

WEBEL TECHNOLOGY LIMITED

NOTICE INVITING e-TENDER

Online Tender documents are invited for Implementation of Digitization and Scanning of Registered Deed with Index in 211 (Two Hundred Eleven) registration offices and 18 (Eighteen) District Head quarters of Directorate of Registration and Stamp Revenue, Finance Department, Government of West Bengal.

Bids are invited from reputed System Integrators having sufficient experience and credentials for successful completion of “**Similar Nature**” of work in a Government Department/PSU/Autonomous Body or any reputed organization. Bidder must have adequate manpower and infrastructure for providing on-site service within the stipulated time.

1.	Tender No. & Date	WTL/DORSR/SD/23-24/048 dated 05.01.2024
2.	Tender Version No.	1.0
3.	Brief description of material	Request for Proposal for Digitization and Scanning of Registered Deed with Index in 211 (Two Hundred Eleven) registration offices and 18 (Eighteen) District Head quarters of Directorate of Registration and Stamp Revenue, Finance Department, Government of West Bengal, in the state of West Bengal.
4.	Tender document Fee	Rs.10000.00 (Rupees Ten thousand only). The amount to be transferred online through e-tender portal.
5.	Earnest Money Deposit	Rs. 24,00,000.00 (Rupees Twenty four lakh only). The amount to be transferred online through e-tender portal.
6.	Date of Downloading/Sale of Tender document	05.01.2024
7.	Pre-Bid Meeting date & time	16.01.2024 at 14.30 Hrs <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 15.01.2024 at 15.00 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 15.01.2024 at 15.00 Hrs. will be taken for decision.• Queries will be sent to Purchase Department (purchase@wtl.co.in)
8.	Bid Submission Start date & time(online)	23.01.2024 at 12.00 Hrs
9.	Last date & time of EMD & Tender Fee submission	Before Uploading of Tender
10.	Last date & time of Bid Submission(online)	29.01.2024 at 11.30 Hrs
11.	Date & time of Technical Bid Opening	31.01.2024 at 11.30 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.	Contact person	033-23673403-06

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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 online through e-tender portal in favour of “Webel Technology Limited” and also to be documented through e-filling. Necessary Earnest Money Deposit (EMD) may be remitted online through e-tender portal in favour of “Webel Technology Limited” and also to be documented through e-filling.
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 / corrigenda will be published only on the <https://wbtenders.gov.in>.

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SECTION – A

INTRODUCTION & OBJECTIVE OF THE PROJECT

INTRODUCTION

Webel Technology Limited invites Request for Proposal (hereinafter referred to as “RFP”) for Digitization and Scanning of Registered Deed with Index in 211 (Two Hundred Eleven) registration offices and 18 (Eighteen) District Head quarters of the Directorate of Registration & Stamp Revenue, Finance (Revenue) Department, GoWB, from Reputed System Integrators having sufficient experience and credentials for successful completion of “similar nature of work” in a Government Department/PSU/Autonomous Body or any reputed organization.

Objective of the project

The Directorate of Registration & Stamp Revenue (DoRSR) comes under the administrative control of the Finance Department, Government of West Bengal. The Inspector General of Registration & Commissioner of Stamp Revenue (IGR & CSR) is the head of the DoRSR. The DoRSR is located in Fortuna Tower, 9th Floor, 23A, N. S. Road, Kolkata - 700001.

The main function of Registration is to legalize different contractual documents by empowering them through the Court of Law. The Directorate aims at protecting the rights of the public by legalizing the different deeds and keeping records of the same.

Primary objectives of the Directorate behind this initiative are as follows -

1. Digitization of old registered deeds to provide online search facility to citizens which are not at present available from 1970 to 1984, available on manual basis only.
2. Facilitation in issuing of digitally signed certified copy of registered deed.
3. Archival of old documents in digital format (from 1970 to 1984).

Digitization process will aim to preservation and archival of old records as per Section 51 and 55 of The Registration Act 1908 read with Rule 11 of WB Registration Rules, 1962.

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SECTION – B

SCOPE OF WORK & RESPONSIBILITY

1. Scope of work

1.1 Description of task

The digitization work will be awarded to the competent Service Providers/Bidders on a turnkey basis, whereby the Service Providers/ selected Bidders shall be responsible for digitizing the legacy deed documents kept in hard bound book volume registers (BVR) in the record room of registration offices. The following types of deeds, bound in different types of BVR are under the scope of this project.

There are four series of books available in the RO.

- Book Type I - Registration of Non – testamentary document relating to immovable properties e.g. Sale, Gift, Partition, Declaration, Transfer, Release, Lease, Bond, Mortgage etc.
- Book Type II – Miscellaneous (not to be digitized)
- Book Type III - Registration of Will and authorities to adopt
- Book Type IV - Registration such as Power of Attorney, Adoption etc.
- **Index1**–Persons/Name details of deeds of above Books in alphabetical order
- **Index2**- Property details of Deeds of above Books in alphabetical order

The digitization work is to be completed within 2 (Two) years from the date of signing of agreement. The Service Providers shall bring in all the required hardware and supporting equipment to carry out the work and achieve the daily output and quality targets as specified by DoRSR.

The project shall have the following components:

- 1.1.1 Preparation of detailed action plan for digitization of documents, for each of the zone (Annexure - III) allotted to the Service Provider.
- 1.1.2 Setting up a fully equipped digitization facility in the space provided by IGR in the respective registration offices for carrying out digitization work of the registered deed.
- 1.1.3 The Service Provider would be responsible for safe custody of the Book Volumes issued from the record room and on completion of work the Service Provider will return the Book Volumes in same condition to the record room.
- 1.1.4 Indicative volume of deed is given in Annexure-I.
- 1.1.5 Up-loading of the scanned images and meta data by concerned RO through DSC to SDC server after verification.
- 1.1.6 Service Provider will carry out the digitization using the DMS application provided by the Designated Service Provider.
- 1.1.7 Metadata for each document would be captured in English through the application, irrespective of the language of the source document.
- 1.1.8 The final sign off (UAT) for the digitization work would be given by the concerned Registering Officer. A hard copy will be submitted to WTL as work done certificate for payment purpose.

