

WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Undertaking)

HIDCOBHABAN, Premises No.35-1111, Near 3rd Rotary, New Town, Kolkata-700156.

Notice Inviting e-Tender No. _____

Memo. No. 2609/HIDCO-33012/1/2022-IT SEC-WBHIDCODated: 12-10-2022

System Manager (IT), on behalf of WB HIDCO invites e-tender for the work detailed in the table below. (Submission of Bid through online)

List of Schemes:

Sl. No	Name of the work (1)	Estimated Amount (Rs.) (2)	Earnest Money (Rs.) (3)	Period of Completion (5)	Name of the Concerned Officer (6)	Eligibility of Contract or (7)
1.	Supply delivery, installation and commissioning of one RFID (HF) self-touch kiosk [metal enclosure] system, one RFID gate, one smart card printer and 5000 RFID tags in new town library phase-ii extension center at Nazrultirtha, Action Area-I, Service Road, Newtown, Kolkata, West Bengal-700156	Rate to be Quoted	Rs.20,000.00 (Rupees Twenty Thousand Only) to be submitted online through any net banking enable bank account or offline through any bank by generating NEFT / RTGS Challan from the eTendering portal. Balance Earnest amount covering 2% of the tendered amount to be submitted at the time of making agreement by the successful tenderer (If required).	15 (Fifteen) days from the date of commencement.	SYSTEM MANAGER (IT), WB HIDCO	As per technical specification & eligibility criteria (Sl. No. 5) detailed below.

System Manager(IT), WBHIDCO Ltd.

Technical Specification: -

PRODUCT	SPACIFICATIONS	QUANTITY
RFID (HF) Tags for Books	RFID Frequency – 13.56 MHz, Protocol – ISO / IEC 15693, Total Memory – 1024 bits User Memory – 896 bits, Label Sizes – 50 x 50 mm / 50 x 80 mm, Operating Temp: - 40 0C to +65 0C	5000
RFID (HF) Gate Antenna System	Three-dimensional tag orientation Easy installation and automatic adjustment Identification in any orientation (3-D) Gate applications with 1, 2, 3 or 4 alleyways (optional: 5 or more) Radio approval according to ETSI (Europe) and FCC (North America) Transmitting Power – 8W per Antenna Protection Class – IP 54 Alarm Functions: EAS, AFI, UID/SNR Communication Interface : RS 232, RS 485, Ethernet Dimension - 1662*636*120mm	1
RFID (HF) Self Touch Kiosk [Metal Enclosure]	Self-Check-in/Check-out kiosk with touch screen HF RFID Integrated reader & thermal printer 22”LCD screen, 64bits true color Intel Dual-core CPU 1.6GHz or higher, 2GB RAM, 320GB Hard Disk, RS-232, USB, Video Card, Ethernet interface	1
Middleware/SIP Configuration	This is SIP communicates between LMS Koha with RFID Hardware. All the transactions done by the RFID Components are drained to Koha’s Database in real time by this middleware. This will act as per the circulation rules created in Koha ILMS.	1
Smart Card Printer	A high-performance card printer, to create your own cards with an appropriate level of security. Printing- Double-sided , Single-sided Encoding- Magnetic stripes No encoding option Smart contact Smart contactless Card lifespan- Up to 3 years Up to 5 years Number of cards per year- Between 5 000 and 50 000 Between 500 and 5 000Less than 500 Card security level- High Standard Interfaces: USB, Ethernet, Wi-Fi (optional)	1

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate. The process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. has been stopped for e tender procurement of this office. Necessary Earnest Money will be deposited by the bidder electronically online through his net banking enabled bank account, maintained at any bank or offline through any bank by generating NEFT / RTGS Challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank Name (ICICI Bank) & IFSC Code and e-Proc Ref. No. Intending bidder who wants to transfer EMD through NEFT / RTGS must read the instruction of the Challan generated from E Procurement site. 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.
- 2) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://etender.wb.nic.in>
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 15
- 4) The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the authority of WB HIDCO Ltd. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- 5) **Eligibility criteria for participation in the tender:-**

