

**TENDER DOCUMENT
FOR**

**Supply, Installation and Commissioning of Computer Hardware
And Peripherals for West Bengal State Co-operative Union**

Tender No. WTL/AD/WBSCU/HD/10-11/001

23rd July '2010

Webel Technology Limited

(A Govt. of West Bengal Undertaking)

An ISO 9001:2000 organization

Plot-5, Block – BP, Sector-V, Salt Lake City, Kolkata 700091.

BRIEF DETAILS

Ref. No.: WTL/AD/WBSCU/HD/10-11/001

Date: 23rd July'2010

Sealed Tenders are invited for the following work from reputed integrated solution providers / implementers having sufficient experience and credentials for successful completion of similar nature of work in State / Central Govt. Directorates / Dept. or Govt. approved training Institutes.

1.	Brief description of material	Supply, Installation and Commissioning of Computer Hardware and Peripherals
2.	Tender document Fee	Rs. 2000.00 (Rupees Two Thousand only)
3	Earnest Money Deposit	Rs.100000.00 (Rupees One Lac only) in the form of DD from any Scheduled bank in favour of Webel Technology Limited payable at Kolkata
4.	Tender will be available from	23.07.2010
5.	Last date & time of Technical Query	06.08.2010 at 15.00 hrs
	Last date & time of Tender Submission	17.08.2010 at 13.00 hrs
6.	Date & time of opening of Tender (Technical)	17.08.2010 at 15.00 hrs
7.	Bid Submission	Webel Technology Ltd. (A Govt. of West Bengal Undertaking) Plot - 5, Block – BP, Sector – V, Salt Lake City, Kolkata – 700091.
8	Venue of Tender Opening	Webel Technology Ltd. (A Govt. of West Bengal Undertaking) Plot - 5, Block – BP, Sector – V, Salt Lake City, Kolkata – 700091.

The tender documents are available at WTL's office on all working days from 10.30 Hrs to 16:00 hrs at the address given above, on submission of Demand Draft of Rs. 2000.00 (Rupees Two Thousand only) favouring **Webel Technology Limited** payable at Kolkata.

The bidder can download the file from WTL's website www.wtl.co.in and submit the bid with a Demand Draft of Rs.2000.00 (Rupees Two Thousand only) favouring **Webel Technology Limited** payable at Kolkata. In this case, the bidder to submit the Demand Draft along with EMD in the Techno Commercial Bid part of the tender.

For details of this tender and necessary terms and conditions pertaining to the tender, the intending bidders are requested to collect the tender papers from **Webel Technology Limited** (A Govt. of West Bengal Undertaking) AN ISO 9001:2008 Company, Plot-5, Block-EP, Sector V, Salt Lake City, Kolkata - 700 091. In case of any information please contact at the following numbers:

1. Mr. Arunava Saha – 23673403-06 (Extn – 112)
2. Mr. Sanjoy Das Sarma - 23673403-06 (Extn – 109)
3. Mr. Suvhankar Pal - 23673403-06 (Extn – 125)

Canvassing in any form shall be liable for disqualification

WTL reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

CONTENTS OF THE TENDER DOCUMENT

The Tender document comprises of the following:

SECTION – A	ELIGIBILITY CRITERIA
SECTION – B	INSTRUCTIONS AND INFORMATION FOR SUBMISSION OF PROPOSAL
SECTION – C	INSTRUCTION TO BIDDER
SECTION – D	GENERAL TERMS & CONDITIONS
SECTION – E	BID FORM
SECTION – F	BILL OF MATERIALS
SECTION – G	TECHNICAL COMPLIANCE SHEET
SECTION – H	MAKE TO BE OFFERED BY BIDDER
SECTION – I	LIST OF CLIENTS OF SIMILAR ORDER
SECTION – J	LIST OF SERVICE CENTER WITH SERVICE ENGINEER
SECTION – K	PROFORMA FOR PERFORMANCE GUARANTEE
SECTION – L	PRICE BID
SECTION – M	LIST OF DOCUMENTS TO BE SUBMITTED

