

ADMINISTRATIVE TRAINING INSTITUTE**GOVERNMENT OF WEST BENGAL**

FC-BLOCK, SECTOR-III, SALT LAKE CITY, KOLKATA – 700 106

TELE-FAX : (033) 23374015/23410125**Date: 12th July, 2017****NOTICE INVITING TENDER****3rd CALL****SECTION I: INTRODUCTION**

1. Sealed tenders are invited from intending Hotel Management Institutes and reputed manpower supply agencies for deploying managerial manpower at the new G +7 building , initially for the next six months, at the Administrative Training Institute (ATI), [hereinafter referred to as the 'ATI'], Govt. of West Bengal, Sector-III, FC Block, Salt Lake, Kolkata-700106.

2. **FACT SHEET:**

1.	Initiator : Administrative Training Institute ,Govt. of West Bengal, Sector-III, FC Block, Salt Lake, Kolkata-700106.
2.	Tender Cost: Rs. 500/- Rupees Five Hundred Only (Non-Refundable) Necessary cost of tender documents (Tender Fees) may be remitted in cash and also to be documented with the bid.
3.	The method of selection is: CQCBS (Combined Quality Cum Cost Based System
4.	NIT document can be downloaded from the website http://www.atiwb.gov.in as per dates mentioned in this document.
5.	Earnest Money Deposit shall be deposited in the form of Demand Draft for Rs. 7,000/- (Rs. Seven Thousand Only) in favour of " <i>Administrative Training Institute, West Bengal</i> " payable at Kolkata from any of the nationalized / Commercial Bank. Demand Draft shall be valid for a period of 90 days.

3. **SCOPE OF WORK:**

a) The number of trainings at ATI has shot up in the last few years. Several premier national level trainings like those of the Indian Administrative Service are being regularly held at ATI. Further, ATI has bagged several prestigious national awards in the recent past. In order to provide better infrastructure support to the higher end trainings, ATI intends to commission the new G +7 building in its premises in a phased manner. Currently, ATI intends to deploy **one Manager** who would be overall in-charge of the building and **two Assistant Managers** who would work in the morning and evening shifts, as Shift In-charge and who would assist the Manager in the discharge of his duties. There would be an adequate number of support staff to work under the direction of the managerial manpower so deployed. ATI would provide all the materials which are required to maintain the services of the building at a premier level. The Manager would report to the Assistant Administrative Officer, ATI, WB. If there is any change in deployed manpower within the six months, the new incumbent should have a better or equal Bio-Data than the original incumbent. Any such replacement, if required, can be made, only with prior approval of ATI authority. It will also be presumed that the Bio-Data of the Managerial Manpower so submitted with the Technical Bid would be actually deployed. No deviation on this account would be accepted under any circumstances.

b) **Manager:**

- The Manager of the building would be accountable for all the designated services of the building & he/she would be the overall in-charge of the building.
- The ideally selected Manager should have a Hotel Management or allied qualification.
- He/She should have ability to work in an IT enabled Eco-System.
- He/She should have fluent communication skills in Bengal, Hindi & English.
- He/She should have previous experience of works of a similar nature.
- He/She should have demonstrated leadership skills.

Duties & Responsibilities:

- Overall administration & maintenance of all the services in the building at a premiere level.
- Maintain Co-ordination with the other wings of ATI/PWD for the smooth running of day to day routine work.
- Maintaining database of the Room Allotment Process of the building & effectively maintain a Reception Desk.
- Implementation of the decision taken by the ATI authorities.
- Reporting to the ATI authorities cases of serious indiscipline and any other things which he/she may deem fit in the smooth discharge of his/her duties.
- To check the various registers & ledgers of the building.
- To ensure the proper maintenance of all the rooms in the building.
- To sent advance information to the ATI authorities regarding the monthly estimated bulk requirement of materials for the smooth functioning of the building.
- To certify on all bills related to the building.
- To maintain close liaison with the Store Section.

Asstt. Manager

- The Asstt. Manager of the building would be responsible for all the shift related services of the building & he/she would assist the Manager in the smooth functioning of his/her duties.
- The ideally selected Asstt. Manager should have a Hotel Management or allied qualification.
- He/She should have ability to work in an IT enabled Eco-System.

- He/She should have fluent communication skills in Bengal, Hindi & English.
- He/She should have previous experience of works of a similar nature.
- He/She should have leadership skills.

Duties & Responsibilities:

- To assist the Manager in all his abovementioned duties & responsibilities.
- To closely supervise the monitor the work of housekeeping & Sweeping Cleaning Staff, to be deployed for day to day maintenance of rooms
- To act as the Manager during his absence.

