

# WEBEL TECHNOLOGY LIMITED

## NOTICE INVITING e-TENDER

Online Tender documents are invited for Selection of Implementing Agency for Total University Automation in SAAS Model.

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 for providing proper support service within the stipulated time.

|     |   |   |
|-----|---|---|
| 1.  | Tender No. & Date   | WTL/INT/UNI/18-19/009 dated 10.09.2018  |
| 2.  | Tender Version No.  | 1.0   |
| 3.  | Brief description of Job                                  | Selection of Implementing Agency for Total University Automation in SAAS Model  |
| 4.  | Tender Fee  | Rs. 6000.00 (Rupees Six thousand only)  |
| 5.  | Earnest Money Deposit                                     | Rs. 200000.00 (Rupees Two lakh only) in the form of Demand Draft from any Scheduled bank in favour of Webel Technology Limited payable at Kolkata   |
| 6.  | Date of Downloading/Sale of Tender document               | 10.09.2018  |
| 7.  | Pre-Bid Meeting date & time                               | 17.09.2018 at 11.30 Hrs<br><ul style="list-style-type: none"><li>• Only two persons for each intending bidder's organization will be allowed to attend the Pre Bid Meeting.</li><li>• The person should have proper authorization in respective company Letter Head.</li><li>• Only queries as per format (Section - J) reaching WTL by 15.09.2018 at 16.00 Hrs will be taken for decision.</li><li>• Queries will be sent to Manager (Purchase) (arunava.saha@wtl.co.in) / Ms. Anita Dey (anita.dey@wtl.co.in) and copy to Mr. S. Das Sarma (sanjoy@webeltechnology.com)/ Mr. Suvhankar Pal (suvhankarpal@wtl.co.in)</li></ul> |
| 8.  | Bid Submission Start date & time                          | 25.09.2018 at 15.00 Hrs   |
| 9.  | Last date & time of EMD & Tender Fee submission           | 05.10.2018 at 11.00 Hrs   |
| 10. | Last date & time of Bid Submission                        | 03.10.2018 at 12.00 Hrs   |
| 11. | Date & time of Technical Bid Opening                      | 05.10.2018 at 12.00 Hrs   |
| 12. | Venue of Pre-Bid Meeting & submission of EMD & Tender Fee | WEBEL TECHNOLOGY LIMITED<br>(A Govt. of West Bengal Undertaking)<br>Plot - 5, Block – BP, Sector – V, Salt Lake City,<br>Kolkata – 700091.  |
| 13. | Contact person  | Mr. Arunava Saha, Contact no. 23673403-06, Ext. 212<br>Ms. Anita Dey, Contact no. 23673403-06, Ext. 231<br>Mr. S. Das Sarma, Contact no. 23673403-06, Ext. 211<br>Mr. SuvhankarPal, Contact no. 23673403-06, Ext. 223   |

## **WEBEL TECHNOLOGY LIMITED**

1. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of tender fee may be remitted through Demand Draft issued from any Scheduled Bank in favour of “Webel Technology Limited”, payable at Kolkata and also to be documented through e-filing. Cost of Earnest Money Deposit (EMD) may be remitted through Demand Draft issued from any Scheduled Bank in favour of “Webel Technology Limited”, payable at Kolkata and also to be documented through e-filing. The original Demand Draft against Tender Fees & Earnest Money Deposit (EMD) should be submitted physically to the Manager (Purchase)/Manager (Finance), Webel Technology Limited, Plot – 5, Block – BP, Sector-V, Salt Lake City, Kolkata-700 091 under sealed cover on or before 11:00 Hrs of 05.10.2018.
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.

**WEBEL TECHNOLOGY LIMITED**  
**CONTENTS OF THE TENDER DOCUMENT**

The Tender document comprises of the following:

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| SECTION – C | DATE AND TIME SCHEDULE                               |
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| SECTION – E | BID FORM   |
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| SECTION – K | LIST OF CLIENTS OF SIMILAR ORDERS                    |
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| SECTION – N | BRIEF DELIBERATION                                   |

# **WEBEL TECHNOLOGY LIMITED**

## **SECTION – A**

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

WTL aims at providing an integrated e-management solution for various Universities across West Bengal as well as in the dominion of India for improving efficiency and effectiveness of the University operations through the usage of ICT effectively. This is to be achieved through automation and the objectives of the computerization and automation are to facilitate student related services such as admissions, fee payment, examination registration, viewing exam result, college related services such as affiliation and related services, conduct end semester examination for the students of various colleges, in a more secure and error free Colleges and the University level and assist universities to comply UGC mandate on online admissions.

It will aid the University in monitoring, recording and improving on many of the NAAC and other accreditation parameters. The system desired is aimed for implementation at University level and also at affiliated colleges linked with the University.

