



**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

**Procurement of 15,00,000 bicycles for students
(boys and girls) studying in Class IX/ X in the
State of West Bengal under Sabooj Sathi scheme**

Ref No. 432 /SCTC Date: 27/6/2016

CONTENTS

Sl.	Sections	Pages
1	Section - I : Notice Inviting e-Tender (e-NIT)	3 - 13
2	Section - II : Information to Bidders (ITB)	14 - 48
3	Section - III : Bidding Forms (BDF)	49 - 73
4	Section - IV: Corporation's Requirements (CRQ)	74 - 79
5	Section - V: General Conditions of Contract (GCC)	80 - 99
6	Section - VI : Contract Forms (COF)	100 - 111
7	Section - VII : Special Provisions for Local Manufacturers (SLM)	112 - 115

SECTION - I**NOTICE INVITING E- TENDER FOR PROCUREMENT OF BICYCLES****WEST BENGAL SCHEDULED CASTES & SCHEDULED TRIBES
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****Ref No. 432/SCTC****Date: 27/6/2016**

1. West Bengal Scheduled Castes & Scheduled Tribes Development & Finance Corporation ("WBSBSTDFC" or the "Corporation"), having its office at CF-217/A/1, Sector - I, Salt Lake, Kolkata-700 064, West Bengal has been mandated by the Government of West Bengal to procure 15,00,000 (fifteen lakhs only) bicycles under Sabooj Sathi scheme for students (both boys and girls) studying in Class IX/ X in Government/ Government recognized schools and Madrasahs in West Bengal. An approximate number of 15,00,000 (fifteen 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, WBSBSTDFC hereby invites bids through 'e-tendering' from eligible and qualified Indian manufacturers for "*Procurement of 15,00,000 bicycles for students (boys and girls) studying in Class IX/ X in the State of West Bengal under Sabooj Sathi scheme*" at different locations across the State in Single Stage Bid. The bids are invited in three separate packages being Package Nos. 1/3, 2/3 and 3/3 respectively comprising of 5,00,000 bicycles in each package, for which a single tender is being floated. The 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 more packages, depending on the number of packages a bidder wants to submit its bid.

3. Cost of Bidding Documents shall be Rs. 10,000/- (Rupees Ten 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 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. 17 of this e-NIT. A scanned copy of the receipt issued by WBSCSTDFC against payment of cost of Bidding Documents shall have to be uploaded with other documents. Earnest Money / Bid Security, however, in respect of each of the packages shall be Rs. 4,00,00,000/- (Rupees Four Crores only) to be deposited in the manner described herein below.
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 per specifications within 4 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 341 Blocks and 129 Municipal Bodies all over the State of West 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. 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 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. If a bidder wishes to bid for more than one package, it shall accordingly pay the Bid Security for such number of packages, it wishes to 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. 17 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.

6. 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. 17 of the e-NIT.
7. 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 & non- statutory) folder and financial folder simultaneously in the website <https://wbtenders.gov.in>.
8. 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 and also in the Notice Board

at the office of the Corporation, on the scheduled date and time unless otherwise changed.

9. A bidder shall be a single company limited by shares (private or public), registered under the appropriate laws of India. Joint bids in a consortium will not be entertained.

10. 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 or invoke the Bank Guarantee.

(iii) Financial capacity requirements are as follows: -

- (a) A bidder must have annual turnover of Rs. 200 Crores during each of the last 3 (three) financial years (i.e. 2013-2014, 2014-2015 and 2015-2016)

(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 at least 10,00,000 (ten lakh) bicycles during each of the last three financial years (2013-2014, 2014-2015 and 2015-2016);

- (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 (2013-2014, 2014-2015 and 2015-2016);
 - (iv) Valid ISI certification/ license granted by the Bureau of Indian Standards in its name in respect of bicycle frames, forks and mudguards.
11. Since bids will be invited simultaneously for all 3 packages, a bidder agrees as a condition of participation in the tender that it may not be awarded a contract for more than 2 packages even if its' Financial Bid is the lowest in 2 or 3 packages for which it may bid. The Financial Bids will be opened *in seriatim*, i.e. firstly Package 1/3, then Package 2/3 and finally Package 3/3. Upon decryption of the price quotations for all packages, a table shall be prepared containing particulars of Financial Bids submitted for all the packages.
12. Ordinarily, in respect of Package 1/3, the lowest bidder (P1/L1) shall be declared the Selected Bidder. Thereafter, the bids in respect of Package 2/3 will be taken up for consideration. If, the lowest bidder in Package 2/3 (P2/L1), has not been declared to be the Selected Bidder for Package 1/3, such bidder shall be declared as the Selected Bidder for Package 2/3. If the lowest bidder in Package 2/3 is the Selected Bidder in Package 1/3, then the said bidder will not be declared to be the Selected Bidder for such Package for the time being and the second lowest bidder (P2/L2) will be given an opportunity to match the price of the P2/L1 bidder. If the P2/L2 bidder matches the price of the P2/L1 bidder, within such time as may be fixed by the Corporation, then the P2/L2 bidder will be declared as the Selected Bidder failing which, third lowest bidder (P2/L3) will be given a similar opportunity to match the price of the P2/L1 bidder. Such process shall continue till any qualified bidder matches the price

