

WEBEL TECHNOLOGY LIMITED

Notice Inviting Expression of Interest

1.	EOI No. & Date	WTL/EOI/E-WASTE/16-17/002 dated 27.06.2016
2.	Brief description of Job	E-Waste Management and Handling for Departments/Directorate across the state of West Bengal.
3.	Last date & time of Bid Submission	12.07.2016. at 14.00 Hrs
4.	Date & time of Bid Opening	12.07.2016. at 14.30 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.	Last date & time of queries	05.07.2016. at 16.30 Hrs
8.	WTL Contact Person	Shri. Arunava Saha – 23673403-06 (Extn – 212), wtlpurchase@gmail.com Smt. Anita Dey – 23673403-06 (Extn – 231), wtladey@gmail.com
9.	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.	
10.	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.	
11.	WTL reserve the right to reject or accept or withdraw the EOI without assigning the reasons thereof.	

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SECTION – A

Expression of Interest for E-Waste Management

Webel Technology Limited (WTL), a Govt. of West Bengal Undertaking is engaged in implementing major IT and ITeS Projects in the state of West Bengal. In addition to projects in the state of West Bengal, WTL has expanded its activities to other states like Odisha, Jharkhand, Chhatisgarh, etc.

Work Details

WTL is searching for interested agencies to work as partners with WTL for handling/procurement of E-Waste Management from different Govt. departments/directorates across the state of West Bengal.

The electrical and electronic waste (e-waste) is one of the fastest growing waste streams in the world. The increasing “market penetration” in developing countries, “replacement market” in developed countries and “high obsolescence rate” make e-waste as one of the fastest growing waste streams. Environmental issues and trade associated with e-waste at local, trans-boundary and international level has driven many countries to introduce interventions. In accordance with the National Environmental Policy (NEP) and to address sustainable development concerns, there is a need to facilitate the recovery and/or reuse of useful materials from waste generated from a process and/or from the use of any material thereby, reducing the wastes destined for final disposal and to ensure the environmentally sound management of all materials. The NEP also encourages giving legal recognition and strengthening the informal sectors system for collection and recycling of various materials. In particular considering the high recyclable potential of e-waste such wastes should be subject to recycling in an environmentally sound manner.

The broad scope of works is as follows:

1. The selected bidder shall lift the all allotted material lying in the lot allotted to them by employing their own labor and transport at their own cost within the stipulated time.
2. The list of the products are given in Annexure – I.
3. The valid certificate to be submitted with 30 days after lifting the total allocated material.
4. The qualified bidder has to co-ordinate with warehouse in-charge & finalizes the lifting schedule.
5. The qualified bidder has to collect the material from different areas all over the state of West Bengal.

Processes to be taken:

1. The Price Bid will be taken from the qualified bidder in the EOI.
2. Rate Contract shall be done against the Price Bid.
3. Road permit or any other formalities such as octroi, entry tax, freight, packing, forwarding, chungu, naka etc are to be borne by the qualified bidder.
4. All other related points will be informed in due course.

Eligibility Criteria

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

1. The bidder must be a company registered under the Companies Act, 1956/2013 or a Partnership or a Proprietary Firm. Documentary (Certificate of incorporation/ Partnership Deed) evidence to be submitted.
2. The bidder must have an own office at Kolkata with valid statutory registration. Valid statutory registration document to be submitted.
3. The bidder must have existence for at least 1 year as on 31st March 2016. Documentary evidence to be submitted.

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4. The bidder must be approved agency of Government Pollution Control Board for E-Waste (Management and Handling) Rules 2011. Copy of the approved certificate to be submitted.
5. The bidder must have valid CST/West Bengal VAT Registration Certificate, Service Tax Registration Certificate, PAN and Trade License. Documentary evidence to be submitted.
6. The bidder must have executed similar type (E-Waste Management) of minimum two orders. Copy of work order/Agreement to be submitted.
7. The bidder 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 bidder's letter head to be submitted.
8. The bidder must submit EOI Fee of Rs. 2,000.00 (Rupees Two thousand only) in the form of Demand Draft from any Scheduled Bank in favour of Webel Technology Limited payable at Kolkata.

