMC Users can them-self scan, index and upload the images of freshly created IB records (in future) on this cloud based application software.
8. Appropriate data compression techniques should be used by the vendor to minimize / optimize the storage space, without compromising the system performance and time for retrieval of information.
9. The system should be able to generate output in hard copies as well as softcopies.
10. Once a document is scanned, it should not be able to be removed from the archived data by any unauthorized person. An appropriate work flow for approval at suitable stage be incorporated for deletion of such data.
11. The search engine and version control software shall have an Administration module which can

be used by the System Administrator to carry out the routine administrative tasks such creating new user, granting of viewing / new entry permissions, checking of log files, changing hardware and software configuration etc.

12. The development of the search engine and version control methodology shall be followed within the pilot project phase. An SRS document for the above software must be submitted to KMC for vetting and approval before the software is developed.
13. The application shall be hosted in a Govt empaneled Cloud Service Provider (CSP). The bidder shall quote for such hosting and maintenance services for one year. The CSP shall meet MeitY ( Ministry of Electronics & IT, Govt of India) empanelment criteria and should be certified for ISO 27001 and 27018. The CSP should have accreditation relevant to security, availability, confidentiality, processing integrity, etc. The servers should be physically present in the country. CSP environment and services shall be STQC audited and shall be valid at the time of bidding.
14. **Training and Demonstration** – The selected firm shall be responsible for providing adequate training of the new software to the users (KMC employees). It shall provide onsite support, training and demonstration at Six different Assessment Collection Offices on an as-needed basis during the project duration.
15. **Documentation** - The selected firm shall develop exhaustive documentation (viz. SRS, user manual, technical manual, etc.) of the software development that it undertakes. While writing code for any software, it shall adhere to coding standards (with ample and appropriate commenting, version control, etc.)
16. **Source Code** – The selected vendor shall handover the entire system along with its source code, SRS, User Manual, Operation manual etc that it has developed to KMC or any other firm authorized by KMC after completion of the project, i.e. after completion of its support & maintenance period. The selected firm shall maintain strict confidentiality of KMC's source code 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 Intelligent Property Rights (IPR) with KMC.
17. **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 KMC officials or authorized representative(s) of KMC. KMC shall issue a Certificate of Acceptance after successful Acceptance Testing.

## **SECTION – F: PROJECT TIMELINE**

### **1. Project Duration : Four (4) months**

**Note : The Bidder shall have to submit the activity schedule chart along with their detailed write up / methodology / project implementation plan ( refer Technical Evaluation Criteria ).**

### **2. Payment :**

Bill will be raised on Completion, along with Final Completion Certificate issued by KMC.

Payment will be released within one month subject to receipt of payment from KMC.

**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. WEBEL/EOT/COM/20-21/00074R Retender Dated:01.10.2021

**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>>

Tender No. WEBEL/EOT/COM/20-21/00074 Retender Dated: 01.10.2021

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

#	Basic Requirement	Eligibility Criteria	Document Proof
1.	Average Annual Income		<mention the list of documents uploaded to fulfill the criteria>
2	Work Experience		<mention the list of documents uploaded to fulfill the criteria>
3	Manpower Strength		<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 2021.</li><li>• The bidder should be into the business of Scanning &amp; Digitization, ITeS &amp; DMS Software for the last five (5) years at the end of 31<sup>st</sup> March, 2021.</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		Upload scanned copy of the document
9	Submission of Tender Document Fee		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		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		
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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  
WebelBhavan, 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	Revenue from Scanning, Digitization, ITeS, Document Management Software 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

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

Lake, Bidhan Nagar, Kolkata:-700091

Ref: **Tender No. WEBEL/EOT/COM/20-21/00074Retender Dated:01.10.2021**

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**

**Curriculum Vitae (CV)**

Proposed Position: <<to be inserted later>> Name

of Firm:

Name of Staff:

Date of Birth:

Nationality:

Education:

Year	Degree	Institution

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 Or project</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 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 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 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.