



ADMINISTRATIVE TRAINING INSTITUTE

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

Date: 20.09.2018

NOTICE INVITING TENDER

SECTION - I

INTRODUCTION

1. Sealed tenders are invited from reputed and bonafide printing press for the printing and supply of Training Pads for the Administrative Training Institute (ATI), Govt. of West Bengal, FC-Block, Sector-III, Salt Lake City, Kolkata-700106.
2. The interested eligible bidders may submit bid document from **24/09/2018 to 01/10/2018 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>).
3. **SCOPE OF WORK/ITEMS TO BE SUPPLIED :**

Currently the ATI, WB intends to print 7000 (Seven Thousand Only) pads and having the following specifications:

(a) Size of each pad will be 8" X 6"
(b) Cover of the book - 300 GSM (Art Board paper)
(c) Inside pages - 100 GSM Ruled Executive bond paper with a watermark of ATI logo in the middle of each page
(d) Total no. of sheets - 25 (excluding cover & back page)
(e) Binding : Spiral bound
4. **PREQUALIFICATION CRITERION:**
 - i) Average Annual Financial Turnover during the last 3 years, ending 31/03/2018, should be at least Rs.60,000/-
 - ii) Experience of having successfully completed similar work, during the last 7 years ending on 31/05/2018, should be either of the following:-
 - a) Three similar successfully completed works costing not less than the amount equal to Rs. 80,000/- each.

OR

- b) Two similar successfully completed works costing not less than the amount equal to Rs. 100,000/- each.

OR

- c) One similar successfully completed work costing not less than the amount equal to Rs. 1,65,000/- each.

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

- i) The interested bidders must see the sample, kept at the store of this institute, to have an exact idea regarding the specification and quality of the item, to be supplied, before submission of bid. It will be presumed that the bidder has offered his rate after carefully examining the printing matter.
- ii) The items should be supplied within 14 (fourteen) days of receipt of work order as per delivery schedule.
- iii) Utmost importance should be given on the quality of items to be supplied. It should be strictly as per specification and the final proof will be certified by competent authority, ATI, WB.
- iv) The bidder has to submit a sample copy of training pad as per the specification mentioned above alongwith the bid documents. The decision of the Tender Committee regarding the quality of the pads will be final.
- v) 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.

6. **SCHEDULE OF DATES :**

- (a) Date and time of issue of tender documents – From **24/09/2018 to 01/10/2018** from 11.00 a.m. to 3.00 p.m., excluding prescribed Government holidays.
- (b) Last date and time of receiving tender document – **01/10/2018** up to **03.00 p.m.**;
- (c) Date and time of opening of Tender - **03/10/2018** at 04.00 p.m.;
- (d) Place of opening of tender : In the Official Chamber of Deputy Director (Admin.), ATI.
- (e) Validity of tender : 1 year which may be extended another 1 year subject to the satisfaction of the authority.

SECTION-II**GENERAL COMMERCIAL DETAILS****7. PROCEDURE AND TIME FOR SUBMISSION OF TENDER DOCUMENTS:**

- a. The Tender superscripted as “**Tender for the printing & supply of Training Pads**” 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 **01/10/2018**.
- b. After *expiry* of the scheduled date & time, no tender will be accepted under any circumstances.
- c. Rates per unit of 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.
- 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 GST, other taxes and delivery charges etc.
- g. The Tender Documents must be submitted in the prescribed tender form 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 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 Director General of ATI, WB in this regard shall be final and binding on all.

8. 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.

9. 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 tender inviting authority would be final and binding. The purchaser does not bind itself to accept the lowest bid or assign any reason of non-acceptance.

10. **EARNEST MONEY:**

Earnest money Rs. 4,200 by Demand Draft drawn in favour of "Administrative Training Institute, West Bengal" has to be enclosed with the Tender.

11. **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.

12. **Delivery Schedule:**

The order shall be sent by 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 Earnest Money.
- 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.200 (Rupees Two Hundred) 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) 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:**

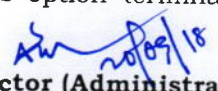
- (i) The payment shall be made to the agency on production of Storekeeper, ATI, WB for the items supplied as to (A) Quantity supplied (B) Quality Supplied. In case, the materials are not provided up to the satisfaction of the authorities, suitable deduction will be made from the payment of the supplier 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 Additional 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.


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) :
.....
 (i) Telephone/Mobile No. :
 (ii) FAX No. :
 (iii) E-Mail Address :
5. Valid Sales Tax/VAT Registration Certificate
(Attach self-attested copy)
6. 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. Service Tax Registration No. :
(Attach self-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.: PRINTING AND SUPPLY OF 7000 Copies of Training Pad 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,

Dated :

Sincerely,

Place :

(SEAL & SIGNATURE OF THE BIDDER)

ANNEXURE - IV

PRICE BID FORMAT

SL NO.	ITEM AND DESCRIPTION	QUANTITY	TOTAL AMOUNT (ALL INCLUSIVE)
1.	Printing & supply of <i>Training Pad</i>	7000 (Seven Thousand copies)	

Signature & Seal of bidder

Date: 20th September, 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 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 Commissioner, Bidhannagar Municipal Corporation
6. The Sub Divisional Officer, Bidhannagar
7. 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.

AW
20/09/18.
Deputy Director (Administration)
ATI, WB

FRONT COVER PAGE DESIGN



Administrative Training Institute
Govt. of West Bengal

INNER PAGE DESIGN