1.2 Process of metadata creation

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- 1.2.1 The operator has to log in the software application.
- 1.2.2 Data will be filled up in there different sections “Deed Details”, “Index of Name” and “Index of Property”.
- 1.2.3 After completion of Scanning operation, the metadata has to be entered for that particular deed, indexing has to be done and the digitized data has to be uploaded to the central server.
- 1.2.4 Metadata entry needs to be done by the Service Provider as per guidance provided by the DoRSR officials as well as the format of the fields mentioned in Appendix-III of this document. The Service Provider will have to link the scanned documents with respective metadata record in the system using unique metadata fields.
- 1.2.5 The Service provider needs to deploy trained and adequate number of resources for digitization of the documents including indexing, metadata creation/entry, to maintain the timeline.
- 1.2.6 Irrespective of the language in which the document (Books/ File volumes/ Deeds) are prepared/ written, the language of metadata entry should be in **English only**. The Service Provider may engage relevant experts for suitable translation of all the languages to **English** language.
- 1.2.7 Blind double data entry mechanism to minimize the QC time for the IGR directorate and to get the error free record.
- 1.2.8 Service providers should ensure high security in handling data by its operators and project manager. Service provider will ensure that none of the desktops used for scanning and metadata entry have USB ports, CD Drives or USB ports and DVD Drives are blocked. Data transfer should be allowed only from the Central Server.
- 1.2.9 **No document should move out of the premises.**
 - A. Deed details: For fields to be entered please refer Annexure- II
 - B. Person details: Details of person(s) involved in the transaction registered in the deed are captured in this section.
For fields to be entered please refer Annexure- II.
 - C. Property details.
Details of property involved in the transaction in the deed are captured in this section.
For fields to be entered please refer Annexure- II.
Any number of property details that are there in the deed to be captured.
- 1.2.10 Exceptions relating to understanding of content, identification of fields may arise during capturing the data. For clearing the exceptions departmental coordinators will be consulted with RO.
- 1.2.11 Service provider may develop some control sheet mechanism. Unresolved exceptions will be noted down on control sheets. After one Book Volume Register (BVR) is completed, exceptions cleared or noted, operator will sign on the control sheet and move the BVR and control sheet to the technical supervisor for the next operation.
- 1.3.1 Document preparation:
Document preparation is the section which prepares the physical volume registers for scanning.

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Supervisor verifies pagination of deed pages and additional pages with that noted in the control sheet. If some particular page needs special mode of scanning like using flatbed scanner or digital camera or book scanner, it is to be noted on the control sheet.

Following activities on the book volumes to be performed at this stage:

- A. Unbinding / demerging each and every document of Book Volume Register, if Auto Document Feeder (ADF) scanner is used for scanning.
- B. Dust cleaning
- C. Removal of staple pins, clips etc from all the pages
- D. In cases documents have frayed edges; the edges of the same would be trimmed to the extent that is necessary without tampering with the contents in the document. Pages, which are torn, would be suitably joined with transparent cello-tape so that it can easily pass through ADF scanner.
- E. During demerging, treatment with additional extra-large pages to be done with extreme care and pagination to be done before loosening of the pages.
- F. Additional pages like map, drawings etc. might be of larger than standard BVR page size of (28 cm x 44 cm.), (40 cm x 51 cm.). These pages will have to be treated very carefully and proper pagination needs to be done on them before loosening up the pages so that not even a single page is lost.
- G. Pages which are not fit to be given in ADF, needs flatbed or equivalent scanner.

1.3.2 Scanning

Regular volume pages are mostly of A3 size, A4, and Legal along with maps in some cases.

However, it is important to note that the paper sizes encountered during the project may not be limited to these specific sizes. These pages will be scanned in 240 DPI resolution and black and white mode. In case of colour print of plan it should be scanned in colour mode.

Scanner Specification:

ADF (Duplex) Scanner/Flatbed/Overhead Book, Minimum legal size, Maximum as required. But the choice of scanner depends completely on the condition of the document. In case, the document cannot be scanned using any type of scanner. The bound registers are to be scanned mandatorily by book scanner.

1.3.3 Quality Control to be adopted by the SP:

Service provider should deploy a dedicated team to ensure quality.

Quality assurance activities by SP should be focused in the following areas :

- A. Image quality check:
 - i. Noise on each image will be cleaned by using industry standard tools like crop, clean etc.
 - ii. Deleting blank and invalid images
 - iii. Rotation of images, if required.
 - iv. De-skewing the images.
 - v. Cropping the images.
 - vi. Pages scanned by book cradle scanners produce dark edges and waved image towards inner portion of the book. Software will be used to remove dark patch and flatten possible waved image portion to produce normal flat images.

All deeds which have completed metadata entry after quality control by the Service provider will be signed using the DSC of the RO provided by the Directorate through the system. Once the signing is completed, the deeds will be uploaded in the SDC server.

B. Metadata quality

- i. Domain Interpretation of the deed is correct.
- ii. Right details are entered.
- iii. No spelling error (as in deed) - conversion may required from Bengali to English

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C.Final quality check before submission

- i. All exceptions are resolved.
- ii. Book volumes are bound back in original form, if it was cut opened for scanning purpose. Bidders consider the cost of materials required for re-binding process.
- iii. All additional pages, if removed from their original place are restored.
- iv. All pages, including additional pages and extra-large additional pages are scanned.
- v.No page is scanned more than once.

Note:

All deeds against which issues are reported in the quality assurance process, will have to be rectified by the service provider and uploaded again for quality checking. This process will go on until there is sufficient quality improvement as desired by Registering Officer. Due to regular network traffic at the Registration Offices, the Service provider will provision for an infrastructure to provide sufficient bandwidth to ensure the uploading of deeds over the internet at the time of quality assurance & verification process.

1.4 Document Handover:

After completion of scanning and metadata entry, all the documents (volume wise) should be handed over back to the DoRSR in their original condition. Appropriate entries would also have to be made by the Service Provider and DoRSR officials in their register on return of documents. Post document handover signed approval certificate from DoRSR official confirming receipt of deliverables needs to be taken by the Service Provider. Under no circumstances, shall the documents be changed, mutilated, destroyed or replaced by some other documents. Any damage to the documents will lead to heavy penalty for the Service provider as specified in Clause no. 16 & 17 of Section - E . Thus, the service provider should take utmost care of the documents taken for scanning.

1.5 Manpower Support by Service Provider:

It will be the responsibility of the Service Provider to provide sufficient quality manpower during execution of the project

1.6 Operation & Maintenance Support:

Service Provider will provide operational support for a period of 1 (one) year from the completion of digitization work for the allocated offices, to the DoRSR in post implementation phase. During this phase, the Service Provider will undertake the following activities:

- Support in uploading of all scanned images and metadata in DoRSR provided servers/ computers/ storage
- Resolve issues related to scanned images or metadata provided to the DoRSR

The vendor will provide a mechanism to provide this support in such a way that any issue raised by DoRSR officials is resolved within 2 working days, from the date of raising the issue. The vendor will provide contact numbers, email ids for issue logging and be conversant with the issue of an online SLA system if so, provided by DoRSR

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1.7 QUALITY CHECK FOR DATA DIGITIZATION:

The vendor should do 100% on screen validation (along with DoRSR officials) and submit the log for 100% QC work done along with QC certificate. The relevant aspects for quality checking would include:

- Is the image too dark/too light or is there uneven lighting?
- Has the document been cropped from any side?
- Has the document been rotated/ flipped?
- Is the document skewed?
- Is there any lack of sharpness/ excessive sharpness?
- Is there excessive noise?

Only after the certification of the QA official, the data will be uploaded to the SDC by the concerned officer through DSC.

- 1.7.1 The size of the document should not be more than 1 MB. Adequate compression should be applied to the scanned document such that image quality should not be adversely affected.
- 1.7.2 Image should be stored in PDF only and shall be scanned in black and white mode. In case of colour print of plan it should be scanned in colour mode.
- 1.7.3 After approval by the official a UAT certificate will be generated from the system for billing purpose.
- 1.7.4 The image so generated after adequate compression should be legible in both soft format and printed copy taken on paper in 1:1 scale
- 1.7.5 The scanned document pages should be merged so as to create a pdf file for a particular deed in the correct page order
- 1.7.6 The file name for the particular deed should contain a name with the nomenclature as specified by DoRSR. For file name nomenclature one may refer to the current process which generates the filename as (District Code + RO Code + Year+ Book No + 5 Digit of Deed).pdf (14 digit)
- 1.7.7 The generated file should be optimized for viewing over the internet i.e. pages should be viewable as soon as they are downloaded without waiting for complete file to be downloaded i.e. A multipage file is downloaded page-by-page and should be viewable as soon as a page is downloaded rather than having to wait for the entire file to download.
- 1.7.8 CCTV Surveillance will be provided by the service provider for all locations with 1 month backup (minimum 4 CCTV).

