



**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*

**Procurement of 10,00,000 bicycles for students  
(boys and girls) studying in Class IX (Academic Year-2024) in the  
state of West Bengal under Sabooj Sathi scheme**

**Ref. No. 1413/SCTB**

**Date: 03/10/2024**

**CONTENTS**

<b>Sl.</b>	<b>Sections</b>	<b>Pages</b>
1	Section - I : Notice Inviting e-Tender (e-NIT)	3 - 13
2	Section - II : Information to Bidders (ITB)	14 - 45
3	Section - III : Bidding Forms (BDF)	46 - 67
4	Section - IV: Corporation's Requirements (CRQ)	68 - 73
5	Section - V: General Conditions of Contract (GCC)	74 - 92
6	Section - VI : Contract Forms (COF)	93 - 103

**SECTION - I****NOTICE INVITING E- TENDER FOR PROCUREMENT OF BICYCLES****WEST BENGAL SCHEDULED CASTES, SCHEDULED TRIBES & OTHER BACKWARD  
CLASSES DEVELOPMENT & FINANCE CORPORATION**

(A Government of West Bengal undertaking)

Regd. Off.: CF-217/A/1, Sector - I, Salt Lake, Kolkata-700 064

☎ 033-4026-1500/1505/1509-31 📠 033-4005-1233/1234

Email ID - [wbscstdfc@gmail.com](mailto:wbscstdfc@gmail.com)

Ref No. 1413/SCTB

Date: 03/10/2024

1. 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, has been mandated by the Government of West Bengal to procure 10,00,000 (ten lakhs only) bicycles under Sabooj Sathi scheme for students (both boys and girls) studying in Class IX in the academic year 2024 in Government/ Government aided schools and Madrasahs in West Bengal. An approximate number of 10,00,000 (ten lakhs only) bicycles are targeted to be procured, which is likely to be more or less equally divided between gents and ladies bicycles.
2. In terms thereof, WBSCSTOBCDFC hereby invites bids through 'e-tendering' from eligible and qualified Indian manufacturers for "*Procurement of 10,00,000 bicycles for students (boys and girls) studying in Class IX in the state of West Bengal under Sabooj Sathi scheme*" & to be delivered at different locations across the State, in single stage bid. The bids are invited in two separate packages being Package Nos. 1/2 and 2/2 respectively comprising of 5,00,000 bicycles in each package, for which a single tender is being floated. The complete tender will comprise of the Technical Bid and the Financial Bid. Any bidder bidding in one or more packages shall submit only one Technical Bid through 'e-tendering' while the Financial Bid in the form of the Bill of Quantities (BOQ)

given in the e-tendering portal will have to be submitted in respect of one or both packages, depending on the number of packages a bidder wants to submit its bid.

3. **Cost of Bidding Documents shall be ₹ 10,000/-** (Rupees Ten 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, in respect of each of the packages shall be ₹ 4,00,00,000/-** (Rupees Four Crores only), which is also to be paid 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 in respect of each package shall have to complete supply of entire quantity of a package at such locations, manner and tranches as specified within **3 months** from the date of issuance of the Notification of Award / Work Order by the Corporation, unless otherwise extended by the Corporation in terms of Section V - General Conditions of Contract (GCC). Such supply shall generally be made at specified location at the Block/ Municipality level in 334 Blocks and 125 Municipal Bodies across the state of West Bengal only **except Kolkata and hill areas of Darjeeling and Kalimpong districts**. The Corporation shall make effort to issue supply orders to the Selected Bidders of both the packages, in such a manner that the location of supply isequally divided amongst the Blocks/ districts of North Bengal and South Bengal.
5. Intending bidders may download the Bidding Documents from the website <https://wbtenders.gov.in> and appropriate Earnest Money Deposit (EMD)/ Bid Security of an amount as mentioned in Sl. 3 of this e-NIT is to be deposited electronically through the ICICI Bank online payment gateway, through its net-banking enabled bank account, to the designated bank account as mentioned in the website <https://wbtenders.gov.in>. If a bidder wishes to bid for **2 packages, it shall accordingly pay the Bid Security of ₹ 8,00,00,000/-**.
6. All documents submitted by bidders should be properly indexed and **digitally signed**. Both Technical Bid and Financial Bid, in respect of such packages, as a bidder intend to

submit its bids, duly digitally signed 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> in the prescribed manner for the same. Technical Bid/Financial Bid must be submitted within the date and time stated in Sl. 20 of the e-NIT.

