

# WEBEL TECHNOLOGY LIMITED

## NOTICE INVITING e-TENDER

Online Tender documents are invited for Delivery, Installation and Commissioning of Biometric Attendance system and other related accessories for Directorates under Finance Department, GoWB. The works includes supply, installation, commissioning & testing of Readers, Controllers, Access Server, Biometric Attendance system Software, associated all data import, creation of leave accounts and MIS report generation as per Attendance rules of Government of west Bengal, power cabling with Three year comprehensive maintenance and other all related activities for Directorate of Treasuries and Accounts & Directorate of Pension, Provident Fund & Group insurance under Finance Department, GoWB.

Reputed System Integrators having sufficient experience and credentials for successful completion of "Similar Nature" of work as mentioned above in a Government Department/PSU/Autonomous Body or any reputed organization. Bidder must have adequate Service Engineer for providing on-site warranty support and service within the stipulated time.

1.	Tender No. & Date	WTL/FD/BAS/16-17/012 dated 28.09.2016.
2.	Tender Version No.	1.0
3.	Brief description of Job	Delivery, Installation and Commissioning of Bio-metric Attendance System and other related accessories for the Finance Department, GoWB (Directorate of Treasuries and Accounts & Directorate of Pension, Provident Fund & Group insurance offices)
4.	Tender document Fee	Rs.4000.00 (Rupees Four thousand only)
5.	Earnest Money Deposit	Rs.20000.00 (Rupees Twenty thousand only) in the form of Demand Draft from any Scheduled bank in favour of Webel Technology Limited payable at Kolkata
6.	Date of Downloading/Sale of Tender document	28.09.2016
7.	Pre-Bid Meeting date & time	04.10.2016. at 15.00 Hrs <ul style="list-style-type: none"><li>• Only two persons for each intending bidder's organization, who will submit the Tender document Fee, will be allowed to attend the Pre Bid Meeting.</li><li>• The person should have proper authorization in respective company Letter Head.</li><li>• Only queries as per format (Section - N) reaching WTL by 03.10.2016 at 14.00 hrs will be taken for decision.</li><li>• Queries will be entertained for those bidders who will submit the Tender document Fee.</li><li>• Queries will be sent to Manager (Purchase) (<a href="mailto:wtlpurchase@gmail.com">wtlpurchase@gmail.com</a>) / Ms. Anita Dey (<a href="mailto:wtladey@gmail.com">wtladey@gmail.com</a>) and copy to Mr. S. Das Sarma (<a href="mailto:sanjoy@webeltechnology.com">sanjoy@webeltechnology.com</a>) / Mr.Suvhankar Pal (<a href="mailto:suvhankarpal@gmail.com">suvhankarpal@gmail.com</a>).</li></ul>
8.	Bid Submission Start date & time	12.10.2016 at 11.00 Hrs
9.	Last date & time of EMD & Tender Fee submission	24.10.2016 at 14.00 Hrs
10.	Last date & time of Bid Submission	22.10.2016 at 17.00 Hrs
11.	Date & time of Technical Bid Opening	24.10.2016 at 15.00 Hrs
12.	Venue of Pre-Bid Meeting & submission of EMD & Tender Fee	WEBEL TECHNOLOGY LIMITED (A Govt. of West Bengal Undertaking) Plot - 5, Block - BP, Sector - V, Salt Lake City, Kolkata - 700091.
13.	Contact person	Mr. S. Das Sarma, Contact no. 23673403-06, Ext. 209 Mr. Arunava Saha, Contact no. 23673403-06, Ext. 212 Ms. Anita Dey, Contact no. 23673403-06, Ext. 231 Mr. SuvhankarPal, Contact no. 23673403-06, Ext. 223

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1. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> indirectly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender application fee) may be remitted through Demand Draft issued from any Scheduled Bank in favour of "Webel Technology Limited", payable at Kolkata and also to be documented through e-filing. Cost of Earnest Money Deposit (EMD) may be remitted through Demand Draft issued from any Scheduled Bank in favour of "Webel Technology Limited", payable at Kolkata and also to be documented through e-filing. The original Demand Draft against Tender Application Fees & Earnest Money Deposit (EMD) should be submitted physically to the Manager (Purchase)/Manager (Finance), Webel Technology Limited, Plot - 5, Block - BP, Sector-V, Salt Lake City, Kolkata-700 091 under sealed cover on or before 14:00 Hrs of 24.10.2016.
2. Both Techno Commercial Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>
3. Tender documents may be downloaded from website and submission of Techno Commercial Bid and Financial Bid will be done as per Time Schedule stated in Section - D of this Tender Document.
4. The Financial Bid of the prospective Bidder will be considered only if the Techno Commercial Bid of the bidder is found qualified by the Tender Committee. The decision of the 'Tender Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

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## **CONTENTS OF THE TENDER DOCUMENT**

The Tender document comprises of the following:

SECTION – A	INTRODUCTION & OBJECTIVE OF THE PROJECT
SECTION – B	SCOPE OF WORK & RESPONSIBILITY
SECTION – C	ELIGIBILITY CRITERIA
SECTION – D	DATE AND TIME SCHEDULE
SECTION – E	INSTRUCTION TO BIDDER
SECTION – F	BID FORM
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SECTION – O	PROFORMA FOR PERFORMANCE BANK GUARANTEE
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# **WEBEL TECHNOLOGY LIMITED**

## **SECTION – A**

### **INTRODUCTION & OBJECTIVE OF THE PROJECT**

#### **INTRODUCTION**

Online Tender documents are invited for Delivery, Installation and Commissioning of Biometric Attendance system and other related accessories for the Finance Department, GoWB. The works includes supply, installation, commissioning & testing of Readers, Controllers, Access Server, Biometric Attendance system Software, associated all data import, creation of leave accounts and MIS report generation as per Attendance rules of Government of west Bengal for Directorate of Treasuries and Accounts & Directorate of Pension, Provident Fund & Group insurance, Finance Department, GoWB.

Reputed System Integrators having sufficient experience and credentials for successful completion of “**Similar Nature**” of work as mentioned above in a Government Department/PSU/Autonomous Body or any reputed organization. Bidder must have adequate Service Engineer for providing on-site warranty support and service within the stipulated time.

#### **OBJECTIVE OF THE PROJECT**

The installation of Biometric Attendance system shall serve particular to record attendance, creation of leave accounts and MIS report generation as per Attendance rules of Government of west Bengal.

The scope of work definition and responsibilities stated in this document is indicative. However bidder should include any additional products or services required to achieve the functional objective of the project. The purchaser reserves the right to make changes to stated implementation activity or accept bidder's recommendations for the same during implementation keeping within domain of the stated project objectives.

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## **SECTION – B**

### **SCOPE OF WORK & RESPONSIBILITY**

#### **For System Integrator**

- 1) **Supply:** Entrusted bidder must supply and work as per work order. All supplies must be certified, new and RoHS compliant. Supplied components must satisfy the minimum guiding specifications and guidelines, as applicable, proprietary technology must be mentioned against each component. Bidder is allowed to propose only one make / model per system or software required for the proposed solution. Bids with optional offers would be summarily rejected.
- 2) **Installation, Integration & Implementation:** Installation, integration & implementation will be governed by the stated guidelines and associated standards & in line with the scope of work defined in this document. The delivery / supply of the materials done by successful Bidder at respective location only. The Post installation warranty supports are the sole responsibility of the Bidder. After installation & implementation of Active Components system integrator will provide project documentation including three years warranty.
- 3) **Support and Maintenance:** Bidder will provide support and maintenance of the entire system for the three years from date of installation or acceptance.
- 4) **Service Quality and Assurance:** Services within installation, warranty period must be rendered with OEM for hardware and systems software components, and by professionally qualified engineers / personnel in the related field. Any damage by the bidder will attract penalty in tangible terms, as fixed by the WTL. Uptime of the integrated system must not be less than 99% calculated and jointly certified, with a maximum of 2 (two) instances with a cumulative down-time not exceeding 0.5%, calculated on every quarter of the year, otherwise related penalty clauses as drawn by the WTL will be applicable if the failure can be attributed to the bidder.
- 5) **Acceptance:** After successful installation & commissioning, installation report prepare by WTL, signed and sealed by DTA, DPPG, Finance Department, GoWB.
- 6) **Single Point of Contact:** Entrusted bidder will provide single point of contact for availing during the implementation period, warranty services, and monthly report must be submitted to the WTL of the month under consideration on the 1st working day of next month to the single Point-of-Contact of the WTL
- 7) **Warranty:** All hardware component, software and service items should have minimum warranty period of 3 (Three) calendar years. Within warranty period, entrusted bidder will replace, re-integrate faulty, buggy components (including firmware, excluding physically damage components) with the latest and new ones but not losing performance, and will get the set-right / performance report jointly signed. Entrusted bidder will provide after warranty with terms, conditions and penalty clauses laid down by the WTL. After warranty, all components will be handed over to the authorities of DTA, DPPG, Finance Department, GoWB.

