



**WEST BENGAL SCHEDULED CASTES, SCHEDULED TRIBES &
OTHER BACKWARD CLASSES**

DEVELOPMENT & FINANCE CORPORATION

(A Govt. of West Bengal Undertaking)

CF-217/A/1, Sector – I, Salt Lake City, Kolkata – 700064

**Bid Document for Development of Web based
applications for Hostel Monitoring
(Hostel Monitoring System)**

Ref No.: 952 / SCTB

Date: 04-10-2023

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Backward Classes Welfare Department and Tribal Development Department manage different categories of hostels for residential education of SC, ST and OBC students studying in Class – V to Post Graduation level. It is necessary to closely monitor operations and management of various facilities extended to the inmates from time to time viz., Hostel Grants and other benefits. It is also necessary to monitor conditions of various infrastructures provided in the hostels for the benefit of target group students. Both the departments, hence, intent to develop a Web based application with G2C and G2G services for effective implementation of various educational schemes for the target group students. Both the departments have entrusted West Bengal Scheduled Castes, Scheduled Tribes & Other Backward Classes Development & Finance Corporation, a Government of West Bengal undertaking (hereinafter referred to as the “WBSBSTBCDFC”) for selection of an appropriate Agency / Organization for development of the desired Web based application.

- 1.** In terms thereof, WBSBSTBCDFC, entrusted with selection of competent Agency by BCW & TD Departments, hereby invites bids through ‘e-tendering’ from eligible and qualified Agencies / Organizations incorporated in India for “Development, hosting, operation, management and maintenance of a Web based Application – Hostel Monitoring System”. The complete tender will comprise of the Technical Bid and the Financial Bid.
- 2.** Cost of Bidding Documents shall be Rs. 1,000/- (Rupees Ten Thousand Only), which has to be paid online through the ICICI Bank payment gateway by way of net banking to the designated bank account as mentioned in the website <https://wbtenders.gov.in>. Earnest Money / Bid Security ₹10,000.00 (Rupees ten thousand) only, which is also to be paid through the ICICI Bank payment gateway by way of net banking to the designated bank account as mentioned in the website <https://wbtenders.gov.in>.

3. Intending bidders may download the Bidding Documents from the website <https://wbtenders.gov.in> and appropriate Earnest Money Deposit (EMD)/ Bid Security of an amount as mentioned in Sl. 2 of this e-NIT is to be deposited electronically through the ICICI Bank online payment gateway, through its net-banking enabled bank account, to the designated bank account as mentioned in the website <https://wbtenders.gov.in>.
4. All documents submitted by bidders should be properly indexed and digitally signed. Both Technical Bid and Financial Bid, as a bidder intend to submit its bids, duly digitally signed are to be submitted in the respective folders viz., technical (statutory and non- statutory) folder and financial folder simultaneously in the website <https://wbtenders.gov.in> in the prescribed manner for the same. Technical Bid/Financial Bid must be submitted within the date and time stated in Sl. 11 of the e-NIT.
5. Financial Bids will be considered only if the Technical Bid (both statutory and non-statutory) of a bidder is found qualified by the Tender Evaluation Committee. The decision of the Tender Evaluation Committee will be final and absolute in this respect. The list of responsive / technically qualified and non-responsive bidders will be uploaded in the website, on the scheduled date and time unless otherwise changed.
6. A bidder shall either be a company within the meaning of the Companies Act, 2013, or a partnership firm within the meaning of the Indian Partnership Act, 1932 or a limited liability partnership (LLP) within the meaning of the Limited Liability Partnership Act, 2008. **Joint bids in a consortium will not be entertained.**

7. **Eligibility criteria for participation**

The bidders shall have to meet the minimum eligibility criteria in respect of all of the following:

(i) Technical Capacity requirements: -

- (a) The applicant should have at least five years' experience in development of Web based application.
- (b) The applicant should have at least 10 nos. qualified technical staff on pay Roll
- (c) The applicant should have previous experience of various API based integration viz., Aadhaar, NPCI etc. with existing Web based applications related to DBT of Scholarships and other benefits to students of various social categories.

(ii) Credentials

- (a) The applicant should have credential of development and maintenance of web-based application under any Government mandate (at least three assignments in last three financial years).
- (b) The applicants should have credential of managing scholarship portals or similar kind of portal of the State / Central Government during last three financial years.

(ii) Financial Capacity requirements are as follows: -

The applicant shall have Average Annual Turnover of at least ₹ 1,00,00,000.00 (*Rupees one crore*) only during the last three financial years 2020-21,2021-22 and 2022-23.

If the applicant has earlier undertaken similar kind of web-based development for the State Government, the services of the applicant should not have been terminated unilaterally by the State / Central Government or mutually by both the parties or withdrawn by the applicant, for failure to render the services, to the satisfaction of the State / Central Government or for proven incapacity.

