

TENDER DOCUMENT
FOR

Computer & Peripherals for Computer Lab

Tender No. WTL/AD/WBSCU/10-11/001 OF 2010-2011

19th.June'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.

Ver. 1.1

BRIEF DETAILS

Ref. No.: WTL/AD/WBSCU/10-11/001 OF 2010-2011

Date: 19th June'10

Sealed Tenders are invited for the following work from highly 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	Computer & Peripherals for Computer Lab
2.	Tender document Fee	Rs. 2000.00
3 a.	Earnest Money Deposit (For Computer & Peripherals Bidders)	Rs. 15000.00 in the form of DD from any Scheduled bank in favour of Webel Technology Limited payable at Kolkata
3 b.	Earnest Money Deposit (For Site Preparation Bidders)	Rs. 5000.00 in the form of DD from any Scheduled bank in favour of Webel Technology Limited payable at Kolkata
4.	Start date of Tender Availability	19.06.10
5.	Last date & time of Technical Query	23.06.10 at 15.00 hrs
	Last date & time of Tender Submission	28.06.10 at 11.00 hrs
6.	Date & time of opening of Tender (Technical)	28.06.10 at 14.30 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	Opening of Tender	West Bengal State Co-operative Union Acharya Prafulla Chandra Samabay Bhaban DD-18/6 Salt Lake City, Sector – I, Kolkata – 700 064

The bids will comprise of a technical bid and a financial bid. Only those bidders who qualify in the technical bid will be eligible for the financial bid opening. Details will be available in the Tender document

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 is to submit the Demand Draft along with EMD in the Techno Commercial Bid part of the tender (in case of non-submission of the Tender fee, the bid is liable to get cancelled).

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. Sanjoy Das Sarma - 23673403-06 (Extn – 109)
2. Mrs. Anita Dey – 23673403-06 (Extn – 131)
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	PROFORMA FOR PERFORMANCE GUARANTEE
SECTION – K	PRICE BID
SECTION – L	LIST OF DOCUMENTS TO BE SUBMITTED

SECTION – A

ELIGIBILITY CRITERIA for Annexure – H1

1. The bidder should be a reputed Dealer / Distributor of Hardware items. The bidder should have at least 5 yrs. experience in these sort of Hardware item supply Hardware Models mentioned in the Section – H1 must be quoted with OEM authorization.
2. The bidder should have executed similar single order of atleast 50 Lacs. In terms of supply & installation in any state or central Govt. in the last three financial years (considering FY – 2007-08,2008-09, 2009-10). 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 and Service Tax Certificate. Documentary evidence to be submitted.
5. The bidder must have an operational office in West Bengal.
6. Bidder should submit Earnest Money Deposit (EMD) of Rs. 15,000.00 (Rupees Fifteen thousand only) in the form of Demand Draft from any Scheduled Bank in favour of Webel Technology Limited payable at Kolkata.
7. Bidder must quote for all the items in Annexure H1. If all the items are not quoted the bid will not be accepted.

Parameters of Technical Evaluation for Annexure – H1

- 1 ISO certified organizations will be given preference.
- 2 The Bidder should provide authorizing letter addressing the Tender no. authority bearing the Tender Name & Reference from the OEM for the Hardware (PCs, UPS, Laptops & Printer) quoted for.
- 3 Commitment of the OEM for providing on-site comprehensive warranty(as mentioned in the Annexure – H1) from the date of installation.
- 4 A Service Methodology plan is to be submitted along with contact details of Service Personnel. Preference will be given to presence in places like Jhargram, Uttarpara, Barsul, Ilambazar, Jalpaiguri, Kalimpong.
- 5 Compliance & Deviation Statement to be furnished corresponding to the Technical Specification mentioned in Annexure H1.

SECTION – A (Cont.)

