

**Request for Proposal Selection of Agency (ies) for  
Design, development of an End-to-End Skill Development  
Management System for WEBEL DIGITAL ACADEMY**

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**Tender Ref: WEBEL/ EOT/W/25-26/000038**

**Dated: 19-08-2025**

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**Issued By:-  
West Bengal Electronics Industry Development  
Corporation Limited (WBEIDCL)  
Webel Bhawan, Block- EP & GP,  
Sector-V, Salt Lake,  
Bidhan Nagar,  
Kolkata-700091,  
West Bengal**

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## Disclaimer

This Request for Proposal (RFP) contains brief information about the project, qualification requirements and the selection process for the successful applicant (bidder). The purpose of this RFP document is to provide applicants (bidders) with information to assist the formulation of their bid application (the “application”).

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither West Bengal Electronics Industry Development Corporation Limited (WBEIDCL) , nor any of its officers or employees, nor any of their advisers accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the RFP, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information (‘Information’) contained in this RFP document or subsequently provided to interested parties (the "applicant(s)), in writing by or on behalf of WBEIDCL is provided to applicant(s) on the terms and conditions set out in this RFP documents and any other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is not an offer or invitation by WBEIDCL to any other party. The terms on which the project is to be developed and the right of the successful applicant shall be as set out in separate agreements contained herein. WBEIDCL reserves the right to accept or reject any or all applications without giving any reasons thereof. WBEIDCL will not entertain any claim for expenses in relation to the preparation of RFP submissions.

**Section-1: Key Information****a. Purpose of this RFP**

The purpose of this Request for Proposal (RFP) is to invite qualified and experienced agencies to participate in the selection process for Design, development of an End-to-End Skill Development Management System for WEBEL DIGITAL ACADEMY.

Issued by the West Bengal Electronics Industry Development Corporation Limited (WBEIDCL), this RFP aims to identify agency(ies) capable of Design, development of an End-to-End Skill Development Management System for WEBEL DIGITAL ACADEMY.

**b. Fact Sheet**

1.	Tender No. & Date	<b>WEBEL/ EOT/W/25-26/000038 dated 19-08-2025</b>
2.	Tender Version	1.0
3.	Brief description of project	Design, development of an End-to-End Skill Development Management System for WEBEL DIGITAL ACADEMY.
4.	Tender issuing entity	WBEIDCL
5.	Tender document Fee	Rs 500 (Rupees Five Hundred only) through net banking or through RTGS/NEFT in the portal of the website: <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal. Digitally signed Technical Bid and Financial Bid, to be submitted through the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>
6.	Earnest Money Deposit	The Bidder shall pay EMD of Rs. 15,000(Rupees Fifteen Thousand Only) through net banking or through RTGS/NEFT in the portal of the website: <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal.
7.	Last Date and time of submission of the queries	<b>30-09-2025 at 16:00 Hrs</b>
8.	Pre-Bid Meeting (Online) Date, Link- Via Microsoft Teams.	<b>01-09-2025 at 12:00 Hrs</b> <b><a href="#">Please click here to join the Pre-Bid Meeting.</a></b>
9.	Corrigendum ( if any)	<b>02-09-2025 at 16:00 Hrs</b>
10.	Bid Submission start date & time (online)	<b>03-09-2025 at 16:00 Hrs</b>
11.	Bid Submission closing date & time (online)	<b>08-09-2025 at 15:00 Hrs</b>

12.	Bid opening date & time for Technical Proposals (Online)	<b>10-09-2025 at 15:30 Hrs</b>
13.	Date of uploading the final list of Qualified Bidder to the website	<b>Date: To be notified later</b>
14.	Technical Presentation / Demo /Proof Of Concept	<b>Date: To be notified later</b>

Note: This document is not transferable

All Bidders are advised to check for any further clarifications and corrigendum related to this project at the website <https://wbtenders.gov.in> and <https://www.webel.in>.