In this context, WTL intends to select/empanel firm(s) by floating of an e-tender which will encompass the technical requirements as well as arrive at commercial aspect of the said solution on the “Software As a Service” model.

WTL intends to provide the designated University (whomsoever agrees on this model) a ‘Managed Services’ model implying that the selected Implementing Agency (IA) will deploy manpower to Implement and Manage the ERP system across all the operational processes at the University off & on Campus. Scope of responsibility segment of the IA will be periodic configuration of the system to make it ready for use on continual basis, while the intending University personnel will be responsible for capturing data and making transactions in the system.

Please Refer Section – N for brief deliberation on the gambit of work desired from the Implementing Agency.

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## **SECTION – B**

### **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 presence in Kolkata with own office for at least 10 (ten) years. Documentary evidence to be submitted. be operating in India
3. The bidder should have valid GST Registration Number & PAN. Bidder shall have to submit self certified photocopy of the documents.
4. The bidder should be an organization having the capability of implementation of an Integrated e-Management solution in last 5 (five) financial years (2013-14, 2014-15, 2015-16, 2016-17 & 2017-18) in Government Department/PSU/Autonomous Body/Any Reputed organisation. Reference order copy for the project to be submitted.
5. The bidder should have executed “Registration/Exam Management” type work covering at least 5 (five) lakh Registrations. Reference order copy of at least 3 (three) orders in last 5 (five) financial years (2013-14, 2014-15, 2015-16, 2016-17 & 2017-18) in Government Department/PSU/Autonomous Body/Any Reputed organisation to be submitted.
6. The bidder should have local Call Center number. Documentary proof in terms of order to be submitted which clearly depicts the provision of Call Center/Heal Desk to the customer related to “Registration/Exam Management” segment. A detailed escalation matrix to be submitted along with number.
7. The bidder should have executed at least two cloud based installation (not website) under OLTP mode with payment gateway integration. Live URLs to be submitted as proof along with order.
8. The bidder should have an annual turnover of not less than Rs. 15.00 Crores in total in the three financial years (FY –2014-15, 2015-16 & 2016-17). Bidder shall have to submit Audited Accounts / Auditor Certificate in support of their claim.
9. The bidder should not have incurred any loss during last three financial years (FY –2014-15, 2015-16 & 2016-17). Bidder shall have to submit Audited Accounts / Auditor Certificate in support of their claim.
10. Bidder should submit Earnest Money Deposit (EMD) of Rs. 6000.00 (Rupees Six thousand only) in the form of Demand Draft from any Scheduled Bank in favour of Webel Technology Limited payable at Kolkata.
11. Bidder should submit Tender Fee of Rs. 200000.00 (Rupees Two lakh only) in the form of Demand Draft from any Scheduled Bank in favour of Webel Technology Limited payable at Kolkata.
12. The bidder should have a minimum employee of 30 personnel in office pay roll. A declaration in company letter head signed by Head-HR to be submitted.
13. The bidder shall have Quality Certificate (ISO 9001:2015). Copy of valid Certificate to be submitted.
14. The bidder shall submit Bid Form (Section – E) duly signed by the authorized signatory of the company as per the format enclosed. Deviation in format may not be accepted.
15. The bidder shall not have been blacklisted by any State/Central Government or PSU Organization or bilateral/multilateral funding agencies for breach of ethical conduct or fraudulent practices as on date of submission of the proposal (as per DIT guidance note issued on 26-Dec-2011). Declaration on bidder’s letter head to be submitted.

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## **SECTION – C**

### **DATE AND TIME SCHEDULE**

| <b>Sl. No.</b> | <b>Particulars</b>   | <b>Date &amp; Time</b>  |
|----------------|--|-------------------------|
| 1              | Date of uploading of N.I.T. & other Documents (online)<br>(Publishing Date)  | 10.09.2018              |
| 2              | Documents download/sale start date (Online)  | 10.09.2018              |
| 3              | Last Date and time of sending the queries (Offline)  | 15.09.2018 at 16.00 Hrs |
| 4              | Pre Bid Meeting at WTL Office (Off Line)   | 17.09.2018 at 11.30 Hrs |
| 5              | Corrigendum, if any will be published (On Line)  | -                       |
| 6              | Bid Submission start date & time (On line)   | 25.09.2018 at 15.00 Hrs |
| 7              | Last Date & time of submission of original Demand<br>Draft/Pay Order for cost of Earnest Money Deposit (Off<br>line)   | 05.10.2018 at 11.00 Hrs |
| 8              | Last Date & time of submission of original Demand<br>Draft/Pay Order for cost of Tender Fee, in case the<br>bidder did not attend the Pre Bid Meeting (Off line) | 05.10.2018 at 11.00 Hrs |
| 9              | Bid Submission closing date & time (On line)   | 03.10.2018 at 12.00 Hrs |
| 10             | Bid opening date & time for Technical Proposals (Online)   | 05.10.2018 at 12.00 Hrs |
| 11             | Date of uploading the final list of Technically Qualified<br>Bidder (online) after disposal of appeals, if any   | -                       |
| 12             | Date for opening of Financial Bid (Online)   | -                       |