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 on the website, on the scheduled date and time unless otherwise changed.**
8. A bidder shall either be a company within the meaning of the Companies Act, 2013, or a partnership firm within the meaning of the Indian Partnership Act, 1932 or a limited liability partnership (LLP) within the meaning of the Limited Liability Partnership Act, 2008. 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 comprising of production capacity
    - (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.

**(iii) Financial Capacity requirements are as follows: -**

- (a) A bidder shall have average annual turnover of ₹ 200 Crores during the last 3 (three) financial years and a minimum annual turnover of ₹ 160 Crores in each of the last 3 (three) financial years (i.e. 2020 – 2021, 2021 – 2022 and 2022-2023).

**(iv) Technical Capacity requirements are as follows: -**

- (a) The bidder must be an Indian manufacturer with its own manufacturing facility in India registered under the Factories Act, 1948;
- (b) A bidder must produce records satisfactorily evidencing: -
  - (i) Manufacture of a minimum of 8,00,000 (eight lakh) bicycles each year during the last three financial years (i.e. 2021 – 2022, 2022 – 2023 and 2023-2024);
  - (ii) Records of having authorized dealers /distributors and service providers in all districts of West Bengal;
  - (iii) Credentials of having supplied to the Central or State Governments of India /Government Bodies in India at least 3,00,000 bicycles during the last three financial years (i.e. 2021 – 2022, 2022 – 2023 and 2023-2024);
  - (iv) Valid ISI certification/ license granted by the Bureau of Indian Standards in its name in respect of bicycle frames, forks and mudguards.

10. Since bids will be invited simultaneously for both packages, a bidder agrees as a condition of participation in the tender that it may not be awarded a contract for more than 1 package even if its' Financial Bid is the lowest in both packages for which it may bid. In case a bidder becomes L1 in respect of 2 packages, then for such bidder to be declared as the Selected Bidder for the 2<sup>nd</sup> package or for part thereof, it will be additionally required to satisfy the following criteria:

- (a) The bidder shall have average annual turnover of ₹ 300 Crores during the last 3 (three) financial years and a minimum annual turnover of ₹240 Crores in each of the last 3 (three) financial years (i.e. 2020 – 2021, 2021 – 2022 and 2022-2023);

- (b) Shall have manufactured a minimum of 12,00,000 (twelve lakh) bicycles each year during the last 3 (three) financial years (i.e. 2021 - 2022, 2022 - 2023 and 2023-2024);
- (c) Shall have supplied to the Central or State Governments of India /Government Bodies in India at least 4,50,000 bicycles during the last 3 (three) financial years (i.e. 2021 - 2022, 2022 - 2023 and 2023-2024).

Decryption of the Financial Bids for all the packages shall be done together and upon decryption, a table shall be prepared containing particulars of Financial Bids submitted for all the packages.

11. Financial Bids of both the Packages will be opened. **The discovered lowest bid across both the Packages, shall be declared to be the rate at which all the L1 bidders will be required to supply the bicycles for both the Packages.** If the L1 bidder for Package 1/2, is found to be the L1 bidder for Package 2/2, in such case, L2 bidder of Package 2/2 shall be asked to match the lowest bid and if it does not agree, then the offer to match the lowest bid shall be made to the L3 bidder and such process shall continue till any qualified Bidder matches the lowest bid. If at the end, no qualified bidder is willing or is available to match the lowest bid then the Corporation may at its discretion, call for a fresh tender only with respect to the said package or split the quantity of such package and award the same to L1, L2, L3 or the other bidders in not more than 2 sub-packages at the lowest bid subject to their willingness. In the event, the Financial Bids of 2 (two) or more bidders in a particular package are the same ("**tie bidders**"), the Corporation shall discover the L1 rate in terms of Memo No. 2320-F(Y) of the Finance Department, Government of West Bengal, dated 7<sup>th</sup> June, 2022. In the event, any of the tie bidders for the 2<sup>nd</sup> package happen to be the Selected Bidder for the 1<sup>st</sup> package opened earlier, such tie bidder shall be ignored for awarding the 2<sup>nd</sup> Package.
12. In terms of Memo No. 10500-F dated 19<sup>th</sup> November, 2004 of the Finance Department, Government of West Bengal, all registered MSEs of West Bengal, will be given 15% price preference vis-à-vis other bidders subject to having the following additional eligibility criteria:

- (a) The bidder must be an Indian manufacturer of bicycles with its factory/ manufacturing unit in West Bengal registered under the Factories Act, 1948;
- (b) The bidder shall have a valid certificate of registration as an MSE granted by the Micro, Small & Medium Enterprises & Textiles Department of the Government of West Bengal;
- (c) Records of having authorised dealers /distributors and service providers in all districts of West Bengal;
- (d) Valid ISI certification/ license granted by the Bureau of Indian Standards in its name in respect of bicycle frames, forks and mudguards.

The bidder in this category will be exempted from payment of any EMD. However, Cost of Bidding Documents shall remain ₹ 10,000/- (Rupees Ten Thousand only). The bidder will be required to fulfill all of the eligibility criteria in respect of financial capacity as per the Turnover criteria prescribed for MSEs under the Micro, Small and Medium Enterprises Development Act, 2006 read with Gazette Notification No. 1532 dated 1<sup>st</sup> June, 2020 of the concerned Ministry of Govt. of India and Technical Capability comprising of production capacity and Experience/Credentials as detailed in e-NIT and the ITB. Bidders in this category shall have to submit both Technical and Financial Bid.

13. In terms of Memo No. 10500-F dated 19<sup>th</sup> November, 2004 of the Finance Department, Government of West Bengal, all registered medium/ large scale industries of West Bengal, will be given 10% price preference vis-à-vis other bidders subject to having the following additional eligibility criteria:
- (a) The bidder must be an Indian manufacturer of bicycles with its factory/ manufacturing unit in West Bengal registered under the Factories Act, 1948;
  - (b) The bidder shall have a valid certificate of registration as a medium scale industry granted by the Micro, Small & Medium Enterprises & Textiles Department of the Government of West Bengal (for only medium scale industries);
  - (c) Records of having authorised dealers /distributors and service providers in all districts of West Bengal;
  - (d) Valid ISI certification/ license granted by the Bureau of Indian Standards in its name in respect of bicycle frames, forks and mudguards.



The bidder in this category will not get any exemption from payment of Cost of Bidding Documents or the Bid Security. If the bidder is a medium scale enterprise, it will be required to fulfill all of the eligibility criteria in respect of financial capacity as per the Turnover criteria prescribed for medium scale industries under the Micro, Small and Medium Enterprises Development Act, 2006 read with Gazette Notification No. 1532 dated 1<sup>st</sup> June, 2020 of the concerned Ministry of Govt. of India and Technical Capability comprising of production capacity and Experience/Credentials as detailed in e-NIT and the ITB. Bidders in this category shall have to submit both Technical and Financial Bid.

14. If one or more eligible micro/ small scale industry bidder or medium/ large scale industry bidder based in West Bengal, are found to be technically qualified and falling within the respective L1 +15% or L1 + 10% price band, offer of supply shall be given to such eligible bidder as per ascending order of proximity of the Financial Bid of the eligible bidders to the L1 rate. For e.g. if two (2) micro/ small scale industry bidders are found to have quoted within the L1 + 15% price band, a bidder whose Financial Bid is L1+7%, will get preference ahead of the bidder, whose Financial Bid is L1 +10%.
15. If any bidders under the micro/ small/ medium/ large scale industry based in West Bengal category, are found to have the eligibility criteria as given in Sl. 12 and 13 of the e-NIT above and whose Financial Bids are found to be qualifying after being provided the respective price preference, such bidders shall be awarded not more than 50% of the package quantity cumulatively, i.e. not more than 2,50,000 bicycles, provided the bidders are willing to match the L1 rate and they are found to match the Technical Capacity requirements on a proportionate basis as contained in Sl. 9(iv)(b)(i) and (iii) of this e-NIT. All the eligible micro/ small/ medium/ large scale industry bidders, will thereafter be offered to supply bicycles as per the average no. of bicycles manufactured by such bidder in the last three financial years, until and unless the quantity reserved for such micro/ small/ medium/ large scale industry category bidders based at West Bengal, i.e., 2,50,000 bicycles are exhausted. After covering all eligible micro/ small/ medium/ large scale industry category bidders, if the quantity reserved for such micro/ small/ medium/ large scale industry categories of West Bengal is still not exhausted,

the supply order of remaining quantity will be given to L1 bidder of respective packages.