SECTION – A

ELIGIBILITY CRITERIA

1. The bidder should be a reputed Dealer / Distributor of Hardware items. The bidder should have at least 5 yrs. experience in these sorts of Hardware item supply. Hardware Models mentioned in the Bill of Material must be quoted with OEM authorization.
2. The bidder should have executed similar single order of atleast Rs.50 Lacs. In terms of supply & installation in any Government sector/PSU/Training Institute in last three financial years (considering FY – 2007-08, 2008-09, 2009-10). Self Attested Documentary evidence is to be submitted along with the technical bid.
3. The bidder shall have an annual turnover of not less than Rs.1.5 Cr. in the last three years (considering FY-2007-08, 2008-09, 2009-10) covering all the IT products and solutions. Audited Annual Balance Sheet or Auditor's Certificate to be submitted.
4. The bidder should have VAT Registration Certificate. Documentary evidence to be submitted.
5. The bidder must have an operational office in West Bengal.
6. The bidder should have a Call Centre operational at least between 9 AM to 7 PM on all working days of the year. Each registered call would be provided a unique number. All received calls and their resolution details have to be communicated to WTL on a fortnightly basis during the entire period of the contract. Details to be submitted.
7. Bidder should submit Earnest Money Deposit (EMD) of Rs.100000.00 (Rupees One Lac only) in the form of Demand Draft from any Scheduled Bank in favour of Webel Technology Limited payable at Kolkata.
8. Bidder must quote for all the items of Bill of Materials (Section F). If all the items are not quoted the bid will not be accepted.
9. Bidder must submitted Manufacturer's tender specific authorizations letter addressing the Reference Tender number and date for major items like Desktop, UPS, Laptop, Projector & Printer otherwise offer to be rejected.

SECTION – B

INSTRUCTIONS AND INFORMATIONS FOR SUBMISSION OF PROPOSAL

Interested Bidders are required to submit their Techno Commercial proposals and Financial proposal in two separate sealed envelopes as per instructions given below: -

The firm shall seal & mark various parts of the proposal as follows:

- A) Techno Commercial Bid in one envelope super- scribed with words “**Technical Bid for Supply, Installation and Commissioning of Computer & Peripherals for WBSUC**”. This envelop will also contain the EMD in another small envelope inside it along with Tender Document fee, if downloaded from website.
- B) Financial Bid in one envelop super- scribed with words “**Financial Bid for Supply, Installation and Commissioning of Computer & Peripherals for WBSUC**”.
- C) All the envelopes shall be sealed in a covering envelop super scribed with words “**Tender No.: WTL/AD/WBSCU/HD/10-11/001, Techno Commercial Bid & Financial Bid for Supply, Installation and Commissioning of Computer & Peripherals for WBSUC**”.

Every envelopes and forwarding letter of various parts of the proposal shall be addressed as follows:

**Manager (Purchase)
Webel Technology Limited
Plot-5 , Block-BP, Sector-V
Salt Lake City,
Kolkata - 700 091.**

The envelop should be sealed by signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures with company seal. Proposals sent through telex/telegrams/fax/e-mail shall not be accepted. WTL shall not be responsible for delay on account of delivery by the postal authorities as well as courier companies. Such delivery shall be at the risk and cost of the bidder.

If the envelopes are not sealed and marked as required above, WTL shall assume no responsibility for the proposal’s misplacement or premature opening.

The sealed envelope containing the sealed Techno-Commercial Bid and Financial Bid must be delivered to the Purchase Department, Webel Technology Limited, Plot-5, Block-BP, Sector –V, Salt Lake City, Kolkata -700 091 through post/speed post/Courier or dropped personally in the Tender Box kept with the department within 13.00 hrs on 16.08.2010. No other mode of delivery shall be accepted. WTL will not be responsible for any postal delay.

B.1 TECHNO COMMERCIAL PROPOSAL

The Techno Commercial Bid should consist of the documents as detailed in Section – L.

B.2 FINANCIAL PROPOSAL

The Financial Bid should consist of Price Bid as per format (Section – K) on the letterhead of the Bidder.

B.3 GENERAL INFORMATION

1. Schedule of the Tender

The tender document along with the EMD of Rs.100000/- (Rupees One Lac only) in the form of Demand Draft from a Scheduled Bank in favour of Webel Technology Limited payable at Kolkata shall be received on or before 13.00 hrs on 17.08.10 to Webel Technology Limited, Plot – 5, Block - BP, Sector – V, Salt Lake City, Kolkata -700 091.

2. Amendment of Invitation

At any time prior to the deadline for submission of proposals, WTL reserves the right to add/modify/delete any portion of this document by issuance of an Corrigendum, which would be published on the website and will also be made available to the all the Bidder who have been issued

the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents (Techno Commercial as well as Financial bid).

3. Earnest Money Deposit (EMD)

The firm shall furnish an EMD of Rs.100000/- (Rupees One Lac only) in the form of Demand Draft from a Scheduled Bank in favour of Webel Technology Limited payable at Kolkata. Any bid not accompanied with the EMD shall be rejected.