#### **Instruction to Bidders**

- A. Intending bidders may download the EoI document directly from the website <https://wbtenders.gov.in>.
- B. Each bidder needs to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of EoI from the approved service providers on payment of requisite amount.
- C. The digitally signed EoI response should be submitted in the website <https://wbtenders.gov.in>
- D. Submission of RFP will be done as per time schedule stated mentioned in the Table 1 of this document.
- E. For any queries regarding this RFP, please contact with WBEIDC Limited contact persons as mentioned in the Table 1 of this document on or before last date of submission of queries. No queries will be entertained after this timeframe.
- F. RFP are to be submitted online to the website before the prescribed date & time using the Digital Signature Certificate (DSC). Virus scanned and duly digitally signed copies of the documents are to be uploaded.
- G. In the event of e-filing, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly. Necessary cost of tender documents (tender fees) of Rs. 500 (Rupees Five Hundred Only) has to be remitted through Net banking or through RTGS NEFT through the <https://wbtenders.gov.in> //portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.
- H. The bidder shall pay an EMD of Rs. 15,000 (Rupees Fifteen Thousand only) through Net banking or through RTGS NEFT through the <https://wbtenders.gov.in> //portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.
- I. Exemption under NSIC/ Udyog Aadhaar/MSME: - Bidders who are registered with NSIC, UNDER SINGLE POINT REGISTRATION SCHEME/ Udyog Aadhaar/MSME for the TENDERED ITEMS are exempted from payment of bid security and Tender Fees up to the amount equal to their monetary limit. A proof regarding current Registration with NSIC / Udyog Aadhaar/MSME for the TENDERED ITEMS will have to be attached and documented, otherwise the Bid will be treated as cancelled. In case of bidders having monetary limit as "NO LIMIT", the exemption will be limited to Rs.50, 00,000/- only as per existing policy of WBEIDC Ltd.

## Section-2: Background

### a. Introduction & Objective of the project

The West Bengal Electronics Industry Development Corporation Limited (WBEIDCL), a nodal agency under the Department of Information Technology and Electronics, Government of West Bengal, is committed to promoting and implementing digital training initiatives to enhance the employability of the youth of Bengal.

As part of its ongoing efforts to enhance employability and bridge the skill gap between industry demands and job seekers, WEBEL has launched WEBEL DIGITAL ACADEMY. This academy will provide timely, transparent, and effective IT training through its 100+ training centres across the state. This approach aims to make various IT & ITES training more accessible and user-friendly for the youth of Bengal via a digital platform.

This RFP invites eligible and experienced bidders to design, develop, implement, and support this platform on a turnkey basis. As this is one of the core requirements of WBEIDCL, the bidder should also consider to co-opt a few developers of WBEIDCL to train them so that co-development of the system could happen and the knowledge transfer should happen on the job.



## Section-3: Instruction to Bidders

- a. Each bidder needs to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of RFP from the approved service providers on payment of requisite amount.
- b. The digitally signed RFP response should be submitted in the website <https://wbtenders.gov.in>
- c. Submission of RFP response will be done as per time schedule stated in this document.
- d. For queries regarding this RFP, please connect with SVP-Education Dr. Puspall Ghosh email [puspal.ghosh@webel-india.com](mailto:puspal.ghosh@webel-india.com) , SVP-Commercial Smt. Sraboni Das email [sraboni.das@webel-india.com](mailto:sraboni.das@webel-india.com) , Sr. Manager-Commercial Sri Suman De Sarkar email [suman.desarkar@webel-india.com](mailto:suman.desarkar@webel-india.com) & Manager- Commercial Sri Kausik Halder email [halder.kausik@webel-india.com](mailto:halder.kausik@webel-india.com) , on or before the last date of submission of queries. No queries will be entertained after this timeframe.
- e. RFP responses are to be submitted online to the website before the prescribed date & time using the Digital Signature Certificate (DSC). Only the Digitally Signed documents are to be uploaded after proper virus scanning. The documents will get encrypted (transformed into non-readable formats).
- f. No sub-contracting will be allowed.
- g. Eligibility Criteria: - As per below below-mentioned Table

