WEBEL TECHNOLOGY LIMITED

CORRIGENDUM – I

TENDER NO. WTL/RC/SD/22-23/009 dated 25.05.2022

Tender for Empanelment of Scanning & Data Digitization Agencies for Implementation of e-Governance Projects in Government of West Bengal

Sl. No.	Section No.	Page /Clause No.	Clause Description	Clarification / Revised clause
1	Important dates & information	Page-2	Tender Fee: For Type-1 bidder, Tender fee of Rs 5000 to be submitted online. For Type-2 bidder, Tender fee of Rs 3000 to be submitted online The amount to be transferred electronically as per the details given in Clause – 3, Section - C	Please read as: Tender Fee: For Tier-1 bidder, Tender fee of Rs 5000 to be submitted online. For Tier-2 bidder, Tender fee of Rs 3000 to be submitted online The amount to be transferred electronically as per the details given in Clause – 3, Section - C
2	Important dates & information	Page-2	Earnest Money Deposit: For Type-1 bidder, EMD of Rs. 1,00,000/- to be submitted online. For Type-2 bidder, EMD of Rs. 50,000/- to be submitted online The amount to be transferred electronically as per the details given in Clause – 3, Section - C	Earnest Money Deposit: For Tier-1 bidder, EMD of Rs. 1,00,000/- to be submitted online. For Tier-2 bidder, EMD of Rs. 50,000/- to be submitted online The amount to be transferred electronically as per the details given in Clause – 3, Section – C
3	Section-A: Scope of Work	Page-4	<table><tr><th>Category</th><th>Average Annual Turnover of the bidder in last 3 years</th><th>Existence of form in years</th><th>Volume of work to be awarded</th></tr><tr><td>Tier-1</td><td>Rs 25 lakhs to Rs 1 Crore</td><td>Minimum 3 years</td><td>Scanning upto 15 lakhs pages ☐ Data entry uto 10 lakhs</td></tr></table>	**Please read as:** <table><tr><th>Category</th><th>Average Annual Turnover of the bidder in last 3 years</th><th>Existence of form in years</th><th>Volume of work to be awarded</th></tr><tr><td>Tier-2</td><td>Rs 25 lakhs to Rs 1 Crore</td><td>Minimum 3 years</td><td>Scanning upto 15 lakhs pages ☐ Data entry uto 10 lakhs</td></tr></table>

			Tier-2	>Rs 1 Crore	Minimum 5 years	No limit		Tier-1	>Rs 1 Crore	Minimum 5 years	No limit
						records with maximum 300 characters each					records with maximum 300 characters each
4	Section-B :Eligibility Criteria	Page16,Clause -i	For Type-1 bidder, Tender fee of Rs 5000 & an EMD of Rs. 1,00,000/- to be submitted online. For Type-2 bidder, Tender fee of Rs 3000 & an EMD of Rs. 50,000/- to be submitted online. The amount to be transferred electronically as per the details given in Clause – 3, Section - C.				**Please read as:** For Tier-1 bidder, Tender fee of Rs 5000 & an EMD of Rs. 1,00,000/- to be submitted online. For Tier-2 bidder, Tender fee of Rs 3000 & an EMD of Rs. 50,000/- to be submitted online. The amount to be transferred electronically as per the details given in Clause – 3, Section - C.				
5	Section-B :Eligibility Criteria	Page1,Clause -ii	a. For Type -1, The Service Provider/Agency should have completed at least 1 similar project of value of 50 lakhs in last 5 years. or The Service Provider/Agency should have completed at least 2 similar projects of value of 30 lakhs each in last 5 years. or The Service Provider/Agency should have completed at least 3 similar projects of value of 20 lakhs each in last 5 years. b. For Type -2, The Service Provider/Agency should have completed at least 1 similar project of value of 25 lakhs in last 5 years. or The Service Provider/Agency should have completed at least 2 similar projects of value of 15 lakhs each in last 5 years. or The Service Provider/Agency should have completed at least 3 similar projects of value of 10 lakhs each in last 5 years. c. The Service Provider/Agency's have experience of having scanning; metadata entry /indexing for				**Please read as:** a. For Tier -1, The Service Provider/Agency should have completed at least 1 similar project of value of 50 lakhs in last 5 years. or The Service Provider/Agency should have completed at least 2 similar projects of value of 30 lakhs each in last 5 years. or The Service Provider/Agency should have completed at least 3 similar projects of value of 20 lakhs each in last 5 years. b. For Tier -2, The Service Provider/Agency should have completed at least 1 similar project of value of 25 lakhs in last 5 years. or The Service Provider/Agency should have completed at least 2 similar projects of value of 15 lakhs each in last 5 years. or The Service Provider/Agency should have completed at least 3 similar projects of value of 10 lakhs each in last 5 years. c. The Service Provider/Agency's have experience of having scanning; metadata entry /indexing for				

