

# WEBEL TECHNOLOGY LIMITED

## Notice Inviting Expression of Interest

1.	EOI No. & Date	WTL/EOI/MOU/16-17/001 dated 07.06.2016
2.	Brief description of Job	IT & ITeS Projects, Software Development, Scanning & Digitization, Surveillance, Learning Services, Consulting Services & Creation of Infrastructure
3.	Last date & time of Bid Submission	21.06.2016. at 14.00 Hrs
4.	Date & time of Bid Opening	21.06.2016. 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.	WTL Contact Person	Shri. Arunava Saha – 23673403-06 (Extn – 212), <a href="mailto:wtlpurchase@gmail.com">wtlpurchase@gmail.com</a> Smt. Anita Dey – 23673403-06 (Extn – 231), <a href="mailto:wtladey@gmail.com">wtladey@gmail.com</a>
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 Memorandum of Understanding**

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.

## **Scope of the Work**

WTL is searching for interested agencies to work as business partners with WTL for execution of different type of projects across India. The broad scope of work is as follows:

1. IT & ITeS Projects
2. Software Development
3. Scanning & Digitization
4. Surveillance
5. Learning Services
6. Consulting Services
7. Creation of Infrastructure

## **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 West Bengal with valid statutory registration. Valid statutory registration document to be submitted.
3. The agency must have existence for at least 3 years as on 31<sup>st</sup> March 2016. Documentary evidence to be submitted.
4. The agency must have valid CST/VAT Registration Certificate, Service Tax Registration Certificate, PAN & Trade License. Documentary evidence to be submitted.
5. The agency should have an annual turnover of not less than Rs.1 Crore in total during the last three financial years (FY -2013-14, 2014-15 & 2015-16). Copy of Audited Accounts or Auditor Certificate for turnover statement to be submitted.
6. The agency must have executed IT/ITeS/Similar type of maximum four Projects totalling to Rs. 1.0 Crore in the last five financial years. 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.

## **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.

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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".
5. The list of qualified agencies shall be kept in the records of WTL for the projects to be executed along with WTL based on their financial, technical and execution capability.
6. The final decision for selection of business partners will be done by the management committee of WTL.
7. The agencies having the valid Memorandum of Understanding with WTL need not to apply against this EOI.

## **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	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	Financial Capability of Bidder as per format enclosed	Yes/No	
10	Bidder's Details as per format enclosed	Yes/No	
11	Copy of EOI duly stamped & signed	Yes/No	
12	Covering Letter as per format in bidders letter head	Yes/No	

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## **FORMAT FOR FINANCIAL CAPABILITY**

(EOI No. WTL/EOI/MOU/16-17/001 dated 07.06.2016)

### **FINANCIAL INFORMATION**

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

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

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## FORMAT FOR BIDDER'S DETAILS

(EOI No. WTL/EOI/MOU/16-17/001 dated 07.06.2016)

1	Name of the Firm	
2	Registered Office Address	
	Contact Number	
	Fax Number	
	E-mail	
3	Correspondence / Contact address	
	Name & Designation of Contact person	
	Address	
	Contact Number	
	PAN	
	Fax Number	
	E-mail	
4	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	<p>Is the firm</p> <ul style="list-style-type: none"> <li>▪ a Government/ Public Sector Undertaking</li> <li>▪ a propriety firm</li> <li>▪ a partnership firm (if yes, give partnership deed)</li> <li>▪ a limited company or limited corporation</li> <li>▪ a member of a group of companies, (if yes, give name and address and description of other companies)</li> <li>▪ 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.</li> </ul>	
8	Is the firm registered with Sales Tax department? If yes, submit valid VAT Registration certificate.	
9	Is the firm registered for Service Tax with Central Excise Department (Service Tax Cell)? If yes, submit valid Service Tax registration certificate.	
10	Total number of employees. Attach the organizational chart showing the structure of the organization.	
11	Are you registered with any Government/ Department/ Public Sector Undertaking (if yes, give details)	
12	How many years has your organization been in business under your present name? What were your fields when you established your organization	
13	<p>What type best describes your firm? (Purchaser reserves the right to verify the claims if necessary)</p> <ul style="list-style-type: none"> <li>▪ Manufacturer</li> <li>▪ Supplier</li> <li>▪ System Integrator</li> <li>▪ Consultant</li> <li>▪ Service Provider (Pl. specify details)</li> <li>▪ Software Development</li> <li>▪ Total Solution provider (Design, Supply , Integration, O&amp;M)</li> <li>▪ IT Company</li> </ul>	
14	Number of Offices in district head quarters in West Bengal	
15	Is your organization has ISO 9001:2008 certificates?	
16	List the major clients with whom your organization has been / is currently associated.	
17	Have you in any capacity not completed any work awarded to you? (If so, give the name of project and reason for not completing the work)	

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18	Have you ever been denied tendering facilities by any Government / Department / Public sector Undertaking? (Give details)	
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Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

# **WEBEL TECHNOLOGY LIMITED**

## **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: Expression of Interest IT & ITeS Projects, Software Development, Scanning & Digitization,  
Surveillance, Learning Services, Consulting Services & Creation of Infrastructure**

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/MOU/16-17/001 dated 07.06.2016 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 understand that WTL reserves the right to decide whether or not to pre-qualify our firm without disclosing the reason whatsoever.

Dated, this .....day of .....2016

.....  
Signature

.....  
Name in full

.....  
Designation

.....  
Company Stamp