

ADMINISTRATIVE TRAINING INSTITUTE

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

Date: 15/11/2018

NOTICE INVITING TENDER

SECTION – I

INTRODUCTION

1. Sealed tenders are invited from bonafide and reputed agencies for installation of **8 nos. 500 LPD** ETC Non-Pressurized solar water heater at Administrative Training Institute (ATI), Government of West Bengal, FC-Block, Sector-III, Salt Lake City, Kolkata-700106.
2. The interested eligible bidders may collect the tender documents from the office from **15/11/2018 to 07/12/2018 from 11.00 a.m. to 3.00 p.m.** excluding prescribed government holidays.
3. **TECHNICAL SPECIFICATION OF ITEMS TO BE SUPPLIED :**

➤ Type of Collector	: Evacuated Tube Collector.
➤ Vacuum Tube outer diameter	: 58 mm.
➤ Vacuum Tube inner diameter	: 48mm.
➤ Tube Length	: 2100 mm.
➤ No. of tubes	: 34 nos.
➤ Frame Angle	: 27 degrees.
➤ Tank Volume	: 500 litres.
➤ Temperature	: 65 degree C to 85 degree C.
➤ Tank Insulation	: PUF 50 mm. (Polyurethane foaming)
➤ Stand Frame	: Mild Steel powder Coated.
➤ Inner Tank Material	: M.S. Tank with epoxy coating.
➤ Outer Tank Material	: Galvanized Pre-Coated.
➤ Tank dimension	: Dia. 450 mm. X Length 2900 mm.
➤ Method of welding	: CO₂ Welding.
➤ Type of fasteners	: Stainless steel/ Galvanized.
➤ Type of Grommets	: Silicon Rubbers.
➤ Type of circulation	: Thermo siphon.
➤ Type of inlet feeding system.	: Using gravity feeding tank for non-pressure

4. **LIST OF MATERIALS NEEDED FOR INSTALLATION OF 500 LPD X 8 NOS. LPD NON-PRESSURIZED ETC SYSTEM:-**

SL. No.	Description of Items	Quantity for a Single Unit (500 LPD)	Total quantity for 8 no. units (4000 LPD)
1.	500 LPD ETC SYSTEM	1 NO.	8 NOS.
2.	BOROSILICATE VACUUME GLASS TUBE COLLECTOR	34 NOS.	272 NOS.
3.	M.S. TANK WITH EPOXY COATING PUF INSULATED HOT WATER TANK	1 NO.	8 NOS.
4.	G.I. SHEET STAND & FRAME WITH ANTI CORROSION COATING	1SET.	1SET.
5.	CPVC pipe (up to 1" dia.) for hot water line with fittings	25 Ft.	200 Ft.

The work will be done under the supervision of Sub-Assistant Engineer (Civil), ATI.

5. **Scope of work:-**

The detail of the Scope of work is as follows:-

Sl. No.	Description of Items	Unit	Quantity
1.	Evacuated Tube Collector based Solar Water Heater including Hot water tank, Evacuated glass tube, structure with complete	Nos.	8

	fittings capacity 500 Liter Per Day		
2.	Dismantling of old solar water heater	Nos.	8
3.	CPVC pipe (up to 1” dia.) for hot water line with fittings.	Ft.	200
4.	Removing of Dismantled items from the roof top	Nos.	8

6. PRE INSTALLATION CRITERIA:-

- a) Dismantling of damaged 8 nos. LPD ETC solar water heater and removal of dismantled items from the roof top.
- b) Space- Appx. 12ft. X 10 ft. shadow free area in roof top for each 500 LPD ETC system.
- c) Cold water matching tank’s base height should be minimum 6ft. from the floor level of the terrace.

7. POST INSTALLATION CRITERIA:-

Each System’s output hot water will be connected with the existing pipe line laid at the rooftop adjacent to the system.

8. PREQUALIFICATION CRITERION:

- i) Average Annual Financial Turnover during the last 3 years, ending 31/03/2018, should be at least Rs.1, 50,000.00 /-.
- ii) Experience of having successfully completed similar work, during the last 7 years ending on 31/10/2018, should be either of the following:-
 - a) Three similar successfully completed works costing not less than the amount equal to Rs. 2, 00,000.00/- each.

OR

- b) Two similar successfully completed works costing not less than the amount equal to Rs. 3, 00,000.00/- each.

OR

- c) One similar successfully completed work costing not less than the amount equal to Rs. 4, 00,000.00/- each.

9. **GENERAL GUIDELINES:**

- i) The interested bidders may visit the **Hostel 2008(formerly known as New Hostel)** to have an exact idea regarding the specification, to be installed, before submission of bid.
- ii) The work to be completed within **14(fourteen)** days of receipt of work order as per delivery schedule.
- iii) Utmost importance should be given on the quality of work. It should be strictly as per specification and standard of the approved sample.
- iv) Any item of substandard quality will be rejected out-right and the Director General of ATI, WB has the right to cancel the order.

10. **SCHEDULE OF DATES:**

- (a) Date and time of issue of tender documents – From **15/11/2018 to 07/12/2018** from 11.00 a.m. to 3.00 p.m., excluding prescribed Government holidays.
- (b) Last date and time of receiving tender document –**07/12/2018** up to **03.00 p.m.**;
- (c) Date and time of opening of Tender - **07/12/2018** at 04.00 p.m.;
- (d) Place of opening of tender: In the Official Chamber of Deputy Director, ATI.
- (e) Validity of tender: 90 Days.

