

**ADMINISTRATIVE TRAINING INSTITUTE**

**GOVERNMENT OF WEST BENGAL**  
**FC-BLOCK, SECTOR-III, SALT LAKE CITY,**  
**KOLKATA - 700 106**  
**TELE FAX: (033) 2337-4015/2341-0125**

**Date:**

**NOTICE INVITING TENDER****SECTION I: INTRODUCTION**

1. Sealed tenders are invited from the bona fide and reputed agencies, having capacity and expertise for undertaking repair & renovation work of New Seminar Hall-1, Annexe Building, Ground Floor at Administrative Training Institute (ATI) [hereinafter referred to as the 'Institute'], Government of West Bengal, Block-FC, Sector-III, Salt Lake City, Kolkata - 700106.

2. **SCOPE OF WORK:**

Currently the Institute intends to undertake undertaking repair & renovation work of New Seminar Hall-1, Annexe Building, Ground Floor at Administrative Training Institute (ATI).

**The details of the work to be undertaken is given below:-**

Sl. No.	Item of Works	Unit	Qty.
<b>Civil Works</b>			
1.	Damp proof treatment of affected areas by scraping and applying waterproofing compound and finishing with cement plaster and putty as advised by Supervisor-in-charge.	Sq. Ft.	308
2.	Wall panelling (8' height) with wooden framework structure of Gamari wood (1" batten size), fixed with 6 mm plywood (Brand: Assam Gold) and adhesive (Brand: Fevicol) pasted with laminate.	Sq. Ft.	982
3.	Painting of ceiling and wall with Dulux Velvet touch (Off white colour 2' from ceiling) with I coat cement primer (Brand: Dulux) and 3 coat Velvet touch paint after putty treatment of damaged areas.	Sq. Ft.	1284
4.	Supply & Installation of Venetian Blind (Brand: Nova) in the windows	Sq. Ft.	218
5.	Replacement of existing damaged main door by supply, fitting and polishing of Flush door (Brand: Assam Gold and Size: 3'-4" X 6'-6")	Pc.	1
6.	Polishing of existing stone flooring with 4 grades of stone and finishing to glazed finish. 1st, 2nd, 3 <sup>rd</sup> and 4th cutting to be done by sizes 0,60,100,120.	Sq. Ft.	1008
<b>Electrical Works</b>			
1.	Supply & installation of Point connection (Light/Fan/Plug - 6 Amp) complete with wiring, switch, socket, board, plate (Brand: Havells)	Pc.	110
2.	Supply & installation of 16-Amp Power Plug (Brand: Havells)	Pc.	10
3.	Supply & installation of 4 mm main line from MCB to points board/computer etc.) (Brand: Havells)	Pc.	500

I/327/2017

4.	Supply & installation of 2' X 2' 3600 W PLC fitting with all materials of (Brand: Syska)	Pc.	16
5.	Supply & installation of A/C Starter Plug with Board (Brand: Havells)	Pc.	4

**3. PREQUALIFICATION CRITERION:**

- i) Average Annual Financial Turnover during the last 3 years, ending 31/03/2016, should be at least Rs.1,50,000/-.
- ii) Experience of having successfully completed similar work, during the last 7 years ending on 28/02/2017, should be either of the following:-
- a) Three similar successfully completed works costing not less than the amount equal to Rs. 2,00,000/- each.

**OR**

- b) Two similar successfully completed works costing not less than the amount equal to Rs. 2,50,000/- each.

**OR**

- c) One similar successfully completed work costing not less than the amount equal to Rs. 4,00,000/- each.

(The photo-copy of the above-mentioned supporting documents should be submitted along-with Annexure I)

4. 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 **03/04/2017 to 13/04/2017 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.

**5. SCHEDULE OF DATES:**

- a) **Date and time of issue of tender documents – 03/04/2017 to 13/04/2017 from 11.00 a.m. to 3.00 p.m excluding prescribed Government holidays.**
- b) **Last date and time of receiving tender document – 17/04/2017 upto 03.00 p.m.;**
- c) **Date and time of opening of Tender –17/04/2017 at 04.00 p.m.;**
- d) **Place of opening of tender: Office chamber of the Joint Director.**
- e) **Validity of tender: 90 (ninety) days;**

**SECTION II: GENERAL GUIDELINES FOR REPAIR WORKS TO BE UNDERTAKEN**

6. The details of the works to be undertaken is given above and should be executed within 07 (Seven) days of receipt of work order.

I/327/2017

- (i) The repair works to be undertaken should be executed under the direct supervision of Assistant Professor (UMC), ATI, WB. Interested bidders may visit the ATI, WB campus and inspect the works to be undertaken. It will be presumed that the bidder has offered his rate after carefully considering all the works to be undertaken as mentioned in Clause 2, Scope of Work. The final bill should be certified AP (UMC), ATI, WB.
- (ii) Any item of substandard quality and poor workmanship will be rejected out-right and the Director General, ATI has the right either to cancel the work order or invoke penalty as mentioned at different clauses of this tender notice and/or ask the bidder to effect fresh supply of good quality of items & install them within a specified date as mentioned by him.
- (iii) 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.
- (iv) Sales Tax & Income Tax Clearance certificate should be furnished by the agency along with Annexure -I.