4. Forfeiture of EMD

EMD made by Bidder may be forfeited under the following conditions:

If Bidder withdraws the proposal before the expiry of validity period.

During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process, the decision of WTL regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances.

If Bidder violates any of the provisions of the terms and conditions of the proposal.

In the case of a successful Bidder, if Bidder fails to:

- a) Accept the work order along with the terms and conditions
- b) Furnish performance security.
- c) Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.

The decision of WTL regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the Bidder will be deferred from participating in any job for a period of one year.

5. Clarification Regarding Tender Document

A prospective bidder requiring any clarification about the Tender document and scope of work may contact Mr. S.Das Sarma (WTL) / Mr.S.Pal (WTL) phone No. on 033-2367-3703-06, Extn. – 109 / 125, during working hours or can e-mail at sanjoy@wtl.co.in or sanjoy.dassarma@gmail.com or purchase@wtl.co.in within 15:00hrs of 06.08.2010.No clarification request will be entertained after the stipulated time.

6. Evaluation Procedure

- Bidders who have submitted the valid Bid Security, i.e., EMD and Tender document fee as per requirement shall be considered for further evaluation. Absence of proper EMD may lead to summary rejection of the bid.
- The evaluation committee would evaluate the Technical Bids. In order to facilitate the Technical Bid evaluation, the Technical Criteria laid down along with the assigned weights have been presented below (Technical Bid Evaluation Details). The marking scheme presented is an indication of the relative importance of the evaluation. Bidders securing a minimum of 70 marks in the technical evaluation will only be considered for further financial bid evaluation.
- Financial evaluation would be weighted prorata on a scale with the lowest financial quote. These scores would be added up with the score of the technical evaluation and the bidder getting the maximum total scores would be considered as the successful bidder and called for negotiation, if required.
- WTL reserves the right to negotiate with the bidder whose proposal has been ranked first on the basis of best value.

7. Technical Bid Evaluation Details

The Technical Evaluation shall be made based on the following criteria:

Description	Max Score	Details	
A) Bid Quality			
i) Organization of the bid	10	Neatness of the Bid document, typing quality, binding	5
		Presence absence of index/page no	5
ii) Proof of Job carried out	20	Similar order of more than Rs.50 Lacs in Govt. Sector/PSU/Training Center	15
		Similar two orders of more than Rs.20	5

		Lacs	
B) Organizational Profile			
i) Annual Turnover over last three years	10	More than Rs.1.5 - 2 Cr More than Rs.2 Cr & above	5 5
ii) ISO Certificate	5	ISO 9000	5
iii) Own Service Center and own Service Engineers at District Head Quarters/Place of Installation – West Bengal	35	Each Service Center with Service Engineers	5 For each place
C) Customer Support Infrastructure			
i) Call Centre & Service Methodology	20	Detailed write-up of maximum 10 pages to be submitted	
Total	100		

The evaluation process is at the sole discretion of the Technical Committee. No request, persuasion, canvassing will be entertained.

8. Final Evaluation

Final evaluation will be done among the short listed bidders in accordance with Quality & Cost and will involve both Technical & Financial Evaluation with the following weight-age.

A	Technical Evaluation	50%
B	Financial Evaluation	50%

An Evaluated Bid Score (S) will be calculated for each responsive bid using the following formula which permits a comprehensive assessment of the bid price and technical merits of each bid.

$$S = \frac{C_{low}}{C} \times 0.5 + \frac{T}{T_{high}} \times 0.5$$

Where

- S - Evaluated Bid Score
- C - Evaluated Bid Price of bidder
- C_{low} - Lowest Evaluated Bid Price among bidders
- T - Technical Score awarded to bidder
- T_{high} - Highest Technical Score among bidders

The bid with the highest Evaluated Bid Score (S) among the responsive bids shall be termed as the Lowest Evaluated Bid.

9. Awarding of Contract

An affirmative post-qualification determination will be a prerequisite for award of the contract to the most overall responsive bidder. A negative determination will result in rejection of the bidder's bid, in which event WTL will proceed to the next lowest bidder to make a similar determination of the bidder's capabilities to perform satisfactorily. WTL will award the contract to the successful bidder whose bid has been determined to be substantially responsive after the final negotiation held with the most responsive bidder, if required. The successful bidder will have to give a Performance Guarantee as per format (Section – J).

