

## NOTICE INVITING QUOTATION

**To provide AMC service for Data & Voice at WBIDC office at Protiti building at  
23<sup>rd</sup> Abanindranath Thakur Sarani. Kolkata- 700017**

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**No. WBIDC/Per/159/05/VII/Part-12(2)/1122**

**Date:- 19 /09/2019**

West Bengal Industrial Development Corporation Ltd. invites quotation from bona fide, experienced & reputed vendor of good financial standing, for engagement to the Corporation as AMC service provider for Data, (i.e. Data & wireless communication system, wireless LAN Active Network Component server firm switches, Router, Firewall) and Voice, (i.e. EPABX system, Hipath communication system), Cabling System, Data Points, Voice Points, Fiber cabling and components, Riser Cable, MDF and Network Racks at WBIDC office at Protiti building at 23<sup>rd</sup> Abanindranath Thakur Sarani. Kolkata- 700017.

- 1. Duration of the contract:** - The contract is being offered for an initial period of one (1) years, w.e.f. the date of signing the Contract Agreement, provided that the services rendered by the selected vendor is considered as satisfactory by WBIDC. The contract may be renewed after 1 year and further negotiation may be done with the agency or alternatively, a fresh NIQ process may be followed. The contract shall be in force for the period stipulated in the contract, and on the expiry thereof, it will be deemed to have been terminated automatically unless otherwise intimated in writing.

Further, the firm will not have any right either to demand any fresh contract for another term or to continue the same.

Notwithstanding anything contained in other clauses of the tender document, the contract will automatically be terminated.

**2. Eligibility Criteria and Essential Technical requirement of the firm:** The firm must fulfill the following criteria:-

- (i) Prior experience of at least 5 (five) years in providing similar services to any Government organization/ Government undertaking/ Corporate/ Private sector etc.
- (ii) Must be a company incorporated under the Companies Act or a partnership firm registered under the Partnership Act/ LPA Act having registration with valid registration.
- (iii) Participating vendors should have at least one office in Kolkata. In case the firm is having PAN India existence, details of all offices shall be provided.
- (iv) There should not be any legal proceeding(s) and / or Industrial dispute(s) initiated by any present or previous employee of the bidder / any partner of the bidder (if the bidder is a partnership firm). This will have to be supported by an appropriate Declaration in the form of an Affidavit which, if found false, would not only lead to criminal prosecution, but may also lead to termination of the contract and award of the work to another firm at the bidders risk and cost.

**3. Indicative Scope of Work**

- (i) To provide AMC service for Data, (i.e. Data & wireless communication system, wireless LAN Active Network Component server firm switches, Router, Firewall) and Voice, (i.e. EPABX system, Hipath communication system), Cabling System, Data Points, Voice Points, Fiber cabling and components, Riser Cable, MDF and Network Racks at WBIDC office at Protiti building at 23<sup>rd</sup> Abanindranath Thakur Sarani. Kolkata- 700017.

Interested vendors are requested to visit WBIDC office and study the requirement with their technical team, before submission of their quotation.

- (ii) To keep the entire system in proper working condition, a representative of the selected vendor shall visit WBIDC's site for inspection and necessary action at regular interval and on as and when required basis. Such representative should mandatorily attain breakdown calls within 3 (three) hours of intimation, even on Saturday/ Sunday or holidays.
- (iii) The selected vendor shall be required to conduct safe, efficient and reliable maintenance service of the entire system at regular interval and take necessary corrective actions, upon approval of the Competent Authority of the Corporation.
- (iv) In case of change of any spares/ parts etc., the vendor shall submit the requirement, alongwith their observation and cost involvement, to the Competent Authority of the Corporation, for approval.

Once the same is approved, the vendor will have to take necessary measure to change the same. There should not be any profit margin charged on such materials/ parts etc. and bills shall be released by WBIDC on cost to cost basis.

4. **Security Deposit:-** The successful firm shall have to deposit Rs. 25,000/- as Security Deposit. Necessary receipt may be collected from Accounts Department in favor of the same. On successful completion of the contract (if extended, then after extended period of completion of contract) the same will be refunded to the vendor, after any applicable adjustment thereof. Deduction from the Security Deposit is applicable in case of any damage occurred, as per rate fixed by WBIDC.

The Security Deposit may be forfeited in case of non-abidance of any terms and conditions, as put up by WBIDC in this NIQ.

## 5. Other Terms & Conditions:-

(i) While the contract is still valid, it may so happen that the service rendered by the agency at the WBIDC office is not found to be satisfactory. Under such circumstances, the contract may be immediately terminated by WBIDC, with forfeiture of Security Deposit.

(ii) Participating firms must furnish full data and information about it, as stated below. Based on the evaluation made by WBIDC on the proposals submitted by the firms, one firm from the participating firms may be selected.

