

## West Bengal Electronics Industry Development Corporation Limited

Registered Office  
 Webel Bhavan, Block - EP & GP, Sector - V Bidhannagar, Salt Lake Kolkata 700091  
 Phone: 9133-2339-2228/226/327/316 'Fax: 9133-2357-1739/1708 email: contact@webel-india.com

### NOTICE INVITING OPEN TENDER

**Notice Inviting e-Tender No. WEBEL/EOT/COM/17-18/00089 Dated: 16-01-18**

**For:** AMC OF HARDWARE & SOFTWARE FOR STATE CENTRAL LIBRARY

The DY. G.M.(COMMERCIAL) on behalf of WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED invites Tender for the work detailed in table bellow:- (Submission of Bid Through Online Only)

Brief Description of Work	Tender Document Money (Rs) [Non refundable]	Earnest Money Deposit (EMD) (Rs) [Refundable]	Last Date and Time of Bid Submission (Online)	TECHNO-COMMERCIAL Bid Opening Date and Time (Online)
AMC of Hardware & Software for State Central Library	Rs.500 (In the form of DD duly pledged in favour of WBEIDC Limited )	Rs. 7,500 (In the form of DD / BG from a scheduled bank duly pledged in favour of WBEIDC Limited payable at Kolkata )	29 January 2018 12:00 PM	31 January 2018 3:00 PM
<b>BID Opening Venue</b>	<b>WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED Webel Bhavan, Block - EP &amp; GP, Sector - V Bidhannagar, Salt Lake Kolkata 700091</b>			

For Commercial Queries, Contact: Mr. Pratul Show, DY. G.M.(COMMERCIAL) E-Mail: pratul.show@webel-india.com

For Technical Queries, Contact: Nirmal Ray, GM (TECH.) E-Mail: nirmal.ray@webel-india.com

## **DATE & TIME SCHEDULE**

<b>Activity / Event Description</b>	<b>Date</b>	<b>Time</b>
Last Query Submission	24 January 2018	4:00 PM
Publishing Last Corrigenda (if any)	25 January 2018	2:00 PM
Submission of Bid(s)	29 January 2018	12:00 PM
TECHNO-COMMERCIAL Opening	31 January 2018	3:00 PM
FINANCIAL Opening	01 February 2018	12:00 PM

# NOTICE INVITING TENDER

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**1 . Final submission date & time**

In the event of e-filing, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) may be remitted through Demand Draft issued from any Scheduled Bank in favour of "WBEIDC Ltd", payable at Kolkata and also to be documented through e-filing. Cost of Earnest Money (EMD) may be remitted through Demand Draft / BG issued from any Scheduled Bank in favour of "WBEIDC Ltd", payable at Kolkata and also to be documented through e-filing. The original Demand Draft / BG against tender fees, Earnest Money Deposit (EMD) or documents in support of Fixed Security Deposit (FSD) (scan copy of FSD should be uploaded for EMD exemption) should be submitted physically to the Advisor (Commercial), West Bengal Electronics Industry Development Corporation Ltd, Block - EP & GP, Sector-V, Salt Lake City, Kolkata-700091 under sealed cover on or before 19-01-18 12:00.

**2 . Technical Bid submission with digitally signed**

The TECHNICAL BID is to be submitted duly digitally signed in the website <https://wbtenders.gov.in>

**3 . Financial Bid submission with digitally signed**

The FINANCIAL BID is to be submitted duly digitally signed in the website <https://wbtenders.gov.in>

**4 . Schedule details**

Submission of Technical Bid (if applicable) and Financial Bid will be done as per Time Schedule stated in this Tender Document.

**5 . Price Bid/Financial Offer only if technical bid is qualified**

The price bid / financial offer of the tenderer / bidder will be considered only if the technical bid of the tenderer is found qualified by the Tender Evaluation Committee (TEC) of WBEIDC. The decision of the TEC will be final and absolute in this respect.