10. Post Qualification

The determination will evaluate the Bidder's financial, technical, design, integration, customization, production, management and support capabilities and will be based on an examination of the documentary evidence of the Bidder's qualification, as well as other information WTL deems necessary and appropriate. This determination may include visits or interviews with the Bidder's client's reference in its bid, site inspection, and any other measures. At the time of post-qualification, WTL may also carry out test to determine that the performance or functionality of the Information System offered meets those stated in the detailed Technical Specification. WTL may call for one set of equipment to be delivered at the end customer's location to test out the compatibility.

11. Amendment of Proposals

In order to afford prospective Bidder reasonable time to make amendment in their proposals, WTL may, at his discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on WTL.

12. Language of Proposal & 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 & WTL will be in English language only. The correspondence by fax/E-mail must be subsequently confirmed by a duly signed formal copy.

13. Proposal Currencies

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

14. Period of Validity of Proposals

For the purpose of placing the order, the proposals shall remain valid till 240 days from the last date of submission of the tender document. **During the period of validity of proposals, the rates quoted shall not change.** In exceptional circumstances, WTL may ask for extension of the period of validity and such a request shall be binding on Bidders. WTL's request and the response to such a request by various Bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.

15. Formats and Signing of Proposals

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.

16. Deadline for Submission of Proposals

Proposals will be received by the WTL at the specified address not later than 13:00 hrs. on 16.08.10. WTL may, at her discretion, extend this deadline. WTL may also extend this deadline for any other administrative reason.

17. Late Proposals

Any proposal received by WTL after the deadline for submission of proposals may not be accepted. WTL reserves the right to accept of the late entries.

18. Withdrawal of proposals and proposals for additional items of work

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

SECTION – C

INSTRUCTIONS TO BIDDER

1. Interpretation of documents

If any bidder should find discrepancies or omission in the specifications or other tender documents, or if he should be in doubt as to the true meaning of any part thereof, he 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.

2. Splitting of the Contract and Curtailment of Work

WTL reserves the right to split up and distribute the work among the successful bidders and to curtail any item of work in the schedule partly or fully.

3. Payment Terms

Payment terms will be on back-to-back basis, i.e., payment will be made only on receipt of payment from relevant Government customer. A schedule confirmed by our Govt. customer is depicted below.

70% of bill value - On submission of Invoice along with Challan & Installation Certificate

20% of bill value - After six months of installation

10% of bill value - After completion of Warranty Period

4. Preparation of Tender

Tender shall be submitted in accordance with the following instructions:

- (i) Tenders shall be submitted in the prescribed forms. All signatures shall be in longhand. Where there is conflict between the words and the figures, the words shall govern.
- (ii) All notations must be in ink or type written. No erasing or overwriting will be permitted. Mistakes may be crossed out and corrections typed or written with ink adjacent thereto and must be initialed in ink by the person or persons signing the tender.
- (iii) Tenders shall not contain any recapitulation of the work to be done. Alternative proposals will not be considered unless called for. No written, oral, telegraphic or telephonic proposals for modifications will be acceptable.
- (iv) Tenders shall be delivered to the office as notified on or before the date and time set for the opening of tenders in the Notice Inviting Tenders. The packet of documents including the tender shall be enclosed in sealed envelope having the title of the work and the name of the bidder.
- (v) Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- (vi) Each and every page of the tender document must be signed with company seal by the bidder.
- (vii) Any bidder may withdraw his tender by written request at any time prior to the scheduled closing time for receipt of tenders and not thereafter.

5. Opening of Tenders

The tenders shall be opened at the time set forth in the document. Bidders or their authorized representatives (not more than two) may be present and to put their signatures on the records of tender opening as each tender is opened.

6. Assignments

No assignment by the Contractor of any contract to be entered into hereunder of any part hereof, or of funds to be received hereunder by the Contractor, will be recognized by the company unless such assignment has had its prior approval.

7. Deduction of Sales Tax & Income Tax

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.

8. Tax Registration Certificate

Bidder submitting a tender shall produce upto date VAT, Income Tax and Professional Tax Certificate in the standard form from the Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of permission.

9. 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 Contractors.

10. Warranty

The successful Bidder must furnish a warranty for all hardware and software items supplied for providing free post-installation comprehensive onsite maintenance and replacement support during a Warranty period of 36 months from the date of successful installation(as will be gathered from the installation certificate signed by the site representatives)

11. Warranty Support

The equipment supplied will be warranted against bad workmanship and manufacturing defects, as mentioned in Bill of Material, from the dated of acceptance of the system whole or part. Service support for the entire warranty period will be on site and comprehensive (including spares and all software support) and free of cost for the entire warranty period.

The bidder should have a call centre working from atleast 9.00 Hrs to 19.00 Hrs. The contact details of the call centre must be furnished along with the bid. Any call logged with the service centre must be given a running docket number to the person reporting the call.

