

Webel Technology Limited

TENDER DOCUMENT FOR

Empanelment of Scanning & Data Digitization Agencies for Implementation of e-Governance Projects in Government of West Bengal

Tender No. WTL/RC/SD/22-23/009

Date 25th May 2022

Webel Technology Limited

(A Govt. of West Bengal Undertaking)

An ISO 9001:2015, ISO/IEC 27001:2013, CMMi Level 5 organization
Plot-5, Block – BP, Sector-V, Salt Lake City, Kolkata 700091.

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Important Dates and Information

1.	Project description	Empanelment of Scanning & Data Digitization Agencies for Implementation of e-Governance Projects in Government of West Bengal.
2.	Tender Fee	For Type-1 bidder, Tender fee of Rs 5000 to be submitted online. For Type-2 bidder, Tender fee of Rs 3000 to be submitted online The amount to be transferred electronically as per the details given in Clause – 3, Section - C
3.	Earnest Money Deposit	For Type-1 bidder, EMD of Rs. 1,00,000/- to be submitted online. For Type-2 bidder, EMD of Rs. 50,000/- to be submitted online The amount to be transferred electronically as per the details given in Clause – 3, Section - C
4.	Pre-Bid Meeting date & time	02.06.2022 at 12.00 Hrs. (On-Line Meeting) <ul style="list-style-type: none">• Pre-Bid meeting will be organizing online platform only. Only queries as per format (Section - N) reaching WTL by 01.06.2022 at 15.00 Hrs. will be taken for decision. Prospective bidders are requested to send mail to purchase@wtl.co.in for participation of online pre-bid meeting. Based on request WTL will share meeting id / links for meeting. If there is any change in date and time then will inform.• Only queries as per format (Section - N) reaching WTL by 01.06.2022 at 15.00 Hrs. will be taken for decision.• Queries will be sent to Manager (Purchase) (purchase@wtl.co.in)
5.	Last date & time of Bid Submission	16.06.2022 at 14.00 Hrs.
6.	Date & time of Technical Bid Opening	16.06.2022 at 14.30 Hrs.
7.	Bid Submission & Bid Opening venue	WEBEL TECHNOLOGY LIMITED (A Govt. of West Bengal Undertaking) Plot - 5, Block – BP, Sector – V, Salt Lake City, Kolkata – 700091.
8.	WTL Address	WEBEL TECHNOLOGY LIMITED (A Govt. of West Bengal Undertaking) Plot - 5, Block – BP, Sector – V, Salt Lake City, Kolkata – 700091.
9.	WTL Contact Number	23673403-06
10.	Bidders have to submit the bid in two parts. <ul style="list-style-type: none">• Part 1 - Techno-commercial cum Pre-Qualification Bid.• Part 2 – Financial Bid Bidders are requested to submit two bids separately in two sealed envelope superscribing Part 1 - Techno-commercial cum Pre-Qualification Bid and Part 2 – Financial Bid. These two envelopes have to be submitted inside a sealed envelope superscribing Tender No & Date, Tender subject and Bidder's name & address.	

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SECTION – A

SCOPE OF WORK

WTL desires to have a panel of Scanning and Data Digitization agencies for the execution of such projects in the departments. This RFP for empanelment invites proposals from Scanning and Data Digitization agencies in India to empanel them with WTL to implement ICT projects on “as and when required” basis in West Bengal. The empanelment will be initially for a period of one year, which can be extended/ renewed through mutual consent for a further period.

Sub-Contracting or consortium is not allowed for the scope of work mentioned in the RFP for empanelment.

WTL invites Bids from local Scanning & Data Digitization firms or agencies (“Bidders”) for the empanelment of agencies for Scanning & Data Digitization for Implementation of e-Governance projects. **IT/ITES/ESDM units having its registered office in West Bengal and recruiting at least 50% of its executive employees who are domicile of West Bengal will be termed as Local Enterprises.**

Considering the volume of data digitization to be made, the empanelment is proposed to be categorized based on their annual sales turnover and existence of firm as state below.

Category	Average Annual Turnover of the bidder in last 3 years	Existence of form in years	Volume of work to be awarded
Tier-1	Rs 25 lakhs to Rs 1 Crore	Minimum 3 Years	<ul style="list-style-type: none">• Scanning upto 15 lakhs pages• Data entry upto 10 lakhs records with maximum 300 characters each
Tier-2	>Rs 1 Crore	Minimum 5 years	No Limit

The bidder should participate in the empanelment process for one category only. If the bidder will participate more than one category, the bid will summarily be rejected.

WTL reserves right to increase/decrease number of firms to be empaneled in each category (i.e. Tier).

Scope of Work:

It is always imperative for any organization to meet accepted standards for managing its large official records. These standards are designed to ensure that electronic images of paper source documents, where the image is intended to replace the original as the official record, are captured in a way that ensures their reliability, authenticity, and usability over their entire retention period and that allows the images, or copies produced from the images, to be authenticated as true copies of the originals and to be admissible as evidence in legal proceedings. WTL desires to achieve the following by scanning and digitizing documents for departments/Directorates/Parastatals/Development authorities /PSUs and other Organizations across state of West Bengal:

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- Less Storage space for preserving the documents
- Reduction in overall Searching time.
- Increase in productivity of processes and office personnel
- Availability of the document for sending over email
- Reduced turnaround time of processes
- Increase control over all the important digitized documents by restricting access.

The overall scope of work as follows

Scanning

All the required infrastructure required for scanning (like desktop computers, laptops, UPS, high speed scanner etc) will be provided by the empaneled vendor

- a. Development of software for scanning & data entry (for offline, if required)
- b. Unbinding of the documents with the permission of concerned Department, if required.
- c. Physical Numbering of each page of the document as defined by department
- d. Scanning & indexing each page
- e. OCR enabled scanning, if required
- f. Create multipage PDF
- g. Data Entry of meta data
- h. Preparation of CD/DVDs/HDDs comprising scanned documents
- i. Binding and handover of the documents after scanning
- j. The empaneled vendor will provide required hardware for scanning like computer, scanner, UPS, computer furniture etc

Data entry

- a. Data Entry of particulars (Numerical & Alphabetic) from registers/forms/documents
- b. Check-list generation, Proof Reading, Updation of record & final check-list with back-up.
- c. Department will provide Data Structure for Data Entry.
- d. Verification and authentication of entered data in consultation with concerned department/organization
- e. The empaneled firm shall have to supply verified data as per requirements in CDs/DVDs/HDDs as per defined schedule. The party will also have to keep back-up of the entered data till the completion of the project.

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- f. The empaneled vendor will provide required hardware for data entry like computer, printer, UPS, computer furniture etc. The cost should include copy of proof reading and final data entry report (all records) after verification.

The entire process of scanning and digitization of office documents has been divided into following stages

- Setup of scanning and digitization facility at the End User Department's office
- Pre-Scanning preparation
- Scanning and Digitization
- Indexing and Meta-tagging of scanned documents
- Post Scanning activities
- Storage and backup
- Support the System Integrator during data uploading / data migration to the system.

Setup of scanning and digitization facility at the End User Department's office:

The empaneled Vendor, on receiving Purchase Order/ Work Order from WTL, will setup a scanning facility at the End User Department's office as per direction of WTL.

- The Vendor will set-up adequate scanning and digitization infrastructure as per the requirement of the type and number of documents
- The Vendor will be required to setup and install at least the following infrastructure (but not limited to) in adequate numbers at the End User Department's office:
 - o Desktops/Laptops
 - o Scanners
 - o Network Set-up(optional)
 - o UPS
- The Vendor should provide sufficient equipment so as to complete the scanning and digitization in the specified duration required by the End User Department. Delay incompletion of work will attract penalty to the Vendor.
- The Vendor shall make arrangements for maintenance of IT infrastructure(Scanners,. Desktops/Laptops, UPS, Network setup, etc.) installed at his own cost and make sure the work shall not be stopped on the ground
- The End User Department will provide sufficient space with required furniture and electricity to the Vendor.
- The Vendor shall arrange power backup/generator, if required, to complete the job as per the timeline

Pre-scanning preparation

Pre-processing of document would be the activities that are to be performed by the Vendor on the documents collected before they can be scanned. It shall include the followings(but is not limited to

- Records would be scanned and digitized at the End User Department premises and the Vendor shall be responsible for collecting them from different units of the Department to carry out the digitization work. The documents would be received in lots as agreed mutually between the Vendor and the Department. The Vendor shall acknowledge number and type of documents received from the Department.