# SECTION A

## ELIGIBILITY CRITERIA

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- 1 . System Integrator**  
The Bidder/ASP/OEM should be a System Integrator.

**Non-statutory**
- 2 . Experience on the related job area**  
The bidder should have executed 1 single order of similar nature of jobs, particularly in HARDWARE & SOFTWARE IMPLEMENTATION of Rs.1,000,000.00 each or more at any or The bidder should have executed 2 single order of similar nature of jobs, particularly in HARDWARE & SOFTWARE IMPLEMENTATION of Rs.500,000.00 each or more at any or The bidder should have executed 3 single order of similar nature of jobs, particularly in HARDWARE & SOFTWARE IMPLEMENTATION of Rs.350,000.00 each or more at any Govt. Department / Quasi Govt. Dept / PSU / Board / Council/ Large corporate or similar organization in last 3 financial years.

**Statutory**
- 3 . Unpriced Bill of Quantities**  
Un-priced B.O.Q is to be submitted in company letterhead mentioning the name, make and model no. of all the items.

**Non-statutory**
- 4 . Minimum Annual Turnover for the last financial year**  
Turnover of the last Financial Year (2016 - 2017) should be Rs.2,700,000.00 or above (Copy of audited Balance Sheet & P/L A/c duly certified by CA is required as proof).

**Non-statutory**
- 5 . Aggregate Annual Turnover**  
Aggregate of Turnover of last 3 Financial Years (01-04-14 - 31-03-17) should be Rs.10,000,000.00 or above (Copy of audited Balance Sheet & P/L A/c duly certified by CA is required as proof).

**Non-statutory**
- 6 . Company Profile & Article of Association**  
The Bidder must submit detail profile of the company and Articles of Association in the specified area of the job mentioned in this tender.

**Statutory**
- 7 . No Consortium is allowed**  
The Bids shall be submitted by only the Bidder; no consortium is allowed in this Bid. Declaration in this regard needs to be submitted.

**Non-statutory**
- 8 . NO PART BID ALLOWED**  
Bidders have to quote all the items mentioned in tender document.No part bid will be accepted. Otherwise, the bid(s) will be treated as cancelled.

**Non-statutory**
- 9 . Statutory Documents-PAN & IT Returns**  
Copies of valid PAN along with I-T return documents, for Financial Year 2014 2015, 2015-2016, 2016-2017 are to be enclosed with the bid.

**Statutory**
- 10 . Statutory Documents-PAN Only**  
Copy of valid PAN Card must be submitted with the bid.

**Statutory**

**11 . Statutory Documents-PF**

Copies of Registration Certificate for Provident Fund along with its return submission documents are to be enclosed with the bid.

**Statutory****12 . Statutory Documents-ESI**

Copies of Registration Certificate for ESI along with its return submission documents are to be enclosed with the bid.

**Statutory****13 . Trade License**

Copy of valid Trade License is to be enclosed with the bid.

**Statutory****14 . Locations of Service Centres**

The bidder must have at least 2 registered service center for IT HARDWARE & SOFTWARE MAINTENANCE in KOLKATA, WEST BENG and service centers in at least 1 locations in WEST BENGAL

**Statutory****15 . Banned by Govt. or like organizations**

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 has banned the bidder and later on lifted the ban, the fact must be clearly stated.

**Statutory****16 . Completion Certificate from Client**

The Bidder shall submit at least 2 client certificate of satisfactory implementation of HARDWARE & SOFTWARE. (Clients' satisfaction certificates must be submitted)

**Non-statutory****17 . Additional Eligibility Criteria**

SPECIFICATION OF ALL THE PRODUCTS WILL BE AS PER THE TENDER DOCUMENT  
BIDDERS WILL STRICTLY FOLLOW THE TECHNICAL SPECIFICATION AS PER THE LINE ITEMS OF THE TENDER.  
NO VARIATION IN MAKE OR MODEL WILL BE ACCEPTED.  
BIDDERS MUST SUBMIT THEIR GST REGISTRATION CERTIFICATE ALONG WITH THE BID.