4. **TERMS AND CONDITIONS:**

- a) The selected agency will provide Name, Address, Telephone No. & Photographs of its workmen posted at this Institute to Security-in-Charge and Caretaker, for records.
- b) In the event of any loss being occasioned to the Institute, on account of the negligence of the duty or poor service by the Managerial Manpower deployed, the Agency shall be liable to compensate the loss sustained to ATI either by replacement or on payment which will be decided by the Director General of this Institute.
- c) That no right, much less a legal right shall vest in the Managerial Manpower to claim/have employment or otherwise seek absorption in ATI nor the Managerial Manpower shall have any right whatsoever to claim the benefits and/or emoluments that may be permissible or paid to the workmen of the Institute. The Managerial Manpower will remain the workmen of the Agency and this should be the sole responsibility of the Agency to make it clear to their Managerial Manpower before deputing on work at ATI.

- d) The Agency shall not appoint sub-agency to carry out any obligation under the contract.
- e) The Managerial Manpower so deployed would have to compulsorily work for the entire six months. No replacement would be allowed in these six months. Any violation on this account shall be treated as breach of contract.
- f) If the Agency fails to implement the schedule of services to the satisfaction of ATI on any day in any part of the Institute, the agency shall be penalized by imposing a fine as mentioned in COMPENSATION FOR BREACH OF CONTRACT, in clause 10 of the Tender. The penalty shall continue for successive days till the Agency gets a certificate from the ATI authorities and such penalty shall be recovered from the bill of the agency. The decision of the DG, ATI shall be final and binding of the agency.
- g) A normal working day shall consist of eight and half hours or work including interval for half an hour for rest.
- h) The Manager & Asstt. Manager (Day Shift) will have a weekly off on Sunday while the Asstt. Manager (Evening Shift) will have a weekly off on Saturday.
- i) The agency selected shall be responsible for **payment of notified minimum wages by the Government of West Bengal (as revised from time to time) and also for due compliance of Labour Laws and other relevant acts and this office will not be responsible for the same.**
- j) The duration of the contract shall be six months and can be terminated even earlier by giving one month notice in writing on account of any of the following reasons:-
 - i) On account unsatisfactory performance.
 - ii) Breach of contract clauses.
 - iii) Persistently neglect to carry out his obligations under the contract.
- k) Feedback mechanism will be worked out to evaluate the performance of the Managerial Manpower so deployed.
- l) The bidder is advised to visit and acquaint himself with the area and operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the agency has undertaken a visit to the ATI and is aware of the operational conditions prior to the submission of the

tender documents and no plea/complain about the site will be entertained afterwards. Interested bidders may visit the Institute, during the date and time, fixed for site inspection, as mentioned in clause 5 of the NIT and contact the Caretaker, Assistant Administrative Officer/Joint Director (Administration) for site inspection.

- m) This office will maintain record of Attendance/Departure of the Managerial Manpower so deployed in Bio-Metric Attendance System. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise if any, should be shown. It would be matched with record of Bio-Metric Attendance System.

5. **SCHEDULE OF DATES & TIME:**

- (a) Date and time of issue of tender documents & Site Inspection – From **17/07/2017 to 31/07/2017 from 11.00 a.m. to 03.00 p.m.**, excluding prescribed Government holidays.
- (b) Last date and time of receiving tender document – **31/07/2017 up to 04.00 p.m.**
- (c) Date and time of opening of Technical Bid **01/08/2017 at 11.00 a.m.**
- (d) Interaction of candidates with the members of the Local Purchase Committee - **02/08/2017 at 11.00 a.m.** onwards.
- (e) Declaration of qualified agencies for the Financial Bid - **03/08/2017 at 11.00 a.m.**
- (f) Date and time of opening of Financial Bid **04/08/2017 at 12.00 noon**
- (g) Place of opening of tender: Official Chamber of Joint Director (Administration), ATI, WB.
- (h) Validity of tender: 90 (ninety) days;

6. **PREQUALIFICATION CRITERION:**

- i) Average Annual Financial Turnover during the last 3 years, ending 31/03/2017, should be at least Rs.5,40,000/-.

- ii) Experience of having successfully completed similar work, during the last 7 years ending on 30/06/2017, should be either of the following:-
- a) Three similar successfully completed works costing not less than the amount equal to Rs. 1,60,000/- each.

OR

- b) Two similar successfully completed works costing not less than the amount equal to Rs. 2,00,000/- each.

OR

- c) One similar successfully completed work costing not less than the amount equal to Rs. 3,20,000/- each.