- 8. Financial Bid will be the summation of (i) Cost of development, hosting, trail run and commissioning of the Hostel Monitoring System and (ii) Cost of maintenance for three years to be quoted separately in the BOQ provided. The cost should be inclusive of rates, taxes, GST as per applicable rate. The Bid will be valid for Three Years and after successful Completion of three years the bid value will be increased by 10% for next three years if both the parties mutually agree to extend the terms of tender and similarly for next three years, if not otherwise.
- 9. For the purpose of evaluation, technical bids shall be opened first and evaluated. List of responsive bidders shall be uploaded in the e – tender portal. Financial bids of the responsive bidders shall be opened as per schedule. Bidders quoting the lowest rate shall be declared as the L₁ Bidder. In case of tie, further bidding through sealed cover will be undertaken to discover the L₁ bidder.

10. Bids are to remain valid for a period not less than 180 days after the last date for bid submission as specified in Sl. 11 of this e-NIT. Bids valid for a shorter period shall be rejected as non-responsive.

11. Important Information Date & Time Schedule:

Sl.	Particulars	Date & Time
1.	Publication of e-NIT (Bidding Documents)	6.10.2023 12:00 HRS
2.	Pre - Bid Meeting: Venue – Conference Hall of WBSCSTOBCDFC, CF-217/A/1, Sector-I, Salt Lake, Kolkata – 700064.	13.10.2023 15:00 HRS
4.	Last date and time of uploading bids	30.10.2023 15:00 HRS
5.	Date and time of opening of Technical Bids at the office of Corporation	2.11.2023 13:00 HRS
6.	Technical Bid Evaluation	2.11.2023 13:30 HRS
7.	Uploading list of responsive/ non-responsive bidders	2.11.2023 17:00 HRS
8.	Financial Bid Opening and Evaluation	3.11.2023 15:00 HRS
9.	Award of Contract	6.11.2023

In the event, any of the specified dates as above being declared a holiday or if the office of the Corporation being closed on such date, the event of the specified date will be taken up on the next working day at the same time. All standards, technical specifications and codes of practice referred to shall be latest Indian editions of the same, including all amendments and revisions thereto.

12. The Corporation reserves the right to reject any or all bids and to accept or reject any or all offers without assigning any reason whatsoever and would not be liable for any cost that might have incurred by any bidder for bidding.

13. The EMD/ Bid Security of unsuccessful bidders will be refunded without any interest through an automated process as referred in Memo No. 3975-F(Y) dated 28th July, 2016 of the Finance Department, Government of West Bengal, within 15 days of signing of Contract.

14. In addition to the above, bidders are advised to note carefully the instructions contained in the 'Instructions to Bidders' (ITB).

15. Conditional/incomplete bids will not be accepted under any circumstances.

16. The bidders shall have to comply with all relevant laws, regulations, practices and procedures of the Government of West Bengal in connection with tenders.
17. During tender evaluation or even during contract performance, if any record submitted by any bidder is found to be incorrect, manufactured or fabricated, the bid of such bidder will be rejected and if Contract has already been awarded, the Contract will be cancelled, without any prejudice to any rights of the Corporation.
18. The Corporation reserves the right to cancel the tender process at any time without assigning any reason, whatsoever, and without entertaining any claim in this respect. At any time prior to the deadline for submission of bids and in case of extension of deadline for the submission of bids up to bid opening, the Corporation may amend the Bidding Documents by issuing addenda/ corrigenda. In order to give prospective bidders reasonable time in which to take an addendum/ corrigendum into account in preparing their bids or for other causes and considerations, the Corporation may also, at its discretion, extend the time for the submission of bids.
19. The EMD/ Bid Security will be forfeited in the following events: -
 - a) If a bidder withdraws its bid during the period of bid validity specified by the bidder.
 - b) If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, collusive practice or restrictive practice.
 - c) If the Selected Bidder fails to:
 - (i) Sign the Contract.
 - (ii) Furnish a Performance Security.
 - d) If the bidder is otherwise in breach of the terms of the Bidding Documents.
20. Where an individual holds a digital signature certificate in his own name duly issued to him in respect of a bidder of which he is a director, such person shall, while uploading any bid for and on behalf of the bidder of which he is a director, shall upload a copy of the Power of Attorney authorizing him to act on behalf of the bidder.
21. Bidders must submit all records, data and documents on which they wish to in support of their Technical Bid, online. Unless for reasons to the satisfaction of the Corporation, bidders will not be allowed to supplement data and documents submitted online, with additional data and documents during tender evaluation.

Managing Director
WB SC, ST & OBC Dev. and Fin. Corporation