



**Request for Proposal**  
**For Technology Partner for setting up of e-Waste**  
**Collection, Segregation, Dismantling and Re-Cycling**  
**Facility in Kolkata**

**Tender No. WEBEL/EOT/COM/22-23/00027R, Dated**  
**01/09/2022**

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

### **Abbreviation**

<b>Abbreviations</b>	<b>Descriptions</b>
CPCB	Central Pollution Control Board
NGT	National Green Tribunal
PCC	Pollution Control Committees
WBEIDC LTD.	West Bengal Electronics Industry Development Corporation Limited
WBPCB	West Bengal Pollution Control Board

## Contents

<b>Section A: Instruction to Bidders .....</b>	<b>6</b>
<b>Section B: Eligibility Criteria .....</b>	<b>7</b>
<b>Section C: General Terms &amp; Conditions .....</b>	<b>11</b>
<b>Section D: Special Terms &amp; Conditions .....</b>	<b>14</b>
<b>Section E: Technical Evaluation .....</b>	<b>17</b>
<b>Section F: Terms of Reference.....</b>	<b>22</b>
<b>a. Introduction.....</b>	<b>22</b>
<b>b. Objective .....</b>	<b>25</b>
<b>Section G: Annexures .....</b>	<b>26</b>
<b>a. Annexure I: Covering Letter for submission of Tender .....</b>	<b>26</b>
<b>b. Annexure II: Details of the Responding Bidder .....</b>	<b>28</b>
<b>c. Annexure III: Financial Capability .....</b>	<b>29</b>
<b>d. Annexure IV: Declaration for not being blacklisted .....</b>	<b>30</b>
<b>e. Annexure V: Details of Projects undertaken .....</b>	<b>31</b>
<b>f. Annexure VI: Unpriced Bill of Materials .....</b>	<b>32</b>
<b>g. Annexure VII: Performance Bank Guarantee Format .....</b>	<b>33</b>

**Tender No. WEBEL/EOT/COM/22-23/00027R, Dated 01/09/2022**

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

*Table 1*

Brief Description of Work	Tender Document Money (Rs) [Non-refundable] (Online)	Earnest Money Deposit (EMD) (Rs) [Refundable] (Online)	Last Date and Time of Bid Submission (Online)	BID Opening Date and Time (Online)
Technology Partner in Setting up of collection /segregation/re-Cycling of e-Waste in Kolkata	Rs 1,000/- (One Thousand ) only	Rs. 10,000/- (Rupees Ten Thousand Only)	14/09/2022, 12.00 HRS.	16/09/2022, 15.00 HRS.

The timelines for the tender are mentioned in Table 2 below:

*Table 2: Description of the work and timelines*

1.	Tender No. & Date	WEBEL/EOT/COM/22-23/00027R, Dated 01/09/2022
2.	Tender issuing entity	West Bengal Electronics Industry Development Corporation(WBEIDC) Limited
3.	Date of uploading Tender	01/09/2022
4.	Documents download /Sale start date (Online)	01/09/2022
5.	Last Date and time of sending the queries	06/09/2022
6.	Corrigendum, if any will be published (Online)	07/09/2022
7.	Bid Submission start date & time (Online)	08/09/2022
8.	Last date & time of Bid Submission	14/09/2022, 12.00 HRS.
9.	Date & time of Bid Opening	16/09/2022, 15.00 HRS.
10.	WBEIDCL Contact Person for any further clarifications	For Queries, Contact: a. Wing Commander Pratul Show(Retired) G.M.(Commercial) E-Mail: <a href="mailto:pratul.show@webel-india.com">pratul.show@webel-india.com</a> b. Mr. Kausik Halder Assistant Manager (Commercial) E-Mail: <a href="mailto:halder.kausik@webel-india.com">halder.kausik@webel-india.com</a>