**Non-statutory**

# SECTION B

## INSTRUCTIONS TO BIDDERS

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### General for e-Tender

#### 1. Registration of Bidder

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in>. The Bidder is to click on the link for e-Tendering site as given on the web portal.

#### 2. Digital Signature Certificate (DSC)

Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

#### 3. Search and Download

The Bidder can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

#### 4. Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

#### 5. Exemption under NSIC

Bidders who are registered with NSIC, UNDER SINGLE POINT REGISTRATION SCHEME for the TENDERED ITEMS are exempted payment of bid security and Tender Fees 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 and documented through e filling, otherwise the Bid will be treated as cancelled. In case of bidders having monetary limit as "NO LIMIT", the exemption will be limited to Rs.50,00,000/- only as per existing policy of WBEIDC Ltd.

#### 6. Submission of Tenders

Tenders are to be submitted through online to the website stated in Clause A (i). in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

### eTender Technical Proposal

#### 1. Technical proposals in covers

The Technical proposal should contain scanned copies of the following in two covers (folders).

a) Statutory Cover Containing the following documents:

1> Prequalification doc:

(i) Prequalification Application (Bid Form) as per annexure

(ii) Structure & Organisation details as per annexure

(iii) Experience Profile as per annexure

(iv) Demand Draft towards cost of tender documents issued from any Scheduled Bank in favour of "WBEIDC Ltd", payable at Kolkata.

(v) Demand Draft / Bank Guarantee towards Earnest Money (EMD) a from any Scheduled Bank in favour of "WBEIDC Ltd", payable at Kolkata.

Note: Bidders who are registered with NSIC, UNDER SINGLE POINT REGISTRATION SCHEME for the TENDERED ITEMS are exempted from payment of bid security and Tender Fees 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 and documented through e-filling, otherwise the Bid will be treated as cancelled.

(ii) Un-priced B.O.Q. with Make & Model is to be submitted in company letterhead mentioning the name, make and model no. of all the items, strictly in our format given in "ANNEXURE-BOQ".

3> Tender Document: Upload the Tender Document Digitally Signed (Do not fill the details)

b) Non-statutory Cover Containing the following documents:

(i) Professional Tax (PT) deposit receipt challan for the financial year 2014 2015, PAN Card, IT, Saral for the Assessment year 2015-2016, VAT Registration Certificate and challans for the financial year 2016-2017.

(ii) Registration Certificate under Company Act. (if any).

(iii) Registered Deed of partnership Firm / Article of Association & Memorandum.

(iv) Power of Attorney (For Partnership Firm / Private Limited Company, if any).

(v) Audited Balance Sheet & Profit & Loss A/c. for the last 3 (three) years.

Note: Failure to submit any of the above mentioned documents as stated in Sl. Nos. Section-A, v(a) and Section-A, v(b) will render the tenderer liable to be rejected for both statutory & non statutory cover.

### eTender Tender Evaluation Committee

#### 1. Definition of Tender Evaluation Committee

Tender Evaluation Committee constituted as per Order, Department of IT, Government of West Bengal will function as Evaluation Committee for selection of technically qualified bidders.

#### 2. Opening & Evaluation of Tender

If any Bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

#### 3. Opening of Technical Proposal

Technical proposals will be opened by the WBEIDC Tender Committee electronically from the website using their Digital Signature Certificate (DSC).

#### 4. General Procedure

(1) Cover (folder) for Statutory Documents (Ref. Sl. No. A.(v).(a)) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.5.(b).) will be opened. If there is any deficiency in the Statutory Documents the bid will be treated as non-responsive and Tender Committee will have the right to decide accordingly.

(2) Decrypted (transformed into readable formats) documents of the non statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

(3) Summary list of technically qualified tenderers will be uploaded online.

(4) Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

(5) During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

(6) Intending tenderers may remain present if they so desire.

