

Dated: 27/01/2020

NOTICE INVITING QUOTATION

Sealed quotations are invited from the bonafide suppliers/firms for refilling of **following cartridges** at the Administrative Training Institute, West Bengal the details of which are given below:

No.	Cartridge Number	Printer Name	Tentative Requirement	Unit Price
1	HP 53A	HP P2015 dn	2	
2	HP 88A	HP LaserJet P1108, HP Laserjet M202n, HP Laserjet M202dw	7	
3	Canon 319	Canon MF6180DW	4	

General Terms and Conditions

1. Any damage to printer due to refilled cartridge leakage will be born by quotationer without any charge.
2. Any defective-refilling coming to our notice during its use on the printer will be replaced at quotationer's expense. The refilled cartridges should be neatly packed in polythene bags to avoid damages.

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 07/02/2020 by 14:00 hrs., superscripting the word " **Quotation for refilling of Cartridges 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 DD(Admin). The representative of suppliers /firms may be present at that time.

The rate should be 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 refilling of the cartridges should be completed within 5 days of receipt of the Supply Order and 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.

Snn
27.01.2020
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. Store In-Charge, ATI.

Snn
27.01.2020
Deputy Director (Administration),
ATI, West Bengal