



**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, Kolkata -700064**

BIDDING DOCUMENTS

FOR

**Selection of agency for providing training to SC/ST students
of West Bengal for National Eligibility cum Entrance Test
(NEET), Joint Entrance Examination (JEE) and West Bengal
Joint Entrance Examination (WBJEE)**

Ref No. 1188/SCTB

Date: 23/11/2023

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SECTION - I**NOTICE INVITING E- TENDER**

for providing training to SC/ST students for NEET, JEE and WBJEE

**WEST BENGAL SCHEDULED CASTES , SCHEDULED TRIBES & OTHER
BACKWARD CLASSES DEVELOPMENT & FINANCE CORPORATION**

(A Government of West Bengal undertaking)

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Ref No. 1188/SCTB

Date: 23/11/2023

1. The Department of Backward Classes Welfare, Government of West Bengal, has implemented various schemes and programmes for assisting backward classes of the society to enhance their skills and capabilities for ensuring rapid economic development and integration in the social mainstream. Towards this end, the Department of Backward Classes Welfare, Government of West Bengal through the West Bengal Scheduled Castes, Scheduled Tribes & Other Backward Classes Development & Finance Corporation ("WBSCS TOBCDFC" or the "Corporation"), having its office at CF-217/ A/1, Sector - I, Salt Lake, Kolkata-700 064, West Bengal, have decided to engage a competent agency for providing training for National Eligibility cum Entrance Test (NEET), Joint Entrance Examination (JEE) & West Bengal Joint Entrance Examination (WBJEE) to approximately 2,000 SC/ST students studying in class XI & domiciled in the state of West Bengal, through 50 centres in West Bengal.
2. In terms thereof, WBSCS TOBCDFC hereby invites bids through 'e-tendering' from eligible and qualified Indian agencies for "*providing training to SC/ST students for National Eligibility cum Entrance Test, Joint Entrance Examination and West Bengal*

Joint Entrance Examination” at 50 locations across the State in single stage bid. The tender will comprise of the Technical Bid and the Financial Bid. The bidders shall submit the Technical Bid and the Financial Bid in the form of the Bill of Quantities (BOQ) in their respective folders.

3. Cost of Bidding Documents shall be Rs. 5,000/- (Rupees Five 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 of Rs. 1,00,000/- (Rupees One Lakh only) for each bidder also 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>.
4. The Selected Bidder shall have to deliver training to the students simultaneously at 50 locations within 7 days from the date of issuance of the Notification of Award/ Work Order by the Corporation, unless otherwise extended in terms of Section V –General Conditions of Contract. Such training shall be imparted at the following locations:

| Sl. | Centre | District |
|-----|-----------------|---------------------|
| 1. | Bagdah | 24 Parganas (North) |
| 2. | Barasat | 24 Parganas (North) |
| 3. | Barrackpore | 24 Parganas (North) |
| 4. | Basirhat | 24 Parganas (North) |
| 5. | Baruipur | 24 Parganas (South) |
| 6. | Canning | 24 Parganas (South) |
| 7. | Diamond Harbour | 24 Parganas (South) |
| 8. | Namkhana | 24 Parganas (South) |
| 9. | Alipurduar | Alipurduar |
| 10. | Madarihat | Alipurduar |
| 11. | Bankura Town | Bankura |
| 12. | Bishnupur | Bankura |
| 13. | Khatra | Bankura |
| 14. | Suri | Birbhum |
| 15. | Rampurhat | Birbhum |
| 16. | Coochbehar Town | Coochbehar |

| Sl. | Centre | District |
|------------|-----------------|-------------------|
| 17. | Dinhata | Coochbehar |
| 18. | Mathabhanga | Coochbehar |
| 19. | Balurghat Town | Dakshin Dinajpur |
| 20. | Darjeeling | Darjeeling |
| 21. | Siliguri Town | Darjeeling |
| 22. | Arambag | Hooghly |
| 23. | Bandel | Hooghly |
| 24. | Tarakeshwar | Hooghly |
| 25. | Bagnan | Howrah |
| 26. | Dhupguri | Jalpaiguri |
| 27. | Jalpaiguri Town | Jalpaiguri |
| 28. | Malbazar | Jalpaiguri |
| 29. | Jhargram | Jhargram |
| 30. | Kalimpong | Kalimpong |
| 31. | Kolkata | Kolkata |
| 32. | Chanchal | Malda |
| 33. | Malda Town | Malda |
| 34. | Berhampore | Murshidabad |
| 35. | Jangipur | Murshidabad |
| 36. | Kalyani | Nadia |
| 37. | Krishnanagar | Nadia |
| 38. | Ranaghat | Nadia |
| 39. | Durgapur Town | Paschim Bardhaman |
| 40. | Kharagpur | Paschim Medinipur |
| 41. | Medinipur Town | Paschim Medinipur |
| 42. | Sabang | Paschim Medinipur |
| 43. | Ambika Kalna | Purba Bardhaman |
| 44. | Bardhaman Town | Purba Bardhaman |
| 45. | Katwa | Purba Bardhaman |
| 46. | Contai | Purba Medinipur |
| 47. | Manbazar | Purulia |
| 48. | Purulia Town | Purulia |
| 49. | Islampur | Uttar Dinajpur |
| 50. | Raiganj | Uttar Dinajpur |

