

I/601/2017

**ADMINISTRATIVE TRAINING INSTITUTE**

**GOVERNMENT OF WEST BENGAL**  
**FC-BLOCK, SALT LAKE CITY, SECTOR-III, KOLKATA – 700 106**  
**TELE-FAX : (033) 23374015/23373960**

Date: July, 2017

**NOTICE INVITING TENDER****SECTION I****INTRODUCTION**

1. Sealed tenders are invited from the bona fide and reputed Suppliers / Manufacturers for the supply of 1000 Pieces Jute Long Handle Bags & 1200 Pieces Jute Laptop Bags to the Administrative Training Institute, Government of West Bengal, FC-Block, Sector-III, Salt Lake City, Kolkata-700106. Rates shall be inclusive of all charges.
2. The interested eligible bidders may purchase bid document on cash payment of Rs. 500/- (Rupees Five hundred only) in the Cash Section of ATI from 10/07/2017 to 04/08/2017 from 11.00 a.m. to 3.00 p.m. excluding prescribed government holidays. The tender documents may also be downloaded from the official website of ATI (i.e. <http://www.atiwb.gov.in>). The same may also be submitted after depositing Rs. 500/- (Rupees Five hundred only) in the Cash Section in cash only during the aforesaid period.
3. **SCOPE OF WORK :**
  - i) Currently the Institute intends to procure the following items:

Sl. No.	ITEMS	SPECIFICATIONS	REQUIRED QUANTITY
1.	JUTE LONG HANDLE BAG (PRINTED)	Size – 12” × 14” Making – Off white juco and olive jute body, lace at lower portion, long handle, top and back side chain, inside non woven fabrics	1000
2.	JUTE LAPTOP BAG (PRINTED)	Size – 15” × 12” Making – Natural juco body, inside non woven fabrics, top and front chain, front leather patch, vega tape short & long handle	1200

- ii) The Institute will place the orders in 4 (Four) equal phases. The whole requirement will not be ordered at a time. The order will be placed, in phases.
4. **ITEMS TO BE SUPPLIED:**
  - i) The intending bidders must see the samples of item kept on display at the store section of ATI, WB before submission of the bid. The specifications given above are only indicative. In case of a conflict

I/601/2017

regarding the specifications as cited above with that of the actual physical specifications of the sample kept on display, the later would hold. The samples will be kept on display from 10/07/2017 to 04/08/2017 from 11.00 a.m. to 3.00 p.m. excluding prescribed government holidays. It will be presumed that the bidder has offered his rate after carefully examining the samples kept on display with the store section.

- ii) Utmost importance should be given on the quality of items supplied. It should be strictly equal to or above the specification and standard of the samples kept on display with the store section. The bidders must submit with their bid one sample of both the items to be supplied.
- iii) Any item of substandard quality, below the specifications mentioned in the NIT or of the sample kept on display in the store-section or of the sample supplied with the bid will be rejected out-right and the Director General of ATI, WB has the right either to cancel the supply order or invoke penalty as mentioned at clause 10 of this tender notice and/or ask the bidder to effect fresh supply of good quality of items within a specified date as mentioned by him.

5. **SCHEDULE OF DATES :**

- (a) Date and time of issue of tender documents – From 10/07/2017 to 04/08/2017 from 11.00 a.m. to 3.00 p.m., excluding prescribed Government holidays.
- (b) Last date and time of receiving tender document - 04/08/2017 up to 03.00 p.m.;
- (c) Date and time of opening of Tender - 04/08/2017 at 04.00 p.m.;
- (d) Place of opening of tender : (in the Official Chamber of Joint Director, ATI);

**SECTION II : GENERAL COMMERCIAL DETAILS**

6. **PROCEDURE AND TIME FOR SUBMISSION OF TENDER DOCUMENTS:**

- a. The Tender superscripted as “Tender for supply of Jute Long Handle Bag & Jute Laptop Bag” addressed to the Director General of ATI, WB, FC-Block, Sector-III, Salt Lake City, Kolkata – 700106, must reach not later than 03.00 p.m. on 04/08/2017.
- b. After *expiry* of the scheduled date & *time*, no tender will be accepted under any circumstances.
- c. Rates per unit of each item should be quoted both in figures & words. Rates should be quoted in Indian whole Rupee without any paisa.
- d. Rates should be quoted in the ‘Price Bid Format’ as per prescribed in the Tender Document.

