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# ADMINISTRATIVE TRAINING INSTITUTE

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

Date: 20/07/2017

## NOTICE INVITING TENDER

### SECTION – I

#### INTRODUCTION

1. Sealed tenders are invited from the bona fide and reputed agencies for the supply & installation of Conference System (Public Address System) in PRAJNA Conference Hall at Administrative Training Institute (ATI), Government of West Bengal, FC-Block, Sector-III, Salt Lake City, Kolkata-700106.
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 **20/07/2017 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 during the aforesaid period.
3. A) **SCOPE OF WORK/ITEMS TO BE SUPPLIED :**

**The specifications of the Conference System (Public Address System) are given below and should be supplied within 07 (Seven) days of receipt of supply order:**

### SPECIFICATIONS

1. **Specifications for Conference Delegate Unit: (20 pieces)**

#### **Electrical**

Nominal Acoustic Input at the microphone - 85dB SPL  
Frequency Response - 400Hz to 10Khz

#### **Mechanical**

Dimensions (without microphone) (H x W x D) - 54x136x138mm  
Length of the microphone from the base of the stem - 488mm  
Weight - 1.2 kg  
Mounting – Tabletop  
Color – Charcoal

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**2. Specifications for Conference Chairman Unit:****Interconnections**

- 1 x 2.7 m (106.3 in) cable terminated with a 8-pin male connector for loop-through connection to other.
- 1 x 8-pin circular female connector for loop-through connection to other delegate or chairman units.
- 2 x 3.5 mm (0.14 in) stereo headphone sockets.

**Electrical**

Nominal Acoustic Input - 85dB SPL  
 Frequency Response - 400Hz to 10kHz

**Mechanical**

Dimensions (without microphone) (H x W x D) - 54x136x138mm  
 Length of the microphone from the base of the stem - 488mm  
 Weight - 1.2 kg  
 Mounting – Tabletop  
 Color – Charcoal

**3. Specifications for Conference Control Unit:****Controls and Indicators**

- Equaliser comprising of knobs at 250Hz, 2kHz and 8kHz
- Volume control for Mic 1 input
- Volume control for Mic 2 / Aux input
- Headphone input and volume control
- Master volume control
- Sliding switch for Equaliser On/Off
- Sliding switch to enable or disable the priority tone for chairman units
- Number of Active microphone control knob

**Interconnections**

- Trunk input and output 8-pin DIN connectors for loop through connection
- Microphone input with XLR connector
- Configurable Mic or Aux input with 6.5mm phono jack
- Cinch connectors for connecting to external PA system and recorder
- Earth connection screw
- Mains socket

**Electrical**

Mains voltage - 230VAC, 50 Hz ( $\pm 10\%$ )  
 DC voltage supply to contribution units - 24V  $\pm$  1V DC  
 THD at rated output -  $< 1\%$   
 SNR -  $> -50$ dB at rated output (unweighted filter)  
 Inputs -  
 Mic input sensitivity - 1 mV (+1/-3dB)  
 Aux input sensitivity - 100mV (+1/-3dB)

Frequency response - 200 Hz to 12 kHz  
 Input Impedance - 4.7 kohm  
 Equaliser  
 Center frequencies of filters - 250Hz,2kHz and 8kHz  
 Filter bandwidth - 1 octave

#### 4. **Amplifier**

##### **Electrical**

##### **Mains power supply**

Voltage -EU versions - 230 VAC  $\pm 10\%$ , 50/60 Hz (reduced power at lower mains voltage)  
 Voltage -CN versions - 220 VAC  $\pm 10\%$ , 50/60 Hz (reduced power at lower mains voltage)  
 Voltage -US versions - 120 VAC  $\pm 10\%$ , 50/60 Hz (reduced power at lower mains voltage)  
 Inrush current PLE1ME240EU or -CN - 12 A  
 Inrush current PLE1ME240US - 24 A

##### **Power consumption**

PLE1ME240xx - 800 VA

##### **Performance**

Frequency response (Line) - 60 Hz to 20 kHz (+1/3 dB @ 10 dB ref. rated output)  
 Frequency response (Mic.) - 70 Hz to 20 kHz (+1/3 dB @ 10 dB ref. rated output)  
 Bass Control - Max.  $\pm 8$  dB  
 Treble Control - Max.  $\pm 8$  dB  
 Mic./Line input - 4 x  
 Input 1 (push-to-talk contact with priority)- 5pin Euro style, balanced, phantom  
 Input 2 - 3pin Euro style, balanced, phantom  
 Input 3 and 4 - TRS Jack (1/4, 6.3mm) balanced  
 Sensitivity - 1 mV (mic.); 300 mV (line)  
 Impedance -  $>1$  kohm (mic.);  $>5$  kohm (line)  
 Dynamic range - 93 dB  
 S/N (flat at max volume) -  $>63$  dB (mic.);  $>70$  dB (line)  
 S/N (flat at min volume/ muted) -  $>75$  dB  
 CMRR (mic.) -  $>40$  dB (50 Hz to 20 kHz)  
 Headroom -  $>25$  dB  
 Speech filter - -3 dB @ 315 Hz, high-pass, 6 dB/oct  
 Phantom power supply - 16 V via 1.2 kohm (mic.)