### **Section A: Instruction to Bidders**

- a. Intending bidders may download the Tender document directly from the website <https://wbtenders.gov.in>.
- b. Each bidder needs to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of Tender from the approved service providers on payment of requisite amount.
- c. The digitally signed Tender response should be submitted in the website <https://etender.wb.nic.in>
- d. Submission of Tender response will be done as per time schedule stated mentioned in the Table 1 of this document.
- e. For any queries regarding this Tender, please contact with WBEIDC Limited contact persons as mentioned in the Table 2 of this document on or before last date of submission of queries. No queries will be entertained after this timeframe.
- f. Tender responses are to be submitted online to the website before the prescribed date & time using the Digital Signature Certificate (DSC). Virus scanned and duly digitally signed copies of the documents are to be uploaded.

#### **Tender response should contain:**

- ✓ This Tender document, with all pages signed by the authorized signatory
- ✓ Covering letter (as per Annexure-I)
- ✓ General information of the bidder (as per Annexure-II)
- ✓ Financial capabilities of the bidder (as per Annexure-III)
- ✓ Credentials of the bidder along with relevant work agreements and completion certificates
- ✓ Declaration of non-blacklisting (as per Annexure-IV)
- ✓ The details of the project executed as per format mentioned in Annexure-V and Work Order copies along with project completion certificates from the customers duly attested.
- ✓ Understanding and technical write-up on scope of work and approach & methodology.
- ✓ Valid scanned copies of the following documents:
  - Certificate of Incorporation,
  - Power of attorney establishing the authorized signatory (mandatory for partnership firms)
  - Audited Balance Sheets Profit & Loss Statements for the Financial Years 2018-2019, 2019-2020 and 2020-2021

### Section B: Eligibility Criteria

The bidder must possess the requisite prior experience, and technical capability in providing the services necessary to meet the requirements as described in the Tender document. The Bidder is required to meet all eligibility criteria mentioned below in order to qualify.

#	Basic Requirement	Specific Requirements	Documents Required to be submitted
1	Annual Sales Turnover	<ol style="list-style-type: none"> <li>1. Average annual turnover of not less than Rs. 10 Crores in last three financial years (FY 2018-2019, 2019-2020 and 2020-2021).</li> <li>2. The firm must have been a profit-making organization for the last three financial years (FY 2018-2019, 2019-2020 and 2020-2021).</li> </ol>	<ul style="list-style-type: none"> <li>• Audited Financial Accounts &amp; certificates from the statutory auditor / Chartered Accountant</li> <li>• Balance sheet and Profit &amp; Loss Statement from the statutory auditor or Chartered Accountant</li> </ul>
2	Work experience	The bidder should have implemented minimum three numbers of e-Waste handling and recycling plants in the country.	<ul style="list-style-type: none"> <li>• For completed projects: Work Order and Completion Certificate issued by the client</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• For ongoing projects: Work Order and satisfactory certification from client.</li> </ul>

#	Basic Requirement	Specific Requirements	Documents Required to be submitted
3	Quality Certification (optional)	The bidder must have valid relevant ISO Certification.	<ul style="list-style-type: none"> <li>Copies of the valid certificates from authorized agencies</li> </ul>
4	R&D facility (optional)	The bidder should have its own R&D setup or having a tie up with any external R&D organization.	<ul style="list-style-type: none"> <li>Copies of the valid documents</li> </ul>
5a	Legal Requirement	The responding firm must not be blacklisted by any Government Department, Ministry or Agency in any country for breach of ethical conduct or fraudulent practices during the last three years.	<ul style="list-style-type: none"> <li>The bidder must provide self-declaration in the company's letter head (as per Annexure-IV)</li> </ul>
5b	Legal Entity	<ul style="list-style-type: none"> <li>The bidder should have existence in India for last five (5) years at the end of 31<sup>st</sup> March 2022.</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> </ul>