#### **For Department of Finance, GoWB (Directorate of Treasuries and Accounts & Directorate of Pension, Provident Fund & Group insurance offices)**

1. Finance Department, GoWB (Directorate of Treasuries and Accounts & Directorate of Pension, Provident Fund & Group insurance offices) will provide requisite space, electrical connection if any, cooling (if require) for Biometric Attendance system for Department of Finance, GoWB (Directorate of Treasuries and Accounts & Directorate of Pension, Provident Fund & Group insurance offices)

#### **For Webel Technology Limited**

1. WTL being the nodal implementation agency for this project shall be responsible for provision of all Resources, access and information under its control that is necessary during implementation of work relating to this job. The confidentiality of the data being shared shall be maintained.

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## **SECTION – C**

### **ELIGIBILITY CRITERIA**

1. The bidder must be a company registered under Companies Act, 1956/2013 or partnership or LLP or OPC or Proprietary Firm. Documentary (Certificate of incorporation/Relevant document) evidence to be submitted.
2. The bidder should have their presence in Kolkata with own office and service center. Valid proof should be submitted along with the bid.
3. The bidder should have valid VAT/CST Registration Certificate, Service Tax Registration Certificate, & PAN. Bidder shall have to submit photocopy of the documents.
4. The bidder should have executed “Similar Nature” of single order an amount not less than Rs. 3.00 Lakhs in last five financial years (starting from FY - 2011-12) in Government Department/PSU/Autonomous Body/Scheduled Banks or any reputed organization. References order copy for the project to be provided.
5. The bidder should have executed “Similar Nature” of work atleast two orders of amount not less than Rs. 4.00 Lakhs in last five financial years (starting from FY - 2011-12) in Government Department/PSU/Autonomous Body or any reputed organization. References order copy for the project to be provided.
6. Bidder should have Kolkata based Call Center number. Call Center details with number & detailed escalation matrix to be submitted.
7. The bidder should have an annual turnover of not less than Rs.50.00 Lakhs each year in the last three financial years (FY – 2013-14, 2014-15 & 2015-16). Bidder shall have to submit Audited Accounts / Auditor Certificate in support of their claim.
8. Bidder should submit Earnest Money Deposit (EMD) of Rs. 20000.00 (Rupees Ten thousand only) in the form of Demand Draft from any Scheduled Bank in favour of Webel Technology Limited payable at Kolkata.
9. Bidder should submit Tender Document Fee of Rs. 4000.00 (Rupees Four thousand only) in the form of Demand Draft from any Scheduled Bank in favour of Webel Technology Limited payable at Kolkata.
10. Manufacturer’s tender specific authorizations for Readers, Controllers & Server must be submitted as per format enclosed, (Section - L).
11. The bidder shall have Quality Certificate (ISO 9001:2008). Copy of valid Certificate to be submitted.
12. The bidder shall submit Bid Form (Section – F) duly signed by the authorized signatory of the company as per the format enclosed. Deviation in format may not be accepted.
13. The bidder shall 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.

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## **SECTION – D**

### **DATE AND TIME SCHEDULE**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	28.09.2016
2	Documents download/sale start date (Online)	28.09.2016
3	Last Date and time of sending the queries (Offline)	03.10.2016 & 14.00 hrs
4	Pre Bid Meeting at WTL Office (Off Line)	04.10.2016 & 15.00 hrs
5	Corrigendum, if any will be published (On Line)	-
6	Bid Submission start date & time (On line)	12.10.2016 & 11.00 hrs
7	Last Date & time of submission of original Demand Draft/Pay Order for cost of Earnest Money Deposit (Off line)	24.10.2016 & 14.00 hrs
8	Last Date & time of submission of original Demand Draft/Pay Order for cost of Tender Fee, in case the bidder did not attend the Pre Bid Meeting (Off line)	24.10.2016 & 14.00 hrs
9	Bid Submission closing date & time (On line)	22.10.2016 & 17.00 hrs
10	Bid opening date & time for Technical Proposals (Online)	24.10.2016 & 15.00 hrs
11	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any	-
12	Date for opening of Financial Bid (Online)	-

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## **SECTION – E**

### **INSTRUCTION TO BIDDER**

#### **1. DEFINITIONS**

In this document, the following terms shall have following respective meanings:

“**Acceptance Test Document**” means a document, which defines procedures for testing the functioning of installed system. The document will be finalized with the contractor within 7 days of issuance of the Letter of Award.

“**Agreement**” means the Agreement to be signed between the successful bidder and Webel Technology Ltd. (WTL) including all attachments, appendices, all documents incorporated by reference thereto together with any subsequent modifications, the RFP, the bid offer, the acceptance and all related correspondences, clarifications, presentations.

“**Bidder**” means any firm offering the solution(s), service(s) and /or materials required in the RFP. The word Bidder when used in the pre award period shall be synonymous with Bidder, and when used after award of the Contract shall mean the successful Bidder.

“**Contract**” is used synonymously with Agreement.

“**Contract Price**” means the price to be paid to the Contractor for providing the Solution, in accordance with the payment terms.

“**Contractor**” means the Bidder whose bid to perform the Contract has been accepted by Tender Committee and is named as such in the Letter of Award.

“**Default Notice**” shall mean the written notice of Default of the Agreement issued by one Party to the other.

“**Installation**” Shall means installation of supplied Hardware, System Software, Software and associated accessories, implementation and integration of achieve functional objective define in the RFP.

“**Fraudulent Practice**” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial noncompetitive levels and to deprive the Finance Department and eventually Gov. of W. Bengal of the benefits of free and open competition.

“**Good Industry Practice**” shall mean the exercise of that degree of skill, diligence and prudence which would reasonably and ordinarily be expected from a reasonably skilled and experienced Operator engaged in the same type of undertaking under the same or similar circumstances.

“**Government**” / “**Gov. of W. Bengal**” means the Government of West Bengal.

“**GoI**” shall stand for the Government of India.

“**GoWB**” means Government of West Bengal

“**Personnel**” means persons hired by the Bidder as employees and assigned to the performance of the Infrastructure Solution or any part thereof.

“**Similar Nature of Work**” means supply, installation, commissioning & testing of Readers, Controllers, Access Server, Biometric Attendance System Software, associated all data import, creation of leave accounts and MIS report generation as per Attendance rules of Government of west Bengal with three year comprehensive maintenance and other all related activities for Directorate of Treasuries and Accounts & Directorate of Pension, Provident Fund & Group insurance, Finance Department, GoWB.

“**Project**” Installation and Commissioning of Bio-metric Attendance & Access Control System for Directorate of Treasuries and Accounts & Directorate of Pension, Provident Fund & Group insurance, Finance Department, GoWB.

“**Project Plan**” means the document to be developed by the Contractor and approved by Webel Technology Ltd., based on the requirements of the Contract and the Preliminary Project Plan included in the Contractor’s bid. For the sake of clarity, the Agreed and Finalized Project Plan” refers to the version of the Project Plan submitted by the contractor after receiving the letter of Award and the same approved by Webel Technology Ltd. The project plan may be changed/ modified during

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the course of the project. Should the Project Plan conflict with the provisions of the Contract in any way, the relevant provisions of the Contract, including any amendments, shall prevail.

“**Services**” means the work to be performed by the Bidder pursuant to this Contract, as described in the detailed Scope of Work.

“**Interest rate**” means “364 days Government of India (GoI) Treasury Bills” rate.

“**Law**” shall mean any Act, notification, bye law, rules and regulations, directive, ordinance, order or instruction having the force of law enacted or issued by the Central Government and/or the Government of West Bengal or any other Government or regulatory authority or political subdivision of government agency.

“**LOI**” means issuing of Letter of Intent shall constitute the intention of the WTL to place the Purchase Order with the successful bidder.

“**Operator**” means the company providing the services under Agreement.

“**Requirements**” shall mean and include schedules, details, description, statement of technical data, performance characteristics, standards (Indian as well as International) as applicable and specified in the Contract.

“**FD**” means Finance Department, Govt. of West Bengal

“**Service**” means provision of Contracted service viz., operation, maintenance and associated services for DEPLOYED SYSTEMS as per Section titled “Scope of Work”

“**Termination Notice**” means the written notice of termination of the Agreement issued by WTL.

“**Uptime**” means the time period when specified services are available with specified technical and service standards as mentioned in section titled WARRANTY SUPPORT” “**%Uptime**” means ratio of 'up time' (in minutes) as mentioned in section titled “Warranty support”

“**Service Down Time**” (SDT) means the time period when specified services with specified technical and operational requirements as mentioned in section titled “WARRANTY SUPPORT” are not available to Gov. of W. Bengal and its user departments and organizations.

“**WTL**” means Webel Technology Limited a Govt. of W. Bengal undertaking.

