

I/350/2017

ADMINISTRATIVE TRAINING INSTITUTE

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

Dated: 10 /04/17

NOTICE INVITING QUOTATION

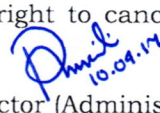
Sealed quotations are invited from the recognised suppliers/firms for supply and installation of **Colour Multi-Function 4 in one** (Scan/Print/Copy/Fax) at the Administrative Training Institute, West Bengal.

SL. NO	NAME OF ITEM AND SPECIFICATION	QUANTITY
1.	Colour Multi-Function A4 Lasers MF 628CW 1. Print , Scan, Copy, Fax, ADF, Wi-Fi, Ethernet 2. 14 ppm Mono & Colour Print Speed 3. Up to 9600 X 600 dpi resolution, 30,000 pages Duty Cycle 4. 151 sheets input tray (150+1) 5. 512 MB RAM 6. Sends to SMB, Email and IFAX 7. A4 CIS Platen, ADF upto legal 8. 1 year onsite warranty 9. Original Canon Cartridge 331 BK/C/M/Y	2

The intending suppliers /firms are requested to drop their quotations, along with Sales Tax & Income Tax Clearance Certificate in the box kept in the office of Administrative Training Institute, FC Block, Sector-III, Salt Lake, Kolkata-700106 in a sealed cover on 17/04/2017 by 14:00 hrs., superscribing the word "**Quotation for supply and installation of Colour Multi-Function 4 in one (Scan/Print/Copy/Fax) at ATI, West Bengal**", at the top of the sealed cover. The name of the **SUPPLIER / FIRM** should also be written on the left side of the sealed cover. The quotations will be opened on the same day at 15:00 hrs. at the Office Chamber of the undersigned. The representative of suppliers /firms may be present at that time.

The rate should be quoted inclusive of all taxes, freight, excise, installation etc. **Quoted rates should be valid up to 6 months from the date of approval of lowest rates.**

It may be noted that the supply and installation of the items should be completed within 7 days of receipt of the Supply Order. The Institute reserves the right to cancel any or all quotations without assigning any reason thereof.


Joint Director (Administration),
ATI, West Bengal