#	Basic Requirement	Specific Requirements	Documents Required to be submitted
5c	Other legal documents	<ul style="list-style-type: none"> <li>• GST Certificate</li> <li>• Income Tax Return ( Latest 3 years )</li> <li>• GST Registration</li> <li>• Copy of PAN</li> <li>• Articles of Association/ Company Registration (depending on company type)</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of the valid documents</li> </ul>
6	Manpower Capability	<ul style="list-style-type: none"> <li>• The bidder should preferably have minimum 20 professionals including 10 professionals having hands on experience in setting up of a e-Waste facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Undertaking from the Signing Authority/ HR Head to this effect. Also submit bio-data of all technical persons</li> </ul>
7	Adherence to the statutory regulatory norms / guidelines	<ul style="list-style-type: none"> <li>• The bidder has to abide by all the guidelines issued by Central Govt., CPCB/SPCB and other regulatory authorities associated in this assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Undertaking from the Signing Authority to this effect.</li> </ul>
8	Power of Attorney	<ul style="list-style-type: none"> <li>• The bidder shall submit the Power of Attorney of Authorization for signing the bid in Rs.100.00 Non Judicial Stamp Paper.</li> </ul>	<ul style="list-style-type: none"> <li>• Scanned copy of Power of Attorney needs to be uploaded</li> </ul>
9	Submission of authorization/recognition from	<ul style="list-style-type: none"> <li>• In case if the bidder is not recognition, it has to give a self-declaration of the standards it is following.</li> </ul>	<ul style="list-style-type: none"> <li>• Scan copy of the letter</li> </ul>

#	Basic Requirement	Specific Requirements	Documents Required to be submitted
	National/International bodies		
10	Submission of EMD	<ul style="list-style-type: none"> <li>The Bidder shall pay EMD of Rs. 10,000/- (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 &amp; guideline of the same, bidders are advised to follow the mentioned order and portal.</li> </ul>	<ul style="list-style-type: none"> <li>Scanned copy of the EMD needs to be uploaded</li> </ul>
11	Submission of Tender Document Fee	<ul style="list-style-type: none"> <li>Bidder should submit Tender Document Fee of Rs. 1,000 (Rupees One Thousand only) in the form of Demand Draft from any Scheduled Bank in favour of WBEIDC LTD. payable at Kolkata.</li> </ul>	<ul style="list-style-type: none"> <li>Scanned copy of tender fee needs to be uploaded</li> </ul>

**Note:**

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

In absence of any of the above, the bid will be treated as non-responsive and hence shall be rejected.

### **Section C: General Terms & Conditions**

#### **i. Schedule of the Tender Document**

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

#### **ii. Clarification regarding Tender document**

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

#### **iii. Language of Tender**

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

**iv. Formats and Signing of Tender** The original Tender shall be neatly typed and shall be signed by an authorized signatory/ signatory on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the Tender. The person or persons signing the Tender shall initial all pages of the Tender, except for unamended printed literature. The Tender shall contain no interlineations, erasure or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialed with date by the authorized signatory after striking out the original words completely.

**v. Discrepancies and Adjustment thereof**

Discrepancy between description in words and figures, the rate, which corresponds to the words quoted by the bidder, shall be taken as correct. Discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate, the unit rate shall be regarded as firm. Discrepancy in totaling or carry forward in the amount quoted by the bidder shall be corrected.

Disputes and Arbitrations In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Managing Director, WBEIDC Ltd. or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Managing Director shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The Contractor will have no objection in any such appointment that arbitrator so appointed is employee of WBEIDC Ltd. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof. The arbitration shall be held in Kolkata only.

**vi. GTC-EMD-ONLINE PAYMENT**

//The bidder shall pay an EMD of Rs. 10,000/- (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 department Govt. of West Bengal. //For detail payment procedure & guideline on the same bidders are advised to follow the same order. //You may find the GO by clicking the link <https://bit.ly/2zZ4i6e>

**vii. Force Majeure Condition**

If the execution of the contract/supply order is delayed beyond the period stipulated in the supply order as result of outbreak of hostilities, declaration of an embargo or blockade of road, fire, flood or any such act of nature, then WBEIDC LTD may allow such additional time by extending the project execution timeframe as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the WBEIDC LTD, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

**viii. Governing Laws**

This Tender Document and the 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.