The call log as well as resolution details have to be submitted to WTL on a monthly basis not later than 4th instant of every calendar month. Non receipt of report within the specific date in any month would be treated as non performance of the service obligation for the previous month and subsequent extension of warranty

The average uptime averaged over each quarter should be as follows:

Category	Uptime Requirement	Response Time Requirement	Maximum Downtime permitted per instance
Six no. of sites WBSCU	97.0%	12 Hours	36 Hours

The bidder should locate his service personnel at strategic location so that any call report is attended within the response time specified.

If the uptime goes below the prescribed limit in any quarter, the same will be noted. At the scheduled end of the warranty period the total of such deviation will be done and the contractor will have to extend the warranty support by the default time.

12. Delivery

All material to be delivered and installed at the site within four weeks from the date of issuance of order.

13. Liquidated Damage

The job includes the supply and installation of materials 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 contractor for sum not less than 0.5% of the contract value for each week or part thereof, subject to a ceiling of 10% of the total contract value (including all taxes & duties and other charges). In the event of LD exceeds 10% of the order value, WTL reserves the right to terminate the contract and WTL will get the job completed by any other competent party. The difference of cost incurred by WTL will be recovered from the contractor.

14. Performance Guarantee (PG)

As a guarantee for performance of on-site warranty support, from the date of final acceptance of systems, 10% of the total bill value will be kept on hold (as mentioned in the payment terms clause) as security deposit. In the event of warranty calls not been completed as per requirement terms mentioned in SI.No.11 of this section, for delay of every hour from the maximum downtime 0.5% will be deducted from the 10% amount held as security deposit with WTL. An acceptance of

this clause as per the format enclosed in Section – J in non judicial stamp paper will have to be furnished along with the Technical Bid. Non submission of the same will tantamount to cancellation of the BID.

15. The acceptance of the tender will rest with the accepting authority who is not bound to accept the lowest or any tender and reserves the right to reject in part or in full any or all tender(s) received and to split up the work among participants without assigning any reason thereof.
16. If any bidder withdraws his tender before acceptance or refusal within a reasonable time without giving any satisfactory explanation for his withdrawal, he/she shall be disqualified for participation in any tender of WTL and WBSCU for a minimum period of 2 (two) years.
17. The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.
18. The bidder may be present at the time of opening of the Tender. WTL are not answerable for any queries of any bidder who remain absent at that time.

19. Bid Validity

The price quoted must be firm and must remain valid for acceptance upto 240 days from the date opening of Price Bid. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. In exceptional circumstances, WTL may ask for extension of the period of validity and such a request shall be binding on Bidders.

20. Price

- Price should be quoted in the Price Bid format only. No deviation in any form in the Price Bid sheet is acceptable
- Price quoted should be firm, inclusive of packing, forwarding, insurance and freight charges.
- Percentage/specified amount of taxes & duties should be clearly mentioned otherwise WTL reserves the right to reject such vague offer.
- Price to be quoted inclusive of **delivery, installation & Commissioning** charges.

21. 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 then the unit rate shall be regarded as firm.
- Discrepancy in totaling or carry forward in the amount quoted by the bidder shall be corrected.

22. Force Majure 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 fire, flood, acts of God, then WTL 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 WTL, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

23. Contacting WTL

Bidder shall not approach WTL officers after office hours and/or outside WTL office premises, from the time of the bid opening till the time the contract is awarded. Any effort by bidder to influence WTL officers in the decision on bid evaluation, bid comparison or contract award shall result in rejection of the bidder's offer. If the bidder wishes to bring additional information to the Gov of West Bengal, they shall do so in writing.

24. WTL's Right to Reject

WTL 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.

25. Lack of Information to bidder

The bidder shall be deemed to have carefully examined the tender document to full satisfaction. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfill the obligation. If the bidder has any queries, they can send the queries to WTL four working days prior to the date of submission of tender.