ELIGIBILITY CRITERIA for Annexure – H2

1. The bidder should be a reputed Site Preparator with the organization setup of atleast three years old.
2. The bidder should have executed similar order amounting to atleast 3.0 Lacs. In terms of site preparation in any state/central Govt or Training Institutes in the last three financial years (considering FY – 2007-08,2008-09,2009-10). 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. 40 Lacs. Covering the last three years (considering FY-2007-08, 2008-09, 2009-10).Audited Annual Balance Sheet or Auditor's Certificate to be submitted.
4. Attested Copy of Electrical Contractor License with validity to be submitted.
5. The bidder should have VAT Registration Certificate and Service Tax Certificate. Documentary evidence to be submitted.
6. The bidder must have an operational office in West Bengal.
7. Bidder should submit Earnest Money Deposit (EMD) of Rs. 5,000.00 (Rupees Five Thousand 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 in Annexure H2. If all the items are not quoted the bid will not be accepted.

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 Computer & Peripherals for Computer Lab**”. This envelope will also contain the EMD in another small envelope inside it. **In case of Site Preparation part please include on top of the envelope “ SITE PREPARATION” , besides the above super-scribe.**
- B) Financial Bid in one envelope super- scribed with words “**Financial Bid for Computer & Peripherals for computer Lab**”. **In case of Site Preparation part please include on top of the envelope “ SITE PREPARATION” , besides the above super-scribe**
- C) All the envelopes shall be sealed in a covering envelope super scribed with words “**Tender No.:** WTL/AD/WBSCU/10-11/001 OF 2010-2011, **Techno Commercial Bid & Financial Bid for Computer & Peripherals for Computer Lab**”. **In case of Site Preparation part please include on top of the envelope “ SITE PREPARATION” , besides the above super-scribe**

Every envelope 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 envelope 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 Price 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 upto 15.00 hrs on 25.06.2010. 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 following documents:

1. EMD of Rs. 15000/- (Rupees Fifteen thousand only) – for bidders applying for Annexure – H1 and for bidders applying in Annexure – H2 EMD will be Rs. 5000/- (Rupees Five thousand only) in the form of Demand Draft from a Scheduled Bank in favour of Webel Technology Limited payable at Kolkata.
2. Detailed profile of the bidder.
3. Copy of orders executed as per eligibility criteria.
4. Audited Annual Accounts/Annual Report of last three financial years (2007-08, 2008-09 & 2009-10). If Balance Sheet for 2009-10 is not yet ready then provide us an undertaking in bidder's Letter Head.
5. PAN no allotted by the Income Tax authorities, Copy of Card to be submitted.
6. Photocopy of the VAT certificate.
7. Photocopy of the Service Tax certificate.
8. Bid Form duly filled and signed as per format (Section – E)
9. Technical Compliance Sheet as per format (Section – G)

10. Make offered by the bidder as per format along with Product Catalogue (Section – H1)
11. List of Customer as per Format enclosed (Section – I)
12. Original Tender document duly stamped & signed with acceptance of all the clauses of the tender on all the pages.
13. List of Service Locations , in case of bidders for Annexure H1
14. Methodology of Call Center Service
15. OEM Authorization Certificate

(B.2) FINANCIAL PROPOSAL

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

(B.3) GENERAL INFORMATION

(i) Schedule of the Tender

1. The tender document along with the EMD of Rs. 15000/- (Rupees Fifteen thousand only) – for bidders applying for Annexure – H1 and for bidders applying in Annexure – H2 EMD will be Rs. 5000/- (Rupees Five thousand 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 15.00 hrs on 25.06.10 to Webel Technology Limited, Plot – 5, Block - BP, Sector – V, Salt Lake City, Kolkata -700 091.

(ii) 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).

(iii) Earnest Money Deposit (EMD)

The firm shall furnish an EMD of Rs. 15000/- (Rupees Fifteen thousand only) – for bidders applying for Annexure – H1 and for bidders applying in Annexure – H2 EMD will be Rs. 5000/- (Rupees Five thousand only) in the form of Demand Draft from a Scheduled Bank in favour of Webel Technology Limited payable at Kolkata and in favour of Webel Technology Limited. Any bid not accompanied with the EMD shall be rejected.

(iv) 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.

