

# ADMINISTRATIVE TRAINING INSTITUTE

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

Memo No. : No.: 567/DD (A)/ATI/ 2017-18

Date: 21<sup>st</sup> November, 2017

## NOTICE INVITING TENDER

### SECTION - I

#### INTRODUCTION

1. Sealed tenders are invited from bonafide and reputed agencies for the supply of house-keeping materials for office & hostel use at the Administrative Training Institute (ATI), Government of West Bengal, FC-Block, Sector-III, Salt Lake City, Kolkata-700106.
2. The interested eligible bidders may purchase bid document on cash payment of Rs. 200/- (Rupees two hundred only) from the Cash Section of ATI from **23/11/2017 to 07/12/2017 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.

#### 3. **SCOPE OF WORK/ITEMS TO BE SUPPLIED :**

The contract for supply of the housekeeping materials will be valid for a total requirement of one year which may be extended another one year subject to the satisfaction of the authority and the supply order may be issued time to time on requirement basis and may deviate the tentative figures/ amount/ numbers shown in Annexure IV. The list of items alongwith specifications and average annual consumption is mentioned in **Annexure IV**

#### 4. **PREQUALIFICATION CRITERION:**

- i) Average Annual Financial Turnover during the last 3 years, ending 31/03/2017, should be at least Rs.1,10,000/-.
- ii) Experience of having successfully completed similar nature of supply work of last 3 years, within the period of last 7 years ending on 30/10/2017, should be either of the following:-
  - a) **Three** similar successfully completed supply works costing not less than the amount equal to Rs. 1,45,000/- each.

**OR**

- b) **Two** similar successfully completed supply works costing not less than the amount equal to Rs. 1,80,000/- each.

**OR**

- c) **One** similar successfully completed supply work costing not less than the amount equal to Rs. 2,90,000/- each.

iii) Completion Certificate issued by competent authority must be enclosed.

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

- i) The interested bidders may see the sample, kept at the store section of this office, to have an exact idea regarding the specification and quality of the item, to be supplied, before submission of bid.
- ii) The quantity & specification of the articles to be supplied is given above and should be supplied within 7 (seven) 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 standard as noted in the tender and as per the sample available in the office.
- 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 **23/11/2017 to 07/12/2017** from 11.00 a.m. to 3.00 p.m., excluding prescribed Government holidays.
- (b) Last date and time of receiving tender document - **07/12/2017** up to **03.00 p.m.**;
- (c) Last date and time of receiving tender fee @ Rs. 200 - **07/12/2017** up to **02.00 p.m.**;
- (d) Date and time of opening of Tender - **07/12/2017** at 04.00 p.m.;
- (e) Place of opening of tender : In the Official Chamber of Joint Director(Accounts), ATI.
- (f) Validity of tender : One Year (Extendable for further one 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 supply of House-keeping materials for office & hostel use in the Administrative Training Institute (ATI)**" 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 **07/12/2017**.
- b. After *expiry* of the scheduled date & time, no tender will be accepted under any circumstances.
- c. Rates per unit as well as cumulative of the items to be supplied 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 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 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, Letter of Acceptance will be issued to the item-wise lowest bidder(s). 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:**

Earnest money @ Rs. 7,500 by Demand Draft drawn in favour of "Administrative Training Institute, West Bengal" has to be enclosed with the Tender.

11. **Forfeiture of Earnest Money Deposit (EMD):**

The earnest money shall be forfeited

(a) if the tender is withdrawn by the bidder:

(i) At any time prior to its rejection or

(ii) Before or after its acceptance is communicated to the bidder;

**OR**

(b) if the successful bidder fails to comply with the terms & condition of the Tender Notice.

12. **AWARD OF CONTRACT :**

Letter of Acceptance will be issued to the item-wise lowest bidder(s). The bidder(s) whose bid has been accepted, will be informed by ATI through "Letter of Acceptance". The successful bidder will have to enter into an agreement with this Institute. Work orders will be issued only after execution of the agreement.

13. **SECURITY DEPOSIT:**

Interest free 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 **Letter of Acceptance** by the successful bidder to ensure due performance of the contract. The security deposit can be forfeited wholly or partially by the order of DG, ATI, WB in the event of any breach or negligence or non-observation of the conditions of contract or unsatisfactory performance or non-performance. The Work Order will be issued only after the receipt of the Security Deposit.

