

WEBEL TECHNOLOGY LIMITED

NOTICE INVITING e-TENDER

e-Tender are invited for empanelment of service providers from licensed Certifying Authorities of Controller of Certifying Authorities (CCA), Govt. of India or Authorized service partner of any reputed CCA for Supply of Digital Signature Certificate with USB Token

1.	Tender No. & Date	WTL/FD/DSC/23-24/028 dated 21/09/2023
2.	Tender Version No.	1.0
3.	Brief description of Job	Empanelment of service providers for from licensed Certifying Authorities of Controller of Certifying Authorities (CCA), Govt. of India or Authorized service partner of any reputed CCA for Supply of Digital Signature Certificate with USB Token
4.	Tender Fee	Rs.5000.00 (Rupees Five Thousand only) The amount to be transferred online through e-Tender Portal.
5.	Earnest Money Deposit	Rs.140000.00 (Rupees One Lakh Forty Thousand only) The amount to be transferred online through e-Tender Portal.
6.	Date of Downloading	21.09.2023
7.	Pre-Bid Meeting date & time	27.09.2023 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 - K) reaching WTL by 26.09.2023 at 12.00 Hrs. will be taken for decision. Interest 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 26.09.2023 at 15.00 Hrs. will be taken for decision.• Queries will be sent to Manager (Purchase) (purchase@wtl.co.in).
8.	Bid Submission Start date & time	04.10.2023 at 14.00 Hrs
9.	Last date & time of EMD & Tender Fee submission	Before Uploading of Tender
10.	Last date & time of Bid Submission	10.10.2023 at 13.00 Hrs
11.	Date & time of Technical Bid Opening	12.10.2023 at 13.00 Hrs
12.	WTL Address	WEBEL TECHNOLOGY LIMITED (A Govt. of West Bengal Undertaking) Plot - 5, Block – BP, Sector – V, Salt Lake City, Kolkata – 700091.
13.	WTL Contact Person	033-23673403-06

WEBEL TECHNOLOGY LIMITED

1. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Tender fee may be remitted electronically through e-tender portal in favour of “Webel Technology Limited” and also to be documented through e-filing. Necessary Earnest Money Deposit (EMD) may be remitted electronically through e-tender portal in favour of “Webel Technology Limited” and also to be documented through e-filing.
2. Both Techno Commercial Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>
3. Tender documents may be downloaded from website and submission of Techno Commercial Bid and Financial Bid will be done as per Time Schedule stated in Section – C of this Tender Document.
4. The Financial Bid of the prospective Bidder will be considered only if the Techno Commercial Bid of the bidder is found qualified by the Tender Committee. The decision of the ‘Tender Committee’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
5. All clarifications / corrigendum will be published only on the WTL / <https://www.wbtenders.gov.in> websites.

WEBEL TECHNOLOGY LIMITED

CONTENTS OF THE TENDER DOCUMENT

The Tender document comprises of the following:

SECTION – A	DATE & TIME SCHEDULE
SECTION – B	SOPE OF WORK & ELIGIBILITY CRITERIA OF BIDDERS
SECTION – C	ELIGIBILITY CRITERIA OF BIDDERS
SECTION – D	INSTRUCTION TO BIDDER
SECTION – E	EVALUATION & AWARD OF CONTRACT
SECTION – F	GUIDANCE OF E-TENDERING
SECTION – G	DETAILED INFORMATION OF THE BIDDER
SECTION - H	BID FORM
SECTION – I	BILL OF MATERIALS
SECTION - J	TECHNICAL SPECIFICATION
SECTION - K	PRE-BID MEETING QUERY
SECTION – L	NIT DECLARATION

WEBEL TECHNOLOGY LIMITED

SECTION – A

DATE AND TIME SCHEDULE

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	21.09.2023
2	Documents download/sale start date (Online)	21.09.2023
3	Last Date and time of sending the queries (Offline)	26.09.2023 & 15.00 hrs
4	Pre Bid Meeting (On Line)	27.09.2023 & 12.00 hrs
5	Corrigendum, if any will be published (On Line)	-
6	Bid Submission start date & time (On line)	05.10.2023 & 14.00 hrs
7	Last Date & time of submission of Earnest Money Deposit & submission of remittance details	Before Uploading of Tender
8	Last Date & time of submission of Tender Fee & submission of remittance details	Before Uploading of Tender
9	Bid Submission closing date & time (On line)	10.10.2023 & 13.00 hrs
10	Bid opening date & time for Technical Proposals (On line)	12.10.2023 & 13.00 hrs
11	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any	-
12	Date for opening of Financial Bid (Online)	-