I/601/2017

- e. Prices once quoted shall be firm and final and no upward revision shall be allowed. There shall be no overwriting in the price amount. Any correction in the price amount shall be authenticated by the bidder.
- f. Prices shall be inclusive of all taxes, duties, levies, transportation, freight and delivery charges etc.
- g. The Tender Documents must be submitted in the prescribed tender form procured from and issued by the Administrative Training Institute, Government of West Bengal.
- h. The bid should not be conditional and inconsistent with the terms and conditions of the Tender Notice. Conditional bid shall not be considered and stands rejected.
- i. Submission of the tender on the basis of the tender notice will bind the bidder for acceptances of all conditions mentioned and clauses stipulated in the tender notice.
- j. ATI, WB reserves the right to amend or withdraw any of the terms and conditions contained in the tender documents or to accept or reject any or all the tenders without assigning any reason whatsoever and also to split up the tendered work to more than one bidders in the interest of scheme execution. The decision of the Director General of ATI, WB in this regard shall be final and binding on all.

7. **EARNEST MONEY DEPOSIT (EMD)**

Earnest Money of Rs.2500/- (Rupees Two Thousand & Five Hundred only) in the form of DD/Banker's Cheque in favour of 'Administrative Training Institute, West Bengal', payable at Kolkata, must be submitted with the tender paper. Tenders without EMD will be rejected.

EMD of unsuccessful bidders shall be refunded within one month after the successful bidder executes the agreement with the Institute. EMD of successful bidder shall be returned within 15 days from the date of receipt of the security deposit.

8. **FORFEITURE OF EARNEST MONEY DEPOSIT (EMD):**

The earnest money shall be forfeited

- (a) If the tender is withdrawn by the bidder:
  - (i) At any time prior to its rejection or
  - (ii) Before or after its acceptance is communicated to the bidder;
- or
- (b) if the successful bidder fails to comply with the terms & condition of the Tender Notice.

I/601/2017

9. **DELIVERY SCHEDULE:**

The orders for supply shall be placed by the Institute from time to time, as per requirement. The orders shall be sent by Email only. The date of delivery schedule shall be calculated from the date of sending the order through Email to the Supplier by the Institute. All supply should be completed within 7 (Seven) days from the date of issue of supply order without any fail.

10. **PENALTY CLAUSE:**

(i) **FOR NON-COMPLIANCE OF CONTRACT:** Non-compliance of any of the terms and conditions of the Agreement / Contract by the successful bidder shall result in invoking any or all of the following penalty clauses at the discretion of the Director General of ATI:

- a) Cancellation of the acceptance of tender as a whole or in part.
- b) Forfeiture of the Security Deposit.
- c) Cancellation of the particular supply order.
- d) Recovering loss, if any, occurred to the Institute
- e) Black listing the Contractor / Supplier.

(ii) **FOR DELAYED SUPPLY:** The different Jute Long Handle Bags & Jute Laptop Bags shall have to be supplied by the supplier within the stipulated period of seven days as per delivery schedule mentioned at clause 9 above. Subject to force majeure there shall be no liquidated damages payable by the Supplier.

But for delay in delivery beyond the stipulated delivery date of supply of seven days, shall result in invoking any or all of the following penalty clauses at the discretion of the Director General of ATI, WB.

- a) Penalty of Rs.100 (Rupees One hundred only) per day for delay of 7(Seven) days from the stipulated delivery date of order. The penal amount shall be deducted from the Bill(s)/ Security Deposit as the case may be,
- b) Cancellation of the particular supply order,
- c) Recovering loss, if any, occurred to the Institute,
- d) Cancellation of the acceptance of the tender as a whole or in part,
- e) Forfeiture of the Security Deposit,
- f) Black listing of the Supplier.