### Financial Proposal

#### 1. General part of Financial proposal

Price Bid as per format provided in the relevant section to be submitted in a separate envelope as mentioned in the tender document. Insertion of Price bid in techno-commercial proposal will summarily cancel the bid.

### e-Tender Financial Proposal

#### 1. Quoting rate in Price Bid

The financial proposal should contain all items mentioned in the Price Bid. The Bidder is to quote the rate online through computer in the space marked for quoting rate in the Price Bid.

#### 2. Digital Signature

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Bidder. Financial capacity of a bidder will be judged on the basis of information furnished.

#### 3. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other

documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**4 . Rejection of Bid**

WBEIDCL reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

**5 . Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Intent, the successful bidder shall have to submit a PBG from a scheduled bank amounting to 5%% of LOI value ( format attached with this tender document).



## SECTION C

### SPECIAL TERMS & CONDITIONS

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#### SPECIAL TERMS AND CONDITIONS

- 1 . Period of AMC**  
The Annual Maintenance Contract will be for 1 YEARS.
  
- 2 . Maintenance Location**  
Annual Maintenance (AMC) Location:  
STATE CENTRAL LIBRARY  
1/17, CIT SCHEME, VII-M, VIP ROAD, KOLKATA-700054
  
- 3 . Consignee Details**  
Consignee Details: STATE CENTRAL LIBRARY, GOVT. OF WEST BENGAL
  
- 4 . Delivery time period**  
ALL ITEMS must be delivered and installed within 2 WEEKS from the date of issuance of PO.
  
- 5 . Delivery Locations**  
Delivery/Installation location:  
STATE CENTRAL LIBRARY  
1/17, CIT SCHEME, VII-M, VIP ROAD, KOLKATA-700054
  
- 6 . Taxes all inclusive**  
Price will be all inclusive including tax, installation, freight, insurance & any other charges. Tax portion should be mentioned separately.
  
- 7 . Payment Authority**  
Payment sanctioning authority: MR. NIRMAL RAY (GMT), WBEIDC
  
- 8 . Payment Terms**  
Payment will be made on submission of bills along with the receipted Challan & successful installation certificate from the END CUSTOMER. Payment will be released within 30 days after receiving payment from the end customer.
  
- 9 . Security Deposit**  
Successful bidder will have to submit a performance bank guarantee within 14 of issuance of LOI, amounting 5% total ordered value in the format given in the tender document for a validity period of 60 DAYS more than the warranty period (1 YEAR from the date of final acceptance of the end customer) of the quoted items.
  
- 10 . Service Level Agreement**  
Service Level: Resolution time should be 24 HRS..
  
- 11 . Additional Terms & Conditions**  
ALL OTHER TERMS & CONDITIONS WILL BE APPLICABLE AS PER THE TENDER DOCUMENT.

# BOQ, TECHNICAL SPECIFICATIONS & DELIVERY LOCATIONS

SL. No.	Description / Specification	Qty	UOM	Delivery Location
1	PROCESSOR I3 6TH  GENERATION	30	Nos.	
2	MOTHER BOARD CHIPSET  110 GIGABYTE	30	Nos.	
3	HARD DISK 1TB WD	30	Nos.	
4	RAM 4GB DDR IV (ZION)	30	Pieces	
5	600 VA (APC) UPS	30	Nos.	
6	18.5" LED (LG) MONITOR	30	Nos.	

## Payment Terms Details

Payment Terms Code	Description
B2B-30D	Payments term will be back to back and will be paid after 30 days of payment received from customer.

# COMPLIANCE SHEET

SL. No.	Description / Specification	Qty	UOM	Offered Specification	Compliant (Yes/No)	Deviation Details (if any)
1	PROCESSOR I3 6TH  GENERATION	30	Nos.			
2	MOTHER BOARD CHIPSET  110 GIGABYTE	30	Nos.			
3	HARD DISK 1TB WD	30	Nos.			
4	RAM 4GB DDR IV (ZION)	30	Pieces			
5	600 VA (APC) UPS	30	Nos.			
6	18.5" LED (LG) MONITOR	30	Nos.			

