



Government of West Bengal
Administrative Training Institute
Block : FC, Sector : III, Salt Lake
Kolkata : 700106

Memo No. : 726/DD(A)/ATI/2018

Dated : 29/3/2018

NOTICE INVITING QUOTATION

Sealed quotations are invited from intending and bonafide and reputed agencies for the supply of stationery items for office use at the Administrative Training Institute (ATI), Govt. of West Bengal, having its office at Block - FC, Sector - III, Salt Lake, Kolkata - 700106. The minimum technical qualifications are given below:

Scope of work:

Presently ATI intends to procure the stationery items on the basis of tentative requirement for 3(three) months, which may be extended to another 3(three) months subject to the discretion and satisfaction of the authority. The list of items alongwith tentative requirement is enclosed in Annexure-I

Eligibility Criteria :

- (i) The bidder must be registered organization with a valid trade license.
- (ii) Up-to-date GST & Income Tax return for 2016-17 F.Y. should be furnished.
- (iii) Contact Office should be Kolkata based.

General Terms & Conditions :

- (i) Rates should be quoted in the prescribed format inclusive of all taxes, duties etc. and no separate charges for delivery and transportation will be allowed.
- (ii) No revision of prices shall be entertained once the quotation has been submitted and quoted rates shall not be changed within the contract period. No overwriting in the quoted rates will be allowed.
- (iii) Delayed submission of rates is liable to be rejected.
- (iv) Supply Order will be given to the item-wise lowest bidder(s). In case of "TIE", the decision of the Director General, ATI would be final and binding.
- (v) The ATI, WB reserves every right to accept, reject or cancel any bids without assigning any reason whatsoever.
- (vi) The bidder may check the sample of the listed items in the store of the Institute in any working day within 11:00 AM - 3:00 PM.
- (vii) All supply should be done within 7(seven) days from the issue of the supply order without any fail.