



**WEST BENGAL SCHEDULED CASTES & SCHEDULED TRIBES
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 and Joint Entrance
Examination**

Ref No. 4104/SCTB Date: 15/02/2021

CONTENTS

Sl.	Sections	Pages
1	Section - I : Notice Inviting e-Tender (e-NIT)	3 - 12
2	Section - II : Information to Bidders (ITB)	13 - 39
3	Section - III : Bidding Forms (BDF)	40 - 62
4	Section - IV: Schedule of Requirements (SOR)	63 - 66
5	Section - V: Agreement	67 - 90

SECTION - I

NOTICE INVITING E- TENDER

from eligible bidders for providing training to SC/ST students for National Eligibility cum Entrance Test and Joint Entrance Examination

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

(A Government of West Bengal undertaking)

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Ref No. 4104/SCTB

Date: 15/02/2021

- A) The Department of Backward Classes Welfare, Government of West Bengal, has implemented various plans 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 (“WBSCSTOBCDFC” or the “Corporation”), having its office at CF-217/A/1, Sector - I, Salt Lake, Kolkata - 700 064, West Bengal, has decided to engage an agency for providing training to approximate 1440 students studying in XII Standard in Science stream belonging to Scheduled Castes (SC)/ Scheduled Tribes (ST) who are domiciled in the state of West Bengal across 36 centres in West Bengal, towards preparation for National Eligibility cum Entrance Test (NEET) for admission in MBBS and Dental courses and Joint Entrance Examination (JEE) for admission in Engineering course, to be held in academic year 2021 -2022,2022-23 & 2023-24.
- B) However 36 centres are divided in two Zone i.e. Zone “A” & Zone “B” and each zones having 18 centres.

1. In terms thereof, WBSCSTOBCDFC 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 and Joint Entrance Examination*" at 36 locations across the State which is divided into two zones (**Zone - A & Zone B**) each comprising 18 centres . Any bidder can bid for two zones i.e for all 36 centres or for any one Zone mentioned above. 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.

2. Cost of Bidding Documents shall be Rs. 5,000/- (Rupees Five Thousand Only), which has to be paid by way of Demand Draft/ Pay Order/ Banker's Cheque issued by any scheduled bank in favour of "West Bengal Scheduled Castes, Scheduled Tribes & Other Backward Classes Development & Finance Corporation". The original Demand Draft/ Pay Order/ Banker's Cheque is to be submitted physically at the office of the Corporation in a sealed cover within the prescribed date and time stated in Sl. 13 of this e-NIT. A scanned copy of the receipt issued by WBSCSTOBCDFC against payment of cost of Bidding Documents shall have to be uploaded with other documents. Earnest Money / Bid Security is of Rs. 1,00,000/- (Rupees One Lakh only) for bidders who will bid for two zone and Rs. 50000/- for bidders who will bid for a single Zone and the amount is to be deposited in the manner described herein below.

3. The Selected Bidder shall have to impart training of the students at the said locations within 7 days from the date of issuance of the Notification of Award / Work Order by the Backward Classes Welfare & Tribal Development Directorate ("Directorate"), unless otherwise extended in terms of Section V - Agreement. Such training shall be imparted at the proposed locations as detailed below:

1. ZONE A :-

Sl	Centre	District	Address
1.	Bagdah	24 Parganas (North)	Helencha High School
2.	Barasat	24 Parganas (North)	Noapara Rashbihari Institution For Girls
3.	Barrackpore	24 Parganas (North)	Naihati NarendraVidyaniketan
4.	Bashirhat	24 Parganas (North)	Civil Difence Training Centre
5.	Baruipur	24 Parganas (South)	Madarat Popular Academy
6.	Diamond Harbour	24 Parganas (South)	Bharat Sevashram Sangha Pranab Vidyapith HS
7.	Bankura Town	Bankura	Bankura Girl's High School
8.	Khatra	Bankura	Khatra Girl's High School
9.	Bagnan	Howrah	Bagnan Girl's High School
10.	Jhargram	Jhargram	Jhargram Kumudkumari Institution
11.	Kolkata	Kolkata	To be selected by the agency.
12.	Durgapur Town	Paschim Bardhaman	Durgapur TarakNath High School
13.	Medinipore Town	Pashchim Medinipur	Keranitola Shree Shree MohananandaVidyamandir
14.	Kharagpur	Pashchim Medinipur	Kharagpur Traffic High School
15.	Contai	Purba Medinipur	Contai Kishorenagar Sachindra SikshaSadan
16.	Khejuri	Purba Medinipur	Heria Sibaprasad High School
17.	Manbazar	Purulia	Manbazar Radhamadhab Institution
18.	Purulia Town	Purulia	Chittaranjan Boy's School

