



# ADMINISTRATIVE TRAINING INSTITUTE

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

No. 874/DD(A)/ATI/2018

Date: 25/06/2018

## NOTICE INVITING TENDER

### SECTION - I

#### INTRODUCTION

1. Sealed tenders are invited from reputed and bonafide printing press for the printing and supply of Training Pads for the Administrative Training Institute (ATI), Govt. of West Bengal, FC-Block, Sector-III, Salt Lake City, Kolkata-700106.
2. The interested eligible bidders may submit bid document from **26/06/2018 to 03/07/2018 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>).
3. **SCOPE OF WORK/ITEMS TO BE SUPPLIED :**  
Currently the ATI, WB intends to print 3000 (Three Thousand Only) books and having the following specifications:
  - (a) Size of each pad will be 8" X 6"
  - (b) Cover of the book - 300 GSM (Art Board paper)
  - (c) Inside pages - 100 GSM (Executive bond paper) with a watermark of ATI logo in the middle of each page
  - (d) Total no. of pages - 75 (excluding cover & back page)
  - (e) Binding : Spiral bound
4. **PREQUALIFICATION CRITERION:**
  - i) Average Annual Financial Turnover during the last 3 years, ending 31/03/2018, should be at least Rs.90,000/-
  - ii) Experience of having successfully completed similar work, during the last 7 years ending on 31/05/2018, should be either of the following:-
    - a) Three similar successfully completed works costing not less than the amount equal to Rs. 1,20,000/- each.

OR

- b) Two similar successfully completed works costing not less than the amount equal to Rs. 1,50,000/- each.

**OR**

- c) One similar successfully completed work costing not less than the amount equal to Rs. 2,40,000/- each.

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

- i) The interested bidders must see the sample, kept at the store of this institute, to have an exact idea regarding the specification and quality of the item, to be supplied, before submission of bid. It will be presumed that the bidder has offered his rate after carefully examining the printing matter.
- ii) The items should be supplied within 14 (fourteen) days of receipt of work order as per delivery schedule.
- iii) Utmost importance should be given on the quality of items to be supplied. It should be strictly as per specification and the final proof will be certified by Librarian, ATI, WB.
- iv) Any item of substandard quality will be rejected out-right and the Director General 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 **25/06/2018 to 03/07/2018** from 11.00 a.m. to 3.00 p.m., excluding prescribed Government holidays.
- (b) Last date and time of receiving tender document – **03/07/2018** up to **03.00 p.m.;**
- (c) Date and time of opening of Tender - **03/07/2018** at 04.00 p.m.;
- (d) Place of opening of tender : In the Official Chamber of Additional Director (ER), ATI.
- (e) Validity of tender : 1 year which may be extended another 1 year subject to the satisfaction of the authority.

**SECTION-II**

**GENERAL COMMERCIAL DETAILS**

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

- a. The Tender superscripted as "**Tender for the printing & supply of Training Pads**" addressed to the Director General of ATI, WB, FC-Block, Sector-III, Salt

Lake City, Kolkata-700106, must reach not later than 03.00 p.m. on **03/07/2018**.

- b. After *expiry* of the scheduled date & time, no tender will be accepted under any circumstances.
- c. Rates per unit 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 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 GST, other taxes 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 Director General of ATI, WB in this regard shall be final and binding on all.

8. **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.

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, ATI, WB would issue the Letter of Acceptance to the lowest bidder. In case of "**TIE**", the decision of the tender inviting authority would be final and binding. The purchaser does not bind itself to accept the lowest bid or assign any reason of non-acceptance.