Delivery of image and data

After successful generation of UAT, the service provider will have to perform software enabled data export process and deliver data and image also they have to upload the Data & Images to SDC.

1.8 Scope of the Software:

- **User shall log in to the system using two factor authentication (User id, password, and OTP**
- **Operator shall select the scan image of the deed and enter details of the deed into the system.**

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- **For a particular deed Transferor, Transferee and Property details** shall be entered into the system independently by two separate **Operators**.
- **One Verifier shall check the data entry done by two Operators by comparing the entries with the scanned image of the deed. System shall identify the mismatch in the entry of the deed details done by two operators to facilitate the work of the verifier.**
- **Once the entry and verification of all deeds for a volume are completed, the volume will be available to "Registering Officer".**
- **After the verification by registering officer** deeds in the volume **will be digitally** signed and shall be made available **on the** website of the Directorate for verification by the citizen.

1.8.1 Detailed steps are as given below: -

1. Operator I. shall login into the software.
2. Operator 1 shall select one deed from the available list of Volumes of a year. The selection of the year, volume and the deed should be done serially.
3. Operator 'I shall enter the details of all the Transferor, Transferee and Property of the deed by seeing the scanned copy at the right side of the screen.
4. Operator 2 shall login into the software.
5. Operator 2 shall select the same deed from the available list of Volume of the year.
6. Operator 2 shall enter the details of all the Transferor, Transferee and Property of the deed by seeing the scanned copy at the right side of the screen.
7. For any deed, in case of index-I, if entry is made by any one of the Operators, the option of entry of index-I for that deed from other operator login will be disabled automatically.
8. System shall automatically compare the two entries for Index-II.
9. The result of the comparison of the two entries for Index-II of a deed will be available at the Verifier login for checking from his/her end.
10. The Verifier shall check the result of the system generated comparison for Index-II entries.
11. In case of the deeds where both the entries of Index-II are identical (i.e., the system returns a 'Matched Result'), Verifier shall do random sample checking of the deeds having 'Matched Result' comparing the entry with the details available from the scanned copy of the deed at the right side of the screen. If found correct, the Verifier will accept any one of the two entries made for a deed. If any error is found, the Verifier shall return them to the Operators. Step 1 to Step 9 will be followed again.
12. In case of the deeds where the two entries of Index-II are non-identical (i.e., the system returns a 'Mismatched Result'), Verifier shall check the entries comparing the entries with the details available from the scanned copy of the deed at the right side of the screen.

One Of two, if one entry is found to be correct, the Verifier shall accept the correct one and discard the incorrect one. If both the entries are found to be incorrect, the Verifier can return both the entries to the operators. In that case Step 1 to Step 8 will be followed again. Or, if it is found that of two incorrect entries, one entry has one or few minor errors which can be easily rectified, the Verifier may do the necessary

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modification from his/her end. The Verifier will save the necessary changes made in the entry and accept that entry. He/she will discard the other one.

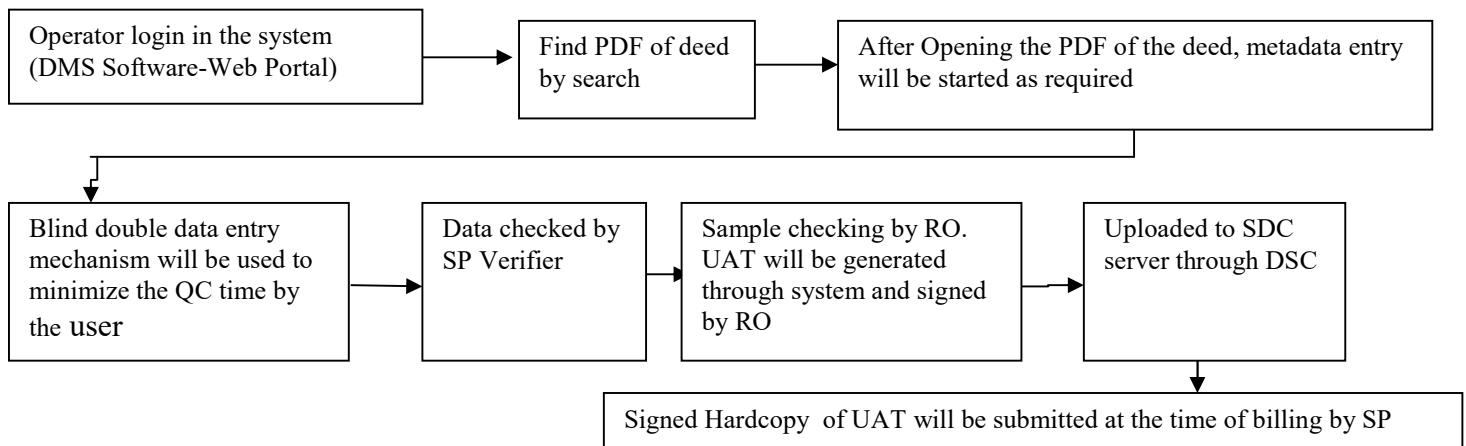
13. Index-I entries should be checked by the Verifier.
14. Step 1 to step 13 will be followed for all the Volumes.
15. After completion of a volume, the Verifier will forward the Volume to the Registering Officer (RO)
16. RO shall do random sample checking comparing the entries with the scanned image of the deeds of the Volume of that year. The deeds sample checked by RO should be marked. The Deeds found correct may have a green tick against it and incorrect may have a red cross against it.
17. If found correct RO shall approve the Volume otherwise return the entire volume to the Verifier.
18. Verifier will check the entry with the scanned image of the deed. If the entry has one or few minor errors which can be easily rectified, the Verifier may do the necessary modification from his/her end, save the necessary changes made in the entry and accept that entry. Otherwise, he/she can return it to the Operators. In that case Step 1 to Step 9 will be followed again. He/she will then again forward the rectified Volume to the Registering Officer (ROB).
19. After approval of RO, all the deeds of the Volume will be digitally signed and uploaded to the central server.
20. System automatically creates the index, and the deeds will be available on the website for the verification by the citizen.
21. Step 1 to Step 19 will be followed for rest of the volumes of the year.
22. Step 1 to Step 20 will be followed for rest of the years.
23. There should be a report module for reflecting the work trail of the Operators and the Verifier.

1.9 Process flow diagram

1st Step (Scanning of Data)



2nd Step (Scanning of Data)



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2.Responsibility Matrix

S L	Responsibility of work	Responsible authority
1	Bidding process	WTL
2	LOI and award of contract	WTL
3	Master trainer Training on domain and software	Directorate of Registration & Stamp Revenue, WTL, NIC
4	Providing space for digitization	Directorate of Registration & Stamp Revenue,
5	Providing electricity	Directorate of Registration & Stamp Revenue,
6	Providing furniture for digitization	Service Provider/Bidder
7	Submission of work plan	Service Provider/Bidder
8	Deployment of digitization infrastructure like scanners, computers, printers etc	Service Provider/Bidder
9	Deployment of manpower for digitization process	Service Provider/Bidder
10	Maintenance of digitization equipment	Service Provider/Bidder
11	Availability of book volumes for digitization at per daily processing capacity	Directorate of Registration & Stamp Revenue,
12	Submission of work for departmental audit and approval	Service Provider/Bidder
13	Regular audit and certification process	Directorate of Registration & Stamp Revenue,
14	Data delivery at ERAC	Service Provider/Bidder
15	Data upload	Service Provider/Bidder
16	Project management and coordination	WTL
17	Internet connectivity	Service Provider/Bidder

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Annexure - I

LIST OF SITES OF LEGACY DATA

Name of the District	Name of the Office			
		At DR office	At Location	Total
24 Parganas (S)	DSR I	142633		142633
	DSR II			0
	DSR III			0
	DSR IV			0
	DSR-V			0
	ADSR ALIPORE	69587	19798	89385
	ADSR SEALDAH	0	0	20909
	ADSR BEHALA	16323	33251	49574
	ADSR BUDGE BUDGE	30192	50376	80568
	ADSR BISHNUPUR			144605
	ADSR BARUIPUR			110239
	ADSR SONARPUR			68065
	ADSR BHANGORE	83609	107850	191459
	ADSR D/BARASAT			103235
	ADSR JOYNAGAR			90314
	ADSR D/ HARBOUR			108712
	ADSR FALTA			73710
	ADSR MATHURAPUR	42479	127409	169888
	ADSR GHATESWARA			173131
	ADSR MOGRAHAT			116977
	ADSR USTHI			72993
	ADSR KAKDWIP			168932
	ADSR PATHARPRATIMA			59006
	ADSR RUDRANAGAR			16790
	ADSR MATLA			151710
	ADSR BASANTI			52420
ADSR GARIA			0	
Howrah	DSR			77244
	ADSR, Howrah			49707
	ADSR, Domjur			61137
	ADSR, Ranihati			30703

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	ADSR, Uluberia			112124
	ADSR, Bargachia			64135
	ADSR, Shyampur			109359
	ADSR, Bagnan			78822
	ADSR, Amta			109657
	ADSR, Pancharul Samantanagar			39693
Uttar Dinajpur	DSR, Raiganj			0
	ADSR, Raiganj			199711
	ADSR, Kaliaganj		36606	155422
	ADSR, Itahar			120103
	ADSR, Islampur			262268
	ADSR, Dalkhola			140055
	ADSR, Chopra			0
	ADSR, Lodhan			0
Murshidabad	DSR-I			137771
	Berhampore			153048
	Beldanga			206113
	Amtala			58204
	Hariharpara			67387
	Domkal			138508
	Goas			139907
	Lalbagh			142240
	Azimganj			84464
	Bhagwangola			79937
	Jangipur			142059
	Sagardighi			63409
	Nimtita			138632
	Kandi			161847
	Khargram			100747
	Salar			56800
	Bharatpur			75507
	Panchthupi			79330
	DSR NADIA			141037
	ADSR SADAR			123759
	ADSR BETHUADAHRI			229476
	ADSR CHAPRA			92954

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Nadia	ADSR NABADWIP			41304
	ADSR KARIMPUR			164859
	ADSR PALASHIPARA			132720
	ADSR RANAGHAT-1			180772
	ADSR RANAGAHT-2			45677
	ADSR SANTIPUR			52703
	ADSR HANSHKHALI			91693
	ADSR CHAKDAHA			143913
	ADSR KALYANI			1847
	ADSR HARINGHATA			83622
	D.Dinajpur	DSR,Dakshin Dinajpur		
ADSR, Gangarampur				176400
ADSR, Buniadpur				113920
ADSR,Kumarganj		80400		160800
ADSR, Kaliaganj				16400
Paschim Medinipore	DSR-I,Paschim Medinipur			111666
	ADSR Sadar			97079
	ADSR Ghatal			115570
	ADSR Sabang			87896
	ADSR Anandapur			79722
	ADSR Dantan			105823
	ADSR Mohanpur			71475
	ADSR Balichak			149741
	ADSR Garhbeta			101580
	ADSR Daspur			119526
	ADSR Narayangarh			138471
	ADSR Kharagpur			58528
ADSR Chandrakona			98098	
Jalpaiguri	Dsr, Jalpaiguri			120591
	ADSR, Jalpaiguri			82627
	ADSR, Rajganj			18989

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	ADSR, Dhupguri		110603
	ADSR,Maynaguri		167123
	ADSR, Mal		0
	ADSR, Bhaktinagar		0
Malda	DSR, Malda		263683
	ADSR, Sadar Malda		150613
	ADSR, Kaliackak		219876
	ADSR,Chanchal		180013
	ADSR,Ratua		159993
	ADSR Tulshihata		159993
Jhargram	ADSR, Jhargram		117102
	ADSR Silda		49632
	ADSR Gopiballavpur		86485
Purba Medinipore	ADSR Tamluk		143628
	ADSR Moyna		109172
	ADSR Mahisadal		120003
	ADSR Khanchi		73152
	ADSR Sutahata		117697
	ADSR Nandigram		101888
	ADSR Panskura		121294
	ADSR Hanschara		99046
	ADSR Kolaghat		87054
	ADSR Contai-I		112869
	ADS Contai-II at Nachinda		107334
	ADSR Ramnagar		114407
	ADSR Khejuri		91076
	ADSR Egra		143208
	ADSR Patashpur		131636
	ADSR, Bhupatinagar		37411
ADSR Bhagwanpur		150579	
Alipurduar	ADSR, Alipurduar		82641
	ADSR, Falakata		82641

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North 24 Pgs	ADSR, Guma		41224
	ADSR, Basirhat		218627
	ADSR, Barasat		140130
	ADSR, Barrackpore		84637
	ADSR, Bongaon		229258
	ADSR, Hatatganj		75528
	ADSR, Kadambagachi		35676
	ADSR, Amdanga		96793
	ADSR, Chandpara		104050
	ADSR, Hasnabad		171017
	ADSR, Baduria		140724
	ADSR, Habra		111423
	ADSR, Naihati		84243
		ADSR, Helencha	
ADSR, Deganga			165871
ADSR, Barasat			36746
ADSR, Cossipore DumDum			138373
ADSR, Bidhannagar			7242
Coochbehar	DSR Coochbehar		85795
	ADSR SADAR		90025
	ADSR Tufangunj		148575
	ADSR Dinhata		210300
	ADSR Sahebgunj		32000
	ADSR Mathabhanga		150000
	ADSR Sitalkuchi		68450
	ADSR Mekhligunj		47550
	ADSR Haldibari		33000
	SR Sitai		28348
Paschim Burdwan	ADSR, Asansol		104198
	ADSR, Durgapur		88179
	ADSR, Ranigunj		83875

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	DSR, Purulia			108083
	ADSR, Purulia			96891
Purulia	ADSR, Raghunathpur			113800
	ADSR, Balarampur			101340
	ADSR, Jhalda			103421
	ADSR, Manbazar			50215
	ADSR, Kashipur			11786
		DSR HOOGHLY		
Hooghly	ADSR CHINSURAH			60758
	ADSR CHANDANNAGAR			34249
	A.D.S.R Serampore			79163
	A.D.S.R Arambagh			151166
	A.D.S.R Haripal			119861
	A.D.S.R Janai			94187
	A.D.S.R Goghat			94590
	A.D.S.R Khanakul			126411
	A.D.S.R Pursura			83151
	A.D.S.R Dhaniakhali			90897
	A.D.S.R Singur			57503
	A.D.S.R jangipara			77968
	A.D.S.R Pandua			86087
		DSR, Birbhum		
	ADSR, Suri			123585
Birbhum	ADSR, Bolpur			164913
	ADSR, Murarai			169453
	ADSR, Nalhati			164874
	ADSR, Rampurhat			196758
	ADSR, Mallarpur			106436
	ADSR, Dubrajpur			139742
	ADSR, Nanoor			106114
	ADSR, Labpur			136039

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Purba Burdwan	BURDWAN SADAR OFFICE			129673
	ADSR BURDWAN			89071
	ADSR KALNA			120606
	ADSR KATWA			130965
	ADSR GUSKARA			94264
	ADSR MEMARI			116679
	ADSR PURBASTHALI			108196
	ADSR MANGALKOTE			86310
	ADSR KETUGRAM			111342
	ADSR BHATAR			74943
	ADSR GALSI			83730
	ADSR MONTESWAR			106918
	ADSR JAMALPUR			59683
	ADSR KHANDAGHOSH			46197
		ADSR RAINA		
	ADSR MANKAR			30655
	DSR, Darjeeling			8878
Darjeeling	ADSR, Siliguri			121576
	ADSR, Kurseong			2991
Kalimpong	ADSR, Kalimpong			7460
Bankura	DSR Bankura			209396
	ADSR Bankura			0
	ADSR Onda			54255
	ADSR Bishnupur			78143
	ADSR Kotulpur			84280
	ADSR Indus			83382
	ADSR Sonamukhi			82797
	ADSR Khatra			106025
	ADSR Raipur			87703
	ADSR Gangajalghati			103102
	ADSR Saltora			31109
	Kolkata	SRA, Kolkata		
				22440381

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Annexure II

Metadata fields for entry:

SI no	Section Name	Field name	Number of entry per	Mandatory
1	Deed Details	District	I (for single transaction)	Y
2		Registration office		y
3		Book Type		Y
4		Year		y
5		Volume Number		y
6		Deed Number		y
7		Transaction Type (Major)		y
8		Transaction Type (Minor)		y
9		Page From		y
10		Page To		y
11		Additional Pages		
12		Document Type (Xerox/handwritten)		y
13		Deed remarks		
14	Index of Name	Interest of the person in the transaction	For all parties	y
15		Party Type		y
16		Linked to (in case of minor)		
17		Person's name (initial,first, last)		y
18		Profession		y
19		Cast		y
20		Relationship details		y
21		Father's name/Mothers' Name/Not Applicable		y
22		Relative's Name		y
23		Address		y
24		District		y
25		PS		Y
26		City		y
27		Pin		y
28		District		y
29		Registration Office		y
30		PS _		
31	Index Of property	Mouza	All (Number of property involved in the transaction)	y
32		_IL No		y
33		Area Typs		y
34		GP/Muni/Corp name		

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35	Word Number	
36	Holding Number	
37	Road Name	
38	Premises Number	
39	Property Type	Y
40	Land Type	
41	Plot Code	Y
42	Plot Number	Y
43	Bata Number	
44	Other plots	
45	Khatian Type	
46	Khatian Number	
47	Bata Number	
48	Other Khatians	
49	Property Area (Acre/Bigha/Katha/Decimal/SciFt./Sq.Mt.)	Y

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Annexure – III

The Clusters/Zones are as follows:

CLUSTER - A

Zones	Comprising Districts	Appox. Number of Deeds to be Digitized
Zone 1	North 24-Parganas, Nadia, Howrah	4188988
Zone 2	Purulia, Paschim Medinipur, Purba Medinipur, Jhargram	4035384

CLUSTER - B

Zones	Comprising Districts	Appox. Number of Deeds to be Digitized
Zone 3	Bankura, Birbhum, Purba Burdwan, Paschim Burdwan	4133501
Zone 4	Hooghly, South 24 Parganas, Kolkata	3746065

CLUSTER – C

Zones	Comprising Districts	Appox. Number of Deeds to be Digitized
Zone 5	Murshidabad, Malda	3160081
Zone 6	Darjeeling, Jalpaiguri, Coochbehar, Alipurduar, Uttar Dinajpur, Dakshin Dinajpur, Kalimpong	3256752

Note:

Details of Clusters/Zones are given above. Bidders' quotation will be Cluster-neutral, i.e., each bidder will quote the price irrespective of any specific zone. Ordinarily, each selected bidder will get a maximum of one cluster consisting of 2 zones.

District offices have been bunched into three clusters, each cluster consisting of two zones, each zone consisting of a number of districts. Thus a minimum of 3 nos. of responsive bidders will be necessary for the job. L1 bidder will be one of the three selected bidders. L2 and L3 bidders will have to match their bids with L1 bid to qualify for the job. In case L2, L3 etc., bidders refuse to offer their service at the L1 evaluated price, then the next lowest bidder will be invited to match the L1 bid, and the process will go on until the two numbers of bidders other than bidder who originally offered L1 price are identified and selected. In case of failure of any other responsive bidder to match the L1 price, the original L1 bidder will be offered the remaining clusters over and above the clusters already allotted.

Each bidder will bid to get at least one cluster. L1 bidder will get Cluster A, L2 bidder will get Cluster B and L3 bidder will get Cluster C.

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SECTION – C

ELIGIBILITY CRITERIA

1. The bidder must be a company registered under Companies Act, 1956/2013 or Partnership or LLP or OPC or Proprietary Firm. Documentary (Certificate of incorporation/ relevant document) evidence to be submitted.
2. The bidder should have their presence in Kolkata with own office. Valid proof should be submitted along with the bid.
3. The bidder should have valid GST Registration Certificate & PAN. Bidder shall have to submit photocopy of the documents.
4. The bidder shall have executed “Similar Nature” (Scanning and Digitization) of single order an amount more than **Rs.8.00 (Eight) Crores** in last 05 (Five) financial years (considering FY – 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23) in Government Department/PSU/Autonomous Body/Any reputed organization. Reference order copy for the project to be provided.
OR
The bidder shall have executed “Similar Nature” (Scanning and Digitization) of two orders an amount more than **Rs.10.00 (Ten) Crores** in total in last 05 (Five) financial years (considering FY – 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23) in Government Department/PSU/Autonomous Body/Any reputed organization. Reference order copy for the project to be provided.
OR
The bidder shall have executed “Similar Nature” (Scanning and Digitization) of three orders an amount more than **Rs.12.00 (Twelve) Crores** in total in last 05 (Five) financial years (considering FY – 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23) in Government Department/PSU/Autonomous Body/Any reputed organization. Order for the project to be provided.
5. The bidder should have an annual turnover of not less than Rs.25.00 Crores in aggregate of the last three financial years (FY –2020-21, 2021-22 & 2022-23). Bidder shall have to submit photocopy of Audited Accounts and necessary Audited Statement.
6. The bidder shall have Quality Certificate (ISO 9001:2015). Copy of valid Certificate to be submitted.
7. The bidder shall submit Bid Form (Section – G) duly signed by the authorized signatory of the company as per the format enclosed. Deviation in format may not be accepted.
8. Bidder should have specific contact number. Contact & address details to be submitted in letter head duly stamped & signed.
9. 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.
10. The bidder should not have any litigation with any State/Central Government or PSU Organization or Autonomous body or bilateral/multilateral funding agencies as on date of submission of the proposal. Declaration on bidder’s letter head to be submitted.
11. The bidder shall submit NIT Declaration (Section - P) duly signed by the authorized signatory of the company as per the format. Deviation in format may not be accepted.

