

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

Ref. No. WML / NIT / 18 / 2015

Dated 03.09.2015

### **Notice Inviting Tender**

Interested bidders / suppliers are requested to submit / send their sealed quotation for “**Installation & Commissioning of Access Control System**” at different BL&LR offices of West Bengal”.

#### **Scope of Work:-**

- Co-ordination with BL&LRO site officials at the time of each site visit and during execution of work.
- Collecting Access Control Units (two nos. for each site) from WML office and its delivery at respective site, receipted copy of Challans are to be submitted as a proof of delivery.
- Mounting of Biometric device and its accessories like Lock, exit push button switch, power supply with necessary cabling. Cable laying work is to be addressed properly, without any deformation of the existing interior design of the work place and maintaining desire aesthetics look.
- Installing software, and configuring the device for PC communication, data upload & download.
- Finger print enrollment for all BLRO authorized staff and officers,
- Training to administrator for enrollment of new user,
- Handing over the installed system, and Technical Manual along with installation CD.
- Completion of the work and its certification by BLRO representative before leaving the site. Certification is to be made as per specified format. This certificate is to be submitted to WML representative as a proof of work completion.
- Comprehensive operation and maintenance support for 3 years from the date of work completion with down time for a maximum time limit of two working days. Necessary Spares part / modules will be provided from WML.
- Deployment of your trained technical representative at each site during Installation – Commissioning of “Access Control system” and also during service period as and when demanded by respective BL&LR Offices.
- Relevant manpower is to be deployed for simultaneous execution of work at different site to meet target date
- Necessary items like PVC box for switch mounting, conduit (approximately 2 mtr. per site) and other consumables are to be arranged by the selected party during I & C work.

**Tentative Quantity of requirement: 90 nos.** - to be installed and commissioned at 45 sites covering 11 districts of West Bengal namely Nadia, Burdwan, Purba Medinipur, Murshidabad, Dakhin 24 Pargana, Uttar 24 Pargana, Howrah, Hoogly, Malda, Uttar Dinajpur. However, actual number of site(s) may decrease / increase depending upon its readiness. The Installation is to be carried out in close co-ordination with WML project team, and as per priority set by the end customer.

Regarding site selection, it is to be noted that priority site names are totally managed and controlled by our end customers. It entirely depends upon readiness of site(s) for undertaking the work, and WML has no control over it. Work completion schedule for a particular batch of site(s) shall be forwarded in due course of time, and the work is to be completed strictly as per given schedule. The entire work for 45 sit(s) shall have to be completed by the end of Jan 2016.

The bidder has to quote unit rate for the work. This is to be noted that quoted rate shall remain same irrespective of site locations, and your quoted offer should include all charges as mentioned in our Scope of Work, including transportation cost, site visit, night stay of your engaged manpower at respective site(s) etc.

Payment Terms: Pro-rata Payment will be made on back –to-back basis, upon satisfactory completion of your work. 70% of the ordered amount shall be paid on receipt of our corresponding payment from the end customer against the said work, and remaining 30% in successive batches after completion of each year, payable only once the bidder provides smooth operational support against the issues / complaint received from site / BLRO officials or end customer.

**Eligibility Criteria:**

- The bidder should have successfully executed & commissioned Access Control System at least 20 site(s) during the last financial year. Job completion certificate / copy of Invoice(s) is to be submitted as a part of your quotation as evidence, and in case, the bidder executed similar work at any Govt. Sector, supporting documents is to be attached along with your quotation.
- Company details (PAN, Service Registration etc.) are to be submitted along with your offer.
- Bidder should have least one registered service center / office within West Bengal (preferably at Kolkata) for smooth execution of above said work.

**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 add/modify/delete any portion of this tender document by issuance of Corrigenda/Addenda, which will be published on the website. All prospective bidders should keep track of any publication of such corrigenda/addenda. Such modification once published in our website will be binding on all prospective Bidders and will form part of the bid documents (Techno-Commercial as well as Price Bid).

**Award 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.

To start with, WML may award the above said work for 5 -10 site(s) only in first phase to the selected bidder – the work for remaining work shall be awarded based on satisfactory completion of your work, and its acceptance by our end customer.

Price Bid Format:

Sr. no.	Item Description	Qty (no.)	Rate (Rs.) per site exclusive of Service Tax	Rate (Rs.) per site inclusive of Service Tax
01.	Installation, Commissioning of Access Control system and its accessories (2nos. per site) at different blocks. Its enrollment & Training to the end users at the time of handing over the system with operational service support for 3 years.	45 site(s)		(Service Tax = -----%)

For any query / inputs required in submitting of bids, please send mail [webelmedia@gmail.com](mailto:webelmedia@gmail.com) or call us at 033 2401 5602 / 2401 7699, contact persons name: Sri Amit Patra / Smt. K. Sikdar.

The hard copy of your signed & stamped quotation super-scribing the Tender no. and Job description should reach our office address in a sealed envelop, and the same is to be dropped at our Tender Box on or before 09.09.2015 (within 4.00 P.M.) with kind attention to

The Deputy General Manager (Mkt) & Unit Head  
Webel Mediatronics Limited,  
P1 Taratala Road,  
Kolkata – 700 088