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	Documentary evidence as per Clause – 2 of Eligibility Criteria	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	Documentary evidence as per Clause – 5 of Eligibility Criteria	Yes/No	
6	Documentary evidence as per Clause – 6 of Eligibility Criteria	Yes/No	
7	Declaration on letter head as per Clause – 7 of Eligibility Criteria	Yes/No	
8	Demand Draft of Rs. 2000.00 as per Clause – 8 of Eligibility Criteria	Yes/No	
9	Financial Capability format as per Section – C	Yes/No	
10	Bidder's Details format as per Section – D	Yes/No	
11	Covering Letter format as per Section – E	Yes/No	
12	Copy of EOI duly stamped and signed	Yes/No	

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SECTION – B

INSTRUCTIONS TO BIDDER

1. Bidder Disqualification

- Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming proposal.
- The bidder imposes his own conditions in the proposal.
- Proposal is received in incomplete form.
- Proposal is not accompanied by all the requisite documents.
- Information submitted in the proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the agreement (no matter at what stage) or during the tenure of the agreement including the extension period if any.
- Bidder tries to influence the proposal evaluation process by unlawful / corrupt / fraudulent means at any point of time during the bid process.
- In case any one party submits multiple proposals under one methodology or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals/bidders are withdrawn upon notice immediately.
- Bidders may specifically note that while evaluating the proposals, if it comes to, Webel Technology Limited's knowledge expressly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal then the bidders so involved are liable to be disqualified for this agreement as well as for a further period of three years from participation in any of the tenders floated by Webel Technology Limited.

2. Interpretation of Documents

If any Bidder finds discrepancies or omission in the EOI documents or if he is in doubt as true meaning of any part thereof, he shall make a written request to the WTL authority for correction/clarification or interpretation before the submission of the tender.

3. Language of Bid & Correspondence

The documents must 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.

4. Terms of Payment

All the payments will be made by the Buyer inclusive of all taxes (VAT/ CST and TCS) and submit in advance before lifting the material from the site.

5. Governing Laws

This contract shall be governed by and interpreted by Arbitration clause in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract. The Contractor shall keep himself fully informed of all current national, state and municipal law and ordinances. The Contractor shall at their own expense, obtain all necessary permits and license and pay all fees and taxes required by law.

6. Corrupt or Fraudulent Practices

WTL Committee requires that the bidders under this EOI observe the highest standards of ethics during the procurement and execution of such contracts. For this purpose the definition of corrupt and fraudulent practices will follow the provisions of the relevant laws in force. WTL Committee will reject a proposal for award if it detects that the bidder has engaged in corrupt or fraudulent practices in competing for the contract in question. WTL Committee will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

7. Enforcement of Terms

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The failure of either party to enforce at any time any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

8. Erasures or Alternations

The offers with overwriting and erasures may make the EOI liable for rejection if each of such overwriting/erasures/manuscriptions is not only signed by the authorized signatory of the bidder. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled up. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure/manual" is not acceptable. The Customer may treat offers not adhering to these guidelines as unacceptable. The Customer may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. This shall be binding on all bidders and the WTL Committee reserves the right for such waivers.

9. Sealing, Marking and Submission of Bid

Interested Bidders are required to submit their bids in separate sealed envelopes as per instructions given below: -

Bidders shall submit their bids in two parts each in separate sealed envelope super-scribed with EOI document number, due date, Project name (E-Waste Management).

Part – I : EOI Fee
Part – II : Documents as per Section - I

The envelopes containing Part – I & Part – II shall be enclosed in a large envelop duly sealed and super-scribed with EOI document number, due date, Project name (E-Waste Management).

The sealed envelope containing Part – I & Part – II must be delivered to the Purchase Department, Webel Technology Limited, Plot - 5, Block-BP, Sector – V, Salt Lake City, Kolkata -700 091 through speed post/Courier or personally submit to Purchase (Manager) or his designated personnel on or before 14.00 hrs on 12.07.2015 and collect a receipt for submission. No other mode of delivery shall be accepted. WTL will not be responsible for any postal delay.

