

# ADMINISTRATIVE TRAINING INSTITUTE

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

Memo No.: 694/DD (A)/ATI/I-9/2008

Date: 06/11/2015

## NOTICE INVITING TENDER

1. Sealed tenders are invited from reputed and bonafide agencies for Facilitation Management Services (FMS) & Annual Maintenance Contract (AMC) of IT Infrastructural Setup for the Administrative Training Institute (ATI) [herein after referred to as the 'Institute'], 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 ` 200/- (Rupees two hundred only) in the Cash Section of ATI from **16/11/2015 to 30/11/2015, during 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 ` 200/- (Rupees two hundred only) by cash in the Cash Section.

### 3. SCOPE OF WORK:

#### 3.1. DESKTOP MANAGEMENT & SERVICES

- ❖ Installation / reinstallation of Operating System, Office Automation & other software as per requirement.
- ❖ Configuration of Operating Systems, Office Automation and peripherals (printer, scanner etc.)
- ❖ Regular trouble shooting
- ❖ Preventive maintenance on a Quarterly basis.
- ❖ Comprehensive Maintenance of the existing Desktop Computers not under the scope of warranty
- ❖ For PC's under warranty relevant call log in with respective OEM service providers and necessary follow ups with them for getting the job done or escalating the status with ATI authority on a day to day basis
- ❖ Patch & Software update

#### 3.2 SERVER MANAGEMENT

- ❖ Install, configure & upgrade O.S.
- ❖ System Startup, shutdown, maintain uptime.
- ❖ Monitoring CPU utilization, disk space usage etc.
- ❖ User administration- Creation, Deletion
- ❖ Apply patches & bug fixing
- ❖ Weekly, monthly, quarterly Uptime report generation.
- ❖ Comprehensive Maintenance of the existing Servers which are not under the scope of OEM warranty or any third party warranty

- ❖ For Servers under warranty relevant call log in with respective OEM service providers and necessary follow ups with them for getting the job done or escalating the status with ATI authority on day to day basis

### **3.3 NETWORK MANAGEMENT**

- 3.3.1 Management / Administration and Control of the Network.
- 3.3.2 Understanding bottlenecks & providing solutions.
- 3.3.3 Vendor Management with ISP for Link related issues.
- 3.3.4 Network troubleshooting / Configuration.
- 3.3.5 Provide LAN/WAN availability as per defined service levels.
- 3.3.6 Vendor Management and Comprehensive maintenance of the existing Active Components of the Network

### **3.4 ANTIVIRUS MANAGEMENT**

- 3.4.1 Scheduled virus check.
- 3.4.2 Regular virus software update.

### **3.5 OTHER SERVICE MANAGEMENT**

- 3.5.1 Install / Re-install any type of driver/application/ Operating System software
- 3.5.2 Comprehensive Maintenance of the existing UPS/Printer/Scanner/LCD Projector/Interactive Board /VC unit/network / network components Other computer related accessories etc. not under the scope of warranty
- 3.5.3 For UPS/Printer/Scanner/LCD Projector/Interactive Board /VC Unit/ network/ network components Other computer related accessories etc. which are under warranty relevant call log in with respective OEM service providers and necessary follow ups with them for getting the job done or escalating the status with ATI authority on day to day basis
- 3.5.4 The equipments whose warranty expires during the AMC period will automatically be covered under comprehensive maintenance for the residual period.
- 3.5.5 Backup/Restore maintenance (Bidder should produce backup maintenance plan at the time of submission of Bid.

### **3.6 REPORT**

- 3.6.1 Monthly reports for Assets maintained and their relevant performance log
- 3.6.2 Quarterly performance reports of the deployed engineer
- 3.6.3 Half yearly complete reports on all activities against the contract
- 3.6.4 Annual Reports
- 3.6.5 Movement Register
- 3.6.6 Do necessary miscellaneous IT related office service job

### **3.7 SERVICE WINDOW**

- 3.7.1 Besides posting a residential service engineer at ATI Campus, Bidder must also maintain a specific service email id & hot-spot telephone no. at its own office in Kolkata.**
- 3.7.2 Along with the bid they must also provide with proper escalation matrix as well as leave substitute engineer in case the Residential Service Engineer is absent on working days.