## ANNEX - 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,  
Dy. General Manager (Commercial)  
WBEIDC Ltd  
Webel Bhavan  
Block EP & GP, Sector-V  
Salt Lake Electronics Complex  
Kolkata-700091

Dear Sir,

Having examined the Bid documents we, the undersigned, offer to undertake the job of "<Tender Title>" as per the Tender No. \_\_\_\_\_ dated \_\_\_\_\_.

We agree to abide by this bid for the period of 6 (six) months from the date for fixed for price bid opening 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 WBEIDC 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 WBEIDC is not bound to accept the L-1 bid for placement of order.

We had given an EMD/BG of Rs. \_\_\_\_\_ (DD/BG No \_\_\_\_\_ dated \_\_\_\_\_ on \_\_\_\_\_) along with the technical document.

We also abide to go through bank Guarantee of 5% of the job value as Performance Bank Guarantee.

Dated, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature

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

(Affix Official Seal)

**ANNEX - BOM & TECHNICAL SPECIFICATIONS**

**ALL TECHNICAL PARAMETERS OF ITEMS ARE MANDATORY. NO DOWNWARD DEVIATION IS ALLOWED. IN CASE OF ANY DEVIATIONS IN SPECIFICATIONS OF THESE ITEMS, THE BID WILL BE SUMMERILY REJECTED.**

The bidder has to attach a technical compliance sheet in the following format:

Sl. No.	Description of Items	Make & Model No.	Qty	Unit	Offered Specification	Remarks
1						

**ANNEX – PBG**

**PERFORMANCE SECURITY GUARANTEE BOND**

1. In consideration of the MD , WBEIDC (hereinafter called "WBEIDC") having agreed to exempt \_\_\_\_\_ (hereinafter called 'the said contractor(s)') from the demand under the terms and conditions of an agreement/Advance Purchase Order No \_\_\_\_\_ dated \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called "the said agreement "), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for \_\_\_\_\_ we, (name of the bank) \_\_\_\_\_

( hereinafter refer to as "the bank") at the request of \_\_\_\_\_ (contractor(s)) do hereby undertake to pay to the WBEIDC an amount not exceeding \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by WBEIDC by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of the bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the WBEIDC by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of WBEIDC in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding \_\_\_\_\_.

3. We undertake to pay to the WBEIDC any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We( name of the bank) \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the WBEIDC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till \_\_\_\_\_(office/Department) WBEIDC certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of TWO/TWO AND HALF/THREE YEARS (as specified in the tender no.....) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank) \_\_\_\_\_ further agree with the WBEIDC that the WBEIDC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the WBEIDC against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the WBEIDC or any indulgence by the WBEIDC

7. We (name of the bank) \_\_\_\_\_ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the WBEIDC in writing.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

for \_\_\_\_\_  
(Indicate the name of bank)

**ANNEX - TECHNICAL COMPLIANCE STATEMENT**

**ALL TECHNICAL PARAMETERS OF ITEMS ARE MANDATORY. NO DOWNWARD DEVIATION IS ALLOWED. IN CASE OF ANY DEVIATIONS IN SPECIFICATIONS OF THESE ITEMS, THE BID WILL BE SUMMERILY REJECTED.**

The bidder has to attach a technical compliance sheet in the following format:

Sl. No.	Description of Items	Make & Model No.	Qty	Unit	Offered Specification	Remarks
1						



**ANNEX - UFA**

**UNDERTAKING FOR AUTHENTICITY FOR ----- (items name)**

(TO BE SUBMITTED ON LETTERHEAD BY THE SUCCESSFULL BIDDER)

Sub: - < \_\_\_\_\_ Tender Title \_\_\_\_\_ >

Ref: - 1. Your Purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_

2. Our Invoice No. / Quotation No. \_\_\_\_\_ dated \_\_\_\_\_

With reference to the Servers etc. being supplied / quoted to you vide our Invoice No. / Quotation No. / Order No. cited above, we hereby undertake that all the components / parts / assembly / software used in the Servers under the above like Hard disk, Monitors, Memory etc. shall be original new components / parts / assembly / software only, from respective OEMs of the products and that no refurbished / duplicate / second hand components / parts / assembly / software are being used or shall be used.

