

# ADMINISTRATIVE TRAINING INSTITUTE

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

Memo No.:846/JD (A)/ III-118/ATI/2014-15 (Pt-III)

Date: 30/12/2015

## NOTICE INVITING TENDER

### SECTION – I

#### INTRODUCTION

1. Sealed tenders are invited from the bona fide and reputed Printers for the printing and supply of different books & leaflets in the RTI section of the 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. 200/- (Rupees two hundred only) in the Cash Section of ATI from **11/01/2016 to 22/01/2016 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. 200/- (Rupees Two hundred only) in the Cash Section during the aforesaid period.
3. **SCOPE OF WORK/ITEMS TO BE SUPPLIED :**

Currently the ATI, WB intends to print

- (i) 5,000 (Five Thousand) copies of the book **“Tathyer Adhikar Ain 2005 Sahayika, Jana Tathya Adhikarik O Pratham Appeal Kartipakhyer Janya”**

- Specifications*
- (a) The cover of the book would be on 220 GSM White Art Paper (JK) and the printing would be offset (Multi-colour)
  - (b) The 56 (Fifty Six) inside pages would be on 80 GSM White Maplitho (Ballarpur) paper and the printing would be offset (Bi-colour)
  - (c) Stitching would be Centre stitch – 2 Pins
  - (d) The size of the book would be 5.5 × 8.5

- (ii) 5,000 (Five Thousand) copies of the book **“Tathyer Adhikar Sankranta Ain, 2005, Tathyer Adhikar Sankranta Niyamaboli, 2006 Ebong Kichu Proshnottar”**

- Specifications*
- (a) The cover of the book would be on 220 GSM White Art Paper (JK) and the printing would be offset (Multi-colour)
  - (b) The 96 (Ninety Six) inside pages would be on 80 GSM White Maplitho (Ballarpur) paper and the printing would be offset (Bi-colour)
  - (c) Stitching would be Centre stitch – 2 Pins
  - (d) The size of the book would be 5.5 × 8.5

- (iii) 5,000 (Five Thousand) pices of a leaflet “**Tathya Janar Adhikar Banchar Adhikar** in Bengali

- Specifications*
- (a) The leaflet would be printed on 130 GSM Art Paper (JK)
  - (b) The printing would be on multi-colour offset in Bengali and would have to be printed on both sides.
  - (c) The leaflet should be delivered in a three-fold manner.
  - (d) The size of the leaflet would be 360 mm x 245 mm

- (iv) Bidders should enclose with the tender documents the sample of 220 GSM White Art Paper (JK) to be used for printing the cover of the books and 130 GSM Art Paper (JK) for printing the leaflets & the inside pages of the books.

4. **PREQUALIFICATION CRITERION:**

- i) Average Annual financial turnover during the last 3 years, ending 31/03/2015, should be at least Rs. 30,000/-
- ii) Experiences of having successfully completed similar works during the last 7 years ending on 31/03/2015, should be either of the following:-
  - a. Three similar completed works costing not less than the amount equal to Rs. 40,000/-
  - OR**
  - b. Two similar completed works costing not less than the amount equal to Rs. 50,000/-
  - OR**
  - c. One similar completed work costing not less than the amount equal to Rs. 80,000/-
- iii) Documentary Proof of Prequalification Criterion must be attached with the tender documents.

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

- i) The quantity & specification of the articles to be supplied is given above and should be supplied within 21 (twenty one) days of receipt of work order.
- ii) Utmost importance should be given on the quality of items to be supplied. It should be strictly as per specification and standard as mentioned above. The matter to be printed will be provided by Nodal Officer RTI Project, ATI. The final proof will be certified by the Nodal Officer RTI Project, ATI.
- iii) Any item of substandard quality will be rejected out-right and the ACS & DG 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 **11/01/2016 to 22/01/2016** from 11.00 a.m. to 3.00 p.m., excluding prescribed Government holidays.

- (b) Last date and time of receiving tender document – **25/01/2016** up to 03.00 p.m.;
- (c) Date and time of opening of Tender - **25/01/2016** at 04.00 p.m.;
- (d) Place of opening of tender : In the Official Chamber of Additional Director General, ATI.
- (e) Validity of tender : 90 Days.