#	Basic Requirement	Eligibility Criteria	Document Proof
1.	Company Details	The bidder must be a company registered under the Companies Act, 1956/2013 or a Partnership or LLP or OPC or Proprietary Firm in India for at least three years.	Documentary evidence to be submitted.
2.	Legal Entity	<ul style="list-style-type: none"> <li>The bidder must have been operational and registered in India for a minimum of three (3) years as of 31st March 2025.</li> <li>The bidder must have an average annual turnover of ₹50 Lakhs during the last three financial years (i.e., FY 2022-23, FY 2023-24, and FY 2024-25).</li> <li>The bidder must be solvent as on the date of submission of the bid.</li> </ul>	<ul style="list-style-type: none"> <li>Certificates of incorporation for Company/ Partnership Deed / Proprietorship firm self-declaration showing 3 years of existence</li> <li>Copy of audited balance sheet and profit &amp; loss account statement/ Certificate from Statutory auditor / Chartered Accountant for. (FY FY 2022-23, FY 2023-24, and FY 2024-25).</li> <li>Certificate from Statutory auditor / Chartered Accountant for Solvency declaration/Bank solvency letter</li> </ul>
3.	Work Experience	1. Bidder should have implemented at least 3 similar projects for government departments /PSUs/large educational institutions/ Any other organization having such processes	Order issued by the client + satisfactory certifications from client for ongoing projects.  Managing Director or equivalent authorized signatory of the Consulting firm shall self-certify the projects if

#	Basic Requirement	Eligibility Criteria	Document Proof
		<p>2. Minimum 3 years of experience in developing and implementing web applications/ERP/Learning Management/Knowledge Management and /or similar platforms</p> <p>3. The bidder must meet at least one of the following criteria:</p> <ul style="list-style-type: none"> <li>Executed at least one (1) work order with a value of ₹10 Lakhs or above, or</li> <li>Executed at least two (2) work orders, each with a value of ₹5 lakhs or above, or</li> <li>Executed at least three (3) work orders, each with a value of ₹3 lakhs or above.</li> </ul>	the firm has done assignments based on Non- disclosure Agreements and cannot share the contract / work-order.
4.	Other legal documents	<ul style="list-style-type: none"> <li>Trade License</li> <li>GST Certificate</li> <li>Income Tax Return (Latest 3 years )</li> <li>Copy of PAN</li> <li>Articles of Association/ Company Registration (depending on company type)</li> </ul>	Copy of the valid documents
5.	Blacklisting	The responding firm must not be blacklisted by any Central/any State Department/establishments in India at any point of time for breach of ethical conduct or fraudulent practices.	A self-declaration that the bidder has not been blacklisted is to be submitted. In case it is found after issuing Work Order that the concerned organization is blacklisted by any Central/any State Department/establishments in India, the work order will be cancelled.
6.	Power of Attorney	Authorization to sign the bid	Power of attorney or duly signed authorization letter (by power of Attorney holder, copy of which to be attached).
7	Office Location	Bidders must have a registered Office in West Bengal for last five years.	Valid proof should be submitted along with the bid.
8	Quality Certification	The bidder shall have Quality Certificate (ISO 9001:2015) and ISO27001:2022	Copy of valid Certificate to be submitted and validity should remain up to completion of job.
9.	Submission of EMD	The Bidder shall pay EMD of Rs. 15,000.00 through net banking or through RTGS/NEFT in the portal of the website: <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For	To be submitted Online

#	Basic Requirement	Eligibility Criteria	Document Proof
		details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal.	
10	Submission of Tender Document Fee	Bidder should submit Tender Document Fee of Rs. 500 (Rupees Five Hundred only) through net banking or through RTGS/NEFT in the portal of the website: <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal.	To be submitted Online

h. RFP response should contain:

- ✓ This RFP document, with all pages signed by the authorized signatory
- ✓ Covering letter
- ✓ General information of the bidder
- ✓ The details of the project executed and Work Order copies along with job completion certificates from the customers duly attested.

i. The bidder shall bear all costs associated with the preparation and submission of the bid

j. The proposal will be prepared by the Bidder in English language only

k. **Consortium:** No Consortium is allowed in this bid. A declaration in this regard needs to be submitted.

l. **Evaluation Procedure** - The evaluation of bids will be carried out as per the Quality and Cost Based Selection (QCBS) methodology, with a weightage of 70% for Technical Score and 30% for Financial Score.

#### ☐ **Shortlisting of Bidders**

- Only those Bidders who qualify the Eligibility Criteria shall be considered for further evaluation.
- Technical Proposals of the qualified bidders will be evaluated, and each bidder will be assigned a Technical Score (Ts).
- Bidders will be ranked from highest to lowest on the basis of their Technical Score (Ts).