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## **SECTION – D**

### **INSTRUCTION TO BIDDER**

#### **1. DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

**“Similar Nature of Work”** means Total University Automation in SAAS Model.

**“Project”** means Total University Automation in SAAS Model.

**“Services”** means the work to be performed by the Bidder pursuant to this Contract.

**“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.

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“**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.

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

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

## **2. PRE BID MEETING**

Pre Bid Meeting will be held on 17.09.2018 & 11.30 hrs at premises of WTL. Bidder can send their queries as per format (Section - J) to Manager (Purchase) (arunava.saha@wtl.co.in), Ms. Anita Dey (anita.dey@wtl.co.in) and copy to Mr. Sanjoy Das Sarma (sanjoy@webeltechnology.com), Mr. Suvhankar Pal (suvhankarpal@wtl.co.in). Only the queries received within the stipulated date prior to the Pre Bid Meeting will be answered. The entrance to the Pre Bid Meeting will be limited to two persons per bidder and carrying valid authorization letter on official letter head bearing company seal.

## **3. COST OF BIDDING**

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

## **4. BID DOCUMENT**

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

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

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

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

As per the bidding process available in the tender.

## **7. LANGUAGE OF BID & CORRESPONDENCE**

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

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

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

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

The firm shall furnish an EMD of Rs.200000/- (Rupees Two lakh only) in the form of a demand draft from a Scheduled Bank payable at Kolkata and in favour of Webel Technology Limited. Any bid not accompanied with the EMD shall be rejected.

## **10. FORFEITURE OF EMD**

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

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

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

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

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

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

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

## 11. FORMS AND FORMATS

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

## 12. LACK OF INFORMATION TO BIDDER

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

## 13. CONTRACT EXECUTION

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

## 14. LIQUIDATED DAMAGE / PENALTY

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

## 15. 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.

## 16. PATENTS & COPYRIGHT

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

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- 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.

## **17. 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.

## **18. TERMS OF PAYMENT**

Payment terms will be on back-to-back basis, i.e., payment will be made only on receipt of payment from relevant customer.

## **19. 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.

## **20. CORRUPT OR FRAUDULENT**

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

## **21. BIDDING CLAUSE**

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

The Tender Committee reserves the right:

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

## **22. WORKMEN'S COMPENSATION**

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

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## **23. 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.

## **24. 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.

## **25. EQUIPMENT**

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

## **26. SUB-CONTRACT**

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

## **27. 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.

## **28. BANKRUPTCY**

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

## **29. 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.

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- 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 for damages or additional cost or expense occurred by the delay or nonperformance. If, and to the extent, that such delay or nonperformance is caused by the occurrence of an event of Force Majeure.

## **30. 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 – L).

## **31. 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.

## **32. ENFORCEMENT OF TERMS**

The failure of either party to enforce at any time any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

## **33. 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.

## **34. TAXES & DUTIES**

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

# **WEBEL TECHNOLOGY LIMITED**

- GST component of the invoice of the bidder may be kept on hold in case there is a mismatch / irregularity in GST return filing on the part of the bidder.

## **35. 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.

## **36. 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.

## **37. LATE BID**

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

## **38. 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.

## **39. 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.

## **40. 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 and without giving any reason therefor for the same to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

## **41. BID CURRENCIES**

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

## **42. 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.

## **43. 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.

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

This tender document is not transferable.

## **45. 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, erases or overwriting. In order to correct

# **WEBEL TECHNOLOGY LIMITED**

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.

## **46. 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.

## **47. 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.

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

WTL reserve the right to split up and distribute the work among the successful bidders and to curtail any item of work in the schedule partly or fully.

## **49. PREPARATION OF TENDER**

Tender shall be submitted in accordance with the following instructions:

- a) Tenders shall be submitted in the prescribed forms. Digital signatures shall be used. Where there is conflict between the words and the figures, the words shall govern.
- b) All notations must be in ink or type written. No erasing or overwriting will be permitted. Mistakes may be crossed out and corrections typed or written with ink adjacent thereto and must be initialed in ink by the person or persons signing the tender.
- c) Tenders shall not contain any recapitulation of the work to be done. Alternative proposals will not be considered unless called for. No written, oral, telegraphic or telephonic proposals for modifications will be acceptable.
- d) Tenders shall be uploaded as notified on or before the date and time set for the opening of tenders in the Notice Inviting Tenders.
- e) Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- f) Each and every page of the tender document must be signed with company seal by the bidder.
- g) Any bidder may withdraw his tender by written request at any time prior to the scheduled closing time for receipt of tenders and not thereafter.