2. Zone B:-

Sl	Centre	District	Address
1.	Alipurduar	Alipurduar	Alipurduar Boy's High School
2.	Madarihat	Alipurduar	Madarihat High School
3.	Suri	Birbhum	Birbhum Zilla High School
4.	Coochbehar Town	Coochbehar	Jenkins School
5.	Balurghat Town	Dakshin Dinajpur	Balurghat High School
6.	Siliguri Town	Darjeeling	Siliguri Boy's High School
7.	Darjeeling Town	Darjeeling	Minority Meeting Hall, Office of the DM
8.	Tarakeswar	Hooghly	Tarakeswar Girls Primary School
9.	Jalpaiguri Town	Jalpaiguri	Jalpaiguri Higher Secondary School
10.	Malbazar	Jalpaiguri	Malbazar Adarsha Vidyapith
11.	Kalimpong	Kalimpong	Jubilee School
12.	Malda Town	Malda	Malda Bibhutibhusan High School
13.	Chanchal	Malda	Chanchal Sidheswari Institution
14.	Jangipur	Murshidabad	Jangipur High School
15.	Krishnanagar	Nadia	Krishnagar AV High School
16.	Kalyani	Nadia	Kalyani University Experimental High School
17.	East Burdwan	Purba Bardhaman	Krishnapur High School
18.	Raiganj	Uttar Dinajpur	Sudarsanpur Dwarika Prasad UchchaVidyachakra

4. Intending bidders may download the Bidding Documents from the website <https://wbenders.gov.in> and appropriate Earnest Money Deposit (EMD)/ Bid Security of an amount as mentioned in Sl. No. 3 hereinabove paid to the

Corporation by a Demand Draft/ Pay Order/ Banker's Cheque issued by any scheduled bank in favour of "West Bengal Scheduled Castes , Scheduled Tribes & Other Backward Classes Development & Finance Corporation". A copy of the Demand Draft/ Pay Order/ Banker's Cheque is to be uploaded electronically along with the bid. The EMD/ Bid Security may also be furnished by way of an irrevocable bank guarantee (as per prescribed form) in favour of the Corporation issued by any scheduled bank, a copy whereof is to be e-filed. If the Bid Security is furnished by way of Bank Guarantee, then the same is to remain valid for a period of not less than 180 days from the last date of submission of bid. The original instrument of EMD / Bid Security is to be submitted physically at the office of the Corporation in a sealed cover within the prescribed date and time stated in Sl. 13 of this e-NIT. The Corporation will not be responsible in any manner for late delivery or loss of the Demand Draft / Pay Order / Banker's Cheque/ Bank Guarantee if sent by post/courier.

5. The Technical Bid and Financial Bid duly digitally signed will have to be submitted 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. 13 of the e-NIT.
6. All documents submitted by bidders should be properly indexed and digitally signed. Both Technical Bid and Financial Bid, are to be duly digitally signed and are to be submitted in the respective folders viz., technical (statutory and non-statutory) folder and financial folder simultaneously in the website <https://wbtenders.gov.in>.
7. 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.