11. **EVALUATION OF BID:**

Bids will be opened at scheduled time and date in the presence of the authorized representatives of the bidders who wish to be present. After evaluation of the bids received ATI, WB would award the supply order to the lowest bidder, whose bid is technically acceptable and meets the eligibility requirement. In case of "TIE", the decision of ATI, WB would be final and

I/601/2017

binding. The purchaser does not bind itself to accept the lowest bid or assign any reason of non-acceptance.

12. **AWARD OF CONTRACT:**

The bidder, whose bid has been accepted, will be informed by ATI through “**Letter of Acceptance**”. Work-Orders will be issued only after submission of the Security Deposit.

13. **SECURITY DEPOSIT (SD):**

An amount equal to Rs 10,000 (Rupees Ten Thousand only) of the Tender Value will have to be submitted as security deposit in favour of **Administrative Training Institute, West Bengal** in the form of DD/Banker’s Cheque. The security deposit of the successful bidder will be refunded on the satisfactory performance of the successful bidder.

14. **FORFEITURE OF SECURITY DEPOSIT (SD):**

The security deposit can be forfeited wholly or partially by the order of Director General, ATI in the event of any breach or negligence or non-observation of the conditions of contract or unsatisfactory performance or non-performance as mentioned in the Tender document.

15. **TERMS OF PAYMENT :**

- i) Bills towards items supplied will have to be submitted in triplicate on supplier’s own letterheads along with receipted Challan(s). For this purpose the Supplier shall obtain necessary certificates on the body of the Challan from the storekeeper for the items supplied as to (A) Quantity supplied (B) Quality Supplied. The payment will be made by the Joint Director, Accounts, ATI, West Bengal, through cheque after due verification and passing of the bills by the competent authority.
- ii) Penalty, if imposed, will be deducted from the Bill(s) or SD.
- iii) No advance payment in any case will be made.

### **SECTION III**

#### **GENERAL TERMS AND CONDITIONS OF TENDER**

16. The bidder must not have been blacklisted by any Government Department/Autonomous Body or PSU Bodies under the Central/ State Govt. at any time. A declaration to that effect has to be submitted. If any false certificate is produced, the bid submitted will be cancelled and EMD will be forfeited;

17. **ARBITRATION:**

In case of any dispute of differences, breach and violation relating to the terms of the agreement, the said dispute of difference shall be referred to the sole arbitration of Director General of ATI or any other person appointed by him for the purpose. The award of the sole arbitrator shall be final and binding on both

I/601/2017

the parties. The adjudication of such arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof. The arbitration shall be held in Kolkata only. The legal proceedings, if any, arising out of the contract, shall have to be lodged in the appropriate Court or *Legal Forum* at Kolkata and not elsewhere.

18. **FORCE MAJEURE:**

At any time during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as 'events') provided the notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, then neither party shall, by reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance and work under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the Institute as to whether the work have seen so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

Joint Director (Administration),  
ATI, WB

I/601/2017

**SECTION IV**  
**FORMS AND FORMATS**  
**ANNEXURE – I**  
**ORGANISATIONAL CAPABILITY**

1. Name of Tendering Company/Firm/Agency: .....  
 (Attach certificate of registration or Trade License)
2. Nature of the concern: .....  
 (i.e. Sole proprietor of partnership firm or a company under Company Act, 1956)
3. Full Address of Registered Office of the firm: .....  
 .....  
 (i) Telephone/Mobile No. :  
 (ii) FAX No.:  
 (iii) E-Mail Address :
4. Full address of Operating/Branch Office of the firm (if any) : .....  
 .....  
 (i) Telephone/Mobile No. :  
 (ii) FAX No.:  
 (iii) E-Mail Address :
5. Valid Sales Tax/VAT Registration Certificate .....  
 (Attach attested Copy)
6. Valid Trade License .....  
 (Attach attested Copy)
7. PAN/GIR No. of the firm: .....  
 (Attach attested Copy)
8. Photocopy of income tax returns for last two financial years : .....  
 (Attach attested Copy)
9. Service Tax Registration No. : .....  
 (Attach attested Copy)
10. Details of Earnest Money Deposit: (Rs. 2500/-) D.D. No. ....  
 Date ..... Drawn on Bank .....