## **50. 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.

## **51. 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.

## **52. CLARIFICATION OF BIDS**

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

## **53. GENERAL TERMS**

- a) All the pages of the bid document including documents submitted therein must be duly signed and stamped failing which the offer shall be liable to be rejected.
- b) All the documents to be submitted by the bidder along with their offer should be duly authenticated by the person signing the offer and if at any point of time during procurement process or subsequently it is detected that documents submitted are forged/tampered/manipulated in any way, the total responsibility

## **WEBEL TECHNOLOGY LIMITED**

lies with the bidder and WTL reserves the full right to take action as may be deemed fit including rejection of the offer and such case is to be kept recorded for any future dealing with them.

- c) No Technical/Commercial clarification will be entertained after opening of the tender.
- d) Overwriting and erasures may make the tender liable for rejection if each of such overwriting/erasures/manuscription is not only signed by the authorized signatory of the bidder. All overwriting should be separately written and signed by the authorized signatory of the bidder.
- e) Quantity mentioned in the tender document is indicative only and orders shall be placed subject to actual requirement. WTL reserve the right to increase or decrease the quantity specified in the tender.
- f) WTL reserve the right to reject or accept or withdraw the tender in full or part as the case may be without assigning the reasons thereof. No dispute of any kind can be raised the right of buyer in any court of law or elsewhere.
- g) WTL reserve the right to ask for clarification in the bid documents submitted by the bidder. Documents may be taken if decided by the committee.
- h) No dispute by the bidders in regard to Technical/Commercial points will be entertained by WTL and decision taken by the Tender Committee will be final.
- i) Discrepancy in the amount quoted by the bidder due to calculation mistake, the unit rate shall be regarded as firm and the totaling or carry in the amount quoted by the bidder shall be corrected accordingly.
- j) The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.
- k) The acceptance of the tender will rest with the accepting authority who is not bound to accept the lowest or any tender and reserves the right to reject in part or in full any or all tender(s) received and to split up the work among participants without assigning any reason thereof.
- l) The customer/WTL at its discretion may extend the deadline for the submission of Bids.
- m) 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 – E**

### **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: Selection of Implementing Agency for Total University Automation in SAAS Model.**

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/INT/UNI/18-19/009 dated 10.09.2018, do hereby propose to execute the job as per specification as set forth in your Bid documents.
2. The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 180 (one hundred eighty) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.
3. We confirm that our bid prices include all other taxes and duties and levies applicable on bought out components, materials, equipments and other items and confirm that any such taxes, duties and levies additionally payable shall be to our account.
4. Earnest Money Deposit: We have enclosed EMD in the form of Demand draft for a sum of Rs. 200000/- (DD no. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_).
5. We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.
6. If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.
7. We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to ten percent (10%) of the Order value as stipulated in Financial Bid (BOQ).
8. We agree that WTL reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated, this .....day of .....2018

Thanking you, we remain,

**WEBEL TECHNOLOGY LIMITED**

Yours faithfully

.....  
Signature

.....  
Name in full

.....  
Designation

**Signature & Authorized Verified by**

.....  
Signature

.....  
Name in full

.....  
Designation

.....

Company Stamp

# WEBEL TECHNOLOGY LIMITED

## SECTION – F

### TECHNO COMMERCIAL EVALUATION & AWARDING OF CONTRACT

#### 1. EVALUATION PROCEDURE

- The Eligibility Criteria (Section - B) 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 for qualifying technical evaluation.
- Bidders after qualifying in Techno Commercial Evaluation will only be considers for Financial Bid Evaluation.

#### 2. EVALUATION CRITERIA

##### Techno Commercial Evaluation

The evaluation methodology would take into consideration both the Techno Commercial responsiveness as well as the financial response. During the evaluation process, the evaluation committee will assign each desirable/preferred feature a whole number score for the Techno Commercial Bid as defined in the table below:

| Sl. No. | Parameter   | Max Score | Details                         | Break Up |
|---------|---|-----------|---------------------------------|----------|
| 1.      | Handling atleast two Registration / Exam Management Projects covering more than 5 lakh registration   | 10        | Above 2 Projects                | 10       |
|         |   |           | Up to 2 Projects                | 5        |
| 2.      | Implementation of Integrated cloud based ERP system   | 10        | Above 2 such implementation     | 10       |
|         |   |           | Up to 2 such implementation     | 5        |
| 3.      | Implementation of University Management System (Registration, Affiliation, Exam Management, Tabulation, Result Publication, Marks Card preparation, Certificate Preparation & data preservation) – Self attested WO copies to be enclosed | 25        | More Than Four Universities     | 25       |
|         |   |           | Up to Four Universities         | 10       |
| 4.      | Presentation on the University Management Product and implementation methodology  | 20        |                                 |          |
| 5.      | No. of Permanent Employee   | 5         | Employees – Above 50            | 5        |
|         |   |           | Employees – >30 <= 50           | 2        |
| 6.      | Call Centre / Help Desk provisioning for online registration process  | 10        | In more than 2 Projects         | 10       |
|         |   |           | Up to two projects              | 5        |
| 7.      | Bidder's experience in implementation of cloud based University management system at multiple affiliated colleges as part of a single Central/ State university project   | 20        | >=100                           | 20       |
|         |   |           | <100 colleges and >=50 colleges | 10       |
|         |   |           | <50 colleges and >=20 colleges  | 5        |

All claims to be supported by relevant documents / certificates. Onus of substantiating claims lies with the bidder.

#### 3. FINAL EVALUATION

Financial bid of the qualified bidders shall be downloaded on the scheduled date & time in the presence of the Tender Committee. Final evaluation will be done among the short listed bidders in accordance with Quality & Cost and will involve both Techno Commercial & Financial Evaluation with the following weight-age.

|   |                              |     |
|---|------------------------------|-----|
| A | Techno Commercial Evaluation | 70% |
| B | Financial Evaluation         | 30% |

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Commercial Bid Score (BS) will be calculated for each responsive bid using the following formula which permits a comprehensive assessment of the bid price and techno commercial merits of each bid.

$$BS = \frac{TC}{TTC} \times 0.70 + \frac{LBP}{BP} \times 0.30$$

Where

|     |   |  |
|-----|---|--|
| BS  | - | Evaluated Bid Score                                    |
| BP  | - | Amount of Bid Price of bidder                          |
| LBP | - | Lowest Amount of Bid Price among bidders               |
| TC  | - | Techno Commercial Score awarded to bidder              |
| TTC | - | Total Techno Commercial Score (100 marks in this case) |

The bid with the highest Evaluated Bid Score (BS) among the responsive bids shall be most responsive bid.

## 4. AWARDING OF CONTRACT

An affirmative Post Qualification determination will be prerequisite for award of the contract to the most overall responsive bidder. A negative determination will result in rejection of bidder's bid, in which event the WTL will proceed to the next lowest evaluated bidder to make a similar determination of that bidder's capability to perform satisfactorily. WTL will award the contract to the successful bidder whose bid has been determined to be substantially responsive after final negotiation may held with the most responsive bidder, if required. This is a turnkey job in a nature, so bidder(s) to quote all the items mentioned in the tender document, which can ensure single point contact / sole responsibility of the bidder(s) towards project execution. The successful bidder (s) will have to give security deposit in the form of Performance Bank Guarantee.

## 5. POST QUALIFICATION

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

## 6. PRESENTATION

The presentation to given in front of the Tender Committee. The date, time and venue of the presentation for the qualified bidders will be intimated in due course.

# **WEBEL TECHNOLOGY LIMITED**

## **SECTION – G**

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

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

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

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

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

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

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

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

1. N I T Declaration duly stamped & signed in bidder's letter head, Section - M

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

1. Bid Form as per format (Section – E)

#### **Financial Cover:**

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

**NON-STATUTARY COVER (MY SPACE) CONTAIN FOLLOWING DOCUMENT:**  
**(In each folder, scanned coy will be uploaded with single file having multiple pages)**