Sl. No.	Category Name	Sub category Description	Details
1.	Certificate	Company Details & Certificates	<p>(i) Name and address of the firm, telephone number, fax, mobile number, email address, Name of the Contact Person</p> <p>(ii) Type of organization (Whether partnership, private limited, limited company)</p> <p>(iii) Last 3 years income-tax return copy</p> <p>(iv) GST Registration Certificate;</p> <p>(v) Firm Registration Certificate</p> <p>(vi) IT registration certificate and PAN Card Xerox copy</p> <p>(vii) Year of formation of the company</p> <p>(viii) ISO Certificate details (if any)</p>
2.	Credential	Credential	<p>a. Details of Key Personnel of the Organization/ <b>Name and address</b> of the directors /partners alongwith their qualification and experience</p> <p>b. Details of major cases handled with all supporting</p>

			<p>Documents.</p> <p><b>c.</b> Profile of proposed personnels for looking after matters of WBIDC</p> <p><b>d.</b> Name(s) of Agency's clients (atleast two), to whom Agency provides similar services.</p>
<b>3.</b>	Financial Information	P/L & Balance Sheet	of Last 3 years
<b>4.</b>	Stamp paper	Joint Venture Agreement	Copies of Partnership Deed in case of partnership Firm, Memorandum & Articles of Association in case of a Company
<b>5.</b>	Others		<p><b>(iii)</b> Name and details (contact no. etc.) of at least 2 (two) points of contact</p> <p><b>(iv)</b> Change of the firm name at any time. If so, when and reason thereof</p> <p><b>(v)</b> Details of branches within or outside the state/ country.</p> <p><b>(vi)</b> Any sister concerns and their address</p>

**(iii)** Award of the contract is at the sole discretion of the Competent Authority of WBIDC. Proposal of the successful bidder would form the basis for future negotiation and lead to signing of a 'Contract Agreement'.

**(iv)** WBIDC reserves the right to assess the firm's capability and capacity to perform the contract, should the circumstances warrant such an assessment in the overall interest of WBIDC and the decision of WBIDC in this regard shall be final and binding.

**(v)** The firm should not sublet the work to any other agency in any case.

**(vi) Settlement of disputes:** - For any dispute arising during the firm selection process, the decision of WBIDC shall be final and be binding.

**(vii) Right to Accept / Reject quotation:** - WBIDC reserves the right to accept or reject any or all quotations received by it, without assigning any reason therefore, and thereby will not be liable to incur any liability of such rejected quotationers.

WBIDC shall reject the quotations where a prospective firm or anyone on behalf of such firm, directly or indirectly, offer any illegal means or ways to WBIDC with a view to secure the quotation or makes any false or misleading statement to influence WBIDC in any way in the process of evaluation, clarifications, examination or comparison of quotations.

**(viii) Indemnification:-** The firms submitting the quotation or their authorized representative(s) will indemnify WBIDC and their officers from and against all liability, direct/ indirect arising out of the bidding process.

**(ix) Penalty Clause:-** If the Contractor neglects and fails to fulfil his contractual obligation due to reasons attributable to him the same should be considered as a breach of contract on the part of the Contractor. Under such cases, WBIDC would have full right to terminate the contract with imposition of penalty & forfeiture of the Security Deposit. The quantum of penalty will be determined by WBIDC. Regarding the determination of penal amount, the decision of WBIDC will be treated as final and binding.

**(x) Termination:-** In the event of breach of any of the terms and conditions specified in the NIQ documents/ Work Order or in the event of unsatisfactory service provided by the vendor, the contract will be terminated by WBIDC with immediate effect and the security deposit will be forfeited.

WBIDC reserves the right to solely determine whether performance of the vendor is satisfactory or not.

- (xi) **Validity of Quotations:-** The quotations shall remain valid and open for acceptance for a period of 60 days after the due date of closing of quotation submission.
- (xii) **Currency of Bid:-** All amounts in the quotation should be expressed in Indian Rupee.
- (xiii) **Additional Information:-** The firm may add any further information that he/ she considers relevant for the evaluation of the bid.
- (xiv) **Legal Jurisdiction:** Any legal dispute would be dealt under the Jurisdiction of Calcutta High Court only.
- (xv) **Contract Agreement:-** Within seven days of the receipt of Work Order, the selected firm shall enter into a Contract Agreement with WBIDC, duly signed and executed on stamp paper of appropriate value adjudicated by the relevant Competent Authority.
- (xvi) **Initiation of work:-** The selected agency must be capable of initiation of work within 7 (seven) days of receipt of Work Order.

**6. Preparation and Evaluation of Quotation:-** The participating agency is to quote AMC cost for a period of one year. Such quote shall not include GST amount, which shall be paid on and above the quoted rate, while releasing the bills.

**7. Payment Terms:** Bills shall be released half yearly basis, i.e. once after 6 months

successful service providing and another after 12 months successful service providing.

Tax will be paid as per prevailing rate, on and above the bill value.

- 8. Timeline for Quotation submission:-** Alongwith all supporting documents as stated above, interested vendors are required to submit their quotation in a sealed envelope to the HRD Division of WBIDC Ltd. at 3<sup>rd</sup> floor, Protiti building, 23rd Abanindranath Thakur Sarani, Kolkata- 700017, by 25.9.2019, during 11.00 a.m. to 5.00 p.m. of all working days.

**For any further query, the interested firms may visit to the HRD Division of WBIDC Ltd. at 3<sup>rd</sup> floor, Protiti building, 23rd Abanindranath Thakur Sarani, Kolkata- 700017 or call at 033-2255-3727/ 755, during 11.00 a.m. to 5.00 p.m. of all working days.**