

# **ADMINISTRATIVE TRAINING INSTITUTE**

**GOVERNMENT OF WEST BENGAL  
FC-BLOCK, SECTOR-III, SALT LAKE CITY,  
KOLKATA - 700 106  
TELE-FAX : (033) 2337-4015/2337-3960**

**Memo No.: 655/DD (A)/III-125/ATI/2015**

**Date: 15<sup>th</sup> October, 2015**

## **NOTICE INVITING TENDER**

### **SECTION I: INTRODUCTION**

- 1.(a) Sealed tenders are invited from the bona fide and reputed agencies, having capacity and expertise to provide supply & printing of 5000 pcs. of 3 Fold Paper File Folder at Administrative Training Institute (ATI) [hereinafter referred to as the 'Institute'], Government of West Bengal, Block-FC, Sector-III, Salt Lake City, Kolkata - 700106.
- 1.(b) 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 **28/10/2015 to 05/11/2015 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.atiwbgov.in>). The same may also be submitted after depositing Rs. 200/- (Rupees Two hundred only) in the Cash Section by cash during the aforesaid period
2. **SCHEDULE OF DATES:**
  - a) Date and time of issue of tender documents – From **28/10/2015 to 05/11/2015** from 11.00 a.m. to 3.00 p.m., excluding prescribed Government holidays.
  - b) Last date and time of receiving tender document – **06/11/2015** upto 03.00 p.m.;
  - c) Date and time of opening of Tender – **06/11/2015** at 04.00 p.m.;
  - d) Place of opening of tender: Office chamber of the ADG, ATI, WB.
  - e) Validity of tender: 90 (ninety) days;

## **SECTION II: GENERAL GUIDELINES FOR ITEMS TO BE SUPPLIED & INSTALLED**

3. The quantity & specification of the 3 Fold Paper File Folder to be printed & supplied is given below and should be supplied within 07 (Seven) days of receipt of supply order.

(i) *Four Colour Printing.*

*ITC Art Board (Safaya Brand)*

*350 GSM*

*Size 9" × 12½", 3 Fold with 3½" Pocket at the bottom*

*Both side mat lamination*

**The soft copy of the printing matter is available along with the NIT uploaded on our website.**

- (ii) Utmost importance should be given to the specifications of items to be supplied. It should be strictly as per specifications mentioned above.
- (iii) Items of substandard quality will be rejected out-right and the Director General, ATI has the right either to cancel the supply order or invoke penalty as mentioned at clause 5 of 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.
- (iv) 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.

### 4. **EARNEST MONEY DEPOSIT (EMD) & SECURITY DEPOSIT (SD):**

Earnest Money of Rs. 3,000/- (Rupees Three Thousand 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 automatically converted into

the Security Deposit (S.D) and can be forfeited if he deviates with any of the terms and conditions of the tender. The decision of the ACS & DG ATI would be binding on the supplier in this regard. The S.D. would be refunded to the successful supplier after successful execution of the supply order.

5. **PENALTY CLAUSE FOR NON-COMPLIANCE OF CONTRACT:**

Non-compliance of any of the terms and conditions of the supply 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) Cancellation of the particular supply order.
- c) Black listing the agency.

### **SECTION III**

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

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

- a) The sealed envelope containing the bid should be superscripted as "Tender for supply & printing of 3 Fold Paper File Folder at Administrative Training Institute (ATI)" addressed to the Director, General, ATI, FC-Block, Sector-III, Salt Lake City, Kolkata – 700106, must reach not later than **03.00 p.m. on 06/11/2015**.
- b) After *expiry* of the scheduled date & time, no tender will be accepted in any circumstances.
- c) Rates 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 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 would be rejected.
- i) Submission of the tender on the basis of the tender notice will bind the bidder for acceptances of all conditions stipulated in the tender notice.
- j) The tenderer 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 bidder in the interest of scheme execution. The decision of the ACS & DG of the Institute in this regard shall be final and binding on all.

7. **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.

8. **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, the tenderer would award the supply order to the lowest bidder, whose bid is technically acceptable and meets the eligibility requirement. 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

9. **AWARD OF CONTRACT:**

ATI will award the contract to the bidder whose bid has been determined to be substantially technically responsive and who has offered the lowest evaluated bid price. In case of “**TIE**”, the decision of the tenderer would be final and binding.

10. **TERMS OF PAYMENT:**

- (i) The payment shall be made to the agency on production of successful installation and stock entry certificates. 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 ACS & 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).
- (ii) **No advance payment in any case will be made.**
- (iii) **Price escalation:** The supply shall not attract any clause towards escalation of price.

11. **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 Additional Chief Secretary & 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 and not elsewhere.

12. **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, WEST BENGAL

## SECTION IV: FORMS AND FORMATS

### ANNEXURE – I

#### ORGANISATIONAL CAPABILITY

1. Name of Tendering Company/Firm/Agency: .....  
(Attach certificate of registration of Trade License)
  
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. Valid Trade License .....  
(Attach attested Copy)
  
7. PAN/GIR No. of the firm: .....  
(Attach attested Copy)
  
8. Photocopy of income tax returns for last two financial years : .....  
(Attach attested Copy)
  
9. Service Tax Registration No. : .....  
(Attach attested Copy)

**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. 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.: Tender for the Supply & printing of 3 Fold Paper File Folder at the Administrative Training Institute (ATI), Government of 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, as detailed in Annexure-IV.

If at any point of time we deviate from the tender terms and conditions, ATI has the right to impose penalties on us without giving any clarification to us.

Thanking you,

Sincerely,

**Signature & Seal of bidder**

**ANNEXURE -IV**  
**PRICE BID FORMAT**

SL. NO.	DESCRIPTION	RATE PER PIECE (ALL INCLUSIVE)	QUANTITY	TOTAL AMOUNT FOR 5000 PCS. 3-FOLD PAPER FILE FOLDER (ALL INCLUSIVE)
1.	<p><b><u>3 FOLD PAPER FILE FOLDER</u></b></p> <ul style="list-style-type: none"> <li>• Four Colour Printing.</li> <li>• ITC Art Board (Safaya Brand)</li> <li>• 350 GSM</li> <li>• Size 9" × 12½", 3 Fold with 3½" Pocket at the bottom</li> <li>• Both side mat lamination</li> </ul>		5000 (Five Thousand Only)	

**Signature & Seal of bidder**

**Memo No.: 655/1(9)/DD (A)/III-125/ATI/2015**

**Date: 15<sup>th</sup> October, 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. Head Clerk, ATI
7. Shri Souti Ghosh, (SSP) with a request to kindly upload the tender documents in the ATI Website.
8. The Store Keeper, ATI with a request to take effective measures for smooth completion of the NIT process.
9. The Cashier, ATI with a request to sell the Tender Notice on cash payment of Rs. 200/- (Rupees two hundred only) from the Cash Section of ATI on the dates mentioned in the NIT.

**Sd/-**  
[DEPUTY DIRECTOR (ADMINISTRATION)]  
ATI, WEST BENGAL