### **2. PRE BID MEETING**

Pre Bid Meeting will be held on 04.10.2016 at 15.00 hrs at premises of WTL. Bidder can send their queries as per format (Section - N) to Manager (Purchase) ([wtlpurchase@gmail.com](mailto:wtlpurchase@gmail.com)) Ms. Anita Dey ([wtladey@gmail.com](mailto:wtladey@gmail.com)) and copy to Mr. S. Das Sarma ([sanjoy@webeltechnology.com](mailto:sanjoy@webeltechnology.com)) / Mr. Suvhankar Pal ([suvhankarpal@gmail.com](mailto:suvhankarpal@gmail.com)). Only the queries received within the stipulated date prior to the Pre Bid Meeting will be answered. The entrance to the Pre Bid Meeting will be limited to two persons per bidder and carrying valid authorization letter on official letter head bearing company seal for those who will submit the tender document fee before the Pre Bid Meeting.

### **3. COST OF BIDDING**

The bidder shall bear all costs associated with the preparation and submission of the bid and WTL will no case be responsible for those costs regardless of the conduct or outcome of the bidding process.

### **4. BID DOCUMENT**

Bidder is expected to examine all instructions, forms, terms and requirement in the bid document. The invitation to bid together with all its attachment thereto shall be considered to be read, understood and accepted by the bidder unless deviations are specifically stated in the seriatim by the bidder. Failure to furnish all information required by the bid document or a bid not substantially responsive to the bid document in every respect may result of the bid.

### **5. AMENDMENT OF BID DOCUMENT**

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.

### **6. MODIFICATION AND WITHDRAWAL OF BIDS**

As per the bidding process available in the tender.

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## **7. LANGUAGE OF BID & 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.

## **8. BIDDER'S SOLUTION**

The bidders are requested to study the Bill of Material supplied with this document carefully. While working out the solution the bidder has to work with the broad minimum specification provided in the tender documents, conforming to the model, make and Part number (wherever provided). While submitting the bid the bidder has to detail out all components needed to complete the system BOM. The bidder is required quote for each item retaining all major components/sub system detailed and specified. As the contractor will be responsible for smooth functioning of the system, availability of spares during the tenure of the warranty period have to be take care by the contractor to maintain the guaranteed uptime.

## **9. EARNEST MONEY DEPOSIT (EMD)**

The firm shall furnish an EMD of Rs. 20000/- (Rupees Twenty Thousand only) in the form of a demand draft from a Scheduled Bank payable at Kolkata and in favour of Webel Technology Limited. Any bid not accompanied with the EMD shall be rejected.

## **10. 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.
- d) Submitting false/misleading information/declaration/documents/proof/etc.

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.

## **11. FORMS AND FORMATS**

The various inputs for the Techno Commercial as Financial Bids are to be submitted in the format specified. The bidder shall use the form, wherever specified, to provide relevant information. If form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. For all other cases, the bidder shall design a form to hold the required information.

## **12. LACK OF INFORMATION TO BIDDER**

The bidder shall be deemed to have carefully examined the Bid document to his entire satisfaction. Any lack of information shall not relieve the bidder of his responsibility to fulfill his obligation under the bid. If bidder has any queries relating to bid document then he can send the queries before the Pre Bid Meeting.

## **13. CONTRACT EXECUTION**

On receipt of the Letter of Award the contractor should submit a Performance Bank Guarantee (PBG) equivalent to 10% of the total contract value within three weeks from the date of receipt of Letter of Award/Order. The PBG should be valid for six month more than the warranty period. All delivery of the material will have to be completed within 45 days from the date of acceptance of contract and the contractor has to ensure all activities leading to the commissioning of the contract to be completed within 75 days from the date of award. Subsequent to the award of contract, the contractor will have to arrange for the requisite material as per BOM.

## **14. TIME SCHEDULE FOR DELIVERY & INSTALLATION**

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- (A) All delivery of the material will have to be completed within 4-5 weeks from the date of Order.
- (B) All activities leading to the commissioning of the contract to be completed within 6 weeks days from the date of Order

### **15. LIQUIDATED DAMAGE / PENALTY**

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 that item/job for each week or part thereof, subject to a ceiling of 10% of the total contract value (excluding 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 and PBG will be invoked.

### **16. LIABILITY**

In case of a default on bidder's part or other liability, WTL shall be entitled to recover damages from the Contractor. In each such instance, regardless of the basis on which WTL is entitled to claim damages from the Contractor (including fundamental breach, negligence, misrepresentation, or other contract or tort claim), Contractor shall be liable for no more than:

- Payment referred to in the Patents and Copyrights clause.
- Liability for bodily injury (including death) or damage to real property and tangible personal property limited to that cause by the Contractor's negligence.
- As to any other actual damage arising in any situation involving non-performance by Contractor pursuant to or in any way related to the subject of this Agreement, the charge paid by WTL for the individual product or Service that is the subject of the Claim. However, the contractor shall not be liable for
- For any indirect, consequential loss or damage, lost profits, third party loss or damage to property or loss of or damage to data.

For any direct loss or damage that exceeds the total payment for Contract Price made or expected to be made to the Contractor hereunder.

### **17. PATENTS & COPYRIGHT**

If a third party claims that a product delivered by the Contractor to WTL infringes that party's patent or copyright, the Contractor shall defend WTL against that claim at Contractor's expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement approved by the Contractor, provided that WTL.

- Promptly notifies Contractor in writing of the claim
- Allows Contractor to control and co-operate with Contractor in the defense and any related settlement negotiations.

Remedies: If such a claim is made or appears likely to be made, WTL would permit Contractor to enable WTL to continue to use the product, or to modify it, or replace it with one that is at least functionally equivalent. If Contractor determines that none of these alternatives is reasonably available, WTL agrees to return the product to Contractor on Contractor's written request. Contractor will then give WTL a credit equal to for a machine. WTL's net book value (provided WTL has followed generally accepted accounting principles for a generally available software product produced by Contractor (Program) the amount paid by WTL or 12 months charges (which ever is lesser) and for materials the amount paid by WTL for the materials. These will be Contractor's entire obligation regarding any claim of infringement.

### **18. SUSPENSION OF WORK**

WTL shall have the power at any time and from time to time by notice to the Contractor to delay or suspend the progress of the work or any part of the work due to any other adequate reasons and on receipt of such notice the contractor shall forthwith suspend further progress of the work until further notice from WTL. The Contractor shall recommence work immediately after receiving a notice to do so from WTL. The whole or any part of the time lost for such delay or suspension shall, if WTL in its absolute discretion thinks fit, but not otherwise, be added to the time allowed for completion.

### **19. TERMS OF PAYMENT**

Payment terms will be on back-to-back basis, i.e., payment will be made only on receipt of payment from relevant customer, i.e. DTA & DPPG, Finance Dept., GoWB. A scheduled payment terms depicted below:

- a) 100% payment of the total deliverable Hardware & Services value will be made after successful delivery, Installation & Commissioning of Bio-metric Attendance & Access Control system.

### **20. GOVERNING LAWS**

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This contract should 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 selected vendor shall keep himself fully informed of all current national, state and municipal law and ordinances. The selected vendor shall at their own expense, obtain all necessary permits and license and pay all fees and taxes required by law. These will be selected vendor's entire obligation regarding any claim of infringement. The selected vendor hereto agrees that it shall comply with all applicable union, state and local laws, ordinances, regulations and codes in performing its obligations hereunder, including the procurement of licenses, permits certificates and payment of taxes where required. The selected vendor shall establish and maintain all proper records (particularly, but without limitation, accounting records) required by any law, code/practice of corporate policy applicable to it from time to time including records and returns as applicable under labor legislation.

### **21. CORRUPT OR FRAUDULENT**

The Tender Committee requires that the bidders under this Tender 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. The Tender 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. The Tender 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.

### **22. BIDDING CLAUSE**

All decisions taken by the Tender Committee regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.

The Tender Committee reserves the right:

- To vary, modify, revise, amend or change any of the terms and conditions mentioned above and,
- To reject any or all the Tender/s without assigning any reason whatsoever thereof or 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.

### **23. WORKMEN'S COMPENSATION**

In every case in which by virtue of the provision of the workmen's compensation Act 1923 or any other relevant acts and rules, compensation to a workmen employed by the contractor, is payable, then this should be done by the Contractor. If WTL is obliged to make any compensation under the said rules and acts, then the amount shall be recovered without prejudice, from the bills and due of the Contractor. WTL shall not be bound to contest any claim made against the Contractor in respect of workmen's compensation.

### **24. CONTRACTOR'S EMPLOYEES**

The Contractor shall comply with the provision of all labour legislation including the requirement of the payment of Wage Act 1936 and the rules framed there under and modifications thereof in respect of men employed by him in carrying out the contract. The Contractor must ensure that he complies with PF, ESI regulation for all his deployed employees. The Contractor shall see that all authorized Sub Contractors under him similarly complied with the above requirement.

### **25. SAFETY MEASURES**

The Contractor shall in the course of execution of the work take all necessary precaution for the protection of all persons and property. The Contractor shall take adequate measures to protect the work and present accident during the work. In the event of any accident to any person or persons or damage or injury of any description to any person or property due to failure on the part of the contractor in taking proper precautionary measures the contractor shall be responsible for and must make good the loss the damage at his own cost to the satisfaction of the department and employees of the department shall be indemnified from all claims or liabilities arising there from or any expenses incurred on account thereof.

