



West Bengal Housing Infrastructure Development Corporation Limited

(A Govt. of West Bengal Undertaking)

HIDCO BHABAN, 35-1111, Biswa Bangla Sarani, 3rd Rotary, New Town, Kolkata – 700156

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Memo No: 1495/HIDCO/Admn-3885/2021

Dated: 23/06/2021

NOTICE INVITING EXPRESSION OF INTEREST FOR ENGAGEMENT OF CONSULTANT FOR IMPLEMENTATION OF THE LITIGATION MANAGEMENT SYSTEM ON A MONTHLY SUBSCRIPTION BASIS
NOTICE INVITING E-TENDER ID : 2021_HIDCO_334139

WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD. (WBHIDCO), an enterprise under the Department of Urban Development and Municipal Affairs, Govt. of West Bengal, invites Expression of Interest from eligible Consultants for implementation of the Litigation Management System on a monthly subscription basis, as per the criteria set in this document, initially for a period of six months that may be renewed/extended further for a duration of another six months upon satisfactory performance.

The detailed EOI document is available at <https://wbtenders.gov.in/nicgep/app> and also in WBHIDCO portal at <https://www.wbidcoltd.com>. Interested participants who meet the pre-qualification criteria may submit their Expression of Interest online through wbtenders portal with all the necessary documents as mentioned in the EOI.

A pre-bid meeting will be held online on 29/06/2021 at 4.00 PM through Zoom. Link to pre-bid meeting is appended below:

<https://zoom.us/j/93577473883?pwd=TzVLSdIxWDFheTMrU0dnN1hKL3F2Zz09>

Meeting ID: 935 7747 3883

Passcode: 792639

A) Introduction of New Town, Kolkata

New Town, Kolkata is one of India's latest and fastest-growing planned new cities. The Township is strategically situated in the North-Eastern fringes of Kolkata, the capital of West Bengal. On one side, it is adjacent to Salt Lake City, another planned city close to the capital city of Kolkata and on the other, it is in close proximity to the Netaji Subhash Chandra Bose International Airport in Greater Kolkata.

New Town, Kolkata is fast emerging as a Smart and Green Township, which caters to the housing needs of all classes of people in the society and provides job opportunities to thousands of young people as more and more IT giants are setting up their units here.

The Township has Eastern India's largest Ecological Park developed on 480 Acres of green area surrounding a vast water body. The Park is better known as Eco-Park.

The Township also takes pride in constructing an Iconic Welcome Gate to the people entering the City of Kolkata via Netaji Subhash Chandra Bose International Airport. The said Gate is known as Biswa Bangla Gate. Biswa Bangla Convention Centre, the largest Convention Centre in Eastern India with a sitting capacity of 3200 people, is another Iconic Structure that has added to the glory of this Township.

B) Project Objective:

There are various litigations – on-going or completed, which are sub judice in different Judicial forums, in which WBHIDCO or its subsidiaries are involved.

Presently there are about 800 litigations underway. To provide effective monitoring, tracking and management of the litigations by way of Software-as-a-Solution is under active consideration of the WBHIDCO.

In the above context, the major objectives of this project are as follows: -

- 1) To implement a Litigation Management System
- 2) To get automatic updates on cases from all major forums in India.
- 3) To get periodic information and updates on legal cases. To create a custom report based on cases and optimize litigation strategy
- 4) Shift dependency from people to a system that is available 24x7 and forever
- 5) To ensure monitoring of litigation management and budgeting
- 6) To provide proactive alerts on new cases and prevent ex-parte orders.

C) Scope of Service:

The scope of work includes implementation of Litigation Management System.

1. Litigation Management:

- a. **Track cases from any court across the country:** To get automatic updates on cases from 7000+ major forums across the country.
- b. **Enterprise oriented workflows:** To allow Users to get information and updates for their cases only.
- c. **Administrative overview:** Administrators get an overview of the entire legal team's cases and schedules for each User.

