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# **ADMINISTRATIVE TRAINING INSTITUTE**

**GOVERNMENT OF WEST BENGAL**  
FC-BLOCK, SECTOR-III, SALT LAKE CITY,  
KOLKATA – 700 106

**Date:15<sup>th</sup> May, 2017**

## **NOTICE INVITING TENDER**

### **SECTION I: INTRODUCTION**

- 1.(a) Sealed tenders are invited from the bonafide and reputed agencies, having capacity and expertise to provide supply and installation of 24 (Twenty Four) Samsung LED TV sets having Model Nos : 32FH4003 at the New G+7 Building of 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 **16/05/2017 to 24/05/2017 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, during the aforesaid period.
2. **SCHEDULE OF DATES:**
  - a) Date and time of issue of tender documents – From **16/05/2016 to 24/05/2016** from **11.00 a.m. to 3.00 p.m.**, excluding prescribed Government holidays.
  - b) Last date and time of receiving tender document – **25/05/2016 upto 03.00 p.m.;**
  - c) Date and time of opening of Tender – **25/05/2016 at 04.00 p.m.;**
  - d) Place of opening of tender: Office chamber of the Joint Director.
  - e) Validity of tender: 90 (ninety) days;

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

3. The quantity & specification of the articles to be supplied is given above and should be supplied & installed within 07 (Seven) days of receipt of work order.
- (i) Utmost importance should be given to the model no. and specifications of items to be supplied. It should be strictly as per specification and standard as mentioned above. The final installation certificate should be obtained from the Caretaker, ATI, WB.
  - (ii) Any item 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 4 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.
  - (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.

### **4. 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**

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

- a) The sealed envelope containing the bid should be superscripted as **“Tender for supply and installation of 24 (Twenty Four) Samsung LED TV sets having Model Nos: 32FH4003 at the New G+7 Building of Administrative Training Institute (ATI)”** addressed to the Director,

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General, ATI, FC-Block, Sector-III, Salt Lake City, Kolkata-700106, must reach not later than **03.00 p.m. on 24/05/2017**.

- b) After *expiry* of the scheduled date & time, no tender will be accepted in 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 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 (Annexure -I, II, III & IV) procured from and issued by the Administrative Training Institute, Government of West Bengal.
- h) Copy of the Valid Sales Tax/VAT Registration Certificate, Trade License & PAN/GIR No. of the firm, must be submitted along with filled in Annexure-I.
- i) 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.
- j) 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.
- k) 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.

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**6. 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 annexure in tender form should be legible and filled in clearly.

**7. 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

**8. 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.

**9. TERMS OF PAYMENT:**

- (i) The payment shall be made to the agency on production of successful installation and stock entry certificates. In case, the TV sets 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, 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.

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**10. 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.

**11. 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.

**Joint Director (Administration),  
ATI, WB**

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**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)

**Signature & Seal of bidder**

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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**

Issue No : I/433/2017

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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 supply and installation of 24 (Twenty Four) Samsung LED TV sets having Model Nos : 32FH4003 at the New G+7 Building of Administrative Training Institute (ATI), 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**

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

<b>Sl. No.</b>	<b>Description</b>	<b>Amount For 1(One) Television Set (ALL INCLUSIVE)</b>	<b>Quantity</b>	<b>Total Amount For 24 (Twenty Four) Television Set (ALL INCLUSIVE)</b>
1.	Samsung LED TVs (Model Nos 32FH4003)		24 (Twenty Four)	

**Signature & Seal of bidder**

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**Date: May, 2017**

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 Commissioner, Bidhannagar Municipal Corporation
7. Shri Souti Ghosh, SSP with a request to kindly upload the tender documents in the ATI Website.
8. The Notice Board of ATI, West Bengal.
9. The Caretaker, ATI, WB.

**Joint Director (Administration),  
ATI, WB**