

**ADMINISTRATIVE TRAINING INSTITUTE**

GOVERNMENT OF WEST BENGAL  
FC-BLOCK, SECTOR-III, SALT LAKE CITY,  
KOLKATA - 700106

TELE FAX: (033) 2337-4015/2341-0125

**Date: 17<sup>th</sup> November, 2017**

**NOTICE INVITING QUOTATIONS**

Sealed quotations are invited from intending bonafide agencies for supply & installation of 10 (Ten) Chairs with arm rest and 10 (Ten) Chairs without arm rest for the Library Section at Administrative Training Institute (ATI), Govt. of West Bengal, Sector-III, FC Block, Salt Lake, Kolkata-700106.

**The Specifications of the items to be procured is given below:-**

SPECIFICATION
<b><u>Chair with arm rest:</u></b> <ul style="list-style-type: none"><li>• "S"-Type, Steel Frame</li><li>• Seat and back size- 17" × 17" (fitted with cushion, covered by thick cloth)</li></ul>
<b><u>Chair without arm rest:</u></b> <ul style="list-style-type: none"><li>• 1" square tubular steel frame</li><li>• Seat and back size- 17" × 17" (fitted with cushion, covered by thick cloth)</li></ul>

**ELIGIBILITY CRITERIA**

- a. The bidder must be a registered organization with a valid trade license, copy of which to be submitted with the Quotation.
- b. Copy of the PAN and GST Registration must be submitted along with the Quotation
- c. Contact office and Service centre should be Kolkata based.
- d. If after sales service is provided by a separate agency / third party, it should either by an authorized service centre or certified by the mother company.

**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 ATI super scribing the words "**Quotation for supply of 10 (Ten) Chairs with arm rest and 10 (Ten) Chairs without arm rest for the**

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- the top of the sealed cover. The name of the supplying agency should also be written in the left side of the cover.
- III. The quoted rate should be inclusive of all Taxes and duties.No separate charges for delivery, installation and transportation will be allowed.
- IV. Warranty period will start from date of delivery of the Chair.
- V. Installation should be completed within 07 days after issuance of supply and installation order.
- VI. The last date of submission of quotation is **01/12/2017 up to 14.00 hrs.**
- VII. The date of opening of the received sealed quotation is **01/12/2017 at 15.00 hrs.** at the chamber of the Joint Director, ATI, WB. The Intending bidders or their authorized representative may remain present at the time of opening of the quotation.
- VIII. No advance payment will be made. The tentative budget fixed for this procurement is Rs. 70,000/- without taxes.
- IX. The ATI authority reserves the right to reject/cancel any quotation without assigning any reason.

  
**Deputy Director (Administration),  
ATI, WB**

**Date: 17<sup>th</sup> November, 2017**

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

- (i) District Magistrate, North 24 Pgs
- (ii) Commissioner, Bidhannagar Municipal Corporation
- (iii) Sub-Divisional Officer, Bidhannagar
- (iv) Software Support Personnel (SSP), ATI with a request to upload the NIQ in the official website.
- (iv) Store In-Charge, ATI, WB.

  
**Deputy Director (Administration),**