

I/423/2017

ADMINISTRATIVE TRAINING INSTITUTE

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

Dated: 08 /05/17

NOTICE INVITING QUOTATION

Sealed quotations are invited from the recognised suppliers/firms for supply of **8 GB Pen Drive** at the Administrative Training Institute, West Bengal.

SL. NO	NAME OF ITEM AND SPECIFICATION	QUANTITY
1.	Sony 8 GB Pen Drive with metallic body	200

ELIGIBILITY CRITERIA

- The bidder must be a registered organization with a valid trade license.
- Contact office should be Kolkata based.
- Up to date Income Tax & Sales Tax Returns should be enclosed, clearly showing the PAN & VAT No.

The intending suppliers /firms are requested to drop their quotations, along with documents, as mentioned above, in the box kept in the office of Administrative Training Institute, FC Block, Sector-III, Salt Lake, Kolkata-700106 in a sealed cover on **23/05/2017** by **14:00 hrs.**, superscribing the word "**Quotation for supply of 8 GB Pen Drive 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.**

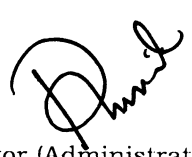
It may be noted that the supply of the items should be completed within 7 days of receipt of the Supply Order. The Institute reserves the right to cancel any or all quotations without assigning any reason thereof or split the Supply Order among the item wise lowest quotationers, if such situation arises, after opening of quotations.

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Joint Director (Administration),
ATI, West Bengal

Dated: 08/05/17

Copy forwarded with request to display the notice in the official notice board of your office for wide publicity;

- District Magistrate, North 24 Parganas
- SDO, Bidhannagar
- Chairman, Bidhannagar Municipality
- Office Notice Board of ATI.


Joint Director (Administration),
ATI, West Bengal