#### ☐ **Evaluation of Financial Proposal**

- In the second stage, the Financial Proposals of the shortlisted Bidders will be opened.
- The Evaluation Committee will determine whether the Financial Proposals are complete, qualified, and unconditional.
- The total cost indicated in the Financial Proposal will be considered as the final and binding value.
- The lowest evaluated Financial Proposal (Fm) will be assigned a Financial Score (Fs) of 100 points.
- The Financial Score of other proposals will be computed as:

$$Fs=100 \times (Fm/F)$$

Where:

- $Fs$  = Financial Score of the Bidder
- $Fm$  = Value of the Lowest Financial Proposal
- $F$  = Value of the Financial Proposal under consideration

☐ **Combined and Final Evaluation**

- The Final Score (FS) will be calculated by combining the Technical Score (Ts) and Financial Score (Fs) in the ratio of 70:30 as under:

$$FS=(Ts \times 0.70)+(Fs \times 0.30)$$

- The Bidders will be ranked based on their Final Score (FS), from highest to lowest.
  - The Bidder achieving the highest Final Score (FS) will be declared as the Preferred Bidder, subject to fulfilment of all other terms and conditions of the tender.
- m. WBEIDC Ltd. reserves the right to accept or reject any or all bids, or to annul the bidding process, without assigning any reason whatsoever. The bidder shall have no right to contest or challenge such decision in any forum. The decision of WBEIDC Ltd. in this regard shall be final and binding.
- n. **Award of Work Order:** The evaluation of bids will be carried out as per the Quality and Cost Based Selection (QCBS) methodology, with a weightage of 70% for Technical Score and 30% for Financial Score. The bidder achieving the highest Composite Score will be ranked as H1 and will be considered for award of contract, subject to fulfilment of all other conditions of the tender.
- o. WBEIDC reserves the right to accept or reject any proposal, split the order, or drop any line item as deemed necessary in the interest of the project. The decision of WBEIDC shall be final and binding on all bidders.
- p. All decisions taken by the Tender Committee regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.
- q. The proposals shall remain valid till 180 days from bid submission date. During the period of validity of proposals, the rates quoted shall not change.
- r. **Price of the Bid:** The prices shall be quoted in Indian Rupees only, inclusive of all applicable taxes. Price should be quoted in the Price Bid as per BOQ format only. No deviation in any form in the Price Bid sheet is acceptable.
- s. **Submission of PBG:** The successful agency (ies) shall furnish a Performance Bank Guarantee (PBG) amounting to 10% of the contract value to WBEIDCL for the entire contract period plus 60 days within 14 days from the date of issuance of Letter of Intent. Failure to comply with the agreement shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after expiry of contract provided there is no breach of contract on the part of the bidder. No interest will be paid on the PBG.

- t. The selected bidder shall execute a Service Level Agreement (SLA) with WBEIDC within 14 (fourteen) days from the date of issuance of the Letter of Intent (LoI). The Purchase Order shall be issued only upon successful execution of the SLA.
- u. Tender Cancellation Clause
  - i. WBEIDC Ltd. reserves the unconditional right to cancel the entire tender process at any stage, without assigning any reason whatsoever.
  - ii. WBEIDC Ltd. shall not be liable for any claim, loss, or damage suffered by any bidder on account of such cancellation, including costs incurred in preparation and submission of bids.
  - iii. The issuance of this tender document does not constitute a commitment to award the contract or to procure any goods or services.
  - iv. WBEIDCL further reserves the right to reject any or all bids, wholly or partly, and/or annul the tender process, at its sole discretion, without incurring any liability whatsoever
- v. EMD Forfeiture Clause
  - i. The Earnest Money Deposit (EMD) submitted by the bidder shall be liable to forfeiture, without prejudice to any other rights or remedies available to WBEIDC Ltd., under the following circumstances:
  - ii. If the bidder withdraws or modifies its bid during the bid validity period.
  - iii. If the bidder, having been declared successful, fails to:
    - a. Sign the Contract / Service Level Agreement (SLA) within the stipulated time, or
    - b. Furnish the required Performance Bank Guarantee (PBG) within the prescribed time.
    - c. If the bidder is found to have submitted false, forged, or fraudulent documents or misrepresented facts at any stage of the tender process.
    - d. If the bidder indulges in any act of misconduct or breach of tender conditions that adversely impacts the fairness of the selection process.

