NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE
GOVERNMENT OF WEST BENGAL

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

Date: 03 /11 ***/2026***

NOTICE INVITING QUOTATION

SECTION – I

INTRODUCTION

1. *Sealed quotations are invited from bonafide and reputed agencies for* ***renovation work at the chamber of Consultant, S.N.T.C.S.S.C. at*** *Netaji Subhas Administrative Training Institute (NSATI), Government of West Bengal, FC-Block, Sector-III, Salt Lake City, Kolkata–700106.*

2. *The interested eligible bidders should download the NIQ from the official website of NSATI* ***(i.e. http:/www.atiwb.gov.in)*** *from* ***03/11/2026 to23/11/2026.***

3. ***SCOPE OF WORK/ITEMS:***

Renovation work at the chamber of Course Director, S.N.T.C.S.S.C:-

Sl. No.	Description of Items	Unit	Quantity
1	Dismantling all types of masonry excepting cement concrete plain or reinforced, stacking serviceable materials at site and removing rubbish as directed within a lead of 75 m.		
	a) In ground floor including roof.	Cu.M.	4.00
2	Dismantling all types of plain cement concrete works, stacking serviceable materials at site and removing rubbish as directed within a lead of 75m.		
	In ground floor including roof.		
	(a) up to 150 mm. thick	Cu.M.	4.00
3	Stripping off worn out plaster and raking out joints of walls, celings etc. up to any height and in any floor including removing	Sq.m.	18.00

	rubbish within a lead of 75m as directed.		
4	Removal of rubbish, earth etc. from the working site and disposal of the same beyond the compound, in conformity with the Municipal /Corporation Rules for such disposal, loading into truck and cleaning the site in all respect as per direction of Engineer in charge	Cu.M.	5.00
5	Labour for Chipping of concrete surface before taking up Plastering work.	Sq.m.	75.00
6	Plaster (to wall, floor, ceiling etc.) with sand and cement mortar including rounding off or chamfering corners as directed and raking out joints including throating, nosing and drip course, scaffolding/staging where necessary (Ground floor).[Excluding cost of chipping over concrete surface]		
	(i) With 1:6 cement mortar		
	(c) 15 mm thick plaster	Sq.m.	55.00
7	Removing loose scales, blisters etc. from old painted surface and thoroughly smoothening the surface to make the same suitable for receiving fresh coat of paint	Sq.m.	55.00

The work will be done under supervision of Sub-Assistant Engineer (Civil), NSATI.

4. *GENERAL GUIDELINES:*

i) The interested bidders may visit the Annexe building to have an exact idea regarding the specification, to be installed, before submission of bid.

*ii) The work to be completed within **14 (fourteen)** days of receipt of work order as per delivery schedule.*

iii) Utmost importance should be given on the quality of work. It should be strictly as per specification and standard of the approved sample.

iv) Any item of substandard quality will be rejected out-right and the Director General of NSATI, WB has the right to cancel the order.

5. *SCHEDULE OF DATES:*

*(a) Date of download of NIQ documents– From 03/11 **/2026 to** 23/11 **/2026 from** the official website.*

*(b) Last date and time of receiving quotation document- 23/11 **/2026** up to **12.00p.m.**;*

*(c) Date and time of opening of quotation- 23/11 **/2026** at **02.00 p.m.**;*

(d) Place of opening of quotation: In the Official Chamber of OSD(Admin.), ATI.

*(e) Validity of quotations: **90 Days**.*

SECTION-II

GENERAL COMMERCIAL DETAILS

6. *PROCEDURE AND TIME FOR SUBMISSION OF DOCUMENTS:*

*a. The Quotation superscripted as "**Renovation work at the chamber of Consultant, S.N.T.C.S.S.C. at the Netaji Subhas Administrative Training Institute (NSATI)**" addressed to the OSD (Administration) of NSATI, WB, FC-Block, Sector-III, Salt Lake City, Kolkata–700106, must reach not later than 12.00 p.m. on 23/11 **/2026.***

b. After expiry of the scheduled date & time, no quotation will be accepted under any circumstances.

c. Rates per unit of area 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**' (Annexure-I& II) as per prescribed in the Quotation 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, GST, levies, transportation etc.***

g. *Along with the quotation the bidders has to submit the following forms as well as credentials* ***(self-attested)*** *as per annexure:-*

i) *Photo Copy of PAN.*
ii) *Covering Letter for Price Bid. (Annexure-I)*
iii) *Price Bid Format (Annexure – II)*
iv) *Trade license (self-attested)*

h. *The bid should not be conditional and inconsistent with the terms and conditions of the Quotation Notice. Conditional bid shall not be considered and stands rejected.*

i. *Submission of the quotation on the basis of the quotation notice will bind the bidder for acceptance of all conditions stipulated in the quotation notice.*

j. *NSATI, WB reserves the right to amend or withdraw any of the terms and conditions contained in the quotation or to accept or reject any or all the quotations without assigning any reason whatsoever. The decision of the Director General of NSATI, WB in this regard shall be final and binding on all.*

7. ***SEALING OF BID:***

(i) *Sealed bid documents in prescribed form and complete in all respect in accordance with the terms & conditions of the quotation 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 quotation form should be legible and filled in clearly.*

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

9. ***Completion Schedule:***

The whole Repair and renovation work should be completed at the ATI premises. The date of completion shall be calculated from the date of sending the order through e-mail to the agency by the Institute. Installation should be done within ***14 (Fourteen) days*** *from the date of issue of work order without any fail.*

10. ***TERMS OF PAYMENT:***

(i) *The payment shall be made to the agency on production of bill approved by the Sub-Assistant Engineer (Civil), NSATI, WB for the work done satisfactorily. In case, the work are not up to the satisfaction of the authorities, suitable deduction will be made from the payment of the agency at the discretion of Director General NSATI,WB whose decision shall be final and binding on the agency. 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).*

(ii) ***No advance payment in any case will be made.***

(iii) ***Price escalation:*** *The execution of work shall not attract any clause towards escalation of price.*

11. ***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.

12. ***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.

Shouvik Bhattacharya, W.B.C.S.(Exe.)
Officer on Special Duty (Admin.)
N.S.A.T.I.

ANNEXURE-I

COVERING LETTER FOR PRICE BID

Date: / /

To
The Officer on Special Duty,
Netaji Subhas Administrative Training Institute,
Government of West Bengal,
FC-Block, Sector-III, Salt Lake,
Kolkata – 700106.

SUB.: Renovation work at the Chamber of Consultant, S.N.T.C.S.S.C.

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 quotation document.

If at any point of time we deviate from the quotation terms and conditions, NSATI has the right to cancel our work order without giving any clarification to us.

Thanking you,

Sincerely,

Date:

Place:

(SEAL & SIGNATURE OF THE BIDDER)

ANNEXURE – II

PRICE BID FORMAT

Sl. No.	***Description of Items***	***Quoted Price (INR)***
1	*Renovation works at the chamber of Consultant, S.N.T.C.S.S.C.*	

AMOUNT IN WORDS:

Signature & Seal of bidder

Date: 03/11/***2026***

Copy for information with a request to display this notice on the Office Notice Board is forwarded to:-

1. *District Magistrate, North 24 pgs.*
2. *The Commissioner, Bidhannagar Municipality, Pouro Bhawan, Salt Lake, Kolkata-106*
3. *Sub-Division Officer, Bidhannagar.*

Shouvik Bhattacharya, W.B.C.S.(Exe.)
Officer on Special Duty (Admin.)
N.S.A.T.I.