

EOI DOCUMENT

EXPRESSION OF INTEREST FOR "VENDOR REGISTRATION FOR SUPPLY, INSTALLATION, MAINTENANCE AND COMMISSIONING OF HARDWARE / SOFTWARE /NETWORKING / SOFTWARE DEVELOPMENT/ SMART CARD BASED PROJECTS / SECURITY & SURVEILLANCE/ COMPUTER FURNITURE / OTHER ITES SERVICES.

PERIOD: FOR 03 YEARS FROM THE DATE OF EMPANELENT

EOI No. : EOT/COMM/14-15/02, Date: 22/12/2014

Due Date: Open Ended

SINGLE PART EOI

**WEBEL INFORMATICS LIMITED
(A Govt. of West Bengal Undertaking)
4TH FLOOR, 225 F, A J C BOSE ROAD. KOLKATA -700020**

NOTICE EOI NO. : EOI/COMM/14-15/02 dated 22/12/2014

Sealed EOIs are invited for the following job from OEM/Authorized distributors/dealers/reputed organizations having sufficient experience and credentials for successful completion of similar nature of work preferably in a Govt. Department.

Brief description of work	EOI Document Money (Rs) [Non-Refundable]	Start date of EOI availability at Office	Last date and time of EOI submission
EXPRESSION OF INTEREST FOR VENDOR REGISTRATION / EMPANELMENT FOR SUPPLY, INSTALLATION, MAINTENANCE AND COMMISSIONING OF HARDWARE / SOFTWARE /NETWORKING /SMART CARD BASED PROJECTS/ SECURITY & SURVEILLANCE/ FURNITURE / OTHER ITES SERVICES.	Rs. 500.00 per category (In the form of DD in favour of Webel Informatics Limited)	22/12/2014	Open Ended
EOI Submission & Opening Venue	WEBEL INFORMATICS LIMITED. (A Govt. of West Bengal Undertaking) 4 TH FLOOR, 225 F, A J C BOSE ROAD. KOLKATA -700020		

Any interested company can download the EOI documents from Webel Informatics Limited website www.webelinformatics.com and submit the EOI with a Demand Draft of Rs. 500.00 (Rupees five hundred only) for each category, duly pledged in favour of **Webel Informatics Limited** payable at Kolkata.

For any queries regarding this EOI please contact Sri Mr. Barada Prasad Paul, Dy Manager Mobile No-9051670445 & mail ID baradapaul@rediffmail.com .
No queries will

If Management feels, suitable corrigendum will be hosted in our website.

Canvassing in any form shall be liable for disqualification. Webel Informatics Limited reserves the right to accept or reject any or all the EOI without assigning any reason thereof.

CONTENTS

The EOI document comprises the following:

- SECTION – A : ELIGIBILITY CRITERIA FOR PARTICIPATION
- SECTION – B : EOI INSTRUCTIONS TO COMPANIES
- SECTION – C : GENERAL TERMS & CONDITIONS
- SECTION – D : SPECIAL TERMS & CONDITIONS
- SECTION – E : EOI FORM
- SECTION – F : VENDOR REGISTRATION FORM

SECTION-A

ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE EOI PROCESS

1. Interested companies to preferably submit the valid authorization letter from OEM's with the EOI documents.
2. The company should have executed a single order of Rs.10 Lakh or more or minimum three (03) no. of orders of Rs. 01 Lakh or more for the selected categories "IN SECTION-B" at any Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization including Webel Group companies in last three financial years (2011-12, 2012-13,2013-14). Work Order copies from the customer to be submitted.
3. The company should have an annual turnover of Rs.10 Lacs or above in the last financial Year (2013-14) and aggregate turnover of last three (3) financial years (2011-12,2012-13,2013-14) should be Rs. 25 Lacs or more.
4. The company must provide detailed profile of the company and Articles of Association. This certificate should be valid at the date of opening of the EOI. Photocopy is to be submitted with self attestation.
5. Valid PAN, Registration certificates for VAT, Professional Tax, Service Tax, Factory or Shop & Establishment, PF, ESI & Trade License along with its return (PAN, VAT, S.TAX, PF & ESI) submission documents are to be enclosed with the EOI document.
6. The company/ASP/OEM should be a System Integrator and have at least one registered service center for IT hardware maintenance services in Kolkata, West Bengal. Supporting documents for existence of Service Centre/s has to be attached with the EOI document.
7. The company shall be required to give a declaration in their letter head that they have not been banned by any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization. If any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization has banned the company and later on lifted the ban, the fact must be clearly stated.
8. The company shall be required to give a declaration in their letter head that they have successfully & timely completed earlier projects of Webel Informatics Limited, offered to them (If any) in last three years. Successful completion certificate of such projects from the concerned project in-charge of WIL are to be attached with the EOI document.

