

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 / ENQ / 23 / 2015

Dated: 23/06/2015

FOR: Annual Maintenance Contract of CTC Make Modems (120 nos. in total) installed at different locations (60 – 70 locations) distributed thru' out West Bengal being used under WBSWAN Project.

The Deputy General Manager (Mkt) on behalf of Webel Mediatronics Limited, invites tender for the work detailed in Table 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 tender (on line) Technical Part
Annual Maintenance Contract of CTC Make Modems (120 nos. in total) installed at different locations (60 – 70 locations) distributed thru' out West Bengal, being used under WBSWAN Project.	Rs. 500/- (in the form of DD duly pledged in favour of Webel Mediatronics Limited, Kolkata)	Rs. 3,000/- (in the form of DD / BG from a scheduled Bank duly pledged in favour of Webel Mediatronics Limited payable at Kolkata)	30/06/2015 at 4.00 PM	01/07/2015 at 11.00 AM
Bid Opening Venue	Webel Mediatronics Limited, P- 1 Taratala Road, Kolkata 700 088			

1) Tender Details:

1.1 The intending bidder may download the tender documents from our website directly. Necessary **cost of tender documents (tender fees)**, and **Cost of Earnest Money Deposit (EMD)** may be remitted through Demand Draft issued from any Scheduled Bank in favour of "WML", payable at Kolkata and this to be submitted physically along with your bid.

The Bid must be addressed to the Deputy General Manager (Mkt), Webel Mediatronics Limited, P1 Taratala Road, Kolkata – 700 088, must be submitted under sealed cover on or before the Time Schedule stated in this Tender Document.

1.2) **FINANCIAL OFFER** of the prospective bidder will be considered only if the **TECHNICAL BID** of the bidder is found acceptable by the 'Tender Evaluation Committee'. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect.

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2) Eligibility criteria for participation in the tender:-

2.1) The Bidder shall be an established Information Technology company registered under the Companies Act, 1956 involved in IT & Network related business having operations in West Bengal for the last three years as and shall submit valid documentary proof of:

- (a) Certificate of incorporation.
- (b) Certificate of Commencement.
- (c) Certificate consequent to change of name, if applicable has to be submitted.

2.2) The Bidder's should be a profit making company and shall have an average annual turnover of at least INR 6.00 Lakhs in each of the last three financial years viz; 2012-2013, 2013-2014. 2014-2015. 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.

(Note: The turnover refers to the Bidder's firm and not the composite turnover of its subsidiaries / sister concerns etc.)

2.3) The Bidder should have executed (completed) at least 3 single orders each of Rs. 1.0 Lakh or One Single Order of Rs. 2.0 Lakh or more of similar nature in any reputed organization. Supporting documents is to be submitted as evidences.

2.4) The Bidder 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 banned the Bidder in the past, this fact must be clearly stated.

2.5) The Bidder must be authorized distributor of CTC Union Technologies Co Ltd and shall submit specific authorization letter in the letterhead of OEMs confirming that the Bidder shall undertake comprehensive maintenance support i.e. shall provide spare parts and repair / replace all defective modems reported during the warranty period of one year from the date of acceptance.

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 15% of the total value of the job is deposited in the form of Bank Guarantee (format given) for a validity period of 60 days more than the 1 year (comprehensive warranty period).

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Other Terms & Conditions

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 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).

2) Forfeiture of Earnest Money

The EMD may be forfeited either in full or in part, at the discretion of WML, on account of one or more of the following reasons: -

- a. The Bidder withdraws their bid during the period of bid validity.
- b. The Bidder fails to co-operate in the bid evaluation process.
- c. If the Bidder violates any of the provisions of the terms and conditions of this tender
- d. The successful Bidder fails to (i) accept award of work, (ii) furnish performance security, (iii) sign the Contract Agreement in time,

The decision of WML regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the bidder by Webel and/or Department of IT, Government of West Bengal.

Earnest money of the Bidder is also liable to be forfeited in case of any false submission/statement. In case of any refusal to abide by terms and conditions of our LOI/PO or refusal to enter into a written agreement as per prefixed terms and conditions, the authority is at liberty to forfeit earnest money and take lawful actions.

3) Clarification Regarding Tender Document

A prospective Bidder requiring any clarification about the tender document and scope of work against the Tender may contact Smt K. Sikdar, Dy. Manager (Purchase), Sri Mrinmoy Chattopadhyay, Project Engineer through e-mail: webelmedia@gmail.com , or call at 033 2401 5602 / 033 2401 7699.

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4) 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.

5) 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).

6) 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 regarding:

- a. Financial Capacity
- b. Technical Capability.
- c. Experience / Credential

Before issuance of the WORK 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.

7) 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.

The successful Bidder(s) will have to provide a security deposit of 15% of the value of the LOI awarded to them, in the form of a Bank Guarantee for a period of 60 days + the maximum warranty period among the items quoted. After receiving the PBG, firm P.O. will be issued.

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SECTION – A**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 (Mkt) & Unit Head

Webel Mediatronics Limited

P1 Taratala Road,
Kolkata-700 088

Dear Sir,

Having examined the tender documents together with the corrigenda, subsequently issued, we, the undersigned, offer to undertake the job of "Annual Maintenance Contract of CTC Make Modems (120 nos. in total) installed at different locations distributed thru' out West Bengal, being used under WBSWAN Project." as per the Tender No. **Tender no: WML / NIT - 08 / 2015 Dated: 23/06/2015**

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 15% of the job value as Performance Bank Guarantee valid for 14 months from the last date of acceptance of the hardware.

Dated, thisday of (month), 20.....

Signature

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(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)

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SECTION – B

Project Background

Modems of various types (as stated below) is being used under WBSWAN Project at 70-80 locations distributed thru' out West Bengal

Model No : SHDTU03/E1/AD, Make: CTC UNION, Quantity: 90 nos.

Model No : SHDTU03/V-35/AD, Make: CTC UNION, Quantity: 20 nos.

Model No : E1, Make: MROTEK, Quantity: 5 nos.

Model No : V-35, Make: MROTEK, Quantity: 5 nos.

Total quantity: 120 nos. Annual maintenance of all these Modems is to be undertaken for a period of one year.

Scope of Work

- During tenure of the contract, Modems found defective is to be collected from WBSWAN Management Group, WBEIDC Office, Webel Bhawan, Salt Lake, Kolkata 700 091. Those Modems or Interface Converters are to be repaired / replaced within 5 - 7 days from the date of receipt of material.
- Functionality of the repaired Modem is to be demonstrated to our representative deputed at WBEIDC, and on satisfactory performance, working Modem is to be handed over to them.
- Modems, which remain un-repaired at your end is to be replaced by an equivalent new model, and un-repaired Modems is to be handed over to us "as is where is basis" without any failure or delay.
- Once those repaired or replaced Modems are connected at respective site(s), you shall have to provide necessary service support from your Kolkata Office, and once required, you have to deploy experienced engineers at site(s) for smooth functioning of the system.
- You have to keep sufficient spare parts available at possible nearest location to provide the maintenance support at all locations. Telephonic support is to be provided on immediate basis for smooth functioning of Modems.
- Payment will be made on quarterly basis, within 60 days from the date of submission of Invoice supported by certified documents.

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