The Security Deposit of the successful bidder will be released if there are no complaints regarding the supply executed within 3 months of completion of work.

14. **Duration of Agreement:**

This supply agreement shall be valid for a period of one year from the date of execution of agreement, which may further extendable for a period of another one year on the same terms and conditions of the agreement at the discretion of the Director General, ATI. The bidder shall be bound to comply with all supply orders placed by the Institute for this purpose during the currency of agreement upto the end-day of the validity period.

15. **Delivery Schedule:**

The orders for supply shall be placed by the Institute on the tentative requirement of the items for a period of 3 months basis. The order shall be sent by e-mail and one copy shall be sent by ordinary post/courier. The date of delivery schedule shall be calculated from the date of sending the order through e-mail to the Supplier by the Institute. All supply should be done within 7 (Seven) days from the date of issue of supply order without any fail.

**16. Penalty Clause:**

**16.1. For Non-compliance of Contract:** Non-compliance of any of the terms and conditions of the Agreement / Contract 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) Forfeiture of the Security Deposit.
- c) Cancellation of the particular supply order.
- d) Recovering loss, if any, occurred to the Institute
- e) Black listing the Supplier.

**16.2. For Delayed Supply:**

- a) Penalty of Rs.100 (Rupees One Hundred) per day for delay beyond the delivery period of 14(Fourteen) days from the stipulated delivery date of order. The penal amount shall be deducted from the Bill(s) SD as the case may be,
- b) Cancellation of the particular supply order,
- c) Recovering loss, if any, occurred to the Institute,
- d) Cancellation of the acceptance of tender as a whole or in part,
- e) Forfeiture of the Security Deposit,
- f) Black listing the Supplier.

**16.3. For supply of substandard quality of items :** Any supply of substandard quality of items made not according to specification shall be rejected out-right and the Director General, ATI has the right to invoke penalty as mentioned in relevant clauses and/or direct the Supplier to effect fresh supply of good quality items with proper specification within a specified date as mentioned therein.

**17. TERMS OF PAYMENT:**

- (i) The payment shall be made to the agency on production of Storekeeper/ Assistant Storekeeper, ATI, WB for the items supplied as to (A) Quantity supplied (B) Quality Supplied. 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.

18. **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.

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

**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 GST Registration Certificate .....  
(Attach self-attested copy)
6. Self-Attested copy of the valid Trade License .....
7. PAN/GIR No. of the firm : .....  
(Attach self-attested copy)
8. Photocopy of income tax returns for last two years : .....  
(Attach self-attested copy)
9. GST Registration No. : .....  
(Attach self-attested copy)
10. Details of Earnest Money Deposit : (Rs. .... D.D. No. ....  
Date ..... Drawn on Bank .....

**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. I/We not have been blacklisted by any Government Department/Autonomous Body or  
PSU Bodies under the Central/ State Govt. at any time. If anything to the contrary is  
subsequently found, the bid submitted will be cancelled and EMD/SECURITY DEPOSIT  
will be forfeited;
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 Deputy Director (Administration),**  
**Administrative Training Institute,**  
**Government of West Bengal,**  
**FC-Block, Sector-III, Salt Lake,**  
**Kolkata - 700106.**

**SUB.: SUPPLY OF HOUSE KEEPING MATERIALS FOR OFFICE & HOSTEL USE AT THE**  
**ADMINISTRATIVE TRAINING INSTITUTE (ATI) 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.

If at any point of time we deviate from the tender terms and conditions, ATI has the right to forfeit our Earnest Money Deposit (EMD) and/or Security Deposit (SD) without giving any clarification to us.

Thanking you,

Sincerely,

**Dated :****Place :**

(SEAL &amp; SIGNATURE OF THE BIDDER)