10. General Terms

- All the pages of the bid document including documents submitted therein must be duly signed and stamped failing which the offer shall be liable to be rejected.
- All the documents to be submitted by the bidder should be duly authenticated by the person signing the offer and if at any point of time during 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.
- No clarification will be entertained after opening of the bid.
- WTL reserve the right to reject or accept or withdraw the EOI in full or part as the case may be without assigning the reasons thereof. No dispute of any kind can be raised.
- WTL reserve the right to ask for clarification in the bid documents submitted by the bidder. Documents may be taken if decided by the committee.
- No dispute by the bidders in regard to evaluation will be entertained by WTL and decision taken by the WTL Committee will be final.
- The bidder must be present at the time of opening of the EOI. We are not answerable for any queries of any bidder who remain absent at that time.
- The Court of Kolkata only will have the jurisdiction to deal with and decide any legal matters or dispute whatsoever arising out of the contract.
- Those bidder don't have VAT/CST/Service Tax Certificate, they may submit the self declaration in letter head. The decision of acceptance will be done by WTL Committee

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SECTION - C

FORMAT FOR FINANCIAL CAPABILITY

(EOI No. WTL/EOI/E-WASTE/16-17/002 dated 27.06.2016)

FINANCIAL INFORMATION

Sl. No.	Name of the Bidder	Turnover (Rs/Lakh)		
		2013-14	2014-15	2015-16
1				

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Note: Auditor Certificate to be attached along with this document

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SECTION - D

FORMAT FOR BIDDER'S DETAILS

(EOI No. WTL/EOI/E-WASTE/16-17/002 dated 27.06.2016)

1	Name of the Firm	
2	Correspondence / Contact address	
	Name & Designation of Contact person	
	Address	
	Contact Number	
	PAN	
	Fax Number	
	E-mail Address	
3	Office at Kolkata	
	Office Address	
	Name & Designation of Contact person	
	Contact Number	
	E-mail Address	
4	Is the firm a registered company? If yes, submit documentary proof	
	Year and Place of the establishment of the company	
5	Is the firm <ul style="list-style-type: none"> ▪ a Government/ Public Sector Undertaking ▪ a propriety firm ▪ 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. 	
6	Is the firm registered with Sales Tax department? If yes, submit valid VAT Registration certificate.	
7	Is the firm registered for Service Tax with Central Excise Department (Service Tax Cell)? If yes, submit valid Service Tax registration certificate.	
8	Total number of employees in this organisation.	
9	Are you registered with any Pollution Control Board (if yes, give details with copy of certificate)	
10	How many years has your organization been in business under your present name? What were your fields when you established your organization	
11	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 – E

FORMAT FOR 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: E-Waste Management

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/E-WASTE/16-17/002 dated 27.06.2016 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 further agree that if our proposal is accepted and qualified then we shall provide abide by all the instruction of WTL.
5. We understand that WTL reserves the right to decide whether or not to pre-qualify our firm without disclosing the reason whatsoever.

Dated, thisday of2016

.....
Signature

.....
Name in full

.....
Designation

.....
Company Stamp

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Annexure – I

LIST OF ELECTRONIC SCRAP ITEMS

1. CATEGORY 1 : CRT Monitors

- a) CRT Monitor (14" & 15")
- b) CRT Monitor (17")
- c) CRT Monitor (21" & above)

2. CATEGORY 2: Flat Screen Monitors

- a) LCD Monitor (15")
- b) LCD Monitor (18.6")
- c) LCD Monitor (Above 18.6")
- d) LED Monitor

3. CATEGORY 3: CPU

4. CATEGORY 4: Printers

- a) Desk Jet Printer
- b) Dot Matrix Printer
- c) A O I
- d) Laser Jet Printer

5. CATEGORY 5 : Scanner

6. CATEGORY 6 : Switch

- a) Managed Switch - 8 port
- b) Managed Switch - 16 port
- c) Managed Switch - 24 port
- d) Managed Switch - 48 port
- e) KVM Switch

7. CATEGORY 7 : Keyboards

8. CATEGORY 8 : Mouse

9. CATEGORY 9 : UPS

10. CATEGORY 10 : UPS Battery

11. CATEGORY 11 : Server

12. CATEGORY 12 : Laptop