

File No.ATI-16015/1/2019-ADMIN SEC-ATI
ADMINISTRATIVE TRAINING INSTITUTE
 GOVERNMENT OF WEST BENGAL
 FC-BLOCK, SECTOR-III, SALT LAKE CITY,
 KOLKATA - 700 106

Dated: 16/09/19

NOTICE INVITING QUOTATION

Scaled quotations are invited from the bonafide firms for **Preventive and Comprehensive Maintenance of computerised time recorder devices for one year** at the Administrative Training Institute, West Bengal the details of which are given below:

SI No.	Name of the Item and Specification	Quantity
1.	Computerised Time Recorder Device: Model: I Clock_990	3

Services to be provided by selected bidder are as follows:

1. Preventive maintenance servicing as and when required which includes cleaning, routine checking, adjustments etc.
2. Repair and services when required along with replacement of **genuine spare parts**.
3. Re-installation of software eSSL eTimeTrack-Lite (latest licensed version) and training to user when required.
4. Solving of any software-related problem, when required.


Eligibility Criteria:

1. The bidder must be a registered organization with a valid trade license.
2. Contact office should be Kolkata based.
3. Valid PAN & GST Registration No.

The intending 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 **25/09/2019** by 14:00 hrs., superscripting the word "**Quotation for Preventive and Comprehensive Maintenance of computerised time recorder devices for one year at ATI, West Bengal**", at the top of the sealed cover. The name of the **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 OSD(AD). 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 1 year from the date of approval of lowest rates.**

The Institute reserves the right to cancel any or all quotations without assigning any reason if such situation arises, after opening of quotations.


 Deputy Director (Administration),
 ATI, West Bengal

Dated: 16/09/19

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

1. District Magistrate, North 24 Parganas
2. Commissioner, Bidhannagar Municipality
3. SDO, Bidhannagar
4. Store In-Charge, ATI.

Deputy Director (Administration),
 ATI, West Bengal