



Government of West Bengal  
**Administrative Training Institute**  
Block : FC, Sector : III, Salt Lake  
Kolkata : 700106

Memo No. : I/1561/2019

Dated : 22.01.2019

**NOTICE INVITING TENDER**

**SECTION - I**

**INTRODUCTION**

1. Sealed tenders are invited from bonafide and reputed agencies for the supply of stationery items for office use at the Administrative Training Institute (ATI), Government of West Bengal, FC-Block, Sector-III, Salt Lake City, Kolkata-700106.

2. The interested eligible bidders may submit bids from **24/01/2019 to 31/01/2019 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 :**

The contract for supply of the stationery items will be valid for one year which may be extended another one year subject to the satisfaction of the authority and the supply order may be issued time to time on requirement basis and may deviate the tentative figures/ amount/ numbers shown in Annexure-IV(C). The list of items alongwith specifications and average annual consumption is mentioned in **Annexure-IV(C)**.

4. **PREQUALIFICATION CRITERION:**

i) Average Annual Financial Turnover during the last 3 years, ending 31/03/2018, should be at least Rs.75,000/-.

ii) Experience of having successfully completed similar nature of supply work of last 3 years, within the period of last 7 years ending on 30/11/2018, should be either of the following:-

a) **Three** similar successfully completed supply works costing not less than the amount equal to Rs. 1,00,000/- each.

**OR**

b) **Two** similar successfully completed supply works costing not less than the amount equal to Rs. 1,25,000/- each.

**OR**

- c) One similar successfully completed supply work costing not less than the amount equal to Rs. 2,00,000/- each.

iii) Completion Certificate issued by competent authority must be enclosed.

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

- i) The interested bidders may 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 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.
- iii) Utmost importance should be given on the quality of items to be supplied. It should be strictly as per specification and standard as noted in the tender and as per the sample available in the office.
- iv) 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 **24/01/2019 to 31/01/2019** from 11.00 a.m. to 3.00 p.m., excluding prescribed Government holidays.
- (b) Last date and time of receiving tender document – **31/01/2019** up to **03.00 p.m.**;
- (c) Date and time of opening of Tender - **31/01/2019** at 04.00 p.m.;
- (d) Place of opening of tender : In the office Chamber of Officer on Special Duty (AD), ATI.
- (e) Validity of tender : One Year (Extendable for further one 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 supply of Stationery items (List-C) for office use in 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 **31/01/2019**.
- b. After *expiry* of the scheduled date & time, no tender will be accepted under any circumstances.
- c. Rates per unit as well as cumulative of the items to be supplied 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 all taxes, duties, levies, transportation, freight 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, Letter of Acceptance will be issued to the item-wise lowest bidder(s). 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.

10. **EARNEST MONEY:**

Earnest money @ Rs. 5,000 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. AWARD OF CONTRACT :

Letter of Acceptance will be issued to the item-wise lowest bidder(s). Work orders may be issued in multiple tranches on the basis of requirement from time to time and the cumulative quantity of an item throughout a year may vary from the tentative quantity as mentioned in the list.

## 13. 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 **Supply Order** 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.

## 14. Delivery Schedule:

The orders for supply shall be placed by the Institute on the tentative requirement of the items on regular intervals. 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.

## 15. Penalty Clause:

**15.1. 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.

**15.2. For Delayed Supply:**

- a) Penalty of Rs.100 (Rupees One 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) 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.

**15.3. 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.