### **26. EQUIPMENT**

All tools & tackles necessary for the work shall have to be procured by the contractor unless other wise specified elsewhere in these tender documents. The equipment used by the contractor for a particular work must be appropriate for the type of work. The contractor shall maintain the equipment used on the work properly so that they are in good working condition. In no case shall the contractor use defective or imperfect equipment in the work. The contractor shall arrange to replace or repair all defective equipment so that the progress of the work is not hampered. No defective equipment should be left at the site of work and the department shall not be responsible for any loss or damage to any of these equipments during the course of the execution of the work.

### **27. SUB-CONTRACT**

The purchaser (WTL) does not recognize the existence of Sub-Contractors. The Contractor's responsibility is not

# WEBEL TECHNOLOGY LIMITED

transferable.

## 28. TERMINATION FOR DEFAULT

WTL may without prejudice to any other remedy or right of claim for breach of contract by giving not less than 30 days written notice of default sent to the contractor, terminate the order in whole or in part. If the contractor materially fails to render any or all the services within the time period specified in the contract or any extension thereof granted by WTL in writing and fails to remedy its failure within a period of thirty days after receipt of default notice from WTL. If the project (delivery, commissioning as well as warranty maintenance support is not carried out according to specification due to deficiency in service as per terms of the contract. In such case WTL will invoke the amount held back from the contractor as PBG.

## 29. BANKRUPTCY

If the contractor becomes bankrupt or have a receiving order made against him or compound with his creditors or being a corporation commence to be wound up, not being a voluntary winding up for the purpose only or amalgamation or reconstruction, or carry on their business under a receiver for the benefit of their creditors or any of them, WTL shall be at liberty to terminate the engagement forthwith without any notice in writing to the contractor or to the liquidator or receiver or to any person in whom the contractor may become vested and without any compensation to give such liquidator or receiver or other person the option of carrying out the engagement subject to their providing a guarantee for the due and faithful performance of the engagement up to an amount to be determined by WTL.

## 30. FORCE MAJEURE

It is hereby defined as any cause, which is beyond the control of the Contractor or WTL as the case may be, which such party could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as

- War, Hostilities or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy and civil war.
- Rebellion, revolution, insurrection, mutiny, usurpation of civil or military, government, conspiracy, riot, civil commotion and terrorist area.
- Confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de facto authority or ruler, or any other act or failure to act of any local state or national government authority.
- Strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage of power supply epidemics, Quarantine and plague.
- Earthquake, landslide, volcanic activity, fire flood or inundation, tidal wave, typhoon or cyclone, hurricane, nuclear and pressure waves or other natural or physical disaster.

If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen days after the occurrence of such event. The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered or delayed.

The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure up to its or their performance of the Contract and to fulfill its or their obligation under the Contract but without prejudice to either party's right to terminate the Contract.

No delay or nonperformance by either party to this Contract caused by the occurrence of any event of Force Majeure shall.

- Constitute a default or breach of the contract.
- Give rise to any claim for damages or additional cost or expense occurred by the delay or nonperformance. If, and to the extent, that such delay or nonperformance is caused by the occurrence of an event of Force Majeure.

## 31. INSURANCE COVERAGE

Appropriate insurance to cover all solution components for the transit period and until the time of its acceptance at the respective site is to be taken by the contractor. As the contractor will carry the risk for the material in his books during transit, the contractor should arrange insurance for the total system as period from the dispatch till Acceptance Test is successfully achieved. Further the contractor is to take all required insurance coverage in respect of all its personnel who shall be working on this engagement.

## **WEBEL TECHNOLOGY LIMITED**

### **32. WARRANTY**

The Contractor will warranty that products supplied under the contract are newly made and are free from defects in the design, engineering and workmanship. The Contractor would be responsible for the up keep and maintenance of the infrastructure and necessary deliverables under the scope of work during the entire warranty period, i.e., 36 months from the date of final acceptance of the system by the customer. The Contractor shall not, without the express prior written consent of WTL, assign to any third party of the contract or part thereof. Service support for the entire warranty period will be on site and comprehensive (including spares) and free of cost for the entire warranty period.

### **33. WARRANTY SUPPORT**

The total system will be warranted against bad workmanship and manufacturing defects from the date 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 other support) and free of cost for the entire warranty period. The bidder should have a call centre in Kolkata. 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 average uptime averaged over each quarter should be as follows:

Category	Uptime Requirement	Response Time Requirement	Maximum Downtime permitted per instance
Equipments located Kolkata	98.0%	8 Hours	24 Hours

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. Penalty shall be deducted for deviation of warranty support.

### **34. PERFORMANCE BANK GUARANTEE (PBG)**

As a guarantee for timely delivery, installation and commissioning of equipment as well as performance of on-site warranty support, as mentioned in Bill of Material, from the date of final acceptance of systems and pertaining to proper running of the systems, the bidder will have to submit 10% of the contract value as security in the form of Performance Bank Guarantee from any nationalized bank as per format enclosed (Section – O).

### **35. CONTRACTOR'S RESPONSIBILITIES**

Refer Section – B (Scope of Work & Responsibility)

### **36. PURCHASER'S RESPONSIBILITIES**

Refer Section – B (Scope of Work & Responsibility)

### **37. NO WAIVER OF RIGHTS**

Neither the inspection by WTL or any of their agents nor any order by WTL for payment of money or any payment for or acceptance of the whole or any part of the works by WTL, nor any extension of time, nor any possession taken by WTL shall operate as a waiver of any provision of the contract or of any power reserved to WTL, or any right to damages here in provided, nor shall any waiver of any breach in the contract be held to be a waiver of any other subsequent breach.

### **38. GRAFTS, COMMISSIONS, GIFTS, ETC.**

It is the Purchaser's policy to require that bidders, suppliers, contractors and consultants under contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Any graft, commission, gift or advantage given, promised or offered by or on behalf of the contractor or his partner, agent, officers, director, employee or servant or any one on his or their behalf in relation to the obtaining or to the execution of this or any other contract with WTL shall in addition to any criminal liability which it may incur, subject the contractor to the cancellation of this and all other contracts and also to payment of any loss or damage to WTL resulting from any cancellation. WTL shall then be entitled to deduct the amount so payable from any monies otherwise due to the contractor under contract.

### **39. ENFORCEMENT OF TERMS**

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.

### **40. PERIOD OF VALIDITY OF OFFER**

For the purpose of placing the order, the proposals shall remain valid till 180 days. During the period of validity of

## **WEBEL TECHNOLOGY LIMITED**

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.

### **41. TAXES & DUTIES**

- The prices shall be inclusive of all taxes & levies including Service Tax. However the rate of taxes should be indicated separately in the Price Bid. The Purchaser shall reimburse taxes and levies at actual as applicable at the time of delivery.
- For the purpose of the Contract, it is agreed that Contract Price specified in Financial Bid, is based on the taxes & duties and charges prevailing at the date one day prior to the last date of Bid submission date. If any rate of tax changes and new tax rate is introduced then it will be accessed on the Bidder in connection with the performance of the Contract, an equitable adjustment of the Contract Price or deduction there from as the case may be.
- 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.
- Bidder submitting a tender shall produce up to date VAT, Income Tax and Profession Taxes 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.
- In case of CST billing WTL will provide "Waybill" and "C Form". Entry Tax will be borne by the bidder.

### **42. DISCREPANCIES IN BID**

- 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.

### **43. BID DUE DATE**

The online tender has to submitted not later than the due date and time specified in the Important Dates Sheet. WTL may as its discretion on giving reasonable notice by fax, or any other written communication to all prospective bidders who have been issued the bid documents, extend the bid due date, in which case all rights and obligations of the WTL and the bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

### **44. LATE BID**

Any proposal received by WTL after the deadline for submission of proposals may not be accepted.

### **45. OPENING OF BID BY WTL**

Bids shall be opened and downloaded electronically through operation of the process in the e-Tender portal in presence of Tender Committee. Bidders interested to remain present during electronic bid opening may attend the bid opening session at WTL premises at scheduled date & time.

### **46. CONTACTING WTL**

Bidder shall not approach WTL officers beyond office hours and/or outside WTL office premises from the time of the Bid opening to the time of finalization of successful bidder. Any effort by bidder to influence WTL office in the decision on Bid evaluation, Bid comparison or finalization may result in rejection of the Bidder's offer. If the bidder wishes to bring additional information to the notice of WTL, it should be in writing following the procedure mentioned hereinabove.

### **47. WTL'S RIGHT TO REJECT ANY OR ALL BIDS**

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.

### **48. BID CURRENCIES**

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

### **49. PRICE**

- Price should be quoted in the Price Bid format only. No deviation in any form in the Price Bid sheet is acceptable.

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- 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 supply, installation & commissioning charges.

### **50. 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.

### **51. NON-TRANSFERABILITY OF TENDER**

This tender document is not transferable.

### **52. FORMATS AND SIGNING OF BID**

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.

