



**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 pre-examination training to  
SC/ST candidates of West Bengal for entry into Group B, C &  
D categories of posts in Govt./PSU Services**

**Ref No. 216/SCTB**

**Date: 12/02/2024**

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

*from eligible bidders for providing pre-examination training to SC/ST candidates of West Bengal for entry into Group B, C & D categories of posts in Govt./PSU Services*

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

(A Government of West Bengal undertaking)

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Ref No. 216/SCTB

Date: 12/02/2024

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 ("WBSCSTOBCDFC" or the "Corporation"), having its office at CF-217/A/1, Sector - I, Salt Lake, Kolkata-700 064, West Bengal, have decided to engage an agency for providing pre-examination training to candidates belonging to Scheduled Castes (SC)/ Scheduled Tribes (ST) who are domiciled in the state of West Bengal across each districts in West Bengal, towards preparation for competitive entrance examinations for Group B, C and D posts in Government, Government authorities, PSUs and parastatals throughout India.
2. In terms thereof, WBSCSTOBCDFC hereby invites bids through 'e-tendering' from eligible and qualified Indian agencies for "providing training to SC/ST candidates for providing pre-examination training to SC/ST candidates of West Bengal

for entry into Group B, C & D categories of posts in Govt./PSU Services" at 23 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. 1,000/- (Rupees One 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 impart training of the candidates at the district headquarters of each of the 23 districts in West Bengal within 30 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. The competitive entrance examinations with respect to which training shall be required to be provided, shall chiefly pertain to the following posts (which is non-exhaustive): -

Group B	<ol style="list-style-type: none"> <li>1. Inspector of Income-Tax, Inspector (Central Excise)</li> <li>2. Accountants, Auditors, Assistant Accountants and Assistant Audit Officers</li> <li>3. Bank Probationary Officers (Institute of Banking Personnel Section)</li> <li>4. Assistant Section Officers</li> <li>5. ACIO - Grade II</li> </ol>
Groups C & D	<ol style="list-style-type: none"> <li>1. Armed Forces (Army, Navy and Air Force)</li> <li>2. Central Armed Police Forces (Assam Rifles, Border</li> </ol>

	<p>Security Force, Central Reserve Police Force, Central Industrial Police Force, Indo-Tibetan Border Police, Sashastra Seema Bal and Special Protection Force - National Security Guards)</p> <p>3. Railways Protection Force/ Railways Protection Special Force</p> <p>4. Police Services (West Bengal Police Recruitment Board)</p> <p>5. Indian Railways - Groups C and D</p> <p>6. Indian Postal Services</p> <p>7. Group C and D equivalent posts (Institute of Banking Personnel Section/ Life Insurance Corporation of India Ltd.)</p>
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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 or its equivalent of Rs 1,00,00,000/- (Rupees One Crore only) for 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 candidates during the last 3 years, i.e., 2020-2021, 2021-2022 and 2022-2023, for competitive entrance examinations for Group B, C and D posts throughout India.

- (ii) Minimum 100 candidates trained by the bidder who have secured jobs in the last 3 years i.e. 2020-2021, 2021-2022 and 2022-2023 in Group B, C or D posts in Government, Government authorities, PSUs and parastatals throughout India.
- (iii) Minimum 20 number of teachers and/or trainers in the bidder's payroll who are engaged in teaching/ training of candidates for such entrance examinations. The teachers as employed by the bidder, should have a minimum of Bachelor's Degree in the relevant discipline and a minimum prior experience of 3 years in teaching Group B, C or Group D candidates. Physical trainers employed by the bidder should have a minimum qualification of a diploma, or a degree in Physical Education, or should have prior experience as a member of the police force, military forces, paramilitary forces, or hold recognition as a renowned sportsperson.
- (iv) The bidder has operated at least 5 centres in West Bengal involved in training for competitive entrance examinations for Group B, C and D posts in 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 parastatals under the Government of India or any State Government pertaining to providing training for competitive entrance examinations for Group B, C and/ or D posts in the last 5 financial years i.e. 2018-2019, 2019-2020, 2020-2021, 2021-2022 and 2022-2023.