In addition to the above, the Selected Bidder shall undertake training at the three (3) SMART classrooms set up by the BCW Department at Howrah District Library, Malda and Kalyani and shall undertake live telecast of the classes at Kalyani in the two (2) other SMART centres at Howrah and Malda at no extra cost than what is stated in the Financial Bid. The Selected Bidder is to ensure that the provision and cost for the adequate functioning and running of the

abovementioned SMART classrooms and undertaking live telecast of training classes thereat is included and accounted for in the Financial Bid submitted.

5. Intending bidders may download the Bidding Documents from the website <https://wbtenders.gov.in> and the Technical Bid and the Financial Bid, properly indexed and duly digitally signed will have to be submitted in the respective folders viz., technical (statutory and non- statutory) folder and financial folder simultaneously by uploading the same 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.
6. 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.
7. A bidder shall either be a registered partnership firm (including limited liability partnership) or a company within the meaning of the Companies Act, 2013 or a society or a trust incorporated under the appropriate laws of India. Joint bids in a consortium will not be entertained.
8. Eligibility criteria for participation
 - (i) The bidders shall have to meet the minimum eligibility criteria in respect of all of the following:
 - (a) Financial Capacity
 - (b) Technical Capability
 - (c) Experience/Credentials
 - (ii) The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the eligibility criteria as mentioned in (a),

(b) and (c) above. If any document submitted by a bidder is found at any stage to be manufactured or false or untrue in any material respect, the bid of the bidder will be rejected outright without any prejudice to any right of the Corporation including to forfeit the EMD/ Bid Security or invoke the Performance Security.

(iii) Financial Capacity requirements are as follows: -

- (a) A bidder shall have average annual turnover of Rs 4,00,00,000/- (Rupees Four Crores only) during the last 3 financial years i.e. 2020-2021, 2021-2022 and 2022-2023.

(iv) Technical Capacity requirements are as follows: -

- (a) A bidder shall either be a partnership firm (including limited liability partnership) or a company within the meaning of the Companies Act, 2013 or a society or a trust incorporated/ registered under the appropriate laws of India. Joint bids in a consortium will not be entertained.
- (b) A bidder must produce records satisfactorily evidencing: -
- (i) Training of a minimum of 1,000 students for NEET / JEE / WBJEE in West Bengal in the past 3 academic years, i.e., 2020-2021, 2021-2022 and 2022-2023.
 - (ii) Minimum 25 number of teachers in the bidder's payrolls for each of the following four subjects, Mathematics, Physics, Chemistry and Biology, with each such teacher having a Master's degree in the subject from a recognized university along with atleast 5 years of experience in teaching students for JEE/NEET/WBJEE exams in their respective subjects.
 - (iii) At least 25 students trained by the bidder who have appeared in JEE/NEET and secured admissions in IITs/NITs/IIITs/Govt. Medical Colleges (MBBS/BDS) during the last 3 academic years i.e. 2020-2021, 2021-2022 and 2022-2023.

- (iv) The bidder has operated at least 10 centres in West Bengal for rendering JEE/NEET/WBJEE training during the last 3 financial years i.e. 2020-2021, 2021-2022 and 2022-2023.
- (v) The bidder has undertaken a minimum of 1 assignment for any Department, Authority or body corporate under the Government of India or any State Government pertaining to providing JEE/NEET/WBJEE training to a minimum of 1,000 candidates.
9. Financial Bid will be the rate in INR per student offered by the bidder for training students at above mentioned locations in a single academic year. The rates quoted by the bidder shall be inclusive of all rates and taxes.
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 (final bid documents) | 24/11/2023 at 12:00 Noon |
| 2. | Pre - Bid Meeting: Venue - Conference Hall of WBCSSTOBCDFC, CF-217/A/1, Sector-I, Salt Lake, Kolkata - 700064. | 30/11/2023 at 3-00 PM |
| 3. | Last date and time of uploading bids | 14/12/2023 till 3-00 PM |
| 4. | Date and time of opening of Technical Bids at the office of Corporation | 18/12/2023 at 12 Noon |
| 5. | Technical Bid Evaluation | 18/12/2023 at 4-30 PM |
| 6. | Uploading list of responsive/ non-responsive bidders | 18/12/2023 at 5-00 PM |
| 7. | Financial Bid Opening | 19/12/2023 at 1-00 PM |