---

 SIGNATURE & SEAL OF BIDDER

I/601/2017

**ANNEXURE - II****UNDERTAKING**

1. I, \_\_\_\_\_  
Son/Daughter/Wife of Shri \_\_\_\_\_,  
Proprietor/Director/Authorised Signatory of the Agency/Firm, mentioned above,  
is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender  
and undertake to abide by them;
3. The information/documents furnished along with the above application are true  
and authentic to the best of my knowledge and belief. I/we, am/are well aware of  
the fact that furnishing of any false information/fabricated document would lead  
to rejection of my tender at any stage besides liabilities towards prosecution under  
appropriate law.

Dated :

Place :

---

SIGNATURE & SEAL OF BIDDER



I/601/2017

**ANNEXURE-III****COVERING LETTER FOR PRICE BID**

Date:

**To**  
**The Joint Director (Administration),**  
**Administrative Training Institute,**  
**Government of West Bengal,**  
**FC-Block, Sector-III, Salt Lake,**  
**Kolkata – 700106.**

**SUB.: SUPPLY OF JUTE LONG HANDLE BAGS & JUTE LAPTOP BAGS AT ATI,**  
**WEST BENGAL, SECTOR-III, FC-BLOCK, SALT LAKE, KOLKATA-700106.**

Dear Sir,

With respect to the above mentioned subject please find our price bid offer. Our price bid is kept valid for a period of Twelve (12) Months from the date of bid opening. We do accept all the terms and conditions of the tender document.

If at any point of time we deviate from the tender terms and conditions, ATI has the right to forfeit our Earnest Money Deposit (EMD) and/or Security Deposit (SD) without giving any clarification to us.

Thanking you,

Sincerely,

Dated :

Place :

(SEAL &amp; SIGNATURE OF THE BIDDER)

I/601/2017

**PRICE BID FORMAT**

<b>Sl. No.</b>	<b>ITEMS</b>	<b>REQUIRED QUANTITY</b>	<b>RATE PER PIECE INCLUSIVE OF ALL TAXES, DUTIES, LEVIES, TRANSPORTATION, FREIGHT AND DELIVERY CHARGES ETC</b>
1.	<p><b><u>JUTE LONG HANDLE BAG</u></b></p> <p>Size – 12” X 14”</p> <p>Making – Off white juco and olive jute body, lace at lower portion, long handle, top and back side chain, inside non woven fabrics</p>	1000	
2.	<p><b><u>JUTE LAPTOP BAG</u></b></p> <p>Size – 15” X 12”</p> <p>Making – Natural juco body, inside non woven fabrics, top and front chain, front leather patch, vega tape short &amp; long handle</p>	1200	

(SEAL &amp; SIGNATURE OF THE BIDDER)

I/601/2017

Date: July, 2017

Copy for information with a request to display this notice on the Office Notice Board is forwarded to

1. The District Magistrate, 24 Paraganas (North), Barasat
2. The District Magistrate, 24 Paraganas (South), Alipore
3. The Executive Engineer, PWD(Civil), Bidhannagar Division, Purta Bhawan, Salt Lake
4. The Executive Engineer, PWD(Electrical), Bidhannagar Electrical Division, Purta Bhawan
5. The SDO, Bidhannagar
6. The Commissioner, Bidhannagar Municipal Commissioner
7. Shri Souti Ghosh (SSP), with a request to kindly upload the Notice inviting Tender on the ATI Website
8. Store-in-Charge, ATI, WB with a request to display the items as mentioned in the NIT & to arrange for the display of this NIT on the official Notice Board of ATI, WB.
9. The Cashier, ATI with a request to sell the Tender Notice on cash payment of Rs. 500/- (Rupees Five hundred only) from the Cash Section of ATI as mentioned in the NIT.

Joint Director (Administration)  
ATI, West Bengal