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| Sl. No. | Category Name   | Sub Category Name             | Sub Category Description  |
|---------|-----------------|-------------------------------|---|
| A       | CERTIFICATES    | A1. CERTIFICATES              | <ul style="list-style-type: none"> <li>• GST Registration Number</li> <li>• PAN</li> </ul>  |
| B       | COMPANY DETAILS | B1. COMPANY DETAILS 1         | <ul style="list-style-type: none"> <li>• Document as per Section – B</li> <li>• Document as per Section – B</li> </ul>  |
|         |                 | B2. COMPANY DETAILS 2         | <ul style="list-style-type: none"> <li>• Company Profile (Not more than 3 pages)</li> <li>• Documents as per Section - F</li> </ul>                                   |
| C       | CREDENTIAL      | CREDENTIAL 1                  | <ul style="list-style-type: none"> <li>• Order copies as per Clauses of Section – B</li> </ul>  |
|         |                 | CREDENTIAL 2                  | <ul style="list-style-type: none"> <li>• Other documents, if any</li> </ul>   |
| D       | DECLARATION     | DECLARATION 1                 | <ul style="list-style-type: none"> <li>• List of Clients as per format (Section – K)</li> <li>• Financial Capability of Bidder as per format (Section – I)</li> </ul> |
|         |                 | DECLARATION 2                 | <ul style="list-style-type: none"> <li>• Document as per the Section – F</li> </ul>   |
|         |                 | DECLARATION 3                 | <ul style="list-style-type: none"> <li>• Bidder's Details as per format (Section – H)</li> </ul>  |
|         |                 | DECLARATION 4                 | <ul style="list-style-type: none"> <li>• Documents as per Section – C</li> </ul>  |
|         |                 | DECLARATION 5                 | <ul style="list-style-type: none"> <li>• Documents as per Section - C</li> </ul>  |
| F       | FINANCIAL INFO  | P/L & BALANCE SHEET 2014-2015 | P/L & BALANCE SHEET 2014-2015   |
|         |                 | P/L & BALANCE SHEET 2015-2016 | P/L & BALANCE SHEET 2015-2016   |
|         |                 | P/L & BALANCE SHEET 2016-2017 | P/L & BALANCE SHEET 2016-2017   |

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## **SECTION - H**

### **FINANCIAL CAPABILITY OF BIDDER**

(Tender No. WTL/INT/UNI/18-19/009)

#### **FINANCIAL INFORMATION**

| <b>Sl. No.</b> | <b>Name of the Bidder</b> | <b>Turnover (Rs. / Crores)</b> |                |                |
|----------------|---------------------------|--------------------------------|----------------|----------------|
|                |                           | <b>2014-15</b>                 | <b>2015-16</b> | <b>2016-17</b> |
| 1              |                           |                                |                |                |

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

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

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

**Note:**

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

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## SECTION - I

### BIDDERS'S DETAILS

(Tender No. WTL/INT/UNI/18-19/009)

|    |  |  |
|----|--|--|
| 1  | Name of the Firm   |  |
| 2  | Registered Office Address  |  |
|    | Contact Number   |  |
|    | Fax Number   |  |
|    | E-mail   |  |
| 3  | Correspondence / Contact address   |  |
|    | Name & Designation of Contact person   |  |
|    | Address  |  |
|    | Contact Number   |  |
|    | Fax Number   |  |
| 4  | Is the firm a registered company? If yes, submit documentary proof   |  |
|    | Year and Place of the establishment of the company   |  |
| 6  | Former name of the company, if any   |  |
| 7  | Is the firm <ul style="list-style-type: none"><li>▪ a Government/ Public Sector Undertaking</li><li>▪ a propriety firm</li><li>▪ a partnership firm (if yes, give partnership deed)</li><li>▪ a limited company or limited corporation</li><li>▪ a member of a group of companies, (if yes, give name and address and description of other companies)</li><li>▪ a subsidiary of a large corporation (if yes give the name and address of the parent organization). If the company is subsidiary, state what involvement if any, will the parent company have in the project.</li></ul> |  |
| 8  | Is the firm registered with GST? If yes, please mention your GST no. & submit valid certificate.   |  |
| 9  | Total number of employees. Attach the organizational chart showing the structure of the organization.  |  |
| 10 | Are you registered with any Government/ Department/ Public Sector Undertaking (if yes, give details)   |  |
| 11 | How many years has your organization been in business under your present name? What were your fields when you established your organization  |  |
| 12 | What type best describes your firm? (Purchaser reserves the right to verify the claims if necessary) <ul style="list-style-type: none"><li>▪ Manufacturer</li><li>▪ Supplier</li><li>▪ System Integrator</li><li>▪ Consultant</li><li>▪ Service Provider (Pl. specify details)</li><li>▪ Software Development</li><li>▪ Total Solution provider (Design, Supply, Integration, O&amp;M)</li><li>▪ IT Company</li></ul>  |  |
| 13 | Number of CBT centers in West Bengal?  |  |
| 14 | Does your organization have valid ISO 9001, 27001 & CMMi Level 3/5 certificates at the time of submission of the bid?  |  |

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|    |  |  |
|----|--|--|
| 15 | List the major clients in India with whom your organization has been / is currently associated.  |  |
| 16 | Have you in any capacity not completed any work awarded to you? (If so, give the name of project and reason for not completing the work) |  |
| 17 | Have you ever been denied tendering facilities by any Government / Department / Public sector Undertaking? (Give details)                |  |

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

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

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

**WEBEL TECHNOLOGY LIMITED**

**SECTION – J**

**FORMAT FOR PRE-BID MEETING QUERY**

(Tender No. WTL/INT/UNI/18-19/009)

Name of the Bidder:

Queries

| Sl. No. | Section No. | Clause No. | Page No. | Queries |
|---------|-------------|------------|----------|---------|
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**Note:** The filled form to be submitted in XLS & PDF Format. There is a cut off date for receiving of queries before Pre Bid Meeting. Queries received after the cutoff period will not be accepted. The Purchaser reserves the right to respond all queries over e-mail. Any deviation from the format in .xls & .pdf will not be considered as a pre bid query and WTL will not bound in any manner to respond to the same.