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- The Vendor shall maintain a note of the document details in a register while collecting these documents. The log register should contain at least the following details:
 - Name of the document collected
 - Size of the pages in document (A4, legal, A3, etc.) along with the count o Total number of pages in the document
 - Collected from (Name of Government Official)
 - Date of Collection
 - Expected date of return
 - Returned to (Name of Government Official)
 - Returned by (Vendor representative)
 - Actual date of return
- After collection of documents by the Vendor, it would be responsibility of the Vendor to maintain and return the documents in their original form to the End User Department. Any damage to the documents collected shall make the Vendor liable for the same.
- The Vendor shall check for the number of documents in a file in presence of the representative of End User Department.
- The Vendor shall be responsible for removal of dust, removal of tags, pins, threads, rubber bands etc and sorting & numbering of pages in the document file in the correct order.
- The Vendor will carefully unfold and flatten the documents to eliminate creases and wrinkles
- The Vendor shall take special care in preparing the documents which are too old and that may not be in good physical condition and as very delicate they may not be directly scanned. This may include (but not limited to) pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Some documents which are folded at the edges may even require ironing to straighten them. Documents should be prepared such that normal scanner can scan it. The cost of stationeries such as pencils, tapes, glues, staples, tags etc required in preparing documents should be borne by the vendor.
- The Vendor shall take extreme care towards handling of documents so that their chronology is not disturbed or to maintain the sequence of records in the files. For example, Multi-page documents that must be kept together (e.g., a letter with an attachment)
- Segregating the documents to be scanned into batches. The size and content of a batch shall be determined by each unit of the End User Department based on the nature of the documents being scanned and that unit's workflow. Procedures for batching must be documented in the unit specific procedures and must include the use of batch sheets (with e.g., batch number, scanner operator ID, and date scanned) for subsequent traces and storage.
- In case of book scanning, some books are not properly flattened for scanning. Therefore, it needs to unbind the book. It is the responsibility of the vendor to bind the book as per cost of binding.

Scanning & Digitization

- a. Depending on the type and condition of the document, the selected bidder shall deploy the different types of scanners like automatic document feeder, flat bed, face up scanner etc.
- b. The selected bidder shall scan and digitize the records/documents of the concerned department.
- c. The records shall be digitized at minimum 200/300/600 dpi in b&w/greyscale or colour with appropriate scanner for concerned departments. However, the specification of scanning shall be decided by the user department/organization.

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- d. The selected bidder shall ensure that the originality of the document shall be maintained. Page size of the physical file can vary across departments and within file also
- e. The selected bidder shall perform following indicative image enhancement activities:
 - The quality of scanned images are enhance to the optimum level
 - Perform skew/de-skew activities on the scanned document to make the image straight
 - Cropping and cleaning of images like removal of black noises around the text, providing equal margins around the text
- f. In case the documents are not legible, it needs to be scanned on high resolution i.e. 600 dpi or higher. No extra payment shall be made for the same.
- g. No document shall be scanned more than once and no blank pages shall be scanned even if they are part of file. The blank page in a file is a page that is entirely blank, or has only page number, or has only rubber stamp.
- h. After scanning of documents, total number of documents will be matched with total number of images scanned and if some images are missing then those will be inserted in the batch at this level only.
- i. For each record, Raw Image (Lossless PDF/A), Master Image (cleaned - Lossless PDF/A) , Web Image (cleaned – compressed PDF/A) record types must be stored and delivered to the concerned department.
- j. In case of images with printed English text, if asked by concern department, the output PDF document should be searchable. Searchable PDF should be created in one single step by processing the input image.
- k. If required by the Concerned Department, the selected bidder shall perform the OCR (only in English language) on the document with minimum 95% accuracy so that the documents can be searched using the text in the document.
- l. **Quality check (Scanned images)-** Quality check after scanning is of utmost important. Images clearing this QC will lead to movement of documents in metadata entry phase. The selected bidder shall ensure following QC activities in this stage :
 - i. No page has been scanned twice. Payment for extra scanning will not be made to the selected bidder.
 - ii. Ensure that blank pages are not scanned
 - iii. Check scanned records for dpi image , quality, format, Noise removal etc
 - iv. 100 % on screen validation for all scanned images and submit the log for 100 % QC work done along with QC certificate.
 - v. Check that all records obtained from the department have been scanned and no document has been missed out.
 - vi. To print minimum 1% of the scanned document but not exceed 2% of the scanned document (as identified by concerned departments) for sample checking to be done by the concerned departments to ensure quality scanning.

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- m. The selected bidder shall provide a QC module within its application software for quality check at no extra cost to WTL.
- n. The selected bidder shall appoint skilled and qualified manpower for QC purpose and not get QC done by operators who have scanned and done metadata entry.

Meta Data entry/Indexing & cataloguing

- a. After documents/images are scanned and stored in digital form, they would be indexed using manual entry. The Vendor will create metadata required for indexing as per the requirement of the End User Department.
- b. If, the end user department has not provided the software application for index and cataloguing/meta data entry, the selected bidder shall develop the application as per requirement. However, extra payment shall be made.
- c. The Vendor will establish procedure for checking the accuracy of indexing and making necessary corrections as accurate indexing is required for efficient retrieval of digital documents from digital storage media.
- d. Once all documents are verified and pass quality assurance phase, they will be stored on final digital media of the client's preference, complete with their indexes. At the end of the process all documents will be returned in their original form to the department.
- e. More than one space between two words shall be considered as one space.

Post Scanning

- After scanning, the physical document would be pinned together/tagged/bound in the same form as it was given for scanning by the individual units of any department. At the end of the process all documents will be returned in their original form to the department.
- Each page shall be serially arranged and shall be counted while giving the documents back to the department.
- Version Control mechanism should be allowed. Version control has to be done in case of addendum to the pre-existing digitized file. Vendor will have to make this facility available in the capture and indexing module
- The Vendor is required to use their own MIS tool to generate fortnightly reports for tracking the digitization status. These reports would contain basically summary of records scanned and stored. The release of payments is linked to fortnightly submission of these reports and the status of work to the End User Department and subsequent receipt of sign-offs

Storage and Backup

- A folder structure/ configuration management policy has to be followed while storing the digitized data in the DVD/USB Drive/ and/ or central storage.
- Nomenclature of the digitized file should be in accordance with the e-Gov standard and should be discussed with the End User Department.

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- Copies of the scanned data (and metadata) shall be provided in DVD/USBB drive by the Vendor. The Vendor will create a Master copy for the End User Department and will provide the replica of Master copy as per the requirement of the End User Department

Data Entry of Legacy files/document

- a. The selected bidder shall deploy adequate IT infrastructure (computer with basic software like MS office-word, excel etc., storage devices etc.) and sufficient number of data entry operators for data entry activity as per the requirement of the concerned department. The space, furniture and electricity will be provided by the concerned department.
- b. The selected bidder shall provide the MS-word, excel to carry out the data entry work. The data entry need to be carry out for A4 and legal size paper.
- c. The data entry software will be provided by the selected bidder to carry out the data entry work.
- d. The data entry software should have provision for role/user based authorization for data entry and verification. It shall also have provision to monitor the progress and quality of data entry work performed.
- e. The data entry software shall have provision to generate daily progress report.
- f. The selected bidder understand the requirement of the concerned department about the data to be entered manually.
- g. The data entry shall be carry out in English and/or Bengali
- h. The selected bidder shall follow the same methodology in collection and handing over document to Nodal officer of the concerned department.
- i. The selected bidder shall report the daily progress of the data entry work to the respective Nodal Officer.
- j. More than one space between two wards shall be considered as one space.
- k. The selected bidder shall also be responsible for:
 - Correctness and 100% accuracy of captured data
 - Data security and weekly data back up in external hard disk as directed by WTL.
- l. The final sign off for the complete data entry work shall be given by the concerned Nodal Office on the basis of system generated reports subject to the sample verification by the concerned Department.