8. A bidder shall either be a registered partnership firm (including limited liability partnership) or a company limited by shares (private or public) or a society or a trust incorporated under the appropriate laws of India. Joint bids in a consortium will not be entertained.
9. 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 for a single Zone shall have average annual turnover of Rs. 50,00,000/- (Rupees Fifty Lakhs only) during the last 3 (three) & a bidder for both Zones shall have average annual turnover of Rs 100.00 lakh- (One hundred Lakh) for financial years i.e. 2017-18, 2018-19 and 2019-20
- (iv) Technical Capacity requirements are as follows: -**
- (a) A bidder shall either be a partnership firm (including limited liability partnership) or a company limited by shares (private or public) 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) For a single Zone bidder, Training of minimum of 250 students each for NEET / (AIPMT) and JEE / (WBJEE) in West

Bengal in the past 3 academic years, i.e., 2017-2018, 2018-2019 and 2019-2020 and in case of bidder for two zones training of a minimum of 500 students is required.

- (ii) For s single Zone bidder Minimum 40 number of teachers and in case of bidder for two zones 80 number of teachers in its 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.

11. Financial Bid will be the rate in INR per student offered by the bidder for training students for both A & Zone or any one Zone at locations mentioned as mentioned in West Bengal in a single academic year. The rates quoted by the bidder shall be inclusive of all rates and taxes.

12. Bids are to remain valid for a period not less than 180 days after the last date for bid submission as specified in Sl. 13 of this e-NIT. Bids valid for a shorter period shall be rejected as non-responsive.

13. Important Information Date & Time Schedule:

Sl.	Particulars	Date & Time
1.	Publication of e-NIT (final bid documents)	15/2/2021
2.	Pre - Bid Meeting: Venue - Conference Hall of WBSCSTOBCDFC, CF-217/A/1, Sector-I, Salt Lake, Kolkata - 700064.	23/2/2021 at 4-00 pm
3.	Last date and time of submitting EMD / Bid Security and Cost of Bidding Documents at the office of the Corporation	8/3/2021 by 1-00 pm
4.	Last date and time of uploading bids	3-00 pm of 8/3/2021
5.	Date and time of opening of Technical Bids at the office of Corporation	10/3/2021 at 4-00pm

6.	Technical Bid Evaluation	10/3/2021 at 4-30pm
7.	Uploading list of responsive/ non-responsive bidders	10/3/2021 at 5-00pm
8.	Financial Bid Opening	12/3/2021 at 4-00 pm
9.	#Award of Contract	By 15/3/2021

May change on administrative ground

14. In the event, any of the specified dates as above being declared a holiday or if the office of the Corporation being closed on such date, the event of the specified date will be taken up on the next working day at the same time.
15. 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.
16. The EMD/ Bid Security of unsuccessful bidders will be refunded by the Corporation without any interest, as promptly as possible, 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. Where earnest money has been tendered by way of Bank Guarantee, such Bank Guarantees will be similarly returned to the unsuccessful bidders, duly discharged.
17. 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.
18. Conditional/incomplete bids will not be accepted under any circumstances.
19. The bidders shall have to comply with all relevant laws, regulations, practices and procedures of the Government of West Bengal in connection with tenders.

20. 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.
21. 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.
22. 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.
23. 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.

24. Bidders must submit all records, data and documents on 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.
25. The annual Fee, on per academic year 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 annual Fee - Within 7 (seven) days of the issue of Notification of Award (for the 1st year)
 2. 20% of the annual Fee - Within 7 (seven) days of commencement of training (for the 1st year) [*for the 2nd & 3rd year, the entire first tranche of 30% shall be paid, within 7 (seven) days of commencement of training subject to renewal of contract*]
 3. 20% of the annual Fee - Upon completion of 6 months of training
 4. 25% of the annual Fee - Upon completion of training for the academic year
 5. Balance 25% of the annual Fee - Upon receipt of list containing the names and ranks of the successful students appeared in the examinations of each academic year. A student will be considered as successful, if he/ she secures a rank in NEET or JEE, which enables him or her to seek admission in a Government college/ Institution. The entitlement of the Agency, to receive the final installment of the annual Fee, upon publication of the results of NEET/ JEE will be calculated as per the following schedule:

Percentage of students able to secure admission into Government colleges	Percentage of deduction from the final installment
Above 70%	No deduction
25% - 70%	Pro-rata deduction based on percentage of shortfall (if 68.75% students secure admission into Government colleges, a deduction of 1.25% shall be made from the balance 25% of the annual Fee payable to the Agency)
Below 25%	Entire final installment

**Sd/-
Managing Director**