##### **Music input**

Connector - Cinch, stereo converted to mono  
 Sensitivity - 200 mV  
 Impedance - 22 kohm  
 S/N (flat at max volume) -  $>75$  dB  
 S/N (flat at min volume/ muted) -  $>80$  dB  
 Headroom -  $>25$  dB

##### **Loudspeaker output**

Connector - Screw terminal, floating

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Max / rated PLE-1ME240xx - 360 W / 240 W

Loudspeaker output 4 ohm  
Connector - Screw terminal, floating  
PLE-1ME240-xx - 31 V (240 W)

**Mechanical**

Dimensions (H x W x D) - 100 x 430 x 270 mm (19" wide, 2U high)  
Mounting - Stand-alone, 19" rack  
Color - Charcoal

3. B) (i) Utmost importance should be given to the specifications of items to be supplied. It should be strictly as per specifications mentioned above.
- (ii) Items of substandard quality will be rejected out-right and the Director General, ATI, WB has the right either to cancel the supply order or invoke penalty as mentioned at clause 9 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.
- (iii) 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.
- (iv) Installation should be completed within 7 days after issuance of supply and installation order. Standard installation & cabling procedures should be maintained by the supplier and it will be certified by the A.V. In-charge. The successful bidder should obtain a certificate from Audio Visual In-Charge that the article has been successfully installed & submit it with the bill.

4. **PREQUALIFICATION CRITERION:**

- i) Average Annual financial turnover during the last 3 years, ending 31/03/2017, should be at least Rs. 90,000/-
- ii) Experiences of having successfully completed similar works during the last 7 years ending on 31/03/2017, should be either of the following:-
- a. Three similar completed works costing not less than the amount equal to Rs. 1,20,000/-
- OR**
- b. Two similar completed works costing not less than the amount equal to Rs. 1,50,000/-
- OR**
- c. One similar completed work costing not less than the amount equal to Rs.2,40,000/-
- iii) **Documentary Proof of Prequalification Criterion must be attached with the tender documents.**

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5. **SCHEDULE OF DATES:**

- (a) Date and time of issue of tender documents – From **20/07/2017 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 (Administration), ATI.
- (e) Validity of tender : 90 Days.

**SECTION-II****GENERAL COMMERCIAL DETAILS**6. **PROCEDURE AND TIME FOR SUBMISSION OF TENDER DOCUMENTS:**

- a. The Tender superscripted as **“Supply & installation of Conference System (Public Address System) in PRAJNA Conference Hall at the Administrative Training Institute (ATI)”** addressed to the DG, 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 prescribed in the Tender Document.
- 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.

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- 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 acceptance of all conditions 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 DG, ATI, WB in this regard shall be final and binding on all.

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

Earnest Money of Rs. 6,000/- (Rupees Six Thousand 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 15 days after the successful bidder is given the work order. The EMD of the successful bidder would be refunded once the Security Deposit is received.

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 any of the terms & condition and specially with the specifications of the printed materials to be supplied as well as the delivery schedule mentioned in the Tender Notice.

9. **PENALTY CLAUSE:**

- (a) **FOR SUPPLY OF SUBSTANDARD QUALITY OR NON-COMPLIANCE OF CONTRACT:** Any supply of substandard quality of items made not according to specification shall be rejected out-right. The DG, ATI has the right to invoke penalty and/or direct the supplier to effect fresh supply of good quality items with proper specification within a specified date as mentioned therein. Non-compliance of any of the terms and conditions specially of the specifications, as mentioned in Clause 3 of the Tender Notice, by the successful bidder shall result in invoking any or all of the following penalty clauses at the discretion of the DG, ATI of ATI, WB:
  - i) Cancellation of the acceptance of the tender and or work order as a whole or in part.
  - ii) Forfeiture of the Security Deposit.
  - iii) Recovering loss, if any, occurred to the ATI, WB

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iv) Black listing the supplier.

(b) **FOR DELAYED SUPPLY:** The items shall have to be supplied by the supplier within the stipulated period of 07 (Seven) days as per delivery schedule mentioned at clause 3B(iv) above. Delay in delivery beyond the stipulated delivery period of 21 (twenty one) days from the receipt of the work order, shall result in invoking any or all of the following penalty clauses at the discretion of the DG, ATI of ATI, WB.

i) Cancellation of the acceptance of the tender and or work order as a whole or in part.

ii) Forfeiture of the Security Deposit.

iii) Recovering loss, if any, occurred to the ATI, WB.

iv) Black listing the supplier.

10. **AWARD OF CONTRACT :**

The bidder, whose bid has been accepted, will be informed by ATI through "**Letter of Acceptance**". The final work order would be issued once the Security Deposit is received from the accepted bidder.

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

Interest free performance Security Deposit @ 10% of the Tender value of the contract, through Demand Draft in favour of 'Administrative Training Institute, West Bengal' payable at Kolkata will have to be submitted within 7 days on receipt of **Letter of Acceptance** by the successful bidder to ensure due performance of the contract. The security deposit can be forfeited wholly or partially by the order of DG, ATI in the event of any breach or negligence or non-observation of the conditions of contract or unsatisfactory performance or non-performance. The Security Deposit would be released after the end of the warranty period of 12 (Twelve) months from the date of supply.