(v) 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 within 15:00hrs of 22.06.2010.No clarification request will be entertained after that

(vi) Examination of Technical Proposals (Weightage : 50%) – For Bidders of Annexure – H1

The eligible technical proposals shall be examined for completeness and clarifications if any, shall be sought for from the respective Bidders in case the same is considered essential.

Bidders may be provided the opportunity to revise their technical proposals to meet the functional requirement of WBSCU. Technical evaluation criteria and point system for the evaluation of Full Technical proposals are:

Sl.	Criteria	Points
1.	ISO certificate	5
2.	Authorizing letter addressing the Tender no. authority bearing the Tender Name & Reference from the OEM for the Hardware (PCs, UPS, Laptops & Printer) quoted for	10
3.	Commitment of the OEM for providing on-site comprehensive warranty(as mentioned in the Annexure – H1) from the date of installation	10
4.	Service Methodology	15
5.	Technical Specification	10
Total		50

The minimum technical Score required for qualifying for the Financial Proposal is 35 Points. The financial proposals for bidders whose technical score is less than 35 points will not be opened.

(vii) Examination of Financial Bids (Weightage: 50%) - For Bidders of Annexure – H1

WTL will determine whether the Financial Proposals are complete, i.e. whether the Bidder has quoted for all the components as per the tender document.

(viii) Overall Evaluation Marks – For Bidders of Annexure – H1

The combined marks of both the technical and financial proposals as per weightage stated will determine the final, overall attained marks. Based on the total marks obtained, the first three vendors shall be ranked according to the marks obtained. The following is the methodology for calculating the total marks.

$$S = (C_{low} / C) * 0.5 + (T / T_{high}) * 0.5$$

$$\text{Final Marks (F)} = 100 * S$$

C_{low}	Lowest Price Bid
C	Price of the Current Bid
T_{high}	Highest Technical Score Obtained
T	Technical Score of the Current Bid

B23.5 Award of Contract

The contract shall be awarded to the bidder who will get the highest points as per the Clause B23.4. In case there is a tie between two or more Bidders, the Bidder with the highest score in the evaluation of Technical Proposals shall be awarded the contract

**(ix) Awarding of Contract
In case of Bidders of Annexure – H1**

The contract shall be awarded to the bidder who will get the highest points as per the Clause (viii) above. In case there is a tie between two or more Bidders, the Bidder with the highest score in the evaluation of Technical Proposals shall be awarded the contract.

In case of Bidders of Annexure – H2

WTL will award the contract to the successful bidder, who has been determined to be L1 in the total value. WTL reserves the right to negotiate with the L1 bidder on the quoted price.

(x) 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.

(xi) 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.

(xii) Proposal Currencies

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

(xiii) 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.

(xiv) 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.

(xv) Deadline for Submission of Proposals

Proposals will be received by the WTL at the specified address not later than 15:00 hrs. on 25.06.10. WTL may, at her discretion, extend this deadline. WTL may also extend this deadline for any other administrative reason.

(xvi) 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.

(xvii) 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.

For bidders of Annexure – H1

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

For bidders of Annexure – H2

90% of bill value - On submission of Invoice along with job completion Certificate

10% of bill value - After completion of one year of workmanship 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)
For Bidders of Annexure H2 will have to provide one year workmanship warranty.

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 10:00 Hrs to 15:30 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.
For Site Preparation separate clause will be initiated depending upon location and site size.

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/manuscript 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.

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: Computer & Peripherals for Computer Lab

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/10-11/001 OF 2010-2011 dated 18.06.10, 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.15000.00 and / or Rs.5000.00
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.
7. We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to ten percent (10%) of the Order value as stipulated in Bid document (Section – K).
(Applicable only in case of H/W Bidders)

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
(Only For H/w Bidders)
BILL OF MATERIALS