**ix. Period of Validity of Proposals**

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and / or rate must be valid for a minimum period of 180 Days from the date of opening of the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder. The price validity will remain unaltered irrespective of any reason including foreign exchange rate variation. Variation in statutory rate levied by Government will however be reflected for both reduction and escalation.

**x. Deduction of Tax at Source**

Deduction of all statutory and necessary Tax from each bill will be made as per Government Rules prevailing at the time of payment. The Company will issue necessary tax deduction certificate in due course of time.

## **Section D: Special Terms & Conditions**

### **1. Preparation of Tender**

Tender shall be submitted in accordance with the following instructions:

- i. Tender shall be submitted in the prescribed forms. All signatures shall be in longhand. Where there is conflict between the words and the figures, the amount in words shall govern.
- ii. All notations must be in typed. No erasures or overwriting will be permitted.
- iii. Tender shall not contain any recapitulation of the work to be done. Alternative Tender will not be considered unless called for. No written, oral, electronic, telegraphic or telephonic Tenders for modifications will be acceptable.
- iv. Tenders shall be uploaded to the website as notified on or before the date and time set for the opening of Tenders in the Instruction to Bidder section.
- v. Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- vi. Every page of the Tender document must be signed with date and company seal by the bidder. This is required to show that the bidder has accepted all the terms and conditions mentioned in this Tender document.

### **2. Opening of Tender**

The Tenders shall be opened at the time set forth in the document.

### **3. Acceptance of Tender**

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

### **4. Awarding of contract**

- Bidders who have submitted the valid Bid Security, i.e., EMD/ BG, Tender Document Fee & NIT Declaration as per requirement shall be considered for further evaluation. Absence of these documents may lead to summarily rejection of the bid.
- The Eligibility Criteria will be evaluated by Tender Committee and only those qualify will be considered for further evaluation.

- The Tender Committee would perform the Technical Evaluation for qualified bidders. In order to facilitate the evaluation, the marking scheme presented is an indication of the relative importance of the evaluation. Bidders securing a minimum of 60% marks in the Technical Evaluation will only be considered for Price Bid evaluation.
- After qualifying in Technical Evaluation, qualified bidders will only be considered for Price Bid evaluation.
- The basis of price bid evaluation shall be “Quality Cost Based Selection (QCBS)”. That is the bidder with the highest total score will be declared successful bidder and will be awarded the contract.
- The quoted cost will be firm for the entire duration of the project. On expiry of the contract period, the bidder will hand over all necessary documents to WEBEL.
- The successful bidder (s) will have to give security deposit in the form of Performance Bank Guarantee (PBG) with 14 days from the time of issuance of LOI.

#### **5. Contract Period**

The initial engagement will be for six months which may be extended further period depending upon the satisfactory performance as per discretion of WBEIDC. A report for satisfactory performance certified by competent authority need to be submitted for consideration of extension.

#### **6. Security Deposit**

Successful bidder will have to submit a performance bank guarantee within 14 DAYS of issuance of LOI, amounting 3% total ordered value in the format given in the tender document for a validity period of 60 DAYS more than the contract period (6 Months from the date of final acceptance of the end customer) of the quoted items.

#### **7. PBG after LOI**

You are requested to convey your acceptance of this Letter of Intent and to submit the desired information at an early date and submit the required Bank Guarantee in the attached prescribed format within a period of 14 days from the date of placement of this Letter of Intent, failing which this Letter of Intent is likely to be treated as cancelled.

#### **8. Consignee Details Consignee Details:**

WBEIDC LTD.

9. Taxes all inclusive Price will be all inclusive including tax, installation, freight, insurance & any other charges. Tax portion should be mentioned separately.

