

I/720/2017

ADMINISTRATIVE TRAINING INSTITUTE

**GOVERNMENT OF WEST BENGAL
FC-BLOCK, SECTOR-III, SALT LAKE CITY,
KOLKATA – 700 106
TELE-FAX : (033) 2337-4015/2337-3960**

Date: 21/08/2017**NOTICE INVITING QUOTATION**

Sealed quotations are invited from reputed and bonafide printing press for the printing and supply of books for the Administrative Training Institute (ATI), Govt. of West Bengal, as detailed below.

THE SPECIFICATIONS OF THE WORK TO BE PRINTED IS GIVEN BELOW:-

1. Size of each bound volume will be 9”X7”
2. Total number of pages of each volume would be 350 (approximately)
3. Inside Paper to be used for printing – Maplitho (80 GSM)
4. Print – Colour Photo Offset printing (Black & White) with both side printing
5. Cover – Multi-colour digital printing using 250 GSM Art board.
6. Binding – PERFECT binding

DESCRIPTION OF VOLUMES:	NO. OF COPIES
Compilation of Bare Acts for Departmental Examination of WBCS(Exe) Officers	300 Copies

TERMS & CONDITIONS

- I. All disputes should be under Kolkata jurisdiction.
- II. Photocopy of the last Income Tax Returns should be furnished.
- III. Photocopy of PAN Card and GST Registration should be furnished.
- III. The sealed quotation accompanied by all relevant papers should be dropped at the Tender Box kept at the ground floor office of ATI in the main building
- IV. The quoted rate shall be inclusive of all taxes, duties and delivery charges and should be valid for a period of 90 (Ninety) days.
- V. It will be presumed that the bidder has offered his rate after carefully examining the printing matter. The Librarian ATI may be consulted for inspection of the printing matter.

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- VI. The items 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.
- VII. Intending bidders or his authorized representative may remain present at the time of opening of the quotation.
- VIII. The agency entrusted with the job should get the proofapproved by the Librarian, ATI.
- IX. The items should be delivered within 14 days of the receipt of work order.
- X. The last date for submission of sealed quotation is 01/09/2017 up to 2.00P.M.
- XI. The date of opening of the received sealed quotation is 01/09/2017 at 3.00P.M.
- XII. The ATI authority reserves the right to reject/cancel any quotation without assigning any reason whatsoever.

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

PRICE BID FORMAT FOR PROVIDING SUPPLY

Description	Rate Per Price (All inclusive)	Quantity	Total Amount (All inclusive)
Compilation of Bare Acts for WBCS Departmental Examination		300 Copies	

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Copy forwarded 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 Chairman, Bidhannagar Municipality.
3. The Sub Divisional Officer, Bidhannagar.

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

Copy forwarded for information to :

- (i) Jt. Director (Accounts), ATI, WB
- (ii) Librarian, ATI, WB
- (iii) Store-in-Charge, ATI, WB

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