- 3.7.3 Timings: - **10:00a.m to 6:00p.m** [Monday to Friday] (Saturday, Sunday and Public Holidays will be included if there are any activities from ATI on those days).
- 3.7.4 Service Engineer is responsible for giving support of Trainee & Trainer's Laptop or any other IT equipments.
- 3.7.5 If ATI is not satisfied with the service of the service Engineer, MSP must change the service engineer as per ATI's requirement.

#### 4. SCHEDULE OF DATES :

- (a) Date and time of issue of tender documents – **From 16/11/15 to 30/11/15, from 11.00 a.m. to 3.00 p.m.** (excluding government holidays).
- (b) Inspection of material assets, covered under the given scope of work – **16/11/15 to 30/11/15** (excluding government holidays) **from 11.00 a.m. to 3.00 p.m.;** Contact Person: Ms. Aparna Das, APO (IT), ATI, WB.
- (c) Last date and time of receiving tender document – **01/12/2015 upto 02.00 p.m.;**
- (d) Date and time of opening of technical bid – **02/12/2015 at 03.00 p.m.;**
- (e) Presentation of technical bid and analysis **02/12/2015 & 03/12/15**
- (f) Date and time of opening Financial Bid - **04/12/2015 at 03.00 p.m.;**
- (g) Place of opening of tender : At the Official Chamber of ADG, ATI;
- (h) Validity of tender : 90 (ninety) days;

#### 5. PREQUALIFICATION CRITERION:

- i) Average Annual financial turnover during the last 3 years, ending 31/03/2015, should be at least ` 100,000/-
- ii) Experiences of having successfully completed similar works during the last 7 years ending on 31/03/2015, should be either of the following:-
- a. Three similar completed works costing not less than the amount equal to ` 120,000/-
- OR**
- b. Two similar completed works costing not less than the amount equal to ` 150,000/-
- OR**
- c. One similar completed work costing not less than the amount equal to ` 240,000/-

6. Tender documents must be submitted **up to 03.00 p.m.** on **01/12/2015**, in the Tender Box kept in the office (Ground Floor) of Administrative Training Institute, Government of West Bengal, FC-Block, Sector-III, Salt Lake, Kolkata – 700106.

After expiry of the scheduled date & time, no tender will be accepted in any circumstances.

7. 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 ACS & DG of the Institute in this regard shall be final and binding on all.

8. **GENERAL TERMS & CONDITIONS :**

The bids are invited in two parts as under:

- i) **Technical bid/Qualification bid;**
- ii) **Financial bid.**

**THE TENDERERS ARE ADVISED TO SUBMIT BIDS AS GIVEN BELOW:**

- (a) **Envelop-1 : Superscribe** " Technical Bid for Facilitation Management Services (FMS) & Annual Maintenance Contract (AMC) of IT Infrastructural Setup for the Administrative Training Institute (ATI)" and should contain the following documents :
  - (i) **EMD amount ` 2500/-** as draft/Banker's Cheque from any Bank and drawn in favour of **Administrative Training Institute, West Bengal**. In case if the EMD amount is found to be of lesser value then the bid offer will be rejected and the given EMD amount will be forfeited. For bidders who do not qualify, EMD amount will be refunded within 45 days. For successful bidder, EMD will be retained till Security Deposit (**Annexure - A**) is submitted within 7 days of receipt of Letter of Acceptance (LOA). Bids without EMD or with insufficient EMD will be summarily rejected. No exemption of the EMD submission is allowed.
  - (ii) **Covering Letter** as per the given format **Annexure - B** to be accompanied on letter head of the bidder duly signed and stamped at the appropriate place with the appropriate signing authority
  - (iii) **Authorisation** - Representative of the Bidder who is authorized to sign the bid document must submit letter of authority as per **Annexure - C**. In absence of the same in original, the bid will be rejected.
  - (iv) **Eligibility Criteria** - Attested photo copy of the documents as mentioned in **Annexure -D** need to be submitted along with the bid document
  - (v) **Copies of Trade License, Service Tax, Sales Tax, Professional Tax, PAN** registrations need to be provided along with the technical bid. All the relevant documents need to be attested.
  - (vi) **The bid offer has to be kept valid for a period of 90 days from the date of tender opening**
- (b) **Envelop-2 :** Superscribe "**Financial Bid for Facilitation Management Services (FMS) & Annual Maintenance Contract (AMC) of IT Infrastructural Setup for the Administrative Training Institute (ATI)**" and should contain the following documents;
  - i. **Covering Letter** as per the given format **Annexure - E** to be accompanied on letter head of the bidder duly signed and stamped at the appropriate place with the appropriate signing authority

