

ADMINISTRATIVE TRAINING INSTITUTE

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

December, 2017

Date: 01st**NOTICE INVITING TENDER****SECTION - I****INTRODUCTION**

Online Tender documents in single bid system are invited by the Director General, Administrative Training Institute, West Bengal for the supply of printed ceramic mugs at the Administrative Training Institute (ATI), Government of West Bengal, FC-Block, Sector-III, Salt Lake City, Kolkata-700106.

1.	Tender No. & Date	WBATI/DG/ET08/2017-18/CUPS Dated: 01/12/2017
2.	Brief description of material	Supply of 5000 printed ceramic mugs alongwith box cover.
3.	Tender Document Fee	Rs.200.00 (Rupees Two hundred only) to be paid by Cash only in the Cash Section of ATI, WB
4.	Earnest Money Deposit (EMD)	Rs. 10,000.00 (Rupees Ten Thousand only) through On-Line mode.
5.	Contacts	Tel: (033) 2341-0143 E-mail: ghosaptarshi@gmail.com

1. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. The Tender Document Fees and the Earnest Money Deposit (EMD) details should be documented through e-filling.
2. Tender documents may be downloaded from website and submission of Bid will be done as per Time Schedule stated below.

DATE AND TIME SCHEDULE

Sl. No	Particulars	Date & Time
1.	Date of uploading of N.I.e.T. & other Documents (online) (Publishing Date)	04/12/2017 at 11.00 hrs
2.	Documents download/sale start date (Online)	04/12/2017 at 11. 30 hrs
3.	Corrigendum, if any will be published (On Line only)	In ATI website & e-procurement portal
4.	Bid Submission start date & time (On line)	04/12/2017 at 12.00 hrs
5.	Last Date & time of submission of cash for cost of Tender Document Fees (Off-Line)	18/12/2017 at 16.00 hrs
6.	Bid Submission closing date & time (On line)	18/12/2017 at 17.00 hrs
7.	Sample of the Mug to be supplied	By 16/12/2017 within 15:00 hrs
8.	Bid opening date & time (Online)	21/12/2017 at 12.00 hrs

The Bid of the prospective Bidder will be considered only if the Pre-qualification criteria and the organizational capability of the bidder are found qualified by the Local Purchase Committee. The decision of the Local Purchase Committee will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

1. SCOPE OF WORK/ITEMS TO BE SUPPLIED :

Currently the ATI, WB intends to procure 5000 (Five Thousand Only) printed ceramic mugs in 5(Five) tranches of 1000(One Thousand) mugs and having the following specifications:

1.	Type of Mug	Grade A Ceramic White Colour Mug with outside Colour print
2.	Size of Mug	Height 9.5 cms and external diameter 8 cms.
3.	Printing Type	Sublimation Multi Colour (High Quality) Heat Print on Mug
4.	Quantity	5,000 Pieces
5.	Box	Printed Grade A cardboard package with ATI logo
6.	Design	To be provided by ATI, WB for both outside Mug printing & of the cardboard package.

4. PREQUALIFICATION CRITERION:

- i) Average Annual Financial Turnover during the last 3 years, ending 31/03/2017, should be at least Rs.1,00,000/-.

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ii) Experience of having successfully completed similar work, during 3 years within the last 7 years ending on 30/11/2017, should be either of the following:-

a) Three similar successfully completed works costing not less than the amount equal to Rs. 50,000/- each.

OR

b) Two similar successfully completed works costing not less than the amount equal to Rs. 75,000/- each.

OR

c) One similar successfully completed work costing not less than the amount equal to Rs. 1,50,000/- each.

5. **GENERAL GUIDELINES FOR ITEMS TO BE SUPPLIED:**

- i) The interested bidders must see the sample, kept at the store section of this office, to have an exact idea regarding the specification and quality of the item, to be supplied, before submission of bid.
- ii) The rate should be quoted inclusive of all taxes and it should include the box cover and no extra charges for the delivery of the items will be payable.
- iii) The tender should be accompanied with a sample of the Mug to be supplied, which should be submitted within 16/12/2017 by 15.00 hrs. Any deviation of the sample submitted from the actual material supplied will entail the imposition of the penal provisions as per the relevant clauses of the NIT.
- iv) The quantity & specification of the articles to be supplied is given above and should be supplied within 14 (fourteen) days of receipt of work order as per delivery schedule.
- v) Utmost importance should be given on the quality of items to be supplied. It should be strictly as per specification and standard of the approved sample. The matter to be printed will be provided by ATI, WB. The final proof will be certified by ATI, WB.
- vi) Any item of substandard quality 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 in 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.

SECTION-II

6. GUIDANCE FOR E-TENDERING

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Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the Bidders to participate in e-Tendering.

1.0 Registration of Bidder:

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System through logging on to <https://wbtenders.gov.in>. The Bidder is to click on the link for e-Tendering site as given on the web portal.

1.1 Digital Signature Certificate (DSC):

Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.

1.2 The Bidder can search & download N.I.T. & BOQ electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

1.3 Participation in more than one work:

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If, found to be applied severally in a single job all the applications will be rejected.

