



---

## Webel Mediatronics Limited

---

P-1, Taratala Road, Kolkata – 700 088  
Phone: 033-2401-7699/5602 • Fax: 033-2401-4081 • email: webelmedia@gmail.com

---

---

EOI No. WML / EOI / 02 / 17-18 Date: 30.10.2017

### Notice Inviting Application for Dealership of Products marketed by Webel Mediatronics Limited.

For EMPANELMENT OF DEALERS FOR SELLING PRODUCTS  
MARKETED BY WEBEL MEDIATRONICS LIMITED (WML).

Webel Mediatronics Limited, a Government of West Bengal undertaking, invites application from established resellers of Electronic products for the purpose of empanelment as Dealers, for carrying out marketing and selling of their product, namely, **Sound Limiter**.

Sound Limiter is required to be installed with Public Address System Audio Amplifiers to limit the output sound level as per Govt norms.

Empanelled dealers will have to sell the product to Mike Operators / Sound System Owners / Public Address System Rental Business Operators / Municipalities / Institutes / Organizations / Govt. Departments / Law enforcement agencies etc. on a commission basis..

Brochure / product literature with technical details / specifications is attached in annexure.

For any Queries, Contact: Smt K. Sikdar, Dy Manager Purchase, E Mail: webelmedia@gmail.com

For Technical Queries, Contact: Shri A. R. Bhattacharya, arupratanb@yahoo.com / Shri S. J. Dutta, EMail: sjd.wml@gmail.com, Phone nos. : 033 2401-7699 / 5602.

## 1. Application Documents

Application Documents should contain the following:

Application for empanelment signed by the appropriate authority of the applicant in their letter head.

Documents in support of Eligibility criteria towards:

- Previous experiences as resellers of Electronic products.
- Financial – Last three financial years Annual Accounts / IT Returns.
- Statuary documents as required to carry out business in India.
- Other documents.

## 2. Scope of Work

WML invites this application for empanelment of dealers who shall carry out marketing / reselling of their products in a defined geography / customers.

Applicants have to submit all documents in the form of Hard copies, sealed and signed on each page.

The empanelled dealers will be required to carry out marketing and reselling of WML products.

Dealers should have its own arrangement for doing market analysis for the product and finding out new opportunities, and send us forthcoming requirement from time-to-time.

The empanelled dealers should be willing to carry out installation, repair and maintenance job, if assigned and agreed by the dealers as per the company's rate as may be decided from time to time.

## 3. Eligibility Criteria

a) **Experiences:** The applicants should have executed minimum 12 nos. of orders of similar nature of jobs i.e., electronic / computer / computer accessories / IT/ networking / related items, in any Govt. department / Quasi Govt. department / PSU / Board / Council / Municipalities/ corporate or similar organization in last 3 financial years. Work order copies along with job completion certificate from the customer duly self-attested are to be submitted.

Applicants are also requested to submit credential viz Last three year's turn over, infrastructure, details of manpower including technical manpower, preference of geographical area of operation, if any, and other facilities available with him.

b) **Financial:** Minimum total turnover in the last 3 (three) financial years should be Rs 15,00,000/- (Rs Fifteen Lakhs)

c) **Statutory:** Applicants shall have all statutory compliances including but not limited to Trade license, GST registration, PAN etc.

## 4. Terms & Condition

- a) Intending Applicants will have to download this EOI documents from the website [www.webelmediatronics.in](http://www.webelmediatronics.in) and submit the same with seal and signature on each page as acceptance of terms and conditions.
- b) Empanelment will be valid for a period of two (2) years from the date of empanelment, which may be extended on mutual consent.
- c) Empanelled dealer has to carry out stock and sell as per the need of defined geography which would be worked out jointly between the dealer and WML.
- d) Empanelled dealers shall carry out marketing / reselling of WML products in a defined geography / customers.
- e) The empanelled dealers should be willing to carry out Installation, repair & maintenance job, if assigned & agreed by the dealers as per the company's rate as may be decided from time to time.
- f) The empanelled dealer has to execute a dealership Agreement in a Non Judicial Stamp Paper with WML for a period of two years.
- g) Minimum turnover in the last 3 (three) financial years should be total Rs 15,00,000 (Fifteen lakhs) or above. Copy of audited Balance sheet and P/L A/c duly certified by CA or, copy of IT Return is required as proof.
- h) The applicants should have executed minimum 12 nos. of orders of similar nature of jobs, in any Govt. department/Quasi Govt. department /PSU /Board /Council /Municipalities/Large corporate or similar organization in last 3 financial years. Work order copies along with job completion certificate from the customer duly self-attested are to be submitted.
- i) *Applicants are* also requested to submit credential viz last 3 years turn over, infrastructure, details of manpower including technical manpower, preference of geographical area of operation, if any, and other facilities.
- j) Submission of self attested copies of the following documents. The applicant must possess:
  - i. Certificate of incorporation under the Companies Act, 1956, if applicable.
  - ii. PAN Card,
  - iii. Income Tax Certificate or Certified copy of Income Tax Returns for the last three financial years, filed by the Bidder and acknowledged by the Income Tax Department,

- iv. Professional Tax return submission document.
- v. PF Registration Certificate, if applicable,
- vi. ESI Registration Certificate, if applicable,
- vii. Service Tax Registration Certificate, if applicable,
- viii. GST Registration Certificate,
- ix. Latest GST Returns.
- x. Annual Reports for last three financial years Copy of audited Balance sheet & P/L A/c duly certified by CA/IT Return is required as proof.
- xi. Articles of Association and Memorandum of Association of the company/ Partnership Agreement, as applicable.
- xii. Trade License.

All these certificates must be valid on the date of submission of Application.

Copies of all the above certificates, as applicable, must be submitted as part of the eligibility criteria.

- k) The Applicants are required to give a declaration in their respective letter heads that they have not been banned at any point of time by any Government Agency/ Government Department / Public Sector Undertaking (PSU) / Board / Council or similar organization from doing business with such entity. If any Government Agency/ Government Department / PSU / Board / Council or similar organization have banned the applicant in the past, such facts required to be expressly disclosed

All documents relevant to this application is to be addressed to Dy. General Manager (Dev), Webel Mediatronics Limited, and shall have to be sent application thru' speed post / courier or dropped personally at our office address, **Webel Mediatronics Limited, P1 - Taratala Road, Kolkata – 700 088**. Name of the applicant and title of this EOI should be super scribed on the top of envelope.

If multiple dealers apply for the same geographical area, dealer enrolment may be made on first come first serve basis. However, WML on its own discretion may enroll more than one dealer(s) for the same geographical area, if the situation demands.

### **Disputes and Arbitrations**

In case of any dispute or differences, breach and violation relating to the terms of this agreement for empanelment, the said dispute or difference shall be first resolved amicably, if required, shall be referred to the sole arbitration of Chairman, WML or any other person appointed by him. The award of the arbitrator shall be final and binding on both WML and empanelled bidder. The arbitration shall be held in Kolkata only.

-----