

File No.ATI/5/2021-ADMIN SEC-ATI
 I/157663/2021 **NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE**
GOVERNMENT OF WEST BENGAL
 FC-BLOCK, SECTOR-III, SALT LAKE CITY, KOLKATA - 700106
 TELE FAX: (033) 2337-4015/3960

Date: 2nd November, 2021

NOTICE INVITING QUOTATION

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

ELIGIBILITY CRITERION

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

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 NSATI. 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. NSATI 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 OSD & Ex-Officio Director General NSATI in this regard shall be final and binding on all.
- v. Time frame for delivery of documents.
 - a) Kolkata – Within 24 hrs.
 - b) West Bengal – Within 48 hrs.
 - c) Others – Within 72 hrs.

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 OSD & Ex-Officio Director NSATI, WB.

- vi. The last date of submission of quotation is **23/11/21 up to 14.00 hrs.**
- vii. The date of opening of the received sealed quotation is **23/11/21 at 15.00 hrs.**
- viii. No advance payment will be made.
- ix. The NSATI authority reserves the right to reject/cancel any quotation without assigning any reason.
- x. The price bid must be submitted in the given format.
- xi. The lowest bidder will be selected on the basis of **lowest final rate**. This lowest final rate will be derived after adding the total rates of each row (column-F)

ASD
 2/11/2021
 OSD (Administration)

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FORMAT FOR PROVIDING PRICE BID

| A | B | C | D | E | F=C+D+E |
|-------------------|----------------------------|---|--|-------------------------------------|------------|
| Sl. No. | DOCUMENT WEIGHT (In Grams) | WITHIN KOLKATA PIN CODE AREA (Rates in Rs.) | WITHIN W.B. AREA OTHER THAN KOLKATA (Rates in Rs.) | OTHER PARTS OF INDIA (Rates in Rs.) | TOTAL RATE |
| 1. | 1-100 | | | | |
| 2. | 101-300 | | | | |
| 3. | 301-500 | | | | |
| 4. | 501-1000 | | | | |
| 5. | Above 1001 | | | | |
| FINAL RATE | | | | | |

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

- (i) District Magistrate, North 24 Pgs.
- (ii) Chairman, BoA, Bidhannagar Municipal Corporation.
- (iii) Sub-Divisional Officer, Bidhannagar
- (iv) APO (IT) with a request to upload the NIQ document in the website
- (v) Head Clerk with a request to display the NIQ in the Notice Board
- (vi) Shri Kalyan Chowdhury with a request to take all the measure for the smooth completion of the NIQ process


 2/11/2021
 OSD (Administration)