- d. **Keep cases, memos, notes, documents, and tasks together:** To shift dependency from people to a system that is available 24x7 and forever.
- e. **MIS reporting:** To create a custom report based on User's cases and optimize your litigation strategy.
- f. **External Counsel Management:** To facilitate Lawyer wise data on past and current assignments, contacts, and invoices, roznama, and other updates (Limited access to external lawyers).
- g. **Expense Management and Budgeting:** To easily record expenses with each case and track all invoices from external counsels and also set budgets against cases.
- h. **3rd Party integration:** To be easily integrated with Third party applications.

2. Proactive alerts:

- a. **Notice of listing of new cases:** To Track entities and get alerts for new litigations across 7000+ courts
- b. **Extend protection to brands, directors, subsidiaries, etc.:** To cover all of WBHIDCO's subsidiaries, directors, brands, etc by adding as many keywords as possible.
- c. **Prevent ex-parte orders:** To allow WBHIDCO be a part of all admission hearings against it and prevent admission orders.

D) Non-Disclosure Agreement

The selected Bidder has to sign Non-Disclosure Agreement with WBHIDCO. It will be selected bidder responsibility to get this agreement signed along with contract agreement.

E) Execution of the assignments:

- 1) One soft copy and one hard copy of the Draft Business Requirement Document with respect to the implementation of Litigation Management System are to be submitted to the undersigned by the selected Consultant within 20 days from the date of Work Order for approval of WBHIDCO.
- 2) Upon approval of the Draft Business Requirement Document of the project, one soft copy and one hard copy of the Final Business Requirement Document of the project are to be submitted to the undersigned within the next one month for record of WBHIDCO.
- 3) Implementation of the Litigation Management System on monthly subscription basis as per the Final Business Requirement Document within next 30 days.
- 4) User trainings and handover of accounts and user manual to be made.
- 5) Account management support for changes, trainings, as per requirement to be provided.

F) Eligibility Criteria:

SI.NO	ELIGIBILITY CRITERIA	DOCUMENT PROOF
1	<ul style="list-style-type: none"> The bidder may be a Company, Partnership Firm, Limited Liability Partnership or Sole Proprietorship Firm dealing with technology solution for litigation management. The bidder shall be a single entity dealing with technology solution for litigation management. The bidder shall be solvent at the date of bidding 	<ul style="list-style-type: none"> Copy of Certificate of Incorporation / Registration under Companies Act 1956/2013 Documentary proof for business operation in India
2	The bidder must have an experience of carrying out similar type of Consultancy Work for implementing technology solutions for litigation management.	2 Work Completion Certificate for a minimum amount of Rs.6,00,000/-
3	Bidder should have experience for at least 3 years and should have successfully implemented Litigation Management System.	2 Work Completion Certificate for a minimum amount of Rs. 6,00,000/-
4	The Bidder should not have in the past 3 years, preceding the due date of this proposal, been (i) Expelled from any project or contract by any government or government instrumentality (ii) barred by any government or government instrumentality in India.	A self-declaration by the Bidder may be submitted in this regard in a Non-Judicial Stamp Paper.
5	Other mandatory legal documents <ul style="list-style-type: none"> Trade License GST Registration Certificate Income Tax Return (Last 3FY) Copy of PAN Articles of Association/Company Registration (depending on company type) Professional Tax Clearance Certificate for last FY 	Copy of the valid documents
6	The bidder shall submit a Power of Attorney of Authorization for signing the bid in minimum Rs.10.00 Non-Judicial Stamp Paper.	Scanned copy of the Power of attorney certificate
7.	Consultant have at least one key expert on their payroll having B. Tech or equivalent degree and having minimum of 3 (three) years experience in implementation of litigation management software and proactive alerts	Copy of the relevant documents

G) Bid Evaluation Mechanism:

The score of Technical Proposal shall be given 70% weightage and that of the Financial Proposal shall be given 30% weightage.

1) Technical Evaluation

The proposals shall be evaluated through 'Quality and Cost Based Selection (QCBS) process and ranked accordingly by a Committee constituted by WBHIDCO. Both the Technical and Financial Proposals shall be marked separately.