SECTION – D

GENERAL TERMS & CONDITIONS

1. Tender documents are not transferable. Bidders must buy the tender documents in their own name.
2. The bid and all correspondence and document relating to the bid shall be written in English language.
3. All the pages of the bid document including documents submitted therein must be duly signed and stamped with acceptance given on each page failing which the offer shall be liable to be rejected.
4. All the documents to be submitted by the bidder along with their offer should be duly authenticated by the person signing the offer and if at any point of time during procurement process or subsequently it is detected that documents submitted are forged/tampered/manipulated in any way, the total responsibility lies with the bidder and WTL reserves the full right to take action as may be deemed fit including rejection of the offer and such case is to be kept recorded for any future dealing with them.
5. Overwriting and erasures may make the tender liable for rejection if each of such overwriting/erasures/manuscription is not only signed by the authorized signatory of the bidder. All overwriting should be separately written and signed by the authorized signatory of the bidder.
6. Details of the enclosures should be clearly mentioned in the forwarding letter in your letter head along with the bid.
7. The tenderer shall be required to give a declaration that they have not been banned by any Government agencies or PSUs. If the bidder has been banned by any Government or PSU, this fact must be clearly stated. If this declaration is not given the bid will be rejected as non-responsive.
8. No Technical/Commercial clarification will be entertained after opening of the tender.
9. Item, if any other than specified in BOM, felt necessary to complete the installation may please be quoted separately with clarification and reflected in the deviation sheet.
10. Quantity mentioned in the tender document is indicative only and orders shall be placed subject to actual requirement. WTL reserve the right to increase or decrease the quantity specified in the tender.
11. WTL reserve the right to reject or accept or withdraw the tender in full or part as the case may be without assigning the reasons thereof. No dispute of any kind can be raised the right of buyer in any court of law or elsewhere.
12. Supporting technical brochures/catalogues indicating each feature in respect of offered model and make must be submitted along with the offer, in absence of which the offer is liable to be ignored.
13. **All pages of Bid submitted by the bidder should have serial number with proper indexing.**

SECTION – E

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head)

To,
Webel Technology Limited
Plot – 5, Block – BP, Sector - V,
Salt Lake City,
Kolkata – 700091.

Sub: Supply, Installation and Commissioning of Computer & Peripherals for WBSUC

Dear Sirs,

1. We the undersigned bidder/(s), having read and examined in details the specifications and other document of the subject tender no. WTL/AD/WBSCU/HD/10-11/001 dated 23.07.2010, do hereby propose to execute the job as per specification as set forth in your Bid documents.
2. The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 240 (two hundred forty) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.
3. We confirm that our bid prices include all other taxes and duties and levies applicable on bought out components, materials, equipments and other items and confirm that any such taxes, duties and levies additionally payable shall be to our account.
4. Earnest Money Deposit: We have enclosed EMD in the form of Demand draft for a sum of Rs.100000.00.
5. We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary any where else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.
6. If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

Contd. P/2

7. We further agree that if our proposal is accepted, we shall provide a Performance Guarantee (Section – J) and value equivalent to ten percent (10%) of the Order value can be kept as security.
8. We agree that WTL reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidding without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated, thisday of2010

Thanking you, we remain,

Yours faithfully

.....
Signature

.....
Name in full

.....
Designation

Signature Verified by

.....
Name & Designation

.....
Full Signature & Seal

SECTION - F

BILL OF MATERIALS

Name of Work: Supply, Installation and Commissioning of Computer & Peripherals for WBSUC

Sl. No.	Product Description	Unit	Quantity
1	Desktop :Intel Core 2 Duo 2.4 Ghz or above (2 MB L2 cache) / 1 GB DDR II RAM / 320 GB SATA HDD / 17" TFT Monitor / DVD R/W / Front USB / OEM Key Board & Mouse / Windows OS(OEM), Make – HP/DELL . Warranty: 36 months from the date of installation	No	91
2	Mobile Workstation: Core 2 duo (2.2 Ghz or above) / 320 GB HDD /2 GB RAM /DVDRW /14" TFT /Blue Tooth/Wireless LAN/10/100 LAN/USB Ports/Camera/Carry Case/ Windows 7.0, Make - HP/DELL	No	27
3	LCD Projector: 2000 Ansi Lumens or Higher / SVGA (1024 x 768 or higher) / USB Connectivity – Make Epson/Sony or equivalent. Warranty: 36 months from the date of installation, except the lamp which should be one year.	No	20
4	LCD Projector with Roof Mounting Kit: 2000 Ansi Lumens or Higher / SVGA (1024 x 768 or higher) / USB Connectivity – Make Epson/Sony or equivalent. Warranty: 36 months from the date of installation, except the lamp which should be one year.	No.	7
5	UPS: 3 KVA Online with 1hr. backup, APC/Delta/Emerson or equivalent make. Warranty : 36 months from the date of installation except battery which should be two years	No	7
6	Mono Laserjet Printer, Print at up to 14 ppm or more, HP or Equivalent make. Warranty : 36 months from the date of installation	Set	7
7 a.	Windows 7 OLP NL (Paper License)	No	7
7 b.	Media Kit	No	1
8.	Projector Screen foldable (6ft. x 4ft.), Any Reputed make. Warranty : 36 months from the date of installation	No.	7