**10. Liquidated Damage**

As per the job mentioned in the tender document; In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the Vendor(s) for sum equivalent to 1.00% of the contract value for each week or part thereof, subject to a ceiling of 5.00% of the contract value (including all taxes & duties and other charges). In the event of LD exceeds 5.00% of the order value, WBEIDC reserves the right to terminate the contract and WBEIDC will get the job completed by any other competent party. The difference of cost incurred by WBEIDC will be recovered from the earnest money deposited / PBG / Invoice submitted by the vendor (as applicable).

**11. Payment Authority**

Payment sanctioning authority: MD, Webel.

**12. Payment Terms**

- a. 50% Advance along with Order.
- b. 25% After successful installation of commissioning of the desired machineries.
- c. 25% After making the plant go-live with a set of trained persons and fulfilling the entire scope of work cited under section 2.0

**13. Additional information:**

The proposed e-Waste Collection, Segregation, Dismantling and Recycling plant is expected to have a capacity of processing of 2/3 Tons of e-Waste per day.



### Section E: Technical Evaluation

The Tender Evaluation Committee (TEC) will carry out the evaluation of proposals on the basis of the following evaluation criteria and marks/ points /score will be given by TEC. Each evaluated proposal will be given a technical score as mentioned below. All the documents of the Bidder shall be verified/evaluated by TEC. The maximum points/ marks to be given under each of the evaluation criteria are mentioned in the Tables below:

<b>Sl. No</b>	<b>Criteria</b>	<b>Max Criteria/ Sub Criteria Marks</b>
A.	Organisation's Strength	20
B.	Relevant Experience	20
C.	Bidder's Technical Understanding	30
D.	Proof of Concept (PoC)	30
<b>Total Points</b>		<b>100</b>

**A. Organisation's Strength (20 marks)**

#	Criteria/ Sub Criteria	Description	Supporting Documents	Marks
<b>A1</b>	Average annual turnover in last three financial years (FY 2018-2019, 2019-2020 and 2020-2021).	>= 10 Cr but < 15 Cr = 7 marks >= 15 Cr but < 20 Cr = 8 marks >= 20 Cr but < 25 Cr = 9 marks >= 25 Cr = 10 marks	The Balance sheets and Certificate from the statutory auditor / Chartered Accountant for last three years (FY 2017-2018, 2018-2019 and 2019-2020).	10
<b>A2</b>	Professionals having experience in execution of projects of setting up e-Waste handling & Recycling plant as on bid submission date	= 20 personnel = 7 marks >20 personnel but < 30 personnel = 8 marks >=30 personnel but <50 personnel = 9 marks >= 50 personnel = 10 marks	Certificate from HR department mentioning the relevant manpower strength	10

**B. Relevant Experience (20 marks)**

#	Criteria/ Sub Criteria	Description	Supporting Documents	Marks
B1	The bidder should have implemented minimum three e-Waste Recycling plants.	Minimum 3 projects = 15 marks For each additional project = 1 Mark each up to max. 20 Marks	Work Completion Certificates + Work Order from the client (for completed projects); OR Work Order + Partial Completion Certificate (for ongoing projects) from the client	20

**C. Bidder's Technical Understanding (30 Marks)**

#	Criteria/ Sub Criteria	Description	Supporting Documents	Marks
C1	Bidder's understanding of the requirements	<ul style="list-style-type: none"> <li>Clarity and depth of understanding of the project's objectives, scope and requirements by the bidder – <b>5 Marks</b></li> <li>Bidders understanding on and how the project components would be delivered to meet project requirements – <b>5 Marks</b></li> </ul>	Write up / presentation / demonstration in supporting of the criteria	10
C2	Compliance to specified functional requirements	<ul style="list-style-type: none"> <li>Compliance to Functional Requirement Specifications as mentioned in Terms of Reference (Technical Specifications). The level</li> </ul>	Supporting documents in conformance to the level of compliance	20

#	Criteria/ Sub Criteria	Description	Supporting Documents	Marks
		<p>of compliance will be computed as follows:</p> <ul style="list-style-type: none"> <li>• Fully Compliant (Y) = 2</li> <li>• Partly Compliant (P) = 1</li> <li>• Non-Compliant (N) = 0</li> </ul> <p>The marks will be awarded based on the above marking scheme. The overall score will be based on the Pro rata basis.</p>		

**D. Proof of Concept (30 Marks)**

- The bidders will be asked to give a Technical Presentation describing
  - a) Complete Description of the e-Waste recycling process.
  - b) Segregation & Recycling methodology
  - c) The need and role of the each equipment required in the process.
  - d) The criteria for selection of make and capacity of the equipment used.
  - e) Techniques/ methods of safe disposal of non-recyclable waste.
  - f) Safety measures of the plant.
  - g) Statutory compliance requirements as per CPCB guideline.

