

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

Memo No. 378/DD(A)/III-101/2015-16(pt. VII)

Dated: 04/12/19

NOTICE INVITING QUOTATION

Sealed quotations are invited from the bonafide suppliers/firms for hiring and installation of **CCTV with following specifications** at the Administrative Training Institute, West Bengal the details of which are given below:

No.	CCTV with required specifications	Requirement	Unit price per day for 5 days from 23.12.19 to 27.12.19
1	Suitable camera for Seminar Hall-III	4	
2	4 Channel Digital Video Recorder (DVR) with 1 TB Hard Disk Drive and with other necessary accessories	1	
3	Other necessary accessories for installation		

Terms and Conditions:

1. **Quotationers must inspect the site before submitting the quotation.**
Contact Person: Smt. Aparna Das, APO(IT), ATI, WB

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 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 12/12/2019 by 14:00 hrs., superscripting the word” **Quotation for hiring and installation of CCTV 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 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 6 months from the date of approval of lowest rates.**

It may be noted that **the supply and installation of CCTV should be on 22/12/2019 and CCTV will be returned on 27/12/2019 after 5 PM.** The Institute reserves the right to cancel any or all quotations without assigning any reason and also to split the Supply Order among lowest quotationers, if such situation arises, after opening of quotations.


Deputy Director (Administration),
ATI, West Bengal

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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. APO(IT) with a request to follow up the process
5. Store In-Charge, ATI.

Deputy Director (Administration),
ATI, West Bengal