The delivery sites are:

1. Jhargram
2. Uttarpara
3. Barsul
4. Ilambazar
5. Jalpaiguri
6. Kalimpong
7. Kolkata office

SECTION – G

TECHNICAL COMPLIANCE SHEET

(Bidders are requested to furnish as per Format filling the entire Blank and to be submitted on Letter Head)

Sl. No.	Item Description	Offered Spec	Deviation (if any)
1.	Desktop :Intel Core 2 Duo 2.4 Ghz or above (2 MB L2 cache) / 1 GB DDR II RAM / 320 GB SATA HDD / 17" TFT Monitor / DVD R/W / Front USB / OEM Key Board & Mouse / Windows OS(OEM), Make – HP/DELL . Warranty: 36 months from the date of installation		
2.	Mobile Workstation: Core 2 duo (2.2 Ghz or above) / 320 GB HDD /2 GB RAM /DVDRW /14" TFT /Blue Tooth/Wireless LAN/10/100 LAN/USB Ports/Camera/Carry Case/ Windows 7.0 – Make - HP/DELL. Warranty :36 months from the date of installation		
3.	LCD Projector: 2000 Ansi Lumens or Higher / SVGA (1024 x 768 or higher) / USB Connectivity – Make Epson/Sony or equivalent. Warranty: 36 months from the date of installation, except the lamp which should be one year.		
4.	LCD Projector with Roof Mounting Kit: 2000 Ansi Lumens or Higher / SVGA (1024 x 768 or higher) / USB Connectivity – Make Epson/Sony or equivalent. Warranty: 36 months from the date of installation, except the lamp which should be one year.		
5.	UPS: 3 KVA Online with 1hr. backup, APC/Delta/Emerson or equivalent make. Warranty : 36 months from the date of installation except battery which should be two years		
6.	Mono Laserjet Printer, Print at up to 14 ppm or more, HP or Equivalent make. Warranty : 36 months from the date of installation		
7 a.	Windows 7 OLP NL (Paper License)		
7 b.	Media Kit		
8.	Projector Screen foldable (6ft. x 4ft.), Any Reputed make. Warranty : 36 months from the date of installation		

Warranty signifies comprehensive on-site warranty.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

SECTION – H

MAKE TO BE OFFERED BY BIDDER

(Bidders are requested to furnish as per Format filling the entire Blank and to be submitted on Letter Head)

Sl. No.	Item Description	Make Offered	Model & Part Number
1.	Desktop :Intel Core 2 Duo 2.4 Ghz or above (2 MB L2 cache) / 1 GB DDR II RAM / 320 GB SATA HDD / 17" TFT Monitor / DVD R/W / Front USB / OEM Key Board & Mouse / Windows OS(OEM), Make – HP/DELL		
2.	Mobile Workstation: Core 2 duo (2.2 Ghz or above) / 320 GB HDD /2 GB RAM /DVDRW /14" TFT /Blue Tooth/Wireless LAN/10/100 LAN/USB Ports/Camera/Carry Case/ Windows 7.0, Make – HP/DELL		
3.	LCD Projector: 2000 Ansi Lumens or Higher / SVGA (1024 x 768 or higher) / USB Connectivity – Make Epson/Sony or equivalent		
4.	LCD Projector with Roof Mounting Kit: 2000 Ansi Lumens or Higher / SVGA (1024 x 768 or higher) / USB Connectivity – Make Epson/Sony or equivalent		
5.	UPS: 3 KVA Online with 1hr. backup, APC/Delta/Emerson or equivalent make		
6.	Mono Laserjet Printer (Print at up to 14 ppm or more), HP or equivalent make		
7 a.	Windows 7 OLP NL (Paper License)		
7 b.	Media Kit		
8.	Projector Screen foldable (6ft. x 4ft.), Any Reputed make		

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

SECTION – I

<u>LIST OF CLIENTS OF SIMILAR ORDERS</u>					
Sl. No.	Name of the Client	Address	Contact Person	Designation	Contact Numbers

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

SECTION – J

LIST OF SERVICE CENTER WITH SERVICE ENGINEER

Sl. No.	Address of Service Center	Contact Person	Contact Numbers	Name of Service Engineer

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

SECTION – K

PROFORMA FOR PERFORMANCE GUARANTEE

(On non-judicial stamp paper of ten rupees to be purchased in the name of the Bidder)

PRFORMANCE GUARANTEE

Ref
Date.....