Name of Work: Computer & Peripherals for Computer Lab

Sl. No.	Product Description	Unit	Quantity
1	PC :Intel Core 2 Duo 2.4 Ghz or above (2 MB L2 cache) / 1 GB DDR II RAM / 320 GB SATA HDD / DVD R/w / OEM Key Board & Mouse / Windows OS(OEM), Make - HP or Dell	No	91
2	15 “ / 17 “ TFT – LG/Samsung or equivalent make	No	91
3	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 - DELL	No	27
4	LCD Projector : 2000 Ansi Lumens or Higher / USB Connectivity – Make Epson or equivalent.	No	27
5	Roof Mounting Kit for Projector	No.	5
6	UPS: 3 KVA Online with 1hr. backup - APC/Delta/Emerson or equivalent make	No	7
7	Mono Laserjet Printer (Print at up to 14 ppm or more) – HP make	Set	7
8 a.	Windows 7 OLP NL (Paper License)	No	7
b.	Media Kit	No	1
9.	Projector Screen foldable	No.	7

Materials to be delivered at Jhargram, Uttarpara, Barsul, Ilambazar, Jalpaiguri, Kalimpong & Kolkata office

SECTION – G
(Only For H/w Bidders)
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 With Specification	Complied (Yes/No)	Deviation (if any)
1.	PC :Intel Core 2 Duo 2.4 Ghz or above (2 MB L2 cache) / 1 GB DDR II RAM / 320 GB SATA HDD / DVD R/w / OEM Key Board & Mouse / Windows OS(OEM), Make - HP or Dell . Warranty: 36 months from the date of installation		
2.	15 “ / 17 “ TFT – LG/Samsung or equivalent make. Warranty : 36 months from the date of installation		
3.	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 - DELL. Warranty :36 months from the date of installation		
4.	LCD Projector : 2000 Ansi Lumens or Higher / USB Connectivity – Make Epson or equivalent. Warranty : 36 months from the date of installation, except the lamp which will be as per OEM’s Policy.		
5.	Roof Mounting Kit for Projector		
6.	UPS: 3 KVA Online with 1hr. backup - APC/Delta/Emerson or equivalent make. Warranty : 36 months from the date of installation except battery which will be as per OEM’s policy		
7.	Mono Laserjet Printer (Print at up to 14 ppm or more) – HP or Equivalent make. Warranty : 36 months from the date of installation		
8 a.	Windows 7 OLP NL (Paper License)		
b.	Media Kit		
9.	Projector Screen foldable (6ft. x 4ft.). Warranty : 36 months from the date of installation		

Warranty signifies comprehensive on-site warranty.

SECTION – H (Annexure H1)
(Only For H/w Bidders)
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 With Specification	Make Offered
1.	PC :Intel Core 2 Duo 2.4 Ghz or above (2 MB L2 cache) / 1 GB DDR II RAM / 320 GB SATA HDD / DVD R/w / OEM Key Board & Mouse / Windows OS(OEM), Warranty -	
2.	15 " / 17 " TFT – LG/Samsung or equivalent make	
3.	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	
4.	LCD Projector : 2000 Ansi Lumens or Higher / USB Connectivity	
5.	Roof Mounting Kit for Projector	
6.	UPS: 3 KVA Online with 1hr. backup	
7.	Mono Laserjet Printer (Print at up to 14 ppm or more)	
8 a.	Windows 7 OLP NL (Paper License)	
b.	Media Kit	
9	Projector Screen foldable (6ft. x 4ft.)	