- ii. **Price Bid** – Need to be filled up as per the given format **Annexure – F. The price should be quoted in figure as well as in words.**
- (c) **Envelop-3** : Envelopes 1 & 2 should separately be sealed or closed and put in the 3<sup>rd</sup> Envelope which is to be sealed and addressed to Deputy Director (Administration), ATI, Government of West Bengal, FC-Block, Sector-III, Salt Lake, Kolkata – 700106.
- (d) All the annexure in tender form should be legible and filled in clearly. No overwriting is permitted in the financial bid and any correction should be corrected by the authorized signatory.
- (e) **Price(s) quoted** in financial bid must be inclusive of all taxes and charges. No additional amount shall be paid over and above the price accepted
- (f) **Offers received** after due date and time will be rejected. ATI will in no way responsible for late delivery or non-delivery of offer papers due to postal delay
- (g) Conditional bid shall not be considered and stands rejected.
- (h) Envelopes will be opened at scheduled time and date in the presence of the authorised representatives of the bidders who wish to be present.
- (i) In case of any breach of contract, ATI authority may also proceed to get the work completed by any other means including through other agencies. The excess expenditure, if any, due to such a step would be recoverable from the unpaid bills/security deposit of the bidder. This is without prejudice to any other measure the ATI authority may take, including black listing of the contractor and/or forfeiture of earnest money.

## 9. CRITERIA FOR EVALUATION OF TENDER :

### Two Part Evaluation

#### a) Technical Bid Evaluation (Full Marks 100)

#### b) Financial Bid Evaluation (Full marks 100)

**Final Marks will be 60% of Technical Bid Marks + 40% of Financial Bid Marks  
Highest Marks Bidder will be awarded by contract.**

**The Technical Bid** will be opened first and will be evaluated by a Committee constituted by the Institute, which shall look into the Technical competence and other conditions of the Offer. The Bidder may be called for a Technical discussion to evaluate their competence with presentation. At the second stage, Financial Bid of only technically acceptable and offers complying with offer conditions will be opened, for further evaluation. Representative of the bidder may remain present – on both the occasion.

Technical bids will be evaluated by the Tender Committee on the basis of the following as given in **Evaluation Criteria at Annexure H.**

	<b>Marks</b>
<b>a) Average Turnover of Last three years</b>	<b>30</b>
<b>b) Experience in Similar Projects</b>	<b>30</b>
<b>c) CV's of supporting Engineers</b>	<b>20</b>
<b>d) Certifications and Authorisations</b>	<b>20</b>

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**Total-100**

Bidders who satisfy the following conditions will qualify for consideration and processing of their Financial Bids:

- (i) The total score of the items a) to e) above should be equal or more than 75 %.
- (ii) The score for each of the items a) to e) should be equal or more than 50 %.