WEBEL TECHNOLOGY LIMITED

SECTION – B

SOPE OF WORK & ELIGIBILITY CRITERIA OF BIDDERS

Finance Department, Govt. of West Bengal desires to have Digital Signature certificates for all the Drawing & Disbursing Officers and e-Tender inviting officers of the State Government for use in connection with various modules of Integrated Financial Management System for online submission of bill to the treasury and e-payment against the bill to the beneficiary as well as for e-Tender procedure. Webel Technology Limited (WTL) will do the empanelment of service providers from licensed Certifying Authorities of Controller of Certifying Authorities (CCA), Govt. of India or Authorized service partner of any reputed CCA for Supply of Digital Signature Certificate with USB Token. Finance Department will publish list of empanelment list.

REQUIREMENT:

Digital Signature Certificate, Class 3, with Dongle. The required quantity is approximately 13000 nos. The final quantity may vary. The validity of certificate should be of two years from the date of issue and renewable thereafter.

ELIGIBILITY CRITERIA:

1. The Bidder / Vendors authorized by the Controller of Certifying Authorities (CCA), Government of India for issuing Digital Signature Certificate to end user are only eligible to participate in this tender.
2. The bidder / Vendor should have their presence in Kolkata. Valid proof (Trade License/GST Certificate and other valid documents) should be submitted along with the bid.
3. The bidder / Vendor should have valid GST Registration Certificate, PAN & Trade License. Bidder shall have to submit photocopy of the documents.
4. The Bidder / Vendor should have an annual turnover of not less than Rs.75 Lakh each year in the last three financial years (FY – 2020-21, 2021-22 & 2022-23). Bidder shall have to submit Audited Accounts / Auditor Certificate in support of their claim.
5. The bidder / Vendor shall submit Bid Form (Section – F) duly signed by the authorized signatory of the company as per the format enclosed. Deviation in format may not be accepted.
6. Bidder / Vendor shall submit NIT Declaration (Section - J) duly signed by the authorized signatory of the company as per the format. Deviation in format may not be accepted.
7. The bidder shall not have been blacklisted by any State/Central Government or PSU Organization or bilateral/multilateral funding agencies for breach of ethical conduct or fraudulent practices as on date of submission of the proposal (as per DIT guidance note issued on 26-Dec-2011). Declaration on bidder's letter head to be submitted.

DONGLE:

The Digital Signature and Dongle will be used in the IFMS Modules developed by M/s. TCS and e-Tender/e-Auction modules developed by NIC. Single dongle will be used both for IFMS modules and e-tender/e-auction process.

OTHERS:

The requirement of DSC is all over West Bengal. The selected vendor will need to distribute the DSC along with Dongle in Kolkata and all districts throughout West Bengal in coordination with the District Nodal Officers to be designated for the purpose.

WEBEL TECHNOLOGY LIMITED

SECTION – C

ELIGIBILITY CRITERIA OF BIDDERS

1. The Bidder / Vendors authorized by the Controller of Certifying Authorities (CCA), Government of India for issuing Digital Signature Certificate to end user are only eligible to participate in this tender. Document to be submitted.
2. The bidder / Vendor should have their presence in Kolkata. Valid proof (Trade License/GST Certificate and other valid documents) should be submitted along with the bid.
3. The bidder / Vendor should have valid GST Registration Certificate, PAN & Trade License. Bidder shall have to submit photocopy of the documents.
4. The Bidder / Vendor should have an annual turnover of not less than Rs.75 Lakh each year in the last three financial years (FY – 2020-21, 2021-22 & 2022-23). Bidder shall have to submit Audited Accounts / Auditor Certificate in support of their claim.
5. The bidder / Vendor shall submit Bid Form (Section – H) duly signed by the authorized signatory of the company as per the format enclosed. Deviation in format may not be accepted.
6. Bidder / Vendor shall submit NIT Declaration (Section - L) duly signed by the authorized signatory of the company as per the format. Deviation in format may not be accepted.
7. The bidder shall not have been blacklisted by any State/Central Government or PSU Organization or bilateral/multilateral funding agencies for breach of ethical conduct or fraudulent practices as on date of submission of the proposal (as per DIT guidance note issued on 26-Dec-2011). Declaration on bidder's letter head to be submitted.

WEBEL TECHNOLOGY LIMITED

SECTION – D

INSTRUCTIONS TO BIDDER

1. Definitions

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

“**DSC**” means Digital Signature Certificate.