Roles and Responsibilities

Responsibilities of the User Department -

- a. To identify and appoint senior level nodal officers (s) and nodal team for facilitating successful project execution
- b. Provide selected bidder/ system integrator access to premises of its Department
- c. WTL will issue a work order for the volume of the work of the specified Department. The volume of work is to be confirmed by the respective Department /Nodal officers.
- d. Provide support to selected bidder in finalizing the metadata, approval mechanism of digitized/scanned documents etc.
- e. Providing office space for the scanning work and provide the internet connectivity (minimum 1Mbps), raw power and infrastructure (Table, Chair, etc.) at all the offices where scanning is to be performed to the selected bidder. Physical security (e.g. Provide closed storage for files, etc.) of the documents while in possession of the selected bidder.
- f. Conduct periodic meetings with the System Integrator and monitor the progress of the Project
- g. Highlight/ Escalate the issues/ risks in the project and resolve and mitigate the issues/ risks
- h. Review and approve project deliverables in consultation with WTL as per the RFP.

Terms of payment

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The payment terms will be on-Back-to-Back basis .The payment will be released subject to receipt of payment by Webel Technology Ltd from the Client Department and also submission of satisfactory completion certificates from the client department

Application Software for DMS/Meta Data Entry/Data Entry of legacy records (wherever applicable)

- a. 50% cost of the of Application Software Development cost shall be released after User Acceptance Test and rest 50% will be released after three months of Go-live.
- b. Rest 50% cost of the Application Software Development cost shall be released after completion digitization of all documents.

Scanning & Digitization

- a. The Bidders may submit running bill/invoice to WTL after successful completion of each one lakh document (not pages) digitization for release of payment. Here document means files, books, case records, affidavits etc.
- b. 80% of the payment of the scanning & digitization work shall be released on the basis of digitization of records (i.e. no. of records entered and no. of associated document pages scanned) and submission of 100% verification report by the bidder
- c. Rest 20% of the payment of the digitization work will be released after validation of records by the concerned authorities of the user department/organisation on a sampling basis. However, user department/organisation may opt for 100% verification & validation.
- d. Payment will not be made in any case for scanning of duplicate or extra copies of documents. The Bidder will be responsible for document that remained unscanned for any reason. The bidder shall be held responsible for the delivery and quality of output, which if not found satisfactory to the user department/organization may lead to penal action against the bidder.
- e. The Bidders may submit running bill/invoice to the concern user department/organizations after successful completion of data entry of each Fifty thousand record entry for release of payment.
- f. 50% of the payment of the data entry work shall be released on submission of 100% verification report by the bidder.
- g. Rest 30% of the payment of the digitization work will be released after validation of records by the concerned authorities of the user department/organization on a sampling basis. However, user department/organization may opt for 100% verification & validation.
- h. The user Department/Organization may opt for change the payment term as per their requirement.
- i. Payment will be made within 30 days of submission of invoice along with all required supporting documents.
- j. All payments will be made subject to TDS (Tax deduction at Source) as per the income- Tax Act
- k. Any payment related issues shall be resolved by Secretaries of concern department.
- l. The Selected Agency shall submit the requisite deliverables and satisfactorily perform work as specified under the Contract to the Purchaser. The requisite payment will be released by the Purchaser upon acceptance of the deliverables and satisfaction with work performed by the Selected Agency.
- m. If the deliverables submitted / work performed by the Empaneled Agency is not acceptable to the Purchaser, payments shall not be released to the Empaneled Agency. This is without prejudicing the Purchaser's right to levy any Penalties based on the Service levels agreed between the Purchaser and the Empaneled Agency. In such case, the payment will be released to the Empaneled Agency only after it re-submits the deliverable / performs work and which is accepted by the Purchaser.

Penalties

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The scanned/digitized images shall be verified by the designated Nodal Officer of the concerned department. The scanned images shall be compared with reference to the original document. The selected bidder shall be penalized based on the evaluation of the accuracy of digitized data

Data Accuracy- Scanning and digitization of records/documents

Sr. No.	Service Criteria	Penalty
1)	No of erroneous records found is 5% of every 5000 Pages	No penalty shall be imposed. The selected bidder shall re-scan all the erroneous documents with no extra payment
2)	No of erroneous records found is > 5% <= 10% of every 5000 pages	The selected bidder shall re-scan all the erroneous documents with no extra payment. 2% of cost of that particular batch (5000 pages) will be deducted from the payment of that batch.
3)	No of erroneous records found is > 10% <= 15% of every 5000 pages	The selected bidder shall re-scan all the erroneous documents with no extra payment. 5 % of cost of that particular batch (5000 pages) will be deducted from the payment of that batch.
4)	No of erroneous records found is > 15% of every 5000 pages	The selected bidder shall re-scan all the erroneous documents with no extra payment. 10% of cost of that particular batch (5000 pages) will be deducted from the payment of that batch.

Note:

- Accuracy of less than 85% for three consecutive batches(5000 pages) will be considered as the Breach of the Contract and may lead to termination the contract as mentioned in the Termination of contract” section.
- It shall be responsibility of the selected bidder to rescan, index and upload all erroneous scanned images in the application.

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- The maximum penalty at any point of time and for any period should not exceed 10% of Scanning and digitization services cost as per the Commercial Bid submitted by the bidder. If the penalty exceeds this amount, WTL reserves the right to terminate the contract.
- Under no circumstances shall the original documents be changed, mutilated, destroyed or replaced by some other documents. Any damage to the documents will lead to heavy penalty for the vendor (Rs. 500/- per document page). Thus the selected bidder shall take utmost care of the documents taken for scanning. The penalty shall be calculated

Data Accuracy- Meta Data Entry

The penalty will be imposed on incorrect meta data entry performed by the selected bidder as-

Sl no	Service Criteria	Penalty
1)	Erroneous entered data found is 5% of sample batch of 5000 data Entries	No penalty shall be imposed. The selected bidder shall re-enter all the erroneous data with no extra payment.
2)	Erroneous entered data found is > 5% <= 10% of sample batch of 5000 data entries	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 2% of cost of that particular batch will be deducted from the payment of that batch.
3)	Erroneous entered data found is > 10% <= 15% of sample batch of 5000 data entries	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 5% of cost of that particular batch will be deducted from the payment of that batch.
4)	No of erroneous records found is > 15% of every 5000 data entries	The selected bidder shall re-scan all the erroneous documents with no extra payment. 10% of cost of that particular batch will be deducted from the payment of that batch.

Note-

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- Accuracy of less than 85% for three consecutive batches (5000 data entries) will be considered as the Breach of the Contract and may lead to termination the contract as mentioned in the “Termination of contract” section.
- The maximum penalty at any point of time and for any period should not exceed 10% of meta -data entry cost as per the Commercial Bid submitted by the bidder. If the penalty exceeds this amount, WTL reserves the right to terminate the contract.

Accuracy- Data entry of legacy files/documents

The penalty will be imposed on incorrect data entry performed by the selected bidder per page as-

Sl	Service Criticality	Penalty
1)	Erroneous entered data found is 5% of sample batch of 5000 pages	No penalty shall be imposed. The selected bidder shall re-enter all the erroneous data with no extra payment.
2)	Erroneous entered data found is > 5% <= 10% of sample batch of 5000 Pages	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 2% of cost of that particular batch will be deducted from the payment of that batch.
3)	Erroneous entered data found is > 10% <= 15% of sample batch of 5000 Pages	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 5% of cost of that particular batch will be deducted from the payment of that batch.
4)	Erroneous entered data found is > 15% of sample batch of 2000 Pages	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 10% of cost of that particular batch will be deducted from the payment of that batch.