## Section4 -Technical Score (Ts) evaluation:

The following criteria would be assessed for technical scoring:

S. No.	Parameters	Category	Marks	Maximum Marks
1	Bidders' turnover in last 3 Financial Year (2022-2023, 2023-24 and 2024-25) (in INR lakhs)	$\geq 50$ and $\leq 100$ $> 100$ and $\leq 500$ $> 500$	20 25 30	30
2	Bidder should have implemented at least 3 similar projects for the government/PSUs/large educational institutions	3 $> 3$ and $\leq 5$ $> 5$	10 15 20	20
3	Bidder should have at least 5 years of experience in ERP/LMS implementation	5 $> 5$ and $\leq 10$ $> 10$	10 15 20	20
4	Team Composition and Approach Methodology			10
5	Bidder's Presentation and Demonstration			20

## Section 5: Scope of Work

### 4.1. Outline

West Bengal Electronics Industry Development Corporation Limited (WEBEL) intends to develop a comprehensive digital platform—WEBEL Digital Academy Platform—to enable:

- 4.1.1. Student career guidance and counselling
- 4.1.2. Online admission and enrolment management
- 4.1.3. Training progress tracking & internal evaluation
- 4.1.4. Assessment and Certification Framework
- 4.1.5. Employment tracking and skill registry integration
- 4.1.6. On boarding, renewal, and Performance monitoring of Franchises of Webel Digital Academy
- 4.1.7. Royalty Management of the Franchises
- 4.1.8. Payment Gateway Integration for proper segregation of revenue
- 4.1.9. Multiple Global Certification Programmes, including NASSCOM certified courses deliveries to be done by the gateway
- 4.1.10. Management of the Internship Program of
- 4.1.11. Option for Corporate Trainings and bulk training to be done by WEBEL including certification and payment receipt.
- 4.1.12. Option for Alumni registration
- 4.1.13. Option for Placement Tracking
- 4.1.14. Provide corporates with facilities for viewing skill registry

### 4.2. Objective

The primary objectives of this platform are to:

- 4.2.1. Provide career guidance and personalized recommendations to students
- 4.2.2. Enable fully online admission student fee and royalty management
- 4.2.3. Digitally manage course content and delivery
- 4.2.4. Track training progress and assessments
- 4.2.5. Creation of secured question banks for different certification exams
- 4.2.6. Facilitate internal evaluation and automated grading
- 4.2.7. Generate and issue certificates
- 4.2.8. Maintain a dynamic skill registry and employment tracking module
- 4.2.9. Integrate with government skill and employment portals
- 4.2.10. Provide Onboarding, renewal, and Performance monitoring of Webel Digital Academy
- 4.2.11. Track Royalty Management and Payment Gateway Integration
- 4.2.12. Manage the Global Certification Programme delivery gateway

- 4.2.13. Manage the NASSCOM Certification Programme delivery gateway
- 4.2.14. Manage Internship Program
- 4.2.15. Management of Corporate Trainings
- 4.2.16. Generate analytical dashboards and reports
- 4.2.17. Manage repository of skill
- 4.2.18. Manage Alumni
- 4.2.19. Tracking of placement after training
- 4.2.20. End to end student lifecycle management

#### **4.3.Scope of Work (not limited to)**

The selected bidder shall:

- 4.3.1. Platform Development
- 4.3.2. Design a responsive web platform and mobile application (at a later stage if required)
- 4.3.3. Develop modules as mentioned in the objective and in a microservice basis.
  - 4.3.3.1. Develop proper service-oriented approach for delivering efficient and scalable application
- 4.3.4. Enable API integrations with:
  - 4.3.4.1. Existing Skill Development Management System of WEBEL
  - 4.3.4.2. Government skill development systems
  - 4.3.4.3. Third-party assessment tools/Existing Systems
  - 4.3.4.4. Employment exchanges
- 4.3.5. Career resources
- 4.3.6. Enable multi-language support (including English and Bengali)
  - 4.3.6.1. Security and Compliance Ensure compliance with:
  - 4.3.6.2. Data Protection laws (e.g., IT Act, DPDP equivalent)
  - 4.3.6.3. ISO 27001 security standards
- 4.3.7. Implement:
  - 4.3.7.1. Data encryption
  - 4.3.7.2. Audit trails
  - 4.3.7.3. User authentication and authorization mechanisms
- 4.3.8. Deployment
  - 4.3.8.1. Portal will be hosted at West Bengal State Data Centre
  - 4.3.8.2. Implement disaster recovery and backup mechanisms
- 4.3.9. 3.5 Training & Capacity Building
  - 4.3.9.1. Train WEBEL staff on platform usage and administration
- 4.3.10. Maintenance and Support
  - 4.3.10.1. Provide warranty and technical support for 3 years
  - 4.3.10.2. Ensure system uptime (minimum 99.5%)