“**Contract Price**” means the price to be paid to the selected empaneled bidder for providing the service / material, in accordance with the payment terms.

“**Bidder**” means any firm offering the service 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.

“**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 designed to establish Bid prices at artificial non-competitive levels and to deprive the Finance Department and eventually GoWB of the benefits of free and open competition.

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

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

“**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 regulatory authority or political subdivision of government agency.

“**Service**” means provision of Contracted service viz., maintenance and associated services for DEPLOYED SYSTEMS.

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

“**FD**” means Finance Department, GoWB.

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

2. Pre Bid Meeting

Pre Bid Meeting will be held on 27.09.2023 at 12.00 hrs. (**On-Line Meeting**). Bidder can send their queries as per format (Section - N) to Manager (Purchase) (purchase@wtl.co.in). Only the queries received within the stipulated date prior to the Pre Bid Meeting will be answered. Interest 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.

3. Earnest Money Deposit (EMD) / Tender Fee

The bidder shall furnish Online Receipt against payment of Tender Fees and Earnest Money Deposit.

4. Refund of EMD

EMD will be refunded to the unsuccessful bidders without interest by following guidelines of circular 3975-F(Y) dated 28/07/2016 on final selection of Successful Bidders.

5. Cost of Bidding

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

6. Awarding of Contract

WEBEL TECHNOLOGY LIMITED

After evaluation of eligibility criteria and Technical specification. After qualifying in Eligibility criteria and Technical Specification, qualified bidders will only be considered for Financial Bid evaluation

Line item wise L1 bidder & next two bidders will be considered for empanelment at Line item wise L1 price. Respective Department / Directorate / Other Organization of GoWB will select service provider from empanelled list as per L1 price. Finance Department will publish Government Order of empanelment list.

7. Time Schedule for Delivery

Digital Signature Certificate Installed / loaded USB Tokens to be delivered within 10 days from the date of receipt of Application Form for the Certificate by selected vendors.

8. Terms of Payment

Payment will be made by respective Department / Directorate

9. Validity of DSC & Dongle

Digital Signature Certificate should be valid for two years and may be renewed thereafter and two years warranty for Dongle.

10. Validity of Price

The quoted price should be valid for two years from the date of Price Bid Opening. The DSC along with USB Token should be supplied by the selected vendor at the same price during the price validity period.

11. Taxes & Duties

- The prices should be inclusive of all taxes & levies including GST. However the rate and quantum of taxes should be indicated separately in the Price Bid submitted / bill.

12. Price

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

13. 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 should 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 in the bid being summarily rejected.

14. 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 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 should be binding on all bidders and will form part of the bid documents.

15. Modification and Withdrawal of Bids

As per the bidding process available in the tender.

16. 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.

WEBEL TECHNOLOGY LIMITED

17. Forms And Formats

The various inputs for the Bid 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 should be used to convey the said information. For all other cases, the bidder shall design a form to hold the required information.

18. Lack of Information to Bidder

The bidder should be deemed to have carefully examined the Bid document to his entire satisfaction. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfill his obligation under the bid.

19. Liquidated Damage

The job includes the supply of materials mentioned in the tender document. In the event of failure to meet the supply in stipulated date/time liquidated damage may be imposed on the contractor for sum not less than 0.5% of the contract value for undelivered items, each week or part thereof, subject to a ceiling of 10% of the total contract value (Excluding all taxes & duties and other charges). In the event of LD exceeds 10% of the order value, WTL reserves the right to terminate the contract and WTL will get the job completed by any other competent party. The difference of cost incurred by WTL will be recovered from the contractor from the pending bill.

20. 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.

21. Corrupt or Fraudulent

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

22. Binding Clause

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

- To vary, modify, revise, amend or change any of the terms and conditions mentioned above and,
- To reject any or all the Tender/s without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

23. 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

WEBEL TECHNOLOGY LIMITED

remedy its failure within a period of thirty days after receipt of default notice from WTL.

24. Warranty

The contractor will warranty that products supplied under the contract are newly made and are free from defects in the design and workmanship. The Contractor would be responsible for the up keep and maintenance of the product. The warranty period should be mentioned in the bid. Service support for DSC along with USB Token should be provided by the selected vendor for two years from the date of issuance of DSC.

25. 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.

26. 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 herein 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. Failure to 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.

27. Discrepancies in Bid

- Discrepancy between description in words and figures, the rate which corresponds to the words quoted by the bidder should be taken as correct.
- Discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate then the unit rate should be regarded as firm.
- Discrepancy in totaling or carry forward in the amount quoted by the bidder should be corrected.