### **53. WITHDRAWAL OF BID**

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

### **54. 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.

### **55. SPLITTING OF THE CONTRACT AND CURTAILMENT OF WORK**

WTL reserve 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.

### **56. PREPARATION OF TENDER**

Tender shall be submitted in accordance with the following instructions:

- a) Tenders shall be submitted in the prescribed forms. Digital signatures shall be used. Where there is conflict between the words and the figures, the words shall govern.
- b) 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.
- c) 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.
- d) Tenders shall be uploaded as notified on or before the date and time set for the opening of tenders in the Notice Inviting Tenders.
- e) Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- f) Each and every page of the tender document must be signed with company seal by the bidder.
- g) 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.

### **57. PRE-DISPATCH INSTRUCTION**

All materials / equipments supplied against the purchase order shall be subjected to Inspection, check and /or test by the authorized representative from WTL.

### **58. FINAL INSPECTION**

Final inspection will be carried by the authorized representative from WTL.

### **59. SITE INSPECTION**

Bidder can inspect (at their own cost) the sites if required, for which they have to take necessary permission from WTL in writing. WTL will take at least four days to organize such permission.

### **60. INSTALLATION LOCATION DETAILS**

## **WEBEL TECHNOLOGY LIMITED**

The Entire Bio-metric Attendance & Access Control System will be installed at the following places.

1. Directorate of Treasuries and Accounts Finance Dept., Mitra Building (3<sup>rd</sup> floor), 8 Lyons range, Kolkata-700001.
2. Directorate of Pension, Provident Fund and Group Insurance, Finance Dept., Purta Bhavan (2<sup>nd</sup> floor), Salt Lake City, Kolkata – 700091

### **61. ERASURES OR ALTERNATIONS**

The offers with overwriting and erasures may make the tender liable for rejection if each of such overwriting/erasures/manuscript ions 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 Tender Committee reserves the right for such waivers.

### **62. COMPLIANCE WITH LAW**

The contractor hereto agrees that it shall comply with all applicable union, state and local laws, ordinances, regulations and codes in performing its obligations hereunder, including the procurement of licenses, permits certificates and payment of taxes where required. The contractor shall establish and maintain all proper records (particularly, but without limitation, accounting records) required by any law, code/practice of corporate policy applicable to it from time to time including records and returns as applicable under labor legislation.

### **63. CLARIFICATION OF BIDS**

During evaluation of the bids, the Customer/Tender Committee, at its discretion may ask the bidder for clarification of its bid. The request for the clarification and the response shall be in writing (fax/email) and no change in the substance of the bid shall seek offered or permitted.

### **64. DEEMED ACCEPTANCE**

Deliverables will be deemed to be fully and finally accepted by Intelligence Branch in the event DTA & DPPG, Fin Dept., GoWB has not submitted such Deliverable Review Statement to Bidder/Implementation Partner before the expiration of the 30-days review period, or when DTA & DPPG, Fin Dept., GoWB uses the Deliverable in its business, whichever occurs earlier (“Deemed Acceptance”).

### **65. QUALITY CONTROL**

- The contractor is obliged to work closely with WTL and/or DTA & DPPG, Fin Dept., GoWB staff, act within its authority and abide by directive issued by them on implementation activities.
- The contractor will abide by the safety measures and free WTL and DTA & DPPG, Fin Dept., GoWB from all demands or responsibilities arising from accident/loss of life, the cause of which is due to their negligence. The bidder will pay all indemnities arising from such incidents and will not hold WTL and DTA & DPPG, Fin Dept., GoWB responsible.
- The contractor will treat as confidential all data and information about the system, obtained in the execution of its responsibilities in strict confidence and will not reveal such information to any party without the prior written approval of WTL/ DTA & DPPG, Fin Dept., GoWB.
- WTL reserves the right to inspect all phases of contractor’s operation to ensure conformity to the specifications. WTL shall have engineers, inspectors or other duly authorized representatives made known to the contractor, present during the progress of the work and such representatives shall have free access to the work at all times. The presence or absence of representatives of WTL does not relieve the contractor of the responsibility for quality control in all phases.
- 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.

### **66. SITE NOT READY**

The bidder shall not be in any manner liable for any delay arising out of DTA & DPPG, Fin Dept., GoWB inability to make the site ready within the stipulated period.

### **67. GENERAL TERMS**

- a) 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.
- b) 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

## **WEBEL TECHNOLOGY LIMITED**

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.

- c) No Technical/Commercial clarification will be entertained after opening of the tender.
- d) Overwriting and erasures may make the tender liable for rejection if each of such overwriting/erasures/manuscription is not only signed by the authorized signatory of the bidder. All overwriting should be separately written and signed by the authorized signatory of the bidder.
- e) 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.
- f) 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.
- g) 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.
- h) 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.
- i) No dispute by the bidders in regard to Technical/Commercial points will be entertained by WTL and decision taken by the Tender Committee will be final.
- j) Discrepancy in the amount quoted by the bidder due to calculation mistake, the unit rate shall be regarded as firm and the totaling or carry in the amount quoted by the bidder shall be corrected accordingly.
- k) The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.
- l) 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.
- m) The customer/WTL at its discretion may extend the deadline for the submission of Bids.
- n) 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.

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## **SECTION – F**

### **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 in original)

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

**Sub: Delivery, Installation and Commissioning of Bio-metric Attendance System and other related accessories for the Finance Department, GoWB (Directorate of Treasuries and Accounts & Directorate of Pension, Provident Fund & Group insurance offices)**

Dear Sir,

1. We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject tender no. WTL/FD/BAS/16-17/012 dated 28.09.2016, 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 180 (one hundred eighty) 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. 20000/- (DD no. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_).
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 anywhere 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 Financial Bid (BOQ).
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 bidders without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

**WEBEL TECHNOLOGY LIMITED**

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

Thanking you, we remain

Yours faithfully

.....  
Signature

.....  
Name in full

.....  
Designation

**Signature & Authorized Verified by**

.....  
Signature

.....  
Name in full

.....  
Designation

.....  
Company Stamp

# **WEBEL TECHNOLOGY LIMITED**

## **SECTION – G**

### **TECHNO COMMERCIAL EVALUATION & AWARDING OF CONTRACT**

#### **1. EVALUATION PROCEDURE**

- The Eligibility Criteria (Section - C) will be evaluated by Tender Committee and those qualify will be considered for further evaluation.
- The Tender Committee shall verify the Technical Specification (Bill of Material & Technical Compliance Sheet, Section – I) Deviation in specification shall not be allowed. Bidder qualified in Technical Specification shall be considered for further evaluation.
- After qualifying in Technical Specification, qualified bidders will only be considered for Financial Bid evaluation.

#### **2. FINAL EVALUATION**

Financial Proposal of the bidders qualifying in the evaluation of Technical specification will be evaluated. The bidder who has qualified in the Technical Specification evaluation and returns with lowest quote (L1) in financial bid would normally be awarded the contract subject to Post Qualification.

#### **3. AWARDING OF CONTRACT**

An affirmative Post Qualification determination will be prerequisite for award of the contract to the lowest quoted bidder. A negative determination will result in rejection of bidder's bid, in which event the WTL will proceed to the next lowest evaluated bidder to make a similar determination of that bidder's capability to perform satisfactorily. The successful bidder (s) will have to give security deposit in the form of Performance Bank Guarantee.

#### **4. POST QUALIFICATION**

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

# **WEBEL TECHNOLOGY LIMITED**

## **SECTION – H**

### **GUIDANCE FOR E-TENDERING**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the Bidders to participate in e-Tendering.

- **Registration of Bidder:**  
Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System through logging on to <https://wbtenders.gov.in>. The Bidder is to click on the link for e-Tendering site as given on the web portal.
- **Digital Signature Certificate (DSC):**  
Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token.
- The Bidder can search & download N.I.T. & BOQ electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- **Participation in more than one work:**  
A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If, found to be applied severally in a single job all the applications will be rejected.
- **Submission of Tenders:**  
Tenders are to be submitted through online to the website stated above in two folders at a time, one in Techno Commercial Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats)

The proposal should contain scanned copies of the following in two covers (folders).

#### **Techno Commercial Cover:**

##### **Technical Document1 (scanned & join in pdf format then upload)**

1. Copy of Demand Draft of Earnest Money Deposit (EMD)
2. Copy of Demand Draft of Tender Fee

##### **Technical Document2 (scanned & join in pdf format then upload)**

1. N I T Declaration duly stamped & signed in letter head, Section - Q
2. Declaration of Eligibility Criteria, Section - P

##### **Technical Compliance (scanned & joins in pdf format then upload)**

1. Bill of Material & Technical Compliance Sheet, Section – I
2. All the Manufacturer Authorisation Form, Section – L

#### **Financial Cover:**

BOQ will be downloaded and same will be uploaded with quoted rates. While uploading BOQ file name shall remain unchanged. Absence of this document shall lead to summary rejection of the bid.