## Section-6: Special Terms & Conditions

### 5.1. Special Terms

- WEBEL will be responsible for providing the hosting server
- It has to be mandatory for the successful bidder to induct resources from the WEBEL internal team for the development process
- The successful bidder will be responsible for conducting a Security Audit of the Solution to be developed through a Cert-In Empanelled agency. Cost to be borne by the bidder
- It has to be mandatory for the successful bidder to provide free support to the WEBEL for one year from the date of Go-Live
- It has to be mandatory for the successful bidder to execute an NDA with the WEBEL

### 5.2. Time line & Payment Clause

Sl	Project Milestone	Payment Milestone	Deliverables	Timeline
1	Project Kick-off	10%	SOW signed, formal project plan submitted, and bidder's resources allocated with plan to induct Webel resources	D
2	Requirements & high level Design Approval	20%	Finalized and signed off specifications, wireframes, and architecture diagrams	D+15
3	Alpha Release	20%	Feature-complete but not fully tested version on test bed	D+50
4	UAT (User Acceptance Testing)	35%	Fully tested build ready for WEBEL's review	D+60
5	Go-live	10%	Deployment to production, Security Audit Support, and all types of documents (SRS, SDD, User Manual etc.)	D+60
6	Hyper care Support	5%	Bug fixes, minor enhancements, training. Support period is for minimum 6 months. System to be stable	6 months from Delivery – the timeframe may increase if the system does not perform as per specification
7.	Annual Maintenance Contract for 3 years	Payable every quarter equally distributed over 3 years after hyper care	Regular maintenance, support in office time, development of new functions as needed	3 years after hyper care

**Appendix-1: Unpriced BOQ**

1	Design, development, implementation, knowledge transfer and hyper care after go-live of an End-to-End Skill Development Management System for WEBEL DIGITAL ACADEMY	Rates to be quoted as BoQ format and to submit only.
2	AMC Charge for 3 years	Rates to be quoted as BoQ format and to submit only.
3	Person Month Rate for any new development during AMC period	Rates to be quoted as BoQ format and to submit only.

**The bidders shall quote their rates strictly in the prescribed BoQ format only. Rates must not be mentioned in the Technical Bid, either in hardcopy or softcopy. Any disclosure of financial information in the Technical Bid will lead to rejection of the bid. The Price Bid shall be submitted online only in the BoQ format provided in the tender portal.**

## Annexure

### Annexure I: Covering Letter for submission of RFP

(To be submitted on the letterhead of the bidder)

(Date)

To,

Senior Vice President (Commercial),

WBEIDC,

Webel Bhavan, Block-EP & GP, Sector-V,

Salt Lake, Bidhan Nagar, and Kolkata:-700091

**Ref:** WEBEL/ EOT/W/25-26/000038 Dated 19-08-2025

**Sub:** Submission of Request for Proposal Selection of Agency (ies) for Design, development of an End-to-End Skill Development Management System for WEBEL DIGITAL ACADEMY.”

Dear Sir/Madam,

We have examined the RFP document, we, the undersigned, herewith submit our RFP in response to your RFP no. WEBEL/ EOT/W/25-26/000038 Dated 19-08-2025 for “Request for Proposal Selection of Agency (ies) for Design, development of an End-to-End Skill Development Management System for WEBEL DIGITAL ACADEMY”, in full conformity with the said RFP document.