16. **Financial Bids will be the average rate per category of bicycle quoted by the bidder.** The rates quoted by the bidder for ladies and gents bicycles respectively shall be deemed to include cost of supply to such locations and in such batches as per supply programme to be fixed by the Corporation from time to time. The rates quoted by a bidder shall also include all costs for fitting and after sales services, spare parts and consumables, service charges and any other charge, for a comprehensive after sales service. Apart from the rates in the Financial Bid, nothing extra or additional, on any head or account including taxes, duty, octroi, levy or GST shall be payable by the Corporation or the beneficiaries to whom such bicycles will be distributed. To clarify, the rates quoted by the bidder shall be all inclusive. Financial Bids for each package must be submitted separately, if bidders intend to participate in both packages.
17. As per Preferential Purchase Policy of the Government of West Bengal, up to one lakh (1,00,000) bicycles out of total procurement may be awarded to local manufacturers. The matter of **selection of local manufacturers shall be taken up through a separate Expression of Interest (EOI) process after discovery of rate through the present tender.**
18. Every bidder shall supply to the Corporation, free of cost, one gents and one ladies bicycle conforming to standards and specifications as set out in Section - IV (Corporation's Requirements) as sample. Receipt will be issued to the bidders for supply of such 2 sample bicycles, which will have to be uploaded along with the bid. The sample bicycles will be tested by technical persons on behalf of the Corporation against the specifications mentioned in Section - IV (Corporation's Requirements) of the Bidding Documents. In the event, the sample bicycles do not match such specifications, the bidder will be disqualified and its Financial Bid will not be considered. Only one bicycle of each category is required to be provided irrespective of the number of packages the bidder intends to bid for. The sample bicycles of the Selected Bidders will

be kept in the custody of the Corporation till completion of supply and the sample bicycles of the unsuccessful bidders will be returned.

19. Bids are to remain valid for a period not less than 180 days after the last date for bid submission as specified in Sl. 20 of this e-NIT. Bids valid for a shorter period shall be rejected as non-responsive.

20. Important Information Date & Time Schedule:

<b>Sl.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1.	Publication of e-NIT (Bidding Documents)	04/10/2024, 17: 00 hrs.
2.	Pre - Bid Meeting: Venue - Conference Hall of WBSCSTOBCDFC, CF-217/A/1, Sector-I, Salt Lake, Kolkata - 700064.	23/10/2024 at 16:00 hrs.
3.	Date and time of submitting sample bicycles at the office of the Corporation	12/11/2024 till 15:00 hrs.
4.	Last date and time of uploading bids	14/11/2024 till 17: 00 hrs.
5.	Date and time of opening of Technical Bids at the office of Corporation	18/11/2024 at 12 Noon
6.	Technical Bid Evaluation	18/11/2024 from 13:00 hrs.
7.	Uploading list of responsive/ non-responsive bidders	18/11/2024 at 17:00 hrs.

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. All standards, technical specifications and codes of practice referred to shall be latest Indian editions of the same, including all amendments and revisions thereto.

21. 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.

22. The EMD/ Bid Security of unsuccessful bidders of respective packages will be refunded without any interest 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, within 15 days of signing of Contract in respect of each of the packages and submission of Performance Security by the Selected Bidders of each package.
23. In addition to the above, bidders are advised to note carefully the instructions contained in the 'Instructions to Bidders' (ITB) and conditions in "General Conditions of Contract" and other documents as per ITB 6.1 before tendering bids. Conditional/incomplete bids will not be accepted under any circumstances.
24. The bidders shall have to comply with all relevant laws, regulations, practices and procedures of the Government of West Bengal in connection with tenders.
25. 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.
26. 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.
27. 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 17.2;

- (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 Contract in accordance with ITB 37.1;
    - ii) furnish a Performance Security in accordance with ITB 38.1; or
  - (e) If the bidder is otherwise in breach of the terms of the Bidding Documents.
28. 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, such person shall, while uploading any bid for and on behalf of the bidder of which he is a director, shall upload a copy of the Power of Attorney authorizing him to act on behalf of the bidder.
29. 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.

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