#### **10. EVALUATION OF FINANCIAL BID :**

Lowest financial bid will get full marks and other will get as per ratio

#### **11. AWARD OF CONTRACT :**

- (i) The bidder, whose bid has been accepted, will be informed by ATI through “Letter of Acceptance” (LOA). **The successful bidder** will have to enter into an agreement with ATI.
- (ii) **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 LOA by the successful bidder to ensure due performance of the contract. The security deposit can be forfeited wholly or partially by the order of ACS & DG in the event of any breach or negligence or non-observation of the conditions of contract or unsatisfactory performance or non-performance.
- (iii) Final Work-Order will be issued only after submission of security deposit and on execution of the agreement. The EMD will be released within 15 days from the date of receipt of the security deposit.
- (iv) **The term of AMC** will be initially for one year. The term may be extended upto a maximum period of two more years on mutual agreement between the successful Agency and ATI regarding value and other terms & conditions of AMC and also on the successful performance of the accepted bidder. In case of a bid validity extension request being given by ATI, it is upto the bidder to accept the same or not. However the bidder will have no right to change its price bid in case a bid validity extension offer has been accepted by them.

#### **12. TERMS OF PAYMENT :**

No advance payment in any case will be made. The payment will be made on quarterly basis. Invoice may be raised after completion of each quarter with relevant monthly maintenance check up reports /attendance/ service reports & Reports Generated by System Health Check up Software during the quarter as approved & accepted by the authority. Income tax, Service Tax etc. will be deducted as per Govt. rules.

#### **13. ARBITRATION :**

In case of any dispute of differences, breach and violation relating to the terms of the agreement, the said dispute of difference shall be referred to the sole arbitration of Additional Chief Secretary & 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.

**14. PRICE ESCALATION:**

The tenderer shall inspect the material assets, covered under the given scope of work, before submission of tender. It will be presumed that the bidders have offered their price after review of the entire position and knowing fully about the assets, to be covered under AMC, which may increase due to expiration of warranty of computers and peripherals, or new purchase, during the period under contract. Accordingly, no escalation in price shall be allowed, after submission of the tender to the selected bidder, on the plea of increase in volume of assets or other.

**15. 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.

Sd/-  
**Deputy Director (Administration),  
ATI, WB**

**ANNEXURE - A****SECURITY DEPOSIT**

Security-Deposit is 10% of quoted value; it will be released within 20 days after 12 months (end of the agreement period) on basis of completion certificate from ATI administrations.

**MODE OF PAYMENT:**

- Draft payable at Kolkata
- Banker's Cheque

Cheque /Draft in Favour of "**Administrative Training Institute, West Bengal**"



**ANNEXURE – B****COVERING LETTER FOR TECHNICAL BID**

Tender Ref No:

**To,  
The Deputy Director (Administration)  
Administrative Training Institute  
Govt. of West Bengal,  
Sector-III, FC Block,  
Salt Lake,  
Kolkata-700106**

**Subject: Facilitation Management Services & Annual Maintenance Contract of IT Infrastructural Setup for the Administrative Training Institute (ATI), Govt. of West Bengal, Sector-III, FC Block, Salt Lake, Kolkata-700106.**

Dear Sir,

With respect to the above mentioned subject please find our bid offer. We do accept all the terms and conditions of the tender document. As a token of our acceptance we have annexed the tender document duly signed and stamped on all pages.

Annexed along all the following relevant documents in relation to our eligibility criteria along with copy PAN / VAT/ CST / Service Tax etc.

- i)
- ii)
- iii)
- iv)
- v)
- vi)

If at any point of time if we deviate from the tender terms and conditions, ATI has the right to forfeit our EMD without giving any clarification to us.

Thanking you,

Sincerely,

(Seal & Signature of the bidder)

**ANNEXURE - C**

**AUTHORISATION**

Date: .....

**To,  
The Deputy Director (Administration)  
Administrative Training Institute  
Govt. of West Bengal,  
Sector-III, FC Block,  
Salt Lake ,  
Kolkata-700106**

**Subject: Name / Scope of Work - Facilitation Management Services & Annual Maintenance Contract of IT Infrastructural Setup for the Administrative Training Institute (ATI), Govt. of West Bengal, Sector-III, FC Block, Salt Lake, Kolkata-700106.**

Dear Sir,

We hereby authorize \_\_\_\_\_ designation \_\_\_\_\_, to represent our company and sign the bid document, submit necessary documents, conduct negotiations etc. with respect to the subject mentioned tender.