SECTION – H (Annexure H2) – For Site Preparation Bidders only
BILL OF MATERIALS

Sl.	Item Description	UOM	Estimated Qty / per Site
1	Providing computer table made of waterproof block board with lamination finish all outer surface & inside polishing / painting including one keyboard tray for each section as per drawing & design. [size : 12'- x 2' x 2'-6" (L,B,H respectively) = 4 Nos. for 12 head + 4' x 2'x 2'-6" (L,B,H respectively)]	Running ft	52
2	Covering / sealing of the existing door with 9 mm. water proof ply (Size: 8' x 4')	Sqft	224
3	False ceiling with aluminum structure & covering with plain Gypsum board tile	Sqft	410
4	Computer Chair (armless and medium back)	No.	13
5.a.	Sand papering / cleaning & painting by plastic emulsion paint (2 coat) & under coating one coat primer (wall / door / ceiling).	Sqft	1107
b.	Paris paining to wall/putty filling after scrubbing of the wall. Area	Sqft	510
6	Laying & pasting vinyl floor (2 mm. thick)	Sqft	410
Electrical Works			
1.a.	Drawing power line for light with 2x1.5 mm & 1x1 mm. copper wire. Wire run through PVC conduit/casing (ISI) & necessary accessories (Wire- Havells/ Switch –Anchor)	point	8
b.	Ceiling light Phillips make 2' x 2'	No.	8
2 .a.	Drawing power line for computer out-let with 2 x 2.5 mm & 1 x 1 mm. copper wires (Havells). Run through PVC casing / conduit pipe	Mtr.	150
b.	Providing power board with 2 x 15 amps and 2 x 15 amps. Switch / socket on MS surface board with Bakelite top or casing board (Pasto) -Anchor make socket / switch	No.	8
3.a.	A.C. line drawing with 6 mm. copper wire (Havells) from main control run through PVC conduit pipe / casing	Mtr.	50
b.	Main drawing with 2 x 4 sq mtr and 1 x 1 sq mtr copper wire (Havells) run through PVC pipe / casing conduit pipe (ISI) from main control to DB box with necessary accessories.	Mtr.	70
4	Supplying fitting 63 amps main switch & fitted on MS angle	No.	1
5	Dedicated copper plate earthing (2x2x3 mm) with 35 mm dia GI pipe bolted & 2 nos. copper running earth upto DB including charcoal / salt filling complete (<= 2 Ohms.)	No.	1
6	Providing DB Box with MCB DB 2 Nos. Isolator (63 & 32 Amps) & its inner connection		
a.	16 ways	No.	1
b.	8 ways	No.	1
7.	1.5 Tonne AC along with installation	No.	2

There are around six sites located at Jhargram, Uttarpara, Barsul, Ilambazar, Jalpaiguri, Kalimpong.

SECTION – I (Common for H/w & Site Preparation Bidders)

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

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Name of Bidder: _____

Address: _____

SECTION - J
(Only For H/w Bidders)
PROFORMA FOR PERFORMANCE GUARANTEE

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

PRFORMANCE GUARANTEE

Ref

Date.....

PERFORMANCE GUARANTEE

KNOW ALL MEN BY THESE PRESENTS that in consideration of WEBEL TECHNOLOGY LIMTED, 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 _____,

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 .

SIGNED, SEALED AND DELIVERED

WITNESS

1) _____

(Stamp of the executants)

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

SECTION - K

PRICE BID (For H/w Bidders)

(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)

Sl. No.	Product Description	Unit	Qty (A)	Unit Rate (B) Rs	Total Rate (C=A*B) Rs	Vat/ST D=%ofC Rs	Total Value (C+D) Rs
1	PC :Intel Core 2 Duo 2.4 Ghz or above (2 MB L2 cache) / 1 GB DDR II RAM / 320 GB SATA HDD / DVD R/w / OEM Key Board & Mouse / Windows OS(OEM),	No	91				
2	15 " / 17 " TFT	No	91				
3	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				
4	LCD Projector : 2000 Ansi Lumens or Higher / USB Connectivity – Make Epson or equivalent.	No	27				
5	Roof Mounting Kit for Projector	No.	5				
6	UPS: 3 KVA Online with 1hr. backup	No	7				
7	Mono Laserjet Printer (Print at up to 14 ppm or more)	Set	7				
8 a.	Windows 7 OLP NL (Paper License)	No	7				
B	Media Kit	No	1				
9	Projector Screen foldable (6ft x 4 ft.)	No.	7				

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Name of Bidder: _____

Address: _____

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

SECTION - K
PRICE BID (For Site Preparation Bidders)

(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)