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SECTION – D

DATE AND TIME SCHEDULE

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	05.01.2024
2	Documents download/sale start date (Online)	05.01.2024
3	Last Date and time of sending the queries (Offline)	15.01.2024 at 15.00 hrs.
4	Pre Bid Meeting at WTL Office (Off Line)	16.01.2024 at 14.30 hrs.
5	Corrigendum, if any will be published (On Line)	-
6	Bid Submission start date & time (On line)	23.01.2024 at 12.00 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)	29.01.2024 at 11.30 Hrs.
10	Bid opening date & time for Technical Proposals (Online)	31.01.2024 at 11.30 Hrs.
11	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any	-
12	Date for opening of Financial Bid (Online)	-

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SECTION – E

INSTRUCTIONS 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 Order.

“Agreement” means the Agreement to be signed between the successful bidder and Directorate of Stamp Revenue, Govt. of West Bengal 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 Directorate of Stamp Revenue signs the agreement for supply, install, commission and render services for the systems deployed in various sites.

“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.

“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 non-competitive levels and to deprive the Directorate of Stamp Revenue and eventually Gov. of W. Bengal of the benefits of free and open competition.

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

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

“Government” / “Gov. of W. Bengal”/ “GoWB” means the Government

“GoI” shall stand for the Government of India.

“IGR” means Directorate of Registration & Stamp Revenue, Government of West Bengal

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

“Project” means creation of Meta Data from legacy documents by installing necessary Hardware and up-load through software developed by WTL for Directorate of Registration & Stamp Revenue, GoWB.

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

“Implementation Period” shall mean the period from the date of signing of the Agreement and up to the issuance of Final Acceptance Certificate for the project.

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

“UAT” means Users Acceptance Test to be done by the bidder and Registering Officer.

“UAC” means Users Acceptance Certificate to be created by the bidder and certify by WTL Coordinator Registering Officer, District Register and NIC (before uploading documents).

“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.

“Period of Agreement” means two years from the date of acceptance of order.

“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

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

“QA” means Quality Assurance

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“DoRSR” means Directorate of Registration and Stamp Revenue, Govt. of West Bengal.

2. Pre Bid Meeting

Pre Bid Meeting will be held on 16.01.2024 at 14:30 hrs. (**On-Line Meeting**). Bidder can send their queries as per format (Section - M) to Purchase Department (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 Department (purchase@wtl.co.in) online pre-bid meeting. Based on the request WTL will share meeting id / links for meeting. If there is any change in date and time then will inform.

3. Cost of Bidding

The bidder shall 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.

4. Bid Document

Bidder is expected to examine all instructions, forms, terms and requirements in the bid document. The invitation to bid together with all its attachments thereto shall be considered to be read, understood and accepted by the bidder unless deviations are specifically stated in the invitation 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 rejected.

5. Amendment of Bid Document

At any time prior to the deadline for submission of proposals, WTL reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. Modification and Withdrawal of Bids

The bidder cannot modify or withdraw its bid after submission.

7. Language of Bid & Correspondence

The proposal will be prepared by the Bidder in English language only. All the documents relating to the proposal (including brochures) supplied by the firm should also be in English, and the correspondence between the Bidder & WTL will be in English language only. The correspondence by fax/E-mail must be subsequently confirmed by a duly signed formal copy.

8. Bidder's Solution

The bidders are requested to study the Bill of Material supplied with this document carefully. While working out the solution the bidder has to work with the broad minimum specification provided in the tender documents, conforming to the model, make and Part number (wherever provided). While submitting the bid the bidder has to detail out all components needed to complete the system BOM. The bidder is required to 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 taken care of by the contractor to maintain the guaranteed uptime.

9. Earnest Money Deposit (EMD) & Tender Fee

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

10. 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.

11. Forfeiture of EMD

EMD made by Bidder may be forfeited under the following conditions:

If Bidder withdraws the proposal before the expiry of validity period.

During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process, the decision of WTL regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances.

If Bidder violates any of the provisions of the terms and conditions of the proposal.

In the case of a successful Bidder, if Bidder fails to:

- a) Accept the work order along with the terms and conditions.
- b) Furnish performance security.
- c) Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
- d) Submitting false/misleading information/declaration/documents/proof/etc.

The decision of WTL regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the Bidder will be deferred from participating in any job for a period of one year.

12. 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.

13. 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 in any 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.

14. Contract Execution

On receipt of the Letter of Award/Order the contractor should submit a performance Bank Guarantee (PBG) equivalent to 10% of the total contract value within two weeks from the date of receipt of Letter of Award/Order. The PBG should be valid for six months more than the completion period. All delivery will have to be completed as per the time schedule from the date of acceptance of contract and the contractor has to ensure all activities leading to the work of the contract to be completed within the stipulated time from the date of award. Subsequent to the award of contract, the contractor will have to arrange for the requisite materials, equipments, and manpower as per scope.

The contractor will raise necessary invoice for payment as per payment terms. On successful completion of contractual work the warranty period count down will start. The warranty service support will have to be provided for the period as mentioned from the date of Acceptance of the completed work by the WTL and

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the Directorate.

15. Time Schedule for Delivery

- Deployment of digitization setup within one month of signing of the agreement.
- Completion of digitization and scanning work and uploading of data to be done within two years from the date of signing of agreement.

16. Liquidated Damage

In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the bidder for sum not less than 0.5% of the contract value, each week or part thereof, subject to a ceiling of 10% of the total contract value (including 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 bidder and PBG will be invoked.

17. Penalty

- i. For Poor quality of work
 - a) If error percentage is less than 5% in a book volume, SP will be asked to re-check the quality of the volume; however no penalty will be imposed.
 - b) If error percentage is more than 5% in a book volume, SP will be asked to re-do the entire volume without any re-work charges. In addition a penalty of 5% of the order value of the volume shall be imposed.
 - c) In case of more than 10% errors per batch- The vendor shall have to re-do the work and shall be subject to a penalty of 20% of the order value for that particular batch.
 - d) In case the number of such batches/book volumes in an office as mentioned in clauses (b) and (c) above, are more than 50, the entire contract may be subject to either or all of the following:
 - Termination of the contract by the competent authority.
 - Evoking of the performance guarantee by the competent authority.
 - Cancellation of the work order and getting the job done through alternate sources at the cost and risk of defaulting SP by the competent authority
- ii. For File Tampering: Appropriate legal action will be taken.
- iii. For Timeline Break: As described in Clause – 16 above.

