

GENERAL GUIDANCE FOR SUBMISSION OF RFP:

A. Instructions / Guidelines for electronic submission of the RFP for assisting the applicants to participate in the process.

i. Registration of the Applicants:

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

ii. Digital Signature certificate (DSC):

Each applicant is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of proposal 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. Collection of Documents:

The participant can search & download RFP 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 mode of collection of RFP Documents.

B. Submission of Documents:

Documents 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).

Submission of Hard copy:

One set of hard copy need to be submitted to the Company as stated in the RFP document together with the proof of online submission. Submission in hard copy need to be made in the format annexed with RFP.

B.1 Technical Proposal:

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

B.1.1 Statutory Cover containing the following documents:

1. Application Form (withour Price)
2. Power of Attorney in favour of Signatory of the RFP Documents
3. Certificate of registration of firm
4. Certificate of Practice (for partners/ Sole proprietor)
5. Other Documents as specified in the RFP

B.1.2. Non-statutory Cover containing the following documents:

- a) Financial Documents:
 - (i) Registration Certificate (Form GST REG - 06) issued under Goods and Services Tax Laws (a copy of certificate of registration to be enclosed), if any
 - (ii) PAN No (a copy of certificate to be enclosed),
 - (iii) Trade License (a copy of certificate to be enclosed),
- b) Registered Deed of partnership Firm / Article of Association & Memorandum.
- c) Tax Audit Report 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), if audit requires and in all other case income tax return only.
- d) Similar nature of work done & completion certificate which is applicable for eligibility in this RFP.

NOTE: BLACK & WHITE SCN, MULTIPAGE SCAN, DPI MAX 200-300

- C. Selection Committee (SC) – Duly constituted for Evaluation of the applications.
- D. Opening & evaluation of proposal/ application
- E. Opening of Technical Proposal: Technical proposals will be opened by the Selection Committee electronically from the website using their Digital Signature Certificate (DSC) and evaluation of the same shall be done in offline mode.
- F. In case of any conflict between this document and the published RFP, the clause of published RFP shall prevail. This document is integral part of the RFP and should not considered/ read/ interpreted in isolation.
- G. Intending participants may remain present if they so desire.
- H. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the RFP will summarily be rejected.
- I. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Selection Committee.
- J. Summary list of technically qualified Applicants will be uploaded online.
- K. Pursuant to scrutiny & decision of the Selection Committee the summary list of eligible Applicants will be considered and uploaded in the web portals.
- L. During evaluation the committee may summon the applicants & 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.

M. Financial Proposal

1. The financial proposal should contain the following documents in one cover (folder). The applicant is to quote the rate online through computer in the space marked for quoting rate.

2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the applicant.

a. Financial capacity of a Applicant will be judged on the basis of information furnished in Section - B.

b. Penalty for suppression / distortion of facts:

N. If any applicant fail to produce the original hard copies of the documents on demand of the empowered official 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 applicant and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

O. Rejection of Proposal:

The Company reserves the right to accept or reject any proposal and to cancel the RFP processes and reject all proposals at any time prior to the Letter of Engagement without thereby incurring any liability to the affected applicant or any obligation to inform the affected Applicant of the ground for Company's action.

P. Letter of Engagement:

The applicant whose proposal has been accepted will be notified by the Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of Letter of Engagement will constitute the formation of the Contract.