**30 Marks allotted for PoC:**

**To qualify the technical evaluation, the bidder must score a minimum of 60 marks.**

The commercial bid of the technically qualified bidders will then be opened and reviewed to determine whether the commercial bids are substantially responsive in respect of commercial considerations. The evaluation will be made on the basis of QCBS with 70:30 ratio, where the weightage on the Technical part will be 70 percent and the 30 percent weightage to be given in commercial. The bidder with the highest total score would be declared successful.

The cost indicated in the Commercial Proposal shall be deemed as final and reflecting the total cost of services and should be stated in INR only. The lowest Commercial Proposal (Fm) will be given a score (Sf) of 100 points.

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

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

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

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

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

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Commercial Proposal that will be in the ratio of 0.70:0.30.

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

## **Section F: Terms of Reference**

### **a. Introduction**

Webel, a public sector unit under the Department of IT , Govt. of West Bengal desires to set up a e-Waste collection, segregation and re-cycling plant with active collaboration from the State Pollution Control Board. The unit is expected to have the state of art in e-Waste recycling activities in the country and should have certification from CPCB with respect to the standards / methods adopted in disposal and recycling of the e-waste material.

The selected bidder will be a Technology Partner of Webel for successful implementation of the collection, segregation and re-cycling of e-Waste material in Kolkata. The successful bidder will provide key information regarding space, ambience, and required equipment and impart training to the operating staff of the erected plant. The details of scope of work is given below:

West Bengal Electronics Industry Development Corporation Limited (WBEIDC Limited), under the aegis of Department of IT & Electronics, Government of West Bengal is setting up an e-Waste Collection, Dismantling and Re-Cycling Facility in or around Kolkata, West Bengal, which is envisaged to serve as a Model e-Waste Handling Facility showcasing efficient and safe electronic waste management.

WBEIDC Ltd., being the nodal agency of Dept. of IT&E, Govt. of West Bengal would be the executing agency for the entire project starting from constructing the facility to on board an authorized market player (dismantler/ recycler) to run the e-waste recycling facility as a sustainable green business.

Electronic waste management sector has till date remained labor intensive, environmentally unfriendly and unorganized while it has the potential to become a dominant economic sector. The proposed model e-waste handling plant should demonstrate the best practices and perform consistently at high efficiency showcasing management of e-waste as a cost effective and economically viable business model. It is planned to run the model unit as a sustainable and self-sufficient model under WBEIDC. The plant will install equipment with state of the art technology

and also have facility to demonstrate the modern e-waste handling process towards generation of skills, knowledge and awareness among the stakeholders.

It is envisaged that the e-waste recycling facility would stand out as a model recycling facility to showcase e-waste handling and management best practices.

It is planned to onboard an Expert Agency as the Technology Partner of WBEIDC Ltd. through this TENDER who would provide the necessary consultancy support and handholding to implement the aforesaid project in an efficient and time bound manner.

**1. OBJECTIVE OF THE TENDER:**

This TENDER is meant for inviting the interested parties to submit their applications for undertaking the aforesaid assignment. Based on the submissions received from the interested parties, most suitable party, which in the opinion of WBEIDC Ltd. is capable of handling the assignment, will be chosen.

**2. SCOPE OF WORK:**

The Technology Partner should provide consultancy and handholding support including participation in technical meetings with WBEIDC Ltd and other agencies during Tendering process and making recommendation after evaluation of tenders towards procurement of components and equipment under this project.