However, WIL preserves the right to evaluate the company's performance through the report from any Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization at their own discretion or ask the company to produce service satisfaction certificate from the customer base mentioned as per above criteria.

In absence of any one of the above, the offer will be treated as non-responsive and in that case Committee will have right to decide accordingly.

SECTION – B

INSTRUCTIONS TO COMPANIES

In order to have dependable source of supply and installation of hardware / development and implementation of Software / Networking jobs / other related ITES jobs of right quality at the appropriate time , vendors will be registered **FOR THREE YEARS** after examining their application as well as after ascertaining certain basic facilities / infrastructures available with them . Performance of such registered suppliers will be reviewed from time to time. Vendors from related fields may apply for the following **categories**:-

1. Supply and Installation of Computer H/W items and Consumable
2. Supply and Installation of UPS & Power related products.
3. Supply and Installation of Packaged Software, OS & Antivirus etc.
4. Supply and installation of Networking Equipments. Active & Passive Networking Items.
5. Software development, Web based solution & Implementation , Maintenance
6. Execution of Smart Card based projects and Biometric Attendance System.etc.
7. Implementation of Security, Surveillance and other related projects including CCTV, etc.
8. Supply and Installation of Photocopier, Projectors, Fax Machine etc.
9. Annual Maintenance Contract (AMC) for Hardware & Networking items.
10. Execution of ITES projects.
11. Data Processing work.
12. Supply of Furniture including Computer Furniture.

Interested companies are required to submit EOI in a sealed envelope as per instructions given below: -

The firm shall seal & mark various parts of the proposal as follows:

The EOI document in one envelope super-scribed with words: -

“EOI Document for “VENDOR REGISTRATION FOR SUPPLY, INSTALLATION, MAINTENANCE AND COMMISSIONING OF HARDWARE / SOFTWARE /NETWORKING / SMART CARD BASED PROJECTS/ SECURITY & SURVEILLANCE/ COMPUTER FURNITURE / OTHER ITES SERVICES”. “EOI No.EOT/COMM/14-15/02, dated 22/12/2014”. Also to mention the serial no(s) of categories applied for. This envelope will also contain the Application Fees in separate small envelope inside it.

The sealed envelope containing the sealed EOI document should be addressed to the **General Manager (WIL), Webel Informatics Limited, 4th Floor, 225F, A J C Bose Road. Kolkata -700020**, through post / speed post / Courier or dropped personally in the box kept in the office.

Name of the CATEGORY offered should be clearly mentioned on the cover of the Envelope.

NOTE:

ONCE THIS EMPANELMENT / REGISTRATION IS FINALISED AND IMPLEMENTED THROUGH PUBLISHING IN OUR WEBSITE, THE EARLIER LIST OF EMPANELLED VENDORS GET AUTOMATICALLY REVISED.

EOI Submission:

The EOI document should consist of the following documents:

1. EOI submission letter on the letterhead of the firm clearly indexing the enclosures. This submission letter should bear the reference no. and date, without which the EOI will be treated as non responsive.
2. EOI Form duly filled and signed as per format on the letterhead of the company.
3. Original EOI document duly stamped & signed on each page, as a token of acceptance of all terms and conditions laid down in the document.
4. Details of Service arrangement of company/ASP/OEM: a) Availability of call center details with escalation matrix and b) Number of service engineers with mobile no.
5. The company should operate in the same name and style at least for the last three years.
6. List of Board of Directors / Partnership deed
7. EOI Document Fees (if downloaded from the web site) in separate envelope.
8. Companies to produce ISO 9001:2008 certificate (optional) in the specified area of the job mentioned in this EOI.

SECTION - C

GENERAL TERMS AND CONDITIONS

(i) Schedule of the EOI

The EOI document shall be submitted in any working after 25/12/2014, to General Manager (WIL), Webel Informatics Limited. 4th Floor, 225 F, A J C Bose Road, Kolkata -700 020.

(ii) Amendment of Invitation

WIL 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 companies who have been issued the EOI document. The Corrigendum shall be binding on all companies and will form part of the EOI documents.

(iii) EOI Document Money (Non refundable)

The companies shall furnish EOI Document Money of Rs. 500 for each category in the form of DD in favour of Webel Informatics Limited, e.g if a firm is submitting for 3 categories the EOI document money to be paid by DD is Rs.1500 (3x500).

(iv) Clarification Regarding EOI Document

A prospective company requiring any clarification about the EOI document and scope of work may contact the person through e-mail / letter as mentioned above in NIT.