28. Opening of Bid by WTL

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

29. Contacting WTL

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

30. WTL's Right to Reject any or all Bids

WTL reserves the right 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.

31. Bid Currencies

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

32. 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 selected vendor.

33. Non-Transferability of Tender

This tender document is not transferable.

34. Preparation of Tender

WEBEL TECHNOLOGY LIMITED

Tender should be submitted in accordance with the following instructions:

- (i) Tenders should be submitted in the prescribed forms. Digital signatures should be used. Where there is conflict between the words and the figures, the words shall prevail.
- (ii) 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.
- (iii) Tender bids should be submitted as per the time schedule given in Section A.
- (iv) Tender bids made subject to any conditions or stipulations of the bidder are liable to be rejected.
- (v) Each and every page of the tender document must be signed with company seal by the bidder.

35. Clarification of Bid

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 should be in writing (fax/email). No change in the quoted bid price is permitted

36. Compliance with Law

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 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.

37. Erasures or Alternations

The offers with overwriting and erasures may make the tender liable for rejection if each of such overwriting/erasures/manuscripts is not signed by the authorized signatory of the bidder. 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 should be binding on all bidders and the Tender Committee reserves the right for such waivers.

38. General Terms

- (i) All the pages of the bid document including documents submitted therein must be duly signed and stamped failing which the offer should be liable to be rejected.
- (ii) 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.
- (iii) No Technical/Commercial clarification will be entertained after opening of the tender.
- (iv) Quantity mentioned in the tender document is indicative only and orders should be placed subject to actual requirement. WTL reserve the right to increase or decrease the quantity specified in the tender.
- (v) WTL reserve the right to ask for clarification in the bid documents submitted by the bidder.
- (vi) 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.
- (vii) 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.
- (viii) 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.
- (ix) The price offers shall remain firm within the validity period of contract and no escalation of price will be allowed.
- (x) The customer at its discretion may extend the deadline for submission of bids.
- (xi) 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.

WEBEL TECHNOLOGY LIMITED

SECTION – E

EVALUATION & AWARDING OF CONTRACT

1. EVALUATION PROCEDURE

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

2. FINAL EVALUATION

Financial Proposal of the bidders qualifying in the evaluation of Eligibility Criteria will be evaluated. **Line item wise L1 bidder & next two bidders will be considered for empanelment at Line item wise L1 price. Respective Department / Directorate / Other Organization of GoWB will select service provider from empanelled list as per L1 price. Finance Department will publish Government Order of empanelment list.**

WEBEL TECHNOLOGY LIMITED

SECTION – F

GUIDANCE FOR E-TENDERING

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

- **Registration of Bidder:**
Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System through logging on to **<https://wbtenders.gov.in>**. The Bidder is to click on the link for e-Tendering site as given on the web portal.
- **Digital Signature Certificate (DSC):**
Each Bidder is required to possess Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.
- The Bidder can search & download N.I.T. & BOQ electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- **Submission of Tenders:**
Bids are required to be submitted online at **<https://wbtenders.gov.in>** in two folders at a time, one in Techno Commercial Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). Virus-scanned copy of documents should be uploaded duly digitally signed. The documents will get encrypted (transformed into non readable formats)

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

Techno Commercial Cover:

Technical Document1

1. Detailed Information of Bidder (Section – G)
2. Photocopy of your valid license issued by Controller of Certifying Authorities (CCA), Govt. of India.
3. Bid Form (Section – H)

Technical Document2

1. N I T Declaration duly stamped & signed in bidder's letter head, (Section – L)
2. Power of Attorney for signing authority on behalf of the bidder. The Power of Attorney shall be on stamp paper.

Technical Compliance

1. Authorisation Certificate, if partner is bidding
2. Other documents

Financial Cover:

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

NON-STATUTARY COVER (MY SPACE) CONTAIN FOLLOWING DOCUMENT:

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

WEBEL TECHNOLOGY LIMITED

Sl. No.	Category Name	Sub Category Name	Sub Category Description
A	CERTIFICATES	A1. CERTIFICATES	<ul style="list-style-type: none"> • GST Registration Certificate • PAN • Trade License • As required
B	COMPANY DETAILS	B1. COMPANY DETAILS 1	<ul style="list-style-type: none"> • As required
		B2. COMPANY DETAILS 2	<ul style="list-style-type: none"> • Company Profile (Not more than 3 pages) • As required
C	CREDENTIAL	CREDENTIAL 1	CCA copies as per Clause no. 1 of Section – C
		CREDENTIAL 2	<ul style="list-style-type: none"> • Other documents, if any
D	DECLARATION	DECLARATION 1	As required
		DECLARATION 2	As required
		DECLARATION 3	As required
		DECLARATION 4	As required
		DECLARATION 5	As required
F	FINANCIAL INFO	P/L & BALANCE SHEET 2020-2021	P/L & BALANCE SHEET 2020-2021
		P/L & BALANCE SHEET 2021-2022	P/L & BALANCE SHEET 2021-2022
		P/L & BALANCE SHEET 2022-2023	P/L & BALANCE SHEET 2022-2023

WEBEL TECHNOLOGY LIMITED

SECTION - G

DETAILED INFORMATION OF THE BIDDER

(WTL/FD/DSC/23-24/028 dated 21/09/2023)

1.	Name of Bidder/Company	
2.	Name of Authorized Representative	
3.	Office Address	
	Office Telephone No.	
	Office Fax No.	
	Contact Person	
	Mobile No. of Contact Person	
	Email Address	
	Website Address	
4.	Office Address at Kolkata	
	Office Telephone No.	
	Office Fax No.	
	Contact Person	
	Mobile No. of Contact Person	
5.	Date of Grant of License by CCA with License ID	
6.	License Valid Up to	

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of Company: _____

Date: _____

WEBEL TECHNOLOGY LIMITED

SECTION – H

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)

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

Sub: Empanelment of service providers for from licensed Certifying Authorities of Controller of Certifying Authorities (CCA), Govt. of India or Authorized service partner of any reputed CCA for Supply of Digital Signature Certificate with USB Token

Dear Sir,

1. We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject Tender No. WTL/FD/DSC/23-24/028 dated 21/09/2023, 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 two years from the date of Price Bid Opening. We further declare that prices stated in our proposal are in accordance with your bidding.
3. We confirm that our bid prices include all other taxes and duties and levies applicable on bought out components, materials, equipments and other items and confirm that any such taxes, duties and levies additionally payable shall be to our account.
4. 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.
5. 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.
6. 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 of2023

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

WEBEL TECHNOLOGY LIMITED

SECTION - I

BILL OF MATERIALS

Sl. No.	Item Description	Qty.
1.	Class 3 Digital Certificate: Signing ONLY, Encryption ONLY, COMBO	13000 Nos.
2.	USB Token for above mentioned Class 3 Digital Certificate	13000 Nos.

WEBEL TECHNOLOGY LIMITED

SECTION - J

TECHNICAL SPECIFICATION

(WTL/FD/DSC/23-24/028 dated 21/09/2023)

Minimum Specification of Digital Signature Certificate

Qty: 13000 Nos.

Name of the License Certified Authority:

Sl. No.	Minimum Specification	Specification (Quoted / Applicable – by the bidder)	Complied (Yes / No)
1.	Class 3 Type of Certificates : Signing ONLY, Encryption ONLY, COMBO		
2.	Validity of Digital Signature Certificate : 2 years		
3.	User Type : Individual		
4.	User bits if Digital Signature Certificate : 2048 bit		
5.	Algorithm of Digital Signature Certificate : SHA 2		

Minimum Specification of USB Token

Qty: 13000 Nos.

Make:

Model:

Sl. No.	Minimum Specification	Specification (Quoted / Applicable – by the bidder)	Complied (Yes / No)
1.	Storage of Digital Signature Certificate : ON FIPS Certificated level 3 cryptographic USB Token		

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of Company: _____

Date: _____

WEBEL TECHNOLOGY LIMITED

SECION - K

FORMAT FOR PRE-BID MEETING QUERY

(WTL/FD/DSC/23-24/028 dated 21/09/2023)

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 – L

NIT DECLARATION

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

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

Sub: Empanelment of service providers for from licensed Certifying Authorities of Controller of Certifying Authorities (CCA), Govt. of India or Authorized service partner of any reputed CCA for Supply of Digital Signature Certificate with USB Token.

Dear Sir,

We the undersigned bidder/(s) declare that we have read and examined in details the specifications and other documents of the subject Tender No. WTL/FD/DSC/23-24/028 dated 21/09/2023 Digital Signature Certificate (DSC) and USB Token for the Finance Department, GoWB published by Webel Technology Limited in e-Tender website.

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

Thanking you, we remain

Yours faithfully

.....
Signature

.....
Name in full

.....
Designation

.....
Company Stamp

Dated, thisday of2023