12. **TERMS OF PAYMENT :**

i) Bills towards items supplied will have to be submitted in triplicate on printer's own letterhead 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) and/or SD.

iii) **No advance payment in any case will be made.**

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**SECTION - III****GENERAL TERMS AND CONDITIONS OF TENDER**

13. 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/SECURITY DEPOSIT** will be forfeited;
14. Consortium with the other company is not allowed. Third party supply is not permitted.
15. Up-to date ST/GST and Income Tax returns should be enclosed with the tender documents.
16. **EVALUATION OF BID :**  
  
Lowest price bid amongst qualified bidders will be accepted. In case of "**TIE**", the decision of the ATI, WB would be final and binding.
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 DG, ATI, WB or any other person appointed by him for the purpose. The award of the sole arbitrator shall be final and binding on both 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 ATI, WB 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**



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

1. Name of Tendering Company/Firm/Agency : .....  
 (Attach certificate of registration)
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/GST Registration Certificate .....  
 (Attach attested copy)
6. Trade License No. ....  
 (Attach attested copy)
7. PAN/GIR No. of the firm : .....  
 (Attach attested copy)
8. Photocopy of income tax returns for last three years : .....  
 (Attach attested copy)
9. Service Tax Registration No. : .....  
 (Attach attested copy)
10. Details of Earnest Money Deposit : (Rs. .... D.D. No. ....  
 Date ..... Drawn on Bank .....

**SIGNATURE & SEAL OF BIDDER**

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**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. I/We not have been blacklisted by any Government Department/Autonomous Body or  
PSU Bodies under the Central/ State Govt. at any time. If anything to the contrary is  
subsequently found, the bid submitted will be cancelled and EMD/SECURITY DEPOSIT  
will be forfeited;
4. 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 &amp; SEAL OF BIDDER

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**ANNEXURE - III****UNDERTAKING****WARRANTY CLAUSE**

The seller hereby declares that the goods sold to the buyer under this contract shall be of the best quality (and workmanship) and shall be strictly in accordance with the specifications and particulars contained/mentioned in the clause 3 of the NIT hereof and the seller hereby guarantees that the said goods would continue to conform to the description and quality aforesaid for a period of 12 (Twelve) months from the date of delivery of the said goods to ATI, WB and that notwithstanding the fact that ATI, WB may have inspected and/or approved that said goods, if during the aforesaid period of 12 (twelve) months the said goods be discovered not to conform to the description and quality aforesaid or have deteriorated and the decision of ATI, WB in that behalf will be final and conclusive. ATI, WB will be entitled to reject that said goods or such portion thereof as may be discovered not to conform to the said description and quality. On such rejection the goods will be at the Seller's risk and all the provisions herein contained relating to rejection of goods etc. shall apply. The seller shall, if so called upon to do, replace the goods etc. or such portion thereof as is rejected by ATI, WB otherwise the seller shall pay to ATI, WB such damages as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall

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prejudice any other right of ATI, WB in that behalf under this contract or  
otherwise.

(SEAL & SIGNATURE OF THE BIDDER)

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**ANNEXURE-IV****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.: TENDER FOR THE SUPPLY & INSTALLATION OF CONFERENCE SYSTEM (PUBLIC ADDRESS SYSTEM) IN PRAJNA CONFERENCE HALL AT THE ADMINISTRATIVE TRAINING INSTITUTE (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 90 (ninety days) 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)

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**ANNEXURE - V****PRICE BID FORMAT FOR PROVIDING SUPPLY**

<b>SL. NO.</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>TOTAL AMOUNT (ALL INCLUSIVE)</b>
1.	<i>Conference Delegate Unit</i>	20 pcs	
2.	<i>Conference Chairman Unit</i>	1 pc	
3.	<i>Conference Control Unit</i>	1 pc	
4.	<i>Amplifier</i>	1 pc	
5.	<i>Installation &amp; cabling</i>	As applicable	

**Signature & Seal of bidder**

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**Date: 20/07/2017**

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
4. The Executive Engineer, PWD(Electrical), Bidhannagar Electrical Division, Purta Bhawan
5. The SDO, Bidhannagar
6. The Commissioner, Bidhannagar Municipal Corporation

**Joint Director (Administration)**  
**ATI, WB**

**Date: 20/07/2017**

**Copy forwarded for necessary action :**

1. Shri Souti Ghosh, SSP, with a request to kindly upload the NIT on the ATI Website
2. The Audio Visual In-Charge, ATI with a request to clarify the technical issues related to NIT to the prospective bidders.
3. Store-in-Charge, ATI, WB with a request to take effective measures for smooth completion of the Tender process.
4. The Cashier, ATI with a request to sell the NIT/accept cash payment of Rs. 500/- (Rupees Five hundred only) from the Cash Section of ATI on the dates mentioned in the NIT.

**Joint Director (Administration)**  
**ATI, WB**