Eligibility Criteria	<p>a. The Vendor should have an office for support in Eastern Region in India preferably in Kolkata for fast problem solving.</p> <p>b. The Vendor must be registered enterprise under Companies Act.</p> <p>c. The Vendor must be a listed paid support vendor in Koha Community.</p> <p>d. The vendor should be sole supplier of all the products (Software/Hardware). No third party/joint venture/subsidiary/ will be entertained.</p> <p>e. The Vendor must provide valid photo copies of GST, Professional Tax and ITR Assessment for last three financial years</p> <p>f. The vendor must have a turnover of minimum 50 Lakhs for the last two financial years</p> <p>g. The Vendor should have implemented & automated at-least 30 libraries of Higher Education Institute using Koha in India. Kindly attach valid Purchase order or Completion certificate/s. Vendor must show own credential. No third party/joint venture/subsidiary/ will be entertained.</p> <p>h. The Vendor must have successfully implemented RFID in 20 libraries of Higher Education Institute in Kolkata.</p> <p>i. The vendor must have work experience in any HIDCO project.</p> <p>j. The Vendor must provide contact numbers of their existing clients for feedback purpose.</p>
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Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the current year, Pan Card, GST Registration Certificate are to be accompanied with the Technical Bid Documents. [Non-statutory documents]

The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (Five) years. Such abandonment or rescission will be considered as

disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)

In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, and all the documents along with schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant. No other name along with applicant's name in such enclosure will be entertained. [Non-statutory documents]

Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum. [Non-statutory documents]

Joint Ventures will not be allowed.

A prospective bidder shall be allowed to participate in a particular 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, without assigning any reason thereof.

Adjustment of price in respect of construction materials shall not be applicable. The bidders shall quote their rate accordingly.

No mobilization advance and secured advance will be allowed.

6) **Security Deposit:**

Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 01 (one) year from the date of completion of the work. Provision in Clause No. 17 of WB HIDCO Form and Form No. 2912 shall be treated as superseded.

Retention money towards performance Security amounting to 03% (three percent) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. Out of which 2% (two percent) in the form of earnest money and rest 1% (one percent) to be deducted from successive running bill of the tenderer as per prevailing provision. No interest will be paid on Security Deposit.

7) **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online)	12.10.2022
2	Documents download/sell start date (Online)	13.10.2022 from 06.00 P.M
3	Documents download/sell end date (Online)	04.11.2021 upto 02.00 P.M
4	Bid submission start date (On line)	13.10.2022 from 06.00 P.M
5	Bid Submission closing (On line)	04.11.2022 upto 02.00 P.M
6	Bid opening date for Technical Proposals (Online)	07.11.2022 at 03.00 P.M
7	Date of uploading the final list of Technically Qualified Bidder(online) after disposal of appeals, if any.	To be Notified
8	Date for opening of Financial Proposal (Online)	To be Notified

- 8) The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of 1 (one) year from the date of successful completion of the work to the entire satisfaction of the Engineer-in-Charge. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The contractor may quote his rate considering the above aspect.

Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 1 (One) year from the date of completion of the work. Provision in Clause No. 17 of Form No. 2911(ii) shall be treated as superseded.

- 9) Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regard will be entertained.

10) Security Deposit:

Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 01 (one) year from the date of completion of the work. Provision in Clause No. 17 of WB HIDCO Form and Form No. 2912 shall be treated as superseded.

Retention money towards performance Security amounting to 03% (three percent) of the value of the work shall be deducted from the actual bill of the tenderer as per prevailing order. Out of which balance amount of 2% (two percent) of earnest money and rest 1% (one percent) to be deducted from actual bill of the tenderer as per prevailing provision. No interest will be paid on Security Deposit.

- 11) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- 12) 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 the Department. The tender accepting authority of WBHIDCO Ltd. reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
- 13) Refund of EMD: The Earnest Money of all the unsuccessful tender deposited online through e-procurement portal of Government of West Bengal Website <http://etender.wb.nic>. in with the tender will be refunded accordingly to the order of Finance Department of Government of West Bengal vide no.-3975-F(Y) of 28th July 2016.
- 14) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in Section – 'A' before tendering the bids.
- 14) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 15) The intending tenderers are required to quote the rate online.

- 16) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.
- 17) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 18) The System Manager (IT), WBHIDCO reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 19) If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Evaluation Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.
- 20) 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 documents 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.
- 21) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:
 - 1) N.I.T.
 - 2) Special Terms & Conditions
 - 3) Technical Bid
 - 4) Financial Bid

2.2) Qualification criteria:

The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- 1) Financial Capacity
- 2) Technical Capability
- 3) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice

- 23) Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

2.4) No price preference and other concession as per order no. 1110F dated: 10/02/2006 will be allowed.