18. Liability

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

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

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

19. Patents & Copyright

If a third party claims that a product delivered by the Contractor to WTL infringes that party's patent or copyright, the Contractor shall defend WTL against that claim at Contractor's expense and pay all costs,

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damages, and attorney's fees that a court finally awards or that are included in a settlement approved by the Contractor, provided that WTL.

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

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

20. 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.

21. Terms of Payment

Payment terms will be on back-to-back basis; i.e., payment will be made only on receipt of acceptance & concurrence from the DoRSR.

22. 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.

23. Corrupt or Fraudulent Practices

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.

24. 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

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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.

25. 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.

26. 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.

27. 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.

28. Sub-Contract

The purchaser (WTL) does not recognize the existence of Sub-Contractors. The Contractor's responsibility is not transferable. No consortium partner is allowed.

29. Termination for Default

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

30. 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

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by WTL.

31. 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 upto 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 fro 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.

32. Performance Bank Guarantee (PBG)

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

33. SI/Bidder/Contractor's Responsibilities

Refer Section – B

34. 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.

35. 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

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preclude or prejudice either party from exercising the same or any other right it may have hereunder.

36. 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.

37. 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 License, 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 filing on the part of the bidder.

38. Discrepancies in Bid

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

39. 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.

40. Late Bid

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

41. 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.

42. 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.

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43. 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.

44. Bid Currencies

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

45. Price

- Price should be quoted in the Price Bid format only. No deviation in any form in the Price Bid sheet 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 supply, installation & commissioning charges.

46. 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.

47. Non-Transferability of Tender

This tender document is not transferable.

48. Formats and Signing of Bid

The original and all copies of the proposals shall be neatly typed and shall be signed by an authorized signatory (ies) on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the proposal. All pages of the proposal, except for un-amended printed literature, shall be initialed by the person or persons signing the proposal. The proposal shall contain no interlineations, erase or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialed with date by the authorized signatory after striking out the original words/figures completely.

49. 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.

50. 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.

51. 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.

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- c) Tenders shall not contain any recapitulation of the work to be done. Alternative proposals will not be considered unless called for. No written, oral, telegraphic or telephonic proposals for modifications will be acceptable.
- d) Tenders shall be uploaded as notified on or before the date and time set for the opening of tenders in the Notice Inviting Tenders.
- e) Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- f) Each and every page of the tender document must be signed with company seal by the bidder.
- g) Any bidder may withdraw his tender by written request at any time prior to the scheduled closing time for receipt of tenders and not thereafter.

52. Final Inspection

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

53. Site Inspection

Bidder can inspect (at their own cost) the sites if required, for which they have to take necessary permission from Directorate in writing. WTL will organize such permission. Necessary space for the work by the selected service providers will be arranged by the Registration office.

54. 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.

55. Compliance with Law

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

56. 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.

57. Deemed Acceptance

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

58. Quality Control

- The contractor is obliged to work closely with WTL and/or IGR staff, act within its authority and abide by directive issued by them on implementation activities.

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- The contractor will abide by the safety measures and free WTL and IGR from all demands or responsibilities arising from accident/loss of life, the cause of which is due to their negligence. The bidder will pay all indemnities arising from such incidents and will not hold WTL and IGR 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/IGR.
- DoRSR/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.

59. Site Not Ready

The bidder shall not be in any manner liable for any delay arising out of Directorate of Registration & Stamp Revenue inability to make the site ready within the stipulated period.

60. 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.
- g) WTL reserve the right to ask for clarification in the bid documents submitted by the bidder. Documents may be taken if decided by the committee.
- h) Supporting technical brochures / catalogues indicating each feature in respect of offered model and make must be submitted along with the offer, in absence of which the offer is liable to be ignored.
- i) No dispute by the bidders in regard to Technical/Commercial points will be entertained by WTL and decision taken by the Tender Committee will be final.
- j) Discrepancy in the amount quoted by the bidder due to calculation mistake, the unit rate shall be regarded as firm and the totaling or carry in the amount quoted by the bidder shall be corrected accordingly.
- k) The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

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- l) The acceptance of the tender will rest with the accepting authority who is not bound to accept the lowest or any tender and reserves the right to reject in part or in full any or all tender(s) received and to split up the work among participants without assigning any reason thereof.
- m) The customer/WTL at its discretion may extend the deadline for the submission of Bids.
- n) The Court of Kolkata only will have the jurisdiction to deal with and decide any legal matters or dispute whatsoever arising out of the contract.

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SECTION – F

TECHNO COMMERCIAL EVALUATION & AWARDING OF CONTRACT

1. EVALUATION PROCEDURE

- The Eligibility Criteria (Section - C) will be evaluated by Tender Committee and those qualify will be considered for further evaluation.
- The Tender Committee would evaluate the Techno Commercial Evaluation. In order to facilitate the evaluation. The marking scheme presented is an indication of the relative importance of the evaluation. Bidders securing a minimum of 60 marks in the Techno Commercial Evaluation will only be considered for further evaluation.
- After qualifying in Techno Commercial Evaluation, qualified bidders will only be considered for Financial Bid evaluation.

2. TECHNO COMMERCIAL EVALUATION CRITERIA

Description	Max Score	Details	Break Up
A. Organization Capacity			
Proof of Job carried out	40	Order Value The bidder shall have executed “Similar Nature” of order amounting in total during last 05 (Five) financial years (considering FY 2018-19, 2019-20, 2020-21, 2021-22, 2022-23) in Government Department /PSU/ Autonomous Body. Reference of order copy to be provided :	
		More than Rs.12.00 Crores upto Rs. 18.00 Crores	10
		More than Rs. 18.00 Crores upto Rs. 25.00 Crores	20
		More than Rs. 25.00 Crores upto Rs. 35.00 Crores	30
		More than Rs. 35.00 Crores	40
B. Financial Profile			
Annual turnover in aggregate of the last three financial years (FY –2020-21, 2021-22 & 2022-23).	30	Total turnover for last three FY (FY –2020-21, 2021-22 & 2022-23) Rs. 25 Cr. to 35 Cr.	20
		Total turnover for last three FY (FY –2020-21, 2021-22 & 2022-23) More than 35 Cr. to 45 Cr.	25
		Total turnover for last three FY (FY –2020-21, 2021-22 & 2022-23) More than 45 Cr	30
C. Technical understanding (Power Point Presentation – Maximum 10 minutes) *			
	30	Understanding of the project	5
		Approach Methodology	10
		Implementation plan	10
		Quality Assurance plan	5

NOTE: All related documents to be uploaded

*Marks on Technical Understanding will be awarded based on the technical presentation.

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2. FINAL EVALUATION & AWARDING OF CONTRACT

Financial Proposal of the bidders qualifying in the evaluation of Techno Commercial Evaluation will be evaluated. The bidder who has qualified in the Techno Commercial evaluation and whose Financial Bid Is evaluated the lowest (L1) would normally be awarded the contract subject to the conditions mentioned in Annexure – III (Section – B).

