

ADMINISTRATIVE TRAINING INSTITUTE

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

TELE FAX: (033) 2337-4015/3960

Memo No: 332/VI-105/ATI/14-15

Date: 15th July, 2015

NOTICE INVITING QUOTATION

Sealed quotations are invited from intending, recognized bonafide printers for printing the Training Calendar for the Administrative Training Institute (ATI), Govt. of West Bengal for the year 2015-16.

The Specifications of the Training Calendar to be printed is given below:-

ITEM DESCRIPTION	QUANTITY
(a) Cover Pages: 250 GSM Nevia Art Board with 4 colour offset printing.	300 (Three Hundred) only
(b) Inside Pages: 128 GSM Nevia Art Paper with 4 colour offset printing.	
(c) Binding: Section stitch.	
(d) Size: 11" × 8.25"	
(e) Number of inside pages may be ascertained from the soft copy of the printing matter available along with the NIQ uploaded on our website.	

TERMS & CONDITIONS

- I. All disputes should be under Kolkata jurisdiction.
- II. The sealed quotation accompanying all relevant papers should be dropped at the Tender Box kept at the ground floor office of ATI in the Main Building.
- III. The quoted rate shall be inclusive of all taxes, duties and delivery charges and should be valid for a period of 90 (Ninety) days.
- IV. It will be presumed that the bidder has offered his rate after carefully examining the printing matter (Uploaded along with the NIQ on our website).
- V. The Training Calendar to be supplied should be as per the minimum specification as mentioned in the NIQ. Any substandard quality will be rejected out-right and the Director General, ATI has the right to cancel the supply order and not to take delivery of the same.
- VI. Intending bidders or his authorized representative may remain present at the time of opening of the quotation.

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- VII. The agency entrusted with the printing job should get the final proof of the Training Calendar approved by the Joint Director (AKP) ATI.
- VIII. The Training Calendar should be delivered within 14 days after the final proof is approved.
- IX. The last date for submission of sealed quotation is **24/07/2015 up to 2.00 P.M.**
- X. The date of opening of the received sealed quotation is **24/07/2015 at 3.00 P.M.**
- XI. The ATI authority reserves the right to reject/cancel any quotation without assigning any reason whatsoever.

Sd/-
**Deputy Director (Administration),
ATI, WB**

Memo No: 332/1(3)/VI-105/ATI/14-15

Date: 15th July, 2015

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

1. The District Magistrate, 24 Paraganas (North), Barasat.
2. The SDO, Bidhannagar.
3. The Chairman, Bidhannagar Municipality.

Sd/-
**Deputy Director (Administration),
ATI, WB**