Sl. No.	Criteria	Scoring	Supporting document to be submitted	Maximum Score
1	Work experience	General Company Experience in providing legal database support For 1 Project: 45 Marks For more than 1 Projects: 50 Marks	Work Completion Certificate + Work Order issued by the client and self- declaration with project details may please be submitted.	50
2	Technical presentation	Understanding of the engagement – 10 Marks Sharing experience and suggestions on adding value to WBHIDCO – 10 marks Understanding of the role and task of proposed team members – 15 marks Robustness of the execution Plan – 15 marks	Presentation before an evaluation committee covering the points 1. Appreciation of the project 2. Proposed Approach and Methodology 3. Proposed value addition 4. Proposed execution Plan in detail	50
Total maximum Score				100

Based on the above Marks, each applicant would be assigned a technical score out of 100. The applicants having technical scoring more than 70% will be declared eligible for financial evaluation.

2) Financial Evaluation

- i. The Financial Proposals of only Technically Qualified Bidders will be opened for further consideration. The Bidder (L1) who has quoted the lowest price will be given a score of 100. The other Bidders (N, N1, N2, N3 etc.) will be allotted scores based on the score of L1 as per the formula: " $L1/N \times 100$ ". ;
- ii. The all-inclusive lump sum fee excluding of GST will have to be quoted by the bidders at the appropriate section of the financial proposal. Disclosure or indication of quote at any other section will lead to disqualification of the bidder.

3) Final Evaluation

The total score for Bidders shall be calculated based on the following formula:
(Total Score = 70% of Technical Score + 30% of Financial Score).

The total composite score (technical and financial score) through QCBS method shall be used to rank the Bidders. The bidder scoring highest composite score will be the preferred bidder subject to compliance with all other relevant terms and conditions.

H) Terms & Conditions:

- 1) The Consultants must have GST Registration Certificates and IT & PAN valid at least up to the date of submitting their bids. Applications for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
- 2) The selected bidder will have to enter into non-Disclosure Agreement along with contract agreement with WBHIDCO within 07 (seven) days from the date of issuing Work Order.
- 3) The agreement shall be initially for a period of six months that may be renewed/extended further for duration of another six months upon satisfactory performance.
- 4) Fees Payable: Payment would be made as per milestones defined in the Payment Schedule below, only after the 100% implementation along with both party sign off. Payments would, however, be released only after approval by the Competent Authority.
- 5) Any bid /offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal.
- 6) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid shall be done online as per Time Schedule of this Notice inviting EOI.
- 7) No conditional bid/offer shall be accepted.
- 8) A prospective Bidder requiring any clarification about the EOI document and scope of work may contact the undersigned through e-mail/ letter as mentioned below. After opening of Eoi responses, if the Eoi committee feels, they may ask for supporting documents in respect of the claim of the bidder and the bidder will have to submit supporting documents as well as written clarifications as required by the committee within three days.
- 9) Earnest Money Deposit: Rs.1,000.00 (Rupees one thousand Only) to be submitted online through any net banking enabled bank account or offline through any bank by generating NEFT / RTGS Challan from the wbtender portal. Bidders are also advised to submit EMD of their bid, at least 03 (three) working days before the bid submission closing date as it requires time for processing of Payment of EMD.

Offline submission of **EMD** should be in favour of WBHIDCO LTD., KOLKATA only through RTGS/NEFT in the WBHIDCO's Bank Account in Union Bank of India, Salt Lake City Branch. EMD in form of DD/PO shall not be accepted.

BANK DETAILS towards EMD for payments through Indian Rupees only:-

1)	Account Name	West Bengal Housing Infrastructure Development Corporation Ltd.
2)	Bank & branch name	Union Bank of India, Salt Lake City Branch
3)	IFS Code	UBIN0810231
4)	Account number	102311011000134

Bidders should take utmost care to ensure that the EMD and intimation are made correctly. EMD deposited elsewhere will not be considered for participation in this e-tender. No interest will be payable on the EMD. The EMD of the Successful Bidder shall be automatically retained and will be converted to Security Deposit for the selected bidder.