			documents related to office files (Attach work orders along with completion certificates).	documents related to office files (Attach work orders along with completion certificates).
6	Section-B :Eligibility Criteria	Page1,Cl ause -iii	The Service Provider/Agency should have minimum Rs 1Crore & Rs. 25 lakh average turnover from Digitization Service during the last 3 financial years for Type-1 & Type-2 respectively. (A Certified proof by CA has to be attached with the bid with proper notarization).	**Please read as:** The Service Provider/Agency should have minimum Rs 1 Crore & Rs. 25 lakh average turnover from Digitization Service during the last 3 financial years for Tier-1 & Tier-2 respectively. (A Certified proof by CA has to be attached with the bid with proper notarization).
7	Section-B :Eligibility Criteria	Page1,Cl ause -vi	For Data Entry & Scanning Infrastructure, the Tier-1 Bidder should have at least 10 high speed (ADF) with minimum A4 & A3 Duplex with scanning speed 30 PPM or above and the bidder should have at least 30 computers/laptops having intel core i3 or equivalent processor or better in running condition. For Data Entry & Scanning Infrastructure, the Tier-1 Bidder should have at least 20 high speed (ADF) with minimum A4 & A3 Duplex with scanning speed 30 PPM or above and the bidder should have at least 15 computers/laptops having intel core i3 or equivalent processor or better in running condition	**Pead read as:** For Data Entry & Scanning Infrastructure, the Tier-1 Bidder should have at least 20 high speed (ADF) with minimum A4 & A3 Duplex with scanning speed 30 PPM or above and the bidder should have at least 30 computers/laptops having intel core i3 or equivalent processor or better in running condition. For Data Entry & Scanning Infrastructure, the Tier-2 Bidder should have at least 10 high speed (ADF) with minimum A4 & A3 Duplex with scanning speed 30 PPM or above and the bidder should have at least 15 computers/laptops having intel core i3 or equivalent processor or better in running condition
8	Section-B: Eligibility Criteria	Page1, Clause - vii	Technical resource for the Type-1 bidder should have at least 50 employees in payroll involve in scanning and data digitization implementation services in the firm as on 31st March'2021. Technical resource for the Type-2 bidder should have at least 25 employees in payroll involve in scanning and data digitization implementation services in the firm as on 31st March'2021.	Please read as: Technical resource for the Tier-1 bidder should have at least 50 employees in payroll involve in scanning and data digitization implementation services in the firm as on 31st March'2021. Technical resource for the Tier-2 bidder should have at least 25 employees in payroll involve in scanning and data digitization implementation services in the firm as on 31st March'2021.

9	Section-C: Instruction to Bidder	Page-22, Clause 22	PAYMENT MILESTONE: Terms of payment The payment terms will be on-Back-to-Back basis. The payment will be released subject to receipt of payment by Webel Technology Ltd from the Client Department and also submission of satisfactory completion certificates from the client department Application Software for DMS/Meta Data Entry/Data Entry of legacy records (wherever applicable) c. 50% cost of the of Application Software Development cost shall be released after User Acceptance Test and rest 50% will be released after three months of Go-live. d. Rest 50% cost of the Application Software Development cost shall be released after completion digitization of all documents	Please read as: PAYMENT MILESTONE: Terms of payment The payment terms will be on-Back-to-Back basis. The payment will be released subject to receipt of payment by Webel Technology Ltd from the Client Department and also submission of satisfactory completion certificates from the client department Application Software for DMS/Meta Data Entry/Data Entry of legacy records (wherever applicable) c. 50% cost of the of Application Software Development cost shall be released after User Acceptance Test and d.rest 50% will be released after three months of Go-live.
10	Section-C: Instruction to Bidder	Page-22,Clause 22	PAYMENT MILESTONE: Terms of payment: Scanning & Digitization n. The Bidders may submit running bill/invoice to WTL after successful completion of each one lakh document (not pages) digitization for release of payment. Here document means files, books, case records, affidavits etc.	Please read as: PAYMENT MILESTONE: Terms of payment: Scanning & Digitization n. The Bidders may submit running bill/invoice to WTL after successful completion of at least each one lakh pages digitization for release of payment. Here document means files, books, case records, affidavits etc
11	Section-A: Scope of Work	Page-5	Development of software for scanning & data entry (for offline, if required)	Please read as : Development of software for scanning & data entry (for offline, if required). Successful bidder should have ready availability of software for scanning & data entry. Successful bidder will be required to customize their existing software to meet scanning & data entry as per requirement of end customer
12	Section-A: Scope of Work	Page-11	Application Software for DMS/Meta Data Entry/Data Entry of legacy records (wherever applicable)	Please read as: Application Software for DMS/Meta Data Entry/Data Entry of legacy records (wherever applicable). Document Management System (DMS) will be intranet based & should have basic search & retrieval of documents/files. Server /System Software for DMS will be provided by respective clients