Note

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- Maximum 45 lines per page of A4 and 60 lines of Legal size paper will be considered as a One page. 5% or more lines are found incorrect in any data entry of a page will be considered as "Erroneous Page".
- Accuracy of less than 85% for three consecutive batches (5000 pages) will be considered as the Breach of the Contract and may lead to termination the contract as mentioned in the "Termination of contract" section.
- The maximum penalty at any point of time and for any period should not exceed 10% of data entry cost as per the Commercial Bid submitted by the bidder. If the penalty exceeds this amount, WTL reserves the right to terminate the contract.
- • Under no circumstances shall the original documents be changed, mutilated, destroyed or replaced by some other documents. Any damage to the documents will lead to heavy penalty for the vendor (Rs. 500/- per document page). Thus the selected bidder shall take
- utmost care of the documents taken for scanning. The penalty shall be calculated and deducted from the immediate payment due of Data entry services cost.

The overall penalty at any point of time and for any period should not exceed 10% of total cost of that work order.

Penalty for delays

- Project assignments to the empaneled agencies will be on the basis of time/resource estimates defined by respective Departments. Each project, therefore, will have a definite date of project completion. The Department/organization in consultation with WTL and empaneled agency shall define a appropriate Service Level Management with penalty terms at the time of awarding of work; however generally, for any time slippages, the agencies can induct more resources at their cost to meet the time schedules.
- **The overall penalty at any point of time and for any period should not exceed 10% of total cost of that work order.**

Duration of the empanelment

- The empanelment for scanning and data digitization agencies (all the Tiers) will be for a period of one year. However, authority reserves right to extend the empanelment period further period with mutually agreed rates and other terms. During this period the agencies will be required to provide all necessary assistance to ensure the successful implementation of various projects within the Departments.
- In case, the performance of the empaneled agency found to be poor/involves in unethical practices, WTL reserves right to delist the firm from its empanelment list at any time with in contract period.

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SECTION – B

ELIGIBILITY CRITERIA

Minimum Eligibility Criteria for Empanelment

The Service Provider/Agency must be an Indian company. Either of the partners should fulfil the following eligibility criteria at the submission of their bid:

- i. For Type-1 bidder, Tender fee of Rs 5000 & an EMD of Rs. 1,00,000/- to be submitted online. For Type-2 bidder, Tender fee of Rs 3000 & an EMD of Rs. 50,000/- to be submitted online. The amount to be transferred electronically as per the details given in Clause – 3, Section - C.
- ii. The Service Provider/Agency should have past experience of digitization and scanning oriented work in Government departments/Public/private sector since last 3 years existence in West Bengal for Tier-2 & 5 years existence in West Bengal for Tier-1. The work completion certificate/ performance certificate should be enclosed in the Technical Bid.
 - a. For Type -1, The Service Provider/Agency should have completed at least 1 similar project of value of 50 lakhs in last 5 years.
 - or
 - The Service Provider/Agency should have completed at least 2 similar projects of value of 30 lakhs each in last 5 years.
 - or
 - The Service Provider/Agency should have completed at least 3 similar projects of value of 20 lakhs each in last 5 years.
 - b. For Type -2, The Service Provider/Agency should have completed at least 1 similar project of value of 25 lakhs in last 5 years.
 - or
 - The Service Provider/Agency should have completed at least 2 similar projects of value of 15 lakhs each in last 5 years.
 - or
 - The Service Provider/Agency should have completed at least 3 similar projects of value of 10 lakhs each in last 5 years.
 - c. The Service Provider/Agency's have experience of having scanning; metadata entry /indexing for documents related to office files (Attach work orders along with completion certificates).
- iii. The Service Provider/Agency should have minimum Rs 1Crore & Rs. 25 lakh average turnover from Digitization Service during the last 3 financial years for Type-1 & Type-2 respectively. (A Certified proof by CA has to be attached with the bid with proper notarization).
- iv. The Service Provider/Agency must have ISO 9001:2015 certified.
- v. The Service Provider/Agency should not have been blacklisted / debarred by central/state Government departments/organizations. An affidavit to this affect should be submitted on Rs. 100 notarized stamp paper along with the technical bid.
- vi. The Service Provider/Agency should have latest hardware equipment for executing the work. Details of equipment for completing the project shall be enclosed. In case of any change of hardware WTL can ask the bidder to replace the same with the latest equipment.

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For Data Entry & Scanning Infrastructure, the Tier-1 Bidder should have at least 10 high speed (ADF) with minimum A4 & A3 Duplex with scanning speed 30 PPM or above and the bidder should have at least 30 computers/laptops having intel core i3 or equivalent processor or better in running condition.

For Data Entry & Scanning Infrastructure, the Tier-1 Bidder should have at least 20 high speed (ADF) with minimum A4 & A3 Duplex with scanning speed 30 PPM or above and the bidder should have at least 15 computers/laptops having intel core i3 or equivalent processor or better in running condition.

- vii. Technical resource for the Type-1 bidder should have at least 50 employees in payroll involve in scanning and data digitization implementation services in the firm as on 31st March'2021. Technical resource for the Type-2 bidder should have at least 25 employees in payroll involve in scanning and data digitization implementation services in the firm as on 31st March'2021.
- viii. Due to confidentiality of the documents no outsourcing of any kind would be allowed. Therefore the Service Provider/Agency must have capacity to handle entire project without making any consortium or with outsourcing the work. No Service Provider/Agency would further sublet the work allotted. An affidavit on Non-Judicial stamp paper duly attested by 1st Class Executive Magistrate / Notary Public should be submitted to this effect.
- ix. The Service Provider/Agency should have GST Registration Number and office in West Bengal or should submit affidavit that they will open the support office in West Bengal within 30 days from the award of the job.
- x. **Sub-Contracting or consortium is not allowed for the scope of work mentioned in the RFP for empanelment.**

NOTE:-

Documentary proof for all the above criteria has to be invariably enclosed failing which the bid shall be liable for rejection. WTL however not bind itself to accept the lowest and / or any bid and reserves the right to accept and / or reject any bid, wholly or in part based on other strengths capabilities of the bidder. The Service Provider/Agency has to fulfil the above conditions as mentioned above in all respects. If any of the conditions are not qualified or not fulfilled, the bid will be considered as non-responsive and would be rejected summarily and out rightly.

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SECTION – C

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 Limited 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 with whom Webel Technology Limited signs the agreement for supply, install, commission and render services for the systems.

“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 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 Department of Par& e-Governance 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” / “Government. of W. Bengal” means the Government of West Bengal.

“Installation” means that the laying down and installation of the Solution in accordance with this Contract.

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

“Similar Nature of Work” means Empanelment of Scanning & Data Digitization Agencies for Implementation of e-Governance Projects in Government of West Bengal

“Contract Performance Guarantee” or “Performance Bank Guarantee” shall mean the guarantee provided by a Scheduled Commercial Bank / Nationalized Bank to WTL by the successful bidder

“Project” means Empanelment of Scanning & Data Digitization Agencies for Implementation of e-Governance Projects in Government of West Bengal

SI’s Team” means the Successful Bidder along with all of its partners / OEMs, who have to provide goods & services to the Purchaser under the scope of this RFP / Contract. This definition shall also include any authorized

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service providers/partners/agents and representatives or other personnel employed or engaged either directly or indirectly by the SI for the purposes of this SI /Contract

“Request for Proposal/(RFP)” means Empanelment of Scanning & Data Digitization Agencies for Implementation of e-Governance Projects in Government of West Bengal

“Tender” or “Tender Document” means RFP

“Timelines” means the duration of the contract as described in the RFP

“Working Day” means any day on which any of the office of WTL shall be functioning, including gazetted holidays, restricted holidays or other holidays, Saturdays and Sundays

“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.

“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 Government of West Bengal undertaking.

2. BID PRICE

We declare that our Price is for the entire scope of the work as specified in the RFP document. We agree that except for the prices quoted, no other payment, charges, fees, costs etc. shall be payable by the Client. The prices quoted by the bidder are all inclusive. Bidder also confirms that, unless otherwise agreed, none of the stakeholders (officers, citizens, etc.) will have to pay any charges, fees, costs etc. to use the system developed under this RFP

3. TENDER FEE & EARNEST MONEY DEPOSIT (EMD)

The bidder shall furnish Tender Fee and EMD Amount by transferring the amount electronically to the undernoted Bank Account.