All the declarations given by him / her will be binding on the company.

The signature of \_\_\_\_\_ is attested here below.

Thanking you,

Your sincerely,

For **{Company Name}**  
Director / Constituted Attorney

-----  
(Signature of Authorized Person)

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(Attested By)

**ANNEXURE – D****ELIGIBILITY CRITERIA DETAILS**

1. 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;
2. **Must have experience of providing FMS service by providing residential engineer in reputed educational institute /govt. organization /public sectors undertakings in the last seven years. Attested photocopy of successful & satisfactory service delivery from respective clients need to be provided.**
3. Average Annual financial turnover during the last 3 years, ending 31/03/2015, should be at least Rs 100000/-
4. Experiences of having successfully completed similar works during the last 7 years ending on 31/03/2015, should be either of the following:-
  - a. Three similar completed works costing not less than the amount equal to Rs. 120000/-

Or
  - b. Two similar completed works costing not less than the amount equal to Rs. 150000/-

Or
  - c. One similar completed work costing not less than the amount equal to Rs. 240000/-
5. Bidder must have registered service setup in Kolkata.
6. Bidder must have sufficient Hardware, Software and Networking Support engineer. Strength and Structure of the Kolkata support centre need to be provided along with bid offer.
7. Bidder must provide experienced residential engineer having the following minimum criteria: Hardware support, Network Solution, Software Installation & Support. Attested photo copy of Bio-Data of residential engineer along with attested copy of certificate need to be annexed along with the bid.

ANNEXURE – E

COVERING LETTER FOR FINANCIAL BID

Date: .....

To,  
**The Deputy Director (Administration)**  
**Administrative Training Institute**  
**Govt. of West Bengal,**  
**Sector-III, FC Block,**  
**Salt Lake ,**  
**Kolkata-700106**

**Subject : Financial Bid: Name / Scope of Work - Facilitation Management Services & Annual Maintenance Contract of IT Infrastructural Setup for the Administrative Training Institute (ATI), Govt. of 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 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 if we deviate from the tender terms and conditions, ATI has the right to forfeit our Security Deposit without giving any clarification to us.

Thanking you,

Sincerely,

(Seal & Signature of the bidder)

## ANNEXURE - F

## PRICE BID FORMAT

SL	ITEM DESCRIPTION	RATE PER YEAR ( INCLUSIVE OF ALL TAXES) IN INR
1.	Desktop PC	
2.	Server	
3.	DeskJet Printer	
4.	Laser Printer	
5.	Dot Matrix Printer	
6.	UPS	
7.	Networking Components with VC unit	
8.	Laptops	
9.	LCD Projector	
10.	Interactive Board	
<b>Total</b>		

**LIST OF COMPUTERS WITH ACCESSORIES AND NETWORK COMPONENTS OF ATI**

SL. NO.	Item Description	Total Qty	In AMC (till date)	In Warranty	In Spare
1.	Desktop PC	183	87	96	
2.	Server	1	1		
3.	DeskJet Printer	14	8	6	
4.	Laser Printer	18	12	6	
5.	Laser Printer All in one	2		2	
6.	Dot Matrix Printer	1	1		
7.	Scanner	11	8	3	
8.	Frontech e cam 2232 (Camera)	1	1		
9.	Laptops	13	10	3	
10.	Multimedia Projector	16	7	9	
11.	Interactive Board	5	5		
12.	UPS	176	127	49	-

\*Consumable items –Ink Cartridge of Deskjet Printer, toner of Laserjet Printer, Lamp of Scanner and Lamp of LCD Projector is not included in AMC.

