

WEBEL TECHNOLOGY LIMITED

Notice Inviting Expression of Interest

1.	EOI No. & Date	WTL/EOI/DSSC/ASP/2020-21/001 dated 14.01.2021
2.	Brief description of Job	Procurement & execution of business on behalf of WTL, the orders of IT & ITES Sales & Services from different department of District Authority as well as different institution / establishment of district.
	EOI Fee	Rs.5000.00 (Rupees Five thousand only) in the form of Demand Draft from any Scheduled bank in favour of Webel Technology Limited payable at Kolkata
	Pre-Bid Meeting date & time	20.01.2021 at 12.00 Hrs. <ul style="list-style-type: none">• Only one person for each intending bidder's organization will be allowed to attend the Pre Bid Meeting.• The Person should have proper authorization in respective company Letter Head.• Only queries as per format (Section - F) reaching WTL by 19.01.2021 at 14.00 Hrs. will be taken for decision.• Queries will be sent to Manager (Purchase) at purchase@wtl.co.in
3.	Last date & time of Bid Submission	02.02.2021 at 13.00 Hrs.
4.	Date & time of Bid Opening	02.02.2021 at 15.00 Hrs.
5.	Venue of Bid Submission & Bid Opening	WEBEL TECHNOLOGY LIMITED (A Govt. of West Bengal Undertaking) Plot - 5, Block – BP, Sector – V, Salt Lake City, Kolkata – 700091.
6.	Address of Communication for queries, if any	WEBEL TECHNOLOGY LIMITED (A Govt. of West Bengal Undertaking) Plot - 5, Block – BP, Sector – V, Salt Lake City, Kolkata – 700091.
7.	WTL Contact Person	Manager (Purchase) – 23673403-06 (Extn – 212), purchase@wtl.co.in Smt. Paramita Roy – 23673403-06 (Extn – 217)
8.	Bidders must be present at the time of opening of the bid. WTL are not answerable for any queries of any bidder who remain absent at that time.	
9.	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.	
10.	WTL reserve the right to reject or accept or withdraw the EOI without assigning the reasons thereof.	

WEBEL TECHNOLOGY LIMITED

Expression of Interest for Selection of Authorized Service Provider (ASP) for District Sales and Service Centre (DSSC)

Webel Technology Limited (WTL) invites proposal from interested proposers for ASP in twenty-two districts of West Bengal. Interested organizations are requested to fill up the required forms and submit along with the required documents in a sealed envelope.

Scope of the Work

1. Procurement & execution of business on behalf of WTL, the orders of IT & ITES Sales & Services from different department of District Authority as well as different institution / establishment of district as per the following fields:
 - i. Computer Hardware and peripherals.
 - ii. Establishment of different IT related networking jobs.
 - iii. AMC / After Sales Services of already supplied Hardware & Software.
 - iv. Development of different application software package.
 - v. Execution of Data Entry job.
 - vi. e-governance training.
2. Collection of payment against the above mentioned jobs within a stipulated period.
3. Tax & other statutory liabilities arising out of litigation process to be borne by the agency.
4. To have a good liaison with District officials.

List of Districts

Sl. No.	Districts
1	Darjeeling
2	Kalimpong
3	Coochbehar
4	Alipurduar
5	Jalpaiguri
6	Uttar Dinajpur
7	Dakshin Dinajpur
8	Malda
9	Murshidabad
10	Birbhum
11	Purba Burdwan
12	Paschim Burdwan
13	Nadia
14	Purulia
15	Bankura
16	Hooghly
17	Howrah
18	North 24 Parganas
19	South 24 Parganas
20	Purba Midnapur
21	Paschim Midnapur
22	Jhargram

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Eligibility Criteria

The agency is required to meet the following criteria and submit documentary proof along with their offer:

1. The agency must be a company registered under the Companies Act, 1956/2013 or a Partnership or a Proprietary Firm. Documentary (Certificate of incorporation/Relevant document) evidence to be submitted.
2. The agency must have an own office in the applied districts and acceptable proof of existence of the district level office is to be submitted along with the list of manpower in company's letter head working in that districts.
3. The agency must have existence in the applied districts for at least 3 years as on 31st December 2020. Documentary evidence to be submitted.
4. The agency must have valid Trade license, professional tax registration certificates, GST Registration Certificate and PAN. EPF & ESI Registration for providing deployment of Manpower. Documentary evidence to be submitted.
5. The agency must have total annual turnover of not less than Rs.5.00 Crore in last three financial years (FY –2017-18, 2018-19 & 2019-20). Copy of Audited Accounts or Auditor Certificate for turnover statement to be submitted.
6. Execution of IT & ITES Government orders of minimum 15 lakhs in every year of the last three financial years (FY –2017-18, 2018-19 & 2019-20) in the twenty-two districts of West Bengal without orders executed in Kolkata. Copy of work order to be submitted.
7. The agency must not have been blacklisted by any State/Central Government or PSU Organization or bilateral / multilateral funding agencies for breach of ethical conduct or fraudulent practices as on date of submission of the proposal (as per DIT guidance note issued on 26-Dec-2011). Declaration on agency's letter head to be submitted.
8. The agency must submit EOI Fee 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.

Selection Criteria:

[Proposer is requested to fill up the format (Section - A) and submit the relevant documents as detailed below]

A	Line Item	10 pts	7 pts	Qualifying Criterion – 5 pts
A.1	Total Turnover (in Rs.) in last three Financial Years (2017-18, 2018-19 & 2019-20)	> 10 crores	> 5 crore =< 10 crore	5 crores
A.2	Total IT & ITES Government order executed (in Rs.) in last three Financial Years (2017-18, 2018-19 & 2019-20)	> 2 crores	> 45 lakhs =< 1 crore	45 lakhs
A.3	Total IT & ITES order executed (in Rs.) in applied district/s of West Bengal in last three Financial Years (2017-18, 2018-19 & 2019-20)	> 50 lakhs	> 15 lakhs =< 50 lakhs	15 lakhs

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B	Line Items	10 nos.	9 nos.	8 nos.	7 nos.	6 nos.	5 nos.	4 nos.	3 nos.	2 nos.	1 no.
B1	No. of support person in applied district/s of West Bengal										

Bid Evaluation and Awarding of Contract

1. Evaluation Procedure

- The Eligibility Criteria will be evaluated by Tender Committee and those qualify will be considered for further evaluation.
- After qualifying in Eligibility Criteria, qualified bidders will only be considered for Techno Commercial Bid Evaluation.
- In order to facilitate the evaluation, the pointing scheme presented is an indication of the relative importance of the evaluation.

2. Awarding of Contract

- The bidders will be evaluated based on the Bid point. Bidders will be rated serially from highest to lower point scored in evaluation.
- Contract for each district will be awarded to bidder scored highest points in the district.
- Contract for maximum two (2) districts will be awarded to each bidder.
- WTL reserves the right to distribute the unallotted district(s) based on the point scored in the evaluation.

General Terms & Conditions

The agency is required to meet the following criteria and submit documentary proof along with their offer:

1. Due diligence should be exercised while providing information against the E O I. Unnecessary or irrelevant information shall not give any advantage to the agency. Only relevant and precise information should be provided.
2. Suppression of material fact/misstatement of information, if detected at any stage will lead to cancellation of the bid.
3. The agency shall have to work with WTL strictly as per WTL's/back to back terms and conditions of principal customer.
4. Interested agency shall submit their bid in a sealed envelope. Envelope super-scribed with "EOI document number & due date".

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5. The list of qualified agencies shall be kept in the records of WTL as Authorized Service Provider of particular district.
6. The final decision for selection of ASP for DSSC will be done by the competent authority of WTL.
7. An agreement will be made in between WTL and the selected ASPs.
8. Bidders are allowed to apply for four districts.