(v) Awarding of Contract

Whenever there will be any enquiry from the Govt. Departments / PSUs, Webel Informatics Limited will send enquiry to the empanelled vendors. On receipt of the bid from the empanelled vendors, L-1 bidder will be selected and back to back order will be placed on the L-1 bidder.

(vi) Amendment of Proposals

In order to afford prospective company reasonable time to make amendment in their EOI document, WIL may, at its discretion, extend the deadline for the submission of EOI, if any. However, no such request in this regard shall be binding on WIL.

(vii) Language of Proposal & Correspondence

The EOI proposal submitted by the company should be 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 company & WIL will be in English language only. A duly signed formal copy must subsequently confirm the correspondence by fax / e-mail.

(viii) Proposal Currency : Not applicable

(ix) Period of Validity of Proposals : Not Applicable

Any information that is offered shall remain valid for a minimum period of **6 months** from the date of opening of the EOI document. The EOI inviting authority reserves the right for seeking extension of validity of offer from the successful company. Acceptance of such request during actual offer is however optional to the company. The price validity will remain unaltered irrespective of any reason including foreign exchange rate variation.

(x) Formats and Signing of Proposals

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

(xi) Sealing and Marking of Proposals

Company shall seal & mark various parts of the EOI proposal as mentioned in the Instruction to the companies above. And also must be write the name of the category on the Envelope.

Every envelope and forwarding letter of various parts of the proposal shall be addressed as follows:

**General Manager (WIL)
Webel Informatics Limited
4th Floor, 225F, A J C Bose Road
Kolkata-700 020**

Signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures with company seal shall seal the envelope without which the EOI will be summarily rejected. The envelope should bear the name and address of the company very neatly written in the left lower corner, without which the EOI cannot be recognized and hence will be summarily rejected. Proposals sent through telex / telegrams / fax / e-mail shall not be accepted. Webel Informatics Ltd. (WIL) shall not be responsible for delay on account of delivery by the postal authorities as well as of courier companies. Such delivery shall be at the risk and cost of the company.

If the envelopes are not sealed and marked as required above, WIL shall assume no responsibility for the proposal's misplacement or premature opening and **the EOI will be summarily rejected.**

(xii) Deadline for Submission of Proposals

EOI proposals will be received by WIL at the specified address in any working day within 17.00 Hrs.

(xiii) Late Proposals : Not Applicable

Any EOI proposal received by WIL after the deadline for submission of proposals, if any, as referred above, **shall not be accepted.**

SECTION – D

SPECIAL TERMS AND CONDITIONS (Part I)

1. Interpretation of documents

If any company finds discrepancies or omission in the specifications or other EOI documents, or if company perceives any doubt as to the true meaning of any part thereof, company shall make a written request to the EOI inviting authority for correction / clarification or interpretation before 7 days of opening of the EOI document.

2. Preparation of EOI

EOI shall be submitted in accordance with the following instructions:

- i) EOI shall be submitted in the prescribed forms. All signatures shall be in longhand. Where there is conflict between the words and the figures, the figure shall govern.
- ii) All notations must be in ink or type written. No erasing or overwriting will be permitted. Mistakes may be crossed out and corrections typed or written with ink adjacent thereto and must be initialed in ink by the person or persons signing the EOI document.
- iii) EOI shall not contain any recapitulation of the work to be done. Alternative proposals will not be considered unless called for. No written, oral, electronic, telegraphic or telephonic proposals for modifications will be acceptable.
- iv) EOI shall be delivered to the office in the packet of documents enclosed in sealed envelope having the title “EOI No.EOT/COMM/14-15/02, dated 22/12/2014” and the name of the company.
- v) EOI subject to any conditions or stipulations imposed by the company are liable to be rejected.
- vi) Each and every page of the EOI document must be signed with date and company seal by the company. This is required to show that the company had accepted all the terms and conditions mentioned in this EOI document.

3. Withdrawal of EOI

Any company may withdraw his EOI by written request at any time but EOI fee cannot be claimed back.

4. Opening of EOI

WIL will suitably open EOI documents and scrutinize. After scrutiny the EOI Criteria will be judged for empanelment.

5. Tax Registration Certificate

Companies submitting a EOI shall produce up to date VAT, Service Tax, Income Tax and Professional Tax registration as well as copy of latest returns submitted in the standard form from the Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of permission and should be attested by an appropriate authority.

6. Acceptance of EOI

The acceptance of the EOI will rest with the accepting authority and reserves the right to reject in part or in full any or all EOI(s) received without assigning any reason thereof.

7. Withdrawal from EOI

If any company withdraws his EOI within a reasonable time without giving any satisfactory explanation for his withdrawal, he/she shall be disqualified for participation in any EOI process of this organization for a minimum period of 2 (two) years.

8. Disputes and Arbitrations

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of General Manager of Webel Informatics Ltd., or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties.

In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the General Manager WIL will appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The company will have no objection in any such appointment that arbitrator so appointed is employee of WIL. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

The arbitration shall be held in Kolkata only.

9. Governing Laws

This EOI Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

10. Force Majeure Condition

If the execution of the contract/supply order is delayed beyond the period stipulated in the supply order as result of outbreak of hostilities, declaration of an embargo or blockade of road, fire, flood or any such act of nature, then WIL may allow such additional time by extending the project execution timeframe as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the WIL , the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

SPECIAL TERMS & CONDITIONS (PART-II)

1. The EOI and all correspondence and document relating to the EOI shall be written in English language.
2. All the pages of the EOI document including documents submitted therein must be duly signed and stamped failing which the offer shall be liable to be rejected.
3. All the documents ~~to be~~ submitted by the company 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 company and WIL 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.
4. Overwriting and erasures may make the EOI liable for rejection if the authorized signatory of the company does not sign on each of such overwriting/erasing. All overwriting should be separately written and signed by the authorized signatory of the company.
5. Details of the enclosures should be clearly mentioned in the forwarding letter in company's letterhead along with the EOI.
6. The company shall be required to give a declaration that they have not been banned by any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization. If any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization has banned the company but lifted the ban afterwards, the fact must be clearly stated.

If this declaration is not given the EOI will be rejected as non-responsive.

7. The company shall give a declaration and must submit documents as credentials regarding their previous experience in similar jobs done in state Government/ semi Government/ corporate sectors.
8. No Technical / Commercial clarifications generated from the vendors will be entertained after opening of the EOI. However, if EOI evaluating committee feels, they may ask supporting documents in respect of the claim of the company and the company has to submit supporting document as well as written clarifications required by the committee within three days.
9. WIL reserve the right to reject or accept or withdraw the EOI 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.
10. Company must enclose authorization Certificate from reputed OEMs to quote their product against this EOI, if required.
11. Supporting Technical Brochures / Catalogues indicating each feature in respect of offered model and make, if necessary may be submitted along with the offer.

SECTION - E

EOI FORM

(Companies are requested to furnish the EOI Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head)

Ref No : (Mandatory)

Date : (Mandatory)

To,
The General Manager
Webel Informatics Limited
4th Floor, 225F A J C Bose Road
Kolkata -700020

Dear Sir,

Having examined the EOI documents we, the undersigned, offer to undertake the "EMPANELMENT " as per the EOI No. ----- dated-----

We agree to abide by this EOI Document and it shall remain binding upon us for acceptance at any time before the expiry of the period.

This EOI, together with your written acceptance thereof and your notification of empanelment, shall constitute a binding contract between us.

We understand that Webel Informatics Ltd. reserves the right to accept in full / part or reject any or all the EOI received without any explanation to the company and its decision on the subject will be final and binding on company. We also understand that WIL is not bound to accept the EOI for empanelment.

We had given an EMD of Rs. ----- (DD No _____ dated _____ on _____) along with the technical document.

Signature

.....
(In capacity of)
duly authorized to sign EOI for and on behalf
of (Name and Address of the company)

(Affix Official Seal)

Section- F

VENDOR REGISTRATION FORM

SL. NO.	DESCRIPTION	DETAILS
1	Name of the Company :	
2	Address, Phone No., Fax No. & e-mail id. :, CIN, Website details	
a)	Registered Office :	
b)	Head Office :	
c)	Kolkata Office:	
3	Name of the Contact Person with Mobile No. and Email ID:	
4	Type of Organization: Public Ltd / Private Ltd / Partnership / Proprietary/HUF/Co-operative Society etc.	
5	Established on (Date as per Certificate Of Incorporation etc.) :	
6	VAT Registration No.:	
7	PAN No :	
8	Service Tax Registration No. :	
9	PF Registration No.:	
10	ESI Registration No.:	
11	Trade License No., Date of issue & Date of expiry of validity.	
12	Nature of Business:	
13	Average Annual turnover for last 3 Years: (2011-12, 12-13, 13-14).	
14	No. of Employees :	
a)	Technical:	
b)	Qualified:	
c)	Skilled:	
d)	Unskilled:	
15.	Seeking Registration for Categories (As mentioned in Section B)	
16	The Application & Registration Fees details: DD No. -----Dated----- Drawn on.....	
17	Names of our other reputed clients :	

Date:

Signature of Director / Partner / Proprietor
(Use separate sheet if required)