<b>Active Networking Components</b>		
<b>Switch specification (Unmanaged Switch )</b>	<b>Quantity</b>	<b>Room</b>
8 Port	1	AP(AS) Room
8 Port	1	Room of ADG
16 Port	1	Centre for excellence (Annexe Building Ground Floor)
16 Port	1	Server Room
24 Port	1	Annexe Building Top Floor
24 Port	1	Reception
16 Port	1	New Hostel
16 Port	1	DD(Admin) Room
8 Port	1	JD(A/C) Room
Wireless Router	3	Library and New Hostel

\* Terms & Conditions / Suggestions / Special Offer / Remarks: (if any to be mentioned by the bidder)

**ANNEXURE – H****TECHNICAL EVALUATION PROCESS SHEET****Company Name:-****Tender Code:-****Parameter for Evaluation Criteria of Average Turnover of Last three years (Total Marks 30)**

<b>Parameters</b>
Height average turnover of last three years will get full marks
Other will get as per ratio
Turnover value will consider as per audit report

**Parameter for Experience in Similar Projects (Total Marks 30)**

<b>Parameters</b>
Experience in Desktop Management Service
Experience in Server Management Service
Experience in Network Management Service
Experience in Other Service Management
Government organisation support
Provision for Service Window Support (Scope of Service)
Service methodology

**Parameter for CV's of supporting Engineers (Total Marks 20)**

<b>Parameters</b>
Qualifications of Supporting Engineers
Experience of Supporting Engineers
Back end support provision

**Parameter for Evaluation Certifications and Authorisations (Total Marks 20)**

<b>Parameters</b>
ISO certification of service will carry 10 marks
Maximum authorisation and service will get another 10 marks
Other will get as per ratio.
Only service authorisation will consider
Product cell authorisation will not consider



**Pass for visiting Computers with Accessories and Network Components of ATI**

Name of the Company : \_\_\_\_\_

Address : \_\_\_\_\_

Phone : \_\_\_\_\_ Fax : \_\_\_\_\_

No. of persons willing to visit : \_\_\_\_ (not more than Two)

Following persons will visit ATI

Name of the person 1. \_\_\_\_\_

2. \_\_\_\_\_

Authorization Signature &amp; Date

For ATI use only \_\_\_\_\_

Visiting Date : \_\_\_\_\_ Time : \_\_\_\_\_

Approved by :

SL No. : \_\_\_\_\_

# TENDER FORM

**SUBJECT: Tender for Comprehensive Maintenance of Computers /Printers /Ups/Scanner /Network /Server & other computer related accessories.**

## BIDDER DETAILS

<b>Name [Capital Letter]:</b>																				

<b>Address</b>																				

**Status [Please ✓ ]**

- Proprietary concern    Partnership firm    Limited company    SSI Unit
- State Government Organization    Central Government Organization
- Government Undertaking    Others Please specify .....

<b>Company Phone Numbers</b>																				
<b>Company Fax Numbers</b>																				
<b>Company Email ID</b>																				
<b>Company Website</b>																				

<b>Name of authorized signatory who is empowered to sign the agreement, other documents and correspondence with the ATI</b>																				
<b>Phone</b>																				
<b>Email ID</b>																				
<b>Designation</b>																				
<b>Pan</b>																				
<b>Signature</b>																				

**Memo No.: 694/1(10)/DD (A)/ATI/I-9/2008**

**Date: 06/11/2015**

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, Salt Lake.
5. The SDO, Bidhannagar.
6. APO (IT) with a request to take measures for inspection of the IT infrastructure at ATI as mentioned in the NIT.
7. Shri Souti Ghosh, SSP, ATI with a request to kindly upload the tender documents in the ATI Website.
8. The Head Clerk. ATI with a request to display this NIT on the Notice Board of ATI, West Bengal.
9. The Stores-in-Charge of ATI, WB to take measures for the smooth completion of the NIT process.
10. The Cashier, ATI, WB with a request to issue money receipts and sell the tender documents as mentioned in the NIT.

Sd/-  
**Deputy Director (Administration),  
ATI, WB**

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