3. POST QUALIFICATION:

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

4. TECHNICAL PRESENTATION

The eligible bidders shall give a technical presentation to portray their understanding of the scope of work & responsibility for the same in front of the Technical Evaluation Committee/Customer. The date, time and venue of technical presentation for the eligible bidders will be intimated in due course. Bidder has to give a technical presentation of following points:

- Understanding of current Project
- Quality control
- Overall presentation

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SECTION – G

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: Request for Proposal for Digitization and Scanning of Registered Deed with Index in 211 (Two Hundred Eleven) registration offices and 18 (Eighteen) District Head quarters of Directorate of Registration and Stamp Revenue, Finance Department, Government of West Bengal, in the state 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/DORSR/SD/23-24/048 dated 05.01.2024, do hereby propose to execute the job as per specification as set forth in your Bid documents.
2. The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 180 (one hundred eighty) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.
3. We confirm that our bid prices include all other taxes and duties and levies applicable on bought out components, materials, equipments and other items and confirm that any such taxes, duties and levies additionally payable shall be to our account.
4. Earnest Money Deposit & Tender Fee: We have transferred the Tender Fee & EMD amount online through e-Tender portal.
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 without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

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Thanking you, we remain,

Yours faithfully

.....
Signature

.....
Name in full

.....
Designation

Signature & Authorized Verified by

.....
Signature

.....
Name in full

.....
Designation

.....
Company Stamp

Dated, thisday of2024

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SECTION – H

GUIDANCE FOR E-TENDERING

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

- **Registration of Bidder:**

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System through logging on to **<https://wbtenders.gov.in>**. The Bidder is to click on the link for e-Tendering site as given on the web portal.

- **Digital Signature Certificate (DSC):**

Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token.

- The Bidder can search & download N.I.T. & BOQ electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

- **Participation in more than one work:**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If, found to be applied severally in a single job all the applications will be rejected.

- **Submission of Tenders:**

Tenders are to be submitted through online to the website stated above in two folders at a time, one in Techno Commercial Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats)

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

Techno Commercial Cover:

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

1. Bid Form as per format (Section – G)
2. Other Documents

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

1. N I T Declaration duly stamped & signed in letter head, Section – P
2. Other Documents

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

1. Blacklisting Declaration
2. Other document

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.

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

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

Sl. No.	Category Name	Sub Category Name	Sub Category Description
A	CERTIFICATES	A1. CERTIFICATES	<ul style="list-style-type: none"> • GST Registration Certificate • PAN • Document as per Section – C
B	COMPANY DETAILS	B1. COMPANY DETAILS 1	<ul style="list-style-type: none"> • Document as per Section – C • Document as per Section – F
		B2. COMPANY DETAILS 2	<ul style="list-style-type: none"> • Company Profile (Not more than 3 pages) • Document as per Section – F
C	CREDENTIAL	CREDENTIAL 1	Order copy & performance certificate as per Section – B
		CREDENTIAL 2	<ul style="list-style-type: none"> • Other documents, if any
D	DECLARATION	DECLARATION 1	<ul style="list-style-type: none"> • List of Clients as per format (Section – N) • Other Documents
		DECLARATION 2	Financial Capability of Bidder as per format (Section – K)
		DECLARATION 3	Bidder's Details as per format (Section – L)
		DECLARATION 4	Details of Order Executed as per format (Section – J)
		DECLARATION 5	Document as per Section – F Document as per Section – C
F	FINANCIAL INFO	P/L & BALANCE SHEET 2019-2020	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

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SECTION – I

BILL OF WORK TO BE DONE

Sl. No.	Item Description	Unit	Qty
1	Scanning, Metadata Entry, re-binding and associated digitization and delivery of Registered Deed for all size(A3, A4, Legal along with maps in some cases) per page wise [Cost of necessary infrastructure like internet connectivity and CCTV for the locations need to be included)	No	1

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SECTION – I

DETAILS OF ORDERS EXECUTED BY BIDDER

(Tender No. WTL/DORSR/SD/23-24/048)

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: _____

Note:

- A) Type of Project shall indicate the implementation of services implementation of Creation of Metadata for the Legacy Documents (Supply, installation, Digitization and Document upload implementation).
- B) Scope of work shall indicate whether it is implementation, Operation or maintenance.
- C) Submit Customer Order Copy details of the order indicating the project value, customer contact details, project completion certificate, customer satisfaction certificate etc.

WEBEL TECHNOLOGY LIMITED

SECTION – K

FINANCIAL CAPABILITY OF BIDDER

(Tender No. WTL/DORSR/SD/23-24/048)

FINANCIAL INFORMATION

Sl. No.	Name of the Bidder	Turnover (Rs. / Crores)		
		2020-21	2021-22	2022-23
1				

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

WEBEL TECHNOLOGY LIMITED

SECTION – I

BIDDERS'S DETAILS

(Tender No. WTL/DORSR/SD/23-24/048)

1	Name of the Firm	
2	Registered Office Address	
	Contact Number	
	Fax Number	
	E-mail	
3	Correspondence / Contact address	
	Name & Designation of Contact person	
	Address	
	Contact Number	
	Fax Number	
	E-mail	
4	Is the firm a registered company? If yes, submit documentary proof	
	Year and Place of the establishment of the company	
6	Former name of the company, if any	
7	<p>Is the firm</p> <ul style="list-style-type: none"> ▪ a Government/ Public Sector Undertaking ▪ a propriety firms ▪ 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	<p>What type best describes your firm? (Purchaser reserves the right to verify the claims if necessary)</p> <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 headquarters in West Bengal	
15	Is your organization having ISO 9001:2015 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 – M

FORMAT FOR PRE-BID MEETING QUERY

(Tender No. WTL/DORSR/SD/23-24/048)

Name of the Bidder:

Queries

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

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

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Company Rubber Stamp: _____

WEBEL TECHNOLOGY LIMITED

SECTION - O

PROFORMA FOR PERFORMANCE BANK GUARANTEE

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

PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT -CUM-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 Plot 5, Block BP, 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)

WEBEL TECHNOLOGY LIMITED

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

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

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

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

SIGNED, SEALED AND DELIVERED

(Stamp of the executants)

WITNESS

1) _____

2) _____

(Name & address in full with Rubber Stamp)

WEBEL TECHNOLOGY LIMITED

INSTRUCTIONS FOR FURNISHING BANK GUARANTEE

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

WEBEL TECHNOLOGY LIMITED

SECTION - P

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
WebelTechnologyLimited
Plot-5, Block-BP, Sector-
V, SaltLakeCity,
Kolkata-700091.

Sub: Request for Proposal for Digitization and Scanning of Registered Deed with Index in 211 (Two Hundred Eleven) registration offices and 18 (Eighteen) District Head quarters of Directorate of Registration and Stamp Revenue, Finance Department, Government of West Bengal, in the state of West Bengal.

Dear Sir,

We the undersigned bidder/(s) declare that we have read and examined in details the specifications, scope of work and other documents of the subject Tender no.WTL/DORSR/SD/23-24/048 dated 05.01.24 for Request for Proposal for Digitization and Scanning of Registered Deed with Index in 211 (Two Hundred Eleven) registration offices and 18 (Eighteen) District Head quarters of Directorate of Registration and Stamp Revenue, Finance Department, Government of West Bengal, in the state of West Bengal., published by Webel Technology Limited in e-Tender website.

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

Thanking you, we remain

Yours faithfully

.....
Signature

.....
..
Name in full

.....
..
Designation

.....
..
Company Stamp

Dated, this.....day of.....2024