KNOW ALL MEN BY THESE PRESENTS that in consideration of WEBEL TECHNOLOGY LIMITED, a Government of West Bengal Undertaking incorporated under the Companies Act, 1956 having its Registered office at Webel Bhavan, Block EP&GP, Sector V, Kolkata-700 091 (hereinafter called "The Purchaser") having agreed to accept from _____(hereinafter called "The Contractor") Having its Head Office at _____, against Order No. _____ dated _____ and Tender No. _____ dated _____ .

WE, _____ DO HEREBY Guarantee and undertake to maintain that we will observe the maximum downtime level of 36 hours from the time of attending the call. In the event of failure to maintain this schedule, we agree that, for delay of every hour from the maximum downtime 0.5% will be deducted from the 10% amount held as security deposit with WTL. This Guarantee will be for the warranty period.

SIGNED, SEALED AND DELIVERED

WITNESS

1) _____

(Stamp of the executants)

2) _____
(Name & address in full with
Rubber Stamp)

SECTION - L

PRICE BID

Sl. No.	Product Description (As per Bill of Material)	Unit	Qty (A)	Unit Rate (B) Rs	Total Rate (C=A*B) Rs	Vat/ST D=% of C Rs	Total Value (C+D) Rs
1	Desktop: Intel Core 2 Duo 2.4 Ghz or above (2 MB L2 cache) / 1 GB DDR II RAM / 320 GB SATA HDD / 17" TFT Monitor / DVD R/W / Front USB / OEM Key Board & Mouse / Windows OS(OEM),	No	91				
2	Mobile Workstation: Core 2 duo (2.2 Ghz or above) / 320 GB HDD /2 GB RAM /DVDRW /14" TFT /Blue Tooth/Wireless LAN/10/100 LAN/USB Ports/Camera/Carry Case/ Windows 7.0	No	27				
3	LCD Projector: 2000 Ansi Lumens or Higher / SVGA (1024 x 768 or higher) / USB Connectivity	No	20				
4	LCD Projector with Roof Mounting Kit: 2000 Ansi Lumens or Higher / SVGA (1024 x 768 or higher) / USB Connectivity	No.	7				
5	UPS: 3 KVA Online with 1hr. backup	No	7				
6	Mono Laserjet Printer (Print at up to 14 ppm or more)	Set	7				
7 a	Windows 7 OLP NL (Paper License)	No	7				
7 b	Media Kit	No	1				
8	Projector Screen foldable (6ft x 4 ft.)	No.	7				

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Note: Bidders are requested to submit two financial quotes, one with the 36 months comprehensive warranty as required in the tender and another with 12 months comprehensive Warranty for all products. WTL/WBSCU reserves the right to give work order based on one or mix of both types of the bids. The evaluation though will be only on the Price bid depicting the prices with 36 months comprehensive warranty.

SECTION – M

LIST OF DOCUMENTS SUBMITTED

The following documents to be submitted

Sl. No.	Name of Documents	Enclosed (Yes / No)
1	Detailed profile of the bidder	
2	Self Attested Photocopy of orders executed as per Eligibility Criteria (Clause – 2). Photocopy copy of additional ordered executed.	
3	Photocopy of Audited Annual Accounts/Annual Report or Auditor Certificate of last three financial years (2007-08, 2008-09 & 2009-10)	
4	PAN no allotted by the Income Tax authorities, Photocopy of Card to be submitted	
5	Photocopy of the VAT Certificate	
6	Photocopy of the Service Tax Certificate	
7	Photocopy of Income Tax Return for the year 2009-10	
8	Bid Form duly filled, stamp and signed as per format (Section – E)	
9	Technical Compliance Sheet as per format duly filled, stamped and signed (Section – G)	
10	Make offered by the bidder as per format along with Product Catalogue duly filled, stamped and signed (Section – H)	
11	List of Clients of Similar order as per Format enclosed (Section – I)	
12	Original Tender document duly stamped & signed on all pages as a mark of acceptance of all terms & conditions , formats mentioned therein	
13	Manufacturer Authorization Certificate for product offered & Service for Desktop, UPS, Laptop, Projector & Printer	
14	EMD of Rs.100000/- in the form of Demand Draft from a Scheduled Bank in favour of Webel Technology Limited payable at Kolkata	
15	List of Service Centers with Service Engineers (Section J)	
16	Call Centre Details & Service Methodology	
17	Photocopy of ISO Certificate	
18	List of Documents Submitted (Section – M)	
19	Filled Price Bid as per format (Section – L)	

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____