#### **NON-STATUTORY COVER (MY SPACE) CONTAIN FOLLOWING DOCUMENT:**

## **WEBEL TECHNOLOGY LIMITED**

(In each folder, scanned copy will be uploaded with single file having multiple pages)

Sl. No.	Category Name	Sub Category Name	Sub Category Description
A	CERTIFICATES	A1. CERTIFICATES	<ul style="list-style-type: none"> <li>• VAT/CST Registration Certificate</li> <li>• Service Tax Registration Certificate</li> <li>• PAN</li> <li>• Document as per Clause no. 2 of Section – C</li> </ul>
B	COMPANY DETAILS	B1. COMPANY DETAILS 1	<ul style="list-style-type: none"> <li>• Document as per Clause – 1 of Section – C</li> <li>• Declaration as per Clause no. 13 of Section – C</li> </ul>
		B2. COMPANY DETAILS 2	<ul style="list-style-type: none"> <li>• Company Profile (Not more than 3 pages)</li> <li>• Declaration as per Clause no. 6 of Section – C</li> </ul>
C	CREDENTIAL	CREDENTIAL 1	Order copies as per Clause no. 4 & 5 of Section – C
		CREDENTIAL 2	Document as per Clause – 11 of Section – C
D	DECLARATION	DECLARATION 1	List of Clients as per format (Section – N)
		DECLARATION 2	Financial Capability of Bidder as per format (Section – K)
		DECLARATION 3	Bidder's Details as per format (Section – J)
		DECLARATION 4	Bid Form as per format (Section – F)
		DECLARATION 5	<ul style="list-style-type: none"> <li>• Product brochure</li> <li>• Other documents, if any</li> </ul>
F	FINANCIAL INFO	P/L & BALANCE SHEET 2013-2014	P/L & BALANCE SHEET 2013-2014
		P/L & BALANCE SHEET 2014-2015	P/L & BALANCE SHEET 2014-2015
		P/L & BALANCE SHEET 2015-2016	P/L & BALANCE SHEET 2015-2016

**Note:**

**The hard copy of the total set of documents uploaded in e-Tender site except BOQ to be submitted in sealed envelope to Manager (Purchase), Webel Technology Ltd. before opening of Technical Bid. The envelope superscripted with words "Hard copy of document uploaded against Tender no. WTL/FD/BAS/16-17/012 except BOQ".**

# WEBEL TECHNOLOGY LIMITED

## SECTION – I

### BILL OF MATERIAL & TECHNICAL COMPLIANCE SHEET

(Tender No. WTL/FD/BAS/16-17/012 dated 28.09.2016)

Item Details		Qty	UOM	Make	Model	Technical Compliance (Yes/No)
<b>A) Biometric ( Finger print ) Time &amp; Attendance Terminal / Controller based on the latest technology as per the following specifications</b>						
Finger Print Sensor	<ul style="list-style-type: none"> <li>* Optical Type, top surface of the finger print sensor should be fully scratch resistant.</li> <li>* Minimum Optical Sensor Size: 16 x 18 mm</li> <li>* Should be effective for dry &amp; Wet finger.</li> <li>* The biometric fingerprint Sensor should be from a reputed manufacturer, such as Suprema/Sagem/Nitgen with best/efficient finger verification algorithm &amp; FVC (Finger Verification Completion) accreditation (<b>Document required</b>).</li> <li>* Biometric Scanner should be Optical Fingerprint Sensor with ISO 19794-2 compatible Template (<b>Document required</b>).</li> <li>* Auto-updating of template feature must be there to accommodate changes in finger print pattern.</li> </ul>	6	Nos			
Resolution	500 dpi or better					
Communication	LAN (Wired) or WiFi (Wireless) using TCP IP					
Data Communication Mode	Online Push Data to Server over LAN or Internet using GPRS/Broad Band connectivity using TCP/IP Protocol					
Server IP	Data can be pushed to a Single Server asynchronously/simultaneously from all the site.					
Power-over-Ethernet	The LAN Port shall support PoE with upto 12-24V DC Power Supply.					
Data Encryption	Data transfer in encrypted Mode with moving key (not fixed) for controlling the possibility of data hacking.					
Web Server	Web Server Interface for Setting up, configuring & managing the terminal various Parameters.					
Individual Identification Mode	<ul style="list-style-type: none"> <li>1.Finger only Mode ( 1:N )</li> <li>2.ID [ Smart Card / Mifare ( 13.56 MHz, read and R/W + Finger ) ( 1:1 ) , for finger (s) which may not get recognized / enrolled .</li> <li>3.Card + Finger Mode</li> <li>4.User based verify Mode</li> </ul>					
Global Attendance Input Mode	Global Attendance Input Mode Setting <ul style="list-style-type: none"> <li>* Finger Only,</li> <li>* ID + Finger,</li> <li>* ID Only</li> <li>* Individual Mode : This will make the terminal working as per individual mode while enrollment.</li> </ul>					
RTC	Inbuilt Battery for Real Time Clock					
Weigand	Weigand IN to connect External Prox /Mifare/ HID Readers					
Smart Card Reader	Terminals should have built-in Mifare card Reader & Writer, 2 Fingers(any) per Person can be stored in 1 KB Smart Card, Customer Definable Key for Authentication with Smart Card					
Finger identification time	1000 Finger Print in less than 0.8 sec ( typical )					
No of Templates & Users	9500 Template & 20,000 Users database					
Users	4750 users with 2 fingerprint tempalte per employee, in 1: N Mode Provision for upto 4 fingerprint templates per employee					

## WEBEL TECHNOLOGY LIMITED

Finger rotation & deviation	The Biometric reader should be capable of sensing finger rotation of + - 90 degree with Allowable Finger Displacement : +/- 5 mm				
Transaction Records	Device should be able to store minimum 90,000 Records				
Authentication Rate	False Rejection Rate ( FRR ) : 1/1000 False Acceptance Rate ( FAR ) : 1/100000				
Display	Automobile grade Graphic LCD with 16 Character / 2 Line with Blue Backlit & White Character for sharp & stylish reading even in bright Sunlight.				
Keyboard	16 Key Sealed Membrane Keypad with 3 Function Keys reserved for Administrative Functions with Password/Pass Finger based entry restriction.				
Human Voice Interface	Audio Buzzer & Human Voice Speaker local language support for acknowledgement for Finger Acceptance/Rejection				
Bicolor LED	Visual Indication using Green LED Indication for Acceptance & Red LED for Rejection				
Auxillary RS232C Port	Additional RS232C Port to connect Printer or Large Display				
Access Control Feature	Relay Output for Access Control, Request-to-Exit Input & Lock Feedback Input for DOTL alarm				
Features	It has features like Time Masking, Employee Masking, Shift Masking, Paging, Bulletin & Programmable IN/OUT feature				
Power	SMPS Power Supply with Continuously operable on 90 -260 V , 50Hz. Ac, No need of Voltage Stabilizer				
Battery backup	Rechargeable MFB battery backup. Device should be operable on battery for at least 4 hours with intelligent Charging option.				
Power Saving	Auto Switch Off Facility for Power Saving when in Battery Mode				
Processor	120MHz or Greater ARM Cortex Processor M3 or ARM 9 32 Bit Micro Controller or equivalent				
Flash	128 Mb Flash or Greater				
Temperature	0~50 Deg C, <b><u>Type Test Certificate should be attached from STQC Certified Lab</u></b>				
Humidity	95% at 40 Deg C <b><u>Type Test Certificate should be attached from STQC Certified Lab</u></b>				
Enclosure	Industry grade Sheet Metal Enclosure casing for Safety & security with lock Key: Wall mounted Sheet Metal Enclosure Casing for Safety & Security with lock key. The Mild Steel (MS) Panel meant to provide physical security to terminal from natural or artificial trauma/vandalism with grouting arrangement. The Panel shall have door with transparent acrylic cover to make the terminal visible & need not be opened to give finger print punching & large LED for finger acceptance for Finger rejection.				
<b>B) Terminal &amp; Template Management software for Fingerprint Registration/Management/Enrollment</b>		<b>2</b>	<b>Nos</b>		

