

File No.IT/1/2016-O/o IT and DC

I/255/2017

**ADMINISTRATIVE TRAINING INSTITUTE
GOVERNMENT OF WEST BENGAL
FC-BLOCK, SECTOR-III, SALT LAKE CITY,
KOLKATA – 700106**

Date: 01 /03/2017

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 and installation of 12 (Twelve) Desktop PCs 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 08 /03/2017 to 22/03/2017 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 by cash during the aforesaid period.

2. Scope of work

The quantity & minimum specification of the Desktop PC to be supplied is given below and should be supplied within 07 (Seven) days of receipt of supply order.

Item Description	
Processor	Intel Core i3-6100 3.7G 3M 2133 2C CPU
Chipset	Intel Q series Chipset motherboard architecture should be 64 bit compatible.
Motherboard	OEM LOGO Embossed
Memory	1 x 4 GB DDR 4 RAM, expandable upto 64 GB, 4 DIMM Slots.
Hard Disk	1 TB 7200 rpm SATA IV
Optical Drive	DVD RW
Operating System	Windows 10 Professional 64 Bit
Graphics	Integrated
Security	TPM 1.2
Audio	HD Audio with Internal Speaker
Certifications	Energy Star, EPEAT India Certified, TCO 06 for TFT, ECO Declaration, Win 7,8 & 10 Certification, ROHS
PCI Slots	1 PCIe x 16; 2 PCIe x 1 or higher.
Ports	Front: 2 USB 2.0; 1 headphone/microphone Rear: 1 DVI-D; 1 microphone; 1 power connector; 1 PS/2 keyboard; 1 PS/2 mouse; 1 RJ-45; 1 VGA; 2 USB 2.0; 4 USB 3.0; 1 audio in; 1 audio out; 1 security lock slot
Bays	3 Bays (internal 3.5ö and 2.5ö + 1 x 5.25ö)
Monitor	18.5 wide TFT TCO06 (Same OEM)
Keyboard	OEM Standard Keyboard (Same OEM)
Mouse	OEM Standard Optical Mouse (Same OEM)
Support	Drivers should be available for download from OEM site for at least 3 years from the date of purchase order
Power Supply	300W or Higher
Information Accessibility	Brochure and specification sheets of the product to be available in public domain.
Warranty	(3) Three years on-site comprehensive warranty from OEM

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3. SCHEDULE OF DATES:

- a. Date and time of issue of tender documents ó From 08/03/2017 to 22/03/2017 from 11.00 a.m. to 3.00 p.m., excluding prescribed Government holidays.
- b. Last date and time of receiving tender document ó 24 /03/2017 upto 03.00 p.m.;
- c. Date and time of opening of Tender ó 24 /03/2017 at 04.00 p.m.;
- d. Place of opening of tender: Office chamber of the Joint Director (Administration).
- e. Validity of tender: 90 (ninety) days;

4. PREQUALIFICATION CRITERION:

- i. Average Annual financial turnover during the last 3 years, ending **31/03/2016**, should be at least **₹ 1,58,400.00**
- ii. Experiences of having successfully completed similar work, during the last 7 years ending on 31/03/2016, should be either of the following:-
 - a. Three similar completed works costing not less than the amount to **₹ 2,11,200.00**
 - OR**
 - b. Two similar completed works costing not less than the amount equal to **₹ 2,64,000.00**
 - OR**
 - c. One similar completed work costing not less than the amount equal to **₹ 4,22,400.00**

5. EARNEST MONEY DEPOSIT (EMD) :

Earnest Money of **Rs.10500** /- (Rupees **Ten thousand Five Hundred** only) as draft/Banker's Cheque from any Bank and drawn in favour of Administrative Training Institute, West Bengal. In case if the EMD amount is found to be of lesser value then the bid offer will be rejected and the given EMD amount will be forfeited. For bidders who do not qualify, EMD amount will be refunded within 45 days. For successful bidder, EMD will be retained till Security Deposit is submitted within 7 days of receipt of Letter of Acceptance (LOA). Bids without EMD or with insufficient EMD will be summarily rejected. No exemption of the EMD submission is allowed.

6. 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 II
GENERAL TERMS AND CONDITIONS OF TENDER

1. PROCEDURE AND TIME FOR SUBMISSION OF TENDER DOCUMENTS:

- i. The sealed envelope containing the bid should be superscripted as "Tender for supply and Installation of 12 (Twelve) Desktop PCs 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 24/03/2017.
- ii. After expiry of the scheduled date & time, no tender will be accepted in any circumstances.
- iii. Rates of item should be quoted both in figures & words. Rates should be quoted in Indian whole Rupee without any paisa.
- iv. Rates should be quoted in the "Price Bid Format" as prescribed in the Tender Document.
- v. 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.
- vi. Prices shall be inclusive of all taxes, duties, levies, transportation, freight and delivery charges etc.
- vii. The Tender Documents must be submitted in the prescribed tender form procured from and issued by the Administrative Training Institute, Government of West Bengal.
- viii. 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.
- ix. 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.
- x. 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 DG of the Institute in this regard shall be final and binding on all.

2. 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.

3. 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.

4. AWARD OF CONTRACT:

- i. The bidder, whose bid has been accepted, will be informed by ATI through "Letter of Acceptance" (LOA). The successful bidder will have to enter into an agreement with ATI.

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- ii. 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 LOA by the successful bidder to ensure due performance of the contract. The Performance Security Deposit should be valid for six months more than the onsite warranty period of three years. On successful completion of delivery the onsite warranty period count down of 3 (three) years will start. The onsite warranty service support will have to be provided for the period of 3 (three) years from the date of successful completion of delivery to the end user. The security deposit can be forfeited wholly or partially by the order of DG in the event of any breach or negligence or non-observation of the conditions of contract or unsatisfactory performance or non-performance.
- iii. Final Work-Order will be issued only after submission of security deposit and on execution of the agreement. The EMD will be released within 15 days from the date of receipt of the security deposit.

5. 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 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.

6. 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 and not elsewhere.

7. 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/-

[JOINT DIRECTOR (ADMINISTRATION)]
ATI, WEST BENGAL

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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. 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
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.: Tender for the Supply and Installation of 12 (Twelve) Desktop PCs 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 12(Twelve) Desktop PCs (All Inclusive)
1.	Desktop PC (Specification as per clause 2 of NIT).		12 (Twelve)	

Signature & Seal of bidder

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 SDO, Bidhannagar
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.

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