of the P2/L1 bidder. If at the end, no qualified bidder is willing or is available to match the price of the P2/L1 bidder, then the Corporation may at its discretion, call for a fresh tender with respect to the said package or declare the P2/L1 bidder to be Selected Bidder for such package also. Similarly, for Package 3/3, if, the lowest bidder in Package 3/3 (P3/L1), is the Selected Bidder in Package 1/3 or Package 2/3 or both packages, then the said bidder will not be declared to be the Selected Bidder for such Package for the time being and the second lowest bidder (P3/L2) or the third lowest bidder (P3/L3) will be given an opportunity to match the price of the P3/L1 bidder. If the P3/L2 bidder (or the P3/L3 bidder) matches the price of the P3/L1 bidder, within such time as may be fixed by the Corporation, then the P3/L2 bidder (or the P3/L3 bidder) will be declared as the Selected Bidder failing which, fourth lowest bidder (P3/L4) will be given a similar opportunity to match the price of the P3/L1 bidder. Such process shall continue till any qualified bidder matches the price of the P3/L1 bidder. If at the end, no qualified bidder is willing or is available to match the price of the P3/L1 bidder, then the Corporation may at its discretion, call for a fresh tender with respect to the said package or declare the P3/L1 bidder to be Selected Bidder for such package also, provided that the P3/L1 bidder does not become the Selected Bidder in all the 3 packages. For packages 2/3 and 3/3, the Corporation may at its discretion, also split the quantity of such package and award the same to the L2, L3 or the other qualified bidders at the L1 price, if the Corporation is of the opinion that having regard to production capacity and other relevant factors, awarding the entire package to any single bidder may lead to such bidder being unable to complete the supply of the bicycles within the scheduled time period. If a bidder is declared as the L1 bidder across two or more packages, the Corporation shall be at liberty to ask such bidder to match the lowest price quoted by such bidder for any package, uniformly across all the packages in which it has been declared as the L1 bidder, for being awarded the contract.

13. 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 tax, cess, duty, octroi, levy or service tax 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.
14. Along with the EMD/ Bid Security, a bidder must 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 for 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.
15. Financial Bids for each package must be submitted separately if bidders intend to participate in more than one package.

16. Bids are to remain valid for a period not less than 180 days after the last date for bid submission as specified in Sl. 17 of this e-NIT. Bids valid for a shorter period shall be rejected as non-responsive.

17. Important Information Date & Time Schedule :

Sl.	Particulars	Date & Time
1.	Publication of e-NIT (final bid documents)	28 th June, 2016 at 12:00 hrs.
2.	Pre - Bid Meeting: Venue - Conference Hall of WBSCSTDFC, CF-217/A/1, Sector-I, Salt Lake, Kolkata - 700064.	5 th July, 2016 at 15:00 hrs.
3.	Last date and time of submitting sample bicycle, EMD / Bid Security and Cost of Bidding Documents at the office of the Corporation	15 th July, 2016 at 15:00 hrs.
4.	Last date and time of uploading bids	19 th July, 2016 by 17:00 hrs.
5.	Date and time of opening of Technical Bids at the office of WBSCSTDFC	20 th July, 2016 at 12:00 hrs
6.	Technical Bid Evaluation	20 th July, 2016 at 13:00 hrs.
7.	Uploading list of responsive/ non-responsive bidders	22 nd July, 2016 at 16:00 hrs. ¹
8.	Financial Bid Opening	25 th July, 2016 at 13:00 hrs. ²
9.	Award of Contract	By 31 st July, 2016

18. 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.

¹ This date is subject to change, depending on completion of technical evaluation. If this date is changed, the changed date will be intimated by e-mail to all bidders of all the 3 packages.

² This date is subject to change, depending on completion of prior events. If this date is changed, the changed date will be intimated by e-mail to all responsive bidders of all the 3 packages.

19. 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.
20. The EMD/ Bid Security of unsuccessful bidders of respective packages will be refunded by the Corporation without any interest, within 15 days of signing of Contract in respect of such package, 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.
21. 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.
22. Conditional/incomplete bids will not be accepted under any circumstances.
23. The bidders shall have to comply with all relevant laws, regulations, practices and procedures of the Government of West Bengal in connection with tenders.
24. 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.
25. 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.

26. 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.
27. Where an individual holds a digital signature certificate in his own name duly issued to him in respect of a bidder company of which he is a director, such person shall, while uploading any bid for and on behalf of the bidder company of which he is a director, shall upload a copy of the Power of Attorney authorizing him to act on behalf of the bidder.
28. 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.

29. As decided by the Government of West Bengal vide UO No. Group T/2016-2017/0195 dated 22nd June, 2016, an amount not exceeding 5% of the total quantity in each of the packages may be awarded to small/ medium/ new units provided they have set up facilities for manufacturing in the State and also subject to fulfillment of eligibility criteria, submission of EMD/ Bid Security etc. by them, as per Section VII - Special Provisions for Local Manufacturers. The bidders intending to participate in this promotional scheme shall submit the Technical Bid containing documents as had been made applicable for them under Section VII of the Bidding Documents. They need not submit any Financial Bid. The bidders found eligible after Technical evaluation, in this scheme, shall be awarded contract at L1 rate for the respective Package for supply of such quantities as may be determined by the Corporation on the basis of technical evaluation and after inspection of the manufacturing site. The decision of the Corporation shall be final and binding in this regard without any prejudice. If no bidders are found to be qualified or eligible to be considered for promotional scheme, the earmarked quantities (maximum of 5% of each Package) shall be awarded to L1 of the respective Package/ Packages.

Sd/-
Managing Director