## SECTION-II

### GENERAL COMMERCIAL DETAILS

#### 7. **PROCEDURE AND TIME FOR SUBMISSION OF TENDER DOCUMENTS:**

- a. The Tender superscripted as “Tender for the printing and supply of different books & Leaflets in the RTI section of the Administrative Training Institute (ATI)” addressed to the ACS & DG of ATI, WB, FC-Block, Sector-III, Salt Lake City, Kolkata – 700106, must reach not later than 03.00 p.m. on **25/01/2016**.
- 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 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 procured from and 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 ACS & DG of ATI, WB in this regard shall be final and binding on all.

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

Earnest Money of Rs.2500/- (Rupees Two Thousand & Five Hundred 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.

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 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.

10. **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 ACS & DG of ATI, WB has the right to invoke penalty and/or direct the printer to effect fresh supply of good quality printed items with proper specification within a specified date as mentioned therein. Non-compliance of any of the terms and conditions specially of the specifications and final proof of the printed materials to be supplied, as mentioned in Clause 3 & 5 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 ACS & DG 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 printer.
- (b) **FOR DELAYED SUPPLY:** The printed books shall have to be supplied by the printer within the stipulated period of 21 (twenty one) days as per delivery schedule mentioned at clause 5 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 ACS & DG 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 printer.

11. **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 by the accepted bidder.

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

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 ACS & DG 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 if there are no complaints regarding the work executed within 3 months of completion of work.

13. **FORFEITURE OF SECURITY DEPOSIT (SD):**

The security deposit can be forfeited wholly or partially by the order of ACS & DG in the event of any negligence or non-observation of the conditions of contract or unsatisfactory performance or non-performance as enunciated in different clauses of the Tender Notice.

14. **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.**

### **SECTION - III**

#### **GENERAL TERMS AND CONDITIONS OF TENDER**

15. 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;

16. Consortium with the other company is not allowed. Third party supply is not permitted.
17. Sales Tax clearance certificate (STCC) and Income Tax clearance certificate (ITCC) should be enclosed with the tender documents.

18. **EVALUATION OF BID :**

Lowest price bid amongst techno-commercially qualified bidders will be accepted. In case of “tie”, the decision of the ATI, WB would be final and binding.

19. **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 ACS & DG of 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.

20. **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.

Sd/-

**Joint 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 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 &amp; SEAL OF BIDDER



**ANNEXURE-III****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.: PRINTING AND SUPPLY OF DIFFERENT BOOKS & LEAFLETS IN THE RTI SECTION OF 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)

## ANNEXURE – IV

## PRICE BID FORMAT

SL NO.	ITEM AND DESCRIPTION	QUANTITY OF BOOKS	AMOUNT FOR ONE BOOK INCLUSIVE OF ALL TAXES, DUTIES, LEVIES, TRANSPORTATION, FREIGHT AND DELIVERY CHARGES ETC.
1.	<b>Tathyer Adhikar Ain 2005 Sahayika, Jana Tathya Adhikarik O Pratham Appeal Kartipakhyer Janya</b>	5,000 (Five Thousand) books	
2.	<b>Tathyer Adhikar Sankranta Ain, 2005, Tathyer Adhikar Sankranta Niyamaboli, 2006 Ebong Kichu Proshnottar</b>	5,000 (Five Thousand) books	
3.	<b>“Tathya Janar Adhikar Banchar Adhikar</b> in Bengali	5,000 (Five Thousand) Leaflets	

Signature &amp; Seal of bidder

**Memo No.:846/JD (A)/1(11)/ III-118/ATI/2014-15 (Pt-III)**

**Date: 30/12/2015**

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, Salt Lake
4. The Executive Engineer, PWD(Electrical), Bidhannagar Electrical Division, Purta Bhawan
5. The SDO, Bidhannagar
6. The Executive Officer, Bidhannagar Municipality
7. Smt. Gargi Ghosh, WBCS (Exe.), Nodal Officer, RTI Project for information
8. Shri Souti Ghosh, SSP, with a request to kindly upload the NIT on the ATI Website
9. The Head Clerk ATI with a request to display this NIT on the Notice Board of ATI, West Bengal
10. Store-in-Charge, ATI, WB with a request to take effective measures for smooth completion of the Tender process.
11. 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.

Sd/-  
**Joint Director (Administration)**  
**ATI, WB**