1.4 Submission of Tenders:

Tenders are to be submitted through online to the website stated above before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats)

The proposal should contain scanned copies of the following in below-mentioned covers (folders).

The following documents are to be uploaded in the website

1. Organisational Capability (Annexure - I)
2. Copy of Money Receipt of Tender Document Fee
3. Undertaking by the bidders (Annexure - II)
4. Bid Form (Annexure - III)
5. Copy of N I T duly stamped & signed
6. Relevant supply orders and completion certificates issued by competent authority satisfying the prequalification criteria as mentioned in clause 4 of the NIT.

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The BOQ will be downloaded and same will be uploaded with quoted rates. While uploading BOQ file name shall remain unchanged. Absence of this document shall lead to summary rejection of the bid.

7. TENDER FEE:

Tender Fee of @ Rs. 200 is to be deposited offline in the cash section of the office and upload the receipt in the e-procurement portal.

8. EARNEST MONEY:

Earnest money @ Rs. 10,000 is to be deposited online through the e-procurement portal.

9. 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.

10. 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.

11. Duration of Agreement:

This supply agreement shall be valid for a period of one year from the date of execution of agreement, which may further extendable for a period of another two years or part thereof on the same terms and conditions of the agreement at the discretion of the Director General, ATI. The bidder shall be bound to comply with all supply orders placed by the Institute for this purpose during the currency of agreement upto the end-day of the validity period.

12. Delivery Schedule:

The orders for supply shall be placed by the Institute in 5(Five) tranches of 1000(One Thousand) mugs each from time to time, as per requirement. The order shall be sent by

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e-mail and one copy shall be sent by ordinary post/courier. The date of delivery schedule shall be calculated from the date of sending the order through e-mail to the Supplier by the Institute. All supply should be done within 14 (Fourteen) days from the date of issue of supply order without any fail.

13. Penalty Clause:

13.1. 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 supply order.
- d) Recovering loss, if any, occurred to the Institute
- e) Black listing the Supplier.

13.2. For Delayed Supply:

- a) Penalty of Rs.1000 (Rupees One Thousand) per day for delay beyond the delivery period of 14(Fourteen) 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 supply 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.

13.3. For supply of substandard quality of items : Any supply of substandard quality of items made not according to specification shall be rejected out-right and the Director General, ATI has the right to invoke penalty as mentioned in relevant clauses and/or direct the Supplier to effect fresh supply of good quality items with proper specification within a specified date as mentioned therein.

14. TERMS OF PAYMENT:

- (i) The payment shall be made to the agency on production of Storekeeper, ATI, WB for the items supplied as to (A) Quantity supplied (B) 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 supplier at the discretion of Director General ATI, WB whose decision shall be final and binding on the supplier. 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.

15. 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.

16. 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.


20/11/17.
**Deputy Director (Administration),
ATI, WB**

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) :
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 - (i) Telephone/Mobile No. :
 - (ii) FAX No.:
 - (iii) E-Mail Address :
5. GST Registration Certificate
(Attach self-attested copy)
6. Self-Attested copy of the valid Trade License
7. PAN/GIR No. of the firm :
(Attach self-attested copy)
8. Photocopy of income tax returns for last two years :
(Attach self-attested copy)
9. GST Registration No. :
(Attach self-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 & SEAL OF BIDDER

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ANNEXURE-III

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head)

To,

The Director General

Administrative Training Institute

FC Block, Sector-III, Salt Lake City,

Kolkata - 700106

Sub: Supply of Printed Ceramic Cups alongwith hardcover box

Dear Sirs,

1. We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject tender no. WBATI/DG/ET08/2017-18/CUPS Dated: 01/12/2017 do hereby propose to execute the job as per specification as set forth in your Bid documents.
2. The price quoted are firm during the entire period of execution irrespective of date of completion and not subject to any price adjustment as per in line with the Bid documents. The price and others terms & conditions will remain valid for a period of 180 (One hundred eighty) days from the date of price bid opening and it shall remain binding upon us for acceptance at any time before the expiry of the period. We further declare those prices quoted in our proposal are in accordance with Bid document.
3. We confirm that our bid prices include all other taxes and duties and levies applicable on bought out components, materials, equipments and other items and confirm that any such taxes, duties and levies additionally payable shall be to our account.
4. We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional

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conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

5. If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

6. We agree that ATI, WB reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated, this day of 2017

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Signature

.....

Name in full

.....

Designation

Signature Verified by Head of Organization

.....

Name & Designation


.....

Full Signature & Stamp

Date: 01st December, 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 West 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 Corporation
7. Smt. Aparna Das, APO(IT) with a request to kindly upload the NIT on the ATI Website
8. The Head Clerk ATI with a request to display this NIT on the Notice Board of ATI, West Bengal
9. Store-in-Charge, ATI, WB with a request to take effective measures for smooth completion of the Tender process including display of the sample.
10. The Cashier, ATI with a request to sell the NIT/accept cash payment of Rs. 200/- (Rupees two hundred only) from the Cash Section of ATI on the dates mentioned in the NIT.


Deputy Director (Administration)
ATI, WB