List of Documents to be Submitted

Sl. No.	Documents Submitted	Document Submitted	Page No of Submitted Document Serial
1	Documentary (Certificate of incorporation/Relevant document) as per Clause – 1 of Eligibility Criteria	Yes/No	
2	Valid statutory registration document as per Clause – 2 of Eligibility Criteria or undertaking	Yes/No	
3	Documentary evidence as per Clause – 3 of Eligibility Criteria	Yes/No	
4	Documentary evidence as per Clause – 4 of Eligibility Criteria	Yes/No	
5	Copy of Audited Accounts or Auditor Certificate as per Clause – 5 of Eligibility Criteria	Yes/No	
6	Copy of Work order as per Clause – 6 of Eligibility Criteria	Yes/No	
7	Documentary evidence as per Clause – 7 of Eligibility Criteria	Yes/No	
8	Demand Draft of Rs. 5000.00 for EOI Fee	Yes/No	
9	Details of Selection Criteria (Section – A) with relevant documents	Yes/No	
10	Name of the Applied Districts (Section – B)		
11	Financial Capability of Bidder as per format enclosed	Yes/No	
12	Bidder's Details (Section – C)	Yes/No	
13	Covering Letter (Section – D)	Yes/No	
14	EOI Declaration (Section – E)	Yes/No	

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SECTION – A

DETAILS OF SELECTION CRITERIA

(EOI No. WTL/EOI/DSSC/ASP/20-21/001 dated 14.01.2021)

A	Line Item	10 pts	7 pts	Qualifying Criterion – 5 pts
A.1	Total Turnover (in Rs.) in last three Financial Years (2017-18, 2018-19 & 2019-20)	> 10 crores	> 5 crore =< 10 crore	5 crores
	Amount to be filled by Bidder	Amount (Rs)	Amount (Rs)	Amount (Rs)
1				

A	Line Item	10 pts	7 pts	Qualifying Criterion – 5 pts
A.2	Total IT & ITES Government order executed (in Rs.) in last three Financial Years (2017-18, 2018-19 & 2019-20)	> 2 crore	> 45 lakhs =< 1 crore	45 lakhs
	Amount to be filled by Bidder	Amount (Rs)	Amount (Rs)	Amount (Rs)
1				

A	Line Item	10 pts	7 pts	Qualifying Criterion – 5 pts
A.3	Total IT & ITES order executed (in Rs.) in applied district/s of West Bengal in last three Financial Years (2017-18, 2018-19 & 2019-20)	> 50 lakhs	> 25 lakhs =< 50 lakhs	25 lakhs
	Name of Districts	Amount (Rs)	Amount (Rs)	Amount (Rs)
1				
2				
3				
4				

B	Line Items	10 nos.	9 nos.	8 nos.	7 nos.	6 nos.	5 nos.	4 nos.	3 nos.	2 nos.	1 no.
B1	No. of support person in applied district/s of West Bengal										
	Name of Districts	No. of Support Person									
1											
2											
3											
4											

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Bidder can apply for maximum four districts.

All support documents to be submitted for the above details.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

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SECTION - B

NAME OF THE APPLIED DISTRICTS

(EOI No. WTL/EOI/DSSC/ASP/20-21/001 dated 14.01.2021)

Name of the Bidder:

Sl. No.	Name of the Applied District
1	
2	
3	
4	

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

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SECTION – C

BIDDER'S DETAILS

(EOI No. WTL/EOI/DSSC/ASP/20-21/001 dated 14.01.2021)

1	Name of the Firm	
2	Registered Office Address	
	Contact Number	
	Fax Number	
	E-mail	
3	Office Address for applied district	
	Contact Number	
	Fax Number	
	E-mail	
4	Correspondence / Contact address	
	Name & Designation of Contact person	
	Address	
	Contact Number	
	PAN	
	Fax Number	
5	Is the firm a registered company? If yes, submit documentary proof	
	Year and Place of the establishment of the company	
6	Former name of the company, if any	
7	Is the firm <ul style="list-style-type: none">▪ a Government/ Public Sector Undertaking▪ a propriety firms▪ a partnership firm (if yes, give partnership deed)▪ a limited company or limited corporation▪ a member of a group of companies, (if yes, give name and address and description of other companies)▪ a subsidiary of a large corporation (if yes give the name and address of the parent organization). If the company is subsidiary, state what involvement if any, will the parent company have in the project.	
8	GST Registration Number	
9	Total number of employees. Attach the organizational chart showing the structure of the organization.	
10	Are you registered with any Government/ Department/ Public Sector Undertaking (if yes, give details)	
11	How many years has your organization been in business under your present name? What were your fields when you established your organization	
12	Number of Offices in district headquarters in West Bengal	
13	Is your organization having ISO 9001:2015 certificates?	
14	List the major clients with whom your organization has been / is currently associated.	