- i. We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our RFP shall not be given effect to.
- ii. We agree to abide by this RFP, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 180 days from the date of submission of the bid.
- iii. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices
- iv. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
- v. We hereby declare that all the information and statements made in this RFP are true and accept that any misrepresentation contained in it may lead to our disqualification.
- vi. We understand you are not bound to shortlist / accept any RFP you receive

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

**Annexure II: Details of the Responding Bidder**

#	Description	Details (to be filled by the responder to the Bid)
1.	Name of the company	
2.	Official address	
3.	Phone No. & Fax No.	
4.	Corporate Headquarters Address	
5.	Phone No. & Fax No.	
6.	Web Site Address	
7.	Details of Company's Registration (Please enclose copy of the company registration document)	
8.	Name of Registration Authority	
9.	Registration Number and Year of Registration	
10.	CERT –In Empanelled Certificate	
11.	GST Registration No.	
12.	Permanent Account Number (PAN)	
13.	Company's Revenue for last 3 years (Year wise)	
14.	Company's net worth for the last year	

**Annexure–III: Format for Performance Bank Guarantee**

(On non-judicial stamp paper of appropriate value to be purchased in the name of executing Bank)  
Proforma of Bank Guarantee for Security Deposit cum Performance Guarantee

**PERFORMANCE SECURITY GUARANTEE BOND**

1. In consideration of the MD, WBEIDC (hereinafter called WBEIDC) having agreed to exempt M/s. .... (Hereinafter called “the said contractor(s)”) from the demand under the terms and conditions of an agreement /LOI/Advance Purchase Order No. .... Dated: .....2022 made between WBEIDC and ..... for the supply of .....(Job details as mentioned on ELI.....) (hereinafter called “the said agreement “), of security deposit for the due fulfilment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for the period of ..... Months We, Bank, (herein refer to as the Bank) at the request of M/s..... (Contractors) do hereby undertake to pay to the WBEIDC an amount not exceeding Rs. ....(Rupees .....Only) against any loss or damage caused to or suffered or would be caused to or suffered by WBEIDC by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We ..... Bank do here by undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the WBEIDC by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the contractor (s)" failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee where the decision of WBEIDC in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs... (Rupees ..... Only)

3. We undertake to pay to the WBEIDC any money so demanded notwithstanding any dispute or dispute raised by the contractor(s)/supplier(s) in any suit proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We ..... BANK further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the due of the WBEIDC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till WBEIDC certifies that the terms and conditions or the said Agreement have been fully or properly carried out by the said contractor (s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of TWO/TWO AND HALF/THREE YEARS (as specified in the tender no. ....) From the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We ..... Bank further agree with the WBEIDC that the WBEIDC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the WBEIDC against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being guarantee to the said Contractor(s) or for any forbearance, act or omission on the part of the WBEIDC or any indulgence by the WBEIDC to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank of the Contractor(s)/supplier(s).

7. We ..... Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the WBEIDC IN writing

Dated \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Issued by WBEIDCL

For \_\_\_\_\_ (Bank)

**INSTRUCTIONS FOR FURNISHING BANK GUARANTEE**

1. B.G. for security Deposit-cum-Performance Guarantee, Earnest Money should be executed on the Non- Judicial Stamp paper of the applicable value and to be purchased in the name of the Bank.
2. The Executor (Bank authorities) may mention the Power of Attorney No. and date of execution in his/her favour with authorization to sign the documents. The Power of Attorney is to be witnessed by two persons mentioning their full name and address.
3. The B.G. should be executed by a Nationalised Bank/ Scheduled Commercial Bank preferably on a branch located in Kolkata. B.G. from Co-operative Bank / Rural Banks is not acceptable.
4. A Confirmation Letter of the concerned Bank must be furnished as a proof of genuineness of the Guarantee issued by them.
5. Any B.G. if executed on Non-Judicial Stamp paper after 6 (six) months of the purchase of such stamp shall be treated as Non-valid.
6. Each page of the B.G. must bear signature and seal of the Bank and B.G. Number.
7. The content of the B.G. shall be strictly as Proforma prescribed by WBEIDCL Ltd. in line with Purchase Order /LOI/ Work Order etc. and must contain all factual details.
8. Any correction, deletion etc. in the B.G. should be authenticated by the Bank Officials signing the B.G.
9. In case of extension of a Contract the validity of the B.G. must be extended accordingly.
10. B.G. must be furnished within the stipulated period as mentioned in Purchase Order / LOI / Work Order etc.
11. Issuing Bank / The Vendor are requested to mention the Purchase Order / Contract / Work Order reference along with the B.G. No. For making any future queries to WBEIDC LTD.