



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

Date: 15.10.2020

### NOTICE INVITING QUOTATION(2<sup>nd</sup> Call)

The Administrative Training Institute intends to sell wooden logs through auction lying at ATI campus, West Bengal. Sealed quotations are invited from the interested parties for the auction of wooden logs.

Interested parties should drop their bids in the **drop box** in the Administrative Training Institute according to the schedule given below.

1	Period of downloading of quotation documents	Upto 23/11/2020	Should be downloaded from the Official website of ATI, W.B.
2	Period of inspection of items	Upto 23/11/2020	From 11:00 AM to 4:00 PM on working days
3	Last date of submission of quotation	On 24/11/2020	Till 12:00 noon
4	Opening of quotation	On 24/11/2020	At 2:00 PM

Quotation documents and Terms & Condition documents needed to be downloaded from the website (i.e. <http://www.atiwb.gov.in>). The quotation documents duly completed and signed should be submitted to the office. The Institute reserves every right to accept or reject any or all the quotation without assigning any reason whatsoever.

*Suh*  
15.10.2020

Deputy Director (Administration)  
 Administrative Training Institute  
 West Bengal

Date: 15.10.2020

Copy forwarded for information and taking necessary action to :

1. Sr. P.A. to D.G., ATI

*Suh*  
15.10.2020


Deputy Director (Administration)  
 Administrative Training Institute  
 West Bengal

### Terms & Conditions

The Administrative Training Institute invites rate quotation for the sale of Wooden logs through auction mode. The terms and conditions of the quotation are given below:

1. The quotation should be submitted in sealed cover addressed to "The Deputy Director (Admin.), Administrative Training Institute, Block - FC, Sector - III, Salt Lake, Kolkata - 700106".
2. The Quotation documents sent through courier or post, should reach the above address sufficiently in advance of the closing date and time of quotation.
3. The Quotation documents submitted in any other form like Telex/ Fax/ Tele Fax/ Telephones/ Email will not be entertained.
4. No quotation documents submitted or received by post after the specified date and time shall be accepted or be eligible for consideration.
5. Incomplete quotations submitted with qualifying conditions or with condition at variance with the terms and conditions of the quotation are liable to be rejected.
6. In the event of office remaining closed on the date of opening of the quotation for any unforeseen reason, the quotation shall be opened on the next working date.
7. Bidders should sign on all the pages of the quotation document.
8. The items shall be kept open for inspection. The interested bidders may inspect the items on any working days from 11:00 AM to 3:00 PM within the period mentioned in the notice inviting quotation. Only one person from each firm will be permitted for inspection of the items. The person inspecting the items should record his firm name, his name and his position in the inspection register. The person should produce proof of documentary evidence like authorization letter in the letterhead of firm/ visiting card/ identification card/ EPIC/ PAN card etc. before inspection. Inspection can be made only once for each individual/ firm and they will not be entertained again.
9. The items are offered purely on "AS IS WHERE IS" basis and pick and choose method of bidding is strictly prohibited.
10. The period of contract will be for the remaining part of the year 2020-21.
11. ATI, WB has the right either to extend the contract or to terminate the contract before due date without assigning any reason.
12. The bidder offered highest rate will be given the offer letter for lifting materials after depositing the amount offered by him in total. Permission will not be given to the highest bidder for taking possession of the materials on part payment.
13. Rate should be offered in prescribed format (Annexure-A) as "Total Price" basis.
14. The validity of the offer letter will be **07 days** from the date of issue. However, extension of time will only be allowed upon the consideration by the Director General, ATI.
15. The highest bidder shall take into account the cost of segregation/ cutting/ bundling/ loading/ unloading and carriage etc. for taking delivery from the premises.

16. The highest bidder shall bear the cost of hiring of empty & loader Truck/ Tempo.
17. The contractor will be liable to pay @ `100/ day as ground rent till the final lifting of the waste items if he fails to lift the waste items within 07 working days of the receipt of carry order.
18. The contractor will be responsible for cleaning the area from where the logs are lifted.
19. Lifting/ removal of all logs will be the total and complete risk and responsibility of the purchaser only.
20. All statutory requirements and labour enactments should be strictly followed in respect of persons employed by the highest bidder.
21. The bidder's representatives, workers, truck/ tempo drivers and others will have to strictly observe the working hours and regulations regarding the discipline and security while they are inside the premises of the office. Any violation of the regulation regarding the discipline and security will lead to termination of contract.
22. The highest bidder must not indulge in any corrupt or unlawful practice while executing the contract. If any such case is reported and established, the authority has every right to cancel the contract.
23. The highest bidders will be allowed to take delivery of the items during office hours only.
24. All responsibility related to GST, Excise duties and any other taxes as applicable will be of the highest bidder.
25. Assignment of contract and/ or subletting of this contract either in whole or in part are strictly prohibited.

  
15.10.2020

*Deputy Director(Administration)*  
*Administrative Training Institute*  
*West Bengal*

To,  
The Deputy Director (Admin.),  
Administrative Training Institute,  
Block - FC, Sector - III,  
Salt Lake,  
Kolkata - 700106

Sub: Offer for purchase of wooden logs on "As Is Where Is" basis

Sir,

Having examined and perused the following documents,

- (a) Notice Inviting Quotation
- (b) Terms & Conditions

I/ We hereby submit our quoted rates in the enclosed format in Annexure-A.

I/ We agree that the price quoted in the offer format as enclosed in Annexure-A is excluding of taxes, duties and other government levies as applicable on the sale of items.

I/ We agree that the quantity mentioned against individual category of waste items shall be treated as approximate quantity but the actual payment would be made on the basis of actual quantity of materials to be lifted.

I/ We shall have to make all arrangements for loading of materials to truck/ tempo at our cost. I/ We shall bear the cost of hiring of empty and loaded truck/ tempo.

I/ We agree to lift the whole lot of log and not a part thereof failing which the ATI, WB will be at liberty to terminate the work order.

I/ We agree that the payment will have to be cleared in total before lifting the items within 15 days of awarding the offer letter.

I/ We agree that the ATI reserves the right to reject the quotation wholly or partially without assigning any reason.

*I/ We have thoroughly read the **Quotation Form** and confirm with our acceptance to all terms and conditions without any deviation.*

**Encl. :** Duly filled Annexure A



*Bidders name & signature with seal*

**OFFER FORMAT**

I/ We hereby offer our price for the log on "as is where is" basis as detailed under:

<u>Sl. No.</u>	<u>Description of Items</u>	<u>Offer price in` (in figures)</u>	<u>Offer price in (in words)</u>
1.	Wooden Logs Laying at different places at the campus of ATI, W.B.		



*Bidders name & signature with seal*