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

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

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



# WEBEL TECHNOLOGY LIMITED

## SECTION - L

### PROFORMA FOR PERFORMANCE BANK GUARANTEE

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

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

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

Date.....

#### PROFORMA OF BG FOR SECURITY DEPOSIT

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

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

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

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

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

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

## **WEBEL TECHNOLOGY LIMITED**

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

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

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

SIGNED, SEALED AND DELIVERED

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

WITNESS

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

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

(Name & address in full with Rubber Stamp)

# **WEBEL TECHNOLOGY LIMITED**

## **INSTRUCTIONS FOR FURNISHING BANK GUARANTEE**

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

**WEBEL TECHNOLOGY LIMITED**

**SECTION – M**

**NIT DECLARATION**

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

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

**Sub: Selection of Implementing Agency for Total University Automation in SAAS Model.**

Dear Sir,

We the undersigned bidder/(s) declare that we have read and examined in details the scope of work and other documents of the subject tender no. Tender No. WTL/INT/UNI/18-19/009 dated 10.09.2018 for Selection of Implementing Agency for Total University Automation in SAAS Model 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 .....2018

# WEBEL TECHNOLOGY LIMITED

## SECTION – N

### BRIEF DELIBERATION

| Sl. No | Module   | University Campus                  | Affiliated Colleges |
|--------|--|------------------------------------|---------------------|
| 1.     | University Registration Management   | Yes<br>(for migrating PG students) | Yes                 |
| 2.     | Examination Management   | Yes                                | Yes                 |
| 3.     | Admissions and Counseling Management                                       | Yes                                | Only for PG Courses |
| 4.     | Complete Campus Management - Academics Management, Administrative Services | Yes                                | No                  |

#### **University Registration Management**

The University Registration module shall support the Registration process for students taking admission in one of the affiliated colleges under the University and Migrating PG Students.

The students should be able to fill up the online application form, upload the necessary documents and pay the Registration Fees. The University should have the provision to review the documents and approve. Next, students will be receiving the Registration Card.

#### **Examination Management**

The Examination Management module shall support all pre-exam and during-exam processes while planning and conducting the university exams. All the activities during each of the phases are mentioned.

#### **Exam Enrollment**

Registration and Application module shall manage the end-to-end tasks involved in registration of students to the University. This includes configuring the online application form and the entire process including verification, examination fee payment through three distinct channels (online, bank challan and school counter), acknowledgement receipt and registration number and certificate creation. Application module shall manage the end-to-end tasks, including managing applicants in the schools, configuring the online application form and the entire admission process. Centralized admissions and fee collection shall be made possible by the cloud-based technology.

#### **Admit Card Management**

This module shall manage the below activities

- Admit Card Generation – Generation of Admit card with photo, signature.
- Students should be able to download the admit card and print the same.
- Holding admit cards if the Student is not eligible for the Examination

#### **Exam Duty Management**

This module shall manage the below activities

- Exam Duty Management – Assign faculty for exam duty and manage their attendance
- Exam Attendance Capture – Marking of attendance of students on the day of the exam
- Exam Day Reports – Reports like nominal rolls center wise, Attendance Capture sheet

#### **Internals and Attendance**

This module shall manage the below activities

- Internal Marks Capture – By colleges for the internal exams conducted during the term
- Practical Marks Capture – By external examiners for the practical exams conducted for the end semester exam

# **WEBEL TECHNOLOGY LIMITED**

## **Results Management**

This module shall manage the below activities

- External Marks Capture – Upload of external marks for end semester exam. OMR capture or bulk upload
- Results Processing – Processing of results to arrive at final normalized / graded marks and grade. Includes SGPA / CGPA calculation. Creation of backlogs for failed subjects.
- Results Publishing – Publishing of results for students to view online.
- Results Review – Request for re-totaling and re-evaluation of marks by students along with payment of applicable fees.

## **Certification**

This module shall manage the below activities

- Result Certificates – Generation of Mark Sheets, Tabulation of Result (TR), Transcripts, Migration Certificates, Provisional Certificates.
- Digital Certificates – Generation of degree certificate that can be digitally verified.
- National Academic Depository – Integration services to digitally store mark sheets and degree certificates

## **Students Admission Management**

This module will support the Admission & Counselling process of all PG students of the University

### **Application Management**

This module shall manage receipt and processing of online applications, enable approval and rejection of applications and includes filling, submission, scrutiny, verification, approval or rejection of online application. It should also include option of online payment gateways for any fees/registration payment.

