

**Webel Mediatronics Limited**  
(A Govt. of West Bengal Undertaking)  
P- 1 Taratala Road, Kolkata 700 088  
Phone: 033 2401 5602, Fax: 033 2401 4081

**Notice Inviting Tender**

Tender no: WML / NIT / 26 / 15-16

Dated: 20/11/2015

**“Extension of existing Local Area Network (LAN) in the Directorate of Agriculture situated at Jessop Building, 63, N. S. Road, Kolkata – 700 001”**

The Deputy General Manager (Development) on behalf of Webel Mediatronics Limited invites sealed quotation from eligible contractors for undertaking the work as specified below:-

Brief Description	Tender Document fee (Rs.) [Non-returnable]	Earnest Money Deposit (EMD) Rs. [Returnable]	Last date and time of tender submission	Date of opening of Technical Bid
<b>Extension of existing Local Area Network (LAN) in the Directorate of Agriculture situated at Jessop Building, 63, N. S. Road, Kolkata – 700 001.</b>	Rs. 500/- (in the form of DD duly pledged in favour of Webel Mediatronics Limited, Kolkata)	Rs. 3000/- (in the form of DD / BG from a scheduled Bank duly pledged in favour of Webel Mediatronics Limited payable at Kolkata)	30/11/2015 at 5.00 PM	01/12/2015 at 11.00 AM
Bid Opening Venue	<b>Webel Mediatronics Limited, P- 1 Taratala Road, Kolkata 700 088</b>			

**PROJECT PROFILE**

**1.1 Introduction**

Department of Agriculture, Govt. of West Bengal wants an enhancement in their existing LAN set up, and wants to include a minimum number of forty four users, which is to be integrated with the installed system. The new places of connection as as under:

Sr no.	Places of Connection	No. of Points
1	Law Cell	2
2	ADA (Admin) PA	1
3	Administrative Officer	1
4	Jt DA (Res)	2
5	Research Cell	1
6	ADA (CC)	1
7	DAWB	1
8	PA to DAWB	1
9	DDA (Hq) Meganine Floor	3

10	Accounts Cell	12
11	IT Cell (Basement)	9
12	Nodal Officer IT	2
13	IT Cell (1 <sup>st</sup> Floor)	8
	Total	44

(Tentative requirement for Cat6 Cable, RJ 45 Connectors etc are mentioned in the NIT, location of nodes may vary.)

### 1.2 Scope of Work

- (a) Site visit, preparation of layout plan and get the design lay out approved by concerned officials.
- (b) Supply of all items as per BOQ finalized (with make and model no. as specified), and installation of complete work.
- (c) Establishment of LAN, and it's Testing.
- (d) In case, Agriculture Department wants to include more points / connection, this is to be covered under the same contract.
- (e) Submission of as-built layout drawing.
- (f) Collection of Work completion / certification Report from the end customer as per prescribed format.
- (g) If any other misc. items required to complete the work (which has not been covered in the BOQ), that is to be arranged by the selected contractor at no additional cost.

**Completion period: Within 10 working days from the date of issuance of the order.**

### 1.3 Acceptance:

- On completion of the work, measurement Book is to be certified by the end customer as per actual utilized.
- As – built drawing and Completion certificate is to be submitted in co-ordination with our project team.

### 1.4 Penalty Clause

If the bidder fails to implement the work within 10 working days from the scheduled date of delivery (as mentioned in Purchase Order), then a sum equivalent to one percent (1 %) of the total contract value shall be deducted from the payment for each calendar week of delay or part thereof, subject to maximum ceiling of 5% of order value.

Delay in excess of 2 weeks will be sufficient to cause for termination of the contract.

In case, the selected bidder does not supply the ordered items for any reason, the bidder will be liable to pay the difference amount to the purchaser, which indenter department has to pay to the next or other selected bidder for purpose of executing the contract.

### 1.5 Warranty

Comprehensive on-site warranty is to be provided for one year from the date of work completion. Free maintenance services shall be provided by the selected Bidder during warranty period.

**1.6 Payment terms:**

100% payment will be released within 30 days on receipt of corresponding payment from the end customer. Selected bidder has to submit Security Deposit (5% or order value) as per prescribed format from any scheduled bank at the time of releasing payment.

Payment Sanctioning Authority: DGM, Development.

