

# ADMINISTRATIVE TRAINING INSTITUTE

GOVERNMENT OF WEST BENGAL  
FC-BLOCK, SECTOR-III, SALT LAKE CITY, KOLKATA - 700106  
TELE FAX: (033) 2337-4015/3960

Memo No: -ATI/1-36/2015 (Part)

Date: 3 April, 2018

## NOTICE INVITING QUOTATION

- i. Sealed quotations are invited from intending bonafide Courier Agencies for delivering letters/books/journals etc. for the Administrative Training Institute (ATI), Govt. of West Bengal, Sector-III, FC Block, Salt Lake, Kolkata-700106 for a period of minimum two years, extendable by mutual consent for one more year.

## ELIGIBILITY CRITERION

- a. The bidder must be a registered organization with a valid trade license.
- b. Contact office should be Kolkata based.

## TERMS & CONDITIONS

- i. All disputes would be under Kolkata jurisdiction.
- ii. The sealed quotation accompanying all relevant papers should be dropped at the box kept at the office of ATI. Intending bidders or their authorized representative may remain present at the time of opening of the quotation.
- iii. The quoted rate should be inclusive of all Taxes and duties. No other separate charges for delivery will be allowed.
- iv. ATI reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever and also to split up the quoted work to more than one bidders. The decision of the ACS & DG, ATI in this regard shall be final and binding on all.
- v. Time frame for delivery of documents.
  - a) Kolkata - Within 24 hrs.

2/2018

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- b) West Bengal - Within 48 hrs.  
c) Others - Within 72 hrs.
- vi. **Penalty for violation of time frame:** 10% of contracted amount for each day lapse would be deducted from the bill for the violation of the abovementioned time-frame.
- Penalty for loss or damage of documents:** If any damage or loss of letters/books/journals then penalty would be made at the sole discretion of DG ATI, WB.
- vii. The last date of submission of quotation is **10/04/2018 up to 14.00 hrs.**
- viii. The date of opening of the received sealed quotation is **10/04/2018 at 15.00 hrs.**
- ix. No advance payment will be made.
- x. The ATI authority reserves the right to reject/cancel any quotation without assigning any reason.

  
Deputy Director  
ATI, WB

/2/2018

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**FORMAT FOR PROVIDING PRICE BID**

DOCUMENT WEIGHT	WITHIN KOLKATA PIN CODE AREA	WITHIN W.B. AREA OTHER THAN KOLKATA	EASTERN & NORTH EASTERN STATES OF INDIA	METRO CITIES (DELHI, MUMBAI, CHENNAI, BENGALURU, HYDERABAD)	OTHER PARTS OF INDIA
Less than 100 gms.					
100 - 300 gms.					
301 - 500 gms.					
501 - 750 gms.					
751 gms. - 1 Kg					
More than 1 Kg					

Additional pages may be annexed, if required for providing detailed features of the items.

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Copy forwarded for information with a request to display this notice on the Office Notice Board

- (i) District Magistrate, North 24 Parganas
- (ii) Chairman, Bidhannagar Municipality
- (iii) Sub-Divisional Officer, Bidhannagar

*[Signature]*  
Deputy Director

ATI, WB