The following activities are covered:

- a) Provide consultancy in planning and construction of the proposed Model e-waste management plant including utilities (electricals, water, air-conditioning etc.) in or around Kolkata
- b) Make necessary study and recommend the procurement of different components including their layout, specifications and power requirements towards setting up the following utilities:

2.1 Collection Unit

2.2 Categorization / Segregation and Refurbishing Unit

2.3 Dismantling Unit

2.4 Recycling Unit:

The recycling unit will further have the following indicative facilities for recycling of different kinds of elements and extraction of different valuable materials –

- PCB (Printed Circuit Board) Crushing & Separation Unit: After the dismantling of the electronic equipment, the raw PCB comes to this section of the Recycling unit where it is further crushed and converted into finer particles and are electrostatically separated.
  - Precious Metal Recovery System: After dismantling and crushing of the electrical and electronic equipment, the crushed equipment parts are processed through chemical reactions and precious materials are extracted
  - Plastic Recycling: In this section, after segregation, the plastic bodies of each electronic waste is recycled.
3. Setting up a Display / Museum for recycled / refurbished products - This would be a state-of-the-art showroom which would showcase products made through recycling of the e-wastes collected in the facility.
  4. Setting up an Audio visual room for Training workshops / webinars - This Section of the facility would provide a platform for delivery of training and capacity building programs and knowledge workshops, webinars to be held.
  5. Any other unit that may be necessary
  6. Technical requirements
  7. The selected Technology Partner needs to demonstrate that they have an understanding of the modern e-waste management programme of the MoEFCC ministry before they are selected by the WBEIDC to participate in the selection process.
  8. The Technology Partner expressing interest should have their own e-waste recycling plant in operational condition in India and is enlisted with either a state or a central government programme to set-up an e-waste recycling plant.
  9. The Technology Partner must have a presence in the e-waste sector and should have worked demonstrably with the informal sector



10. The Technology Partner must be able to show sufficient human resources in the states to be able to take up the assignment and deliver within a time frame.
11. Technical team of the technology partner must visit the plant site as and when required for the purpose of carrying out design & planning, I&C and onsite training of plant personal.
12. Team from Webel will also visit Technology Partner plant as and when required for the purpose of technical discussion, training and familiarization with equipment operation etc.

#### **b. Objective**

The main objectives of this assignment include the following:

- i. To establish a model e-waste recycling plant in the state.
- ii. To keep the environment clean from the random dumping of e-Waste in the state.
- iii. To generate general awareness among the public about the danger of improper disposal of e-waste. And providing training on best practices on e-Waste handling.
- iv. To make a self-sustaining e-Waste plant through commercial exploitation of the recycled material
- v. To generate innovative ideas of better methods of re-cycling and usages of re-cycled material.

#### **c. Responsibilities**

The responsibilities of the selected firm are mentioned below (but not limited to):

1. Providing know-how about the recycling process: The bidder will have to provide the details of Know-How of the process to the execution team of Webel.
2. Taking part in the Planning & Design Process: The bidder will actively participate in planning of the process, Civil Structure, Selection and sourcing of equipment for the recycling plant.
3. Providing training to the working employees/staff of the plant.

## Section G: Annexures

### a. Annexure I: Covering Letter for submission of Tender

(To be submitted on the letterhead of the bidder)

(Date)

To,

General Manager (Commercial),

WBEIDC,

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

Salt Lake, Bidhan Nagar,

Kolkata: 700091

**Ref:** Tender No :

**Sub:** Submission of Tender for “setting up of e Waste Re-Cycling Plant”.

Dear Sir/Madam,

We have examined the Tender document, we, the undersigned, herewith submit our Tender in response to your Tender no. \_\_\_\_\_ dated \_\_\_\_\_ for “Setting up of Online Continuous Effluent Monitoring System for functional STPs”, in full conformity with the said Tender document.

