

Expression of Interest for MOU for Marketing Partner of Webel Mediatronics for WML products.



BID DOCUMENT

**EXPRESSION OF INTEREST FOR MOU FOR MARKETING PARTNER OF
WEBEL MEDIATRONICS FOR WML PRODUCTS**

EOI No. : WML/EOI/01/16-17 Date : 29.03.2017

Pre - Bid Conference: 05.04.2017 at 11.00 a.m.

Due Date: 17.04.2017 till 5.00 p.m.

SINGLE PART (TECHNO-COMMERCIAL) BID

WEBEL MEDIATRONICS LIMITED
(A Govt. of West Bengal Undertaking)
Regd. Office & Factory : P-1, Taratala Road, Kolkata - 700088

Expression of Interest for MOU FOR MARKETING PARTNER OF WEBEL
MEDIATRONICS FOR WML PRODUCTS.

Sealed EOI are invited for Expression of Interest for a MoU for Marketing Partner of Webel Mediatronics (WML) products from successful bidder having sufficient experience and credentials for successful marketing achievements in Govt. Departments / Corporate / Private.

ACTIVITY	DATE/ DETAILS
Start date of EOI availability at WML website	29.03.2017
Date of Pre-Bid Meeting	05.04.2017 at 11.00 a.m. Venue : Webel Mediatronics Limited, P-1, Taratala Road, Kolkata – 700 088 – Conference Room
Last date and time of EOI submission	17.04.2017 at 5.00 p.m.
Date of opening of EOI	18.04.2017 at 11.00 a.m.
Bid Submission & Opening Venue	WEBEL MEDIATRONICS LIMITED (A Govt, of West Bengal Undertaking) P-1, Taratala Road, Kolkata 700 088.

The bidder can download the EOI documents from WML website <http://www.webelmediatronics.in> and submit the bid.

For technical queries regarding this tender please contact Sri A.R. Bhattacharya, Dy. General Manager (Devp.) by Phone- 9433515858 or by e-mail at mail ID: arupratanb@yahoo.com and for other terms and conditions, Sri S.J. Dutta, Manager (Systems) by Phone – 9830602940 or by e-mail at mail ID: sjd.wml@gmail.com on or before 04.04.2017 No queries will be entertained after this time frame. If tender committee feels, suitable corrigendum will be hosted in our web site before 12.04.2017 for the information of all prospective bidders.

Canvassing in any form shall be liable for disqualification.

WML reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

1. BACKGROUND

Webel Mediatronics Limited, a 100% subsidiary of WBEIDC Limited, is a Govt. of West Bengal Undertaking. WML is engaged in development and manufacturing of electronic equipment / systems in various application areas, namely, studio & broadcasting, community radio system, pollution control, defence, assistive devices for disabled, etc. WML also executes projects for various Departments of the State Govt. in the areas like Computers & LAN, scanning/digitization/ document management system, Fire Detection & Alarm System, Biometric Access Control System etc. Expression of interest is being invited from reputed agencies / company/ individuals having good exposure and orientation in the relevant fields for becoming an effective marketing partner of Webel Mediatronics Limited

The MoU will be valid for 02 (Two) years from the date of agreement and may be extended for further duration after a negotiation. MoU will be signed with the successful bidder within 30 days of finalization of this **EOI**.

2. SCOPE OF WORK

Products to be Marketed:

2.1 Broadcast and Studio Equipment

- a) FM Transmitter for Community Radio
- b) Low power (within 500W) and High power (1Kw to 10Kw) TV transmitter:
- c) 1 KW FM Transmitter for CRS and All India Radio.
- d) Host of studio equipment like Phone-in-Console, Audio Distribution Amplifier, Monitoring Amplifiers, etc.

2.2 Pollution Control Equipment

- (a) Sound Limiter
- (b) Sound Level Meter

2.3 Defence Products

- (a) BLDC Motor with various power ratings.
- (b) Chopper Based Speed Control.
- (c) Vocoder Encryption products for VHF/UHF Transceiver Sets.
- (d) Any other relevant products which may be developed and supplied.

2.4 Industrial Electronics

- (a) RF-ID Based Key Management System

2.5 Products for Disability

- (a) 40 Char Braille Display
- (b) 16/4 Key Voca.
- (c) Braille Software.

2.6 Medical Equipment

- (a) Medical Syringe Pump.
- (b) Any other equipment which may come up time to time.

2.7 Job description: The bidder will have to perform the following activities independently / jointly regularly with WML team:

- a) Interaction with customers at regular intervals.
- b) Gathering market information /demand and provide feedback to production/development team of the company.
- c) Preparation and submission technical and commercial bid.
- d) Collection of payment/advances etc against received orders.
- e) Providing a lead in new technology areas of product manufacturing.
- f) Negotiation with any technology provider(s) for TOT and production.
- g) Collection of old dues from customers.

3. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

The bidder is required to meet the following criteria and submit documentary proof in support of the same along with their offer:

- a) The Bidder should have at least 3 years of experience in selling/ dealing of either same or similar grade of products.
- b) The Bidder Company should preferably be an ISO 9001:2008 compliant.
- c) The bidder should have its own arrangement for doing market analysis for the products, forecasting of product demand and finding out new opportunities.
- d) The bidder should have manpower (at least 10-12 persons) with adequate domain knowledge to participate in techno commercial discussion with customer.
- e) The bidder should send the following documents in support of eligibility criteria.
 - I. Copy of Memorandum & Articles of Association.
 - II. The audited balance sheet of last three years.
 - III. Solvency Certificate.
 - IV. PAN Registration Certificate.
 - V. VAT Registration Certificate.
 - VI. Service Tax Registration Certificate.
 - VII. Trade Licence/ Certificate of Enrolment.

In absence of any one of the above, the bid will be considered as non-responsive and hence liable to be rejected.

4. INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

Interested Bidder's are required to submit their technical commercial proposal in sealed envelope as per instructions given below: -

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

Techno Commercial Bid in one envelope super- scribed with words: - "**Expression of Interest for MoU for Marketing Partners of Webel Mediatronics Limited for WML products. EOI no. "WML/EOI/01/16-17 dated 29.03.2017" & "Do Not Open Before 17.04.2017 at 5.00 p.m."**.

The sealed envelope containing the sealed EOI should be addressed to the **Dy. General Manager (Devp), Webel Mediatronics Limited, P-1 Taratala Road, Kolkata - 700 088**, through post / speed post / Courier or dropped personally within the stipulated time in the tender box kept with him . No other mode of delivery shall be accepted. WML will not be responsible for any postal delay. Late submission of Bid will not be accepted.

B. TECHNO COMMERCIAL BID

The Techno Commercial Bid should consist of the following documents:

1. Technical proposals submission letter on the letterhead of the firm clearly indexing the enclosures. **This proposal submission letter should bear the reference no. and date, without which the bid will be treated as non-responsive.**
2. Bid Form duly filled and signed as per format on the letter head of the bidder.
3. Original EOI document duly stamped & signed on each page, as a token of acceptance of all terms and conditions laid down in the EOI document.
4. Detailed company profile of the bidder, Articles of Association and valid ISO 9001:2008 & ISO 14000 certificate.
5. Web site reference if any, should be provided.
6. Copy of Audited balance sheet of **Bidder's** to accompany the bid for **F.Y. 2013 -14, 2014 - 15 and F.Y. 2015 - 16**. Copy of PAN Card, Copy of VAT Registration Certificate, Service Tax Registration Certificate, Professional Tax Certificate and Company Registration Certificate. The company should operate at least for the last three years. Any change of name should be properly documented and submitted with the bid.

5. GENERAL TERMS AND CONDITIONS

(i) Schedule of the Open EOI: -

The EOI document shall be submitted on or before 17.04.2017, at 5.00 Hrs. to Deputy General Manager (Devp), Webel Mediatronics Limited, P-1 Taratala Road, Kolkata -700 088.

(ii) Amendment of Invitation

At any time 5 days prior to the deadline for submission of proposals, WML 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 Bidders who have been issued the EOI document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

(iii) Clarification Regarding EOI Document

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

(iv) MoU/ Awarding of Contract

WML will enter into MoU with the successful bidder for a period of two years.

(v) Amendment 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.

(vi) 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 Chairman, WML 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 Chairman shall 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 Contractor will have no objection in any such appointment that arbitrator so appointed is employee of WML. 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.

(vii) 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.

(viii) 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 WML may allow such additional time by extending the 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 WML the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

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)

Ref No : (Mandatory)

Date : (Mandatory)

To,
The Dy. General Manager (Devp)
Webel Mediatronics Limited
P-1 Taratala Road
Kolkata-700088

Dear Sir,

Having examined the Bid documents we, the undersigned, offered to undertake the job of "Marketing Partner of WML for WML products" as per the **EOI** No..... dated

We agree to abide by this bid for the period of 02 (two) years from the date of awarding of contract and it shall remain binding upon us for acceptance at any time before the expiry of the period.

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

We understand that WML reserves the right to accept in full / part or reject any or all the bids received or split order within successful bidding without any explanation to bidders and its decision on the subject will be final and binding on Bidder. We also understand that WML is not bound to accept the L-1 bid for placement of order.

Dated, this.....day of.....20—

Signature

.....
(In capacity of)
duly authorised to sign bid for and on behalf of
(Name and Address of the Bidder)

(Affix Official Seal)