**ANNEXURE -IV**  
**LIST OF HOUSEKEEPING MATERIAL**

1.	Bucket (Hard Plastic of 15 Ltrs.) - Heavy duty plastic bucket with handle (Capacity:15 litre)Dimension : +/- 5% Height - 300 mm, Top diameter - 300 mm, Bottom diameter - 240 mm)	30 pcs	21.	Good quality coconut stick brooms	40 pcs
2.	Plastic Mug - Hard plastic bathing mugs (Capacity : 1.25 litre)	50 pcs	22.	Scotch Brite- Nylon fibre reusable scrub pad with plastic handle	40 pcs
3.	Commode Brush - 2-in-1 double hockey toilet brush (with hard bristles for power scrubbing & ergonomic handle)	40 pcs	23.	Vim Dishwash powder (1 Kg)	50 kg
4.	Dust Pan - Plastic dust pan with brush (35 cm X 24 cm X 8 cm; wt. 168 g(approx.))	40 pcs	24.	Colin Glass Cleaner Pump 2X more shine with shine boosters (500 ml)	5 pcs
5.	Liquid Hand Wash - (5 litre jar)	70 ltr	25.	Harpic Germ & Stain Blaster (750 ml)	10 pcs
6.	Muratic Acid (5 Ltrs.) - Heavy duty Hydrochloric Acid (Muriatic Acid) toilet cleaner of 5 litre jar	120 ltr	26.	HIT spray crawling insect killer (400 ml, <b>RED</b> )	20 pcs
7.	Oxalic Acid (solid) of 1 Kg packet	20 kg	27.	HIT spray Dengue and Malaria killer (400 ml, <b>BLACK</b> )	20 pcs
8.	Phenyl (Aroma based/Lime perfumed phenyl of 5 litre jar	120 ltr	28.	Room Freshener Godrej aer Home Air Freshner spray (300 ml) - all types  Airwick Fresh Matic Air Freshner (250 ml) all types  Odonil room spray Home Freshner (200 g) - all fragrances  AmbiPur air effect Air Freshner (275 g) - all fragrances  Premium Room Freshner (125g) - all fragrances	40 pcs

9.	Plastic Wiper - Bathroom Floor Cleaning wiper (Wiper blade 250 mm, 21" heavy duty easy-fit threaded plastic rod with soft foam gripper on handle)	40 pcs	29.	Odonil Toilet Air Freshner (3+1) pack of 75 g	100 pcs
10.	R7 Floor Cleaner (5 litre jar)	90 ltr	30.	White Duster wet & dry cotton cleaning cloth (20" x 20")	24 dozon
11.	R6 Toilet Bowl Cleaner (5 litre jar)	120 ltr	31.	Floor Mop refill with special bleached cotton having super water absorbancy and long life (34 cm X 14 cm X 7 cm; 322g (approx.)	100 pcs
12.	Pinza Clip- 41 mm 3 Pieces Double Clip sachet	36 pcs	32.	Swing Garbage Waste Dustbin Trash Bucket (32 litres)	12 pcs
13.	G. C. Pil (As per sample)	10 pcs	33.	Reusable Latex Household Hand Gloves	25 pcs
14.	Wall Broom (as per sample)	25 pcs	34.	Garbage Bag (Big - 60 cm X 81 cm) (Small - 43 cm X 51 cm)	1000 pcs 1000 pcs.
15.	Bleaching Powder (5 Kg packet)	25 packets	35.	Stainless Steel perforated open dustbin (8" x 13")	25 pcs
16.	Naphthalene - 500 Gms. (Bengal Chemical)	2 kg	36.	Hand Wash - Lifeboy Total 10 Active Naturol (800 ml) Dettol Liquid Handwash original (750 ml)	15 pcs
17.	Scotch Brite - Scrub Pad with stain cutter facilities (21 cm X 8 cm X 21 cm)	140 pcs	37.	Godrej Aer Pocket Bathroom Fragrance (pack of 3)	50 packets
18.	PhoolJharu - High quality Meghalaya grass made Grass Floor Broom (105 cm/ 3.5 ft. long)	50 pcs	38.	Colin Regular Refill (1 litre pack)	1 pc
19	Brasso metal polish (175 ml)	10 pcs	39.	Big Patti (as per sample)	10 pcs
20	Aluminum mop handle (1.5 mtr.)	12 pcs	40.	Small Patti (as per sample)	20 pcs