Sl. No.	Product Description	Unit	Qty (A)	Unit Rate (B) Rs	Total Rate (C=A*B) Rs	Vat/ST D=%ofC Rs	Total Value (C+D) Rs
1	Providing computer table made of waterproof block board with lamination finish all outer surface & inside polishing / painting including one keyboard tray for each section as per drawing & design. [size : 12'- x 2' x 2'-6" (L,B,H respectively) = 4 Nos. for 12 head + 4' x 2' x 2'-6" (L,B,H respectively)]	Runni ng ft	52				
2	Covering / sealing of the existing door with 9 mm. water proof ply (Size: 8' x 4')	Sqft	224				
3	False ceiling with aluminum structure & covering with plain Gypsum board tile	Sqft	410				
4	Computer Chair (armless and medium back)	No.	13				
5.a.	Sand papering / cleaning & painting by plastic emulsion paint (2 coat) & under coating one coat primer (wall / door / ceiling).	Sqft	1107				
b.	Paris paining to wall/putty filling after scrubbing of the wall. Area	Sqft	510				
6	Laying & pasting vinyl floor (2 mm. thick)	Sqft	410				
Electrical Works							
1.a.	Drawing power line for light with 2x1.5 mm & 1x1 mm. copper wire. Wire run through PVC conduit/casing (ISI) & necessary accessories (Wire- Havells/ Switch – Anchor)	point	8				
b.	Ceiling light Phillips make 2' x 2'	No.	8				
2 .a.	Drawing power line for computer out-let with 2 x 2.5 mm & 1 x 1 mm. copper wires (Havells). Run through PVC casing / conduit pipe	Mtr.	150				
b.	Providing power board with 2 x 15 amps and 2 x 15 amps. Switch / socket on MS surface board with Bakelite top or casing board (Pasto) -Anchor make socket / switch	No.	8				
3.a.	A.C. line drawing with 6 mm. copper wire (Havells) from main control run through PVC conduit pipe / casing	Mtr.	50				
b.	Main drawing with 2 x 4 sq mtr and 1 x 1 sq mtr copper wire (Havells) run through PVC pipe / casing conduit pipe (ISI) from main control to DB box with necessary accessories.	Mtr.	70				
4	Supplying fitting 63 amps main switch & fitted on MS angle	No.	1				
5	Dedicated copper plate earthing (2x2x3 mm) with 35 mm dia GI pipe bolted & 2 nos. copper running earth upto DB including charcoal / salt filling complete (<= 2 Ohms.)	No.	1				
6	Providing DB Box with MCB DB 2 Nos. Isolator (63 & 32 Amps) & its inner connection						
a.	16 ways	No.	1				
b.	8 ways	No.	1				
7	1.5 Tonne Split AC	No.	2				
8	Split AC Installation	No.	2				

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Name of Bidder: _____

Address: _____

SECTION – L

List of Documents to be Submitted

The following documents to be submitted

Sl. No.	Name of Documents
1	Detailed profile of the bidder
2	Copy of orders executed as per eligibility criteria
3	Audited Annual Accounts/Annual Report of last three financial years (2007-08, 2008-09 & 2010-11)
4	PAN no allotted by the Income Tax authorities, Copy of Card to be submitted
5	Photocopy of the VAT certificate
6	Photocopy of the Service Tax certificate
7	Bid Form duly filled, stamp and signed as per format (Section – E)
8	Technical Compliance Sheet as per format duly filled, stamped and signed (Section – G)
9	Make offered by the bidder as per format along with Product Catalogue duly filled, stamped and signed (Section – H1 / H2)
10	List of Customer as per Format enclosed (Section – G)
11	Original Tender document duly stamped & signed on all pages as a mark of acceptance of all terms & conditions , formats mentioned therein
12	Manufacturer Authorization Certificate for product offered & Service
13	EMD of Rs. 15000/- and / or Rs. 5000/- in the form of Demand Draft from a Scheduled Bank in favour of Webel Technology Limited payable at Kolkata
14	List of Service Personnel & Call Centre Details and Service methodology Plan
15	Call Center Details
16	Filled Price Bid in commercial offer (Section – F)
17	Performance Guarantee declaration in Non-Judicial Stamp Paper (Section – J)