- i. We have read the provisions of the Tender document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our Tender shall not be given effect to.
- ii. We agree to abide by this Tender, consisting of this letter, the detailed response to the Tender and all attachments, for a period of 180 days from the date of submission of the bid.
- iii. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this

- assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices
- iv. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this Tender.
  - v. We hereby declare that all the information and statements made in this Tender are true and accept that any misrepresentation contained in it may lead to our disqualification.
  - vi. We understand you are not bound to shortlist / accept any Tender you receive

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

**b. Annexure II: Details of the Responding 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.	Relevant valid ISO Certification	
11.	Company's Revenue for last 3 years (Year wise)	
12.	Company's net worth for the last year	

**c. Annexure III: Financial Capability**

**FINANCIAL CAPABILITY**

Tender No.

**FINANCIAL INFORMATION**

Sl. No.	Name of the Bidder	Turnover (Rs/Lakh)		
		2018-19	2019-20	2020-21
1				

**d. Annexure IV: 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)

(Date)

To,

General Manager (Commercial),

West Bengal Electronics Industry Development Corporation Limited (WBEIDC),

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

Salt Lake, Bidhan Nagar, Kolkata:-700091

**Ref:** Tender for “setting up of e Waste Re-Cycling Plant.”,

Ref no. :

**Sub:** Submission of Tender for “setting up of e-Waste Re-Cycling Plant”.

Dear Sir/Madam,

In response to the above mentioned Tender I/We, \_\_\_\_\_, as \_\_\_\_\_  
<Designation> of M/s \_\_\_\_\_, hereby declare that we are having  
unblemished past record and are not declared blacklisted or ineligible to participate for bidding  
by any State/Central Government, Semi-Government or PSU.

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

**e. Annexure V: Details of Projects undertaken**

Assignment Name:		
Location in India:		Duration of Assignment:
Name of Client:		Total Project Value:
Address of the Client:		Value of the services provided by the bidder:
Start date:	Completion date:	No. of person-months of the assignment:
Narrative description of Project:		
Description of actual services provided:		

**f. Annexure VI: Unpriced Bill of Materials**

<b>Sl. No.</b>	<b>Description of work</b>	<b>Qty.</b>	<b>Unit</b>	<b>Remarks</b>
<b>1</b>	Comprehensive Consultancy For Setting UP an e-Waste Collection, Segregation, Dismantling and Re-Cycling Plant at Sonarpur, Kolkata.	<b>1</b>	<b>LS</b>	

N.B.: DO NOT MENTION THE PRICE HERE.



**g. Annexure VII: Performance Bank Guarantee Format**

## ANNEX – PBG

### PERFORMANCE SECURITY GUARANTEE BOND

1. In consideration of the MD , WBEIDC (hereinafter called 'WBEIDC') having agreed to exempt \_\_\_\_\_ (hereinafter called 'the said contractor(s)') from the demand under the terms and conditions of an agreement/Advance Purchase Order No \_\_\_\_\_ dated \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called "the said agreement "), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for \_\_\_\_\_ we, (name of the bank) \_\_\_\_\_ ( hereinafter refer to as "the bank") at the request of \_\_\_\_\_ (contractor(s)) do hereby undertake to pay to the WBEIDC an amount not exceeding \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by WBEIDC by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.
2. We (name of the bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the WBEIDC by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of WBEIDC in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding \_\_\_\_\_.
3. We undertake to pay to the WBEIDC any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.
4. We( name of the bank) \_\_\_\_\_ 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 agreement and that it shall continue to be enforceable till all the dues of the WBEIDC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till \_\_\_\_\_(office/Department) WBEIDC certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of TWO/TWO AND HALF/THREE YEARS (as specified in the tender no.....) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.
5. We (name of the bank) \_\_\_\_\_ further agree with the WBEIDC that the WBEIDC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the WBEIDC against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the WBEIDC or any indulgence by the WBEIDC to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).

7. We (name of the bank) \_\_\_\_\_ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the WBEIDC in writing.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

for \_\_\_\_\_  
(Indicate the name of bank)