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Company Rubber Stamp: _____

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SECTION – D

COVERING LETTER

(Agencies are requested to furnish the Format given in this section and to be submitted on Letter Head)

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

Sub: Expression of Interest for Selection of Authorized Service Provider (ASP) for District Sales and Service Centre (DSSC) for Procurement & execution of business on behalf of WTL, the orders of IT & ITES Sales & Services from different department of District Authority as well as different institution / establishment of district.

Dear Sirs,

1. We the undersigned bidder having read and examined in details the scope of work and other documents of the subject EOI no. WTL/EOI/DSSC/ASP/20-21/001 dated 14.01. 2021 do hereby propose to execute the job as per details as set forth in the documents.
2. We are enclosing necessary information according to the desired format. The information furnished by us in this Expression of Interest is correct and best to our knowledge. If at a later date it is revealed that any declaration made by us is false / incorrect, then our bid would automatically stand cancelled.
3. We further agree that if our proposal is accepted and qualified then we shall provide abide by all the instruction of WTL.
4. We understand that WTL reserves the right to decide whether or not to pre-qualify our firm without disclosing the reason whatsoever.
5. List of documents submitted as format enclosed.

Dated, thisday of2021.

.....
Signature

.....
Name in full

.....
Designation

.....
Company Stamp

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LIST OF DOCUMENTS SUBMITTED

Sl. No.	Documents Submitted	Document Submitted	Page No of Submitted Document Serial
1	Documentary (Certificate of incorporation/Relevant document) as per Clause – 1 of Eligibility Criteria	Yes/No	
2	Valid statutory registration document as per Clause – 2 of Eligibility Criteria or undertaking	Yes/No	
3	Documentary evidence as per Clause – 3 of Eligibility Criteria	Yes/No	
4	Documentary evidence as per Clause – 4 of Eligibility Criteria	Yes/No	
5	Copy of Audited Accounts or Auditor Certificate as per Clause – 5 of Eligibility Criteria	Yes/No	
6	Copy of Work order as per Clause – 6 of Eligibility Criteria	Yes/No	
7	Documentary evidence as per Clause – 7 of Eligibility Criteria	Yes/No	
8	Demand Draft of Rs. 5000.00 for EOI Fee	Yes/No	
9	Details of Selection Criteria (Section – A) with relevant documents	Yes/No	
10	Name of the Applied Districts (Section – B)		
11	Financial Capability of Bidder as per format enclosed	Yes/No	
12	Bidder's Details (Section – C)	Yes/No	
13	Covering Letter (Section – D)	Yes/No	
14	EOI Declaration (Section – E)	Yes/No	
15	All other related document	Yes/No	

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SECTION – E

EOI DECLARATION

(Agencies are requested to furnish the Format given in this section, filling the entire Blank and to be submitted on Bidder’s Letter Head)

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

Sub: Expression of Interest for Selection of Authorized Service Provider (ASP) for District Sales and Service Centre (DSSC) for Procurement & execution of business on behalf of WTL, the orders of IT & ITES Sales & Services from different department of District Authority as well as different institution / establishment of district.

Dear Sir,

We the undersigned bidder/(s) declare that we have read and examined in details in the documents of the subject EOI no. WTL/EOI/DSSC/ASP/20-21/001 dated 14.01.2021 for Expression of Interest for Selection of Authorized Service Provider (ASP) for District Sales and Service Centre (DSSC) for Procurement & execution of business on behalf of WTL, the orders of IT & ITES Sales & Services from different department of District Authority as well as different institution / establishment of district.

We further declare that we have agreed and accepted all the clauses / sub-clauses / formats / terms & conditions other requirements related to the said EOI and we will abide by the same as mentioned in the EOI document while participating and executing against the said EOI.

Thanking you, we remain

Yours faithfully

.....
Signature

.....
Name in full

.....
Designation

.....
Company Stamp

Dated, thisday of2021

WEBEL TECHNOLOGY LIMITED

SECTION – F

FORMAT FOR PRE-BID MEETING QUERY

(EOI No. WTL/EOI/DSSC/ASP/20-21/001 dated 14.01.2021)

Name of the Bidder:

Queries

Sl. No.	Section No.	Clause No.	Page No.	Queries

Note: The filled form to be submitted in letter head.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Company Rubber Stamp: _____