SECTION II: GENERAL COMMERCIAL DETAILS

7. EARNEST MONEY DEPOSIT (EMD):

Earnest Money of Rs.7,000/- (Rupees Seven Thousand only)in the form of DD/Banker's Cheque in favour of '**Administrative Training Institute, West Bengal**', payable at Kolkata, must be submitted with the tender paper. Tenders without EMD will be rejected. The E.M.D. is payable by all categories of tenderers and no exemption from E.M.D. is permissible.

EMD of unsuccessful bidders shall be refunded within one month after the successful bidder executes the agreement with the Institute.

8. 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.

9. **DURATION OF AGREEMENT:**

This agreement shall be valid for a period of six months from the date of execution of agreement, which may further extendable for a period of another six months or part thereof 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 order issued by the Institute for this purpose during the currency of agreement upto the end-day of the validity period.

10. **PENALTY CLAUSE:**

10.1 **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 EMD and/or Security Deposit.
- c) Cancellation of the particular work order.
- d) Recovering loss, if any, occurred to the Institute.
- e) Black listing the agency.

10.2 **COMPENSATION FOR BREACH OF CONTRACT:**

Penal deduction will be made for any negligent poor services on the basis of mutually agreed assessment by the authorised representative of the DG, ATI.

The decision of DG, ATI or his authorized representative in the implementation of the above penalties will be final and binding.

11. **AWARD OF CONTRACT:**

The bidder, 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. The final work order would be issued only after the successful bidder has entered into an agreement and deposited the security deposit as mentioned below.

12. **SECURITY DEPOSIT (SD):**

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 in the event of any breach or negligence or non-observation of the conditions of contract or unsatisfactory performance or non-performance.

The Security Deposit of the successful bidder will be refunded on the satisfactory performance of the successful bidder, after expiry of the validity period of the contract.

13. **FORFEITURE OF SECURITY DEPOSIT (SD):**

The Security Deposit can be forfeited wholly or partially by the order DG, ATI in the event of any breach or negligence or non-observation of the conditions of contract or unsatisfactory performance or non-performance.

14. **TERMS OF PAYMENT:**

- i) The monthly payment shall be made to the Agency on production of certificates of **"Work Done Satisfactorily"** by the Assistant Administrative Officer, ATI. 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.
- ii) Income Tax will be deducted as per Govt. rules.
- iii) Penalty, if imposed, will be deducted from the Bill(s) or SD.
- iv) **No advance payment in any case will be made.**
- vi) It shall be obligatory for the agency to make the monthly salary to the personnel deployed at ATI,WB within the 7th of the next month in the presence of an authorized representative of ATI,WB irrespective of the date of payment to the agency from ATI,WB. Violation on this account would be liable to be penalized by the DG, ATI & this penalty would be final and binding on the agency.

SECTION III :GENERAL TERMS AND CONDITIONS OF TENDER

15. The bids are invited in two parts as under:

i) **TECHNICAL BID/QUALIFICATION BID;**

ii) **FINANCIAL BID**

16. **SUBMISSION OF PROPOSALS:**

- a) All documents must have signature of the Authorized signatory of the bidder wherever required in the Bid supporting documents.
- b) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- c) The tenderers are advised to submit the details as given below:
 - a.i. All documents in support of the Technical Bid.
 - a.ii. Organizational capability as in Annexure – I;
 - a.iii. Undertaking as in Annexure – II;
 - a.iv. Attested copy of the Trade Licence;
 - a.v. Attested copy of PAN/GIR Card;
 - a.vi. Attested copy of EPF Certificate
 - a.vii. Attested copy of ESIC Certificate
 - a.viii. Attested copy of Service Tax and Professional Tax Registration;
 - a.ix. Attested copy of Income Tax Return submitted for last three financial years;

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

- a) After *expiry* of the scheduled date & time, no tender will be accepted in any circumstances.
- c) All the submitted documents supporting the bids should be legible and filled in clearly.
- d) 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.
- e) 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.
- f) 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, ATI of the Institute in this regard shall be final and binding on all.

- g) The Financial Bid should be submitted in a sealed cover in Annexure-III only.