12. In the event, any of the specified dates as above is declared a holiday or if the office of the Corporation is closed on such date, the event of the specified date will be taken up on the next working day at the same time.
13. 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.
14. **Award Criteria:**
- (i) A two-stage procedure shall be adopted for evaluating the bids. The selection will be done using **Quality cum Cost Based Selection (QCBS)** process. 70% weightage would be given to the Technical Bid and 30% weightage would be given to the Financial Bid in terms of para 3.9.1 of Manual for Procurement of Consultancy & Other Services (updated in June, 2022) by Ministry of Finance, Dept. of Expenditure, Govt. of India.
- (ii) The Technical Bid of all the bidders, will be opened and evaluated as per the marking system provide in sub-clause (vii) below to determine the Technical Bid score of each bidder. The Technical Bid scores would be normalized on a scale of 100, with the bidder receiving the highest marks being normalized to 100 and the rest being calculated as per the normalization formula given in sub-clause (iii) below.
- (iii) The Technical Bid scores will be normalized as per the formula below:

$$T_n = T_{min}/T_b * 100 \text{ (rounded off to 2 decimal places)}$$
Where, T_n = Normalized Technical Bid score for the bidder under consideration (i.e. the scaled score with reference to the highest Technical marks received).
 T_b = Highest Technical marks received
 T_{min} = Technical marks obtained by the particular bidder under consideration.

(iv) The Financial Bid of those bidders, who qualify in the Technical Bid evaluation, will only be opened to determine the Financial Bid score. The Financial Bids would be normalized on a scale of 100, with the L1 bid being normalized to 100 and the rest being calculated as per the normalization formula given in sub-clause (v) below.

(v) The bidder's Financial Bid scores will be normalized as per the formula below:

$$F_n = F_{min}/F_b * 100 \text{ (rounded off to 2 decimal places)}$$

Where, F_n = Normalized Financial Bid score for the bidder under consideration (i.e. the scaled score with reference to the L1 bid).

F_b = L1 bid.

F_{min} = The Financial Bid value quoted by the particular bidder under consideration.

(vi) The Bidder with the highest Composite Score would be awarded the contract. The Composite Score for each technically qualified bidder would be evaluated as per the formula below:

$$\text{Composite Score} = (T_n * 0.7) + (F_n * 0.3)$$

(vii) Marking methodology for Technical Bids

| Sl. No. | Criteria | Total Marks | Marking System | |
|---------|---|-------------|--|----|
| 1 | Average Annual Turnover (or its equivalent) for the last 3 financial years i.e. 2020-2021, 2021-2022 and 2022-2023. | 10 | Rs. 4,00,00,000/- to Rs. 5,00,00,000/- | 5 |
| | | | Rs. 5,00,00,000/- to Rs. 6,00,00,000/- | 7 |
| | | | Rs.6,00,00,001/- and above | 10 |
| 2 | Number of students trained | 15 | 1,000 to 1,500 students | 7 |

| | | | | |
|---|--|----|--------------------------|----|
| | for NEET / JEE / WBJEE in West Bengal in the past 3 academic years, i.e., 2020-2021, 2021-2022 and 2022-2023. | | 1,501 to 2,000 students | 10 |
| | | | 2,001 students and above | 15 |
| 3 | Number of teachers in the bidder's payrolls with each such teacher having a Master's degree in their respective subjects from a recognized university and having minimum 5 years of experience of teaching students for JEE/NEET/WBJEE exams in their respective subjects. | 25 | 100 to 150 teachers | 13 |
| | | | 151 to 200 teachers | 18 |
| | | | 201 teachers and above | 25 |
| 4 | Number of students trained who has appeared | 25 | 25-40 students | 13 |

| | | | | |
|---|--|----|-------------------|----|
| | in NEET/JEE & secured admission in IITs/NITs/IIITs/ Govt Medical Colleges (MBBS/BDS) during the last 3 academic years i.e. 2020-2021, 2021-2022 and 2022-2023. | | 41-60 students | 18 |
| | | | Above 60 students | 25 |
| 5 | Number of centres operated in West Bengal for rendering NEET/JEE/WBJEE training during each of the last 3 financial years i.e. 2020-2021, 2021-2022 and 2022-2023. | 10 | 10-20 centres | 5 |
| | | | 21-30 centres | 7 |
| | | | 31 and above | 10 |
| 6 | Number of candidates trained in any Govt programme | 15 | 1,000-1,500 | 7 |

| | | |
|--|-----------------|----|
| for any Department, Authority or body corporate under the Government of India or any State Government pertaining to providing NEET/JEE/WBJEE training. | 1,501-2,000 | 10 |
| | More than 2,000 | 15 |

N.B. - (1) The bidders who fail to obtain the minimum marks under a single criteria, shall not be considered eligible to obtain a valid score in the Technical Bid evaluation and its Technical Bid shall be considered as non-responsive and hence liable to be rejected.

(2) The bidder is required to provide documents evidencing that each teacher in their payroll has 5 years of experience of teaching students for JEE/NEET/WBJEE exams. Failure to provide the same, shall render the respective teachers in their payroll to be excluded for the purposes of this credential.

15. The EMD/ Bid Security of unsuccessful bidders will be refunded by the Corporation without any interest, as promptly as possible, through an automated process as referred in Memo No. 3975-F(Y) dated 28th July, 2016 of the Finance Department, Government of West Bengal, upon signing of Agreement, submission of Performance Security by the Selected Bidder and an application by the unsuccessful bidder for such refund, whichever is later.

16. In addition to the above, bidders are advised to note carefully the instructions contained in the 'Instructions to Bidders' (ITB) and conditions in Agreement and other documents as per ITB 5.1 before tendering bids.
17. Conditional/incomplete bids will not be accepted under any circumstances.
18. The bidders shall have to comply with all relevant laws, regulations, practices and procedures of the Government of West Bengal in connection with tenders.
19. 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.
20. 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.
21. 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, except as provided in ITB 15.2;
 - (b) If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, collusive practice or restrictive practice as specified in ITB 3.1;
 - (c) If the bidder is declared disqualified in terms of ITB 4.3;
 - (d) If the Selected Bidder fails to:
 - i) sign the Agreement in accordance with ITB 35.1;
 - ii) furnish a Performance Security in accordance with ITB 36.1; or
 - (e) If the bidder is otherwise in breach of the terms of the Bidding Documents.

22. 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/ partner/ trustee, such person shall, while uploading any bid for and on behalf of the bidder of which he is a director/ partner/ trustee, shall upload a copy of the Power of Attorney authorizing him to act on behalf of the bidder.
23. Bidders must submit all records, data and documents 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.
24. A training course for the duration of which training is to be imparted by the Selected Bidder/ Agency shall comprise of approximately 350 hours of training (which includes 30 hours of Mock Test period) and such training course may stretch over 3 academic/ calendar years. The course shall ordinarily commence from the month of October of the 1st year and shall end at the month of February of the 3rd year. The course Fee, on per training course duration basis shall be disbursed to the Selected Bidder/ Agency, for the total number of students admitted at each training centre, in five installments, in the following manner:
 1. 10% of the course Fee - Within 7 (seven) days of the issue of Notification of Award, upon prior submission of centre details including designated teachers in each centre and list of centre in-charges.
 2. 20% of the course Fee - Within 7 (seven) days of commencement of training, prior to which centre-wise list of students duly authenticated by PO cum DWO, of the district where such centre is located, shall be submitted.
 3. 20% of the course Fee - Upon completion of 160 hours of training of the students in a training course, which shall not include the time reserved for mock tests.

4. 25% of the course Fee – Upon completion of training for the entire 350 hours of the course duration (excluding the special residential training for selected students).
5. Balance 25% of the course Fee - Upon receipt of list containing the names and ranks of the successful students who have appeared in the examinations of the target year (say 2024-2025), for which the students have been enrolled. A student will be considered as successful, if he/ she secures a rank in NEET/JEE/WBJEE, which enables him or her to seek admission in a government college/ institution or Government recognized institutions (it may be noted that taking up admission in a particular Government college/ institution is at the discretion of the students). The entitlement of the Agency, to receive the final installment of the course Fee, upon publication of the results of NEET/ JEE/ WBJEE will be calculated as per the following schedule:

| Percentage of successful students | Percentage of deduction from the final installment |
|--|---|
| 70% and above | No deduction |
| 25% - 69% | Pro-rata deduction from full payment based on percentage of shortfall (if 68.75% students turn out to be successful, a deduction of 1.25% shall be made from the balance 25% of the course Fee payable to the Agency) |
| Below 25% | Entire final installment |

Sd/-
Managing Director