We also undertake that in respect of licensed operating system if asked for by you in the purchase order, the same shall be supplied along with the authorized license certificate (e.g. Product keys on certification of Authenticity in case of Microsoft Windows Operating System) and also that it shall be sourced from the authorize source (e.g. Authorized Microsoft Channel in case of Microsoft Operating System).

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery / installation. It will be our responsibility to produce such letters from our OEM supplier's at the time of delivery.

In case of default and our inability to comply with the above at the time of delivery or during installation, for the IT hardware / software already billed, we agree to take back the desktops without demur, if already supplied and return the money if any paid to us by you in this regard.

We (system OEM name) also take full responsibility of full parts & service SLA as per the content even if there is no defect by our authorized service center / Reseller / SI etc.

Authorized Signatory with seal

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

## PRICE BID

The price has to be submitted online only.

**ANNEX – EXP PROF**  
**EXPERIENCE PROFILE**

Name of the Firm: .....

List of projects completed that are similar in nature to the works executed during the last 3 (three) years, as stated above.

Sl. No.	Customer's Name	PO No. and Date	Value in Rs.	Date of Successful Completion of the job	Completion Certificate Date issued by Customer

Note:

- i. Certificate from the Customers to be attached
- ii. Non-disclosure of any information in the Schedule will result in disqualification of the firm

Signature of applicant including title  
and capacity in which application is made.

**ANNEX - SAO**  
**STRUCTURE AND ORGANISATION**

1) Name of Applicant	:	
2) Office Address	:	
Telephone No.	:	
Fax No.	:	
3) Name and Address of Bankers	:	
4) Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data.	:	

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

\_\_\_\_\_  
Signature of applicant including title  
and capacity in which application is made.

**BANK GUARANTEE (BG) FORM**  
**BID SECURITY**

Whereas

.....  
(Hereinafter called "the Bidder") has submitted his bid dated..... against the RFP floated by WBEIDC Limited RFP ref:.....dated ..... (hereinafter called "the Bid").

KNOW ALL MEN by these presents that WE.....(Branch Name) of ..... (Bank Name) having our registered office at ..... (hereinafter called "the BANK") are bound unto WBEIDC Ltd. in the sum of Rs. .... for which payment well and truly to be made to the said WBEIDC Ltd, the BANK binds itself, its successors and assigns by these presents.

The Conditions of this obligation are:

1. If the Bidder withdraws its bid during the period of bid validity specified by the Purchaser.
2. If the Bidder does not accept an arithmetical correction in its Bid Price.
3. In the case of a successful Bidder, if the Bidder fails within the specified time limit to furnish the acceptance of Letter of Intent.
4. In the case of a successful Bidder, if the Bidder fails within the specified time limit to furnish the required Contract Performance Guarantee in accordance with the RFP.

We undertake to pay WBEIDC Ltd up to the above amount upon receipt of its first written demand, without the WBEIDC Ltd having to substantiate its demand, provided that in its demand the WBEIDC Ltd will note that the amount claimed by it is due to it owing to the occurrence of anyone or more of the above conditions specifying the occurred condition or conditions.

BG will be valid up to .....

This Guarantee will remain in force upto and including 60 days after the period of price validity, and any demand in respect thereof should reach the BANK not later than the above date.

(Signature of the BANK)

SEAL OF THE BANK

Dated: ----- day of -----(month) 20.....

Name of Witness (Signature of the Witness)

Address of Witness Date: