

**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 / 27 / 15-16**

**Dated: 17/12/2015**

“Procurement of Index Basic – D Braille Embosser – 2 nos.”

The Deputy General Manager (Development) on behalf of Webel Mediatronics Limited invites Tender from Indian Authorized Companies - Distributors of OEM for procuring Braille Embosser(s) as under:-

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>Index Basic D V4 Braille Embosser, (High Speed, Double sided tractor feed continuous sheet Braille printer)</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)	24/12/2015 at 12.30 PM	24/12/2015 at 1.00 PM
Bid Opening Venue	<b>Webel Mediatronics Limited, P- 1 Taratala Road, Kolkata 700 088</b>			

Note: Quotation is to be submitted in two bid system. Price bid is to be submitted as per following format. **Price quoted must include freight and insurance charges. Brochure of the item is to be enclosed.**

**Annexure I – Price Bid Format**

Sr. No.	Description	Qty (nos.)	Unit Rate (Rs.)	Tax (%)	Total price (Rs.)
1	<b>Index Basic D V4 Braille Embosser</b>	2			

**(1) Introduction**

Webel Mediatronics Limited (WML) in collaboration with SNLTR, intends to set up Braille printing infrastructure at few selected schools for visually impaired in West Bengal under the sponsorship of “Department of Information Technology & Electronics, Govt. of West Bengal.” Index Basic D V4 Embosser has been selected for the project. The system shall be utilized for regular Braille printing at respective schools.

**(2) Scope of Work**

**2.1 Delivery**

Delivery at Store of Webel Mediatronics Limited, P1 - Taratala Road, Kolkata – 700 088.  
Delivery Schedule: Within 15 working days from the date of issuance of the order.

**2.2 Acceptance:**

- The bidder shall guarantee that item delivered to the purchaser are brand new and not refurbished one.
- Relevant interface cables and necessary standard accessories, Sample Braille Paper (100 pages) is to be supplied with.
- The vendor shall be wholly responsible for the quality of supply.

**2.3 Penalty Clause**

If the bidder fails to deliver the material 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 4 weeks will be sufficient to cause for termination of the contract. In that case the Performance Bank Guarantee of the bidder will be forfeited.

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, over and above The EMD Money deposited by the bidder shall be forfeited.

**2.4 Warranty & Maintenance service**

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

**2.5 Payment terms:**

100% payment will be released within 30 days time 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.

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

3.1 Authorization of OEM: Bidder should submit tender specific authorization letter in the letterhead of OEM stating that the bidder is illegible to quote and shall undertake supply, installation, and warranty support of their quoted items as per Tender norms.

3.2 The Bidder shall be an established company registered under the Companies Act, 1956 and shall submit valid documentary proof of:

(a) Certificate of Incorporation. Detailed company profile is also to be submitted. Certificate consequent to change of name, if applicable has to be submitted.

(b) Relevant documents to be submitted showing that IT Return has been deposited by the bidder in time for the last Financial Years 2013-14, 2014-15. If the bidder is an ISO certified company, Certificate is to be submitted.

(e) Trade license certificate, copy of valid PAN Card, copy of VAT registration certificate

3.3 The Bidder's shall have an annual turnover of at least INR 14.00 Lakhs in the last financial year, and aggregate of turn over of the last three financial years should be INR 28.00 Lakhs. Balance Sheets / Profit & Loss Accounts / Annual Reports / Certified document by the Chartered Accountant stating the net worth and annual turnover of the Bidder for FY 2013 – 14, 2014 – 15 has to be submitted. (Note: The turnover refers to the Bidder's firm and not the composite turnover of its subsidiaries / sister concerns etc.)

3.4 The Bidder should have executed (completed) at least 3 single orders each of Rs.1.5 Lakh or One Single Order of Rs. 2.0 Lakh or more in any reputed organization of similar nature of jobs particularly in hardware supply. Supporting documents (minimum 3 nos.) is to be submitted as evidences. In case, the bidder has supplied to any Govt Department, order details is to be submitted.

3.5 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. (Format furnished at page no. 10). 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.

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

3.7 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 60 days more than the 1 year (comprehensive warranty period).

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

##### **4.1 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.

#### **4.2 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) through e-mail: [webelmedia@gmail.com](mailto:webelmedia@gmail.com), or call at 033 2401 5602 / 033 2401 7699.

#### **4,3 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.

#### **4,4 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.

#### **4.5 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.

#### 4.6 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, or split the order amongst different bidders based on their quoted rate.

WML will have the right to increase or decrease the quantity of quoted items.

#### 4.7 Tender submission:

**Two bid system. Tender fees, EMD Money, Bid covering letter, un priced BOM and all other credential document, and Technical Data sheet / Brochure of the quoted Model 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.

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  
Phone: 033 2401 7699  
[webelmedia@gmail.com](mailto:webelmedia@gmail.com)

## (5) 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 Crores)	Audited Accounts attached? (Yes/No)
FY 2014-15		
FY 2013-14		
FY 2012-13		

**Form II C: Experience Details (Customer References)**

Sr. No.	Name of the Organization	Contact Person	Contact telephone no. & 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 “**Index Basic D V4 Braille Embosser**” in conformity with the said specifications, as per the Tender No. **Tender no: WML / NIT - 27 / 2015 Dated: 17 /12 / 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:

Note: Please attach the board resolution / valid power of attorney in favour of person signing this authorizing letter.

**(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 cancelled.

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

Seal of the Organization:

Date:

Place:

**(Annexure – VII)**

**Manufacturers Authorization Certificate**

(To be signed in OEM's letterhead, signed by a competent person and Having the Power of Attorney (Notarized copy is to be attached), without which the Bid shall be summarily rejected

Tender No

Tender date:

To

(Tender Inviting Authority)

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Whereas ----- who are official producers of -----  
having production facilities at ----- do hereby authorize  
----- located at ----- (herein called the "Bidder") to submit a bid of the  
following products produced by us, for the supply requirement associated with the above invitation for bids.

**(Note: please specify the product name and model number)**

When resold by ----- these products are subject to applicable warranty terms of this  
NIT.

We assure you that in the event of ----- not being able to fulfill its obligation as our sales  
and service provider in respect of this NIT, we would continue to meet our the terms stated in the above  
mentioned NIT through alternate arrangements.

We also confirm that ----- is our authorized service provider / distributor and hence provide  
maintenance and upgrade support for our products.

We also undertake to supply the materials in the event of the non-supply of the materials by  
----- as per the NIT and assure you the availability of spares for the products for the next two  
years after the expiry of warranty period.

Name ----- in the capacity of