ACCOUNT NAME: WEBEL TECHNOLOGY LIMITED
BANK NAME: ICICI BANK LIMITED
CURRENT A/C NO.: 022905000687
IFS CODE: ICIC0000229

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The bidder has to intimate the details of Remittance such as Tender No. / Tender Date / Tender Fee Amount / EMD Amount / UTR No. of Transaction(s) / Transaction Date, etc. through email to Mr. Rupak Roy – (rupak.roy@wtl.co.in) and copy to Mr. Arunava Saha – (purchase@wtl.co.in) prior to the opening of the bid.

The bidder shall also furnish the details of Tender Fee & EMD submission in the bid document. In absence of payment details prior to Bid Opening, then the bid will be considered as invalid bid. Any bid not accompanied with the EMD & Tender Fee shall be rejected.

The bidders are also requested to furnish the Bank Account details (Name of the Bank, Account Number, IFS Code, etc.) for refund of EMD in case of unsuccessful bidder.

4. 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.

5. 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.

6. 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.

7. MODIFICATION AND WITHDRAWAL OF BID

As per the bidding process available in the tender.

8. 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.

9. 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.

10. 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.

11. 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.

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12. 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.**

13. INFORMATION PROVIDED

The RFP document contains statements derived from information that is believed to be reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with WTL in relation to the provision of services. Neither WTL nor any of its employees, agents, contractors, or advisers gives any representation or warranty, express or implied as to the accuracy or completeness of any information or statement given or made in this RFP document.

14. FOR RESPONDENT ONLY

The RFP document is intended solely for the information to the party to whom it is issued ("the Recipient" or "the Respondent") and no other person or organization.

15. COSTS BORNE BY RESPONDENTS

All costs and expenses incurred by Recipients / Respondents in any way associated with the development, preparation, and submission of responses, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by WTL, will be borne entirely and exclusively by the Recipient / Respondent.

16. NO LEGAL RELATIONSHIP

No binding legal relationship will exist between any of the Recipients / Respondents and WTL until execution of a contractual agreement.

17. ERRORS AND OMISSIONS

Each Recipient should notify WTL of any error, omission, or discrepancy found in this RFP document.

18. ACCEPTANCE OF TERMS

A Recipient will, by responding to WTL RFP, be deemed to have accepted the terms as stated in the RFP. Except for suggestion/deviations recommended by the bidders with necessary justification, will be acceptable only, if the technical committee to be considered during evaluation process.

19. 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 contractor tort claim), Contractor shall be liable for no more than:

- Payment referred to in the Patents and Copy rights 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.
- In case of 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 the Contractor for the individual product or Service that is the subject of the Claim.
- 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 Contract or hereunder.

20. PATENTS & COPYRIGHT

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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 (whichever 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.

21. 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.

22. PAYMENT MILESTONE: Terms of payment

The payment terms will be on-Back-to-Back basis. The payment will be released subject to receipt of payment by Webel Technology Ltd from the Client Department and also submission of satisfactory completion certificates from the client department

Application Software for DMS/Meta Data Entry/Data Entry of legacy records (wherever applicable)

- c. 50% cost of the of Application Software Development cost shall be released after User Acceptance Test and rest 50% will be released after three months of Go-live.
- d. Rest 50% cost of the Application Software Development cost shall be released after completion digitization of all documents.

Scanning & Digitization

- n. The Bidders may submit running bill/invoice to WTL after successful completion of each one lakh document (not pages) digitization for release of payment. Here document means files, books, case records, affidavits etc.
- o. 80% of the payment of the scanning & digitization work shall be released on the basis of digitization of records (i.e. no. of records entered and no. of associated document pages scanned) and submission of 100% verification report by the bidder
- p. Rest 20% of the payment of the digitization work will be released after validation of records by the concerned authorities of the user department/organisation on a sampling basis. However, user department/organisation may opt for 100% verification & validation.
- q. Payment will not be made in any case for scanning of duplicate or extra copies of documents. The Bidder will be responsible for document that remained unscanned for any reason. The bidder shall be held responsible for the delivery and quality of output, which if not found satisfactory to the user department/organization may lead to penal action against the bidder.
- r. The Bidders may submit running bill/invoice to the concern user department/organizations after successful completion of data entry of each Fifty thousand record entry for release of payment.

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- s. 50% of the payment of the data entry work shall be released on submission of 100% verification report by the bidder.
- t. Rest 30% of the payment of the digitization work will be released after validation of records by the concerned authorities of the user department/organization on a sampling basis. However, user department/organization may opt for 100% verification & validation.
- u. The user Department/Organization may opt for change the payment term as per their requirement.
- v. Payment will be made within 30 days of submission of invoice along with all required supporting documents.
- w. All payments will be made subject to TDS (Tax deduction at Source) as per the income- Tax Act
- x. Any payment related issues shall be resolved by Secretaries of concern department.
- y. The Selected Agency shall submit the requisite deliverables and satisfactorily perform work as specified under the Contract to the Purchaser. The requisite payment will be released by the Purchaser upon acceptance of the deliverables and satisfaction with work performed by the Selected Agency.
- z. If the deliverables submitted / work performed by the Empaneled Agency is not acceptable to the Purchaser, payments shall not be released to the Empaneled Agency. This is without prejudicing the Purchaser's right to levy any Penalties based on the Service levels agreed between the Purchaser and the Empaneled Agency. In such case, the payment will be released to the Empaneled Agency only after it re-submits the deliverable / performs work and which is accepted by the Purchaser.

23. Penalties

The scanned/digitized images shall be verified by the designated Nodal Officer of the concerned department. The scanned images shall be compared with reference to the original document. The selected bidder shall be penalized based on the evaluation of the accuracy of digitized data

Data Accuracy- Scanning and digitization of records/documents

Sr. No.	Service Criteria	Penalty
1)	No of erroneous records found is 5% of every 5000 Pages	No penalty shall be imposed. The selected bidder shall re-scan all the erroneous documents with no extra payment
2)	No of erroneous records found is > 5% <= 10% of every 5000 pages	The selected bidder shall re-scan all the erroneous documents with no extra payment. 2% of cost of that particular batch (5000 pages) will be deducted from the payment of that batch.
3)	No of erroneous records found is > 10% <= 15% of every 5000 pages	The selected bidder shall re-scan all the erroneous documents with no extra payment. 5 % of cost of that particular batch (5000 pages) will be deducted from the payment of that batch.
4)	No of erroneous records found is > 15% of every	The selected bidder shall re-scan all the erroneous documents with no extra payment. 10% of cost of that particular

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	5000 pages	batch (5000 pages) will be deducted from the payment of that batch.
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Note:

- Accuracy of less than 85% for three consecutive batches (5000 pages) will be considered as the Breach of the Contract and may lead to termination the contract as mentioned in the Termination of contract” section.
- It shall be responsibility of the selected bidder to rescan, index and upload all erroneous scanned images in the application.
- The maximum penalty at any point of time and for any period should not exceed 10% of Scanning and digitization services cost as per the Commercial Bid submitted by the bidder. If the penalty exceeds this amount, WTL reserves the right to terminate the contract.
- Under no circumstances shall the original documents be changed, mutilated, destroyed or replaced by some other documents. Any damage to the documents will lead to heavy penalty for the vendor (Rs. 500/- per document page). Thus the selected bidder shall take utmost care of the documents taken for scanning. The penalty shall be calculated

Data Accuracy- Meta Data Entry

The penalty will be imposed on incorrect meta data entry performed by the selected bidder as-

Sl no	Service Criteria	Penalty
1)	Erroneous entered data found is 5% of sample batch of 5000 data Entries	No penalty shall be imposed. The selected bidder shall re-enter all the erroneous data with no extra payment.
2)	Erroneous entered data found is > 5% <= 10% of sample batch of 5000 data entries	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 2% of cost of that particular batch will be deducted from the payment of that batch.
3)	Erroneous entered data found is > 10% <= 15% of sample batch of 5000 data entries	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 5% of cost of that particular batch will be deducted from the payment of that batch.
4)	No of erroneous records	The selected bidder shall re-scan all the

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	found is > 15% of every 5000 data entries	erroneous documents with no extra payment. 10% of cost of that particular batch will be deducted from the payment of that batch.
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Note-

- Accuracy of less than 85% for three consecutive batches (5000 data entries) will be considered as the Breach of the Contract and may lead to termination the contract as mentioned in the “Termination of contract” section.
- The maximum penalty at any point of time and for any period should not exceed 10% of meta -data entry cost as per the Commercial Bid submitted by the bidder. If the penalty exceeds this amount, WTL reserves the right to terminate the contract.

Accuracy- Data entry of legacy files/documents

The penalty will be imposed on incorrect data entry performed by the selected bidder per page as-

Sl	Service Criticality	Penalty
1)	Erroneous entered data found is 5% of sample batch of 5000 pages	No penalty shall be imposed. The selected bidder shall re-enter all the erroneous data with no extra payment.
2)	Erroneous entered data found is > 5% <= 10% of sample batch of 5000 Pages	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 2% of cost of that particular batch will be deducted from the payment of that batch.
3)	Erroneous entered data found is > 10% <= 15% of sample batch of 5000 Pages	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 5% of cost of that particular batch will be deducted from the payment of that batch.
4)	Erroneous entered data found is > 15% of sample batch of 2000 Pages	The entire batch of data entry will be cancelled. The selected bidder shall re-enter all the erroneous data with no extra payment. 10% of cost of that particular batch will be deducted from the payment of that batch.

Note

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- Maximum 45 lines per page of A4 and 60 lines of Legal size paper will be considered as a One page. 5% or more lines are found incorrect in any data entry of a page will be considered as "Erroneous Page".
- Accuracy of less than 85% for three consecutive batches(5000 pages) will be considered as the Breach of the Contract and may lead to termination the contract as mentioned in the "Termination of contract" section.
- The maximum penalty at any point of time and for any period should not exceed 10% of data entry cost as per the Commercial Bid submitted by the bidder. If the penalty exceeds this amount, WTL reserves the right to terminate the contract.
- • Under no circumstances shall the original documents be changed, mutilated, destroyed or replaced by some other documents. Any damage to the documents will lead to heavy penalty for the vendor (Rs. 500/- per document page). Thus the selected bidder shall take
- utmost care of the documents taken for scanning. The penalty shall be calculated and deducted from the immediate payment due of Data entry services cost.

The overall penalty at any point of time and for any period should not exceed 10% of total cost of that work order.

Penalty for delays

- Project assignments to the empaneled agencies will be on the basis of time/resource estimates defined by respective Departments. Each project, therefore, will have a definite date of project completion. The Department/organization in consultation with WTL and empaneled agency shall define a appropriate Service Level Management with penalty terms at the time of awarding of work; however generally, for any time slippages, the agencies can induct more resources at their cost to meet the time schedules.

The overall penalty at any point of time and for any period should not exceed 10% of total cost of that work order.

24. GOVERNING LAWS

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

25. 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.

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The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Client will reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Client will, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security, as mutually agreed genuine pre-estimated compensation and damages payable to the Client for, inter alia, time, cost and effort of the Client, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.

Without prejudice to the rights of the Client under this Clause, hereinabove and the rights and remedies which the Client may have under the LOA or the Agreement, if an Applicant or System Integrator, as the case may be, is found by the Client to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or System Integrator shall not be eligible to participate in any tender or RFP issued by the Client during a period of 2 (two) years from the date such Applicant or System Integrator, as the case may be, is found by the Client to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- (i) "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Client who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Client, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical System Integrator/ adviser of the Client in relation to any matter concerning the Project;
- (ii) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (iii) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- (iv) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- (v) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

26. 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.

27. WORKMEN'S COMPENSATION

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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.

28. 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.

29. 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 prevent 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.

30. EQUIPMENT

All tools & tackles necessary for the work shall have to be procured by the contractor unless otherwise 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.

31. SUB-CONTRACT

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

32. 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 (development, implementation/deployment, training and delivery, commissioning as well as warranty maintenance support and post AMC support viz.) is not carried out according to scope & 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.

33. 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.

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34. 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.

35. 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.

36. 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

The WTL will require the selected bidder to provide a Performance Bank Guarantee, within <15> days from the Notification of award, for a value equivalent to <10%> of the total cost of ownership. The Performance Guarantee should be valid for a period of <60 months>. The Performance Guarantee shall be kept valid till completion of the project and Warranty period. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, the WTL at its discretion may cancel the order placed on the selected bidder without giving any notice. WTL shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual

Webel Technology Limited

obligations during the period or WTL incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

37. CONTRACTOR'S RESPONSIBILITIES

Refer Section – A (Scope of Work)

38. 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.

39. 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.

40. 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.

41. 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 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.

42. TAXES & DUTIES

- The prices shall be inclusive of all taxes & levies including GST and other statutory duties as applicable. Rate of taxes should be indicated separately in the Price Bid.
- Contract Price specified in Price Bid should be based on the taxes & duties and charges prevailing at the date one day prior to the last date of Bid submission.
- Statutory deduction, wherever applicable, shall be made from invoice as per government rules. Necessary certificate will be issued for such deductions.
- Bidder submitting a bid shall produce valid statutory documents / certificates with respect to GST, Income Tax, ROC, Prof. Tax, Trade Licence, etc. All such documents / certificates shall remain valid on the last date of tender submission.
- In case of inter-state transaction, WTL will provide "Waybill". However, statutory charges, if any will be borne by the bidder.
- GST component of the invoice of the bidder may be kept on hold in case there is any mismatch / irregularity in GST return filling on the part of the bidder.

43. DISCREPANCIES IN BID

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- 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.

44. BID DUE DATE

The online tender has to be submitted not later than the due date and time specified in the Important Dates Sheet. WTL may at 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.

45. LATE BID

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

46. OPENING OF BID BY WTL

Bids shall be opened and downloaded in the presence of Tender Committee and Bidder's representative (maximum 2) may attend, which is not compulsory. The bidder's representatives who are present shall sign a register evidencing their attendance and produce necessary authorization. The bidder's name, Bid modifications or withdrawals, discounts and the presence or absence of relevant Bid Security and such other details as WTL office at his/her discretion, may consider appropriate, shall be announced at the opening. WTL shall open the bid security at mentioned time.

47. 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.

48. 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.

49. BID CURRENCIES

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

50. PRICE

- Price should be quoted in the BOQ format only. No deviation is acceptable.
- Price quoted should be firm, inclusive of packing, forwarding, insurance and freight charges.
- Percentage/specified amount of taxes & duties should be clearly mentioned otherwise WTL reserves the right to reject such vague offer.
- Price to be quoted inclusive of delivery/supply, installation & commissioning charges.

51. 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.

52. NON-TRANSFERABILITY OF TENDER

This tender document is not transferable.

53. FORMATS AND SIGNING OF BID

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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.

54. 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.

55. 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.

56. 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.

57. 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.

58. FINAL INSPECTION

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

59. 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.

60. 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.

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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.

61. 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.

62. QUALITY CONTROL

- The contractor is obliged to work closely with WTL 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 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 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.
- 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.

63. DEEMED ACCEPTANCE

Deliverables will be deemed to be fully and finally accepted by WTL in the event WTL has not submitted such Deliverable Review Statement to Bidder/Implementation Partner before the expiration of the 30-days review period, or when WTL uses the Deliverable in its business, whichever occurs earlier ("Deemed Acceptance").

64. CONFIDENTIALITY

Information relating to evaluation of proposals and recommendations concerning awards of contract shall not be disclosed to the System Integrator who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

65. 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 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/manuscript is not only signed by the authorized signatory of the bidder. All overwriting should be separately written and signed by the authorized signatory of the bidder.
- 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.

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- 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) 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.
- i) 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.
- j) The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.
- k) 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.
- l) The customer/WTL at its discretion may extend the deadline for the submission of Bids.

66. MISCELLANEOUS

The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at New Kolkata shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

The Client, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- (i) suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
 - (ii) consult with any Applicant in order to receive clarification or further information;
 - (iii) retain any information and/or evidence submitted to the Client by, on behalf of and/or in relation to any Applicant; and/or
 - (iv) Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- It shall be deemed that by submitting the Proposal, the Applicant agrees and releases the Client, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.
 - All documents and other information provided by Client or submitted by an Applicant to Client shall remain or become the property of Client. Applicants and the System Integrator, as the case may be, are to treat all information as strictly confidential. Client will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the System Integrator to Client in relation to the project shall be the property of Client.
The Client reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record

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SECTION – D

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: Empanelment of Scanning & Data Digitization Agencies for Implementation of e-Governance Projects in Government of West Bengal.

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/RC/SD/22-23/009 dated 25.05.22, 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, equipment 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 transferred the Tender Fee & EMD amount online as per Bank details.
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.

Dated, thisday of2022

Thanking you, we remain,

Webel Technology Limited

Yours faithfully

.....
Signature

.....
Name in full

.....
Designation

Signature & Authorized Verified by

.....
Signature

.....
Name in full

.....
Designation

.....
Company Stamp

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SECTION – E

TECHNO COMMERCIAL EVALUATION & AWARDING OF CONTRACT

Evaluation Process

Overall evaluation of the bids will be done in two stages namely Pre-qualification-cum-Technical and Financial evaluation. At the end of every stage short listed bidders may be informed of the result to have a fair and healthy competition. The final awarding of the contract will be done based on the procedure mentioned below.

The bids will be opened in the presence of bidder's representatives (only one) who choose to attend the Bid opening sessions.

Technical Evaluation Criteria

Clause	Criterion & Marks Assigned	Max Marks	Tier-1	Tier-II
1	Average annual turnover in last 3 years ending with 31.3.2021	10	>Rs 1 Cr & < Rs 1.5Cr-2 marks -Beyond Rs 1 Cr -1 marks for each Rs 50 lakhs upto maximum 10 marks	>Rs 25 lakhs & < Rs 35 lakhs-2 marks -Beyond Rs 25 lakhs -1 marks for each Rs 10 lakhs upto maximum 10 marks
2	Technical resources in bidder's payroll (list of resources with qualification & experience)	15	-50 Technical resources-3 marks -beyond 50 resources,3 marks for each 5 resources	-25 Technical resources-3 marks -beyond 25 resources,3 marks for each 5 resources
3	Previous experience of the bidder in successfully executing similar work of scanning and digitization services for Govt./PSU organizations in India in last 3 years from the date of submission of RFP response (Submit work orders/completion certificate)	10	Each project between 4 lakhs to 7 lakhs pages-1 marks Each project between 7 lakhs to 10 lakhs pages-2 marks Each project with more than 10 lakhs pages-5 marks	Each project between 2 lakhs to 3 lakhs pages-1 marks Each project between 3 lakhs to 4 lakhs pages-2 marks Each project with more than 4 lakhs pages-5 marks
4	Quality Certification	5	-ISO 9001 -5 Marks	-ISO 9001 -5 Marks
5	Development and implementation of	5	Bidders previous experience in	Bidders previous experience in

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	document Management System (DMS)		implementation of DMS software in Government PSU organization. For each work order of DMS under implementation or completed will be awarded 2.5 marks	implementation of DMS software in Government PSU organization. For each work order of DMS under implementation or completed will be awarded 2.5 marks
6	Infrastructure owned by the bidder (submit copy of tax invoice as documentary evidence)	25	<p>Scanner (10marks) ADG Scanner with scanning speed 30 PPM will be considered -20 scanner-5 marks ->20 scanners, 2 marks for each additional scanner upto to maximum 10 marks</p> <p>Desktop /Laptop with minimum intel core i3 or equivalent-10 marks -30 desktop/Laptop-5 marks >30 desktop/Laptop , 1 mark for each of additional desktop/Laptop upto maximum 10 marks</p> <p>Book Scanner (5 Marks) -4 Book Scanner- 2 marks ->4 Book Scanner-1 mark for each of additional book scanner upto maximum 5 marks</p>	<p>Scanner (10marks) ADG Scanner with scanning speed 30 PPM will be considered -10 scanner-5 marks ->10 scanners, 2 marks for each additional scanner upto to maximum 10 marks</p> <p>Desktop /Laptop with minimum intel core i3 or equivalent-10 marks -15 desktop/Laptop-5 marks >15 desktop/Laptop , 1 mark for each of additional desktop/Laptop upto maximum 10 marks</p> <p>Book Scanner (5 Marks) -2 Book Scanner- 2 marks ->2 Book Scanner-1 mark for each of additional book scanner upto</p>

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				maximum 5 marks
7	Technical Documentation & Presentation on Approach and Methodology	30	-Understand the scope -Strategy to be adopted for implementation of large scanning & digitization project -strategy for error detection & quality check of scanned document -approach to handle data entry errors and their correctness -approach for storage & recovery of digitized data	Understand the scope -Strategy to be adopted for implementation of large scanning & digitization project -strategy for error detection & quality check of scanned document -approach to handle data entry errors and their correctness -approach for storage & recovery of digitized data
	Total score	100		

Technical Presentation and technical evaluation

- The bidders who are selected based upon Pre-Qualification-cum Technical Bid criteria, to make a presentation on their capabilities as per the scope mentioned in the RFP, at their own cost. WTL in its best interest reserves the right to reject/modify the requirement.
- The evaluation committee may invite the eligible bidders to make a presentation at WTL at a date, time and location notified by WTL. The purpose of such presentations would be to allow the bidders to present their Approach & Methodology for the Solution to the committee and the key points in their proposals.
- Depending on the evaluation methodology, each Technical Bid will be assigned a technical score out of a maximum of 100 points as per the below Technical Evaluation Table stated earlier.
- **The Bidder has to score minimum 70 marks to qualify for further evaluation process.**
- The responding firm shall furnish an affirmative statement as to the existence of, absence of, or potential for conflict of interest on the part of the responding Company or any prospective consortium member due to prior, current, or proposed contracts, engagements, or affiliations with State Govt. Additionally, such disclosure shall address any and all potential elements (time frame for service delivery, resource, financial or other) that would adversely impact the ability of the responding Company to complete the requirements as given in the RFP.

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- The proposal review committee may require written clarifications from the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents.
-
- All the technically bidders to match the L1 rates (against respective tier as well as respective items) for empanelment after opening of commercial bid.
-
- Mere empanelment with WTL does not guarantee allocation of work.
- **The bidder should enclose Annexure in the Pre-qualification cum Technical Bid envelope and other related documents asked for.**

Financial Bid

Only the Commercial bids of those bidders who qualify the technical evaluation stage will be opened. All other Commercial bids will be returned un-opened.

Commercial Evaluation

The Commercial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

After opening of financial bid, lowest financial quote (respective tier and item category) and will be considered as L1. All the other technically qualified bidders will have to match their financials with the lowest rate (L1) (respective tier and item category) for empanelment. It shall be obligatory on the part of the empaneled bidders to match the lowest rate (L1).

At least 50% of technically qualified bidders with minimum 2 bidders in each category must agree to the L1 (Lowest) price for the proposed empanelment process to be effected.

Otherwise, WTL may cancel the entire bid process and go for fresh tender or cancel all commercial offers and ask for fresh commercial offers from all the technically qualified bidders.

Webel Technology Limited

SECTION – F

DETAILS OF ORDERS EXECUTED BY BIDDER

(Tender No. WTL/RC/SD/22-23/009)

Sl. No.	Order No.	Order Date	Order Value	Brief description of items and job details	Completed (Yes/NO)	Name of the Customer	Contact details of the Customer

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Webel Technology Limited

SECTION – G

FINANCIAL CAPABILITY OF BIDDER

(Tender No. WTL/RC/SD/22-23/009)

FINANCIAL INFORMATION

Sl. No.	Name of the Bidder	Turnover (Rs. / Crores)		
		2018-19	2019-20	2021-22
1				

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Webel Technology Limited

SECTION – H

BIDDERS'S DETAILS

(Tender No. WTL/RC/SD/22-23/009)

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	Is the firm <ul style="list-style-type: none"> ▪ a Government/ Public Sector Undertaking ▪ a propriety firm ▪ a partnership firm (if yes, give partnership deed) ▪ a limited company or limited corporation ▪ a member of a group of companies, (if yes, give name and address and description of other companies) ▪ a subsidiary of a large corporation (if yes give the name and address of the parent organization). If the company is subsidiary, state what involvement if any, will the parent company have in the project. 	
8	Is the firm registered with Sales Tax department? If yes, submit valid GST Registration certificate.	
9	Is the firm registered for Service Tax with Central Excise Department (Service Tax Cell)? If yes, submit valid Service Tax registration certificate.	
10	Total number of employees. Attach the organizational chart showing the structure of the organization.	
11	Are you registered with any Government/ Department/ Public Sector Undertaking (if yes, give details)	
12	How many years has your organization been in business under your present name? What were your fields when you established your organization	
13	What type best describes your firm? (Purchaser reserves the right to verify the claims if necessary) <ul style="list-style-type: none"> ▪ Manufacturer ▪ Supplier ▪ System Integrator ▪ Consultant ▪ Service Provider (Pl. specify details) ▪ Software Development ▪ Total Solution provider (Design, Supply , 	

Webel Technology Limited

	Integration, O&M) ▪ IT Company	
14	Number of Offices in district head quarters in West Bengal	
15	Is your organization has ISO 9001:2008 certificates?	
16	List the major clients with whom your organization has been / is currently associated.	
17	Have you in any capacity not completed any work awarded to you? (If so, give the name of project and reason for not completing the work)	
18	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 – I

FORMAT FOR PRE-BID MEETING QUERY

(Tender No. WTL/RC/SD/22-23/009)

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 cut off 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 – K

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-PERFORMANCE 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.

Tender No. WTL/RC/SD/22-23/009

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

SECTION - I

NIT DECLARATION FOR BIDDER

(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: Empanelment of Scanning & Data Digitization Agencies for Implementation of e-Governance Projects in Government of West Bengal.

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/RC/SD/22-23/009 dated 25.05.2022 for Empanelment of Scanning & Data Digitization Agencies for Implementation of e-Governance Projects in Government of West Bengal. published by Webel Technology Limited in 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, thisday of2022

Webel Technology Limited

SECTION - M

BIDDER PRESENCE IN WEST BENGAL

(Tender No. WTL/RC/SD/22-23/009)

Presence of Firm in West Bengal

Sl no	Name of the Location	No of Resources	Infrastructure available

Webel Technology Limited

SECTION - N

BIDDER PAST PROJECT EXPERIENCE

(Tender No. WTL/RC/SD/22-23/009)

Past Project Experience of the bidder

Sl no	Name of the project	Client Name & Address with nodal person contact no & email ID	Brief scope of work (scanning & digitization or data entry of legacy records) if scanning define number of define numbers of pages scanned	Value (Cost of the project)	Project duration	Year of implementation	Whether completed or continuing	Page reference of supporting documents in the bid

Webel Technology Limited

SECTION - O

BIDDER INFRASTRUCTURE AVAILABLE

(Tender No. WTL/RC/SD/22-23/009)

Infrastructure Available with Bidder

We hereby certify that the following infrastructure is available and owned by <<Name of the Bidder>> as on the date of bid submission. WTL Technical Evaluation Committee may verify the same by visiting the site

Hardware						
SL. No	Description	Configuration/Details	Number of items available	Year of Purchase/Date of Installation	of	Purchase value
1.	Servers					
2.	Desktops /Laptops					
3.	Printers					
4.	UPS					
5.	CD/ DVD Writers					
6.	Backup Devices					
Scanner						
SL	Description	Make & Model	Scanning speed (PPM)	Maximum Resolution In DPI	of	Purchase value
1.	Scanner-1					
2.	Scanner-2					
3.	Scanner-3					
	...					

Webel Technology Limited

	Scanner-n						
5.							

We hereby certify the category-wise number of professionals on our payroll as on the date of bidding

SL. No	Category	Designation	Details of Key staff (Name, Qualification, Contact Number)
1.	Project Management		
2.	Scanning Operation		
3.	Data Entry		
4.	Quality Control		

(Please add more rows to include details of manpower resources available with the bidder)

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SECTION - P

PRICE BID

(Tender No. WTL/RC/SD/22-23/009)

A. Scanning of Documents

Sl No	Description of Services	Type/Category	Cost /Per page including QC (excluding GST)
1	Scanning of Document Without OCR	A4/Legal with 200 DPI Gray Scale/B&W	
		A4/Legal with 300 DPI Gray Scale/B&W	
		A4/Legal with 600 DPI Gray Scale/B&W	
		A4/Legal with 200 DPI Colour	
		A4/Legal with 300 DPI Colour	
		A4/Legal with 600 DPI Colour	
		Through Overhead Book Scanner	
2	Scanning of Document With OCR	A4/Legal with 200 DPI Gray Scale/B&W	
		A4/Legal with 300 DPI Gray Scale/B&W	
		A4/Legal with 600 DPI Gray Scale/B&W	
		A4/Legal with 200 DPI Colour	
		A4/Legal with 300 DPI Colour	
		A4/Legal with 600 DPI Colour	
		Through Overhead Book Scanner	

B. Data Entry (which includes index entry/data entry of legacy records)

Sl no	Description of services	Cost/Per 100 Characters including QC (excluding GST@18%)
1	Cost of Data Entry per 100 Character in English including one copy of printout for proof reading	
2	Cost of Data Entry per 100 Character in Bengali including one copy of printout for proof reading	
3	Cost of Data Entry per 100 Character in	

Webel Technology Limited

	English	
4	Cost of Data Entry per 100 Character in Bengali	

C. Development of Software DMS / Data entry (if not provided by Department (where ever applicable))

Sl no	Description of service	Lumpsum amount (excluding GST@18%)
1	Cost of software application development and implementation of DMS/Data Entry Software for index entry after scanning/data entry of legacy records	

Note : At least 50% of technically qualified bidders with minimum 2 bidders in each category must agree to the L1 (Lowest) price for the proposed empanelment process to be effected. Otherwise, WTL may cancel the entire bid process and go for fresh tender or cancel all commercial offers and ask for fresh commercial offers from all the technically qualified bidders

(Rupee) – In words

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Address: _____

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SECTION – Q

LIST OF DOCUMENTS SUBMITTED

(Tender No. WTL/RC/SD/22-23/009)

Sl. No.	Documents Submitted	Document Submitted	Page No of Submitted Document Serial
1	Documentary evidence as per Clause – i of Eligibility Criteria	Yes/No	
2	Documentary evidence as per Clause – ii of Eligibility Criteria	Yes/No	
3	Documentary evidence as per Clause – iii of Eligibility Criteria	Yes/No	
4	Documentary evidence as per Clause – iv of Eligibility Criteria	Yes/No	
5	Documentary evidence as per Clause – v of Eligibility Criteria	Yes/No	
6	Documentary evidence as per Clause – vi of Eligibility Criteria	Yes/No	
7	Documentary evidence as per Clause – vii of Eligibility Criteria	Yes/No	
8	Documentary evidence as per Clause – viii of Eligibility Criteria	Yes/No	
9	Documentary evidence as per Clause – ix of Eligibility Criteria	Yes/No	
10	Documentary evidence as per Clause – x of Eligibility Criteria	Yes/No	
11	Documentary evidence as per Section – D	Yes/No	
12	Documentary evidence as per Section – E	Yes/No	
13	Documentary evidence as per Section - F	Yes/No	
14	Documentary evidence as per Section – G	Yes/No	
15	Documentary evidence as per Section – H	Yes/No	
16	Documentary evidence as per Section – J	Yes/No	
17	Documentary evidence as per Section – L	Yes/No	
18	Documentary evidence as per Section – M	Yes/No	
19	Documentary evidence as per Section – N	Yes/No	

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Webel Technology Limited

Company Rubber Stamp: _____