## WEBEL TECHNOLOGY LIMITED

	<ol style="list-style-type: none"> <li>1. Terminals shall be able to (logically) connected to the Organisation Unit</li> <li>2. Import of Employee Details from XLS or Database</li> <li>3. Assigning the Employees to Organization &amp; Finger enrollment using USB based Reader.</li> <li>4. Downloading of Employee Database, eg Name, Employee ID etc from Server to Remote Terminals for enabling enrollment</li> <li>5. Finger Enrollment can be done for the Employees whose data is downloaded from Server.</li> <li>6. Enrolled Finger Templates may be Pushed to Server for Centralized repository of Finger.</li> <li>7. The templates may be managed from this software, eg downloading the Finger Template to other terminals, for Employees who are moving or on duty to other offices or got transferred.</li> <li>8. Deletion of Template for the employees who have resigned from Terminals remotely.</li> <li>9. Dash Board to see the Health of all the terminals with filtering condition.</li> <li>10. Employee ID Card Printing(with photo capture,Signature capture)</li> <li>11. Black Listing of Employees</li> <li>12. Smart Card may be written for Employee details &amp; Template using Smart Card Writer</li> <li>13. Transaction data may be pushed to any Customer Data base or SAP compatible Text file may be generated.</li> <li>14. MS SQL back-end database to store digitized fingerprint template data</li> <li>15. Web based Server Application with Management dash board.</li> </ol> <p>All Database supposed to be on control server.</p>					
<b>C) USB Fingerprint Scanner ( for fingerprint registration) compatible to Terminal Management Software</b>		<b>2</b>	Nos			
Fingerprint Sensor	Optical type . The vendor cn also quote for any other suitable system					
Resolution	500dpi or better.					
Verification Time	< 1 sec					
Operating Temperature	0-50C					
Interface	USD 2.0					
Surface	Resistant to Scratches , impact , vibration and electrostatic					
Support Operating Systems	Windows					
<b>D) MIS Time Management Software</b>		<b>2</b>	Nos			
Time Management Software	<p>The software shall provide facility for the following:</p> <ol style="list-style-type: none"> <li>1. Add , Delete , Edit Company,Branch/Location,Department,Sub-Deptt..</li> <li>2. Provision to add , edit , activate , deactivate Shift .</li> <li>3. Providing for changing permissible timings.</li> <li>4. Provision to specify location and department wise rule for making late and early departure and calculation of leave deduction based on the rule .</li> </ol>					
	<ol style="list-style-type: none"> <li>5. Provision to specify rules for calculating overtimes.</li> <li>6. Provision to add weekly holidays and yearly holidays (closed and RH)</li> <li>7. Provision to enter leave granted (CL/El/ML/RH/etc).</li> <li>8. Provision to regulate late arrival / early departure,that has accrued due to official reasons .</li> </ol>					
	<ol style="list-style-type: none"> <li>9 .Monitor transaction logs.</li> <li>10. Provision to allow flexi timings sitting with Late arrival.</li> </ol>					

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	12. Web based Portal for Employee-Self-Service (ESS) & Admin functions. It shall be made on as per following details :: ESS features as Admin and Super User. Useful for Users/Dept. Heads/HR (defined as Admin or Super User to Login & check/Post some indispensable attendance related functionalities, as under:				
	<ul style="list-style-type: none"> <li>• Shift Reallocation</li> <li>• Gate Pass</li> <li>• Manual Attendance</li> <li>• Leave Process</li> <li>• Viewing of Leave application of Employees</li> <li>• Tour /site apply for Employees</li> <li>• Password changing (not other Employees)</li> <li>• Home content editing like Image/Picture upload, News Update, Quick Link, Quote of the Day etc.</li> <li>• Real Time Private messaging using Intranet for Inter communication among Users / Employees / Super Users and Administrator)</li> </ul>				
	Report generation module to provide the following Standard Reports (Daily and Monthly) based on Parameters: <ul style="list-style-type: none"> <li>• Graphical Report with details.</li> <li>1. Daily Attendance and Absentee Report.</li> <li>2. Late Arrival and Early Departure Report.</li> <li>3. Continuous Absentee Report.</li> <li>4. Location-wise / Department -Wise , Attendance and Absentee Report</li> <li>5. To provide Attendance and Absentee report based on category.</li> <li>6. Reports based on particular time duration of the days, month</li> <li>7. Working hours, Overtime Hours report .</li> </ul>				
	<ul style="list-style-type: none"> <li>• Graphical Attendance Analysis with details .</li> </ul>				
	<ul style="list-style-type: none"> <li>• Auto emailing of scheduled reports (E-report) to Admin / Super users (HOD's) at specific Time of Day on Daily, week End or Month End basis.</li> <li>• Some special reports are: Monthly continuous Absent/Late by n number of days with user email alert, Monthly Late List count department wise, Daily Attendance analysis etc.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Attendance Bottom Dock Pane in Dashboard—where you can see pictures of present employees only with their attendance details and shift information.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Responsive Design &amp; intuitive User Experience.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Cross Browser Compatibility including IE (8-10) , Firefox and Chrome.</li> </ul>				
<b>E) Server</b>		2	Nos		
	Server: Intel® Xeon® E3-1220v3 (3.1GHz/4 core/8MB or higher)/Intel® C204 Series Chipset or higher/4 GB (1x4GB) PC3-12800E (DDR3-1600) Unbuffered DIMM equivalent or higher/ 1TB Non- hot plug SATA/ 3 LFF 3.5inch NON HOTPLUG SATA Embedded Smart Array RAID Controller(RAID 0/1/10)/ DVD RW / 1 x 300 Watts Non-Hot Plug Power Supply/2-Port Ethernet Server Adapter(X1)/Monitor, keyboard, mouse/OS/3Yrs Onsite Warranty				
<b>F) UPS</b>		2	Nos		
	1KVA or higher online UPS(Digital signal processor controlled True Online/ PWM technology with IGBTs with built In galvanic isolation/ Less than 50 dB Noise level/ Operating Temperature: 0-45 degree centigrade/ Humidity: 10 to 95% non-condensing/ Crest Factor: Minimum 3:1 at full load/ Output Wave Form: Pure Sine wave/ Cold Start feature/ Both input& Output have MCB's/ MCB / MCCB Trips and UPS shut down without Blowing any fuses/ UPS safe in the case of high Voltage/High Current/ high spike/ high surges at input to the UPS/ ISO 9001:2008/3Years Onsite Warranty				
<b>G) Cabling work of per mtrs. Length including supply and laying with all accessories</b>		120	Mtr		
<b>H) Installation, commissioning and trial run including providing training to the entire departmental staff of the whole system</b>		2	LS		

## **WEBEL TECHNOLOGY LIMITED**

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

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

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

- Bidder should submit all relevant data sheet/brochure of all quoted items and should also available in respective OEM's official website.
- Bidder should indicate items mentioned in the OEM data sheet / brochure by marketing as mentioned in minimum specification in the RFP

**Bill of quantity may change at the time of ordering/execution of work. Final bill will raise on actual consumption of all materials.**

# WEBEL TECHNOLOGY LIMITED

## SECTION – J

### BIDDERS'S DETAILS

(Tender No. WTL/FD/BAS/16-17/012 dated 28.09.2016)

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	
	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	

## WEBEL TECHNOLOGY LIMITED

13	What type best describes your firm? (Purchaser reserves the right to verify the claims if necessary) <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	List the major clients with whom your organization has been / is currently associated.	
16	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)	
17	Have you ever been denied tendering facilities by any Government / Department / Public sector Undertaking? (Give details)	

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

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

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

**WEBEL TECHNOLOGY LIMITED**

**SECTION – K**

**FINANCIAL CAPABILITY OF BIDDER**

(Tender No. WTL/FD/BAS/16-17/012 dated 28.09.2016)

**FINANCIAL INFORMATION**

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

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

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

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

**Note:**

Submit the audited financial statement/ audited annual report of the last three financial years.

**WEBEL TECHNOLOGY LIMITED**

**SECTION – L**

**MANUFACTURER’S AUTHORIZATION FORM**

Date:

**To**  
**Webel Technology limited**  
**Plot-5, Block-BP, Sector-V**  
**Salt Lake**  
**Kolkata-700 091**

Ref: Tender No.: WTL/FD/BAS/16-17/012 dated 28.09.2016

WHEREAS \_\_\_\_\_ who are official producers of  
\_\_\_\_\_ and having production facilities at  
\_\_\_\_\_ do hereby authorize  
\_\_\_\_\_ located at  
\_\_\_\_\_ (hereinafter, the “Bidder”) to submit a bid of the following  
Products produced by us, for the Supply Requirements associated with the above Invitation for Bids.

When resold by \_\_\_\_\_, these products are subject to our applicable standard end user warranty terms.

We assure you that in the event of \_\_\_\_\_, not being able to fulfill its obligation as our Service Provider in respect of our standard Warranty Terms we would continue to meet our Warranty Terms through alternate arrangements.

We also confirm that \_\_\_\_\_ is our authorized service provider/system integrator and can hence provide maintenance and upgrade support for our products.

We also confirm that the products quoted are on our current product list and are not likely to be discontinued within 5 years from the day of this letter. We assure availability of spares for the products for the next five years after five years warranty.

We also confirm that the material will be delivered within 30 days from the date of placement of confirmed order.

Name \_\_\_\_\_ In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the authorization for and on behalf of \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_ 2016

**Note:** This letter of authority must be on the letterhead of the Manufacturer and duly signed by an authorized signatory.

# WEBEL TECHNOLOGY LIMITED

## SECTION – M

### FORMAT FOR PRE-BID MEETING QUERY

(Tender No. WTL/FD/BAS/16-17/012 dated 28.09.2016)

Name of the Bidder:

Queries

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

**Note:** The filled form to be submitted in XLS & PDF Format. There is a cutoff date for receiving of queries before Pre Bid Meeting. Queries received after the cutoff period will not be accepted. The Purchaser reserves the right to respond all queries over e-mail.

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

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

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



# WEBEL TECHNOLOGY LIMITED

## SECTION – O

### PROFORMA FOR PERFORMANCE BANK GUARANTEE

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

#### PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT –CUM-PRFORMANCE GUARANTEE

Ref ..... Bank Guarantee no.....