SECTION-II

GENERAL COMMERCIAL DETAILS

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

- a. The Tender superscripted as “**Tender for Installation of 8 nos. 500 LPD ETC Non-Pressurized solar water heater at the Administrative Training Institute (ATI)**” 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 **07/12/2018**.
- b. After *expiry* of the scheduled date & *time*, no tender will be accepted under any circumstances.
- c. Rates per unit of area 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**’ (Annexure-III) & (Annexure- IV) as per 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. Along with the tender documents the bidders has to submit the following forms as well as credentials (**self-attested**) as per annexure:-
 - i) Organizational Capability (Annexure- I)
 - ii) Undertaking (Annexure-II).
 - iii) Photo Copy of PAN.
 - iv) Photo Copy of GST registration.
 - v) Photo Copy of last three financial years turnover.
 - vi) Photo copy of Experience Certificates.
- h. The Tender Documents must be submitted in the prescribed tender form procured from and issued by the Administrative Training Institute, Government of West Bengal.
- i. 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.
- j. 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.
- k. 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. The decision of the Director General of ATI, WB in this regard shall be final and binding on all.

12. **SEALING OF BID:**

- (i) Sealed bid documents in prescribed form and complete in all respect in accordance with the terms & conditions of the tender along with the supporting documents/ attachments are to be sealed and marked in favour of Administrative Training Institute, West Bengal.
- (ii) All the annexures in the tender form should be legible and filled in clearly.

13. **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 issue the Letter of Acceptance to the lowest bidder. In case of “**TIE**”, the decision of the tenderer would be final and binding. The purchaser does not bind itself to accept the lowest bid or assign any reason of non-acceptance.

14. **EARNEST MONEY:**

Earnest money of **Rs.10,000.00/-** (Rupees ten thousand only) by Demand Draft drawn in favour of “Administrative Training Institute, West Bengal” has to be enclosed with the Tender.

15. **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.

16. **SECURITY DEPOSIT:**

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, WB in the event of any breach or negligence or non-observation of the conditions of contract or unsatisfactory performance or non-performance. **The Work Order will be issued only after the receipt of the Security Deposit.**

The Security Deposit of the successful bidder will be released if there are no complaints regarding the supply executed within **3 months of completion of work.**

17. **Delivery Schedule:**

The whole installation work should be completed at the ATI premises. The date of completion shall be calculated from the date of sending the order through e-mail/ by hand to the agency by the Institute. Installation should be done within **14 (fourteen)** days from the date of issue of supply order without any fail.

18. **Penalty Clause:**

18.1. 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, 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 order.
- d) Recovering loss, if any, occurred to the Institute
- e) Black listing the agency.

18.2. For Delayed Supply:

- a) Penalty of Rs.1000 (Rupees One Thousand) per day for delay beyond the delivery period of 07(Seven) days from the stipulated delivery date of order. The penal amount shall be deducted from the Bill(s) SD as the case may be,
- b) Cancellation of the particular order,
- c) Recovering loss, if any, occurred to the Institute,
- d) Cancellation of the acceptance of tender as a whole or in part,
- e) Forfeiture of the Security Deposit,
- f) Black listing the Supplier.

18.3. For installation of substandard quality of items: Any installation of substandard quality of items made not according to specification shall be rejected outright and the Director General, ATI has the right to invoke penalty as mentioned in relevant clauses and/or direct the agency to install items with proper specification within a specified date as mentioned therein.

19. **TERMS OF PAYMENT:**

- (i) The payment shall be made to the agency on production of bill approved by the **Sub- Assistant Engineer (Civil), ATI, WB** for the Quality Supplied. In case, the materials are not provided up to the satisfaction of the authorities, suitable deduction will be made from the payment of the agency at the discretion of Director General ATI,WB whose decision shall be final and binding on the agency. 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. Penalty, if imposed, will be deducted from the Bill(s) and/or Security Deposit.

- (ii) **No advance payment in any case will be made.**
- (iii) **Price escalation:** The supply & execution of work shall not attract any clause towards escalation of price.

20. **ARBITRATION:**

In case of any dispute of differences, breach and violation relating to the terms of the supply the said dispute of difference shall be referred to the sole arbitration of Director General, ATI 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.

21. **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.

Sd. /-
Deputy Director (Administration),
ATI, WB

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/VAT Registration Certificate
(Attach attested copy)
6. Attested copy of the valid Trade License
7. PAN/GIR No. of the firm:
(Attach attested copy)
8. Photocopy of income tax returns for last two 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

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 & SEAL OF BIDDER**

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

Date:

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

SUB.: INSTALLATION OF INSTALLATION OF 8NOS. 500 LPD ETC NON-PRESSURIZED SOLAR WATER HEATER AT 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 & SIGNATURE OF THE BIDDER)

ANNEXURE – IV**PRICE BID FORMAT**

Sl. No.	Description of Items	Unit	Quantity	Rate (Rs.)	GST (in %)	GST Amount (Rs.)	Total Amount (Rs.)
1.	Evacuated Tube Collector based Solar Water Heater including Hot water tank, Evacuated glass tube, structure with complete fittings capacity 500 Liter Per Day (Including fitting charges)	Nos.	8				
2.	Dismantling of old solar water heater	Nos.	8				
3.	CPVC pipe (up to 1” dia.) for hot water line with fittings.	Ft.	200				
4.	Removing of Dismantled items from the roof top	Nos.	8				
Total Amount =							

AMOUNT IN WORDS:**Signature & Seal of bidder**

Date: NOVEMBER, 2018

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 SDO, Bidhannagar
3. The Commissioner, Bidhannagar Municipal Corporation
4. The Head Clerk ATI with a request to display this NIT on the Notice Board of ATI, West Bengal.
5. Shri APARNA DAS, APO (IT), with a request to kindly upload the NIT on the ATI Website.
6. S.A.E. (CIVIL), ATI, WB with a request to take effective measures for smooth completion of the Tender process.

Sd. /-
Deputy Director (Administration)
ATI, WB