25) For any query please contact Sukalpa Mallick, Network Manager, Contact No.-98319 80379

Memo. No. 2609/1(5)/HIDCO-33012/1/2022-IT SEC-WBHIDCO

Dated: 12-10-2022

Copy forwarded for information to:-

- 1) Engineer In Chief, WB HIDCO
- 2) Joint Managing Director, WB HIDCO.
- 3) Chief Finance Officer, WB HIDCO
- 4) Chief Engineer, WBHIDCO
- 5) Network Manager, WBHIDCO

SECTION - A

INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

- i. Registration of Contractor:
Any contractor 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 web portal of WBHIDCO the contractor is to click on the link for e-Tendering site as given on the web portal.
- ii. Digital Signature certificate (DSC):
Each contractor 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.
- iii. The contractor 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.
- iv. 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.
- v. Submission of Tenders:
Tenders are to be submitted through online to the website stated in Clause A.1. 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).

Technical Proposal:

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

(a). Statutory Cover Containing the following documents:

- 1) Prequalification Application (Sec-B, Form – I)
- 2) Tender Document
- 3) N.I.T.
(NIT and Tender Document downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.
- 4) Special terms & conditions and specification of works.
- 10) TECHNICAL DOCUMENTS
 - Affidavit [Ref. Format]

□ Experience profile [Form No-IV] Section B.

11) **Financial Proposal:-**

a) The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

(b). Non-statutory Cover Containing the following documents:

- i. Professional Tax (PT) deposit receipt challan for the financial year 2019-2020, Pan Card, IT, Saral for the Assessment year 2020-2021, GST Registration Certificate.
- 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. Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)

N.B.: Failure of submission of any of the above-mentioned documents as stated in Sl. No. A.5.(a). and Sl. No. A.5.(b). will render the tenderer liable to be rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab “ Submit Non-Statutory Documents’ to send the selected documents to Non-Statutory folder.

Next Click the tab “Click to Encrypt and upload” and then **click** the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST & Service Tax Registration Certificate & Acknowledgement. PAN. P Tax Latest IT Receipt. IT-Saral for Assessment year 2019-20.
B.	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) -Structure & Org. Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy,
C.	Credential	Credential -1 Credential -2	Similar nature of work done & completion certificate which is applicable for eligibility in this tender as per Form –IV Section –B.
D	Financial Info		Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)

Tender Evaluation Committee (TEC)

Evaluation Committee constituted by the Competent Authority of WBHIDCO LTD will function as Evaluation

Committee for selection of technically qualified contractors.

Opening & evaluation of tender:

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

Opening of Technical Proposal:

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents (Ref. Sl. No. A.5.(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 tender will summarily be rejected.

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

Summary list of technically qualified tenderers will be uploaded online.

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

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.

I. Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.

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

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.

Rejection of Bid:

Employer 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.

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.

SECTION – B

FORM – I

PRE-QUALIFICATION APPLICATION

To
System Manager (IT), WB HIDCO BHABAN,
7th FLOOR, NEW TOWN,
KOLKATA.

Ref : Tender for.....
(Name of work).....
.....

e-N.I.T. No.: 2 6 0 9 / HIDCO-33012/1/2022-IT SEC-WBHIDCO Dated:12-10-2022

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of..... in the capacity.....
.....duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter. We understand that:

- 1) Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s): e-Filling:-

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date:.....

System Manager(IT), WBHIDCO Ltd.

SECTION –
B

AFFIDAVIT
– “Y”

(To be furnished in Non – Judicial
Stamp paper of Rs.100.00 (One
Hundred only) duly notarized)

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S..... nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this N.I.T.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

Signed by an authorized officer of the
firm.

Title of the officer

Name of the Firm with Seal

Date:

System Manager(IT), WBHIDCO Ltd.

SECTION – B

FORM – II

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 personnel and technical staff with Bio-data. : Key

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

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

System Manager(IT), WBHIDCO Ltd.

SECTION – B FORM –

II

FINANCIAL STATEMENT

B. 1. Name of Applicant:-

B. 2. Summary of Annual Turnover on the basis of the audited financial statement of the last three financial years. (Attach copies of the audited financial statement of the last three financial years)

	Year 2018-2019 (Rs. In Lakh)	Year 2019-2020 (Rs. In Lakh)	Year 2020-2021 (Rs. In Lakh)
a) Annual Turnover			
b) Average Turnover			

Certified and Signed by the

Chartered Accountant of the firm

Sign by :-

Membership No. :-

Name of the Officer

Name of the Firm with Seal