### **Counseling Management**

This module shall support centralized/decentralized online/offline counselling along with Live Counselling Display. Live display shall include details of seat vacancies that are updated on real-time basis.. This module shall also support merit list generation, SMS and e-mail communication of call letters to applicants.

### **Admission Process**

The admission module shall manage key admission activities such as processing of applicants through various admission stages including registration and admission fees payments, processing of various admission process steps along with verification of student details after admission, generation and printing of admission letters and generation of student identity cards.

## **Students Academics Management**

### **Fee Management**

The Fee Management module shall cater to all types of fees to be paid by the students to the university. This module shall be designed to be used by the student throughout their respective course of study. This module must be able to generate automatic notifications/reminders etc. and shall have provisions to automatically send them to students and parents through automated emails and SMS. Also, it must be fully integrated with Finance and Accounting module.

### **Student Profile**

The student management module shall help the institutions to maintain the student records of all the students admitted into affiliated institutions and make these details available to students, parents and other stakeholders. It shall have a provision to keep a record of the basic, academic and personal details of the students, their 360 degree view of academic performance and all University interactions

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## **Student Timetable and Attendance Management**

This module shall help in creating and managing timetables and marking student attendance. It should have provision for daily and weekly view of timetable, automatic generation of timetable based on rules, support for student selected time table. Biometric integration to capture student attendance is also required.

## **Student Leave Management**

This module shall have provision for students to apply for leave; view the approval status and leave history. The leave workflow shall be configurable based on university needs. The approver can approve or reject the request. While applying for leave, the student should be able to view the sessions that he/she will be missing, on the academic timetable.

## **Student Discipline Management**

This module shall support efficient management of the Discipline related incidents. System should have a provision to apply for a disciplinary action/fine, restrict access to Library and/or hostel and generate Warning/Action letter.

## **Student Feedback Management**

This module shall provide configurable capability to custom create student feedback templates. It shall help in configuring and capturing responses of students, faculty, employees and other stakeholders of the University. It should have support for analyzing feedback.

## **Letter Management**

This module shall help in designing any letter formats needed in the life cycle of a student. e.g. student letters, administrative letters, ID cards, certificates and many more, as required by the University. There should be provision for students to apply for a letter and admin to approve or reject the request.

## **Library Management**

This module shall support in managing the various resources in the library, and maintaining the catalogue of items, processing issues and returns, booking and prioritization, other vendor interactions and collection of late fee and damages from students or faculty

## **University Administration Management**

### **Employee Management**

This module shall support complete employee life cycle management, from recruitment to separation, including career development of employees through training, promotions, and appraisals and tracks the parameters such as leave, loans, claims, and training records. System should support integration with biometric based attendance system.

### **Payroll Processing**

This module shall provide complete payroll processing. Ability to define payments and deductions, generate salary slips and generate of eTDS text file to submit online income tax returns. The System should support for Income Tax, Form-16 and Investment declaration. System should have integration with Employee Management and Finance and Accounting modules.

### **Finance and Accounting**

This module should support all the Finance and Accounting needs of the University including off site campuses - general ledger accounting, accounts payable, accounts receivable, taxation, fixed assets, creation and approval of vouchers and invoices and operation of multiple accounts.. It shall also provide support for various reports related to taxation, ledgers and transactions done.

### **Procurement and Inventory Management**

This module shall support complete procure to pay cycle and also helps in managing and monitoring inventory across the organization. This shall provide support for managing vendor quotations and automatic generation of purchase request.

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## **Hostel Management**

This module shall support in managing hostel resources, processing hostel requests for students and faculties, tracking student activity, managing resources and rooms within the hostel block(s), management of fees and various charges/fines incurred by students, marking hostel attendance, and maintaining a gate register.

## **Transport Management**

This module shall support in managing transport facilities for employees and students of a University. It should support vehicle details, driver details, route details and mapping of students or employees to these routes. There shall be support to manage transport fees.

## **Minimum Printing Services - Expected**

- Admit Cards
- Mark sheets
- Tabulation Sheets
- Final Certificate

Stationeries will be arranged by the end customer.

## **Back Office Modules**

Financial Accounting

Materials Management

HRMS

The Implementing Agency should also submit a plan of handing over data dump in retrievable format on fixed periodicity. All audit trails should be maintained and each changes in the result tabulation should be recorded for due adherence at any stage.

Data hacking protection plan should also find a mention in the bidder's proposal.