#### 7. **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 work order.
- c) Forfeiture of Security Deposit.
- d) Black listing the agency.

### **SECTION III**

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

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

- a) The sealed envelope containing the bid should be superscripted as "**Tender for undertaking repair & renovation work of New Seminar Hall-1, Annexe Building, Ground Floor 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 17/04/2016**.
- 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.

I/327/2017

- 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 acceptance 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 Director General of the Institute in this regard shall be final and binding on all.

#### 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, the tenderer would award the work order to the lowest bidder. 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:**

An amount of Rs. 10,000/- by Demand Draft drawn in favour of “**Administrative Training Institute, West Bengal**” has to be enclosed with the Tender, as Earnest Money. For unsuccessful tenderer, the Earnest Money would be released immediately after awarding of Work Order. For successful tenderer, the Earnest Money would be released immediately after successful completion of work.

#### 11. **SECURITY DEPOSIT:**

For successful bidders an amount equal to 10% of the quoted amount would be deducted and retained as Security Deposit by ATI, WB for a period of 3 months from the date of successful completion of work. The same would be released if there are no complaints regarding the work executed within 3 months of completion of work.

#### 12. **TERMS OF PAYMENT:**

- (i) The payment shall be made to the agency on production of “**Work Done Satisfactorily Certificate**” issued by Assistant Professor (UMC), ATI, WB. 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) 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.

**I/327/2017 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.

**14. 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

## 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 .....
11. Details of Prequalification Criterion .....  
.....

**Signature & Seal of bidder**

I/327/2017

ANNEXURE - IIUNDERTAKING

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 have not been blacklisted by any Government Department/ Autonomous Body or PSU Bodies  
under the Central / State Govt. at any time.
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 Joint Director (Administration),**  
**Administrative Training Institute,**  
**Government of West Bengal,**  
**FC-Block, Sector-III, Salt Lake,**  
**Kolkata – 700106.**

**Sub.: Tender for undertaking repair & renovation work of New Seminar Hall-1, Annex Building, Ground Floor at 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 the NIT.

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.	Item of Works	AMOUNT (RS.)
<b>Civil Works</b>		
1.	Damp proof treatment of affected areas by scraping and applying waterproofing compound and finishing with cement plaster and putty as advised by Supervisor-in-charge.	
2.	Wall panelling (8' height) with wooden framework structure of Gamari wood (1" batten size), fixed with 6 mm plywood (Brand: Assam Gold) and adhesive (Brand: Fevicol) pasted with laminate.	
3.	Painting of ceiling and wall with Dulux Velvet touch (Off white colour 2' from ceiling) with I coat cement primer (Brand: Dulux) and 3 coat Velvet touch paint after putty treatment of damaged areas.	
4.	Supply & Installation of Venetian Blind (Brand: Nova) in the windows	
5.	Replacement of existing damaged main door by supply, fitting and polishing of Flush door (Brand: Assam Gold and Size: 3'-4" X 6'-6")	
6.	Polishing of existing stone flooring with 4 grades of stone and finishing to glazed finish. 1st, 2nd, 3 <sup>rd</sup> and 4th cutting to be done by sizes 0,60,100,120.	
<b>Total:</b>		

Signature &amp; Seal of bidder

Sl. No.	Item of Works	AMOUNT (RS.)
<b>Electrical Works</b>		

I/327/2017

1.	Supply & installation of Point connection (Light/Fan/Plug - 6 Amp) complete with wiring, switch, socket, board, plate (Brand: Havells)	
2.	Supply & installation of 16-Amp Power Plug (Brand: Havells)	
3.	Supply & installation of 4 mm main line from MCB to points board/computer etc.) (Brand: Havells)	
4.	Supply & installation of 2' X 2' 3600 W PLC fitting with all materials of (Brand: Syska)	
5.	Supply & installation of A/C Starter Plug with Board (Brand: Havells)	
<b>Total:</b>		

I/327/2017

SL. NO.	ITEM OF WORKS	TABLE	AMOUNT (RS.)
1.	PRICE BID FORMAT FOR CIVIL WORKS		
2.	PRICE BID FORMAT FOR ELECTRICAL WORKS		
<b>GROSS TOTAL IN WORDS:</b>			

**Signature & Seal of bidder**

I/327/2017

Date:

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 Executive Engineer, PWD(Civil), Bidhannagar Division, Purta Bhawan, Salt Lake
3. The Executive Engineer, PWD(Electrical), Bidhannagar Electrical Division, Purta Bhawan
4. The Commissioner, Bidhannagar Municipal Corporation.
5. The SDO, Bidhannagar
6. AP (UMC), with a request to supervise the work.
7. Head Clerk, ATI with a request to display this NIT on the Office Notice Board.
8. Shri Souti Ghosh, (SSP) with a request to kindly upload the tender documents in the ATI Website.
9. 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