Date.....

#### PROFORMA OF BG FOR SECURITY DEPOSIT

KNOW ALL MEN BY THESE PRESENTS that in consideration of WEBEL TECHNOLOGY LIMITED, a Government of West Bengal Undertaking incorporated under the Companies Act, 1956 having its Registered office at Webel Bhavan, Block EP&GP, Sector V, Kolkata-700 091 (hereinafter called "The Purchaser") having agreed to accept from \_\_\_\_\_ (hereinafter called "The Contractor") Having its Head Office at \_\_\_\_\_, a Bank guarantee for Rs. \_\_\_\_\_ in lieu of Cash Security Deposit for the due fulfillment by the Contractor of the terms & conditions of the Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ issued by the Purchaser for \_\_\_\_\_ (hereinafter called "the said work order \_\_\_\_\_ dated \_\_\_\_\_)". We \_\_\_\_\_ (Name & detailed address of the branch) (hereinafter called "the Guarantor") do hereby undertake to indemnify and keep indemnified the Purchaser to the extent of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only against any loss or damage caused to or suffered by the Purchaser by reason of any breach by the Contractor of any of the terms and conditions contained in the said Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ of which breach the opinion of the Purchaser shall be final and conclusive.

(2) AND WE, \_\_\_\_\_ DO HEREBY Guarantee and undertake to pay forthwith on demand to the Purchaser such sum not exceeding the said sum of \_\_\_\_\_ Rupees \_\_\_\_\_) only as may be specified in such demand, in the event of the Contractor failing or neglecting to execute fully efficiently and satisfactorily the order for \_\_\_\_\_ Work Order no. \_\_\_\_\_, \_\_\_\_\_ dated \_\_\_\_\_

(3) WE \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order as laid down in the said Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ including the warranty obligations and that it shall continue to be enforceable till all the dues of the Purchaser under or by virtue of the said Work Order No. dated \_\_\_\_\_ have been fully paid and its claims satisfied or is charged or till the Purchaser or its authorized representative certified that the terms and conditions of the said Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ have been fully and properly carried out by the said contractor and accordingly discharged the guarantee.

(4) We \_\_\_\_\_ the Guarantor undertake to extend the validity of Bank Guarantee at the request of the contractor for further period of periods from time to time beyond its present validity period failing which we shall pay the Purchaser the amount of Guarantee.

(5) The liability under the Guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only and will expire on \_\_\_\_\_ and unless a claim in writing is presented to us or an action or suit to enforce the claim is filled against us within 6 months from \_\_\_\_\_ all your rights will be forfeited and we shall be relieved of and discharged from all our liabilities (thereinafter)

(6) The Guarantee herein contained shall not be determined or affected by liquidation or winding up or insolvency or closer of the Contractor.

**WEBEL TECHNOLOGY LIMITED**

(7) The executants has the power to issue this guarantee on behalf of Guarantor and holds full and valid power of Attorney granted in his favour by the Guarantor authorizing him to execute the Guarantee.

(8) Notwithstanding anything contained herein above, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only and our guarantee shall remain in force up to \_\_\_\_\_ and unless a demand or claim under the guarantee is made on us in writing on or before \_\_\_\_\_ all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

WE, \_\_\_\_\_ lastly undertake not to revoke this guarantee during the currency except with the previous consent of the Purchaser in writing. In witness whereof we \_\_\_\_\_ have set and subscribed our hand on this \_\_\_\_\_ day of \_\_\_\_\_.

SIGNED, SEALED AND DELIVERED

\_\_\_\_\_  
(Stamp of the executants)

WITNESS

1) \_\_\_\_\_

2) \_\_\_\_\_

(Name & address in full with Rubber Stamp)

# **WEBEL TECHNOLOGY LIMITED**

## **INSTRUCTIONS FOR FURNISHING BANK GUARANTEE**

1. Bank Guarantee (B.G.) for Advance payment, Mobilization Advance, B.G. for security Deposit-cum-Performance Guarantee, Earnest Money should be executed on the Non- Judicial Stamp paper of the applicable value and to be purchased in the name of the Bank.
2. The Executor (Bank authorities) may mention the Power of Attorney No. and date of execution in his/her favour with authorization to sign the documents. The Power of Attorney is to be witnessed by two persons mentioning their full name and address.
3. The B.G. should be executed by a Nationalised Bank/ Scheduled Commercial Bank preferably on a branch located in Kolkata. B.G. from Co-operative Bank / Rural Banks is not acceptable.
4. A Confirmation Letter of the concerned Bank must be furnished as a proof of genuineness of the Guarantee issued by them.
5. Any B.G. if executed on Non-Judicial Stamp paper after 6 (six) months of the purchase of such stamp shall be treated as Non-valid.
6. Each page of the B.G. must bear signature and seal of the Bank and B.G. Number.
7. The content of the B.G. shall be strictly as Proforma prescribed by WTL in line with Purchase Order /LOI/ Work Order etc. and must contain all factual details.
8. Any correction, deletion etc. in the B.G. should be authenticated by the Bank Officials signing the B.G.
9. In case of extension of a Contract the validity of the B.G. must be extended accordingly.
10. B.G. must be furnished within the stipulated period as mentioned in Purchase Order / LOI / Work Order etc.
11. Issuing Bank / The Bidder are requested to mention the Purchase Order / Contract / Work Order reference along with the B.G. No. For making any future queries to WTL.

# WEBEL TECHNOLOGY LIMITED

## SECTION - P

### DECLARATION OF ELIGIBILITY CRITERIA

(Tender No. WTL/FD/BAS/16-17/012 dated 28.09.2016)

Sl. No.	Eligibility Criteria	Document Submitted	Documents submitted
1	The bidder must be a company registered under Companies Act, 1956/2013 or Partnership or LLP or OPC or Proprietary Firm. Documentary (Certificate of incorporation/Relevant document) evidence to be submitted.	Yes/No	
2	The bidder should have their presence in Kolkata with own office and service center. Valid proof should be submitted along with the bid.	Yes/No	
3	The bidder should have valid VAT/CST Registration Certificate, Service Tax Registration Certificate, & PAN. Bidder shall have to submit photocopy of the documents.	Yes/No	
4	The bidder should have executed "Similar Nature" of single order an amount not less than Rs. 3.00 Lakhs in last five financial years (starting from FY - 2011-12) in Government Department/PSU/Autonomous Body/Scheduled Banks or any reputed organization. References order copy for the project to be provided.	Yes/No	
5	The bidder should have executed "Similar Nature" of work atleast two orders of amount not less than Rs. 4.00 Lakhs in last five financial years (starting from FY - 2011-12) in Government Department/PSU/Autonomous Body or any reputed organization. References order copy for the project to be provided.	Yes/No	
6	Bidder should have Kolkata based Call Center number. Call Center details with number & detailed escalation matrix to be submitted.	Yes/No	
7	The bidder should have an annual turnover of not less than Rs.50.00 Lakhs each year in the last three financial years (FY - 2013-14, 2014-15 & 2015-16). Bidder shall have to submit Audited Accounts / Auditor Certificate in support of their claim.	Yes/No	
8	Bidder should submit Earnest Money Deposit (EMD) of Rs. 20000.00 (Rupees Ten thousand only) in the form of Demand Draft from any Scheduled Bank in favour of Webel Technology Limited payable at Kolkata.	Yes/No	
9	Bidder should submit Tender Document Fee of Rs. 4000.00 (Rupees Four thousand only) in the form of Demand Draft from any Scheduled Bank in favour of Webel Technology Limited payable at Kolkata.	Yes/No	
10	Manufacturer's tender specific authorizations for Readers, Controllers & Server must be submitted as per format enclosed, (Section - L).	Yes/No	
11	The bidder shall have Quality Certificate (ISO 9001:2008). Copy of valid Certificate to be submitted.		
12	The bidder shall submit Bid Form (Section - F) duly signed by the authorized signatory of the company as per the format enclosed. Deviation in format may not be accepted.	Yes/No	
13	The bidder shall 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.	Yes/No	

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

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

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

**WEBEL TECHNOLOGY LIMITED**

**SECTION - Q**

**NIT DECLARATION**

(Bidders 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: Delivery, Installation and Commissioning of Bio-metric Attendance System and other related accessories for the Finance Department, GoWB (Directorate of Treasuries and Accounts & Directorate of Pension, Provident Fund & Group insurance offices)**

Dear Sir,

We the undersigned bidder/(s) declare that we have read and examined in details the specifications and other documents of the subject tender no. WTL/FD/BAS/16-17/012 dated 28.09.2016 for Delivery, Installation and Commissioning of Bio-metric Attendance System and other related accessories for the Finance Department, GoWB (Directorate of Treasuries and Accounts & Directorate of Pension, Provident Fund & Group insurance offices) published by Webel Technology Limited in e-Tender website.

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

Thanking you, we remain

Yours faithfully

.....  
Signature

.....  
Name in full

.....  
Designation

.....  
Company Stamp

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