**2) Eligibility criteria for participation in the tender:-**

2.1 The Bidder shall be an established contractor / registered company, involved in IT & Network related business having operations in West Bengal for the last three years and shall submit the following document:

- (h) Detailed company profile.
- (i) Certificate of Incorporation.
- (j) Relevant documents showing that Professional Tax and IT Return has been deposited by the bidder in time for the last Financial Years 2013-14, 2014-15.
- (e) Trade license certificate, copy of valid PAN Card, copy of VAT registration certificate
- (f) Bidder shall have existence of one service center / office within West Bengal – details to be submitted.

2.2 The Bidder's shall have an annual turnover of at least INR 4.00 Lakhs in the last financial year, and aggregate of turn over of the last three financial years should be INR 8.00 Lakhs. Balance Sheets / Profit & Loss Accounts / Annual Reports / Certified document by the Chartered Accountant stating the net worth and average annual turnover of the Bidder has to be submitted.

2.3 The Bidder should have executed (completed) at least 3 single orders each of Rs.0.4 Lakh or One Single Order of Rs. 1.0 Lakh or more in any reputed organization of similar nature of jobs Supporting documents (minimum 3 nos.) is to be submitted as evidences.

2.4 The Bidder shall be required to give a declaration in their letterhead 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 banned the Bidder in the past, this fact must be clearly stated.

2.5 The Bidder shall have to submit a declaration in their letterhead that they shall undertake warranty service support as per tender norms

2.6 The Bidder shall furnish Earnest Money Deposit (EMD) & Tender Cost as part of its Bid. Earnest money will be refunded to the unsuccessful bidders after receiving application from them on completion of tender process. In case of successful bidders Earnest Money will be retained till security deposit of 5% of the total value of the job is deposited in the form of Bank Guarantee for a validity period of 14 months, covering the warranty period.

### **(3) Other Terms & Conditions**

#### **3.1 Amendment of Invitation**

WML Management team reserves the right to waive specific terms and conditions contained in this tender document. It shall be understood by the Bidders that the proposal is predicated upon acceptance of all terms and conditions contained in this tender, unless the Bidder has obtained such a waiver in writing, prior to submission of the proposal. Such waivers, if granted, will be granted to all prospective Bidders.

At any time prior to the deadline for submission of proposals, WML reserves the right to accept /add / modify / delete / any portion of this tender document or even cancel the Tender by issuance of Corrigenda / Addenda, which will be published on the website [www.webelmediatronics.in](http://www.webelmediatronics.in). All prospective bidders should keep track of any publication of such corrigenda / addenda.

#### **3.2 Clarification Regarding Tender Document**

A prospective Bidder requiring any clarification about the tender document may contact Smt K. Sikdar, Dy. Manager (Purchase) / Sri S. J. Dutta, Manager (Systems) / Sri S. Sardar through e-mail: [webelmedia@gmail.com](mailto:webelmedia@gmail.com), or call at 033 2401 5602 / 033 2401 7699.

#### **3.3 Extension of Proposals**

In order to afford prospective Bidder reasonable time to make amendment in their proposals, WML may, at its discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on WML.

#### **3.4 Period of Validity of Proposals**

The quoted offer and/or rates must be valid for a minimum period of **90 Days** from the date of opening the Techno-Commercial bids. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the qualified Bidder(s).

No bids will be allowed to be modified subsequent to the final submission of bids.

No bid will allowed to be withdrawn in the interval between the deadline for submission of bids and the expiry of the bid validity. Withdrawal of a bid during this interval will result in the forfeiture of bidder's E.M.D.

### **3.5 Qualification criteria:**

The tender inviting and Accepting Authority through “Tender Evaluation Committee” will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regard

Before issuance of the Purchase Order, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification, if it is found that the document submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

### **3.6 Awarding of Contract**

WML will award the contract to the successful Bidder whose bid has been valued as per Price and Other criteria. WML reserves the right not to accept the Lowest Price bid without assigning any reason whatsoever and the Bidder will not challenge such decision in any forum whatsoever

WML reserves the right to negotiate with the Bidder whose proposal has been ranked first on the basis of best value.

### **3.7 Tender submission:**

Two bid system. Tender fees, EMD Money, Bid covering letter, and all other credential document is to be submitted in envelop marked as “Technical Bid”. Each and every page of the tender document must be signed with date and company seal by the bidder, and to be submitted in Technical Bid. This is required to show that the bidder had accepted all the terms and conditions mentioned in this tender document.

Make / model no. of your quoted items, applicable taxes should be clearly mentioned in your offer. Quoted price must include cost of material & its related accessories, freight and insurance charges, and service charges towards LAN establishment work.