18. **CRITERION FOR EVALUATION OF TENDER:**

Two Part Evaluation

- a) **Technical Bid Evaluation (Full Marks 100) [Bio Data of Manager (1) & Assistant Manager (2)**

- b) **Financial Bid Evaluation (Full Marks 100)**

Final score will be 70% of Technical Bid Marks + 30% of Financial Bid Marks. The bidder who obtains the highest score will be awarded the Letter of Acceptance. Under Technical Bid, every bidder may submit a maximum of 03 Bio-Datas for the post of Manager and a maximum of 06 Bio-Datas for the post of Asst. Manager. Each of the Bio-Datas would be evaluated on the 100 point below mentioned scale. Subsequently, the total number obtained would be divided by the number of the Bio-datas submitted and would be carried forward as the Technical Bid Evaluation Marks. After the agency is selected, ATI reserves the right to select the manpower to be deployed, from the Bio-datas, submitted by the selected agency. In case of a 'TIE' the decision of DG, ATI would be final and binding on all the bidders.

The Technical bids will be evaluated by the Local Purchase Committee on the basis of the Bio-Data submitted.

- (i) Similar Experience in years (as per authentic Experience Certificate) during the last 10 years ending 30/06/2017=Full Marks 20

The marks would be awarded on the following basis:

- 6 months – 3 Years = 7 marks
> 3 Years – 5 Years =14 marks
> 5 Years =20 marks

- (ii) Similar Experience of at least one (01) year (as per authentic Experience Certificate) during the last 10 years ending 30/06/2017, in any Institution/organization of repute=Full Marks 20

The marks would be awarded on the following basis:

Non-Star Hotel/District Level Hostel=7 marks
2 Star & below Hotel / State Level Hostel = 14 marks
3 Star & above Hotel / National Level Hostel= 20 marks

- (iii) Recognized Hotel Management or allied Qualifications = Full Marks 20

The marks would be awarded on the following basis:

Class XII Passed = 8 marks
Certificate Course = 16 marks
Diploma Course= 25 marks

- (iv) Computer Qualifications = Full Marks 10
- (v) Interaction with the Local Purchase Committee of ATI, WB. Full Marks = 30. In this regard, the agency has to make the candidate (whose Bio-data they have submitted in the NIT) to appear before the Local Purchase Committee **on 02.08.2017 at 11.00 a.m.**
- (vi) The bidder must obtain minimum 30 Marks out of 100 in the Technical Evaluation and at least minimum marks for each of the items in (i) to (iii) above.
- (vii) Bidders, who satisfy this condition as mentioned above would be deemed to have qualified in the Technical Bid and will qualify for consideration and processing of their Financial Bids The technical bids will be opened first and will be evaluated by the local purchase committee. The bidders may be called for a technical discussion to evaluate their competence with regard to their submitted Technical Bid. At the second stage, Financial Bid of only technically qualified bidders will be opened. Bidders or their authorized representatives may remain present on both the occasions.

19. **EVALUATION OF TECHNICAL BID:**

Highest Technical Bid will get full score (TB max). The score of other Technical Bids will be calculated as follows:

$$TM = 100 X TB / TB \text{ max}$$

Where;

TM = Score obtained in the Technical Bid
 TB = Marks obtained in the Technical Bid
 TB_{max} = Maximum Marks obtained by the bidder in the Technical Bid

20. **EVALUATION OF FINANCIAL BID:**

Lowest Financial Bid will get full score (FB min). The score of other financial Financial Bids will be calculated as follows :

FM = $100 \times FB_{min} / FB$

Where;

FM = Score obtained in the Financial Bid
 FB_{min} = Lowest financial bid
 FB = Financial Bid of other bidders

21. 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 and EMD will be forfeited;
22. Consortium with the other company is not allowed.

23. **ARBITRATION:**

In case of any dispute of differences, breach and violation relating to the terms of the work 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.

24. **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, West Bengal**

SECTION IV: FORMS AND FORMATS
ANNEXURE – I
ORGANISATIONAL CAPABILITY

1. Name of Tendering Company/Firm/Agency:
.....
(Attach certificate of registration or 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/GST Registration Certificate No.
.....
(Attach attested Copy)
6. Valid Trade License No.
.....
(Attach attested Copy)
7. PAN/GIR No. of the firm:
.....
(Attach attested Copy)
8. Photocopy of income tax returns for last two financial years :
.....
(Attach attested Copy)
9. Service Tax Registration No. :
.....
(Attach attested Copy)

10. EPF Registration No. :.....
.....
(Attach attested Copy)

11. ESI Registration No. :
.....
(Attach attested Copy)

12. Professional Tax Registration No. :
.....
(Attach attested Copy)

13. 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

FORMAT FOR PROVIDING PRICES

1.	Manager		01	
2.	Assistant Manager		02	
TOTAL (In Words):				

.....
....
**Signature & Seal of
bidder**

Date: 12th July, 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. Head Clerk, ATI
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.

**Joint Director
(Administration),
ATI, West Bengal**