## ANNEXURE -V

## PRICE BID FORMAT

1	Bucket (Hard Plastic of 15 Ltrs.) - Heavy duty plastic bucket with handle (Capacity:15 litre)Dimension : +/- 5% Height - 300 mm, Top diameter - 300 mm, Bottom diameter - 240 mm)	30 pcs		
2	Plastic Mug - Hard plastic bathing mugs (Capacity : 1.25 litre)	50 pcs		
3	Commode Brush - 2-in-1 double hockey toilet brush (with hard bristles for power scrubbing & ergonomic handle)	40 pcs		
4	Dust Pan - Plastic dust pan with brush (35 cm X 24 cm X 8 cm; wt. 168 g(approx.))	40 pcs		
5	Liquid Hand Wash - (5 litre jar)	70 ltr		
6	Muratic Acid (5 Ltrs.) - Heavy duty Hydrochloric Acid (Muriatic Acid) toilet cleaner of 5 litre jar	120 ltr		
7	Oxalic Acid (solid) of 1 Kg packet	20 kg		
8	Phenyl (Aroma based/Lime perfumed phenyl of 5 litre jar	120 ltr		
9	Plastic Wiper - Bathroom Floor Cleaning wiper (Wiper blade 250 mm, 21" heavy duty easy-fit threaded plastic rod with soft foam gripper on handle)	40 pcs		
10	R7 Floor Cleaner (5 litre jar)	90 ltr		

11	R6 Toilet Bowl Cleaner (5 litre jar)	120 ltr		
12	Pinza Clip- 41 mm 3 Pieces Double Clip sachet	36 pcs		
13	G. C. Pil (As per sample)	10 pcs		
14	Wall Broom (as per sample)	25 pcs		
15	Bleaching Powder (5 Kg packet)	25 packets		
16	Naphthalene - 500 Gms. (Bengal Chemical)	2 kg		
17	Scotch Brite - Scrub Pad with stain cutter facilities (21 cm X 8 cm X 21 cm)	140 pcs		
18	PhoolJharu - High quality Meghalaya grass made Grass Floor Broom (105 cm/ 3.5 ft. long)	50 pcs		
19	Brasso metal polish (175 ml)	10 pcs		
20	Aluminum mop handle (1.5 mtr.)	12 pcs		
21	Good quality coconut stick brooms	40 pcs		
22	Scotch Brite- Nylon fibre reusable scrub pad with plastic handle	40 pcs		
23	Vim Dishwash powder (1 Kg)	50 kg		
24	Colin Glass Cleaner Pump 2X more shine with shine boosters (500 ml)	5 pcs		
25	Harpic Germ & Stain Blaster (750 ml)	10 pcs		
26	HIT spray crawling insect killer (400 ml, <b>RED</b> )	20 pcs		
27	HIT spray Dengue and Malaria killer (400 ml, <b>BLACK</b> )	20 pcs		
28	Room Freshener Godrej aer Home Air Freshner spray (300 ml) - all types Airwick Fresh Matic Air Freshner (250 ml) all types	40 pcs		

	Odonil room spray Home Freshner (200 g) - all fragrances AmbiPur air effect Air Freshner (275 g) - all fragrances Premium Room Freshner (125 g) - all fragrances	40 pcs		
29	Odonil Toilet Air Freshner (3+1) pack of 75 g	100 pcs		
30	White Duster wet & dry cotton cleaning cloth (20" x 20")	24 dozoon		
31	Floor Mop refill with special bleached cotton having super water absorbancy and long life (34 cm X 14 cm X 7 cm; 322g (approx.))	100 pcs		
32	Swing Garbage Waste Dustbin Trash Bucket (32 litres)	12 pcs		
33	Reusable Latex Household Hand Gloves	25 pcs		
34	Garbage Bag (Big - 60 cm X 81 cm) (Small - 43 cm X 51 cm)	1000 pcs. 1000 pcs		
35	Stainless Steel perforated open dustbin (8" x 13")	25 pcs		
36	Hand Wash - Lifeboy Total 10 Active Naturol (800 ml) Dettol Liquid Handwash original (750 ml)	15 pcs		
37	Godrej Aer Pocket Bathroom Fragrance (pack of 3)	50 packets		
38	Colin Regular Refill (1 litre pack)	1 pc		
39	Big Patti (as per sample)	10 pcs		
40	Small Patti (as per sample)	20 pcs		

**Signature & Seal of bidder**

**Date: November, 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 West 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. Smt. Aparna Das, APO(IT), with a request to kindly upload the NIT on the ATI Website
8. The Head Clerk ATI with a request to display this NIT on the Notice Board of ATI, West Bengal
9. Store-in-Charge, ATI, WB with a request to take effective measures for smooth completion of the Tender process including display of the sample.
10. The Cashier, ATI with a request to sell the NIT/accept cash payment of Rs. 200/- (Rupees two hundred only) from the Cash Section of ATI on the dates mentioned in the NIT.

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