The bidders (small scale units) who are registered with National Small Scale Industries Corporation, i.e, NSIC, UNDER SINGLE POINT REGISTRATION SCHEME for the TENDERED ITEMS are exempted from payment of bid security up to the amount equal to their monetary limit. A proof regarding current registration with NSIC for the TENDERED ITEMS will have to be attached along with the bid. Registration other than NSIC & Under Single Point Registration Scheme) will not be entertained.

Sealed quotations are to be submitted at our tender box within the due date. Tender number, Title, bidders name and contact information should be clearly stated on each envelop (Price bid & Technical Bid). Bid should be addressed to

Webel Mediatronics Limited  
Office: P1 Taratala Road,  
Kolkata - 700 088

## Annexure - II

**Form II A**  
**Tender Document Fee & Earnest Money Deposit Details**

Sr. No.	Item	Amount (In Rs.)	Name of the Bank & Branch	Demand Draft No.
1.	Tender Document Fee			
2.	Earnest Money Deposit (E.M.D.)			

## ELIGIBILITY CRITERIA

## Form II B: Financial strength of the bidder

Financial Year	Turnover (Rs. In Lakhs)	Audited Accounts attached? (Yes/No)
FY 2014-15		
FY 2013-14		
FY 2012-13		

## Form II C: Office in West Bengal

Sr. No.	Address	Contact Person	Contact nos., mail – id, fax number	Type of supporting document attached

## Form II D: Experience Details (Customer References)

Sr. No.	Name of the Organization	Contact Person	Contact telephone no. mail -id & Address	Date/Period of implementation	No. of Installations	Type of Supporting Document attached

**(Annexure – III)**  
**BID FORM**

(Bidders are requested to furnish the Bid Form in the Format given in this section, fill in the entire form and submit on their respective Letterheads)

Ref.No:(Mandatory)

Date: (Mandatory)

The Deputy General Manager  
Webel Mediatronics Limited  
P1 Taratala Road,  
Kolkata-700 088

Dear Sir,

Having examined the tender document and specifications together with the corrigenda, subsequently issued, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver “**Extension of existing Local Area Network (LAN) in the Directorate of Agriculture situated at Jessop Building, Kolkata.**” in conformity with the said specifications, as per the Tender No. **Tender no: WML / NIT - 26 / 2015 Dated: 20 /11 / 2015**

We undertake, if our bid is accepted, to complete delivery of all the items specified in the contract within ----- days from the date of issuance of your purchase order.

We agree to abide by this bid for a period of 90 days from the date fixed for Techno-Commercial bid opening and it shall remain binding upon us for acceptance at any time before the expiry of this period.

This bid, together with your written acceptance thereof and your order (PO) / notification of award (LOI), shall constitute a binding contract between us.

We understand that WML reserves the right to accept and / or reject any or all the bids received without any explanation to Bidders and its decision on the subject will be final and binding on Bidders. We also understand that WML is not bound to accept the lowest bid for placement of order.

We have given an EMD of Rs.----- (DD / BG No\_\_\_\_\_ dated \_\_\_\_\_ issued by -----) along with our Techno-Commercial bid.

In the event that we are awarded the LOI, we shall provide a bank Guarantee of 5% of the job value as Performance Bank Guarantee valid for 14 months from the last date of acceptance of the hardware.

Dated, this .....day of ..... (month), 20.....

Signature

..... (In  
the capacity of)  
Duly authorised to sign the bid for and on behalf of  
(Name and Address of the Bidding Company)

(Affix Official Seal/Stamp)

**(Annexure – IV)**

**BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}**

To,

{Tendering Authority},

\_\_\_\_\_,  
\_\_\_\_\_

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with Tender/ NIT reference No. \_\_\_\_\_ dated \_\_\_\_\_. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: - Verified Signature:  
(Mention the designation)

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:



**(Annexure – V)**

**SELF-DECLARATION – NO BLACKLISTING**

{to be filled by the bidder in bidder letter head}

To,  
{Tendering Authority},

\_\_\_\_\_  
\_\_\_\_\_

In response to the Tender/ NIT Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ for {Project Title}, as an Owner/ Partner/ Director of \_\_\_\_\_, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_, at the time of bidding, is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State/ Semi-Government/ or other Govt. subsidiaries including autonomous bodies in India.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and our bid, to the extent accepted, may be canceled.

Thanking you,  
Name of the Bidder: -  
Authorised Signatory: -

Seal of the Organization:

Date:

Place: