

ADMINISTRATIVE TRAINING INSTITUTE

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

QUOTATION NOTICE

Sealed quotations are invited from reliable, interested Book Binders for binding book and journals of the ATI Library. The sealed quotations should be dropped in the Quotation Box of ATI.

Terms and conditions:

- 1) Rates to be quoted both in figure and word on per document basis.
- 2) Binding of documents will be of best quality half leather type.
- 3) Binder will take the books and journals from the library and after completion of work, the binder will return same number of documents in the library.
- 4) Maximum 30 days will be allowed for completion of one lot of binding job.
- 5) **The binder should print following three items in the spine with permanent golden ink:**
 - a) Title of the BOOK and Journal.
 - b) Call Number for book and (Volume, No, Year, Month) for journal.
 - c) ATI Library.
- 6) Any loss or damage of books and journals will be reimbursed by the binder.
- 7) Interested book binders may see the sample of binding in the Library before submission of the rates.
- 8) The sealed cover of application for quotation must be superscripted "QUOTATION FOR BOOK AND JOURNAL BINDING IN THE LIBRARY"
- 9) The ATI authority reserves the right to accept or reject any quotation without assigning any reason.
- 10) Last date of submission of quotation *10-02-2020 3.00 p.m.*
- 11) Date of opening of quotation *11.02.2020 4.00 p.m.*
- 12) The work must be executed to the satisfaction of the Librarian who would issue the satisfactory work done certificate.

Sdf

Deputy Director (Administration)

Copy forwarded for information with the request to display in their notice board:

1. The SDO Bidhannagar.
2. Commissioner Bidhannagar, Municipal Corporation.
3. Joint Director (Accounts), ATI.
4. Notice Boards Library and Office Building.
5. ATI Web Site.

Sun

24.01.2020

Deputy Director (Administration)