In case the submitted documents are found false, their offer would stand cancelled and the Earnest Money Deposit will automatically stand forfeited. In addition to such forfeiture as stated above the defaulting Bidder may not be allowed to take part in any of the bids which may be held by WBHIDCO in future.

Confirmation on electronics transfer of EMD through NEFT/RTGS will have to be submitted as soft copy (Scanned copies of the Originals) along with the tender. The successful bidder will submit the hard copy of documents to the tender inviting authority with his acceptance letter of the LOI within specified time as mentioned in the letter of acceptance. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and will be dealt with according to legal provision including barring the bidder in participating in any tender of WBHIDCO Ltd. for one year. Successful tenderers/bidders, who will not submit all relevant copies of the documents physically as stipulated in this NIT, will be barred from participating in any further tender of WBHIDCO for one year from the date of this NIT.

- 10) Refund of EMD: The Earnest Money of all the unsuccessful bidders deposited online through <https://wbtenders.gov.in/nicgep/app> will be refunded according to the order of Finance Department of Government of West Bengal vide no.-3975-F(Y) of 28th July 2016. EMD of the unsuccessful bidders, deposited offline would be returned by WBHIDCO Ltd. after completion of the bidding process.
- 11) The EOI response submitted by the Bidder should be in English language only. All the documents relating to the EOI (including brochures) supplied by the Bidder should also be in English, and the correspondence between the Bidder & WB HIDCO will be in English language only.

- 12) WBHIDCO reserves the right to accept / reject, at its sole discretion, any or all evaluated Technical / Financial Proposals of the Bidders and cancel this Bidding process without assigning any reason whatsoever.
- 13) No Sub-contracting will be allowed.
- 14) No Consortium is allowed to participate.
- 15) No claim of any category and type, on this ground shall be entertained. The contractor and WBHIDCO shall make every effort that such situation does not arise.
- 16) No claim for interest or compensation will be entertained in respect to any money or balance of payment which may be due or alleged to be due to the agency owing to any dispute between the contractor and WBHIDCO or in respect to any delay in making payment of progressive or final bill of the work, to the contractor.
- 17) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by WBHIDCO. WBHIDCO Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any reimbursement of any cost that might have been incurred by any Tenderer at any stage of Bidding.
- 18) Prospective applicants are advised to carefully note the minimum qualification criteria before tendering the bids.
- 19) If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the Tender inviting authority.
- 20) Mobilization advance, time/cost overrun and consequent cost escalation for any material, professional resource etc. will not be allowed.
- 21) Annexure-I to V attached with this EoI will have to be uploaded in the wbtenders portal along with other documents.

I) Payment Schedule:

Consultants will have to quote a lump sum fee excluding of GST for the following works and the Consultancy Fee will be paid as per milestones, defined in the table below. Payments will, however, be released only after approval by the Competent Authority. The payment of GST will be made to the Consultant if it is applicable for such Consultancy Services.

Sl. No	Description	Payment Schedule
1	Completion of 100% implementation – Sign off from both the parties	15% of the total value
2	Subsequent monthly payments for next 5 months	Monthly 15% of the total value
3	Successful completion of the project at the end of 6 months after 100% implementation	Residual 10% of the total value

J) Bidding Process:

- 1) The bid documents containing the Company Profile and Work Experience of the bidder will have to be uploaded on the wbtenders portal of NIC in (.rar) file.
- 2) The material for Technical Presentation will have to be submitted in soft copy on the email id: gm.law@wbhidco.in
- 3) The financial bid to be opened in front of all technically qualified persons, whose names would be listed on WBHIDCO website's Announcement section.
- 4) WBHIDCO Ltd. authority reserves the right to cancel the E.O.I. due to unavoidable circumstances and no claim in this respect will be entertained.
- 5) Bid shall remain valid for a period not less than 180 (one hundred eighty) days from the last date of submission of Financial Bid / Sealed Bid.
- 6) There shall be no provision of Arbitration.