9. Financial Bid will be the rate in INR per candidate offered by the bidder for training candidates at the 23 district headquarters as mentioned in West Bengal 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 (Bidding Documents)	12/02/2024
2.	Pre - Bid Meeting: Venue - Conference Hall of WBSCSTOBCDFC, CF-217/A/1, Sector-I, Salt Lake, Kolkata - 700064.	19/02/2024 at 4:00 PM
3.	Last date and time of uploading bids	04/03/2024 till 3:00 PM
4.	Date and time of opening of Technical Bids at the office of Corporation	07/03/2024 at 12 Noon
5.	Technical Bid Evaluation	07/03/2024 at 4:30 PM
6.	Uploading list of responsive/ non-responsive bidders	07/03/2024 at 5:00 PM
7.	Financial Bid Opening	11/03/2024 at 4:00 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 normalised as per the formula below:

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

Where,  $F_n$  = Normalised 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.	15	Rs. 1,00,00,000/- to Rs. 2,00,00,000/-	5
			Rs. 2,00,00,001/- to Rs. 3,00,00,000/-	10
			Rs. 3,00,00,001/- and above	15
2	Number of candidates trained for competitive entrance examinations for Group B, C and D posts all over India in the past 3 financial years, i.e., 2020-2021, 2021-2022 and 2022-	20	1,000 to 2,000	10
			2,001 to 5,000	15
			More than 5,000	20

	2023, with at least 100 candidates having been trained for Group B posts, 300 candidates having been trained for Group C posts and 500 candidates having been trained for Group D posts.			
3	Number of trained candidates who have secured jobs in Group B, C or D posts in Government, Government authorities, PSUs and parastatals throughout India in the past 3 financial years, i.e., 2020-2021, 2021-2022 and 2022-2023 with at least 10 candidates having secured jobs for Group B posts, 30 candidates having secured jobs for Group C posts and 50 candidates having secured jobs for Group D posts.	20	100 to 200	10
			201 to 300	15
			More than 300	20
4	Number of centres operated in West Bengal involved in training for	10	5-10	5
			11-15	7

	competitive examinations for Group B, C and D posts in the past 3 financial years, i.e., 2020-2021, 2021-2022 and 2022-2023.		16 and above	10
5	Number of teachers/trainers in the payrolls involved in teaching/training for competitive examinations for Group B, C and D posts for the past 3 financial years, i.e., 2020-2021, 2021-2022, and 2022-2023	25	20-25	15
			26-30	20
			31 and above	25
6	Number of assignments undertaken for any Department, Authority or body corporate under the Government of India or any State Government pertaining to providing training for competitive examinations for Group B, C and/ or D posts in the last 5 financial years i.e. 2018-2019, 2019-2020, 2020-2021, 2021-2022 and 2022-2023	10	1-3	5
			4-7	7
			More than 7	10

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 28<sup>th</sup> 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 submitting 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 performance of contract, 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. The annual Fee shall be disbursed to the Selected Bidder/ Agency, for the total number of candidates admitted at each training centre in four installments, in the following manner:
- 1. 25% of the annual Fee -Upon setting up of requisite no. of centres in each district, upon completion of selection of candidates and upon commencement of training in each of the centres

2. 25% of the annual Fee - Upon completion of 150 hours of training, at each centre in each district
3. 25% of the annual Fee - Upon completion of training at each centre in each district
4. Balance 25% of the annual Fee - Upon receipt of list from the Selected Bidder/ Agency containing the names of the successful candidates who have secured jobs. A candidate will be considered as successful, if he/ she is finally selected by the recruiter for the job, irrespective of whether the candidate accepts the job offer or not. The entitlement of the Agency, to receive the final installment of the annual Fee, will be calculated as per the following schedule:

<b>Percentage of successful candidates</b>	<b>Percentage of deduction from the final installment</b>
25% and above	No deduction
10% - 25%	Pro-rata deduction based on percentage of shortfall (if 24% candidates get selected by the recruiters, the Agency shall be entitled to receive 96% of the final instalment of 25%)
Below 10%	Entire final installment

**Sd/-**  
**Managing Director**