Schedule of Dates:

Sl. No.	Schedule	Date & Time
1.	Publication of EOI	24/06/2021
2.	Pre-bid meeting	29/06/2021 at 4 PM through Zoom. Link to pre-bid meeting https://zoom.us/j/93577473883?pwd=TzVLSdIxWDFheTMrU0dnN1hKL3F2Zz09 Meeting ID: 935 7747 3883 Passcode: 792639
3.	Start date for downloading the EOI document	25/06/2021 from 6 PM
4.	Last date for downloading the EOI document	15/07/2021 from 5 PM
5.	Start date of Submission of Technical document	26/06/2021 from 2 PM
6.	Last Date of Submission of Technical and financial document	16/07/2021 up to 6 PM
7.	Opening of Technical Proposal	19/07/2021 at 12 Noon
8.	Date of Technical Presentation	To be notified
9.	Date of Publication of the list of qualified Bidders	To be notified
10.	Date of Opening of Financial Bid	To be notified
11.	Date of Publication of the final selection	To be notified


General Manager (Law)
WBHIDCO Ltd.

Copy forwarded for information to: -

- 1) Joint Managing Director, WBHIDCO
- 2) Chief Engineer, WBHIDCO
- 3) Chief Finance Officer, WBHIDCO
- 4) Company Secretary, WBHIDCO
- 5) Law Officer, WBHIDCO
- 6) PS to the Hon'ble Chairman


General Manager (Law)
WBHIDCO Ltd.

Annexure I: Covering Letter for submission of EOI

(To be submitted on the letterhead of the bidder)

(Date)

To

Ref:

Sub: Submission of an Eoi for "Implementation of Litigation Management System on monthly subscription basis"

Dear Sir/Madam,

We have examined the EOI document. We, the undersigned, herewith submit our EOI in response to your EOI no. _____ dated _____ for Consultancy Services for "Implementation of Litigation Management System on monthly subscription basis", in full conformity with the said EOI document.

- i. We have read the provisions of the EOI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EOI shall not be given effect to.
- ii. We agree to abide by this EOI, consisting of this letter, the detailed response to the EOI and all attachments, for a period of 180 days from the date of submission of the bid.
- iii. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices
- iv. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this EOI.
- v. We hereby declare that all the information and statements made in this EOI are true and accept that any misrepresentation contained in it may lead to our disqualification.
- vi. We understand you are not bound to shortlist / accept the EOI you receive.

Yours sincerely,

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

Annexure II: Details of the Responding Bidder
(To be submitted on the letterhead of the bidder)

1.	Name of the company	
2.	Official address	
3.	Phone No. And Fax No.	
4.	Corporate Headquarters Address	
5.	Phone No. And Fax No.	
6.	Web Site Address	
7.	Details of Company's Registration (Please enclose copy of the company registration document)	
8.	Name of Registration Authority	
9.	Registration Number and Year of Registration	

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

Annexure III: Declaration for not being blacklisted
(To be submitted on the letterhead of the bidder)

Self-declaration for not being blacklisted by any Government Entity

(Date)

To,

Sub: Submission of an EoI for Implementation of a Litigation Management System on a monthly subscription basis

Ref: EoI Notice No.

Dear Sir/Madam,

In response to the above mentioned EOI I/We, _____, as _____
<Designation> of M/s _____, hereby declare that we are having unblemished past record and are not declared blacklisted or ineligible to participate for bidding by any State/Central Government, Semi-Government or PSU.

Sincerely,

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

Annexure IV: Details of Projects undertaken
(To be submitted on the letterhead of the bidder)

Assignment Name:		
Location in India / abroad:	Duration of Assignment:	
Name of Client:	Total Project Value: (both in figure and in words)	
Address of the Client:	Value of the services provided by the bidder:	
Start date:	Completion date:	No. of person-months of the assignment:
Narrative description of Project:		
Description of actual services provided:		

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

Annexure V: Bio-data of Experts

1. Expert Category:
2. Name of the person:
3. Qualifications:
4. Year of working experience in the related field:
5. Year of working experience in this Company:

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date